BYLAWS OF THE
Undergraduate Student Government
OF THE
COLORADO SCHOOL OF MINES

MAY 1954

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ARTICLE I: NAME OF ORGANIZATION
The name of the organization shall be the Undergraduate Student Government (USG) of the Colorado School of Mines and shall hereafter be referred to as USG.

ARTICLE II: MEMBERSHIP

A. Members
Individuals registered as undergraduate students at the Colorado School of Mines (Mines) shall be considered members of the student body upon payment of the student activity fee(s). Membership to the student body is conditioned upon adherence to the Student Code of Conduct and Honor Code.

B. Privileges Entitled by Membership
1. Participation in USG activities.
2. Ability to attend all athletic contests and school functions.
3. Ability to vote in student elections.
4. Any other privileges granted by the Student Council.

ARTICLE III: STUDENT COUNCIL

A. Purpose
USG, also known as the Student Council, is formed with the purpose of:
1. Advancing the interests and promoting the welfare of Mines and its students.
2. Acting as the formal representative of the student body’s interests to the Mines faculty.
3. Supervising and controlling all student activities and publications, subject to limitations in the bylaws.
4. Allocating all student fees collected for student activities and publications that are not controlled by the Board of Trustees or by other groups under their authority, and to supervise and control the expenditure of such funds.
5. Entering into and performing contracts of any kind and description.

B. Powers
Subject to the limitations of state and federal laws, these bylaws, and school regulations, the Student Council shall have all the following powers:
1. To create standing and special committees, to establish the extent of their duties, to elect members of USG to positions in these committees, and to fill vacancies in any office, board, or committee position so specified.
2. To prescribe the duties of the offices, to transfer the duties of one officer to any other officer(s) by vocal request in the short term and via applicable transition documents in longer-term situations, and to require from any officer the faithful performance of their particular duties.
3. By an affirmative vote of at least three-fourths (3/4) of the entire voting membership of the Senate taken at a regular meeting, to remove any elected or appointed officer of USG per Article XII.
4. By a majority affirmative vote pass resolutions that adjust student fees and make decisions on issues brought to USG by the Mines administration.

5. To prescribe reasonable rules and regulations for the conduct and government of the students and of all student activities and functions, including organization and class elections, and to supervise and control all such activities, functions, and elections.

6. In general, to do any and all things that it considers necessary or advisable in the interests of USG and the members thereof.

7. To determine compensation paid to Executive Committee Members on an annual basis during funding allocations.

C. Council Structure
The Student Council hereafter referred to as the Council, shall be composed of two bodies (outlined below). No one person may hold more than one vote in the Student Council.

1. The USG Senate, which shall act as the legislative body of USG.
2. The Executive Committee, which shall act as an overseeing body, attending and presiding over Senate meetings without the ability to vote.

D. Term of Office
The members of the Council shall serve one academic semester or year as determined by their respective organizations. Each member shall take office at the first Senate meeting of their term.

E. Business
1. Meetings
   a. The President will, within two weeks after the first day of classes in the fall semester, call the first meeting of the Senate. The Senate will determine a regular time and place for holding meetings, at least once each per month, during the beginning of the fall and spring semesters. This will be determined by a poll conducted electronically.

   b. The last meeting of the spring semester will be a joint session of the outgoing and incoming USG members. The session will consist of one meeting of the outgoing USG members and one meeting of the incoming USG members. The meeting of the outgoing USG members will precede the meeting of the incoming USG members. Any business should be conducted in the meeting of the outgoing USG members as that body will remain in authority until the end of the academic year. All incoming Officers’ positions start at the beginning of the academic year, unless the previous Officer graduated, in which case the incoming Officer takes office upon their predecessor’s graduation.

2. Roll-Call Votes
   a. A roll-call vote is a vote in which the Senate’s roll is called, and each member present may go on the record as being for or against the approval of a specific action. Senators may also abstain from specifying their stance.

   b. A motion for a roll-call vote must be approved by no less than one-fifth (1/5) of the members present in order to be enacted.

   c. The Student Body Director of Communications will keep two (2) full and complete records of all its proceedings and actions, and such records will at all reasonable times be open for the inspection by anyone, one being posted to the public online on the USG website and the second to be kept by the Director of Communications.
F. Suspension of Representation

1. Excused absences from Senate meetings and Committee meetings are at the discretion of the President and must be communicated to both the President and Director of Communications.

