

Bylaws of the Class Executive Boards

Established: September 1st, 2008

Updated: January 29th, 2023

Article I: Operation

I. Role of Officers

1. President
 - a. The President is responsible for conducting all meetings, initiating correspondence with the class, and directing the work of their Class Executive Board.
2. Executive Vice President
 - a. Responsible for filling in for the President in their absence.
 - b. In the absence of the class President, the Executive Vice President is responsible for fulfilling their duties.
3. Vice President of External Affairs
 - a. The Vice President of External Affairs is responsible for all external relations that include and are not limited to funding, corporate sponsorship and public relations with outside vendors, companies and organizations.
4. Vice President of Internal Affairs
 - a. The Vice President of Internal Affairs is responsible for all internal correspondence and establishing decorum at the start of their class's Class Executive Board meeting (denoted as CCBM for Class's Class Board Meeting).
 - b. They are responsible for keeping a record of their CCBM minutes and submitting the minutes to the remainder of their Class Executive Board within 48 hours of the meeting close.
 - c. The Vice President of Internal Affairs will send out the meeting agenda no later than 24 hours prior to the meeting start time.
 - d. At the beginning of each term, the Vice President of Internal Affairs will schedule a common CCBM meeting time for their respective board.
 - e. They must take attendance at the start of every CCBM.
5. Vice President of Finances
 - a. The Vice President of Finances must create a yearly budget submitted to their Class Executive Board at the beginning of each term.
 - b. They (and the President) should submit a request for a programming card from the Office of Student Affairs.
 - c. They (and the President) are responsible for submitting all expenditures to the Office of Student Affairs within 48 hours of purchase
 - d. They are responsible for working with the Vice President of External Affairs and other board members in regards to monetary issues, including corporate sponsorships, fundraisers, and funding from administrative offices.
 - e. At each CCBM, they are responsible for tracking all incoming revenues or outgoing expenses from the budget and to give recommendations to their Class Executive Board to maximize the Undergraduate Assembly's monetary allocation.
 - f. The Vice President of Finances will attend the Undergraduate Assembly allocation meetings to vote or petition for additional funding
6. Class Chairs
 - a. The Class Chairs will voice the concerns of their respective constituents to their Class Executive Board, promote Class Events to their respective constituents, and deal with class issues in their respective schools.

II. Meetings

1. Regularly scheduled CCBMs shall occur at a frequency determined by the President
2. CCBMs called outside of the standard schedule set and agreed upon by the board at the beginning of the semester are not subject to Article III.
3. A Quorum is needed in order for a CCBM to take place
 - a. A Quorum is defined as the presence of at least 50% of the board
4. Major decisions should be carried by motion subject to a vote
5. CCBMs should follow Robert's Rules of Order
 - a. The presiding officer will entertain motions at the conclusion of discussion
 - b. A board member may move for or against the motion on the floor
 - c. Any additional motions can be put on the floor at this time
 - d. Motions need a proper second from another board member
 - e. Each motion will be voted on individually
 - f. Motions shall be passed only in accordance with voting procedures described in Bylaws Article I Section IV

III. Agenda

1. The President shall call their CCBM to order at the time designated on the agenda.
2. The Vice President of Internal Affairs shall read the minutes from the prior CCBM and request acceptance.
3. The Vice President of Finances shall submit a statement of the current balance with the most up to date expenses and revenues as of the CCBM date
4. All unfinished business should have immediate priority.

IV. Voting

1. Each Class Executive Board member has the power of one vote for an exercisable motion on the floor.
2. An absent member can proxy their vote to another present member. No voting member can hold more than one proxy vote.
3. If a member is unable to attend a Class Executive Board meeting, permission proxy must be stated in writing (ie. e-mail) to the President, Vice President of Internal Affairs and holder of the proxy vote.
4. Only active members may vote.

V. Appointments

1. Upon resignation or termination of membership, a vacancy must be occupied through an appointment process. The filling of a vacancy must be done with the oversight from the Nominations and Elections Committee.
2. With a unanimous vote, each Class Executive Board may appoint positions which carry out specialized functions that are different than those of the original membership
3. An email should be sent to the class to inform students of any appointment opportunity.
4. Candidates should fill out the appointment application and interviews should be conducted by their Class Executive Board to make a final selection. The voting protocol as outlined in Article 1.iv must be followed.
5. A current Class Executive Board member may hold a concurrent appointed office in the event of a vacancy.

