

ASUCM By-Laws

Legislative By-Laws

Updated as of April 12, 2017

Purpose: The Legislative By-Laws are the governing rules for ASUCM Senate in legislation and enacting laws.

Table of Contents:

Article I: General Rules and Procedures.....	3
Section 1: Debate.....	3
Section 2: Presidential Vetoes.....	3
Section 3: Courtesy.....	3
Article II: Senate Officers.....	3
Section 1: Presiding Officer of the ASUCM Senate.....	3
Section 2: Senate President Pro Tempore.....	4
Section 3: Secretary.....	4
Section 4: Sergeant at Arms.....	4
Section 5: ICC Liaison.....	5
Section 6: Court Liaison.....	5
Section 7: Honorary Members.....	5
Article III: Senate Meetings.....	7
Section 1: Regularly Scheduled Meetings.....	7
Section 2: Special Meetings.....	7
Section 3: Closed Sessions.....	7
Section 4: Meeting Place.....	7
Section 5: Call to Order.....	8
Section 6: Quorum.....	8
Section 7: Attendance.....	8
Section 8: Recall.....	8
Article IV: Agenda.....	9
Section 1: Regular Meetings.....	9
Section 2: Approval of the Agenda.....	10
Section 3: Approval of Minutes.....	10
Section 4: Guest Speaker.....	10
Section 5: Chair's Report.....	10
Section 6: Officer's Report.....	11
Section 7: Committee Reports.....	12
Section 8: Advisor's Report.....	12
Section 9: President's Report.....	12

Section 10: Treasurer’s Report.....	12
Section 11: Public Forum.....	12
Section 12: Old Business.....	12
Section 13: New Business.....	13
Section 14: Public Notice.....	13
Article V: Legislative Procedures.....	13
Section 1: Forms of Legislation.....	13
Section 2: Presentation of Legislation.....	13
Section 3: Schedule of Legislation.....	14
Section 4: Referral of Legislation to Committees.....	14
Section 5: Format of Legislation.....	14
Article VI: ASUCM Committees.....	15
Section 1: Responsibilities.....	15
Section 2: Standing Committees.....	15
Section 3: Committee Meetings.....	16
Section 4: Committee Chair and Vice-Chair.....	16
Section 5: Committee Attendance.....	17
Section 6: Referral of Main motions to Committees.....	17
Section 7: Ad Hoc Committees.....	17
Section 8: Academic Affairs Committee.....	18
Section 9: Special Committees.....	18
Article VII: Voting.....	19
Section 1: Definition.....	19
Section 2: Executive Session.....	19
Section 3: Abstentions.....	19
Section 4: Records.....	19
Article VIII: Annual Review.....	20
Section 1: Definition.....	20
Article IX: ASUCM Presidential Appointments.....	20
Section 1: Appointment of Commissioners and/or Aides.....	20
Section 2: Roles of Appointed Commissioners and Aides.....	21
Section 3: Committee Appointments.....	21

Article I: General Rules and Procedures

Section 1: Debate

- A. Debate on any question shall be limited to twenty (20) minutes unless extended for a defined amount of time by the ASUCM Senate.
- B. The sponsor of a bill shall be the first speaker recognized by the Chair.
- C. Speakers for and against shall be alternately recognized by the Chair.

Section 2: Presidential Vetoes

- A. If the President vetoes a bill he/she or his/her designate shall appear in front of the ASUCM Senate to present the veto and answer questions presented from the ASUCM Senate.
- B. The President shall immediately transmit his/her veto in writing and email his decision to the Chair and all Senators. The veto shall appear in the agenda of the next ASUCM Senate meeting.
- C. In the event a veto is overridden, the Chair shall inform the President.

Section 3: Courtesy

- A. Senators shall grant all speakers a quiet and considerate atmosphere.
- B. Those who fail to follow these rules shall, after two warnings from the Chair, be escorted from the meeting by the Sergeant at Arms and if necessary, the UC Police Department.

