

**THE BY-LAWS
OF THE
ASSOCIATED STUDENT
GOVERNMENT
OF THE UNIVERSITY OF CONNECTICUT
AVERY POINT CAMPUS**

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By-Law I: Establishment of By-Laws

1. Establishment of By-Laws
 - a. The ASG reserves its right to create and amend its own By-Laws and all procedures related thereto.
 - b. These By-Laws of the Avery Point Associated Student Government (hereinafter known as the "ASG") shall serve as guidelines and regulations for the student government pertaining to all areas not explicitly addressed in the Constitution.
 - c. These By-Laws shall not supersede, override, or contradict the Constitution but they may elaborate upon pre-existing laws.
 - d. These By-Laws are subject to change under acts of legislation.
2. Maintenance of By-Laws
 - a. These By-Laws shall be maintained and published for the student body at large by the Secretary.
 - b. Any changes to these By-Laws shall be publicly announced in a reasonable time frame.
 - c. These By-Laws shall be passed on without restraint from any outgoing ASG administration to the next.
 - d. The Justice of the ASG, when petitioned by a student, shall review and rule over existing By-Laws, only when petitioned by an undergraduate student.
3. By-Law Amendment and Repeal Procedure
 - a. Any change, addition, or removal to existing By-Laws shall be known as an amendment.
 - b. Any member of the student body shall propose amendments to the Executive Board in writing at any time.
 - c. All proposed amendments put to a vote must be in the form of legislation.
 - d. The Executive Board will put all proposed amendments to vote by the Elected Board within fourteen days of the submission.
 - e. For an amendment proposal to be adopted, it must be approved by a simple majority of the Elected Board, only if a quorum is present.
 - f. The amendment will take effect immediately upon being signed by the President.
 - g. All By-Law amendments will be incorporated into the official By-Law document within seven days by the Secretary.
 - h. The Justice of the ASG shall, when petitioned by a student, review and rule over By-Law Amendments.

By-Law II: Legislation and Minutes

1. Establishment of Legislation
 - a. The ASG reserves the right to create and amend its own procedures regarding legislation.
 - b. Legislation shall outline the actions and positions of the ASG.
 - c. Legislation shall be used to create committees, amend By-Laws, and declare positions, although the scope of the legislation is not limited to these items.
 - d. All legislation shall carry from each ASG administration to the next without restraint.
 - e. All legislation is subject to repeal at any time.
 - f. It shall be recorded and published for viewing by the student body at large by the Secretary.
 - g. Legislation shall not impede or contradict the Constitution.
 - h. The Justice of the ASG, when petitioned by a student, shall review and rule over the validity of the legislation.
2. Legislation Approval and Repeal Procedure
 - a. All members of the student body reserve the right to propose legislation to the Executive Board.
 - b. For legislation to be adopted, it must be approved by a simple majority of the Elected Board, only if a quorum is present.
 - c. The legislation will take effect immediately upon being signed by the President.
 - d. Legislation shall be repealed through the same process as that for legislative approval.
3. Establishment of Minutes
 - a. Minutes, or notes, shall be recorded for all formal gatherings of ASG members.
 - b. Minutes must be submitted for approval by the members of the body that they were recorded for at the next scheduled meeting.
4. Minutes Procedure
 - a. The procedure for recording meeting minutes shall apply to all formal gatherings of ASG members.
 - b. The presiding officer for the meeting shall share a meeting agenda on the same document that will be used for recording minutes with all participating members.
 - c. During the meeting, the designee of the presiding officer shall record minutes.
 - d. After the meeting, the minutes shall be sent to the Executive Board for review.
 - e. The presiding officer shall call for approval of all previous minutes at the next scheduled meeting.

