

## TELEPHONE MEETING

### UNIVERSITY OF CONNECTICUT BOARD OF TRUSTEES

#### STUDENT LIFE COMMITTEE

April 13, 2022, at 4:00 p.m.

#### AGENDA

##### Meeting held by Telephone

Public Call-In Number:

(415) 655-0002 US Toll

Access Code: 2621 483 9550

Public Access Link:

<http://ait.uconn.edu/bot>

*(A recording of the meeting will be posted on the Board website  
<https://boardoftrustees.uconn.edu/> within seven days of the meeting.)*

1. Call to Order
2. Public Participation\*  
\* If members of the public wish to address the Committee during the Public Participation portion of the meeting, you must submit a request in writing 30 minutes prior to the start of the meeting (by 3:30 p.m.) to the following email address: [BoardCommittees@uconn.edu](mailto:BoardCommittees@uconn.edu). Please indicate your name, telephone number, and topic to be discussed. Per the University By-Laws, the Board may limit public comment. As an alternative, you may also submit your comments via email which will be shared with the Board.
3. Approval of the Minutes of the Student Life Committee Meeting of February 16, 2022
4. Student Trustee Reports
5. UConn Praxis Discussion
6. President's Task Force on Combatting Sexual Violence and Supporting our Students  
<https://president.uconn.edu/communications/combating-sexual-violence-supporting-our-students/>
7. Spring Weekend Update
8. Other Business
9. Executive Session (as needed)
10. Adjournment

University of Connecticut  
Praxis Organization Status  
Student Survey Background and Questions  
\*Draft\*  
(for consideration by Student Life Committee)

## **Background**

*(to be included in survey body immediately prior to questions)*

UConn Praxis is a student-funded, student-led activist organization established to empower, activate, inspire, and serve the interests of all UConn students. Our namesake “Praxis” denotes our founding principle of putting activist theory into concrete action. Praxis tackles complex social issues pertinent to civil, social, and economic human rights, equity, and accessibility in our local and global communities, including food and housing equity, voter rights, public health, higher education accessibility, environmental justice, and more. Key projects include Husky Market to meet need for food-insecure students, the Clothing SWAP, and legislative advocacy.

More information about Praxis, including its mission, campaigns, and leadership can be found [here](#).

Praxis was originally established in 1973 through an act by the Board of Trustees and initially operated as “UConn PIRG”, which was a chapter of ConnPIRG. ConnPIRG is a branch of the Student Public Interest Research Groups in the country.

Praxis has been funded by a fee on the fee bill of Storrs undergraduate students for years. Currently the fee is \$5/semester/student. This fee has been waivable; meaning that students could choose to opt out of the fee.

Last year (2021), the student leaders of the then “UConn PIRG” voted to disaffiliate with ConnPIRG, thereby becoming UConn Praxis: an independent organization on UConn’s campus.

In the coming months, the Board of Trustees will be considering the recent disaffiliation with ConnPIRG and deciding whether this disaffiliation should result in a change in Praxis’ status as a student-funded organization.

## **Questions**

Your responses to the following questions will provide important input to the Board of Trustees

- 1) Do you support continuing Praxis’ current status as an organization established and recognized by the University’s Board of Trustees?
- 2) Do you support continuing the collection of a \$5/semester waivable fee from all Storrs undergraduate students in support of Praxis?

## **Survey Background and Process Timeline**

**Name:** Tier-III Awareness, Familiarity, Use Survey

**Purpose:** Annually provides student body with the opportunity to give feedback about their awareness of, familiarity with, and use of University Tier-III student organizations – including the affirmation of continued fee collection.

**Audience:** All Storrs undergraduate students

**Response Rate:** Typically 3,500 – 4,000 students complete the survey each year

**Data Collection Period:** April 14, 2021 - April, 29, 2021 (approximate)

**Data Compilation and Submission:** May 2, 2021

**Board of Trustee Meeting:** May 18, 2021

**DRAFT MINUTES  
UNIVERSITY OF CONNECTICUT BOARD OF TRUSTEES  
MINUTES OF THE STUDENT LIFE COMMITTEE  
TELEPHONE MEETING**

**FEBRUARY 16, 2022**

**Committee Membership:**

Trustee Shari Cantor, Committee Vice-Chair  
Trustee Andrea Dennis-LaVigne  
Trustee Justin Fang  
Trustee Noah Frank  
Trustee Bryan Pollard

**University Staff Participants:**

Interim President Radenka Maric  
Provost Carl Lejuez  
Michael Gilbert, Vice President for Student Affairs  
Joseph Briody, Assistant Vice President for Student Affairs and Executive Director of Student Activities  
Eleanor Daugherty, Associate Vice President for Student Affairs and Dean of Students  
Cathy Downs, Executive Assistant to the Vice President for Student Affairs  
Rachel Rubin, Executive Secretary to the Board of Trustees  
Nicole Gelston, Chief of Staff and University General Counsel  
Sean Vasington, Director, University Landscape Architect

**University Student Participants:**

Ben Albee, Treasurer, UConn Praxis  
Natalie Seier, President, UConn Praxis

**1. Call to Order:**

Vice-Chair Cantor called the meeting of the Student Life Committee to order at 4:30 p.m.

**2. Public Participation:**

Dr. Stacy Maddern, Assistant Professor In-Residence, Department of Urban and Community Studies spoke on behalf of UConn Praxis and the importance of its presence on campus for students and the UConn community. Praxis is a great resource for students to engage in society.

Mason Holland submitted written testimony on behalf of UConnPraxis.

Jacob Knowlton spoke in support of Praxis and their goals aligning with the student body and disempowering this group would not be good for the students.

**3. Approval of Minutes:**

On a motion by Trustee Frank seconded by Trustee Pollard, the minutes of the October 27, 2021, Student Life Committee meeting were approved as circulated.

4. Opening and COVID-19 Update:

Eleanor Daugherty reported on UConn's return to campus and the work that has been done with students over the last two years to keep UConn safe. UConn is 90% vaccinated on all campuses and 98% at Storrs. Over 16,000 of our students are boosted. We have always told our students when we open, we want to stay open, and not open and then close. We have over 10,000 residential students on Storrs and Stamford has their residential students back as well. Classes are 90% in person. We continue to take preventative measures of mask wearing. This has been hard for our students but thank you to the students, the Board of Trustees, the President, and the faculty for supporting us. This is a university where students care for one another. Trustee Cantor thanked Eleanor for her leadership and compassion and thanked the students for caring for each other. We are so proud of our students. Trustee Dennis-Lavigne also commented on the incredible job everyone has done.