Article II: Senate Officers

Section 1: Presiding Officer of the ASUCM Senate

- A. The ASUCM Internal Vice President shall serve as the presiding officer, hereby referred to as “chair” or “presiding officer”, over all Senate meetings as an unbiased

parliamentarian. In the event that the Internal Vice President is unable to attend a Senate meeting, the Senate President Pro Tempore shall assume these responsibilities.

- B. In the event that both the Presiding officer and the Senate President Pro Tempore are unable to attend a Senate meeting, the Senate must vote in, by a simple majority, a temporary Presiding Officer from amongst themselves who shall assume the appropriate responsibilities for that meeting.
- C. The presiding officer vote unless in the case of a tie.

Section 2: Senate President Pro Tempore

- A. The Senate must elect the Senate President Pro Tempore from amongst themselves at the first meeting of every semester by a simple majority (greater than 50%) vote.
- B. The Senate President Pro Tempore shall serve for that semester and assume all responsibilities enumerated in the ASUCM Constitution and ASUCM By-Laws.
- C. In the event that this position becomes vacant, the senate must elect, by majority vote at their next official meeting, a new Senate President Pro Tempore from amongst themselves to serve for the remainder of that semester.
- D. In the event that both the Senate President Pro Tempore and Internal Vice President are unable to attend a Senate meeting, the Senate must vote in, by a simple majority, a temporary Presiding Officer from amongst themselves who shall assume the appropriate responsibilities for that meeting.

Section 3: Secretary

- A. The Secretary shall be responsible for the accuracy and grammar of both the Senate minutes and the Senate Committee minutes for all acting committees.
- B. The elected Secretary must present a template for Committee minutes to follow throughout the duration of the semester to be approved by a simple majority vote from the Senate
- C. The Senate must elect the Secretary from amongst themselves at the first meeting of every semester by a simple majority vote.
- D. The Secretary shall serve for that semester and assume all responsibilities enumerated in the ASUCM Constitution and ASUCM Bylaws.
- E. In the event that the Secretary is unable to attend a Senate meeting, the Senate must vote in, by a simple majority, a temporary Secretary from amongst themselves who shall assume the appropriate responsibilities for that meeting.

Section 4: Sergeant at Arms

- A. A. The Sergeant at Arms shall enforce and regulate Senate meetings under the chair's discretion to ensure that general procedure and rules are followed. If necessary, the Sergeant at Arms shall contact the University of

California, Merced Police Department (UCMPD) to remove an individual who refuses to comply with ASUCM bylaws.

- B. The Senate must elect the Sergeant at Arms from amongst themselves at the first meeting of every semester by a simple majority vote.
- C. The Sergeant at Arms shall serve for that semester and assume all responsibilities enumerated in the ASUCM Constitution and ASUCM By-Laws.
- D. In the event that the Sergeant at Arms is unable to attend a Senate meeting, the Senate must vote in, by a simple majority, a temporary Sergeant at Arms from amongst themselves who shall assume the appropriate responsibilities for that meeting.

Section 5: ICC Liaison

- A. The Senate must elect the ICC Liaison from amongst themselves at the first meeting of every semester by a simple majority vote.
- B. The ICC Liaison shall serve for that semester.
- C. The ICC Liaison is responsible for informing the ASUCM Senate about current and future actions of ICC.

Section 6: Court Liaison

- A. The Senate must elect the Court Liaison from amongst themselves at the first meeting of every semester by a simple majority vote.
- B. The Court Liaison shall serve for that semester.
- C. The Court Liaison shall inform the Senate about current and future actions of court.

