

UCONN PRAXIS STORRS CAMPUS BY-LAWS AUGUST 2021

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I. Membership

A. General organization membership can be broken into three categories:

1. CORE Member

- a) Any undergraduate student at the University of Connecticut Storrs campus is considered a CORE member after she/he has attended one complete CORE meeting in a given semester. Membership is retained from that point until the end of the first CORE meeting of the subsequent semester.
- b) All Executive Board members and Campaign Coordinators shall be considered CORE members for the duration of their tenure in said positions.

2. Campaign Intern
 - a) Interns are participating in the UConn Praxis Internship Program. They are active members of the student organization and their campaigns.
 3. 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 CORE and become CORE members.
- B. Expulsion of Members
1. 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.
 2. When a complaint is brought to the Executive Board, the person accused shall have one week to prepare a defense. The Executive Board shall evaluate the complaint and hear the accused's defense. The Executive Board will then render judgment by a majority vote to expel or not.
 3. Results may be appealed, by either party, to the CORE at its next regularly scheduled meeting.
 4. Results of vote shall be recorded in the official minutes.

II. Roles and Responsibilities

- A. Beyond the SOLID requirements of a Registered Student Organization, the officers on the Executive Board will have the following roles and responsibilities for which they will be compensated.
1. The President Shall:
 - a) Run the CORE, Executive Board & Leadership meetings
 - b) Conduct outreach for the student organization to ensure positive campus relations
 - c) Hold office hours at least two days a week for a minimum of one hour each day
 - d) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the facilitation of student organization functions and campus relations
 - e) Approve the timecard of the Treasurer
 2. The Vice President Shall:

- a) Conduct any responsibilities of the President in the absence of the President
 - b) Supervise and assist all campaigns and campaign coordinators
 - c) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the facilitation of leadership development
 - d) Coordinate the student organization's Activist Leadership Program
 - e) Hold office hours at least two days a week for a minimum of one hour each day
 - f) Engage in planning of retreats, summits, workshops, etc., for the facilitation of leadership development
 - g) Oversee the maintenance of all official documents
 - h) Prepare, organize, and maintain the internship program of the student organization for course credit as determined on an ad hoc basis
 - i) Attend CORE, Executive Board, and Staff/Leadership meetings
3. The Secretary Shall:
- a) Be responsible for taking and editing official minutes for public Praxis meetings and uploading them to the student organization's website
 - b) Maintain the organization's UConn Praxis Student email account
 - c) Hold office hours at least two days a week for a minimum of one hour each day
 - d) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the facilitation of record and minute keeping for the student organization
 - e) Attend CORE, Executive Board, and Staff/Leadership meetings
4. The Treasurer Shall:
- a) Be responsible for preparing UConn Praxis's budget and presenting it to the CORE for approval, including the explanation of expenses and other costs contained in the budget
 - b) Be responsible for informing the CORE about the financial status of the organization prior to any decisions to amend the budget
 - c) Report to the CORE, on a regular basis, the budget to actual expenses of the organization
 - d) Be responsible for maintaining a copy of UConn Praxis's books
 - e) Conduct bi-weekly meetings with a Trustee Student Organization financial liaison
 - f) Hold office hours at least two days a week for a minimum of one hour each day

- g) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the maintenance of student organization financial compliance
 - h) Serve as supervisor of all time cards except for that of the Treasurer
 - i) Attend CORE, Executive Board, and Staff/Leadership meetings
- B. The Executive Board shall have the authority to form a cabinet to facilitate running of the student organization. Positions in the Cabinet shall be determined by the Executive Board. The Board will introduce new cabinet positions in the form of By-Law amendments which describe compensable duties for each position. The CORE must then approve the By-Law changes before the hiring process for said position can begin. Beyond the SOLID requirements of a Registered Student Organization, the individuals in the Cabinet will have the following roles and responsibilities for which they will be compensated.
 - 1. The Communications Director Shall:
 - a) Hold office hours at least two days a week for a minimum of one hour each day
 - b) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the facilitation of student organization communication, messaging, and visibility
 - c) Plan, prepare, and share social media for the student organization's events and initiatives
 - d) Update the student organization's website
 - e) Respond to emails from constituents, leadership, members, and campaign coordinators regarding student organization communication, messaging, and visibility
 - f) Be responsible for coordinating and supervising media outreach and communication for campaigns
 - g) Facilitate the preparation of statements from the student organization on issues related to activism, organizing, and the student organization's initiatives
 - h) Attend CORE and Staff/Leadership meetings
 - 2. The Treasurer's Assistant Shall:
 - a) Hold office hours at least two days a week for a minimum of one hour each day
 - b) Engage in pre-planned meetings with Trustee Student Organization Services as well as other departments, student groups, and staff for the facilitation of purchase requests, contracts, monthly bills, and financial documentation
 - c) Assist in preparation of the weekly purchase requests and communicate those purchase requests with the Trustee Student Organization Services