Article II: Inter-board Collaboration

- I. The Class Executive Boards are mutually responsible for ensuring the success of one another.
- II. Presidents must meet bimonthly as well as discuss best-practices at the beginning of each term.
- III. At least one representative from each board shall be required to attend a regularly scheduled meeting of each of the three other boards no less than once a semester.
- IV. Within a month of the conclusion of fall elections, the senior holding a specific position should

meet with the three other officers in the corresponding position on the other class boards.

1. The senior class officer of the Class Executive Board is responsible for hosting and conducting this meeting.
- V. A meeting (denoted as 4CB meetings) that includes all four Class Executive Boards in their entirety - subject to Quorum rules - shall occur at least twice a semester.
 1. One of the four Presidents will chair these meetings. In addition, one member who is neither a President nor a Executive Vice President will become the Director of Inter-Class Collaboration
 - a. The Director of Inter-Class Collaboration will have the same responsibilities as the individual Vice Presidents of Internal Affairs in the context of inter-board collaborations, including taking meeting minutes, creating agendas, and maintaining the Class Executive Board website.
 2. The last meeting of the school year will be a transitional meeting. During this meeting, the Director of Inter-Class Collaboration will be determined by a majority vote of members present
 3. These meetings will be opportunities for the boards to update one another, invite others to attend/aid events, plan joint events, and discuss best practices.
 - a. Prior to the transitional meeting, each Class Executive Board is responsible for creating or updating transition documents that instruct the following class year how to operate. These documents will give additional information and nuance to how their Class Executive Board operated that school year/
- VI. Within two weeks of the fall new student elections, the four Class Executive Boards should have a joint educational retreat. This retreat shall serve as an opportunity for each board to mentor, socialize, and give instructions to the year below them.
 1. An inter-board retreat planning committee shall plan and organize the retreat.
 2. As part of the retreat, all elected and appointed members of the four Class Executive Boards are required to complete an educational programming session as determined by the retreat planning committee
- VII. Members of the four Class Executive Boards shall attend a mandatory diversity training session at least once throughout the school year. The training may be done in collaboration with other branches of Penn Student Government

Article III: Attendance

- I. All elected or appointed members are bound by the duty and expectation of active participation to their office and their respective executive boards
- II. All Class Executive Board events, CCBMs, and 4CB meetings are mandatory for Class Executive Board members. Absence is considered excused in the case of athletic commitments, religious holidays, and extreme, unforeseen circumstances and must be communicated at least 24 hours prior to the event to both the President and Vice President of Internal Affairs.
- III. Class Executive Board members will become inactive if they miss more than any of the following:
 1. 25% of their year's CCBMs
 2. 25% of their year's Class Board events
 3. 33% of 4CB meetings
 4. 33% of inter-year events
- IV. A special attendance policy will be set in the case of Class Executive Board commitments lasting more than one day or held in consecutive days (i.e. Feb Club).
- V. Inactive members are subject to Article IV, Section II.
- VI. The following will be considered half absences for events and meetings:
 1. Arriving more than 10 minutes after attendance is taken (for meetings) or the start of your event shift (for events) - without notifying the VPIA (for 4CB meetings, the Director of

- Interclass Collaboration) at least 24 hours in advance
- 2. Leaving at least 20 minutes before the scheduled end of the meeting or event shift..
- 3. Excused absences (see Article III: Section II)

Article IV: Membership

- I. Students whose status changes from that of a full-time undergraduate midway through the academic year are allowed to remain on the board as long as they are able to uphold their commitment as outlined in the bylaws.
- II. Inactive members will be notified about a violation to Article III. The member will be removed from their Class Executive Board at the next CCBM after notification unless the member contests their removal to the VP of Internal Affairs (or Executive Vice President in the case the VPIA is the violator) within twenty-four hours of notification.
 - 1. If the violator contests their removal, a Membership Quorum will occur within 7 days of the contest. Prior to the Membership Quorum, the violator shall submit a statement to all active members listing the dates and reasons for absences. Failure to provide this statement will automatically terminate the violator's membership.
 - 2. Membership Quorum
 - a. Consists of at least 50% of all active executive board members. No proxy voting can occur in this situation.
 - b. A Membership Quorum will hear the case of the board member in violation of Article III and determine the violator's membership status within 24 hours of the meeting. The Violator may not be present during the vote.
 - c. A decision to reinstate the member must be approved by a 75% vote of all board members on the violator's board.
 - d. Violators are encouraged to attend the Membership Quorum before the final vote is submitted.
 - 2. When a member is within one meeting or event of violating Article III, they will receive a warning from the VP of Internal Affairs within 24 hours.
- III. Member Resignation
 - 1. Any board member may resign from their duties by formal letter to the President of their board.
 - 2. The Executive Vice-President will assume office as President upon the submission of the resigning President's letter of resignation to the board.
 - 3. Termination of membership will be granted upon receipt of a letter of resignation to the President.
 - 4. Vacancies must be filled within 30 days of member resignation/termination as stipulated by the appointment process (see Article I. Section V.)
- IV. Attendance and membership status of all Class Executive Board members shall be published publicly on the Class Executive Board website.