Section 7: Honorary Members

- A. Honorary members are complimentary persons to ASUCM Senate meetings.
- B. Honorary members shall be designated as the ASUCM President, ASUCM Advisor, ASUCM Treasurer, and ASUCM Intern/Notetaker.
- C. Honorary members shall be treated as a member of the public, excepting that they may sit at the senate table if allowed to do so by senate.
 - 1. Honorary Members may only speak freely in a senate meeting if yielded the floor by a senator.
 - 2. For points of order or information, the chair of the senate meeting may call upon them. Such points must be neutral in opinion, and only used for the purposes of clearing misinformation or addressing a breach of order.
- D. Senate must invite all honorary members to the table by a vote of two-thirds.
 - 1. By default, all honorary members are disallowed at the senate table.
 - 2. At the first senate meeting of the academic year, senate must vote to allow each individual member to sit at the senate table for all subsequent meetings by a 2/3 vote.
 - 3. Senate may at any time reverse their previous decision(s) and allow honorary members to sit at the table by a 2/3 vote of senate or disallow honorary members

- from the table by a majority vote of senate for all subsequent meetings.
4. The Internal Vice-President, Seargent-at-Arms, and President Pro-Tempore may at any time vote within themselves to disallow any honorary member from the table for all subsequent meetings.
 - i. Senate as a whole may overturn this decision and keep the honorary member at the table by a 2/3 vote

E. As stated in the Financial By-Laws sec. 6.2.7, during the budget debate meeting, the ASUCM President and ASUCM treasurer are automatically invited to the table and given power to speak freely when called upon by the chair.

1. This power does not extend beyond the budget debate meeting.

Article III: Senate Meetings

Section 1: Regularly Scheduled Meetings

A. Senate Meetings shall be held every Wednesday beginning at 7:30 pm during the academic year, provided that the Senate may cancel or change the time of individual meetings by a two-thirds (2/3) vote of the Senate.

Section 2: Special Meetings

- A. Any member may present a petition signed by two thirds of the elected members calling for the deliberation of a special meeting.
- B. The call for a Special Meeting must spell out specifically the subject(s) up for deliberation in addition to the commencement and adjournment time of the meeting. No other item other than those specified will be address during the meeting.
- C. After approval a notice must be sent out to the members informing them the time and place at least forty-eight (48) hours prior to the occurrence of the meeting via electronic mail or telephone call.

Section 3: Closed Sessions

- A. Any Senator may make a motion at any point in the meeting to go into a closed session at which time a (2/3) majority is required to take effect.
- B. Once motion has passed any person not of the Senate body must exit the room.
- C. Senate must keep discussion germane.
- D. At no point in time will the Senate be able to vote privately in any of these closed meeting. Let it also be noted that Senate has no obligation to post, discuss or summarize any of the proceeding in the closed section.

Section 4: Meeting Place

- A. All Senate meetings shall take place in the Chancellor's Conference Room at the University of California, Merced, unless changed by a two-thirds (2/3) vote of the entire senate.
- B. Notice of any alternate location must be conspicuously posted at nearest proximity of the Office of Student Life (OSL) and the Chancellor's Conference Room.

Section 5: Call to Order

- A. The meetings shall be called to order by the presiding officer.

Section 6: Quorum

- A. If and when Call for Quorum is made, the chair shall have up to fifteen (15) minutes to verify a quorum. Not until verification of quorum has been made can business be conducted. Senators not in the room during the quorum counting will be counted as being absent. Should quorum not constitute the necessary half plus one, the meeting shall be automatically adjourned.

Section 7: Attendance

- A. Attendance shall be taken at the opening of each meeting and shall be noted in the official minutes.
- B. All members of the senate are expected to attend all regularly scheduled and special meetings.
- C. If a Senator is unable to attend, they should notify the chairperson at least two (2) days in advance of the scheduled meeting.
- D. Absences shall be defined as nonattendance to any regularly scheduled and special meeting of the Senate.
- E. Absences shall also be defined as nonattendance for more than three fourths (3/4) of any regularly scheduled and special meetings.
- F. Absences for which a Senator can show to the Chair a valid and/or unavoidable medical, personal, or academic excuse (i.e., a midterm) shall not count for purposes in this section.
- G. In the event that any Senator is absent for a combined number of four (4) Senate and committee meetings, the Senate Advisor shall meet with the Senator to discuss the situation.
- H. Any Senator absent for a combined number of six (6) Senate Meetings and committee meetings shall be put up for recall.