5. UConn Praxis Update:

Michael Gilbert shared background information and context on UConnPIRG and their decision to disassociate with CONNPIRG in November 2020 and establish Praxis. Questions were raised on funding and placement of the fee on the fee bill, and it was decided it was a matter for the Board of Trustees to deliberate as continuing their status as a Student Trustee Organization as well as future funding and current fund balance. *More information on Praxis can be found on the attached UConnPIRG/Praxis Summary information provided to Committee members.* The future of Praxis needs to be clarified. It is a highly credible organization by staff as well as students and it is viable and an important organization at the University. Joseph Briody welcomed and introduced UConn Praxis President Natalie Seier and UConn Praxis Treasurer Benjamin Albee and recognized their courageous work separating from CONNPIRG. Trustee Cantor thanked Natalie and Benjamin for their leadership and recognized it was not an easy thing to do. The former UConnPIRG fee was a negative check off \$5 per semester for Storrs undergraduate students and the fee has not changed in five years. The fee was also suspended in Spring of 2021.

Michael Gilbert and Joseph Briody described the difference in funding for Tier II and Tier III student organizations. Organizations recognized as Trustee Organizations (Tier III) charge fees and revenue comes from those fees. There are approximately 600 student organizations recognized at UConn. Most of those organizations (Tier II) seek funding from USG through their process each semester.

UConn Praxis Natalie Seier and Treasurer Ben Albee shared details on the decision to separate from CONNPIRG and their due diligence has been done with CONNPIRG and Praxis does not owe anything to CONNPIRG. Praxis is seeking a budget of \$100,000 a semester for their campaigns.

Vice-Chair Cantor thanked Natalie and Ben for attending and talking the Committee through the details of the name change. The Student Life Committee will need to have more conversations before we can make a recommendation to go to the Board of Trustees. Trustee Cantor would like to place Praxis on the agenda for the April meeting to allow for more discussion and review of the summary information packet. Questions that will need to be considered are: Should Praxis continue to be a Tier III organization and is the current fee structure correct as well as discussion on the fund balance.

6. Pedestrian Safety:

Michael Gilbert introduced Sean Vasington to update Committee members on pedestrian safety on campus. Sean outlined the safety infrastructure at UConn and talked about the new roads, sidewalks and roundabouts that provide better safety for pedestrians on campus. He talked about the collaboration of work being done with the Department of Transportation and the Town of Mansfield. Our crosswalks are traffic-controlled devices in the landscape.

7. Other Business:

Trustee Cantor would like to have a discussion on sexual violence and the current event that took place on campus and how we might talk about what the University is doing to address this. The joint Student Life Committee and Diversity Equity and Inclusion committee has been scheduled.

Michael Gilbert asked Provost Lejuez to highlight a new program being launched at the UConn Bookstore intended to enhance affordability of textbooks.

Provost Lejuez outlined the First Day Complete (FDC) program and how it was established. This program will be commitment to a two-year implementation at \$285 per semester fee that will be charged to each full-time undergraduate student's fee bill for the Fall and Spring. Students will have the ability to opt out of the Program and not pay the fee at any time until the close of the Add/Drop period each semester. The UConn Bookstore will have a team to ensure successful launch. There are communication mechanisms ready for release, from flyers, emails, a dedicated website, etc. to assist in socializing the Program to the students, faculty, and staff immediately to guarantee a seamless and successful Fall 2022 implementation.

8. Executive Session:

There was no Executive Session held.

9. Adjournment:

Vice-Chair Cantor motioned, seconded by Trustee Fang, to adjourn the meeting of the Student Life Committee at 6:00 p.m.

Respectfully,

Cathy Downs, Executive Assistant, Office of the Vice President for Student Affairs

# UCONN PIRG/PRAXIS

## Summary Information

### Background/Context

- UCONN-PIRG established by BOT as an Institutional Activity Fund ('Trustee Student Organization') as per CGS 4-52 through 4-56.
- Specifically established as an 'affiliate of the Connecticut Public Interest Research Group' ('ConnPIRG')<sup>1</sup>
- Disassociated with 'ConnPIRG' November, 2020

### Organization Leadership (current)

- Executive Officers – 4; Cabinet Members – 3; Student Staff – 2; Campaign Coordinators – 5; Additional 'Core Members' - 20

### Finances/Expenses (FY19)

- Student Fee
  - Established in 1977
  - Applies to Storrs undergraduate students only
  - Waivable ('negative check-off')
  - Currently \$5/semester (no change in 5+ years)
  - Currently suspended (COVID) – since Spring 2021
- Annual Student Fee Revenue: approx. \$150,000
- Primary Expense Categories:
  - Contractual Services (ConnPIRG)
  - Non-Student Wages (ConnPIRG provided Campus Coordinator)
  - Promotional Items
  - Organization Supplies
  - Travel
- Organization Fund Balance: approx. \$500,000

### Typical Issues/Campaigns

- When affiliated w/ ConnPIRG
  - New Voters Project
  - Hunger and Homelessness
  - Environmental Issues
  - Textbook Affordability
- Current campaigns
  - Education is for Everyone
  - Food & Housing Equity
  - Public Health
  - Sustainable Skies
  - Voter Voices

### Attachments

- Relevant Connecticut General Statutes (4-52 – 4-54)
- Student Activity and Service Fee Advisory Committee (SASFAC) Guidelines for Student Activity Fee Creation, Elimination, and Change – with highlights re: disposition of organization fund balance (pg. 8)
- PIRG/PRAXIS Constitution

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<sup>1</sup> Connecticut Public Interest Research Group was established in 1973 as a non-stock corporation with CT Secretary of State

## Issues, Options, Implications

UCONN-PIRG's decision to disassociate with CONNPIRG in November 2020 raises two primary issues for consideration:

- 1) *Does the disassociation with CONNPIRG fundamentally change UCONN-PIRG's status as a Student Trustee Organization originally established by the University's Board of Trustees?*
  - a. If 'no', the organization would conceivably continue to operate as a Student Trustee Organization, eligible to collect its fee, subject to all of the terms/conditions associated with all University Student Trustee Organizations
    - i. It would be recommended that the organization (PRAXIS) conduct a re-affirmation referendum with the student body by a date to be determined
  - b. If 'yes', by default the organization would no longer be legally allowed to operate as a Student Trustee Organization (e.g. relationship as such ends; ability to include fee on fee bill would end; rights to remaining fund balance would be in question)
    - i. The timing of this effective date would need to be determined and provide for the responsible resolution of all existing debts and commitments (e.g. vendors, student employees, etc.)
  