2. Unexcused Absence from a Senate meeting:

   a. If a Senator is unable to attend a meeting, they must have someone without a current position in USG serve as their proxy at the meeting. The proxy must meet with the Director of Communications at the beginning of the meeting to say who they are representing. Missing a Senate meeting without a proxy present is considered an unexcused absence. The President, however, has the discretion to give exemptions to Senators with extenuating circumstances.

   i. If a senator has voting privileges, those privileges transfer to the proxy for the duration of the meeting in which the proxy is in attendance.

   b. If one (1) or more unexcused absences are accumulated by a Senator in one semester, their vote will be lost for the respective number of unexcused meetings. After attending, as a non-voting representative, a number of meetings of the Senate equal to the number of unexcused absences, or as deemed fit by the Senate, the Senator may petition Senate to have their vote reinstated. A two-thirds (2/3) majority vote is required for reinstatement.

   i. A motion may be made to the President for the immediate reinstatement of the vote.

   c. If a Senator has three (3) unexcused absences in one semester, an automatic removal from office vote is initiated to occur within two weeks of the third absence.

   d. A Senator is allowed a five (5) minute grace period between when the Council meeting starts and when the Senator arrives in which his/her tardiness is considered excused, anything past five (5) minutes will require presidential approval and must be communicated to the Director of Communications.

   i. Two (2) unexcused late arrivals count as one unexcused absence.

G. Vacancies

A vacancy is defined as the loss of a representative, in either elected or appointed positions, during that representative’s term of office.

1. If a vacancy occurs in the Presidency, the Vice President shall become the President. If a vacancy occurs in the offices of Student Body Vice President (which could be a result of the Vice President becoming President), Communications (Internal and External), Treasurer, or Parliamentarian, the remaining members of the Executive Committee, shall nominate a replacement to fill the vacancy within two weeks of the vacancy. The majority vote of the Senate will be necessary for confirmation.

   a. The appointee must be eligible for the Office per these bylaws, as set forth in Article IV, Section C.

2. If a vacancy occurs in the office of the Board of Trustees representative or At-Large Senator, the election procedure shall be followed as set forth in Article VIII, Section A, within one month of vacancy.
3. Should the office of an At-Large Senator be vacated with less than one semester remaining in the academic year, the following procedure will be utilized to fill the vacancy.
   a. An announcement of the vacancy to the student body will be made immediately following the Senate announcement.
   b. A period of one week, starting from the vacancy announcement, will be provided for the gathering of nominations for the vacated position.
   c. Nominations will be sent to and gathered by a special committee referred to as the Nominating Committee. The Nominating Committee will be composed of the remaining At-Large Senators and two Executive Committee officers.
   d. During the week of nomination collection, the Nominating Committee will construct a rating system to be used for evaluating nominees.
   e. The Nominating Committee will evaluate these nominees according to their rating system and provide a report of the evaluation process followed by a recommendation to the Senate within 3 weeks of the Senate vacancy announcement.
   f. The report must list the names of all nominees, review the rating system used to evaluate nominees and provide reasoning as to why a particular nominee is recommended.
   g. A nominee from the publicized list of nominees will be granted the title and duties of the vacated class representative by a majority vote in favor by the Senate.
      i. The appointee must be eligible for the Office as set forth in Article V, Section C. Once these and the above-mentioned vacancy procedure requirements are met, the individual will immediately be granted the title and responsibilities of the respective office.

4. In the event of a vacancy in any class office, the vacancy will be announced by the respective class representatives at the next meeting of the Senate.
   a. Should the office of class president be vacated, the class officers of the respective class must unanimously decide on which remaining class officer will fill the presidential vacancy. If a unanimous choice cannot be made, the Executive committee will choose from the remaining class officers of the respective class who will fill the vacancy.