Section 8: Recall

A. Definitions

1. Recall shall be defined as automatic suspension from ASUCM Senate. This shall entail restriction from attending all Senate and Committee meetings as a voting member.
2. Recall is the process by which Senators are removed from office.
3. Recall is an internal Senate process overseen by the Internal Vice President of Senate President Pro Tempore.
4. Confidence Vote shall be defined as a vote wherein two-thirds (2/3) of the Senators present must vote to reinstate a recalled Senator for the remainder of the Senator's term in office.

B. Initiation

1. Recall may be initiated by the following methods
 - i. A submitted petition signed by fifteen (15) percent of the ASUCM student body.
 - ii. Absences as defined in Article 3.7 (b).

C. Procedure

1. The Senator shall be suspended from Senate.
2. The Senator shall have two (2) weeks to submit a petition signed by fifteen (15) percent of the ASUCM student body.
3. The petition must be validated by the Internal Vice-President or an impartial third party as appointed by two-thirds (2/3) vote in Senate within five (5) business days of the arbiter receiving the petition.
4. The Confidence Vote shall be held the meeting following validation of the petition.
5. In the case the Senator is not reinstated by Confidence Vote or does not submit a valid petition within the specified period of time, the Senator shall be removed from Senate.

Article IV: Agenda

Section 1: Regular Meetings

- A. The senate shall adopt the Agenda for each Regular meeting. The Senate shall adhere to the previously approved agenda, provided that the Senate may, by a two-thirds (2/3) vote of the Senate present, change the order of the items on the agenda for that meeting. The Agenda shall consist of the following:
 1. Call to Order
 2. Roll Call
 3. Approval of Agenda
 4. Approval of Minutes
 5. Guest Speaker

6. Chair's Report
7. Elected & Appointed Officer's Report
8. Officer Reports
 - i. Senate Pro-Tempore
 - ii. Sergeant at Arms
 - iii. Secretary
 - iv. ICC Liaison
 - v. Court Liaison
 - vi. CAB Liaison
9. Committee Reports
 - i. Budget and Finance
 - ii. Academic Affairs
 - iii. Student Activities
 - iv. Student Advocacy
10. Advisor's Report
11. President's Report
12. Treasurer's Report
13. Public Forum
14. Old Business
15. New Business
16. Announcements
17. Adjournment

Section 2: Approval of Agenda

- A. Under Approval of the Agenda, the Senate shall approve the agenda for the current meeting of the Senate. The Internal Vice-President shall be responsible for proposing a tentative agenda for the senate to consider.

Section 3: Approval of Minutes

- A. Under Approval of the Minutes, the Senate shall correct and approve unapproved minutes.

Section 4: Guest Speaker

- A. Under Guest Speaker, the guest speaker(s) shall make announcements pertaining to their duties, responsibilities and other such activities on campus.
- B. The Guest Speaker shall not exceed twenty (20) minutes unless extended for a definite amount of time by the Senate.

Section 5: Chair's Report

- A. Under Chair's Report, the appointed Chair shall report their, as well as any other Executive Officers activities to the Senate.
- B. No report shall exceed ten (10) minutes unless extended for a definite period of time

by the Senate.

Section 6: Officer's Report

- A. Under Officer's Report, the appointed Officers shall report their activities to the Senate.
- B. No report shall exceed ten (10) minutes unless extended for a definite amount of time by the Senate.

Section 7: Committee Reports

- A. Under Committee Reports, the appointed Chair of each Committee shall report their committee's activities to the Senate.
- B. No report shall exceed ten (10) minutes unless extended for a definite amount of time by the Senate.