- 2) *If it is determined that UCONN-PIRG's status has fundamentally changed and that it no longer is to be recognized as a Student Trustee Organization, what is the appropriate disposition of the organization's current fund balance (approx. \$500,000)? Possible options include, but may not be limited to (in no order):*
  - a. Offer the Storrs Undergraduate Student Government (USG) the opportunity/responsibility of overseeing the spending of these funds on activities/campaigns consistent with UCONN-PIRGs mission.
    - i. Retains student oversight of the use of funds
    - ii. Seemingly consistent with (SASFAC) Guidelines for Student Activity Fee Creation, Elimination, and Change
    - iii. Consistent with a previous decision regarding the UConn *Hartford* PIRG fund balance as it was given to the Hartford USG to spend in accordance with the mission of UConn PIRG Hartford.
    - iv. Could include a provision requiring periodic updates from USG
  - b. Allow the group to organize as a University T-II organization (consistent with existing policies/processes) and have access to/use of the funds.
    - i. Retains student oversight of the use of funds
    - ii. Access/amounts could be structured over a period of time to allow organizational re-development
    - iii. Would probably require some sort of annual allocation mechanism (e.g. from Student Affairs)
    - iv. Could include a provision requiring periodic updates from the organization
  - c. Allow the group to organize as a University T-II organization (consistent with existing policies/processes) and pursue Recognition as a Tier-III student organization.
    - i. Funds would be frozen for one year as per policy
    - ii. Retains student oversight of the use of funds
    - iii. If Tier-III status is not obtained within a year the funds would be turned over to USG (as per existing policy)

## Relevant Connecticut General Statutes

[https://www.cga.ct.gov/current/pub/chap\\_048.htm#sec\\_4-52](https://www.cga.ct.gov/current/pub/chap_048.htm#sec_4-52)

**Sec. 4-52. Trustee account defined.** As used in sections 4-53 to 4-55, inclusive, trustee account means any account operated in any state educational institution or welfare or medical agency for the benefit of the employees or students of such institution or agency, including so-called clients' funds in state hospitals, the revenue of which is derived from the operation of canteens, vending machines, dramatics, recitals, student activity fees, membership fees, deposits, gifts, donations, bequests or any other legal source compatible with the good government of such institution or agency.

**Sec. 4-53. Establishment of trustee accounts.** The administrative head of any such institution or agency may, with the approval of the Comptroller and in accordance with procedures prescribed by the Comptroller, establish one or more trustee accounts. The Governor may allot from the funds appropriated to any such institution or agency any amount needed in the Governor's judgment for the establishment of any such trustee account, and the Comptroller shall provide in such procedures for the reimbursement of such appropriation. The use of such state facilities as space, fixtures, heat and light to obtain revenue from the sources designated in section 4-52 is authorized.

**Sec. 4-54. Management of trustee accounts.** (a) The management of such accounts may be under the control of students or employees other than those adjudged mentally ill but shall be under the supervision of the administrative head of the institution or agency, except that such accounts shall be under the total control of students under conditions hereinafter provided. The person acting as treasurer of any such account shall be bonded in an amount determined by the State Insurance and Risk Management Board.

(b) Where the duly constituted student government at any public institution of higher education or where by petition five per cent of the students enrolled at such institution and paying activity fees seeks to establish total control and administration of the student trustee account at such institution, a referendum shall be held on the question. Such referendum shall be conducted by secret ballot and notice of such referendum shall be given to the students at such institution at least fourteen days prior to such referendum. Upon approval by a majority of at least forty per cent of all students enrolled in the institution and paying activity fees, the duly constituted student government of such institution shall become responsible for the control and administration of such account. Pursuant to this subsection any student government controlling student trustee accounts shall establish a finance committee whose duty it shall be to hold hearings on budget requests and expenditures of such accounts and to recommend the allocation of such accounts to the student government. Such student government shall have as one of its officers a duly elected treasurer who shall be accountable for such accounts and be bonded in accordance with the provisions of subsection (a) of this section.

(c) A referendum on whether to continue student control of such account shall be held upon the petition by five per cent of the students enrolled at such institution and paying activity fees. Such referendum shall be held in accordance with the provisions of subsection (b) of this section. Where a majority of those voting in such referendum disapprove of the continuation of student control over such accounts, supervision of such accounts shall be vested in the administrative head of the institution in accordance with subsection (a) of this section.

(d) Notwithstanding any provisions of this section, a referendum on whether to continue student control of such account shall be held at least every four years in accordance with the provisions of subsection (b) of this section. Such referendum shall require approval by a majority of at least forty per cent of all students enrolled in the institution and paying activity fees.



**Student Activity and Service Fee Advisory Committee**  
**Guidelines for Student Activity Fee Creation, Elimination, and Change**

## **Background/Purpose**

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When the Student Service and Activity Fee Advisory Committee (SASFAC) was created in 2001, among its primary objectives was to provide a more meaningful role for students in developing, maintaining, and overseeing student fees. Previously, student involvement was limited to referenda when activity fee groups sought to establish or raise their respective fees. Each group was responsible for conducting its own referendum, a process that resulted in inconsistencies and raised questions concerning the success and validity of each referendum. These guidelines intend to create a fair, consistent, and meaningful process by which student input in the process of creating, increasing, decreasing, or eliminating student activity fees can be maximized. These guidelines are applied without regard to race, national origin, age, gender, disability, sexual orientation, creed, religion, academic standing, or political affiliation of the student organization and seek to ensure that the process for creation, elimination or change of any student fee in support of a student organization is free of viewpoint discrimination.

The organizations associated with these fees, also known as Trustee Accounts and/or Fee Funded Groups, are recognized by the University Board of Trustees in accordance with Connecticut State Law (Sections 4-52 through 4-57a of the Connecticut General Statutes) defined within as "any account operated in any state educational, welfare or medical agency for the benefit of...the students of such institution...the revenue of which is derived from...student activity fees . . . ." Under state law, such funds must be used exclusively for the benefit of students (23 Op. Atty. Gen, 345; April 10, 1944).

