



Undergraduate Assembly
UNIVERSITY of PENNSYLVANIA

Bylaws of UA Steering
Adopted February 2, 2010, Revised September 10, 2014

SECTION I: Members

Process for Membership in UA Steering

1. All members of the Steering Committee, besides the UA President and Vice-President, are groups who join according to the procedure outlined below.
2. Any group may apply to be a member of UA Steering. The process of membership is as follows:
 - i. The group seeking membership (hereafter “the candidate”) transmits an expression of interest to the Vice-President. This expression of interest should include a treatment of why the group would fit the criteria of membership, as expressed below.
 - ii. The President and Vice-President shall consider the application and may recommend or not recommend it to Steering on the basis of the application’s fulfillment of the criteria.
 - iii. If the President and Vice-President recommend the candidate to Steering, they will transmit notice of the group and to Steering and allow three weeks or until the end of the next Steering meeting (whichever is sooner) for objection. If there is no objection from any group, the candidate becomes a member of UA Steering.
 - iv. If any Steering member objects, or the President and Vice-President do not recommend the candidate to Steering, then the group is notified and may appeal.
 - v. If the candidate chooses to appeal, the whole Steering committee will hold a hearing at their next meeting to determine membership. A simple majority vote (by secret ballot) admits a candidate.
 - vi. All member groups shall be listed in these Bylaws.

Criteria for Membership in UA Steering

3. A group seeking membership of UA Steering must:
 - i. be recognized by OSA as an undergraduate group,
 - ii. have a constitution and stable leadership structure with a chief executive officer or officers who hold office for at least 10 months ordinarily,
 - iii. have some substantial connection to and interest in the formulation of University policy,
 - iv. fulfill all of the criteria of one or more of the following categories:
 - i. Constituency Peaks – groups which:

1. Are coalitions with multiple constituent groups that form the basic level of their governance,
 2. Represent a sizeable percentage of the undergraduate community
 3. Represent a discrete constituency with common aims, pursued by the coalition through leaders who are functionally separate from the constituent groups,
 4. Do not share constituencies with other coalition in this category, defined as not having an overlap of more than 25% of constituency groups with another coalition.
 - a. A permanent exception to this rule is granted to the intercultural UMC and interfaith PRISM.
 5. Are not a member of another coalition that could apply to Steering under the first three parts of this section.
- ii. Advocacy Organizations – groups which:
1. Are not a coalition – they are a unitary organization with a general body of individuals as the basic unit of governance.
 2. Are not part of a Constituency Peak
 3. Have, as their primary focus, the improvement of Penn undergraduate student life through advocacy to administrators.
 4. Are unique – no other group (save the UA) focuses on their areas of competency. This includes activity umbrellas.
 - a. An exception is granted to the Deans Advisory Boards and SCUE, who have overlapping but complimentary jurisdictions.
 5. Are established – they must have a special relationship with administrators within their area of competency. Often they are the sole undergraduate representative on certain university committees.
 6. Have an area of competency that is a significant component of the Penn experience for a sizeable number of undergraduates.
- iii. Activity Umbrellas – groups which:
1. Have, as their primary mission, the recognition, funding and regulation of other organizations.
 - a. Note that Hillel, PAC, and CHAC are both Constituency Umbrellas and Activity Umbrellas and are therefore classed in both categories
 2. Are established – funding and recognizing groups for at least two years.
 3. Receive funds directly from administration or the UA.
- iv. Essential Service Providers – groups which
1. Are principally responsible for providing an essential service to the whole undergraduate population.
 - a. “principally” – no other organization can provide the same service, and the service must be provided in most part by the student group itself and not other entities affiliated with it.

- b. “providing” – the service provided must not just be *available* to all; it must *actually be used* by the whole undergraduate population.
 - c. “essential” – a service fundamental to the wellbeing of the student body.
 - d. “whole undergraduate population” – the service needs to be universal in scope; it cannot be used solely to persons of particular seldom-changed identities (i.e. race, gender, ethnicity, sexual orientation), although of course it could have disproportionate impact on certain kinds of students.
2. Be unitary, although they need not have a general membership as the basic unit of their governance.
 3. May not be a member of a Constituency Peak.
 4. The Class Boards and SPEC fulfill the above criteria owing to their irreplaceable contribution to undergraduate social programming.

Special Observers on UA Steering

4. A number of groups and individuals observe UA Steering rather than sit on it formally owing to seasonal or other special cases. They include:
 - i. The Penn Democrats, College Republicans, and Penn Leads the Vote in a semester that includes (within the time classes are actively held) a primary or general election for a Pennsylvania statewide or federal non-judicial office.
 - ii. GAPSA, for the purpose of inter-communication between graduates and undergraduates.
 - iii. All UA members, as required by the UA Constitution.
 - iv. The OSA Director

Probationary Members of UA Steering

5. Any group that falls outside of the attendance policy of UA Steering in a given semester, but formerly was a full member of the body, is automatically considered a probationary member. These members do not have a vote on the body and are not counted in quorum for any votes or attendance purposes.
6. Starting the semester after falling into probationary status, members may ask to return to the Steering body in the following way:
 - i. The group seeking re-recognition (hereafter “the candidate”) must appeal directly to the Steering body by informing the UA Vice President of their intent to attend and speak at the next scheduled Steering GBM.
 - ii. The candidate must outline changes their group has undergone to become more engaged with Steering.
 - iii. The candidate will be moved from Probationary Status to full Membership Status by a simple majority vote of the UA Steering body.

SECTION II: Meetings and Decisions

Agenda

7. The Vice-President shall set the agenda of all Steering Committee meetings, but any item may be added to the agenda by the request of any Steering group, or by reference from the UA or the UA Executive.