5. Should a class officer position other than the class president be vacated, the following system will be followed to fill the vacancy following the announcement to the Senate.
   a. An announcement of the vacancy to the respective class will be made immediately following the Senate announcement.
   b. A period of one week, starting from the announcement of the vacancy, will be provided for the gathering of class officer nominations for the vacated position.
   c. Nominations will be sent to and gathered by a special committee referred to as the Nominating Committee. The Nominating Committee will be composed of the remaining officers of the respective class and two Executive Committee officers.
   d. During the week of nomination collection, the Nominating Committee will construct a rating system to be used for evaluating nominees.
   e. The Nominating Committee will perform those actions necessary to evaluate the ability of nominees according to their rating system and provide a report of the evaluation process followed by a recommendation to the Senate within 3 weeks of the Senate vacancy announcement.
   f. The report must list the names of all nominees, review the rating system used to evaluate nominees and provide reasoning as to why a particular nominee is recommended.
g. Nominees shall not be allowed within the assembly room during the presentation of the Nomination Committee report, subsequent discussion, and voting process. This rule may be suspended momentarily if a member USG wishes to pose a question to the individual.

h. A nominee from the publicized list of nominees will be granted the title and duties of the vacated class representative by a majority vote in favor by the Senate.

i. The appointee must be eligible for the Office as set forth in Article V, Section C.

j. Once these and the above-mentioned vacancy procedure requirements are met, the individual will immediately be granted the title and responsibilities of the respective office.

Should any Class Office need to replace more than one (1) class officer over the course of one (1) academic year, the previous Nominating Committee may propose an additional nominee from the previous list of candidates.

ARTICLE IV: THE EXECUTIVE COMMITTEE

A. Membership
The Executive Committee consists of the following six (7) individuals:

1. The President
2. The Vice President
3. The Director of Communications
4. The Treasurer
5. The Parliamentarian
6. The Student Representative to the Board of Trustees
7. Treasurer Elect

B. Responsibilities and Privileges

1. The foremost responsibility is to act in the best interests of USG.
2. Represent the Council and its members to the Mines Administration.
3. Set the agenda for Senate meetings.
4. The Executive Committee may, by a five-sixths (5/6) affirmative vote, veto any initial decision made by the Senate.
5. The Executive Committee has the power to approve or disapprove any application for the status of an Affiliated Group upon the application’s approval by the Student Activities, Involvement, and Leadership (SAIL) Office.
6. The Executive Committee shall report all business it conducts at regular meetings of the Senate.
7. All members of the Executive Council are members of USG.

C. Qualifications
All of the Executive Council cannot be on probation and must have been enrolled in two (2) full semesters at Colorado School of Mines prior to their appointment.
ARTICLE V: THE USG SENATE

A. Membership

1. The Senate will consist of the following Thirty-Three (33) individuals. There are twenty-seven (27) voting members and four (4) non-voting members:
   a. A President and three Representatives from the Senior class.
   b. A President and three Representatives from the Junior class.
   c. A President and three Representatives from the Sophomore class.
   d. A President and three Representatives from the Freshman class.
   e. Two Representatives from the Board of Student Organizations.
   f. Three At-Large Representatives (At-Large to the Community, At-Large to the Faculty, At-Large to the Institution)
   g. One Non-Voting Graduate Student Government Representative
   h. Eight Institutional Senators, one elected by, and from within each of the following affiliated groups: International Students Association, Student Athletic Advisory Committee, Interfraternity Council, Panhellenic Council, Board of Student Media, Multicultural Engineering Program and Mines Activities Council.
   i. Two non-voting COVID-19 Student Functionaries

B. Privileges

1. To act in the best interests of USG.
2. To proudly and respectfully represent USG to students, faculty, and alumni.
3. Voting members will vote on all issues pertaining to Campus.
4. The Senate has the power to overturn any executive veto with a three-fourths (3/4) affirmative vote. This decision is final and cannot be vetoed by the Executive Committee.

C. Qualifications

All members of Senate must be Members of their representative organization and a full-time student in good standing at the Colorado School of Mines.

ARTICLE VI: OFFICER DUTIES

A. Executive Committee Officer Duties

1. President
   a. Shall preside over, and run, all meetings of USG. Or shall designate an individual on the Executive Committee to run meetings.
      i. The individual running meetings, the President or their designee, have the power to break ties in Senate.
   b. Shall, subject to the approval of the Senate, appoint the members of all the committees created by the Senate, and all other Senate representatives on committees created by others.
c. Shall meet with the President of the School at least once per semester.
d. Shall perform such other duties as the Senate shall assign.
e. Shall organize executive committee meetings at least twice a month.
f. Shall be in charge of the What’s Your Beef forum or designate someone to be in charge.
g. Shall hold two office hours every week
h. Shall meet with the student life panel, campus-wide panel, and technology-based panel

2. Vice President
   a. Shall preside over all USG meetings in the absence of the President or their designee.
   b. Shall perform those duties assigned by the President.
   c. Shall report to the USG Senate and Executive council at each of the respective assemblies concerning student opinion received from external communication platforms.
   d. Shall hold two office hours every week.
   e. Shall actively search out issues relating to the students
   f. Shall meet with the student life panel, campus-wide panel, and technology-based panel

3. Internal Communications
   a. Shall act as the note and attendance taker of all meetings of USG and record the meeting minutes.
   b. Shall inform all USG members of the meeting time, location, and agenda of each meeting.
   c. Will release a formal compilation of all committee reports semesterly.
   d. Shall hold two office hours each week.
   e. Shall perform such other duties as the Senate may assign.