By-Law III: University Senate

1. Establishment of University Senate Appointment Procedure
 - a. The ASG reserves the right to create and amend its own procedures regarding the University Senate.
 - a. Per University By-Laws, the Avery Point campus shall be represented by one voting undergraduate member on the University Senate, as well as an indefinite number of undergraduate students who shall serve as non-voting members of University Senate committees.
 - b. The ASG reserves the right to determine undergraduate student representation from the Avery Point campus within the University Senate.
 - c. The President shall appoint students to serve as the Avery Point Undergraduate University Senator (hereinafter referred to as the “Student Senator” or “University Senator”) or to serve on University Senate committees.
2. Appointment Procedure
 - a. The President shall have the authority to appoint any complying students to the role of the Avery Point Undergraduate University Senator or to serve on University Senate committees.
 - a. The President shall, at any time, submit the name and student identification numbers of University Senate appointees to the Office of the University Senate.
 - b. Appointees shall serve for an indefinite period of time, with the President reserving the power to dismiss them if they fail to abide by their prescribed duties.
 - c. The President shall certify their appointment through legislation.

By-Law IV: University Committees

1. Establishment of University Committee Appointment Procedure
 - a. The ASG reserves the right to create and amend its own University committee appointment procedure.
 - b. The ASG shall select Avery Point students to serve on particular University committees, only with the support of the aforementioned committee.
 - c. The list of committees that the ASG shall appoint student representatives to is subject to change at any time.
2. Appointment Procedure
 - a. At any time, the President will choose a student to serve on a particular University committee.
 - b. If this student complies, the President will submit their name and student identification number to the relevant University administrative official.
 - c. The student shall serve for an indefinite period of time, with the President reserving the power to dismiss them if they fail to abide by their prescribed duties.
3. General Duties of Committee Representatives
 - a. Attend all ASG weekly meetings and Executive Board meetings, in which they shall give periodic updates on their efforts in their committee assignment.
 - b. Attend all meetings that pertain to their committee assignment.
 - c. Represent the ASG.
 - d. Represent the Avery Point campus in its entirety.
 - e. Develop and execute strategies to implement policies that fall in line with the positions of the ASG.
 - f. Serve as a liaison between the ASG and their respective committee members.

By-Law V: Meeting Procedure

1. Establishment of Meeting Procedure
 - a. The ASG reserves the right to amend its own meeting procedure to create a more efficient and democratic system.
 - a. These meeting procedures shall apply only to the bodies specified within this By-Law.
2. Meeting Rules and Regulations
 - a. At any time, ASG bodies shall adopt their own meeting rules and regulations, so long as they do not override or impede the Constitution and By-Laws.
3. Executive Board Meetings
 - a. The President shall be the presiding officer for all Executive Board meetings.
 - b. In the event that the President is absent, the order of succession for the role of presiding officer shall be as follows:
 - i. Vice-President
 - ii. Treasurer
 - iii. Secretary
 - c. The order of events for Executive Board meetings shall be at the discretion of the President.
4. Elected Board Meetings
 - a. The Vice-President shall be the presiding officer for all Elected Board meetings.
 - b. In the event that the Vice-President is absent, the order of succession for the role of presiding officer shall be as follows:
 - i. President
 - ii. Treasurer
 - iii. Secretary
 - c. The order of events for all Elected Board meetings shall go as follows:
 - i. The presiding officer calls the meeting to order.
 - ii. The Secretary shall record attendance.
 - iii. The presiding officer calls for public comment.
 - iv. The presiding officer calls for the approval of previous meeting minutes.
 - v. Report from the Chair of the Programming Sub-Board.
 - vi. Report from the Chair of Advocacy Sub-Board.
 - vii. Report from the Treasurer.
 - viii. Report from the Vice-President.
 - ix. Report from the President.
 - x. The presiding officer calls for votes on specified items.
 - xi. The presiding officer calls for adjournment.
5. Sub-Board Meetings
 - a. The Chairperson of the respective Sub-Board shall be the presiding officer for all

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Sub-Board meetings.

- b. The order of events at all Sub-Board meetings shall be at the discretion of the Chairperson.
6. Standing Committee Meetings
- a. The Chairperson of the respective standing committee shall be the presiding officer for all standing committee meetings.
 - b. The order of events at all standing committee meetings shall be at the discretion of the Chairperson.

