



STUDENT UNION

Brandeis University

**Bylaws of the Brandeis University
Undergraduate Student Union**

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MISSION STATEMENT

The mission of the Brandeis University Undergraduate Student Union is to provide the student body a voice on matters relating to university administration and the Board of Trustees. We aim to work towards changes that improve campus life, safety, and transparency between departments and the student body. The Student Union ensures the continued operational success of student-led clubs, advocates for equity, promotes professionalism, and works tirelessly to represent the interests of all undergraduate students at Brandeis University.

ARTICLE I: SUPREMACY

SECTION 1. Supremacy of Bylaws

- (a) The Bylaws of the Brandeis University Undergraduate Student Union Government (hereinafter referred to as "Bylaws") shall be enacted and enforced in accordance with the guidelines set forth in the Student Union Constitution and these Bylaws. The Bylaws shall take precedence over any other legislative documents or policies adopted by branches of the Student Union except for the Student Union Constitution.

ARTICLE II: UNION OFFICERS

SECTION 1. Terms

- (a) All Student Union Executive Officers, Senators, Allocations Board Members, Treasurers, and Union Representatives shall henceforth be considered "Union Officer(s)."
- (b) The term 'University Committee(s)' refers to committees not under the authority of the Student Union, but for which representatives of the Student Union are eligible to join in an advisory role.
- (c) The term, 'Branch Head(s)' shall refer to the leader(s) of the branches of the Student Union.

SECTION 2. Senate Reports

- (a) Executive Officers shall report to the Senate through an “E-board Reports” document after every meeting and must report before the Senate at least once a semester, except for the meeting in which they are confirmed.
- (b) The Senate may, by majority vote, mandate that a particular Union Officer report before the Senate.

SECTION 3. Office Hours

- (a) All Union Officers shall hold weekly office hours, though these office hours may be held on either an appointment or walk-in basis at the discretion of the Union Officer. It shall be the obligation of all Union Officers to respond to all requests for appointment during office hours made to them in a clear and timely manner and to make every effort, within reason, to meet with those persons requesting to make such an appointment.
- (b) Executive Officers shall hold office hours by appointment and must provide a link to an accessible platform where students can make appointments.
- (c) All Union representatives and members of the Allocations Board shall hold three office hours per week.
- (d) All Senators shall hold office hours by appointment.

SECTION 4. Student Representatives to University Committees

- (a) Student representatives shall be appointed to University Committees by the Union President.

SECTION 5. Attendance

- (a) All Branch Heads and Senate Committee Chairs must take attendance at meetings to ensure that Union Officers are fulfilling their obligations.
- (b) Each branch head shall maintain a publicly accessible attendance document that lists every member and which meetings they have missed. Senate Committee Chairs shall report attendance to the Executive Senator.

SECTION 6. Communication Responsibilities

- (a) Union Officers shall routinely respond to emails and Slack messages to ensure the smooth operation of the Student Union. Union Officers should respond to communications within 36 hours of receiving such communications, excluding non-business days and university holidays.
- (b) All Union Officers are required to notify their branch heads within 48 hours should there be any reason they cannot fulfill their duties to the extent expected of them as outlined in the Bylaws and/or other governing documents.
- (c) Student Union Officers must report to their branch head before speaking to the press.

SECTION 7. Abstentions

- (a) All voting Union Officers shall at any time have the liberty to abstain from any measure placed before them.
- (b) Abstentions shall factor neither in favor nor against any measure; excluding motions to impeach, remove, or suspend Union Officers, in which case they shall factor against said motions.
- (c) Members of the Senate and Allocations Board must abstain from motions concerning organizations in which they hold any kind of elected, appointed, or employed position other than the Student Union itself; including but not limited to club leadership positions.
- (d) Excluding those denoted above, Senators shall not be compelled nor urged to abstain from resolutions, amendments, or other motions for which they are present and eligible to vote.

ARTICLE III: EXECUTIVE BOARD

SECTION 1. Attendance

- (a) Executive Board members may miss up to three meetings of their respective branch per semester, including excused and unexcused absences. If a member misses four or more meetings in a semester, the President may request the Senate to remove the officer from the Executive Board at the discretion of the Student Union President, pending a $\frac{2}{3}$ vote from the Senate in accordance with Article V, Section 13 of these Bylaws.
- (b) Excused absences shall be provided at the discretion of the Student Union President and the Chief of Staff. Excused absences will still count toward the three total permitted

absences. For an absence to be excused, the Union Officer must communicate the date and reason for the absence at least 24 hours in advance. In the case of an emergency, the Union Officers shall make every reasonable attempt to communicate with the President at their earliest convenience. The Union Officer is responsible for updating the Chief of Staff and President in a timely manner, unless otherwise excused by the President.

- (c) In the event of a university-declared closure, university holiday, or a meeting scheduled outside the regular meeting time with less than one week's notice, Union Officers shall not be penalized for absence from these meetings.
- (d) The Student Union Chief of Staff shall maintain an attendance document within the Executive Board that lists every Executive officer and the specific meetings they have missed, accessible to all members of the Executive Board.
- (e) The Student Union President or Chief of Staff shall notify the Union Officer after their third absence that another absence may lead to their removal, suspension, or other sanction(s). This message shall be sent to the officer's university email address, though the sender may choose, at their discretion, to notify them through other means in addition to their email address.
- (f) If an elected Executive Officer is removed, an election may be held at the discretion of the Secretary within fifteen academic days, in accordance with the standing procedures specified in Article VIII, Section 2 of the Constitution. If the Secretary is the Union Officer removed from office, the election shall be held by the Student Union President following the appropriate procedures.

SECTION 2. Meeting Procedures

- (a) The Executive Board shall conduct weekly meetings in accordance with the following procedures:
 - (i) New Discussion Topics
 - (ii) Recurring Items/Updates
 - (iii) What's Happening on Campus?
 - (iv) Branch Updates by the respective branch heads regarding branch activities. Senate updates shall be presented by the Vice President; Treasury updates shall be

presented by the Head Treasurer(s); and Allocations Board updates shall be presented by the Allocations Board Co-Chair(s).

- (b) Attendance at Executive Board meetings shall be limited to those appointed or invited by the President and those positions allowed by the Constitution. All matters discussed during Executive Board meetings shall be presumed to be confidential, unless stated otherwise by the President.

SECTION 3. Communication Responsibilities

- (a) The Vice President or Executive Senator shall compile “E-Board Reports” to put into the Senate agenda for each session.
- (b) Each Executive Officer and branch head shall submit weekly reports before the start of every executive board meeting. This meeting shall include summaries of people they met with in their respective Student Union role, the contents of those meetings, updates detailing project progress, and other relevant initiatives and/or branch activities. This applies to both present and absent members during the meetings, unless absent members have been excused from this requirement by the Student Union President on a case-by-case basis.

SECTION 4. Executive Money Resolutions

- (a) All financial allocations from the Executive Board discretionary budget during any given week shall be reported to the Senate at the following Senate meeting. Projects funded by the Executive Board discretionary budget must have the Student Union name and/or logo visible whenever possible.