Procedure

8. Meetings of the Steering Committee may be called by any two (2) groups, or by the President or the Vice-President. They should ordinarily be held once each fortnight.
9. The Vice-President shall chair Steering Committee meetings and determine the procedure of the meeting as they see fit.
10. All rulings of the Vice-President may be appealed on the motion of any group and a majority of all voting groups concurring.
11. In the absence of the Vice-President, the President shall act as Vice-President. If both the President and Vice-President are absent, the Steering Committee shall select a Chairperson *pro tempore*.
12. The UA Secretary shall be the Secretary of the Steering Committee, and be responsible for taking and distributing minutes, as well as taking and distributing attendance records, for all Steering Committee meetings.
13. UA members who are not the President or Vice-President and do not represent groups shall have all rights and privileges of Steering representatives, save that of voting.

Attendance

14. Attendance shall be taken at the beginning of every UA Steering GBM by the UA Secretary
 - i. If anyone group joins the meeting before the meeting is adjourned and speaks to the UA Secretary, notifying their entering the meeting, their group shall be counted as attending.
15. Any group that misses over half of the regularly scheduled UA Steering GBMs in a semester shall fall into probationary status.
 - i. This does not include Steering Circles, voluntary subcommittees dedicated to discussing issues outside of UA Steering GBMs, or other subcommittees created to assist the work of UA Steering
 - ii. The UA vice President must notify the chair of the groups of all policies relating to probationary status once they have fallen off the UA Steering regular membership.

Voting

16. Each group shall have one vote, and the President shall have one vote, with the Vice-President voting only in the case of a tie.
17. No one person may cast more than one vote on behalf of a group.
18. No vote shall be taken without first seeking approval of any motion by unanimous consent; if unanimous consent is not available, time shall be set aside for discussion or caucusing to resolve the particular concerns of the dissenters; only after all reasonable attempts at consensus are exhausted shall there be resort to voting.
19. All votes of the Steering Committee shall be carried by a majority of all groups present concurring; save votes to adopt or amend these Bylaws, which shall require the consent of two-thirds of all groups.

Reference of Business to the UA

20. The Steering Committee is empowered by the Constitution to “refer any item of business to the UA, or make recommendations to it on the conduct of its business.”
21. Any item of business or recommendation submitted to the UA for *approval* or *action* by the UA Body must:
 - i. be in the form of a UA Resolution, as determined by the Speaker,
 - ii. be presented in hard copy to each group attending the Steering Committee meeting at which it is voted upon,
 - iii. be placed upon the agenda for the next regularly stated UA meeting,
 - iv. if there is no regularly stated meeting within ten days of the Steering Committee meeting at which the vote is taken, be considered at a Special meeting of the UA held at a time and place determined by the Steering Committee.
22. Any item of business submitted to the UA for discussion or other action besides approval shall be disposed of in such a manner as the President may direct in the absence of specific instructions from the Steering Committee.
23. Any recommendations submitted by the Steering Committee to the UA on the conduct of its business shall be read verbatim at the next UA meeting by the Vice-President or designate, and entered into the minutes of that meeting, whereupon the UA shall discuss those recommendations in such a manner as the President may direct not inconsistent with the UA Bylaws.

SECTION III: Current Steering Groups

24. The following are the current, full and active member groups of UA Steering. Unlike the remainder of this document, this list is to be updated whenever a new Steering group is approved by the process outlined above, and need not be amended by a two-thirds vote:
 - i. Asian Pacific Student Coalition (APSC)
 - ii. Assembly of International Students (AIS)
 - iii. Civic House Associates Coalition (CHAC)
 - iv. Freshman Class Board
 - v. Sophomore Class Board
 - vi. Junior Class Board
 - vii. Senior Class Board
 - viii. College Dean's Advisory Board (DAB)
 - ix. Daily Pennsylvanian (DP)
 - x. Engineering Dean's Advisory Board (EDAB)
 - xi. Engineering Students Activities Council (ESAC)
 - xii. Hillel
 - xiii. Inter-Fraternity Council (IFC)
 - xiv. Lambda Alliance (Lambda)
 - xv. Latino Coalition (LC)
 - xvi. Medical Emergency Response Team (MERT)
 - xvii. Multi-Cultural Greek Council (MGC)
 - xviii. Nominations and Elections Committee (NEC)
 - xix. Panhellenic Council (PanHel)

- xx. Penn Consortium of Undergraduate Women (PCUW)
 - xxi. Penn Democrats
 - xxii. Penn Political Coalition (PoCo)
 - xxiii. Penn Publications Consortium (PubCo)
 - xxiv. Performing Arts Council (PAC)
 - xxv. Programs in Religion, Interfaith, and Spirituality Matters (PRISM)
 - xxvi. Red and Blue Crew
 - xxvii. Residential Advisory Board (RAB)
 - xxviii. Social Planning and Events Committee (SPEC)
 - xxix. Student Activities Council (SAC)
 - xxx. Student-Athlete Advisory Council (SAAC)
 - xxxi. Student Committee on Undergraduate Education (SCUE)
 - xxxii. Student Nurses at Penn (SNAP)
 - xxxiii. Student Sustainability Association at Penn (SSAP)
 - xxxiv. Tangible Change (T-Change)
 - xxxv. Transfer Student Organization (TSO)
 - xxxvi. UMOJA
 - xxxvii. United Minorities Council (UMC)
 - xxxviii. University Honor Council (UHC)
 - xxxix. Wharton Council (WC)
 - xl. Wharton Dean's Advisory Board (WAB)
25. The following are the probationary members of UA Steering. Unlike the rest of this document, this list is to be updated whenever a UA Steering group moves from Provisional status to full, regular membership or vice versa.
- i.