## **Assumptions**

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In developing guidelines for the process of creating future fees or increasing, decreasing or eliminating existing student fees, the SASFAC:

- Affirms its basic purpose of providing the general student populace with a voice in the decision-making process;
- Operates under the assumption that as a general rule, student fees at a public university such as the University of Connecticut provide co-curricular, recreational, and social opportunities that state and tuition dollars do not otherwise provide;
- Understands that students are expecting greater opportunities in these areas, and that it is imperative to ascertain interest in and support for changes to student fees in support of potential Tier III student organizations;
- Understands that the cost of a higher education is significant, and so it is imperative to work to limit the number of fees levied on students.
- Recognizes the referendum as an advisory mechanism only that serves as one of a number of factors considered by the committee, the Provost, the Executive Vice President for Administration and Chief Financial Officer, and the Board of Trustees (who ultimately must approve all modifications to the fee structure) while encouraging greater participation, awareness, and ownership by the fee paying students.

## **Timing**

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- Referenda on student activity fees should occur immediately following the annual Budget Hearings (generally scheduled for late February/early March), to provide additional information to the SASFAC in preparation for the Committee's recommendations to the Provost and Executive Vice President for Administration and Chief Financial Officer. In most circumstances the fee change will not be implemented until the following fiscal year.
- The student body should be given due notice of the referendum of a period not less than two weeks.
- In the event of multiple requests for a referendum, the SASFAC will coordinate and schedule all sanctioned referenda.

## **Procedures**

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### **Creation of a new Student Activity Fee**

- 1) Background of Student Activity Fees
  - a) Fee Funded groups have a higher level of accountability to the University community as defined under State statute and must be used exclusively for the benefit of students; their budgets are managed according to the State Comptroller's Manual, which is interpreted by the Department of Student Activities for the fee funded groups.

All decisions made by Fee Funded groups must be made at the local, student level. Fee Funded groups must not delegate authority or responsibility for budget, programmatic or structural/organizational issues and/or decision making to outside entities or non-fee paying students.

NOTE: Non-student employees of fee funded groups must be University employees, and these employees are jointly hired and supervised by the student leaders in the group and the University.)

In addition to the requirements listed below, any current student organization wishing to create a new fee and become a Fee Funded organization must demonstrate a level of reach and scope comparable to other Fee Funded organizations, while having operated as Tier II organization at Storrs and as a registered student organization at a Regional or Professional Campus. They must provide evidence, collected over the course of at least four years (the length of a typical student generation), that they can be sustained long term, that they are structurally sound, and that success was not based, nor will it be based, on the founders or any specific leaders. The leaders must have developed and implemented large scale and collaborative activities that seek to involve and/or serve the entire student body that pays the fee.

**b) Storrs-based Student Organizations**

- i.) Student organizations at UCONN-Storrs Campus are divided into three tiers: I, II, and III. (See [http://www.studentactivities.uconn.edu/solid\\_3tier.html](http://www.studentactivities.uconn.edu/solid_3tier.html) for a full explanation of the Tier System). Tier III groups at Storrs are groups that are funded by Student Activities Fees.
- ii.) Groups seeking to become a Fee Funded, Trustee Account must have operated as a successful Tier II organization. Annual Tier II requirements include :
  - (a) Tier-II Registration Form completed;
  - (b) Submitted/have on file in Student Activities a current copy of the organization's constitution;
  - (c) Identified and secured an organization advisor (advisor must confirm that role);
  - (d) Completion of the following SOLID workshops:
    - Mission, Values & Culture (All 4 Officers) - In Person
    - Executive Leadership (President & Vice President) - In Person
    - Organization Financial Management (Treasurer) - In Person
    - Secretary Training (Secretary) - Online
    - SOLID 101 (All 4 Officers) - Online
    - Policies & Procedures (All 4 Officers) - Online
    - Hazing, Harming, Harass. (All 4 Officers) - Online
  - (e) A thorough UCONNTACT page.

After all of these documents are submitted and workshops are attended, the group is considered "registered."

**c) Regional- and Professional Campus-based Student Organizations**

Groups seeking to become Fee Funded, Trustee Accounts at the Regional and Professional Campus must have operated as successful student organizations. Operation of a successful student organization includes:

- (1) Submitted/have on file a current copy of the organization's constitution for the past four years;
- (2) Identified and secured an organization advisor (advisor must confirm that role); and have worked with an advisor for the past four years.

**2) Process to Engage Students on the Creation of a New Student Fee**

If a group, having understood and adhered to the requirements listed above, is interested in pursuing the creation of a Fee Funded organization, the group should follow the following steps:

- a) The group must contact the Chair of the SASFAC (the Office of the Vice President for Student Affairs can provide contact information) between October 1 and October 30 with a written request providing the rationale for the requested Student Activity Fee.
- b) Upon receipt of the request, the Chair of the SASFAC will meet with the student leaders to discuss the process.
- c) The Chair of the SASFAC will provide the language to the group to be used on the petition to be signed by students who would pay the fee in question.
  - i.) For Storrs-based fees, the petition should include a minimum of 200 signatures.

