

**BY-LAWS OF THE STUDENT GOVERNMENT BOARD  
OF THE UNIVERSITY OF PITTSBURGH  
OAKLAND CAMPUS**

**ARTICLE I: DUTIES AND RESPONSIBILITIES OF THE PRESIDENT**

The President of the Board, in addition to following the SGB Code of Ethics, shall:

Section I: Assign and/or delegate responsibilities to Board Members.

Section II: Assign specific guidelines and/or schedules for the completion of work.

Section III: Hold twelve office hours per week in the Student Government Board office, and shall require and regulate the office hours of all Board Members and Committee Chairs.

Section IV: Construct an itemized agenda for each scheduled Board meeting, which shall include topics submitted to him/her in writing twenty-four hours prior to each meeting.

Section V: Submit the minutes of public meetings to the Board for their approval.

Section VI: Keep an attendance record of each Board Member and Committee Chair at public meeting and notify those with undue absence.

Section VII: Give a report at each scheduled meeting, which will inform the Board of all correspondence sent and received, all meetings attended and any other matter that may be of importance and interest to the Board.

Section VIII: Authorize all Student Government Board expenses, in conjunction with the Business Manager.

Section IX: Establish office operations, policies and procedures for the Student Government Board office.

Section X: Have the authority to appoint students to standing committees of the University Board of Trustees, University Senate Council and any other appointments deemed necessary and/or requested by the University administration.

Section XI: At his/her discretion, hold weekly meeting with each Board Member and biweekly meetings with each Committee Chair.

Section XII: Conduct, at least once per month, Committee Chair evaluations to ensure that Committee Chairs are fulfilling the responsibilities of their respective offices. These evaluations shall be conducted by the President, the Board Member serving as liaison to the committee in question, and the committee Chair. Should the President find that the Committee Chair has not fulfilled his/her duties, the President may recommend to the Board that the Chair in question be removed. The dismissal process shall then follow as outline in Article V, Section I, of the Student Government Board Constitution.

**ARTICLE II: DUTIES AND RESPONSIBILITIES OF THE BOARD**

Members of the Board, in addition to following the SGB Code of Ethics, shall:

Section I: Give a report at each scheduled meeting, which will inform the Board of all correspondence sent and received, all meetings attended and any other matter that may be of importance and interest to the Board.

Section II: Hold ten office hours per week in the Student Government Board office.

**ARTICLE III: STANDING COMMITTEES, AD HOC COMMITTEES AND TASK FORCES**

Chairs of Standing Committees, Ad Hoc Committees, and Task Forces, in addition to following the SGB Code of Ethics, shall:

Section I: Support the implementation of Board policies by providing expertise and resources to the Board and student body as authorized and specified by the Board.

Section II: Provide specific programs and services for the Board and student body as authorized and specified by the Board.

Section III: Operate according to their regulating documents, as applicable, and the charge given to them by the Board.

Section IV: Hold five office hours per week in the Student Government Board office, with the exception of the Allocations Chair, who shall hold ten office hours per week in the Student Government Board office. Members of the Allocations Committee shall hold five office hours per week in the Student Government Board office.

### **ARTICLE III. THE SELECTIONS PROCESS**

#### **Section I: The Selections Process for the Chair of the Allocations Committee**

Subsection 1: The Chair of the Allocations Committee shall be selected by the current Board in December upon the recommendation of a nominating committee, and shall take office on the first day of classes of the spring semester.

Subsection 2: The nominating committee shall consist of the outgoing President of the Board, who shall serve as the chair, the incoming President of the Board, the outgoing Business Manager of the Board, the outgoing Allocations Chair and an outgoing member of the Allocations Committee. In any instance in which a member of the nominating committee holds two seats, the incoming President shall select an additional incoming Board Member to serve on the nominating committee.

Subsection 3: The nominee shall be approved by a simple majority vote of the total membership of the Board.

#### **Section II: The Selections Process for Members of the Allocations Committee**

Subsection 1: The twelve members and one alternate of the Allocations Committee shall be selected by the current Board in December upon the recommendation of a nominating committee, and shall take office on the first day of classes of the spring semester.

Subsection 2: The nominating committee shall consist of the outgoing President of the Board, who shall serve as the chair, the incoming President of the Board, the outgoing Business Manager of the Board, the outgoing Allocations Chair and the incoming Allocations Chair. In any instance in which a member of the nominating committee holds two seats, the incoming President shall select an additional incoming Board Member to serve on the nominating committee.

#### **Section III: The Selections Process for the Chair of the Elections Committee**

Subsection 1: The Chair of the Elections Committee shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office on the first day of classes of the fall semester.

Subsection 2: The nominating committee shall consist of the President of the Board, who shall serve as the chair, the chair of the Judicial Committee and three Board Members selected by the President.

Subsection 3: The nominee shall be approved by a simple majority vote of the total membership of the Board.

Subsection 4: The Elections Committee shall be composed of at least six members and shall be selected by the Elections Chair following his/her appointment.

#### **Section V: The Selections Process for the Chair of the Judicial Committee**

Subsection 1: The Chair of the Judicial Committee shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office immediately following approval of the Board.

Subsection 2: The nominating committee shall consist of the President of the Board, who shall

serve as the chair, the outgoing Judicial Chair and three Board Members selected by the President.

Subsection 3: The nominee shall be approved by a simple majority vote of the total membership of the Board.

Subsection 4: The Judicial Committee shall be composed of six members and shall be selected by the Judicial Chair following his/her appointment.

#### Section V: The Selections Process for the Chairs of Ad Hoc Committees and Task Forces

Subsection 1: The Chair of any Ad Hoc Committee and/or Task Force shall be selected by the Board in January upon the recommendation of a nominating committee, and shall take office immediately following approval of the Board.

Subsection 2: The nominating committee shall consist of the President of the Board, who shall serve as the chair, and four Board Members selected by the President.

Subsection 3: The nominee shall be approved by a simple majority vote of the total membership of the Board.

Subsection 4: Members of any Ad Hoc Committee or Task Force shall be selected by the appropriate Chair following his/her appointment.

### **ARTICLE IV: RESOLUTIONS**

Section I: Resolutions proposed and approved by the Board are public opinions on issues affecting the non-CGS undergraduate student body that do not relate to policies or procedures under the jurisdiction of the Student Government Board.

Section II: Any proposed resolution(s) shall be submitted at least one public meeting prior to the date of a scheduled vote on any resolution(s). Said resolution(s) shall automatically be tabled until the next meeting so that all Board Members may have sufficient time to review the proposed resolution(s). Once submitted, all Resolutions shall be posted in a public place for review by all non-CGS undergraduate students. Resolutions shall be approved by a simple majority vote of the total membership of the Board.

### **ARTICLE V: PRECEDENCE AND AMENDMENTS OF THE BY-LAWS**

Section I: A proposal to amend these By-Laws shall be submitted at least one public meeting prior to the date of a scheduled vote on any amendment(s). Said amendment(s) shall automatically be tabled until the next meeting so that all Board Members may have sufficient time to review the proposed amendment(s). Amendments to these By-Laws shall be approved by a two-thirds majority of the total membership of the Board.