Section 8: Advisor's Report

- A. Under Advisor's Report, the ASUCM advisor shall make announcements pertaining to their duties, responsibilities and other such activities on campus.
- B. The Advisor's Report shall not exceed ten (10) minutes unless extended for a definite amount of time by the Senate.

Section 9: President's Report

- A. Under President's Report, the President shall make announcements pertaining to their duties, responsibilities and other such activities on campus.
- B. The President's Report shall not exceed ten (10) minutes unless extended for a definite amount of time by the Senate.

Section 10: Treasurer's Report

- A. Under Treasurer's Report, the Treasurer shall make announcements pertaining to their duties, responsibilities and other such activities on campus.
- B. The Treasurer's Report shall not exceed ten (10) minutes unless extended for a definite amount of time by the Senate.

Section 11: Public Forum

- A. Under Public Forum, any member of the public wishing to speak may do so in this portion of the agenda.
- B. Prior to their statements, members of the public in attendance shall state their names (first and last) for official records.
- C. Members must also sign in on a sign in sheet made available by the Secretary.
- D. The total time for an individual to speak shall not exceed five (5) minutes unless extended by a definite period of time by a simple majority of the Senate.

Section 12: Old Business

- A. Under Old Business, any main motion that the Senate did not finally dispose of in a prior meeting shall be considered under Old Business at each subsequent regular meeting unless otherwise noted.
- B. Discussion and deliberation on Old Business shall not exceed twenty (20) minutes unless extended for a definite period of time by a simple majority of the Senate.

Section 13: New Business

- A. Under New Business, any new items may be addressed.
- B. Discussion and deliberation on each item under New Business shall not exceed twenty (20) minutes unless extended for a definite period of time by the Senate.
- C. Introductions shall not exceed ten (10) minutes unless extended for a definite period of time by the Senate.
- D. All Presidential vetoes or executive orders submitted within five (5) proceeding business days shall automatically be placed under New Business.

Section 14: Public Notice

- A. The Internal Vice President shall insure the public is notified of the agenda within 24 hours of the Senate meeting.

Article V: Legislation Procedures

Section 1: Forms of Legislation

- A. All forms of legislation shall be presented to the Senate as either a bill or a resolution, enumerated by the order of the bill or resolution introduced that academic year, and shall be enumerated by the academic year of introduction (for example: Bill 01-09/10).
 - 1. A Bill is any form of legislative action or “law” on the part of the Senate that has not been approved by a simple majority vote. The nature of the Bill can range from the allocation of funds, to the enactment of by-laws.
 - 2. A Resolution is anything that can be proposed as a motion, but warrants a written format and formal discussion. It is used to express the Senate’s approval or disapproval of something that they cannot otherwise vote on because it is the responsibility of another body.

Section 2: Presentation of Legislation

- A. All introduced legislation must be presented by a member of the Senate.

Section 3: Schedule of Legislation

- A. All bills or resolutions must be submitted to the Internal Vice President by 7:30PM, 48 hours before the Senate meeting to be included on the agenda.
- B. It is at the Internal Vice President's discretion to provide Bill numbers to submitted Bills and Resolutions.
- C. All legislation shall be posted in the Office of Student Life at least 30 hours prior to introduction and submitted electronically to the legislative body.
- D. The Senate may, by a two-thirds ($\frac{2}{3}$) vote of the ASUCM, specify a shorter legislative timeline.
- E. The obligation falls on the Senator(s) introducing the legislation to make the appropriate changes made to the legislation and submit the final version to the Internal Vice President within 48 hours after its approval in the Senate.