- ii.) For regional campus-based and professional campus-based fees, the petition should include a minimum of 25 signatures.
  - iii.) Signed petitions must be completed & submitted to the Chair of the SASFAC by the last day of class of the fall semester.
- d) The group must complete and submit an application for a New Student Fee to the SASFAC Chair no later than January 31. The application must include the following:
- i.) The group's constitution.
  - ii.) For Storrs based organizations: A form, signed by the Director of Student Activities, that details the SOLID training history of the group for the past four years, and that details the components of the UCONNTACT page that the group has used over the past four years.
- For Regional- or Professional Campus-based organizations: A letter, signed by the Dean or Director, that details the operational history as well as the impact of the group over the past four years.
- iii.) A list of the programs and services of the group over the past four years. Flyers, event programs, photographs, etc. that help document the group's activities are encouraged.
  - iv.) A plan of programs and services that the group plans to implement if a fee is granted.
  - v.) A proposed budget created using the SASFAC form (link).
- 3) Upon receipt of the packet, the SASFAC Chair will share the information with the Committee and schedule a public forum/budget hearing with the leadership of the group, in coordination with the annual Budget Hearing process listed in the "Timing" section above.
- 4) Upon completion of the public forum/budget hearing, the SASFAC, with the assistance of the Division of Student Affairs, will conduct a referendum within 30 days for all eligible students who will pay the fee.
- a) The SASFAC will consider a successful referendum when at least 10% of the population who will pay the fee votes. The limited purpose of the referendum is to encourage student participation and endeavor to assess the collective student voice. The referendum will not serve as an up or down vote on the creation of a student fee in support of student organizations and failure to obtain 10% will not automatically preclude creation of a new Student Activity Fee; but the referendum is one of a number of objective factors to be considered by the SASFAC.
  - b) Responsibilities of the Office of the Vice President for Student Affairs during the referendum stage:
    - i.) Determine the appropriate mechanism for eligible voters to cast their votes.
    - ii.) Conduct and oversee the referendum.
    - iii.) Provide notice of the referendum to the eligible voters of the student body, including questions, dates and mechanism/location of voting (examples include but are not limited to, Daily Campus Advertisements, UConn student webpage, and university-wide e-mails).
    - iv.) Verify the validity of the results and transmit the results and any aberrations to the SASFAC following the referendum.
    - v.) Remain appropriately neutral in this process.
  - c) Responsibilities of the Student Organization(s) seeking a new Student Fee during the referendum stage:
    - i.) Educate the student body and provide justification of the need for the fee request (i.e. via forums, informational sessions, promotion materials, and campus media).
    - ii.) Advocate for the fee request.
    - iii.) Provide appropriate detail and documentation to the SASFAC as necessary (see application information listed in 2 (d)).
- 5) After the Referendum:
- a) The SASFAC will review and consider the results, the organization's written request in the form of the application packet, and its presentation to the SASFAC and any information presented by students during the process.
  - b) Thereafter, SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer. The recommendation may be to support or not support the proposal.
  - c) The Provost and the Executive Vice President for Administration and Chief Financial Officer will make a recommendation to the Board of Trustees, which ultimately controls decisions regarding implementation and adjustment of student fees. The recommendation may be to support or not support the proposal.

- d) In deciding whether to support the requested Student Activity Fee proposal:
  - i.) All involved decision-makers are subject to the viewpoint neutrality principle and are bound to uphold this principle.
  - ii.) All of the following shall be considered:
    - (1) The student organizations' history as a
      - (a) Tier II (at Storrs); or
      - (b) Student organization (at a Regional or Professional Campus).
    - (2) The student organization's written submission, including its budget packet;
    - (3) The student organization's presentation to the SASFAC;
    - (4) The results of the student referendum;
    - (5) Information received at any public forum;
    - (6) Whether the student organization would encourage the free and open exchange of ideas by and among the student body, including viewpoints not currently well represented in the University community;
    - (7) The financial circumstances of the University.

**Change (increase) of an existing Student Activity Fee**

- 1) Tier III student organizations or Regional/Professional Fee funded groups wishing to raise their fee should contact the Chair of the SASFAC (the Office of the Vice President for Student Affairs can provide contact information) between October 1 and December 15 with a written request providing the rationale for the requested increase to the Student Activity Fee.
- 2) Upon receipt of the request, the Chair of the SASFAC will meet with the student leaders to discuss the process.
- 3) The Chair of the SASFAC will provide the language to the student organization to be used on the petition to be signed by students who would pay the fee in question.
  - a) For Storrs-based fees, the petition should include a minimum of 200 signatures.
  - b) For regional or professional campus-based fees, the petition should include a minimum of 25 signatures.
- 4) The signed petitions must be completed and submitted to the Chair of the SASFAC by the last day of class of the fall semester.
- 5) The student organization must create two proposed budgets using the SASFAC form:
  - a) One proposed budget including the proposed fee increase; and
  - b) One budget utilizing the current fee.
- 6) The student organization must submit the completed Budget Hearing packet to the SASFAC (annually required for all Student Activity Fee Funded groups) no later than January 31.
- 7) The SASFAC will review the fee increase request at the annually scheduled public forum/budget hearing with the leadership of the student organization.
- 8) Upon completion of the public forum/budget hearing, the SASFAC, with the assistance of the Division of Student Affairs, will conduct a referendum for all eligible students who will pay the fee.
  - a) The SASFAC will consider a successful referendum when at least 10% of the population who will pay the fee votes. The limited purpose of the referendum is to encourage student participation and endeavor to assess the collective student voice. The referendum will not serve as an up or down vote on the increase of a student fee in support of student organizations and failure to obtain 10% will not automatically preclude an increase of a Student Activity Fee; but the referendum is one of a number of objective factors to be considered by the SASFAC.
  - b) Responsibilities of the Office of the Vice President for Student Affairs during the referendum stage:
    - i) Determine the appropriate mechanism for eligible voters to cast their votes.
    - ii) Conduct and oversee the referendum.
    - iii) Provide notice of the referendum to the eligible voters of the student body, including questions, dates and mechanism/location of voting (examples include but are not limited to, Daily Campus Advertisements, UConn student webpage, and university wide e-mails).
    - iv) Verify the validity of the results and transmit the results and any aberrations to the SASFAC following the referendum.
    - v) Remain appropriately neutral in this process.
  - c) Responsibilities of the Student Organization(s) seeking the increase during the referendum stage:

- i) Educate the student body and provide justification of the need for their fee request (i.e. via forums, informational sessions, promotion materials, and campus media).
  - ii) Advocate for their fee request.
  - iii) Provide appropriate detail and documentation to the SASFAC as necessary.
- 9) After the Referendum:
- a) The SASFAC will review and consider the results, the organization's written request in the form of the application packet, and its presentation to the SASFAC.
  - b) Thereafter, the SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer. The recommendation may be to support or not support the proposal.
  - c) The Provost and Executive Vice President for Administration and Chief Financial Officer will make a recommendation to the Board of Trustees, which ultimately controls decisions regarding implementation and adjustment of student fees. The recommendation may be to support or not support the proposal.
  - d) In deciding whether to support the requested Student Activity Fee proposal:
    - i) All involved decision-makers are subject to the viewpoint neutrality principle and are bound to uphold this principle.
    - ii) All of the following shall be considered:
      - (1) The student organization's written submission, including its budget packet;
      - (2) The student organization's presentation to the SASFAC;
      - (3) The results of the student referendum;
      - (4) Information received at any public forum;
      - (5) Whether the student organization would encourage the free and open exchange of ideas by and among the student body, including viewpoints not currently well represented in the University community;
      - (6) The financial circumstances of the University.