4. External Communications
   a. Will release a formal compilation of all committee reports semesterly.
   b. Shall hold two office hours each week.
   c. Shall manage all USG social media and frequently upload committee reports and meeting information, as well as other communications, to the USG website.
   d. Shall lead the executive board in addressing concerns posted to What’s Your Beef?
   e. Shall perform such other duties as the Senate may assign.

5. Treasurer
   a. Shall record all incomes and expenditures of USG.
   b. Shall disburse these monies in payment of approved debts incurred by recognized organizations of USG, whose budgets have been submitted and approved for the current fiscal year.
   c. Shall oversee and approve all charges incurred by the USG budget.
   d. Shall prepare a written final treasurer's report containing the status of all moneys of USG which shall be given to the Executive Council before the last meeting of the semester. They must also be able to report on the current state of USG finances at any time when requested.
   e. Shall manage the allocation process for affiliated organizations and enforce the rules thereof before and during the allocations meeting.
   f. Shall hold at least two office hours a week
g. Shall create and distribute an allocation packet for the affiliated organizations to request funding through and explain their finances for members of USG and the general population.

h. Defines allocation rules and procedure with the Parliamentarian for the year prior to thirty (30) days before the allocation deadline, upon approval of the USG Council.

6. Parliamentarian
   a. Shall enforce meeting rules and have overriding jurisdiction in matters concerning the procedure of meetings.
   b. Shall chair all bylaws committees created by these bylaws or the Council.
   c. Shall review Bylaws annually.
   d. Shall create the rules governing allocations with the Treasurer and be in charge of running the allocations meeting.
   e. Shall hold at least two office hours a week.

7. Student Representative to the Board of Trustees
   a. Shall represent USG on the Board of Trustees.
   b. Shall perform the duties set forth in the Colorado Revised Statutes, Title 23, Article 41.
   c. Shall serve as a voting member on the Technology Fee Committee.
   d. Shall hold two office hours a week.
   e. If able, shall attend all Graduate Student Government (GSG) Executive meetings.

8. Treasurer – Elect
   a. Shall attend executive and senate meetings to observe the incumbent Treasurer's meeting duties and obligations.
   b. Shall only observe all duties contained in article VI section A clause 4 with no ability to alter or influence the mentioned duties without prior consent, notice, and permission from the incumbent Treasurer.
   c. Shall Conduct frequent meetings with the incumbent treasurer to observe the future role of expectations.

9. Additional Executive Officer Duties
   a. Each Executive Officer (and other stated positions) will produce a monthly written progress report regarding their respective position that will be submitted to the Director of Communications to be archived which will make it accessible to the Senate and student body as a whole. This report shall include a review of the following items: activities (in progress, completed, and attempted), a brief assessment of each activity, contacts made over the course of the month, and an overview of meetings held and attended.

B. Undergraduate Class Officer Duties
   1. Undergraduate Class Officer duties shall require an end of semester report detailing a minimum of one issue addressed during the semester.
   2. Shall sit on a minimum of two committees.
   3. Shall actively investigate and advocate for the concerns of their constituents

C. Board of Student Organizations Senators
   1. Shall perform duties as assigned by the Board of Student Organizations.
2. BSO will produce a report by the end of each semester which includes the following: activities (in progress, completed, and attempted), a brief assessment of each activity, contacts made over the course of the semester, and an overview of meetings held and attended. This report will be submitted to the Director of Communications to be archived as per Article VI Section A Number 7 Letter (a) which will make it accessible to the Senate and student body as a whole.

D. At-Large Senators

1. At-Large Senator to the Faculty
   a. Shall hold office hours by appointment
   b. Shall report on pertinent information to the Executive Council.
   c. Shall be in charge of organizing class officers to attend various committees and meetings within the Faculty Senate, when applicable.
   d. Shall serve as a de-facto non-voting member of the Faculty Senate and a voting member of the Undergraduate Council.