By-Law VI: Election Procedure

1. Establishment of Election Procedure
 - a. The ASG reserves the right to amend its own election procedures to guarantee democratic fairness, as well as to meet the changing needs of students.
2. Officer Election Rules and Guidelines
 - a. Each election shall take place at the order of the Justice of the ASG and the Executive Board.
 - b. Each election shall last, at a minimum, ninety-six consecutive hours.
 - c. Each election shall be completed via paper ballot.
 - d. The President and Vice-President shall each be elected in a head-to-head race, wherein the top vote-getter shall be considered the winner.
 - e. The Elected Board members shall be elected in a blanket election, wherein voters are tasked with voting for up to as many candidates as there are open positions, with the top vote-getters being considered the winners.
 - f. On each day during the election period, there must be polls readily available for the student body.
 - g. For all periods in which nobody is supervising the polls, there shall be a drop-off location located on campus.
 - h. Election results shall be published, in full, within fourteen days.
 - i. For each election, there shall be, at a minimum, fourteen days in which students can file to run for office.
3. Officer Election Procedure
 - a. The Advisor of the ASG, Justice of the ASG, and Executive Board shall set an election period.
 - b. The ASG shall make this date public for the student body.
 - c. The Advisor of the ASG, Justice of the ASG, and Executive Board shall collect student filings for office to prepare a paper ballot.
 - d. During the election period, no student who is on the ballot shall be a supervisor of a polling station.
 - e. At the end of the election, the ASG Advisor and the Justice of the ASG shall tally the results of the election and notify all participating students within twenty-four hours.
 - i. Executive Board members shall assist in this process, only if they are not on the ballot.
 - f. At the end of the election, all winners shall immediately assume the title of Officer-Elect, which they will keep until they sign the Oath of Office.

By-Law VII: Financial Procedure

1. Establishment of Financial Procedure
 - a. The ASG reserves the right to amend its own financial procedures, so long as they are not in violation of University laws and regulations.
 - b. For every purchase by the ASG, the Treasurer shall complete a Purchase Request Form and an ASG Accounting Form.
 - c. The Treasurer shall record all changes to the ASG fund balance in the ASG Finance Book.
 - d. The Treasurer shall track all budgeted items in the ASG Finance Book.
 - e. As a tier-III registered student organization (RSO), the ASG is funded by the Student Activity Fee, which is paid by all undergraduate students taking most of their credits at the Avery Point Campus.
2. Funding Approval Procedure
 - a. At any meeting, the ASG shall move to spend up to a particular amount of funds on a specific budget item.
 - b. For the motion to be approved, a simple majority of the Elected Board must vote in favor, only if a quorum is present.
 - c. The ASG shall, at the same or a later meeting, move additional funds to the same budget item.
3. Event/Fund Proposal Forms
 - a. All students reserve the right to submit an Event/Fund Proposal form, which can be obtained by contacting the Secretary.
 - b. The ASG shall review and discuss all proposals promptly.
4. Purchase Request Forms
 - a. A purchase request (PR) form shall be filled out exclusively by the President, Treasurer, and ASG Advisor
 - b. PR forms shall be submitted to the Advisor of the ASG for every purchase by the ASG.
 - c. All PR forms shall be signed by the President.
 - d. The Treasurer shall work in conjunction with the Secretary to record and store all PR forms for future reference.
5. ASG Accounting Form
 - a. For every purchase made by the ASG, the Treasurer shall complete an ASG Accounting Form.
 - b. The Treasurer shall create a separate ASG Accounting Form for each academic year.
 - c. All responses shall be logged in the Accounting Form Responses section of the ASG Finance Book.
6. Budget Hearings
 - a. There shall be, at a minimum, one budget hearing per semester.