**Change (decrease) of an existing Student Activity Fee**

- 1) Students wishing to decrease a Tier III student organizations or Regional/Professional Fee funded group should contact the Chair of the SASFAC (the Office of the Vice President for Student Affairs can provide contact information) between October 1 and December 15 with a written request providing the rationale for the requested decrease to the Student Activity Fee.
- 2) Upon receipt of the request, the Chair of the SASFAC will meet with the students wishing to decrease the fee to discuss the process.
- 3) The Chair of the SASFAC will provide language to the students wishing to decrease the fee to be used on the petition to be signed by students who pay the fee in question.
  - a) For Storrs-based fees, the petition should include a minimum of 200 signatures.
  - b) For regional or professional campus-based fees, the petition should include a minimum of 25 signatures.
- 4) The signed petitions must be completed and submitted to the Chair of the SASFAC by the last day of class of the fall semester.
- 5) The Committee will review the fee decrease request at the annually scheduled public forum/budget hearing with the leadership of the Student Activity Fee-Funded Organization in question and the students who bring forth the petition. The student organization(s) may submit a rebuttal to the SASFAC.
- 6) Upon completion of the public forum/budget hearing, the SASFAC, with the assistance of the Division of Student Affairs, will conduct a referendum for all eligible students who pay the fee.
  - a) The SASFAC will consider a successful referendum when at least 10% of the population who will pay the fee votes. The limited purpose of the referendum is to encourage student participation and endeavor to assess the collective student voice. The referendum will not serve as an up or down vote on the decrease of a student fee and failure to obtain 10% will not automatically preclude the decrease of a Student Activity Fee; but the referendum is one of a number of objective factors to be considered by the SASFAC.
  - b) Responsibilities of the Office of the Vice President for Student Affairs during the referendum stage:
    - i) Determine the appropriate mechanism for eligible voters to cast their votes.

- ii) Conduct and oversee the referendum.
  - iii) Provide notice of the referendum to the eligible voters of the student body, including questions, dates and mechanism/location of voting (examples include but are not limited to, Daily Campus Advertisements, UConn student webpage, and university wide e-mails).
  - iv) Verify the validity of the results and transmit the results and any aberrations to the SASFAC following the referendum.
  - v) Remain appropriately neutral in this process.
- c) Responsibilities of the Student Organization and/or students requesting a decrease in the fee during the referendum stage:
- i) Educate the student body and provide justification of their perspective(s) (i.e. via forums, informational sessions, promotion materials, and campus media).
  - ii) Advocate for their perspective.
  - iii) Provide appropriate detail and documentation to the SASFAC as necessary.
- 7) After the Referendum:
- a) The SASFAC will review and consider the results, the organization's (or students') written request in the form of the budget hearing documents, the presentation(s) to the SASFAC and any other information submitted during the process.
  - b) Thereafter, SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer. The recommendation may be to support or not support the proposal to decrease the fee.
  - c) The Provost and the Executive Vice President for Administration and Chief Financial Officer will make a recommendation to the Board of Trustees, which ultimately controls decisions regarding implementation and adjustment of student fees. The recommendation may be to support or not support the proposal.
  - d) In deciding whether to support the requested proposal to decrease the fee:
    - i) All involved decision-makers are subject to the viewpoint neutrality principle and are bound to uphold this principle.
    - ii) All of the following shall be considered:
      - (1) The student organization's written submission, including its budget packet (if applicable);
      - (2) The student organization's and the students' requesting the decrease presentation to the SASFAC;
      - (3) The results of the student referendum;
      - (4) Information received at any public forum;
      - (5) Whether the student organization would encourage the free and open exchange of ideas by and among the student body, including viewpoints not currently well represented in the University community;
      - (6) The financial circumstances of the University.

Note: A referendum is not required for a fee decrease request if the fee-funded organization makes the request to decrease the fee because of changes in financial need within the organization.

**Elimination of an Existing Student Activity Fee**

- 1) Students who wish to eliminate an existing Student Activity Fee should contact the Chair of the SASFAC (the Office of the Vice President for Student Affairs can provide contact information) between October 1 and December 15. A written request should outline the fee to be eliminated as well as a rationale for the elimination of the fee.
- 2) Upon receipt of the request, the Chair of the SASFAC will meet with the students making the request to eliminate the fee to discuss the process.
- 3) The Chair of the SASFAC will provide the language to the students making the request to eliminate the fee to be used on the petition to be signed by students who pay the fee in question.
  - a) For Storrs-based fees, the petition should include a minimum of 500 signatures.
  - b) For regional or professional campus-based fees, the petition should include a minimum of 75 signatures.
- 4) The signed petitions must be completed and submitted to the Chair of the SASFAC by the last day of class of the fall semester.
- 5) The Committee will review the fee elimination request at the annually scheduled public forum/budget hearing with the leadership of the Student Activity Fee-Funded organization in question and the students who bring forth the petition. The student organization(s) may submit a rebuttal to the SASFAC.

- 6) Upon completion of the public forum/budget hearing, the SASFAC, with the assistance of the Division of Student Affairs, will conduct a referendum for all eligible students who will pay the fee.
  - a) The SASFAC will consider a successful referendum when at least 10% of the population who will pay the fee votes. The limited purpose of the referendum is to encourage student participation and endeavor to assess the collective student voice. The referendum will not serve as an up or down vote on the elimination of a student fee and failure to obtain 10% will not automatically preclude the elimination of a Student Activity Fee; but the referendum is one of a number of objective factors to be considered by the SASFAC.
  - b) Responsibilities of the Office of the Vice President for Student Affairs during the referendum stage:
    - i) Determine the appropriate mechanism for eligible voters to cast their votes.
    - ii) Conduct and oversee the referendum.
    - iii) Provide notice of the referendum to the eligible voters of the student body, including questions, dates and mechanism/location of voting (examples include but are not limited to, Daily Campus Advertisements, UConn student webpage, and university wide e-mails).
    - iv) Verify the validity of the results and transmit the results and any aberrations to the SASFAC following the referendum.
    - v) Remain appropriately neutral in this process.
  - c) Responsibilities of the Student Organization and/or students requesting to eliminate the fee during the referendum stage:
    - i) Educate the student body and provide justification of their perspective(s) (i.e. via forums, informational sessions, promotion materials, and campus media).
    - ii) Advocate for their perspective.
    - iii) Provide appropriate detail and documentation to the SASFAC as necessary.
- 7) After the Referendum:
  - a) The SASFAC will review and consider the results, the organization's written budget hearing documents, the students bringing forth the petition to eliminate the fee, the presentation to the SASFAC and any other information submitted during the process.
  - b) Thereafter, SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer. The recommendation may be to support or not support the proposal.
  - c) The Provost and the Executive Vice President for Administration and Chief Financial Officer will make a recommendation to the Board of Trustees, which ultimately controls decisions regarding implementation and adjustment of student fees. The recommendation may be to support or not support the proposal.
  - d) In deciding whether to support the requested proposal:
    - i) All involved decision-makers are subject to the viewpoint neutrality principle and are bound to uphold this principle.
    - ii) All of the following shall be considered:
      - (1) The student organization's written submission, including its budget packet, and the petitioning students' written submission;
      - (2) The student organization's and the petitioning students' presentation to the SASFAC;
      - (3) The results of the student referendum;
      - (4) Information received at any public forum;
      - (5) Whether the student organization would encourage the free and open exchange of ideas by and among the student body, including viewpoints not currently well represented in the University community;
      - (6) The financial circumstances of the University.