Section 4: Referral of Legislation to Committees

- A. The legislation should be referred to the appropriate committee for review. Appropriate committees are those to which the legislation most pertains. Legislation may be referred to more than one committee.
- B. During review, legislation is assessed as constitutional, pertinent to the student body, pertinent to the organization, or other factors that are deemed as beneficial to ASUCM. (Committee Guidelines are outlined in Legislative By-Laws, Article VI, section 6).
- C. It shall fall at the discretion of the committees whether review shall be informal or procedural.
- D. Grammatical errors are to be corrected in committee(s) or by the Senate Secretary.
- E. The Senate may, by a two-thirds ($\frac{2}{3}$) vote of the ASUCM, eliminate the referral to committee.
- F. Legislation that has been referred to committee will be placed as Old Business on the Agenda for the next meeting of the ASUCM Senate.

Section 5: Format of legislation

- A. All legislation should be presented in either Times New Roman font or Arial font, in 12 point.
- B. Legislation must be authored in a formal nature. Formal nature implies that any examples, terms or justifications for the legislation should be written in a clear and concise manner.

1. If legislation is not deemed as formal, by a majority vote, Senate may reroute the legislation back to either, the author(s) or to committees.
- C. All legislation shall include a title sheet that states:
1. the legislation number (see section 1A),
 2. the name of the legislation and the main legislative action,
 3. the date first introduced to the Senate,
 4. the Senator(s) introducing the legislation,
 5. the author(s) name and title.
 6. If there are co-author(s) outside of the Senate office, those name(s) should be listed under co-authors.
- D. Legislation must contain a complete statement providing the initiative(s).
1. In the case of a funding request, an analysis of where the money shall be allocated (close estimations will suffice in situations where exact amounts cannot be determined), approximation of when it shall be allocated, and a description of why it is necessary is required.
 2. As necessary, the legislation shall have a companion information sheet, authored in a formal matter and should contain research, (if applicable) examples, (if applicable) and a reference list.
- E. Legislation shall close with a signature page that includes:
1. Lines to record referred committee(s) and committee recommendation,
 2. A line to record senate approval or non-approval and date,
 3. A line for the President's signature and action to approve or veto, and date.

Article VI: ASUCM Committees

Section 1: Responsibilities

- A. ASUCM Committees shall be responsible for their overseeing their Committee's respective fields of interest.
- B. ASUCM Committees shall be responsible proposing amendments to ASUCM legislation.
- C. Viewing ASUCM legislation through the scope of the committee's field of interest.
- D. Ensuring that ASUCM legislation does not violate or contradict the ASUCM Constitution and its by-laws.

Section 2: Standing Committees

- A. Senators shall place themselves into committees fitting their respective interests at the first ASUCM meeting of the semester. Senators are limited to joining two (2) standing committees.
- B. It is mandatory for every Senator to join at least one committee.

Section 3: Committee Meetings

- A. Regular Committee Meetings
 - 1. Each committee shall establish by unanimous consent, and announce at a ASUCM meeting a regular time and meeting place by the second Senate meeting of the semester.
 - 2. Subsequent changes must be reported to the ASUCM.
 - 3. Meeting places and times shall be posted on the ASUCM website.
- B. Special Committee Meetings
 - 1. Special Committee meeting must be called at least twenty-four (24) hours before the meeting time (unless called by an ASUCM meeting); and must be called by the committee Chair.
 - 2. Special Committee meetings may be held during an ASUCM meeting at the call of the Chair.
 - 3. Notification of the time and place of a special meeting shall be posted on a prominent location in the Office of Student Life (OSL) and on the ASUCM website at least twenty-four (24) hours prior to a special committee meeting time, unless called during an ASUCM meeting.
- C. Committee meetings shall be open to the public.