SECTION 5. Amendments to Article III

- (a) Any amendments to this article must be approved by the Student Union President before reaching the Senate floor. The President may veto any amendments to this article. The Senate may, by a $\frac{2}{3}$ vote, overturn such veto

ARTICLE IV: ALLOCATIONS BOARD

SECTION 1. General Guidelines

- (a) Each semester, the Allocations Board shall elect two Co-Chairs whose duties shall be set forth in the Union Constitution. The Allocations Board may, by a two-thirds vote of Allocations Board members, remove an Allocations Board Co-Chair for failure to perform the duties of the office adequately. This vote shall be proposed by any two members of the Allocations Board, and the vote shall be facilitated by the Chief Judicial Officer.
- (b) The Allocations Board shall not act in Marathon, Appeals Period, or regular weekly meetings unless a quorum is present. A quorum of the Allocations Board shall consist of five members.
- (c) Each member of the Allocations Board shall have one vote. Approval of any allocation requires a majority vote. Members of the Allocations Board may not cast their votes by proxy.
- (d) All Allocations Board meetings shall be convened by at least one of the two Co-Chairs. In the absence of both Co-Chairs, meetings shall be convened by at least one of the two Co-Head Treasurers.

SECTION 2. Marathon

- (a) The Allocations Board shall hold an annual funding period, called 'Marathon,' in the Spring Semester of every academic year.
- (b) During Marathon, Allocations Board will provide a regular yearly budget for chartered and secured clubs that apply for funding.
- (c) At the start of the Spring Semester, the Allocations Board shall provide a public timeline for all Marathon deadlines.
- (d) Once the application period has closed, the Allocations Board shall convene at least weekly in 'Marathon sessions' to make decisions on club requests for funding.
- (e) After initial Marathon decisions are released, the Allocations Board shall allow clubs to appeal decisions in a time known as the 'Appeals Period.'
- (f) The A-Board Co-Chairs will publicly release the final results of Marathon, including how much money each club requested and received, after the conclusion of the Appeals Period.

- (g) The particular procedures and guidelines for Marathon and the Appeals Period shall be outlined in the Allocations Board Funding Scope.

SECTION 3. Schedules

- (a) The Allocations Board shall generally hold meetings at least once a week.
- (b) Cancellation or postponements of meetings shall be permitted for events including but not limited to university closures, university holidays, or other relevant emergencies.
- (c) Meeting cancellations or postponements shall be determined by the Co-Chairs.
- (d) Attendance shall not be mandatory for meetings that were previously postponed unless they occur at least one week after the date of the original meeting.
- (e) Clubs may submit additional funding requests, in addition to any Marathon money they have previously received, to the Allocations Board throughout the school year for the Allocations Board to determine in weekly meetings.
- (f) Additional funding requests that are submitted at least one full day before a scheduled Allocations Board meeting must be presented at the next meeting. If funding requests are submitted less than one full day before a scheduled meeting, they can be presented at the meeting held after the one to be held the next day, at the discretion of the Allocation Board Co-Chair(s). If one meeting remains for the semester in which clubs may request additional funding, all requests submitted before the meeting begins must be presented at the meeting.

SECTION 4. Club De-Chartering

- (a) The Allocations Board shall reserve the power to recommend any chartered club be de-chartered by the Senate.
- (b) The Senate shall schedule a time at the earliest convenience of receiving this recommendation to allow a representative of the Allocations Board and representative(s) of the club in question to present before the Senate.

SECTION 5. Presidential Vetoes

- (a) The Student Union President may veto any decision of the Allocations Board within one week of being notified of said decision.

- (b) Should a veto occur, the Senate will schedule a time at the earliest convenience to allow both the President and Allocations Board to present before the Senate. The Senate may override the President's veto by a $\frac{2}{3}$ majority vote.

SECTION 6. Senate Reports

- (a) The Allocations Board must inform the Senate of any substantive operational changes to the Allocations Board Funding Scope. A representative of the Allocations Board must present changes to the Allocations Board Funding Scope at the next Senate meeting and/or provide a written report to the Senate by the next Senate meeting. The Vice President may choose to require an in-person presentation, written report, or both from the Allocations Board.
- (b) The Allocations Board has the responsibility to inform the Senate of these changes. The Senate may not override changes made to the Allocations Board Funding Scope beyond the powers granted to it in the Constitution and Bylaws.

SECTION 7. CEEF Subcommittee

- (a) The Allocations Board shall manage the Community Enhancement and Emergency Fund (CEEF) as a subcommittee of the Allocations Board.
- (b) CEEF shall be budgeted a maximum of \$250,000 a year from the Student Activities Fee.
- (c) Five members of the Allocations Board shall be on this subcommittee. One of these members shall be the Senate representative. No member of the CEEF subcommittee shall concurrently serve on the CSF subcommittee.
- (d) The CEEF subcommittee shall not act unless a quorum is present. A quorum of the CEEF subcommittee shall consist of three members.
- (e) One of the two Allocations Board Co-Chairs shall concurrently be the CEEF subcommittee chair.
- (f) During each academic semester, the Allocations Board shall solicit submissions for use of CEEF funding and make decisions on them in the same semester.
- (g) At the start of each academic semester, the Allocations Board shall provide a public timeline for all CEEF deadlines for the current school year.

- (h) The A-Board Co-Chairs shall publicly release the final results of CEEF Funding, including the amount of money allocated to each initiative and the amount initially requested after the meeting in which each proposal has been voted on.
- (i) Additional procedures and guidelines for CEEF shall be outlined in the Allocations Board Funding Scope.

SECTION 8. CSF Subcommittee

- (a) The Allocations Board shall manage the Campus Sustainability Fund (CSF) as a subcommittee of the Allocations Board.
- (b) CSF shall be budgeted a maximum of the total number of undergraduate students each year multiplied by \$7.50 per semester.
- (c) Four members of the Allocations Board shall be on this subcommittee. No member of the CEEF subcommittee shall concurrently serve on the CSF subcommittee.
- (d) The Allocations Board shall nominate one additional member of the Brandeis community who has expertise in environmental affairs to serve as the fifth member and Advisor to the subcommittee. This Advisor shall be confirmed by the Senate. The CSF subcommittee shall not act until an Advisor is confirmed.
- (e) The CSF subcommittee shall not act unless a quorum is present. A quorum of the CSF subcommittee shall consist of three members.
- (f) One of the two Allocations Board Co-Chairs shall concurrently be the CSF subcommittee chair.
- (g) During each semester, the Allocations Board shall solicit submissions for use of CSF funding and make decisions on them in the same semester.
- (h) At the start of each semester, the Allocations Board shall provide a public timeline for all CSF deadlines for the same semester.
- (i) The Allocations Board Co-Chairs will publicly release the final results of CSF Funding, including how much money each initiative requested and received after every proposal has been voted on.
- (j) The particular procedures and guidelines for CSF shall be outlined in the Allocations Board Funding Scope.

ARTICLE V: SENATE

SECTION 1. Attendance

- (a) Senators shall attend all meetings of the Senate and committees on which they are required to serve and may miss up to two Senate meetings and two committee meetings (per committee) without an excuse per semester. If a Senator misses three Senate or committee meetings in a semester without an excuse, they are required to meet with the Executive Senator and the Vice President.
- (b) In the event of a university emergency (including but not limited to a snow emergency) or a meeting scheduled outside the regular meeting time with less than one week's notice, no Senator shall be penalized for absence.
- (c) The Vice President, in conjunction with the Executive Senator, shall maintain a publicly accessible attendance document that lists every Senator and which meetings they have missed. Senate Chairs shall report committee attendance to the Executive Senator or Vice President, who will update the document accordingly. Any discrepancies should be reported immediately.
- (d) The Vice President, Executive Senator, or the Chief Judicial Officer shall notify a Senator after their second unexcused absence that another absence will lead to a meeting with the Executive Senator and Vice President. This message shall be sent to the Senator's university email address, though the sender may choose, at their discretion, to notify them through other means in addition to the email.
- (e) If a Senator cannot attend a meeting in person, the Vice President or pertinent Committee Chair may, at their discretion, allow that Senator to virtually attend via video chat or similar means. The Vice President, or pertinent Committee Chair, may also allow excused absences given extraordinary circumstances. The Vice President or pertinent Committee Chair is not required to allow excused absences except in certain circumstances, and may reject any request for an excused absence for reasons not listed at their discretion. Valid circumstances for excused absences shall include health issues and family emergencies, or other reasonable circumstances necessitating absences. If the Vice President or pertinent Committee Chair allows an excused absence, it shall not count as an absence.