***Administrative Elimination of a Fee:***

- 1) The SASFAC reserves the right to make a recommendation for elimination of a fee without a referendum if it determines upon review of all relevant information that there is a substantial change in the organization's operations that justifies such a recommendation. The SASFAC shall make such recommendation only after the following process has occurred:
  - a) The affected organization shall receive written notification of the pending recommendation from the Chair of the SASFAC.
  - b) The organization shall be given the opportunity to present a rebuttal to the recommendation for elimination of a student fee at a regularly scheduled meeting of the SASFAC.

Thereafter, the SASFAC will make a recommendation to the Provost and the Executive Vice President for Administration and Chief Financial Officer that takes into account all information received from the organization, including the rebuttal.

- 2) A referendum is not required for fee elimination request if: (a) the fee-funded organization makes the request to eliminate the fee because of changes in financial need within the organization; or (b) the fee-funded organization becomes inactive. "Inactive" is defined as no elected student governance officers and no organization activity, as defined by the organization's approved constitution, for two academic years. If an organization becomes inactive, written communication to the students paying the fee will be made by the Vice President for Student Affairs, and the fee will no longer be collected by the University. For regional- or professional campus-based fees, the communication will be made by the Vice President for Student Affairs and the senior executive for that campus.
  - 3) If there are any remaining funds in the student activity university account for the inactive fee-funded group, they will be made available to the Tier III student government organization on the campus where the inactive group was based, one academic year after the group is determined to be inactive. If no Tier III group exists on a particular campus, the Vice President for Student Affairs, in consultation with senior administration, will allocate the funds to another Tier III organization with the intent that the funds will be utilized for the benefit of the student population.
- Note: If the inactive group wishes to re-establish itself as a Tier III organization, they must follow the process to create a new fee, as outlined earlier in this document.
- 4) If a Fee Funded organization does not act in accordance with Connecticut State Law (Sections 4-52 through 4-57a of the Connecticut General Statutes), the University, in its fiduciary role, may terminate collecting the fee on behalf of the organization. This process is separate and distinct from these guidelines.

Effective December 1, 2012; updated July 2019



December 06, 2021

**I. Article I. Name**

The official name of this organization is UConn Praxis.

**II. Article II. Purpose**

The purpose of UConn Praxis is to advance a public interest agenda and give students the skills and opportunities to practice effective citizenship. On campus and in the community, on local, state, national, and international issues, we investigate social problems, come up with practical solutions, convince the media and public to pay attention, and get decision-makers to act.

**III. Article III. Mission Statement**

The mission of UConn Praxis is to empower, activate, inspire, and serve the interests of all UConn students. Our namesake "Praxis" denotes our founding principle of putting activist theory into concrete action. We are a student-directed, student-funded advocacy group that tackles complex social issues pertinent to civil, social, and economic human rights, equity, and accessibility in our local and global communities. We provide training, resources, and opportunities for passionate students to identify issues within their communities and work together to address them effectively. In serving our mission to practice transformative justice, UConn Praxis operates as an independent Tier-III organization committed to building a more equitable society for all identities with the support of professional staff.

**IV. Article IV. Membership**

1. Any student of the University of Connecticut attending Storrs campus that pays the UConn Praxis Storrs fee is a member of the organization.
2. A voting member is a student in the organization that has attended at least two General Membership Meetings during the semester.
  - i. Membership in the first General Membership Meeting of a semester will be given to those who attended at least one General Membership Meeting in the previous semester.
3. General organization membership can be broken into three categories.
  - i. Voting Member
    - a. See Membership Section I Subsection i for definition.
    - b. All campaign coordinators shall be considered voting members.
  - ii. Campaign Intern
    - a. Interns are participating in the UConn Praxis Internship Program. They are active members of the student organization and their campaigns.
  - iii. Campaign Volunteer
    - a. Volunteers are any members who choose to participate in any UConn Praxis event. They represent the organization during these events and their membership ends after the event unless they attend at least two General Membership Meetings during the semester and become a voting member.
4. Expulsion of Members
  - i. If a member commits any of the following violations, they are subject to expulsion from the organization:
    - a. Violating the Student Code of Conduct
    - b. Misrepresenting the organization and its views to the public
    - c. Representing personal views to the public at UConn Praxis events or while representing UConn Praxis
    - d. Any violation that is not previously mentioned shall be left to the judgement of the Executive Board
  - ii. When a violation is brought to the General Membership Meeting, the person accused shall have one week

to prepare a defense. The General Membership Meeting will hear the accused's defense and the violation against them. Voting members will then render judgment by a majority vote to expel or not.

1. The student organization's President shall, only in these proceedings, cast a vote in the event of a tie.
2. Results are final and cannot be appealed. The expelled member shall not further represent the organization.
3. Results of vote shall be recorded in the official minutes.

#### **V. Article V. Quorum**

Quorum for weekly General Membership Meetings shall be established by at least five voting members being present, at least two of whom must be campus officers.

#### **VI. Article VI. Officers**

1. The following positions shall be elected to lead the General Membership Meetings and maintain its responsibilities as the governing body of the organization:
  - a. President
  - b. Vice President
  - c. Treasurer
  - d. Secretary
2. Eligibility
  - a. In order to be considered eligible for these positions, a person must be a voting member of the General Membership Meeting and fulfill all requirements therein.
3. Officers may not hold more than one position at any time.
4. Officer positions are held for one academic year, pending resignation, impeachment, or inability to meet requirements of the role.