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- b. Budget hearings shall be scheduled at the discretion of the President.
 - c. In a budget hearing, the ASG shall review all spending proposals.
 - d. After the budget hearing procedure, the Treasurer shall draft a Preliminary Budget for the upcoming semester.
 - e. The Treasurer shall submit the drafted Preliminary Budget for approval by the Elected Board within a reasonable time frame.
 - f. All students shall propose amendments to the budget, and all such proposals must be considered before approval.
 - g. Immediately upon approval, the Treasurer shall incorporate the Preliminary Budget into the ASG Finance Book.
7. ASG Finance Book
- a. At the beginning of each academic year, the President or Treasurer shall create a corresponding ASG Finance Book by copying the ASG Finance Book Template, which can be obtained by contacting the Secretary.
 - b. All ASG revenues and expenditures shall be documented in the ASG Finance Book.
 - c. Only Executive Board members shall have the authority to edit the ASG Finance Book.
 - d. The ASG Finance Book shall be public for all to view.
 - e. The ASG Finance Book shall be edited, at a minimum, once per month.
8. Student Activity and Service Fee Advisory Committee
- a. Every Fall, the ASG shall submit a packet of budget documents to the Student Activity and Service Fee Advisory Committee (SASFAC).
 - b. The Executive Board shall be responsible for seeing this venture through.
 - c. The ASG shall abide by all regulations imposed by the SASFAC office.

By-Law VIII: Oath of Office

1. Establishment of the Oath of Office
 - a. The ASG reserves the right to create and amend its own Oath of Office.
 - b. All elected officers shall sign the Oath of Office to begin their term.
 - c. The Oath of Office shall not be considered valid until it is signed by all newly elected officers, the current President, and the Justice of the ASG.
 - d. Before the enactment of the Oath of Office, all elected officers shall be considered Officers-Elect.
 - e. In the event that an office is filled by the Oath of Office prior to the completion of the incumbent's term, the remainder of the current term shall immediately be voided and the Officer-Elect shall assume the office.
2. Oath of Office Procedure
 - a. Following each officer election, the Justice of the ASG shall prepare a single document to be signed by all Officer-Elects.
 - b. The document shall read:

“I hereby accept my elected capacity awarded to me by the undergraduate student body of the University of Connecticut Avery Point campus. I solemnly pledge to uphold the Constitution and the By-Laws of the Associated Student Government. I commit to maintaining a watchful eye over the well-being of the entire student government, fostering a collaborative environment where we can effectively advocate for, represent, and serve the entire student body.

Be it enacted by the power vested in the President and Justice of the ASG that I shall assume the roles and responsibilities of the position I am entering into, until the end of my one-year term, immediately upon the signing of this Oath.”
 - c. The order of signing shall be as follows:
 - i. Elected Board Members-Elect
 - ii. Vice-President-Elect
 - iii. President-Elect
 - iv. President
 - v. Justice of the ASG
 - d. Upon the signature of the Justice of the ASG, all Officers-Elect shall immediately assume all powers and responsibilities ascribed to the office they have entered.
 - e. The Justice of the ASG, in conjunction with the Secretary, shall create a digital copy of the signed Oath of Office for records.

By-Law IX: Non-Officer Positions

1. Establishment of Non-Officer Positions
 - a. The ASG reserves the right to create, amend, and remove positions that shall not be considered Constitutional officers.
 - b. All positions within the ASG that are not considered officers shall be considered ad hoc positions.
 - c. Ad hoc positions shall be created and filled through legislation.
 - d. Unless otherwise stated, ad hoc positions shall not have voting privileges.
 - e. Unless otherwise stated, all students shall be eligible for appointment to an ad hoc position.
2. Ad Hoc Appointment and Removal Procedure
 - a. Unless specifically stated otherwise, the President shall appoint students to fill all ad hoc positions.
 - b. Unless specifically stated otherwise, the President shall dismiss students from their ad hoc position at their discretion.
3. Ad Hoc Positions
 - a. There shall be a Chief of Staff to the Student Body President
 - i. They shall assist the President in the performance of their duties.
 - ii. They shall complete tasks as assigned by the President.
 - iii. They shall be a voting member of the Executive Board.
 - iv. They shall be the supervisor of ad hoc positions as assigned by the Constitution and By-Laws.
 - v. They shall also be referred to as the “Chief of Staff” or the “Chief of Staff to the President.”
 - i. They shall be nominated by the President and confirmed by a majority vote of the Elected Board.
 - b. There shall be a University Senator
 - i. They shall attend all Executive and Elected Board meetings to deliver periodic updates on their efforts in the University Senate.
 - ii. They shall supervise all other students appointed to serve on University Senate committees.
 - iii. They shall attend all University Senate meetings, including their committee assignments.
 - iv. They shall represent the Avery Point campus in its entirety.
 - v. They shall develop and execute strategies to implement policies that fall in line with the ASG agenda.
 - vi. Serve as a liaison between the ASG and all other University student Senators.
 - vii. Unless the incumbent is the President or Vice-President, they shall report to