- (f) If a Senator is removed under this provision, an election may be held at the discretion of the Secretary. If no election takes place, then the seat shall remain vacant for the remainder of the term, and will be accordingly available in the next election.

SECTION 2. Committee Chairs

- (a) All Senators must serve on at least two committees, except for Committee Chairs. Committee Chairs only need to serve on the committee for which they are the Chair, but may request that the Student Union Vice President appoint them as a member of another committee. Should a Committee Chair be allowed to join a second committee, they may not serve as Chair of said committee.

SECTION 3. Executive Senator

- (a) Each semester, the Senate shall elect an Executive Senator as a liaison between the Senate and the Executive Office.
- (b) The Executive Senator or the Vice President shall have the right to deny an individual or group admittance to the Senate agenda. The Executive Senator or Vice President shall inform the Senate within 24 hours of their execution of this right. The Senate reserves the right to overrule the decision of the Executive Senator or Vice President on this matter by a majority vote.
- (c) The election procedure for the Executive Senator shall be as follows:
 - (i) Before the first official Senate meeting of the school year, the Vice President shall announce the election of the Executive Senator. At the first official Senate meeting, the Vice President will inform Senators of the voting procedures, candidates will present a short statement, and a vote will commence via secret ballot which elects the Executive Senator.
 - (ii) Secret Ballot shall be administered by the presiding officer of the Senate. The Secret Ballot shall be submitted by each senator to the presiding officer. The presiding officer shall record the votes of each Senator and keep individual votes private.
 - (iii) The term of the Executive Senator shall expire at the end of the academic year upon the inauguration of the incoming President and Vice President.

- (d) The Executive Senator may not concurrently serve as the Chair of the Internal Operations Committee.

SECTION 4. Appointing Officers

- (a) No individual shall serve in an appointed capacity as a member of the Union Government unless nominated by the Union President and confirmed by the Senate, except as otherwise provided in these Bylaws.

SECTION 5. Parliamentary Rules

- (a) The Parliamentary rules, as set out in the Student Union handbook, shall govern the conduct of all official meetings of the Student Union Senate, except as may otherwise be provided for in the Union Constitution and these Bylaws.
- (b) A quorum in the Senate shall be defined as 50%+1 of the voting body present.

SECTION 6. Meeting Schedules

- (a) The Senate shall convene at least eight times per semester.

SECTION 7. Special Rules of Order

- (a) A straw poll vote can be taken at any time upon the request of one senator.
- (b) Members of the Senate shall be limited to three minutes to speak per turn, at the discretion of the Vice President.
- (c) The Senate shall have the power to enter executive session by majority vote.
- (d) An executive session shall consist of only the Senate and other individuals that the Senate and Vice President requests. The Senate must vote by a simple majority to admit the guest(s) to executive session.
- (e) No business may be voted upon in executive session excepting votes explicitly permitted in these Bylaws.
- (f) The Senate may, by majority vote, move out of executive session. In the event of a tie, the executive session shall conclude.

- (g) The details of executive sessions may not be shared with people who were not present for the session except if Senators are absent for the session, they may be given details of the executive session with a majority vote of the Senate.

SECTION 8. Proxy Votes

- (a) Proxy votes may only be accepted for excused absences by the Vice President.
- (b) Proxy votes are only for matters which have been discussed at a meeting, that the individual was present for, prior to the vote. This is not applicable to club chartering/recognition votes on the day of the meeting.
- (c) Proxy votes may be permitted, at the discretion of the Vice President or presiding officer of the Senate, for urgent Senate Money Resolutions.

SECTION 9. Voting

- (a) For each item brought to a vote, there shall be one round of voting. Each member may cast one vote per round. In the event of a tie, another round of voting will commence until the tie is broken.

SECTION 10. Order of Business

- (a) The order of business of meetings of the Union Senate shall be:
 - (i) Call to order.
 - (ii) Roll call.
 - (iii) Club charters, recognitions, and de-charters.
 - (iv) Communications, including the Executive Board Report and Finance Report.
 - (v) Senate committee chair reports.
 - (vi) Unfinished business.
 - (vii) New business.
 - (viii) Senator reports.
 - (ix) Public comment and open forum.
- (b) The order of the business of meetings may be adjusted at the discretion of the Vice President or presiding officer when appropriate.

SECTION 11. Resolutions

- (a) A resolution adopted by the Senate is a proclamation by the Brandeis Student Union Senate to the greater Brandeis community and an official statement on behalf of the Brandeis Undergraduate student body.
- (b) Resolutions may not typically be authored by the presiding Chair of the Internal Operations Committee to ensure an impartial editing process. The Chair of the Internal Operations Committee may author a resolution if they recuse themselves from voting on the resolution in Committee, and temporarily appoint the Chief Judicial Officer as chair for business in which the Chair's resolution is discussed and voted on.
- (c) Proposed resolutions must concern issues at the university or regarding the student body. These resolutions may not be extraneous to the university. The following guidelines are mandatory requirements for resolutions:
 - (i) Only senators may propose resolutions to be adopted by the Senate. If any member of the Brandeis community wishes to author a resolution, they may reach out to a Senator to sponsor it.
- (d) In order to propose a resolution, the following must occur:
 - (i) The sponsoring senator(s) must submit a resolution draft to the Internal Operations Committee, which will be revised by the Internal Operations Committee and sponsoring senator(s) to ensure that it aligns with the listed requirements.
 - (ii) The Internal Operations Committee will vote by majority within one week to pass the resolution to the Senate after revisions.
 - (iii) The sponsoring Senator(s) will then present the resolution to the Senate for review one week before voting.
 - (iv) The Internal Operations Committee may only vote against passing a resolution to the Senate if it cannot be sufficiently revised while retaining its original intent, or if the sponsoring Senator(s) fail to accept the revisions which would allow it to meet the requirements.
 - (v) In cases where the Internal Operations Committee votes against bringing a resolution to the Senate, the Committee Chair is required to present a clear and

convincing rationale for the committee's decision to the Senate during Committee Reports at the next senate session.

- (vi) The Student Union President may not veto any resolutions passed by the Senate.
- (e) Resolutions shall be voted on by roll call unless the Senate votes by a $\frac{2}{3}$ majority to permit a secret ballot to ensure transparency in government.