2. At-Large Senator to the Institution
   a. Shall serve as a voting member on the Technology Fee Committee and Board of Publications.
   b. Shall hold office hours by appointment
   c. Shall report on pertinent information to the Executive Council.
   d. Shall be in charge of organizing class officers to go to various committees and meetings at Mines.

3. At-Large Senator to the Community
   a. Shall hold office hours by appointment
   b. Shall report on recent events at the Golden City Council and other community organizations that are relevant to the Mines campus and/or the student body.
   c. Shall serve as chair of the Into the Streets and Helluva Service Event planning committee.
   d. Shall meet with Mines’ Ward, District representative, or the Mayor of Golden and the Golden Chamber of Commerce President each at least once per semester.
   e. Shall attend Golden City Council meetings, in person, with a proxy, or via the online video, at least once per month.

4. At-Large Senator from the Graduate Student Association
   a. Shall perform the duties as assigned by the Graduate Student Association Council.
   b. GSG may send an At-Large Senator holding a non-voting seat in the USG Senate, when appropriate

5. Additional At-Large Duties
   a. Each At-Large Senator will produce a monthly written progress report regarding their respective position that will be submitted to the Director of Communications to be archived as per Article VI Section A Number 7 Letter (a).
   b. The At-Large Senator from the Graduate Student Association is not required to produce the report detailed in Article VI Section A Number 7 Letter (a).
   c. At-Large reps excluding the at-large senator from the GSG are required to attend USG Executive Committee and Senate Council meetings

ARTICLE VII: MEETINGS
A. Calling of Special Meetings

Special meetings of the Executive Committee or Senate may be called by the President, or in the President's absence, by the Vice President, or by any three (3) members of the Executive Committee or Senate (as appropriate), by giving twenty-four (24) hours written/electronic notice or oral notice stating the time, place, and purpose of the meeting to all voting members of the Executive Committee or Senate (as appropriate). Business shall be conducted at the special meeting only if a quorum is met.

B. Allocations

1. Allocation forms shall be dispersed prior to Spring Break. The submission deadline for allocation forms shall be prior to the first Allocations Meeting.

2. USG shall host two meetings for the review of their respective budget. The two meetings shall be completed within one month (4 weeks) of the end of Spring Break.
   a. The first budget meeting shall review allocation requests from the Governing Bodies
   b. The second budget meeting shall discuss and vote on changes to the allocation requests reviewed during the first budget meeting. Allocation requests shall be approved or denied according to the allocation guidelines adopted by USG at this time. Approval or denial of allocation requests shall be completed before the second budget meeting is adjourned.

3. Business relevant to the budget discussion may be brought before the council during the budget meetings. Additional business may be brought forth only at the discretion of the Student Body President.

C. Quorum

1. The Senate shall only be allowed to conduct business if a quorum of at least two-thirds (2/3) of the current voting members are present. Less than quorum may only adjourn a meeting.
   a. If quorum drops below two-thirds (2/3) of the voting members, the meeting must be adjourned.
   b. If a Senator has lost his or her vote, he or she does not count as a voting member and, therefore, does not count towards quorum.
   c. Proxies for Senators who still have voting privileges count towards quorum.

2. The President may be counted toward a quorum but may vote only (excluding their power to break ties) under the provision that they temporarily step down from their position to become a voting member to achieve quorum.
   a. In the case that the President steps down to achieve a quorum and are the individual running meetings, the Vice President will have the power to break Senate voting ties until the President returns to their original position.

D. Meeting Rules

1. Robert’s Rules may be used as a guideline for meeting rules but are not required to be used. The rules that govern Senate meetings are at the discretion of the President and other members in charge of running meetings.

2. Any new business brought before USG which requires a vote must be sent to USG a minimum of forty-eight (48) hours prior to USG meeting during which it will be voted on
3. Any individual who wishes to speak during a Senate meeting must put their items on the agenda disseminated by the Director of Communications no later than three hours prior to the meeting. These items must include an estimate for how long they will take to cover.
   a. Once the duration put on the agenda is approved by the individual in charge of running meetings, Senators will be held to this time and cut off when they go over. They will be allowed one extension of speaking time.
   b. The President has the discretion to approve items to the agenda after the three-hour window. They also have the discretion to approve individuals going over their speaking time.
   c. Votes on resolutions will be given seven (7) minutes of discussion time before a vote must be called. If Senators wish to speak longer than seven minutes, a onetime motion for extension is allowed.