#### **VII. Article VII. Officer Roles and Responsibilities**

1. The President shall:
  - a. Conduct General Membership Meetings in an efficient and productive manner.
  - b. Prepare the agenda for General Membership Meetings.
  - c. Serve as primary contact for the organization.
  - d. Serve as liaison to university administration.
  - e. Maintain the principle of leading by example.
2. The Vice President shall:
  - a. Hold the powers of the President in the absence of the President.
  - b. Be responsible for supervising all campaigns and campaign coordinators.
  - c. Be responsible for maintaining all official documents.
  - d. Maintain the principle of leading by example.
3. The Secretary shall:
  - a. Be responsible for recording the minutes of General Membership Meetings.
  - b. Be responsible for sending these minutes to all General Membership Meeting attendees within one week of the General Membership Meeting.
  - c. Update the official digital organization calendar.
  - d. Maintain the volunteer, intern, and General Membership Meeting contact lists.
  - e. Maintain the student organization's UConn Praxis Student email account.
  - f. Maintain the student organization's UConn contact page.
  - g. Maintain the principle of leading by example.
4. The Treasurer shall:

Be responsible for preparing UConn Praxis's budget and presenting it to the General Membership Meeting for approval.

  - a. Be responsible for the explanation of expenses and other costs contained in the budget.
  - b. Be responsible for informing the General Membership Meeting about the financial status of the organization prior to any decisions to approve expenditures.
  - c. Be responsible for maintaining a copy of UConn Praxis's books.
  - d. Conduct bi-weekly meetings with a Trustee Student Organization financial liaison.
  - e. Submit bills and purchase requests in a timely manner.

- f. Maintain the principle of leading by example.
- 5. All officers are responsible for leading by example and setting a high standard for involvement, action, and responsibility.
- 6. The four officers shall have the authority to convene a cabinet at the beginning of each semester.
  - i. The makeup of the cabinet is up to the discretion of the officers and can vary in size.
  - ii. All cabinet positions shall be appointed by a vote of the officers.
  - iii. Applicants will submit letters of intent and all will be reviewed.
  - iv. The UConn Praxis Appointed Ex-Officio Senator can serve in the Cabinet but not as a paid member.

**VIII. Article VIII. Elections**

- 1. Elections for officer positions are to be held at the weekly General Membership Meeting within the last six weeks of the academic school year.
- 2. Elections for officer positions are to be held once every academic year excluding special elections.
- 3. Election Procedure:
  - a. Officer positions will be nominated, discussed, and voted on in the order of:
    - i. President
    - ii. Vice President
    - iii. Treasurer
    - iv. Secretary
  - b. Elections will be done by the following process and in accordance with the UConn Praxis By-Laws:
    - i. Nominations
    - ii. Speeches
    - iii. Discussion
    - iv. Voting
    - v. Tally and announcement of winner

**IX. Article IX. Resignations**

- 1. All officers may resign at any time during the academic year.
- 2. The resigning officer must present his or her name, position, and reason for resignation to the General Membership Meeting. This may be done in writing or over electronic mail.
- 3. Resignations shall be in effect immediately upon the conclusion of the General Membership Meeting at which the resignation is announced.

**X. Article X. Impeachment of Officers**

- 1. Grounds for Impeachment
  - a. Failure of an officer to attend three consecutive or five total General Membership Meetings per semester.
  - b. Failure of an officer to hold the interests of the General Membership Meeting and the organization as a whole in the highest priority.
  - c. Continual misuse or misrepresentation of the organization by an officer.
  - d. Grounds for impeachment are not limited to the above-mentioned circumstances.
- 2. Impeachment Procedures
  - a. An impeachment proposal may be submitted to the General Membership Meeting by any voting member.
  - b. Impeachment proposals must be presented to the General Membership Meeting with an explanation and grounds.
  - c. Time for discussion of the proposal must be allotted at the General Membership Meeting at which it was presented.

- d. The officer in question must be given time to respond to the impeachment proposal.
- e. A committee of three UConn Praxis voting members will be formed to investigate the submitted impeachment proposal.
  - i. The first member of the committee shall be selected by the voting member bringing forward the impeachment proposal, other than him/herself.
  - ii. The second member shall be selected by the officer proposed for impeachment other than him/herself.
  - iii. The third member shall be one non-biased party selected by the present voting members.
  - iv. This committee shall investigate the impeachment proposal and submit their recommendation to the General Membership Meeting within two weeks of the proposal.
  - v. Recommendations must consist of a decision regarding impeachment or non-impeachment, followed by a detailed explanation of the committee's findings.
- f. A 2/3 vote of voting members present must be reached to enact an impeachment.
- g. If an officer is impeached, he or she will be immediately removed from office.
- h. Candidates that have been impeached within one year of an election are not eligible to run for the same position.

**XI. Article XI. Vacancies**

1. If a position becomes vacant either through resignation or impeachment, the remaining officers will decide whether or not to hold a special election immediately (which would occur at the following week's General Membership Meeting) or to wait until the next regular election time.
2. Special elections will follow the same voting procedure as a regular election.
3. Interim
  - i. In the event that an officer position is vacant, that officer shall be succeeded in the interim by an appointed member of the General Membership Meeting, as determined by the Executive Board.

**XII. Article XII. Advisor Appointments**

The organization shall maintain a university advisor, to be approved at the start of each year through a simple majority vote of voting members at a weekly General Membership Meeting within the first month of school.

**XIII. Article XIII. Budget Procedure**

1. The annual budget must be approved at least once a semester and must be distributed to all voting members attending the weekly General Membership Meeting.
2. The budget must be renovated and reapproved whenever the approved budget is exceeded.

**XIV. Article XIV. Decision-Making Model**

1. All votes require a simple majority for passage, unless otherwise noted by this constitution or the By-Laws.
2. Voting will be conducted in a public manner, unless otherwise directed by the Constitution or By-Laws or by a 2/3 vote of voting members to conduct a secret ballot.
3. Records of all General Membership Meeting votes must be kept in the minutes.

**XV. Article XV. Amendment Procedure**

1. Any amendments must be introduced at the weekly General Membership Meeting one week before it may be voted on.
2. Copies of the amendment must be distributed to all members in attendance at the General Membership Meeting for review.
3. Time for discussion must be allotted before any motions to vote on the introduced amendment.
4. A two-thirds vote must be obtained to pass the introduced amendment.

**XVI. Article XVI. Enabling Cause**

This Constitution shall go into effect on December 06, 2021, upon approval of two-thirds vote in favor by all present voting members. This Constitution shall replace and render null any and all previous constitutions, procedures, practices, and precedents for this organization.