SECTION 13. Sanctions for Union Officers

- (a) In the event of impeachment or suspension, the following shall be the procedures for introducing and voting upon articles of impeachment or suspension in the Senate.
- (b) Articles of impeachment or suspension shall be submitted by a Union Officer to the Chief Judicial Officer and Vice President to the email addresses associated with their positions. The Chief Judicial Officer and Vice President will jointly brief the Student Union President on the impeachment. The Vice President will notify the Senate in advance of the impeachment proceeding.
- (c) The Chief Judicial Officer will be the primary line of communication with the person being impeached or suspended and notify them of the impeachment or suspension. The Vice President will inform the Senate and send them the articles of impeachment or suspension no later than 72 hours before the Senate meeting at which the articles are being introduced and voted on.
- (d) Articles of impeachment or suspension shall be voted on at the first Senate meeting after which they are presented. If articles are submitted within 72 hours before the next Senate meeting, Senate impeachment proceedings shall not occur until the first Senate meeting in which a minimum of 72 hours notice can be given.
- (e) Hereinafter, the person facing impeachment or suspension shall be known as the respondent, and the Union officer presenting the articles of impeachment or suspension shall be known as the Petitioner. Only one Union Officer may serve as the Petitioner. The Vice President shall impartially preside over the meeting, as they would for a typical Senate meeting. The Vice President may not serve as a Petitioner. If the Vice President is unable to preside over the proceedings, the presiding officer will be referred to as the Senate President pro tempore, and is required to preside impartially.

- (f) If the Vice President is unable to preside over the proceedings, the Executive Senator shall serve as the President pro tempore of the Senate. In the event of the impeachment or suspension of the Vice President, the Executive Senator may not serve as Petitioner. If the Executive Senator is unable to serve as President pro tempore, the Internal Operations Chair shall serve as President pro tempore.
- (g) If the Vice President is the Respondent, the Executive Senator shall preside over impeachment or suspension proceedings as President pro tempore for that meeting and will be precluded from casting a vote.
- (h) If the Executive Senator is the Petitioner, the Internal Operations Committee Chair shall take on the responsibilities of the Executive Senator for that meeting.
- (i) A link to this section of the bylaws shall be included in an email notifying the respondent of the articles of impeachment or suspension. The Respondent shall be informed that they are welcome to attend the Senate meeting and present a defense, but are not obligated to do so.
- (j) Each article of impeachment or suspension should correspond to a breach of constitutional duties by the Respondent. Multiple articles may be presented during a trial.
- (k) Respondents may not be tried twice for the same charges.
- (l) Before the articles of impeachment are presented, the Vice President or President pro tempore will explain the procedure to the Senate. The Petitioner shall have no more than ten minutes to present and explain the articles of impeachment.
- (m) After the articles of impeachment or suspension are introduced and explained, the Respondent shall have no more than ten minutes to present a defense or rebuttal of the articles of impeachment or suspension.
- (n) At the conclusion of the ten minutes allotted to the respondent, Senators shall have the opportunity to ask questions of the Petitioner and the Respondent.
- (o) Both parties may refuse to answer any question posed by the Senators. Parties have no more than two minutes to answer each question. The Respondent and Petitioner shall address each other by their titles rather than by name.
- (p) At the conclusion of the question and answer segment of the proceeding, the Petitioner and the Respondent shall each have two minutes to offer a closing statement.

- (q) The Senate shall move to executive session to discuss the articles of impeachment or suspension prior to voting. Neither the Petitioner nor the Respondent may join the executive session, even if they are Senators. Senators will be reminded of the rules of executive session by the Vice President or President pro tempore.
- (r) The Senate may vote to leave executive session to ask further questions of the Petitioner and/or Respondent.
- (s) Upon the conclusion of the Senate's deliberations, the Senate shall vote on each article. A $\frac{2}{3}$ majority of the Senate must vote in favor of adopting an article to send it to the Court, as defined by Article III, Section VI of the Student Union Constitution. If the Senate votes to adopt the article, removal proceeds according to Article X, Section 2 of the Union Constitution. The results of the vote shall be communicated to the Union President, Secretary, and Chief Judicial Officer. At that point, the role of the Senate in the impeachment process has concluded, and the Chief Judicial Officer or officer fulfilling the role of Chief Judicial Officer shall convene a court to uphold or overturn the decision made in the Senate. No individual who has been impeached and removed from office for any reason shall be eligible to campaign for or be appointed to any Union position for a minimum of one academic year.
- (t) If the Petitioner or Respondent is a Senator, they may not vote and will not be included among the quorum count. Senators who vote to abstain shall be included in the quorum count.
- (u) In the event that the Respondent is the Chief Judicial Officer, the impeachment proceeding will commence as outlined above within the purview of the Senate. The Secretary will assume the duties of the Chief Judicial Officer listed in this section over the course of the proceedings. These include, but are not limited to: correspondence with the parties, the randomized selection of the court, and presiding over the removal or suspension proceeding(s).

SECTION 14. Senate Money Resolutions

- (a) Funding requests to the Senate must meet certain conditions:
 - (i) A Senate Money Resolution (SMR) should be presented at the Senate meeting prior to the meeting at which the vote shall be taken.

- (ii) If the Senate determines that the SMR is time-sensitive, it may, by a majority vote, expedite this rule and allow the funding request to be voted on at the first meeting.
- (iii) Voting on the funding will require a simple majority to pass.
- (iv) The Senate is allowed to change the dollar value of the request, and this will not require any additional meetings to vote on the entire measure.
- (v) If funds are not requested within two weeks of the event for which money is needed, the Senate Money Resolution becomes null and void, and the Senate shall have no obligation to pass a similar money resolution.
- (vi) For Senate Money Resolutions not relating to an event, a timeline must be presented with the request. All Senate Money Resolutions must include the exact price of each requested item to be purchased or services to be obtained. Aggregate or estimated values are not permitted. This rule can be overridden by a majority vote of present members.
- (vii) All Senate Money Resolutions must be shared with the Union Head Treasurers.
- (viii) If the resolution differs significantly from the projected cost, the Treasurer shall make a report of the discrepancy to the Senate at the next regular meeting.
- (ix) Only Union Officers are permitted to submit Senate Money Resolutions.
- (x) All Senate Money Resolutions must be used for Student Union projects and/or operations only.
- (xi) Projects funded through Senate Money Resolutions must have the Student Union name and/or logo visible whenever possible.

ARTICLE VI: SENATE COMMITTEES AND PROGRAMS

SECTION 1. Standing Committees

- (a) The following shall be the standing committees of the Senate:
 - (i) Club Support Committee;
 - (ii) Campus Life Committee;
 - (iii) Student Advocacy Committee;
 - (iv) Health & Wellness Committee;

- (v) Internal Operations Committee.

SECTION 2. Committee Appointments

- (a) Senators may voice preferences regarding which committees they serve on and whether they would like to chair a committee, but the composition and leadership of committees are ultimately determined at the discretion of the Vice President.
- (b) All Senate Committee appointments shall be for a period of one semester.
- (c) All Senate Committee Chairs may be re-appointed in the following semester. If the appointing Vice President remains in their position in the following semester, Committee Chairs shall be automatically re-appointed unless notified by the Vice President of their removal from the position of Committee Chair.
- (d) Senate Committee Chairs for the Fall and Spring semesters shall take office at the first meeting of each respective semester.
- (e) Senate Committee Co-Chairs may be created at the discretion of the Vice President.
- (f) The Committee shall work to develop new services to address student needs.
- (g) The Committee Chair(s), or a designee, shall coordinate events and programs to foster the committee's goals.

SECTION 3. Committee Rules and Procedures

- (a) The actions of Senate Committees must align with the general goals of the Senate. It shall be the responsibility of the Committee Chair(s) to ensure that the Committee remains aligned with the goals of the Senate.
- (b) Meetings shall be held at least once weekly barring university holidays, university closures, or other extreme circumstances necessitating postponement or cancellation of a meeting, as determined by the Committee Chair(s). The Vice President shall determine at the beginning of each semester how many meetings are expected of each committee during that semester.
- (c) Committee Chairs shall make every effort to involve relevant administration or faculty in their weekly meetings and activities.
- (d) All decisions made by the Senate Committee Chairs - be it policy, finances, or otherwise - shall not be made without consultation of the Committee.