- d) Assist in preparation of the Student Activity and Service Fee Advisory Committee documents, budget, and presentation
 - e) Complete tasks delegated by the Treasurer
 - f) Attend CORE and Staff/Leadership meetings
3. The Retention and Recruitment Director Shall:
- a) Hold office hours at least two days a week for a minimum of one hour each day
 - b) Engage in pre-planned meetings with on-campus departments, student groups, faculty, and staff for the promotion of retention and recruitment, activist class, student organization membership, and CORE meeting attendance
 - c) Maintain records of attendance at meetings and volunteer/intern tracking for the student organization
 - d) Work with the campaign coordinators and leadership to coordinate retention and recruitment responses
 - e) Plan, organize, and coordinate Praxis's recruitment drives which occur during the beginning of both the fall and spring semesters
 - f) Attend CORE and Staff/Leadership meetings
- C. The Executive Board shall have the authority to hire undergraduate student staff members to facilitate the running of UConn Praxis. Staff positions shall be determined by the Executive Board. The Board will introduce new staff positions in the form of By-Law amendments which describe compensable duties for each position. The CORE must then approve the By-Law changes before the hiring process for said position can begin. Beyond the SOLID requirements of a Registered Student Organization, staff members will have the following roles and responsibilities for which they will be compensated.
1. The Graphic Designer Shall:
- a) Design graphics for social media and materials for physical visibility under the supervision of the Communications Director
 - b) Assist with logo, brand, and website design under the supervision of the Communications Director
 - c) Engage in pre-planned meetings with student organization leadership, campaign members, on-campus departments, student groups, faculty, and staff for the facilitation of graphic design or at the request of the Communications Director
 - d) Attend CORE and Staff/Leadership meetings
2. The Administrative Assistant Shall:
- a) Engage in pre-planned meetings with the Secretary and members of the organization for the facilitation of student organization tidiness and efficiency
 - b) Be responsible for maintaining an orderly office in compliance with UConn Student Union policy

- c) Maintain an active record of supplies in the office as well as supplies needed for purchase
- d) Maintain the in-office physical calendar of meetings and events for the student organization
- e) Decorate and outfit the office responsibly, as needed for constituents and members
- f) Attend CORE and Staff/Leadership meetings for the facilitation of strong team communication

III. Regular Meetings

- A. A regular CORE meeting time will be established by CORE at the beginning of the semester.
 - 1. CORE meeting time and locations will be posted online and in the office.
 - 2. All UConn Praxis volunteers and interns are encouraged to attend.
 - 3. Members of the public are also welcome to attend.
- B. The UConn Praxis officers will set the weekly CORE agenda and will consider input from UConn Praxis members, Faculty and Administrative staff, and other members of the UConn Community.
- C. Any CORE member may move to add an item to the agenda during a CORE meeting.
- D. While the officers and CORE may set whatever agenda they choose for the meeting, the following will serve as a template agenda:
 - 1. Introductions and attendance
 - 2. Approval of previous meeting minutes
 - 3. Updates
 - a) Student Organization Updates
 - b) Campaign Updates
 - c) Treasurer's Update
 - 4. Business
 - a) This will typically involve student organization decisions, goal setting, and/or skills training
 - 5. Announcements
- E. The agenda will be distributed to attendees before the meeting and available on paper or digitally

IV. Decision-Making

- A. Formal decisions will be made following a usage of Robert's Rules of Order most up-to-date version.
 - 1. Formal decisions must be moved and seconded before a vote.
 - 2. Formal decisions must include time for discussion prior to a vote.
- B. Those allowed to vote shall only be CORE members.