Section 4: Committee Chair, Vice-Chair, and Committee Secretary

- A. Each Committee shall, by a majority vote of the Committee, select a Chair and Vice-Chair from among its voting members.
- B. The Committee Chair, Vice-Chair, and Committee Secretary shall serve for the duration of the semester.
- C. The Committee Chair, Vice-Chair, and Committee Secretary of the Fall Semester shall serve as temporary Chair, Vice-Chair, and Committee Secretary for the first Spring semester committee meeting where Chair, Vice-chair, and Committee Secretary elections shall take place.
- D. The Committee Chair shall be responsible for:
 - 1. Presiding at Committee meetings
 - 2. Creating an agenda for the meeting
 - 3. Keeping Committee members informed of meeting places and times
 - 4. Reporting the Committee's activities, proposals, attendance to the Senate

- E. The Vice-Chair shall be responsible for
 - 1. Assuming the duties of the Chair if the Chair is not present at either a ASUCM or Committee meeting or if he/she is temporarily unable to perform his/her duties...
- F. The Committee Secretary shall be responsible for
 - 1. Ensuring that minutes are taken at all meetings using the approved format provided by the Senate Secretary and reporting them to the Internal Vice President or Senate Secretary no more than two (2) business days following the meeting

Section 5: Committee Attendance

- A. Absence at Committee meetings shall be defined as nonattendance to any regularly scheduled and special meeting of the Committee.
- B. Absences for which a senator can show to the Chair a valid and/or unavoidable medical, academic (i.e. midterms) or personal excuse shall not count for purposes of this section.
- C. All members of ASUCM are expected to attend all regularly scheduled and special meetings.
- D. If a senator is unable to attend, they should notify the Chair twenty-four (24) hours before the scheduled meeting.

Section 6: Referral of Main Motions to Committees

- A. When Legislation is referred to a committee the Committee shall have until the next regular meeting thereafter to make amendments and recommendations concerning the Legislation.
- B. Changes shall be reported during the Old Business portion of the agenda.
- C. The Senate may, by a two-thirds (2/3) vote of the ASUCM, specify a shorter response period.
- D. Any Legislation may be re-committed by the Senate.
- E. All Legislation is automatically reported out of the Committee at the ending of the last regular meeting of the Session.

Section 7: Ad Hoc Committees

- A. Ad Hoc Committees may be established by a majority vote of the Senate.
- B. The Senator who motions for the creation of an Ad Hoc Committee shall serve as the temporary chair until the Ad Hoc Committee convenes and makes a decision on who shall serve as chair of the Ad Hoc Committee.
- C. These Committees shall dissolve upon completion of their designated task.
- D. Regular Committee attendance rules apply to all Ad Hoc Committee meetings

Section 8: Academic Affairs Committee

- A. The Academic Affairs Committee shall be concerned with the academic needs of the student body, ensure integrity of academic policy and promote academic excellence.
- B. Academic Affairs Committee shall be responsible for:
 - 1. Distribution of ASUCM educational enrichment funds
 - i. At least two (2) fellowships will be offered per school with the value of at least five hundred dollars (\$500). The fellowships offered are as follows:
 - a. Jeff Wright Fellowship
 - i) For students of the School of Engineering
 - b. Kenji Hakuta Fellowship
 - i) For students of the School of Social Sciences, Humanities and Arts
 - c. Maria Pallavicini Fellowship
 - i) For students of the School of Natural Sciences
 - ii. Candidates are required to complete and submit an official application and will be selected based upon the following criteria:
 - a. Candidates must be undergraduate students with a cumulative GPA of at least 3.0.
 - b. Candidates must provide a letter of official recommendation from both their advisor as well as the faculty that they propose to work with.
 - c. Candidates must demonstrate a ready commitment to their research.
 - d. Candidates must provide a thorough description of their research idea and a detailed plan to perform such research.
 - e. If approved, candidates must document their research accordingly and provide progress reports every academic semester.

Section 9: Special Committees

- A. Special committees shall be established at the beginning of the semester.
- B. Special committees are called into session by the Chair, at the behest of the Internal Vice-President, or by 2/3 majority in Senate.
- C. Special committees are not required to convene weekly, but must hold at least four (4) meetings during the semester.
- D. Special committees shall keep recordings of all meetings, to be released to the

public at the discretion of Senate.