- (e) No Senate Money Resolution may be proposed on behalf of a committee without the consensus of a committee. Senate Money Resolutions may be proposed by individual senators who serve on a committee, without a consensus, if the Senate Money Resolution is not proposed on behalf of a committee.
- (f) If the Committee Chair(s) or any other member of the committee acts without consulting the committee, they are subject to probation or removal from their position under the discretion of the Chief Judicial Officer and the Vice President.
- (g) Each Committee shall be required to report the prior week's progress at the subsequent Senate meeting. The report shall be submitted by the Chair(s) of the committee, or a designee, in advance of the following Senate meeting.
- (h) Every week of the semester, the Vice President or a designee shall produce a publicly available Senate Update that includes committee chairs' reports.
- (i) If the position of Committee Chair becomes vacant, all authority delegated to the Committee Chair shall fall to the Executive Senator until another is appointed.
- (j) The Executive Senator may temporarily designate the responsibilities to another committee member, but the Executive Senator remains responsible for ensuring that any responsibilities are fulfilled until a new Chair is appointed.
- (k) Committees shall have the right to use Union resources at the discretion of the Union Secretary.
- (l) All communications prepared by Committees must be approved by the Director of Public Relations or the Vice President prior to distribution.
- (m) In the event that the Senate Chair fails to adhere to these rules and procedures and/or the duties prescribed to the Senate Committee Chairs in these Bylaws, the Vice President shall have the authority to remove them from the chair position.
- (n) All Senate Committees must produce a report detailing the work they have done as a committee at the end of each semester and present it at the last Senate session of the semester.

SECTION 4. Club Support Committee

- (a) The Club Support Committee shall serve the clubs of the Brandeis campus by educating club leaders and their members on resources available and beneficial to clubs and

organizations of the Brandeis Student Union. Additionally, the Committee shall serve as an outlet for club advocacy-related issues between clubs and the Union Government and/or the administration of Brandeis University. The Committee shall provide services related to, but not limited to, the following:

- (i) Human, material, and financial resources of the Brandeis Student Union, Brandeis University, and the greater Brandeis University community. It shall provide this service by proactively engaging and directly meeting with clubs.
- (ii) The Club Support Committee, alongside the Chief Judicial Officer, will be responsible for contacting and requesting testimony from any and all groups with which a prospective new club may have a duplicity of purpose.

SECTION 5. Campus Life Committee

- (a) The mission of the Campus Life Committee is to advocate for and improve the overall student experience by addressing key aspects of campus life, including dining, housing, transportation, and safety. The committee shall coordinate with pertinent administrations and represent the Union and student body in all dining-related and residential affairs.
 - (i) The Committee Chair(s) shall reach out to university dining management at the beginning of a new semester to arrange a recurring time for the Committee and university dining management to meet. In preparation for meetings with university dining management, committee members will gather relevant student feedback (e.g. complaints, compliments, suggestions, etc.) with a clear outline of projects and issues in progress to be accumulated into a single report.
 - (ii) The Committee shall make every effort to meet with university dining management every week to report student feedback and campaign for the changes desired by the student body and Union.
 - (iii) The Committee may assist university dining management in promulgating significant dining news with the student body.
 - (iv) The Committee is encouraged to connect with dining administration in steering community-wide forums, institutional dining affairs, transitions to a prospective dining vendor when a contract expires, and other conversations as they arise.

- (b) The Committee shall advocate for improvements to the operation and maintenance of all university-owned buildings and grounds by providing relevant student feedback to the Department of Community Living, Department of Facilities Services, and Department of Public Safety and undertaking projects to improve campus spaces.
- (c) The Committee may also address neglected campus operations or university services lacking sufficient representation from the Student Union.
- (d) The Committee will represent students in working with the Department of Community Living, Department of Facilities Services, and Department of Public Safety to coordinate matters of transportation from the Brandeis University campus and around the Brandeis University campus.

SECTION 6. Student Advocacy Committee

- (a) The Student Advocacy Committee shall serve to improve diversity, equity, inclusion, and sustainability (DEIS) at Brandeis by collaborating with university staff, students, clubs, and departments who uphold the values of social justice and environmental consciousness. Through these efforts, the Committee will work to give underrepresented groups a voice on campus and to promote institutional change at Brandeis. The Committee shall:
 - (i) Investigate and advocate for relevant policies and student concerns;
 - (ii) Undertake at least one major project per semester;
 - (iii) Choose a specific theme to focus on each semester at their discretion;
 - (iv) Coordinate and work with relevant clubs, Student Union committees and members, campus resources, faculty and staff in order to promote environmentalism and sustainability on campus.

SECTION 7. Health and Wellness Committee

- (a) The Health and Wellness Committee shall serve to promote and improve the well-being and security of students on and off campus, which shall include but not be limited to: mental, physical and emotional health; alcohol and drug awareness and safety; sexual health and safety; safety and accessibility for students on and off-campus; fair treatment of students with disabilities; and healthy academic and non-academic life balance.

- (i) The committee shall advocate for improvements to campus health and safety in university policy, provide awareness and information to students, host events, and pursue relevant initiatives.
- (ii) The committee shall coordinate and work with related clubs, Student Union committees and members, campus resources, faculty, and staff to fulfill its mission efficiently and effectively.
- (iii) The Chair of the Health and Wellness committee, or a designee from that committee, is invited and required to attend the regular Student Health Advisory Committee (SHAC).

SECTION 8. Internal Operations Committee

- (a) The Internal Operations Committee shall be responsible for planning and running Union events. The Committee shall also be responsible for addressing Union legislative and policy issues.
- (b) The Internal Operations Committee's purpose is to enhance the efficiency of the Senate and to streamline the legislative process. The Committee will strive to assist people bringing business before the Senate and assist in understanding the rules and guidelines set forth in the Union Constitution and these Bylaws.
- (c) The Committee shall organize and run:
 - (i) The Union Involvement Fair Shift, an important event to encourage student participation and engagement with the Student Union.
 - (ii) Student Union Retreat, the semesterly training for all Student Union officers.
 - (iii) State of the Union, a year-end assembly including a public report presentation, celebration, and inauguration of the next administration.
- (d) The Committee may organize and run any other events, services and projects over the course of the term.
- (e) The Committee Chair may, in conjunction with the Vice President, request the attendance of all Union Officers at any committee or Union-sponsored event, including at set-up and clean-up.
- (f) The Committee shall act as a compositional resource for those bringing voting matters before the Senate. The committee shall welcome any senator(s) who wishes to bring

voting matters before the senate to the next Internal Operations Committee meeting. Senator(s) who propose legislation will receive critiques on legislative items to best comply with the Union Constitution and these Bylaws. To accommodate those unable to attend the weekly meeting, the Internal Operations Committee shall offer ad hoc meetings to provide necessary assistance. Committee members may be excused from these ad hoc meetings at the discretion of the Committee Chair.

- (g) The Committee may only require adherence to recommendations pertaining to the legislation's compliance with the Union Constitution and these Bylaws. If the Committee's recommendations pertaining to the compliance of the matter with the governing documents are not implemented, the Committee Chair, in conjunction with the Executive Senator, shall prevent the item from reaching the agenda of the Senate meeting.