4. Senate meetings will end with three parts as outlined below:
   a. Public forum is for individuals who are not members of USG and who have not scheduled speaking time ahead of the meeting.
   b. Open discussion is for all members of USG to raise issues that they want to be discussed or to bring resolutions to the floor for consideration or a vote.
   c. Remarks for the good of the council are merely closing remarks to end the meetings.

ARTICLE VIII: ELECTIONS

A. Positions Elected by USG

1. Elected Positions
   a. The Student Body President, Student Body Vice President, and the three voting At-Large Senators are all directly elected by the undergraduate student body.
      i. Candidates for Student Body President and Student Body Vice President will run on the same ticket.
   b. The Student Representative to the Board of Trustees is directly elected by the entire student body – to include undergraduate and graduate students.
   c. Freshman, Sophomore, Junior, and Senior Class Officers are only elected by the class they would represent.

2. Election Committee
   a. The Election Committee is nominated by the Executive Committee and appointed by the Senate. The Committee consists of at least three (3) members of Student Council with the Director of SAIL as supervising member. No member of the Election Committee can, at the same time, be a candidate for a USG position that requires an election.
   b. The Election Committee shall recommend to the Senate for approval all rules and regulations concerning the election. Upon approval, the Election Committee shall enforce these rules and regulations for the duration of the Election.

3. Ballot Access
   a. The Election Committee shall call for nominations to compete for all positions to be determined by that election.
   b. Nominations, for any previously mentioned positions in Article VIII, shall be submitted to the Election Committee for approval. Nomination applications will be sent, in the form
of a petition, to the Dean of Students who will certify the eligibility of the candidate. All applications need fifty (50) signatures from members of the relevant subsection of the student body (see Article VII, Section A, Clause I) plus the signature of the candidate. Candidates must submit the application during the stipulated time period. Failure to enter such an application before the date of closing of nominations will prohibit the candidate's name from appearing on the ballot.

c. The Dean of Students shall determine the class standing (academic standing and reports of misconduct) of each candidate, where appropriate.

d. To be eligible for the position of student representative to the Board of Trustees, the student must be a full-time Junior or Senior a Colorado resident no less than three years prior to the election. For more information see CRS 23-41-102.

e. An expense cap for all candidates will be set by the Election Committee prior to the opening of nominations. The Election Committee will also provide guidance about what is and is not covered under the expense limit. At any time during the campaign or after the election, the candidate or officer-elect may be required to submit a complete itemized list of their expenses at the request of any member of the student body. The Senate will then review the expense list. If the total expenditure exceeds the maximum set by the Election Committee, the candidate shall be disqualified, or the officer elect shall be removed from office at the discretion of the Senate.

f. In addition to the requirements in this section, write-in candidates will be considered valid should they receive a minimum of fifty (50) votes.

g. All previously stated rules in Article VII apply to nomination applications for executive positions, except that the application must have one hundred (100) signatures from the relevant subsection of the student body.

4. Voting Procedures

a. All elections shall be done through online voting or by paper ballots.

i. Paper Ballots: All marked ballots for the election will be placed in a locked ballot box with the director of SAIL holding the key. After the polls close, the ballot box will be placed in the Office of the Director of SAIL. The Election Committee and the Director of SAIL will set a time for the counting of the ballots and inform all candidates of the chosen time. Candidates may send observers to be present at the counting of the ballots if they so desire but may not be present themselves. The ballots will be counted by the Election Committee under the supervision of the Director of SAIL and such observers as may be present.

ii. Online Voting: The votes shall be tallied by an online voting system, chosen by the Election Committee, and the total will only be reported to the chairperson of the Election Committee and the Director of SAIL upon the closing of the polls.

b. Voting shall be by secret ballot.

c. During the period fixed by the Election Committee, each member of the undergraduate student body will be entitled to cast a ballot for one nominee for each position. The nominee who receives the greater number of votes, while at the same time adhering to rules specified by the Election Committee, shall be considered elected to that position.

d. In the event of a tie for any position, a runoff election will be held within two weeks of the general election. Only the nominees that were tied will be placed on the runoff ballot, and each member of the undergraduate student body will be entitled to cast a ballot for one nominee for each position. The runoff nominee with the greatest number of votes
shall be considered elected to the position. The Election Committee may set further regulations for the runoff election.

e. In the event that any positions are not filled through the elections process, appointment to the positions will be recommended by the Election Committee, for approval by majority vote during any meeting of the Senate. Appointments must be made and approved prior to the officer transition meeting at year’s end. Nominations for Board of Trustees Representative must be approved by a majority vote in both the USG Senate and GSG Senate.

f. There will be no campaigning allowed in the vicinity of paper ballot voting places. The regulations and boundaries shall be set by the Election Committee.

g. Any additional procedures may be set by the Election Committee.