- C. Efforts should be made to include as many people as possible in decisions, and CORE should strive for consensus in important decisions, while being ready to vote to settle issues of disagreement.
- D. Voting Procedure
 - 1. Before voting, the President will clearly restate what is being voted on, including what it means to vote in favor or opposed.
 - 2. The President will call for all those in favor, all opposed, and abstentions in that order.
 - 3. Voting members may only vote once.
 - 4. The Secretary shall count and record votes, and inform the Chair of the outcome.
 - 5. The President shall announce the outcome of the vote.

V. Election Procedure

- A. Nominations
 - 1. Nominations
 - a) Any voting member of CORE may be nominated by themselves or another voting member of CORE.
 - b) Nominated voting members must accept the nomination in order to be considered a candidate for the position.
 - c) All nominations will apply to a single position.
 - 2. Each candidate shall be allowed a minimum of two minutes to present his or her case or accept questions.
 - 3. All candidates having presented their case shall exit the room to allow open discussion between all other present members of UConn Praxis.
 - 4. Candidates shall re-enter the room upon request of the CORE and must be in attendance before final voting begins.
- B. Voting
 - 1. All present voting members of CORE shall be given one paper ballot on which to record their vote. No candidate shall be denied the right to vote freely.
 - 2. The voting system that will govern officer elections shall be a ranked choice voting majority system.
 - 3. All members shall cast a vote listing their choices for the position in the order in which they prefer.
 - 4. If no candidate has reached 50% +1 of the voting members, then an instant run-off shall occur.
 - a) The presiding officer shall remove the candidate receiving the smallest number of votes and give their vote to the next preferred candidate.
 - b) This will continue until a candidate receives 50% +1 of voting members.

5. The Secretary shall count and tally the votes, and present the result of the election to the President. The President shall present results to the CORE.
6. In the event that the Secretary is a candidate for the position that is being voted on, counting and tallying shall be completed by another member of the officer board.
7. In the event that the President is a candidate for the position that is being voted on, presentation of the results shall be completed by another member of the officer board.
8. In the event of a tie, with two candidates receiving an equal, winning number of votes, a runoff election shall be held.
 - a) Runoff elections shall follow the same procedure listed above, except the two winning candidates will be considered to have received automatic nominations.
 - b) No other candidates shall be considered candidates for the position.

VI. Campaign Selection

- A. The campaign mix will be voted upon at the end of each semester:
 1. Potential Campaign Coordinators will write a campaign proposal and present it to the CORE to be voted upon. Those who propose campaigns that are approved by the student organization will then be hired into the position of Campaign Coordinator.
 2. This typically falls in the last week of November or the last week of April.
- B. CORE members and officers should make an effort to solicit input on campaign ideas from student organization volunteers, interns, and other community members.
- C. Campaign proposals must be written. Strong proposals will include:
 1. A clear, specific description of the problem we are working to solve
 2. A clear, specific description of the solution we propose
 3. Tangible goals to achieve in the short and long term
 4. A strategy for winning
 5. Ideas for tactics and tactical goals
 6. A self-evaluation of campaign strength and weaknesses
- D. Campaigns should be evaluated on criteria including but not limited to:
 1. Is this a public interest issue?
 2. Does the campaign have a broad political audience?
 3. Is the campaign winnable?
 4. Does this issue appeal to important coalition partners?
 5. Will this campaign recruit?
 6. Will the campaign tactics develop leaders and provide many different ways for students to get involved?
 7. Is the campaign timely?

8. Will the campaign build the organization?
- E. CORE will make an effort to select a diverse mix of campaigns including:
 1. Campaigns that prioritize different tactics, such as education, service, and advocacy
 2. Campaigns that work on different issues
 3. The maximum amount of campaigns that UConn Praxis will run during any given semester is 6
 - 4.

