

**UNITED STATES STUDENT
ASSOCIATION
MEMBERSHIP BYLAWS**

Section 1: Membership Voting

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.

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

8. Attempt to hold at least two (2) meetings of the members in their region each year; these meetings can be teleconferences or existing conferences/spaces

9. For 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. Each board member is responsible for providing quarterly status reports of their recruitment campaign.

11. Actively participate in the activities of USSA committees and report on their progress.

12. Immediately preceding each scheduled recess of a board of directors meeting and 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 constitute a missed meeting for the purposes of removal. "Excusals" will be granted at the discretion of the chair of the board.

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 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.

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 and a line-item budget for the following year at the annual meeting of the congress.

4. 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. If the office does not publish a newsletter at least once a quarter, the office will still publish a specific report compilation. The newsletter will be

made available to the entire USSA membership.

D. Committees

There will be, in addition to such ad-hoc committees that the vice president or the board designates, two standing committees of the board: finance and conference. Actions of any committee shall be subject to approval of the entire board. Committee chairs shall serve as ex officio non-voting members of the executive committee (but can obtain voting seats through the normal process).

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:

1. Reviewing general expenditures and revenues, as well as checks written in the name of the organization and all other financial documents requested by the board;

2. Providing advice to USSA president on expenditures and revenues;

3. Approving any contract or expenditure not specifically budgeted for, in excess of \$1500;

4. Assisting in collection of dues and other outstanding revenue;

5. Reviewing all contracts and leases;

6. Working with the USSA president to develop a draft annual budget with specific line items and expenditure recommendations;

7. 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, and 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:

1. Site selection and bid process;
2. Initial development of workshops, general session, speakers, etc.;
3. Agenda development;
4. Registration;
5. Conference policies, keynotes, awards, etc.

E. 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.

F. Removal of Directors: Notice

The vice president shall notify a director being considered for removal pursuant to ART. 4.7 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 corporation to enter into any contract or execute and deliver an instrument in the name of and on behalf of the corporation, 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 corporation 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 corporation.

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 association shall begin October 1 of each year and end on September 30.

2. The association shall develop a budget for each fiscal year according to the following process and timeline:

a. By its October meeting, the executive 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, according to the framework set by the board in

4.E.2.a, 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.

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 except as provided by 4.E.3 and 4.E.4. This provision shall not apply to moneys received for specific projects, such as foundation grants.

6. The president shall submit to the board and membership at the congress a detailed expense summary of the recently ended fiscal year. 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 association shall be construed as malfeasance.

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, disability, 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 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 by April 15.

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. When a region fails to submit its bylaws, or their equivalent, it shall be required to follow the election guidelines for the directors under 9.B of the USSA Bylaws.

C. The executive committee will conduct an annual review of each affiliate's, region's, and caucus's governing documents for compliance with the

principles of USSA as described in the USSA Constitution and Bylaws. By a two-thirds vote of all directors then in office, the board may require a region, affiliate, or caucus to modify any part of its bylaws in accordance with the recommendations of the executive committee. By a two-thirds vote of all directors then in office, the board may require a region to modify any part of its bylaws in accordance with the recommendations of the executive committee.

Section 6: Legislative Conference

For the purposes of ensuring the diversity guidelines as delineated in SEC. 5.2.2 of the USSA Constitution, the Credentials Committee, as delineated in SEC. 5.2.9 of the USSA Constitution, shall assist the registration process at the Legislative Conference.

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; Reviewing the diversity guidelines of the association. Determine whether each delegation has met the diversity qualification and credential requirements to participate in a NSC, Leg Con, regional meeting and affiliate and regional votes that affect representation on the national board of directors.

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