5. General Election
   a. The General Election must be completed prior to the Friday of E-Days.
   b. All positions except the Freshman Class Officers shall be elected in the General Election.

6. Freshman Class Election
   a. Elections for Freshman class officers shall be completed prior to the first day of October.
   b. All procedures as set forth in Article VIII, Section A, Clauses 1 through 4 apply to Freshman class elections.

7. Announcement of Results
   a. Results of the General Election shall be announced during the E-Days Proclamation Ceremony.
   b. Results of the Freshman Class Election shall be announced no later than one week after the election is completed.

**B. Positions Elected by Recommendation**

1. Positions Elected by Recommendation
   a. Positions elected by recommendation are the Student Body Treasurer, Student Body Parliamentarian, treasurer elect, COVID-19 Student Functionaries, Communications (internal and external),

2. Procedure for Nomination
   a. The President, Vice President, and anyone else at their discretion shall hold an election process to identify a single nominee for each of the above-mentioned positions.

3. Election of Recommendations
   a. The Executive Committee will present the recommended candidates to the Senate.
   b. Before voting for a particular position, each candidate running for that position shall be given a chance to address the Senate and answer questions. The candidates shall then be temporarily dismissed from the meeting. The reasons for a recommendation from the respective sources shall be given, and the qualifications of each candidate shall then be discussed. At the conclusion of the discussion, the voting for that position will commence.
   c. Voting will be by secret ballot, or by hand count as determined by the President.
   d. The simple majority vote of the Senate will be necessary for election.
   e. Positions will be elected prior to the conclusion of the Spring Semester.
C. Referenda

1. The referral of any question to the student body for a vote shall be approved by the Senate.

2. No referendum shall be proposed outside of the General Election unless approved by a two-thirds (2/3) affirmative vote of the Senate.
   a. Voting on referenda shall be bound by the procedures set forth in Article VIII, Section A, Clauses 2, 4, and 5.

ARTICLE IX: COMMITTEES

There shall be standing committees under USG. Their makeup and purpose are delineated below.

A. Publicity Committee

1. Composition: The Publicity Committee shall be composed of four (4) undergraduate Class Senators with the Communications Director acting as the chairperson.

2. Purpose: Publicity Committee shall be responsible for publicizing USG-sponsored events and shall advise affiliated groups of the USG in publicity matters. This committee shall also be responsible for the operation and maintenance of the Student Activities Marquee with the assistance of the Office of Student Activities.

B. Bylaws Committee

1. Composition: The Bylaws Committee shall be composed of at least one senator from each class, and shall be chaired by the Parliamentarian.

2. Purpose: The Bylaws Committee shall annually review and, if necessary, propose significant changes of these bylaws to the Senate.

3. Shall have the power to correct the spelling, grammar, and formatting of the Bylaws so long as the original meaning does not change.

C. Safe Ride Committee

1. Composition: The Safe Ride Committee shall be composed of a minimum of four people. The Safe Ride chairperson shall appoint four class senators to serve on the committee.
   a. Membership to this committee is open to all students attending the Colorado School of Mines and is not exclusive to USG members.
   b. At least one student of this committee shall be a first- or second-year student.

2. Purpose: The Safe Ride committee shall be responsible for running the Safe Ride program for the Colorado School of Mines.

3. Chairperson: The chairperson of the Safe Ride Committee shall recommend his/her replacement, of whom shall be nominated by the Student Body President and confirmed by a majority vote of the Senate.

D. Reports

1. All standing and temporary committees are required to submit meeting reports to the At-Large to the Institution Senator. The frequency, content, and subsequent punishments for missing reports is at the discretion of the At-large Senator.
ARTICLE X: AFFILIATED GROUPS

A. Definition
Governing Bodies include the International Students Association, Student Athletic Advisory Committee, Interfraternity Council, Panhellenic Council, Board of Student Media, Mines Activities Council, Board of Student Organizations, and Multicultural Engineering Program. Governing Bodies are eligible to receive funds during the allocations process, to use the Student Center, and to apply for an office in the Student Center.