VII. Campaign Implementation & Campaign Coordinator Roles and Responsibilities

- A. Each campaign will have a campaign coordinator who is responsible for working with other UConn Praxis students and community members to implement the campaign. Beyond the SOLID requirements of a Registered Student Organization, the Campaign Coordinators will have the following roles and responsibilities for which they will be compensated.
 1. Campaign Coordinators Shall:
 - a) Be responsible for recruiting volunteers to their campaign, in tandem with the Recruitment and Retention Director
 - b) Be responsible for implementing the campaigns in accordance to the goals and strategies of the campaign proposal
 - c) Create a semester plan for the campaign to guide the campaign's actions
 - d) Host weekly campaign meetings
 - e) Attend CORE and Staff/Leadership meetings

VIII. Hiring Process

- A. The Executive Board's hiring process shall follow the following steps:
 1. The Executive Board follows an election process, conducted by the student organization, and detailed in the Election Procedure section of the UConn Praxis Bylaws.
 2. The position will be posted to JobX at the end of each academic year, two weeks before the election, because these positions are yearly.
 3. Once elected, the new Executive Board will be given offer letters by the incumbent Executive Board and will be officially hired following a discussion of start date, pay rate, and supervisor.
- B. The Cabinet's hiring process shall follow the following steps:
 1. The position will be posted to JobX at the end of each academic year, two weeks before the hire, because these positions are yearly.
 2. Candidates for the Cabinet positions will submit a letter of intent explaining their qualifications according to the job description and their vision for their time in the position.
 3. The Candidates will then be interviewed by the Executive Board.

4. Once a decision is made, candidates will be given an offer letter and will be officially hired by the Executive Board following a discussion of start date, pay rate, and supervisor.
- C. The Student Staff's hiring process shall follow the following steps:
 1. The position will be posted to JobX at the end of each academic year, two weeks before the hire, because these positions are yearly.
 2. Candidates for the Student Staff positions will submit a letter of intent or applicable substitute explaining their qualifications according to the job description and their vision for their time in the position.
 3. The Candidates will then be interviewed by the Executive Board.
 4. Once a decision is made, candidates will be given an offer letter and will be officially hired by the Executive Board following a discussion of start date, pay rate, and supervisor.
- D. The Campaign Coordinator's hiring process shall follow the following steps:
 1. The position will be posted to JobX at the end of each semester, two weeks before the campaign proposals, because these positions are semesterly.
 2. Once the campaign has been proposed and approved by the CORE, the new Campaign Coordinators (those who proposed the campaigns) will be given offer letters by the Executive Board and will be officially hired following a discussion of start date, pay rate, and supervisor.
- E. Before any of these positions can begin to work, they must complete the Payroll Authorization process, I-9 form, and any other necessary paperwork in accordance with the Student Activities Business Office.

IX. Budget

- A. The annual budget should be developed in accordance with the goals of an annual plan and three-year plan, if one exists.
- B. Budgets must be presented in writing for discussion and consideration before approval.
- C. Budget decisions must be made considering:
 1. The best interests of undergraduate students at the University of Connecticut at Storrs
 2. UConn Praxis's purpose and goals
 3. UConn Praxis's plan for the year
 4. UConn Praxis's historical budget priorities
- D. Budget decisions should be made in recognition that UConn Praxis exists due to the support of the student body through referendums and through undergraduate students paying the fee.
- E. All efforts should be made to use resources as conservatively and strategically as possible, for the largest long-term benefit to UConn undergraduate students.

- F. The annual budget should be developed with as much detail as possible so that it is easy to know if a proposed allocation falls within the original intent of the annual budget.

X. Allocations

- A. Individual allocations require Executive Board approval, as long as they are within the approved UConn Praxis Budget
- B. If an allocation is not within the original budget, either because it is an unplanned-for expense, or because it pushes a budget category over budget, CORE must approve an amendment to the annual budget before the Executive Board may approve the expense

XI. Supremacy

- A. These By-Laws shall not be in conflict with the UConn Praxis Constitution, which is the supreme governing document of this organization.

XII. Amendment Process

- A. Any amendments must be introduced at the weekly CORE meeting one week before it may be voted on.
- B. Copies of the amendment must be distributed to all members in attendance at CORE for review.
- C. Time for discussion must be allotted before any motions to vote on the introduced amendment.
- D. A two-thirds vote must be obtained to pass the introduced amendment.

XIII. Enactment

- A. These By-Laws shall go into effect on August 09, 2021, upon approval of two-thirds vote in favor by all present voting members. These By-Laws shall replace and render null any and all previous By-Laws for this organization.