- E. Membership regulations are as follow:
 - 1. Senators may serve on one (1) special committee at any time
 - 2. Membership of a special committee shall not impact membership on standing committees.
 - 3. Senators may not serve consecutively on the same special committee.
 - 4. Special committees shall have five (5) members.
 - 5. Senate may mandate, by 2/3 majority, that the Special Committee have expanded membership.
- F. Unless otherwise stated, all special committees shall be regulated by the sections under “Article VI: ASUCM Committees”.
- G. Special Committees may move to a closed session, which shall be approved by a 2/3 majority vote in the committee.

Article VII: Voting

Section 1: Definition

- A. Votes are counted by a raise of, or lack thereof, hands, with the exception of closed or executive sessions.
- B. Each Senator present during a meeting is entitled to one vote, and may vote only once on each motion at the time a motion is presented.
- C. “Simple majority vote” and “Majority vote” shall be defined as greater than 50% of the senators present during the vote.
- D. “2/3” shall be defined as two-thirds (2/3) of the senators present during the vote, unless specified otherwise.

Section 2: Executive Sessions

- A. Closed, or executive sessions, will encompass anonymous voting by paper ballot.

Section 3: Abstentions

- A. Abstentions from votes are always allowed.
- B. An abstention shall be considered the absence of a vote, but will count the senator as present during the vote.

Section 4: Records

- A. All voting records shall be kept on file, on the ASUCM website, and in the

Minutes.

- B. Voting records shall include the meeting date, type, motion, senators present, and their vote.

Article VIII: Annual Review

Section 1: Definition

- A. The by-laws are to be reviewed annually and can be amended by a two-thirds (2/3) vote of the senators present.

Article IX: ASUCM Presidential Appointments

Section 1: Appointment of Commissioners and/or Aides

- A. Within the first eight (8) weeks of the Fall Semester, the ASUCM President shall nominate all commissioners and Aides as he/she deems necessary.
- B. For each Commissioner and/or Aide position, the ASUCM President shall give the ASUCM Senate a detailed description and role of the position prior to their nominations.
 - 1. The job description entails the general duties and goals of the positions as well as whom the commissioner and/or aide will report to.
- C. Commissioners and/or Aides will be appointed in the following way:
 - 1. First the President will give a brief of statement of the qualifications of that person.
 - 2. The Senate will review the resume and application of the individual.
 - 3. The Senate may direct questions to the individual.
 - 4. The Senate will then move to a paper ballot vote after reviewing the resume and application.
 - 5. A majority vote is necessary for the candidate to take the office of Commissioner or Aide.
- D. The ASUCM President may remove any Commissioner and/or Aide from their respective office if he/she feels that they are not fulfilling their responsibilities to their position.
 - 1. If the ASUCM President deems it necessary to remove a Commissioner and/or Aide from office, he/she is encouraged to nominate a replacement

as soon as opportunity permits.

Section 2: Roles of Appointed Commissioners and Aides

- A. All Commissioners and Aides must serve their positions as to further the goals and aims of UC Merced and ASUCM as spelled out in their job descriptions.
- B. Commissioners and Aides may receive funding via ASUCM Executive approval and/or submission of a bill to the ASUCM Senate.
- C. Commissioners and Aides have the authority to appoint their staff in order to facilitate the projects and goals of their position.
- D. Commissioners and Aides shall give a monthly report on their progress to the ASUCM Senate.
 - 1. This report shall pertain to the progress of their objectives during the previous month, and include an outline of the following month's objectives.

Section 3: Committee

Appointments

- A. ASUCM Presidential appointments to Committees external to ASUCM will follow the same procedure as outlined in Section I.2 but will also include a description of the Committee that the appointment pertains to.
- B. The appointees will be responsible for informing the ASUCM Executives ASUCM Senate on the events and progress of their respective committee on a monthly basis.