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Section 1: Membership Voting for Conferences

1. Any outstanding monetary conference obligations must be paid before voting rights are granted to a member.
2. No delegation shall adopt any form of unity voting rule procedures.
3. Voting for AR's and AA's shall be by ballots given to voting members at registration.
4. Voting for President and Vice President will be done by secret ballot via ballot box; each voting member can cast one vote per election.
 - a. When casting a vote one can write: someone's name, abstain, or a vote of no confidence.
 - i. If there is only one candidate a vote of no confidence may be cast.
 - b. A winner shall be selected via majority, if there is no majority than there shall be a run-off of the top two candidates.
5. Voting for RAC chairs will be done by secret ballot; each voting member in the respective RAC space can cast one vote per election.
 - a. When casting a vote one can write: someone's name or abstain.
 - i. If there is only one candidate a vote of no confidence may be cast.
 - b. A winner shall be selected via majority, if there is no majority than there shall be a run-off of the top two candidates.
 - c. Elections for RAC spaces shall be facilitated by the previous chair if they are present and not running, or by a staff member in the space.

Section 2: Suspension or Expulsion of Membership for Cause

Pursuant to ARTICLE 1.5.2 of the constitution, no member shall be suspended or expelled for cause without receiving a statement of charges, which include notification of time and place the membership shall consider action on the matter. The member shall be given an opportunity to present a defense at the time and place stated, at which the membership shall consider action on the matter.

Section 3: Board of Directors

A. Individual Directors

Individual directors shall have the authority and responsibility to:

1. Attend meetings;
2. Act as a liaison between their constituents and USSA;
3. Actively recruit new members;
4. Actively recruit students through USSA's action agendas and campaigns and ask them to apply for the USSA internship program
5. Maintain continuous contact with the vice president;

6. Develop grassroots support among their constituents for USSA programs
7. Required to submit regional, affiliate, and caucus reports at every board meeting
 - a. Failure to submit reports prior to board meetings more than 2 times is causation for removal from the Board of Directors.
8. Hold at least two (2) meetings of the members in their region each year; these meetings can be teleconferences or existing conferences/ spaces.
9. Pursuant to ARTICLE 3.2.3 at-large directors, act as liaisons between individual members and USSA;
10. Adopt one USSA non-member school within their region for a USSA recruitment campaign.
 - a. Each board member is responsible for providing quarterly status reports of their recruitment campaign.
11. Actively participate in the activities of USSA committees.
12. Immediately preceding each scheduled recess of a board of directors meeting, motions to adjourn and immediately following the reconvening of the board of directors after each recess, a roll call will be taken. Missing more than two roll calls in any one meeting constitutes a missed meeting for the purposes of removal. "Excusals" will be granted at the discretion of the chair of the board.
13. Participant in bi-weekly conference calls, to be led by the Vice President.

B. Executive Committee

The executive committee shall have the authority and responsibility to:

1. Monitor the activities of the president, vice president, and staff, and immediately oversee and manage the financial and administrative affairs of USSA.
2. Review all actions taken by the president and vice president with respect to the hiring, firing, or re-categorizing of staff.
3. Supervise the development of six-month operational plans by the national office, to distribute said operations plans to each board member, and to report to the board thereon.
4. Report to the board of directors at each meeting thereof on the financial and administrative status of USSA, and all actions taken by the executive committee since the preceding board meeting.
5. Approve the agendas for all meetings of the Board of Directors, Congress and all conferences.
6. The executive committee will have the power to vote on any and all membership deals for payment of dues that are not apart of the current structure.
7. Participant in bi-weekly conference calls, to be led by the Vice President.

C. Reports

1. The president and vice president shall submit reports as provided in ARTICLE 2 of the constitution. Such reports shall outline personnel changes, travel updates on political and institutional activity, and any other information deemed appropriate by the respective officer or the board of directors.
2. The president shall conduct an annual evaluation of the organization for presentation to the board of directors at the May board meeting.
3. The president and financial officer shall present an accounting of the revenues and expenditures for the past year.
4. The president and financial officer shall present a line-item budget for the current year at the board retreat.
5. Each officer and individual board member must submit a report for their region/caucus at every board meeting, specific to USSA campaigns, activities, and business, to be in the USSA newsletter. The newsletter will be produced by the President: quarterly. If the office does not publish a newsletter, the office will still publish a specific report compilation. The newsletter will be made available to the entire USSA membership
6. The President shall report to the Executive Committee once a month on the financial matters of the organization.

D. Committees

There will be 2 standing committees of the board: finance and conference. In addition to such committees, temporary committees may be created for specific tasks by the Vice President or the Board of Directors, to be dissolved after completion of such tasks. Actions of any committee shall be subject to approval of the entire board.

1. Finance Committee

The Finance Committee shall be chaired by the financial officer of USSA and shall work with the president and be responsible for:

- a. Reviewing all expenditures and revenues, including contracts and leases and all other financial documents requested by the board;
- b. Providing advice to USSA President on expenditures and revenues;
- c. Approving any contract or expenditure not specifically budgeted for, in excess of \$1500;
- d. Assisting in collection of dues and other outstanding revenue;
- e. Determining the most appropriate repository for any reserve funds of the organization.

2. Conference Committee

A board member shall chair the Conference Committee, to be elected by the board. The Conference Committee shall operate as two (2) subcommittees: Congress Committee and Legislative Conference Committee. The committee will work with the appropriate staff person in the national office and be responsible for:

- a. Site selection and bid process;
- b. Initial development of workshops, general session, speakers, etc.;
- c. Agenda development;
- d. Registration;
- e. Conference policies, keynotes, awards, etc

3. Search and Selection Committees

The board of directors shall have final approval of the membership of all search and selection committees for staff. The president shall chair search and selection committees. Women, people of color, and queer students shall be represented on all such committees.