ARTICLE VII: CLUBS

SECTION 1. Accreditation

- (a) The Senate shall, by a supermajority vote of two-thirds, have the discretionary power to accredit probationary clubs.
- (b) There are three types of recognized clubs:
 - (i) Probationary Clubs;
 - (ii) Chartered Clubs;
 - (iii) Secured Clubs.
- (c) A probationary term shall be defined as a 12-academic-week period for new clubs to develop and prove their ability to pursue or fulfill their purpose and to function well as an organization.
- (d) A probationary club is a club that has been accredited by the Senate and is yet to be guaranteed continued existence or dissolution.
- (e) Probationary, chartered, and secured clubs shall be guaranteed continued existence in their current status pending the completion of the annual renewal process, provided that the club is not deemed to be in violation of its purpose, its constitution, Club Support regulations, the Student Union Constitution, or these Bylaws.

- (f) Chartered Clubs shall maintain at least ten active members each academic year to remain chartered. Failure to maintain ten active members shall result in that club being placed on probationary chartered status. During probationary chartered status, the club is bound by stipulations set out in Section 3 and 6 of these Bylaws.
- (g) The definition of an active member shall be determined by a club's constitution.

SECTION 2. Eligibility for Accreditation

- (a) Prospective clubs must be demonstrably organized and efficient in operating as defined by their club's constitution to do at least one of the following:
 - (i) Advance an interest or initiative.
 - (ii) Create a community that is beneficial to the Brandeis undergraduate student body.
 - (iii) Provide meaningful opportunities to partake in a specific activity.
- (b) Not be a social fraternity or sorority.
- (c) Not duplicate the purpose or goals of an existing club, or academic department or resource. If the prospective club's operations, impact, and student appeal would substantively be the same as that of an existing club, then it shall not be accredited. A group has duplicity of purpose if it has duplicity of operations, impact, and appeal. Collectively, this standard is called Duplicity of Purpose.
 - (i) The National or International affiliation of an existing or prospective club will have no bearing in determining duplicity of purpose between groups. All clubs, regardless of if they have non-Brandeis affiliations, will all be treated equally regarding duplicity of purpose. Unique national or international affiliations shall not solely warrant exemption from Duplicity of Purpose.
 - (ii) Guidelines for accommodating the regulations on Duplicity of Purpose will be restricted to clubs' impact on the Brandeis University campus only, and only those on-campus impacts will be relevant in evaluating purpose.
- (d) Not discriminate against members on the basis of race, color, ancestry, religious creed, gender identity and expression, national or ethnic origin, sex, sexual orientation, age, genetic information, disability, political affiliation or ideology, veteran status or any other category protected by law. Most up to date language can be found on Brandeis University's Policies and Procedures webpage.

- (e) Not charge its members fees or dues or frequently engage in cost-prohibitive activities without an attempt to offset costs through fundraising or allocated monies.

SECTION 3. Probationary Clubs

- (a) To seek probationary status, an eligible prospective club must fulfil the following criteria:
 - (i) Hold a club meeting that is attended by at least ten students in addition to at least one club support committee member who will observe proceedings. This meeting must occur prior to the Senate meeting at which the leaders will present their club.
 - (ii) Prospective clubs must submit to the Club Support Committee a proposed constitution which fulfills the criteria outlined in Article 7, Section 8 of these bylaws.
 - (iii) Submit written statements to the Club Support Committee of fifteen members of the Student Body who wish to join the club describing why they wish to join the club and why they believe the club will benefit the Brandeis community. Written statements are recommended to be between 100 and 200 words.
 - (iv) Submit a semester plan to the Club Support Committee which outlines the club's goals, methods, and verifiable objectives.
 - (v) Submit to the Club Support Committee a list of the initial E-board members with each member's respective position and Brandeis email attached.
 - (vi) Attend a meeting of the Club Support Committee to discuss the merits of their club and to discuss preparation for accreditation.
- (b) After meeting all the other requirements listed in these bylaws, prospective clubs must present their case for accreditation in front of the Senate and must receive the Senate's approval, in order to become a probationary club. Representatives of the prospective club must step outside of the meeting room while the Senate votes on accreditation as a probationary club.
- (c) The Club Support Committee must provide the prospective club's constitution, written statements of support, and any other relevant information to the senate before prospective clubs present their case for accreditation.

SECTION 4. Chartered Clubs

- (a) In order to become chartered, clubs must fulfil the criteria outlined below. Clubs must:
 - (i) Report to the Club Support Committee within 1 probationary term (12 academic weeks) of being accredited.
 - (ii) Present their case for accreditation in front of the Club Support Committee and must receive the Club Support Committee's approval, in order to become a probationary club.
- (b) After reviewing a report or presentation provided by the club that reflects on their probationary term, as well as meeting with the club's officers, the Club Support Committee shall have three options:
 - (i) Guarantee continued existence as a Chartered club subject to Section I of these Bylaws. The Club Support Committee shall notify the Senate of this decision.
 - (ii) Provide the club another probationary term of 12 weeks, after agreeing upon a new semester plan. The Club Support Committee shall notify the Senate of this decision.
 - (iii) Request that the Senate votes to either approve, provide another probationary term of 12 weeks, or revoke accreditation for the club.
- (c) If, after two probationary terms, a club has not been guaranteed continued existence, the Club Support Committee will request that the Senate vote to dissolve the club. If the Senate chooses not to dissolve the club, it is to be automatically guaranteed continued existence at that point.

SECTION 5: Secured Clubs

- (a) Secured Clubs must comply with the following requirements to establish, maintain status and de-secure.
- (b) To become a Secured club, a chartered club must go through the following steps:
 - (i) To begin the process, the organization must submit the following documents to the Club Support Committee for review:
 - (1) List of club officers, members and a faculty or staff advisor;
 - (2) Constitution;
 - (3) Mission and goals;
 - (4) Plan for the upcoming year;

- (5) Proposed budget for the upcoming year;
 - (6) Statement of intent to become a Secured Club, including demonstration of the club's long-term impact on the Brandeis community.
- (c) If multiple chartered organizations are planning to come together to form a secured club, the majority of those organizations must have existed for at least 5 years. Once approved by the Senate, the organization must go through a 12-week Probationary period before seeking approval from the Senate again to officially become secured. This time should be used to establish the group's leadership structure, work through any details that may not have previously been organized, and demonstrate the longevity of the organization.
- (d) Once approved by the Club Support Committee, the organization will give a 20 to 30 minute presentation to the Student Union Senate. In this presentation, they must present all the previously mentioned documents and answer the following:
- (i) Why does your organization want to be secured?
 - (ii) Why does your organization feel they are “sufficiently important” to the Brandeis community?
 - (iii) What has been your organization's impact on the Brandeis community over the past 5 (or more) years?
 - (iv) Any additional information that will be useful to the Senate's decision-making process.
- (e) The Senate will vote on the club's secured status, using a $\frac{2}{3}$ majority vote.
- (f) Once approved by the Senate, the newly secured club would be presented as a constitutional amendment for a full student body vote. Then, the club must meet with the Program Specialist for Student Engagement and Leadership to discuss the next steps as a Secured Club, as well as meet with the Budget Analyst to discuss Secured Club finances.
- (g) To maintain Secured Club status, Secured Clubs must follow the requirements listed below:
- (i) Must provide the Bi-annual reporting of club finances, major events, and a list of recent achievements, to the senate.
 - (ii) Must continue to have an active Club Advisor.
 - (iii) Club Treasurer(s) must complete finance training annually.