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the Chief of Staff to the President.

- i. They shall be nominated by the President and confirmed by a majority vote of the Elected Board.
- c. There shall be University Senate Committee Members
 - i. They shall attend all Elected Board meetings to deliver periodic updates on their efforts in the University Senate.
 - ii. They shall attend all University Senate Committees they are assigned to
 - iii. They shall represent the Avery Point campus in its entirety.
 - iv. They shall report to the University Senator and the Chief of Staff to the President.
- d. There shall be Strategic Advisors to the President
 - i. They shall assist the President in the performance of their duties.
 - ii. They shall represent core constituencies on campus, including but not limited to:
 - 1. Four-Year Program Students
 - 2. Student-Athletes
 - 3. Split-Campus Students
 - 4. Veteran Students
 - 5. First-Year Students
 - iii. They shall advise the President and the ASG at large on all matters concerning their constituencies.
 - iv. They shall report to the University Senator and the Chief of Staff to the President.
 - v. They shall also be known as “Strategic Advisors” or “Advisors.”
- e. There shall be a Communications Director
 - i. They shall be responsible for the curation and maintenance of all ASG-affiliated social media accounts.
 - ii. They shall be a primary advisor to the ASG for all communications purposes.
 - iii. All members of the student body, excluding the members of the Executive and Judicial Boards, shall be eligible to serve as the Communications Director.
 - iv. They shall report to the Chief of Staff to the President.
 - i. They shall be nominated by the President and confirmed by a majority vote of the Elected Board.
- f. There shall be an Inclusion Director
 - i. They shall be responsible for steering the diversity, equity, and inclusion efforts of the ASG.
 - ii. They shall be a primary advisor to the ASG on all issues concerning inclusion.
 - iii. All members of the student body, excluding the members of the Executive

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- and Judicial Boards, shall be eligible to serve as the Inclusion Director.
- iv. They shall report directly to the Vice-President.
- i. They shall be nominated by the President and confirmed by a majority vote of the Elected Board.
- g. There shall be Program Directors
 - i. They shall be responsible for the planning and execution of campus events or advocacy initiatives.
 - ii. Only regular attendees of standing committee meetings shall be eligible for appointment as a Program Director.
 - iii. They shall report to the Chairperson of the standing committee they serve on as well as the Chief of Staff to the President.

By-Law X: Order of Succession

1. Establishment of the Order of Succession
 - a. The ASG reserves the right to amend its own order of succession, so long as it does not interfere with the Constitution.
 - b. There shall be an order of succession to the Presidency if one or more officers leave office before the end of their term.
 - c. This By-Law shall expand upon the order of succession to provide a more adequate structure for the ASG.
2. The Order of Succession
 - a. The order of succession to the Presidency shall be as follows:
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Secretary
 - v. Chief of Staff to the President
 - b. All Elected Board members shall hold equal status.
 - c. If the order of succession extends beyond the Chief of Staff, the Elected Board shall elect an Interim President amongst themselves, with the Advisor of the ASG casting the tie-breaking vote if needed.