E. Removal of Directors: Notice

The vice president shall notify a director being considered for removal pursuant to ART. 3.7 of the constitution one-month prior to the duly called board meeting.

Section 4: Financial Policies, Transactions, and Contracts

A. Contracts

The board of directors may authorize any officer(s) or agent(s) of the organization to enter into any contract or execute and deliver an instrument in the name of and on behalf of the organization, and such authority may be granted in general or confined to specific instances. The president and vice president shall be empowered to execute all contracts and instruments on behalf of the organization provided that all contractual agreements contain the signature of at least one of the officers. In the absence of any specific authorization or contrary resolution by the board of directors or the executive committee, there shall be no execution of contracts for real estate unless prior approval of the board or executive committee.

B. Checks, Drafts, or Orders

One (1) full-time employee of USSA, being the President, Vice President, or Legislative Director, shall sign all checks, drafts, or orders for the payment of money, note or other evidences of indebtedness issued in the name of the

organization.

C. Financial and Administrative Policy Manuals

The president, in consultation with the vice president and the corporate secretary, shall maintain an administrative policy manual. The president, in consultation with the vice president and financial officer, shall maintain a financial policy manual.

D. Personnel Policies

The president, in consultation with the vice president, will develop and maintain permanent personnel policies to be approved and monitored by the board of directors.

E. Financial Policies

1. The fiscal year of the organization shall begin October 1 of each year and end on September 30.
2. The organization shall develop a budget for each fiscal year according to the following process and timeline:
 - a. By its October meeting, the Finance Committee of the board of directors shall determine the categories of spending for which individual line items in the budget will be necessary, and will present this framework to the President of the association.
 - b. By the January board meeting, the president, after consulting with the financial officer, shall, submit a complete and itemized budget for the fiscal year in accordance with the priorities of the membership.
 - c. The Board of Directors shall submit to the membership at the National Student Congress (NSC) the approved budget for the upcoming year for informational purposes, and can be viewed upon request.
3. The Board of Directors and the executive committee shall have the sole authority to amend the budget. The board shall empower the President to make emergency budget or line item changes, within limits set by the executive committee, when such changes need to be made before the board can approve them at its next meeting.
4. The budget shall be based upon an itemized account of expected revenues from dues, referenda, and other fundraising efforts. Any extra or unexpected revenues accrued during the course of the fiscal year shall be placed in a reserve fund to be first used to meet currently budgeted expenses; any additional funds to be utilized at the President's discretion with the amount set by the executive committee.
5. No revenue shall be spent unless such spending has been budgeted or

approved by the board. This provision shall not apply to moneys received for specific projects, such as foundation grants.

6. The President shall submit to the board at the congress an expense summary of the recently ended fiscal year, and can be viewed by membership upon request. A midterm expense report shall be presented to the board at its January meeting.
7. Failure to follow these budget guidelines on the part of the board and/or officers of the organization shall be construed as non-fulfillment of duties and could be subject to removal as outlined in ARTICLE 2.11

F. USSA shall purchase minimum 50% content recycled paper for use in all printing and/or copying.

G. All contracts and foreseeable costs for USSA's two annual conferences must be with institutions and corporations that have incorporated inclusive non-discriminatory policies that do not discriminate on the basis of race, ethnicity, sexual orientation, age, ability, religion, sex/gender, veteran's status, or national origin. When an institution does not have a nondiscrimination clause, the USSA national office shall submit a questionnaire, approved by the USSA board of directors to determine the nondiscrimination philosophy of that institution or corporation to ensure that the entity conforms to the anti-discrimination philosophy of USSA.

H. USSA shall make special efforts to use only unionized facilities and businesses.

Section 5: Affiliate and Region Submission Requirements

A. Submission Requirement

Affiliates and regions must submit annually their bylaws, or their equivalent, to the USSA Vice-President two weeks prior to the National Legislative Conference

B. Failure to Submit

When an affiliate fails to submit its bylaws, or their equivalent, it shall be required to follow the USSA Board of Directors election guidelines of the USSA Bylaws, Section 1.5. When a region fails to submit its bylaws, or their equivalent, it shall be required to follow the USSA Board of Directors election

guidelines of the USSA Bylaws, Section 1.5.

C. Review Process

The Executive Committee will conduct an annual review of each affiliate's, region's, and caucus's governing documents for compliance with the Bylaws, Vision, Mission, and Core Beliefs of USSA. By a two-thirds vote the Executive Committee may approve or require a region, affiliate, or caucus to modify any part of its bylaws. Review must be finished prior to the May board meeting, for approval by a two-thirds vote by the Board of Directors.

Section 6: National Legislative Conference and National Student Congress

For the purposes of ensuring the diversity guidelines as outlined in ARTICLE 4.2 of the USSA Constitution, the Credentials Committee, shall assist the registration process at the National Legislative Conference and the National Student Congress.

A. Credentialing Committee

The Credentialing Committee shall be chaired by the Outreach Officer and consist of 3 additional board members. They shall work with the President and Vice President and be responsible for:

1. Reviewing the diversity guidelines of the organization.
2. Determine whether each delegation has met the diversity qualification and credential requirements to participate in the National Student Congress or the National Legislative Conference.

Updated September 2014 by Torii Uyehara, Corporate Secretary