- (iv) All other e-board members must complete Secured Club Training annually.
 - (v) Elections must be held on an academic year schedule (terms are Fall-Spring).
 - (vi) Money received during Marathon is contingent on completing the annual report at the end of Spring.
 - (vii) Office space is not guaranteed. If the organization has an office space, the space must be maintained in a clean and organized manner. Office space can be revoked due to uncleanliness, use for storage instead of as an office, or if the space is needed for campus planning initiative.
 - (viii) Demonstrate an exceptional level of leadership and compliance to Student Union, DSE, and University policies.
- (h) The following is the process and criteria to revoke the secured status of a club:
- (i) A Secured Club can be de-secured if they fail to apply with any of the requirements listed above, including any issues of conduct, misuse of funds, lack of attendance at required training, lack of an advisor, failure to submit their club's annual report, or lack of compliance with anti-hazing, risk management, and/or other policies regarding clubs.
 - (ii) The Club's President and Treasurer will be sent a notice to appear before the Student Union Senate. The club will have the chance to present their case and argue to remain a secured club. The Senate will then vote on whether the organization should:
 - (1) Become de-secured; or
 - (2) Fully maintain their secured status.
 - (iii) If the Senate votes for the club to be de-secured, the Club Support Committee will propose a Constitutional Amendment which will be voted on by the Brandeis student body.

SECTION 6. Club Constitutions

- (a) Club constitutions should conform to the criteria outlined below as well as the Student Union's most recent version of the club constitution template. These requirements include, but are not limited to:
- (i) Name of the prospective club;
 - (ii) Purpose of the prospective club;
 - (iii) Officer positions and the method for filling them. Officer positions mandated by the Bylaws must be created and filled before a prospective club begins to seek probationary status;
 - (iv) Membership criteria, which may not be exclusionary to any undergraduate student or protected class, as outlined in the Constitution and Bylaws;
 - (v) Meeting procedures;
 - (vi) Amendment procedures;
 - (vii) Statement of non-discrimination according to Brandeis University Policy;
 - (viii) Request to be probationary.
- (b) A template for club constitutions will be provided to prospective clubs by the Student Union by request.

SECTION 7. Maintaining Recognized Status

- (c) To maintain recognized status, any recognized club shall conform to the requirements listed in this section:
- (i) Submit a copy of the Club's Constitution to the Student Union Secretary upon request.
 - (ii) Comply with yearly renewal requirements, as outlined by the Student Union Secretary.
 - (iii) The deadline for the Anti-hazing/Club Renewal Form shall be determined by the Department of Student Engagement. Failure to submit the document shall result in de-chartering pursuant to a simple majority vote of the Senate and/or the inability to use University facilities and Union resources.
 - (iv) Complying with the Student Union Advertising Policy, as outlined by the Student Union Secretary.

- (v) Clubs shall update their CampusGroups pages with the most recent Senate-approved version of their constitution.
 - (vi) Clubs shall update their CampusGroups rosters routinely.
 - (vii) Clubs must meet the re-registration deadline for student organizations. Two consecutive semesters without submission of a Student Organization Registration will result in the club being de-chartered.
- (d) The following shall be the relevant recommendations for officers in clubs:
- (i) Clubs shall be encouraged to attend training sessions focused on allyship and coalition-building before receiving Student Union funds for events related to topics focused on marginalized populations or controversial issues.
 - (ii) Campus Department will offer optional allyship and coalition-building training at the beginning of each semester to provide this support.
- (e) All clubs must have a president and a treasurer or officers that have comparable duties necessary for successful club operations. Chartered clubs are encouraged to add freshmen representatives as well.
- (f) Club leaders are responsible for attending any relevant training sessions or meetings required by the Student Union and Department of Student Engagement. These responsibilities include:
- (i) Two Club Officers must attend Club Leader Training at the beginning of every semester;
 - (ii) The Senate may, by majority vote, mandate that a particular Club Officer report before the Senate.
- (g) Clubs may, with the approval of the Senate by majority vote, change their names and constitutional purposes. The Chair of the Club Support Committee shall inform the Department of Student Engagement of any changes to club names.
- (h) All newly chartered and secured clubs shall register an official “Club Advisor” with the Senate Club Support Committee and the Department of Student Engagement.
- (i) The Club Advisor shall be an employed faculty or full-time staff member at Brandeis University.
 - (ii) The Club Advisor shall not be a voting member within a club. Student club leaders hold final authority on all club decisions. Club Advisors shall

not hold or wield official authority or influence over club operations, content published by media organizations, nor club financial decisions, unless deemed necessary by the organization.

- (i) Club leaders shall host a meeting between the Club's E-board and Club Advisor at least twice per semester to ensure consistency with financial policies.
- (j) When deemed necessary by student club leaders, Club Advisors shall be contacted for advice on the following matters:
 - (i) Any leadership or membership issues which arise;
 - (ii) Any inter-group or intra-group conflict;
 - (iii) Effectively voicing their concerns to the administration and advocating for the club;
 - (iv) Third-party perspectives on club functions and operations;
 - (v) Networking with other universities and off-campus organizations;
 - (vi) Any additional club-related issues that arise.

SECTION 8. Privileges of Accredited Clubs

- (a) The privileges of all accredited clubs are as outlined in Article VII, Section 7. Privileges include:
 - (i) Use of University facilities and Union resources;
 - (ii) Reserving space for club meetings and events;
 - (iii) Receiving access to the Club Resource Room;
 - (iv) Club leaders may refer to the Student Organization Handbook for more information.
- (b) In accordance with the Union Constitution, chartered clubs are eligible to participate in the annual marathon to receive funding from the Allocations Board; and probationary clubs are not.
- (c) Both chartered and probationary clubs are eligible to request supplementary funding from the Allocations Board. Requests shall be considered at the discretion of the Allocations Board.
- (d) Clubs may not utilize Allocations Board funding for any purpose other than furthering the constitutional purpose of the club.

SECTION 9. Forbidden Activities

- (a) Clubs are forbidden from doing the following:
 - (i) Spending allocated Student Activities Fee funds on activities that do not affect the Brandeis University student body;
 - (ii) Paying salaries, wages, or stipends to Brandeis students unless approved by the Budget Analyst and approved by the Student Union Treasury by a majority vote;
 - (iii) Reserving space on campus for or on behalf of a club or non-Brandeis organization other than itself.
- (b) The Campus Sustainability Fund shall be exempt from this clause and the Allocations Board will have the discretion to allocate funds towards paying student wages, as it sees fit, each semester in accordance with the laws established for the Campus Sustainability Fund in the Campus Sustainability Fund Constitution and the Student Union Constitution.

SECTION 10. Student Production Services

- (a) The Union shall establish and maintain Student Production Services (SPS). SPS shall provide Student Union-accredited clubs with lighting and sound equipment (and the technicians required to operate said equipment) at any event upon request by the club hosting the event, based on staff and equipment availability.
- (b) SPS shall be a free service to all undergraduate clubs of Brandeis University.
- (c) SPS members shall be paid student employees through the Department of Student Engagement, and the purchasing budget shall be provided by the Student Activities Fee.
- (d) SPS shall work with the Assistant Director of Operations and the Associate Director of Student Engagement, Budget, and Operations within the Department of Student Engagement to establish an annual budget each year, which will be allocated from the SAF as overhead costs. Therefore, they will be exempt from participating in Marathon.
- (e) SPS will conduct payments and all other financial activity directly through the Assistant Director of Operations.