B. Recognition
All student groups using the name, logo, and branding of the Colorado School of Mines, or representing the Colorado School of Mines must have their bylaws, charter, and/or constitutions approved by the Senate. The application status for Governing Bodies includes:

1. All necessary paperwork (as listed in Part C of this Article) must be completed and submitted to the SAIL Office.
2. The application will be submitted to the Executive Committee for final approval.

C. Requirements for Good Standing
1. The group must submit an organizational contact sheet to the SAIL office at the beginning of every academic year and/or officer transition.
2. Upon the request of the Senate, the group must submit a report containing a financial statement, activities planned, and special requests and recommendations of the group.
   a. The financial statement consists of a report stating expenditures, income, and balance before purchase orders or reimbursements are approved.
3. Upon the request of the Senate, the group must review its procedures, activities, and constitution.
4. Groups approved by the Senate before the effective date of these bylaws shall be allowed to submit budgets for consideration without resubmission of their bylaws, charter, and/or constitution. All other organizations must submit their bylaws, charter and/or constitution for the approval of the Senate.
   a. A Governing Body’s bylaws, charter, and/or constitution must conform to these bylaws and include, verbatim, the text of Article XIII.
5. Each Governing Body must meet all requirements listed in Section D of this article.

D. Fiscal Requirements
1. The Governing Body must submit an itemized budget to the Student Body Treasurer in the spring of the academic year prior to which money is budgeted.
2. Upon request at any time of Senate or the Student Body Treasurer, a financial report stating expenditures, income, and balance must be created. This report must be submitted to the Senate prior to new funds requests.
3. The Governing Body must notify the Student Body Treasurer of the person(s) authorized to charge goods and services to their allotted budget. This designated person can be held liable for the debts (incurred by the organization he/she represents) that are not allotted in the organization’s approved budget or approved by the Student Body Treasurer.
4. The Governing Body must not hold any outside checking or banking account in accordance with School and state budgeting procedures.
5. Submission of a budget to the Student Body Treasurer does not guarantee the receipt of student funds for the Governing Body.

ARTICLE XI: INITIATIVE AND RECALL BY THE STUDENT BODY

A. Powers
1. The student body, in writing, may petition to:
   a. Nullify any measure adopted by the Senate or implement any measure not adopted by the Senate within thirty (30) days after it has been proposed.
   b. Recall any officer or board member elected by the membership of the student body.

B. Requirements
The above-mentioned initiative or recall shall need a signed petition of one-twentieth (1/20) of the membership of the student body in order to constitute the initiation of an election procedure.

C. Notice
Notice of the time, place, purpose, and duration of said special election shall be publicized not less than one (1) week in advance of the commencement of balloting.

D. Execution
An election committee shall be established, and voting shall be held as stipulated in Article VIII, Section A. Three fourths (3/4) of the votes submitted by the members of the student body must be affirmative to annul or adopt a measure so submitted, and the same vote shall be necessary to recall a USG officer or board member. Any action thus taken by the student body through this election process shall be final.

ARTICLE XII: REMOVAL FROM OFFICE

Any elected or appointed position of USG may be removed if they are not fulfilling the obligations of the respective office or are issued an official misconduct by Mines. Written notice must be presented at a Senate meeting outlining the reasoning for dismissal and then discussed and voted on in the following meeting. A three-fourths (3/4) affirmative vote of Senate is required for removal. If the President or Vice President are removed from office, their pay is permanently suspended.

ARTICLE XIII: UNLAWFUL DISCRIMINATION POLICY

1. The Undergraduate Student Government of the Colorado School of Mines confirms its support of the principles and practices of nondiscrimination and equality regardless of race, religion, sex, age, sexual orientation or physical handicap, in its employment and in all of its programs, activities, and opportunities

2. All actions and policies of USG must conform to the policies of the Board of Trustees, State Laws, and Federal Laws

ARTICLE XIV: AMENDMENTS

These bylaws may be amended in whole or in part, subject to the approval of the Dean of Students, by an affirmative vote of no less than two-thirds (2/3) of the voting members of Senate provided that notice of the
proposed amendment(s) is presented to the Senate 48 hours prior the meeting during which the amendment(s) are to be voted on.