By-Law XI: Council of Leaders Meeting

1. Establishment of the Council of Leaders
 - a. The ASG reserves the right to amend the meeting procedure to best reflect the state of club affairs.
2. Meeting Procedure
 - a. Each month during the Fall and Spring semesters, the Vice-President shall work with the Student Activities Coordinator to schedule a Council of Leaders meeting.
 - b. The Vice-President shall notify all members of the time, date, and location of the meeting.
 - c. The Vice-President shall prepare an agenda for each meeting and the Secretary shall record minutes, which must be shared with the student body at large.
 - d. Attendance by the members of the Council of Leaders, or their designee, is mandatory.

By-Law XII: Standing Committee Procedure

1. Establishment of Standing Committee Procedure
 - a. The ASG reserves the right to create standing committees for any indefinite affairs.
 - b. Standing committees shall remain in place after their establishment indefinitely.
 - c. Per the Constitution, the President reserves the right to create standing committees with the approval of a majority vote by the Elected Board
2. Standing Committee Procedure
 - a. The President shall propose new standing committees through legislation, which must be put forward in writing to the Elected Board.
 - b. The Elected Board shall vote on whether or not to establish the committee.
 - c. All undergraduate students shall be eligible to serve on standing committees.
 - d. The legislation which creates a standing committee must include the following:
 - i. Name of Committee
 - ii. Purpose of Committee
 - iii. The Process to Determine Chairperson of the Committee
 - iv. Membership Policies of Committee
 - e. The legislation which dissolves a standing committee must include the following:
 - i. Name of Committee
 - ii. Reason for Dissolution
3. Standing Committees
 - a. Event Planning Committee
 - i. This committee shall be known as the “Events Planning Committee” or “Events Committee.”
 - ii. The purpose of this committee shall be to organize and execute campus events.
 - iii. The Chairperson of this committee shall always be the Vice-President or their designee.
 - b. Health and Wellness Committee
 - i. This committee shall be known as the “Health and Wellness Committee” or “Health and Wellness Standing Committee.”
 - ii. The purpose of this committee shall be to review the well-being of the student body in order to advise the ASG.
 - iii. The Chairperson of this committee shall always be the Secretary or their designee.

By-Law XIII: Ad hoc Committee Procedure

1. Establishment of Ad Hoc Committee Procedure
 - a. The ASG reserves the right to create specialized, ad hoc committees for any reason.
 - b. Ad hoc committees shall remain in place until the end of the semester in which they were created unless they are renewed through the same creation procedure.
 - c. Per the Constitution, the President reserves the right to create and dissolve ad hoc committees at their discretion.
2. Ad hoc Committee Procedure
 - a. The President shall create and dissolve ad hoc committees through legislation, which must be put forward in writing to the Elected Board, although their approval is not required.
 - b. All undergraduate students shall be eligible to serve on ad hoc committees.
 - c. The legislation which creates an ad hoc committee must include the following:
 - i. Name of Committee
 - ii. Purpose of Committee
 - iii. Chairperson of Committee
 - iv. Membership Policies of Committee
 - d. The legislation which dissolves an ad hoc committee must include the following:
 - i. Name of Committee
 - ii. Reason for Dissolution

By-Law XIV: Transition Procedure

1. Establishment of a Transition Procedure
 - a. The ASG reserves the right to establish procedures regarding officer transitions.
2. Transition Procedure
 - a. Upon the announcement of the ASG election results, all existing officers shall meet with the incoming slate of officers.
 - b. The existing officers shall give all incoming officers access to ASG storage, files, and anything that may prove useful to them when they assume their responsibilities.
 - c. All officers-elect shall reserve the right to attend any meetings that will become available to them at the beginning of their term.
 - d. Every existing officer, including those who are appointed, shall create a “Transition Document” for their incoming replacement. This document shall include:
 - i. A comprehensive list of all duties and responsibilities of the office they hold.
 - ii. A comprehensive list of all projects they are currently working on, as well as a roadmap for their completion.
 - iii. A brief summary of their term in office, including references to specific events that shaped their term.
 - e. All officers who are outgoing are expected to be generous with their time as they assist the incoming administration.