SECTION 11. Revocation of Accreditation

- (a) The Senate shall have the power to revoke the accreditation of a club by a supermajority vote of two-thirds. The Senate's decision may be appealed to the Chief Judicial Officer. Clubs may be subject to the revocation of their charter under any of the following conditions:
 - (i) If a club fails to follow any of the mandates and prohibitions stated in these bylaws;
 - (ii) If a club is shown to have been dishonest or purposefully misleading during their accreditation process;
 - (iii) If a club fails to follow its constitutional purpose to the best of its abilities, given its resources and extenuating circumstances;
 - (iv) If a club remains inactive for more than two academic semesters.

ARTICLE VIII: ELECTIONS

SECTION 1. Scheduling

- (a) At least five academic days prior to the election information session, the Chief of Elections shall communicate to the Student Body the timeline for elections and shall promulgate the rules and procedures for that election period.

SECTION 2. Election Information Session

- (a) Candidates for office must attend a mandatory election information session and indicate their intent to run for office in accordance with the rules set by the Chief of Elections.
- (b) Candidates who cannot attend the mandatory election information session shall inform the Chief of Elections one to two academic days before the meeting and make alternative arrangements with the Chief of Elections.
- (c) Candidacies are not valid until accepted by the Chief of Elections.

SECTION 3. Campaigns

- (a) Candidates shall be allowed to campaign for at least four academic days prior to the start of voting.
- (b) Prior to campaigning, candidates must submit their required candidate biographies by the date and time specified by the Chief of Elections to have them included in the campus-wide election announcements. If any and all candidates fail to do so, the Chief of Elections will indicate that the candidate did not submit a biography in the official compilation of all candidate biographies.
- (c) For any and all candidates, campaigning may not begin until the Chief of Elections sets a date and time for campaigning to begin. The date and time for campaigning shall apply equally to all candidates.

SECTION 4. Election Rules

- (a) Candidates must abide by the “fair election” rules outlined in Article VIII, Section 4.
- (b) No money may be spent on a campaign by a candidate or their supporters.
- (c) No libelous or slanderous statements may be made by a candidate, nor may a candidate encourage others to make libelous or slanderous statements on their behalf.
- (d) The Chief of Elections may create additional election rules, which must be approved by the Chief Judicial Officer. Additional election rules may not be added after campaigning has begun, and additional election rules shall not last longer than the election cycle for which they are introduced and approved. The Senate shall be notified by the Chief of Elections of additional election rules after they are approved by the Chief Judicial Officer.

SECTION 5. Responsibilities of Candidates

- (a) Failure to observe the provisions of this article or any other provision of the Student Union Constitution and these Bylaws may result in one or more of the following:
 - (i) Warning communication from the Chief of Elections;
 - (ii) Referral to the Chief of Elections and Student Union President;
 - (iii) Forfeiture of candidacy. The Chief of Elections may recommend forfeiture of candidacy, and the Chief Judicial Officer shall meet with the Chief of

Elections within 48 hours after recommendation of forfeiture to determine whether the candidacy should be invalidated.

SECTION 6. Disqualification

- (a) Should a candidate be disqualified, the election shall be voided and a new election for that position shall be held.

SECTION 7. Restrictions on Chief of Elections

- (a) The Chief of Elections shall not release any information pertaining to ongoing election results, including vote tallies.
- (b) The Chief of Elections shall not provide any advantages to any candidate over another candidate.

SECTION 8. Special Elections

- (a) In the event of a lack of demonstrated interest among constituents of a respective senate seat, the Student Union may hold a special election open to the entire undergraduate student body to fill any empty positions.
- (b) If a senator is elected under these circumstances, they will be known as a “Community Senator.”

SECTION 9: Endorsements

- (a) The Chief of Elections may not endorse any candidate(s).
- (b) Candidates for and on the Allocations Board as well as the Chief Judicial Officer must refrain from receiving or giving endorsements.
- (c) All candidates for Allocations Board and Chief Judicial Officer who choose to include social media as part of their campaign must disclose that they can not accept endorsements from members of the Student Union or candidates for Student Union membership.

ARTICLE IX: CODE OF CONDUCT AND OATH OF OFFICE

SECTION 1. Code of Conduct

- (a) As a member of the Brandeis Undergraduate Student Union, one hereby agrees to abide by the provisions of this Code of Conduct, listed in this section.
- (b) Members shall adhere to their prescribed duties as outlined in the Constitution and Bylaws.
- (c) Members shall act in the best interest of the student body and the Student Union at all times.
- (d) Members shall be forthright, honest, and transparent in their communications with their constituents. They shall never knowingly misrepresent the truth in their capacity as a representative of the Union. If they realize that they have unintentionally conveyed inaccurate information, they are expected to promptly clarify the matter.
- (e) Members shall conduct themselves professionally when acting as a representative of the Student Union and/or Brandeis University.
- (f) Members shall maintain respect for the University, its employees, their fellow students, Union members, and themselves.
- (g) Members shall avoid libel, slander, or any public personal attacks at all times.
- (h) Members are prohibited from abusing their power in their role to bestow favors or offer special treatment in exchange for any form of material or intrinsic gain.
- (i) Members are prohibited from misusing, mishandling, or misappropriating Union equipment, facilities, or funds, or their access to these resources.
- (j) Members shall refrain from unfairly obstructing other member's free expression.
- (k) Members shall make every effort to communicate across branches, and shall attend all required Union meetings, and are strongly encouraged to attend Union-sponsored events.
- (l) The President can mandate attendance at certain events, at their discretion.

SECTION 2. Violation of Article IX

- (a) If any Union Officer violates Article IX: Code of Conduct and Oath of Office, one or more of the courses of action listed below may be taken:
- (b) Revocation of access and privileges of the Student Union Office/Club Resources Room:
- (c) Referral to the Student Union Chief of Staff, President, or Vice President;

- (d) Referral to the Student Union Chief Judicial Officer;
- (e) Referral to Student Rights and Community Standards (SRCS), or any other University office/department dependent on the infraction;
- (f) Impeachment or suspension from office.

SECTION 3. Oath of Office

- (a) The following Oath of Office shall be administered verbally to all new members at the beginning of their respective terms:
 - (i) “I, (name of Union Officer), do solemnly affirm that I will faithfully perform the duties of the office to which I have been elected; that I will abide by the Student Union Constitution, Bylaws, Code of Conduct, and mission of the Student Union; that I will work tirelessly to hear the unheard, be a voice for my constituents, and be a changemaker for good and for justice; and that I will unwaveringly strive for a better Union, a better Brandeis, and a better community for all.”
- (b) All Union officers must also sign the Union Oath of Office electronically or in print after being elected and before officially taking office. This signature shall be kept as a public record of their acknowledgement of their responsibilities to the Union and to their constituents. The Secretary shall be responsible for the execution of this procedure.

ARTICLE X: AMENDMENTS TO THE BYLAWS

SECTION 1. Amendments

- (a) Any and all legislation amending these Bylaws must, prior to any vote of the Senate, first be submitted to the Internal Operations Committee, which shall review the proposed amendment(s) in accordance with its committee responsibilities and make no judgments on the merits of the prospective legislation.
- (b) The Senate may, by a two-thirds vote, amend these Bylaws.
- (c) The Senate shall not introduce and vote on legislation amending these Bylaws within the course of one meeting.

- (d) Upon the enactment of any bill containing an amendment to these Bylaws, and in a timely manner, the Secretary shall be tasked with informing the student body of the change(s) and making the new Bylaws accessible.
- (e) Whenever the Student Union Constitution is amended, the Bylaws must also be amended to ensure the symmetry of the governing documents.