Article V: Funding

- I. The Undergraduate Assembly Budget Allocation Meeting
 - 1. All Executive Class Board Presidents and Vice Presidents of Finances must be present at the Undergraduate Assembly Budget Allocation Meeting
- II. The Vice President of Finances duties
 - 1. The Vice President of Finances must follow the duties laid out in Article I.I.5.
 - 2. It will be the responsibility of the Vice President of Finances to keep accurate records of all expenses and surpluses and present a budget update at each board meeting

- highlighting any changes.
3. All reimbursements shall be coordinated through the Vice President of Finances and shall be submitted within one week of receiving them.
 4. At the beginning of each term, all four Class Board Vice President of Finances shall schedule a meeting in order to discuss best practices and other relevant issues to the office. This meeting shall be conducted under the leadership of the Senior Class Vice President of Finances.

Article VI: External Organizations

- I. The President of each board shall be responsible for attending Penn Student Government Steering. In his/her stead, the VPEA is to fulfill these duties. The President of each board shall also determine a representative to attend the Undergraduate Assembly Steering meetings (typically one of the Class Chairs).
- II. The Class Executive Boards have the ability to work with external organizations if and only if it is in accord with the Class Board mission statement.

Article VII: Branding and Protocol for Communication

- I. The Class Executive Boards shall use a cohesive logo format. Each Executive Board is also permitted to create additional logos as they see fit.
- II. The Class Boards are responsible for creating a website for their respective class.
 1. The Class boards have the ability to appoint a webmaster in order to create said website.
 2. The website should be completed no later than the beginning of the term for which they are elected.
 3. Each board website must use a similar domain name. The Class Boards can also elect to create a joint website representing the four current boards.
 - a. All class websites must use "penn" followed by the last two digits of their class year.
 - b. The webmasters of each board shall meet no less than once a semester to discuss layout designs and other improvements that can be made to each individual site (or the joint website)..
 - c. Each website should have a cohesive format and color scheme.
 - d. The Class Board website should be created with the intent of informing the class of the Class Executive Board's past, present, and future activities.
 - e. The Website must include:
 - i. A biographic sketch of its members.
 - ii. A means of contact and communication with the Class Executive Board.
 - iii. Photos from events and of Class Executive Board members.
 - iv. A Calendar or Schedule of Events.
 - v. A Note from the President.
 - vi. The Class Executive Boards Mission Statement, Constitution, and Bylaws.
 - vii. A link to the PSG website
 4. Listservs
 - a. The class listserv must be signed with either "the 20-- Class Board" or with every member's name rather than any individual member.
 - b. The listserv shall be used to provide specifics about events and to update the class on relevant topics.
 - c. The listserv cannot be used in any way to promote an external cause or organization other than that of the Class Board, except in the case in which the

Class Executive Board partners with other members.

- i. This includes but is not limited to other Penn Clubs, businesses, nonprofit organizations, and political campaigns.
 - d. In the event that the class listserv is abused, the issue will be immediately addressed by an ad-hoc meeting of the four class presidents and advisors.
5. External Communication
 - a. The Vice President of External Affairs is responsible for directing external communication to organizations outside of Penn Student Government
 - b. The Class Boards shall uphold a one voice policy in all external communication unless otherwise discussed by the Class Executive Board on a case by case basis.
 - c. A Class Board letterhead shall be used in all written external communication
 - i. To be created and distributed by each Vice President of External Affairs
 - ii. Must contain the class logo.
 - iii. Must contain a list of all members of the Executive Board and their contact information.
 - d. The Class Board shall be responsible for maintaining contact with the Administration throughout the year and facilitating a dialog.