

MINUTES

COMMISSION ON UNDERGRADUATE STUDENT AFFAIRS

November 10, 2022 @ 3:30 PM

CID, Multipurpose Library (Room 104)

Present: Seungchan Jeong, Alice Fox for Connie McCormack, Anahi Sanchez-Moya, Avery Lee, Ben Beiter, Daniel Pena-Salazar, James Bridgeforth for Frances Keene, Kat Nelson for James Bridgeforth, Kiera Schneiderman, Kim O’Kourke, Lauren Surface, Maha Baig for Sarah Zulfiqar, Monica Nguyen, Shahed Sanuri, Shirin Mohammadian, Tamara Cherry-Clarke, Zachary Schmidt for Katie Minutillo

Absent: Alejandra Jimenez, Ally Jett, Jalen Neal, Jennifer Pike, Kimberly Smith

Absent with Notice: Menah Pratt, Nick Whitesell, Susanna Rinehart, Terri Pecora

Guests: April Myers, Caroline Lohr, Sam Yuzbashev, Scott Nachlis, Steven Clark, Yusera Ishrat

Seungchan Jeong called the meeting to order at 3:38pm. A quorum was present.

1) Attendance

3) Team Builder

2) Adoption of Agenda

- A motion was made and seconded to adopt the agenda. The motion carried.

4) Announcement of Approval and Posting of Minutes

- Minutes from October 13, 2022 have been voted on electronically and posted on the University web.

5) USS VP For Finance

- Sam Yuzbashev presented an Appropriations Committee update. See attached.

6) Unfinished Business

a. Muslim Student Union Constitution

- Yusera Ishrat shared revisions made to the Muslim Student Union Constitution since the last CUSA meeting. See attached.
- The revisions included the following: (1) the removal of the policy that requires candidates running for board to be Muslim, (2) the typo that stated that CUSA meets biweekly was corrected to state that CUSA meets monthly, and (3) the constitution was changed to state that MSU’s term are spring-fall and thus end in December rather than in the spring semester.
- A motion is made to amend the constitution to include a mechanic for appeals of student organizations to go to the wider student body. Meaning if a registered student organization is denied entry into the group by the executive board, they can appeal directly to the group. The motion is seconded, a vote was taken on the motion, and the motion does not pass.
- A motion is made to approve the resolution, upon the initially stated conditions. The motion is seconded. A vote was taken on the motion, and the motion passed.

7) New Business

- a. Student Allocation Approval Committee
 - Alice Fox introduced the proposal, and first reading, for the Student Allocation Approval Committee. This committee, which would function as a holdover joint sub-committee between CUSA and CGPSA, would help rubber stamp what is coming out of the Appropriations Committee and what is being decided upon by USS and GPSS. See attached.
- b. Introduction of New Vice Chair
 - Shahed Sanuri was introduced as the new CUSA Vice Chair.
- c. Introduction of new USS VP for Finance
 - Sam Yuzbashev was introduced as the new USS VP for Finance.

8) CUSA Announcements

- a. Review CUSA Work Plan for 2022-2023 and Roberts Rules
 - A reminder was made to review the CUSA Work Plan for 2022-2023 and Roberts Rules. These documents can be found on the CUSA SharePoint site: <https://virginiatech.sharepoint.com/sites/UniversityGovernance/CUSA>. Individuals who are unable to access the SharePoint site should contact Seungchan or Erica about this issue.
- b. Importance of attendance or finding a proxy
 - There has been a historical problem in CSA/CUSA regarding attendance. It is very important that one notify Seungchan or Erica at least 72 hours before a meeting if they are to be absent and who their proxy will be if they are able to find one.
- c. Change in December Meeting originally set on Reading Day
 - The CUSA December meeting date has been changed from December 8th (Reading Day) to December 1st from 3:30 to 4:30pm.
- d. Introduction of College Senator Proxy, Mollie Coogan
 - Zachary Schmidt will be replacing Mollie Coogan as the College Senator proxy for Katie Minutillo for this meeting and the December meeting. Katie Minutillo will be present for the next academic semester.
- e. Introduction of new At-Large Undergraduate Student Senators
 - There are three new At-Large Undergraduate Student Senators: Avery Lee, Shirin Mohammadian, and Daniel Pena-Salazar.
- f. Discussion of CUSA Chat platform
 - There has been a lack of responses to the polls of the CUSA chat platform. If anyone feels uncomfortable with the current communications platform and has a suggestion for a new one, they should let Seungchan or Erica know. If not, it is encouraged that everyone responds to the current CUSA chat platform as they are able.
- g. Verify your membership info is correct: <https://virginiatech.sharepoint.com/sites/UniversityGovernance/CUSA/Lists/Roster/AllItems.aspx>
 - With recent membership updates having been made, it is encouraged that everyone, especially our newest additions to CUSA, go to the link listed above to ensure that all of their information is correct.

9) University Council and Commission Updates

- a. University Council
 - Minutes from the September 19 meeting can be found here: <https://governance.vt.edu/BodyDetails/UC>
- b. Academic Support Committee
 - There is still the need to fill the vacant position for one undergraduate student representative from CUSA to be elected to serve on the Academic Support Committee. Daniel Pena-Salazar was elected to serve in this role.

10) Adjournment

- There being no further business, a motion was made to adjourn the meeting at 4:55pm.

****Next Meeting: Thursday, December 1, 2022 @ 3:30 to 4:30pm****

The slide features decorative orange dashed lines forming a large, irregular frame around the text. There are also solid orange corner brackets: one in the top-left and one in the bottom-right.

Appropriations Presentation - 11/10/22

**Presented on Behalf of the Appropriations
Committee**



Recent Updates

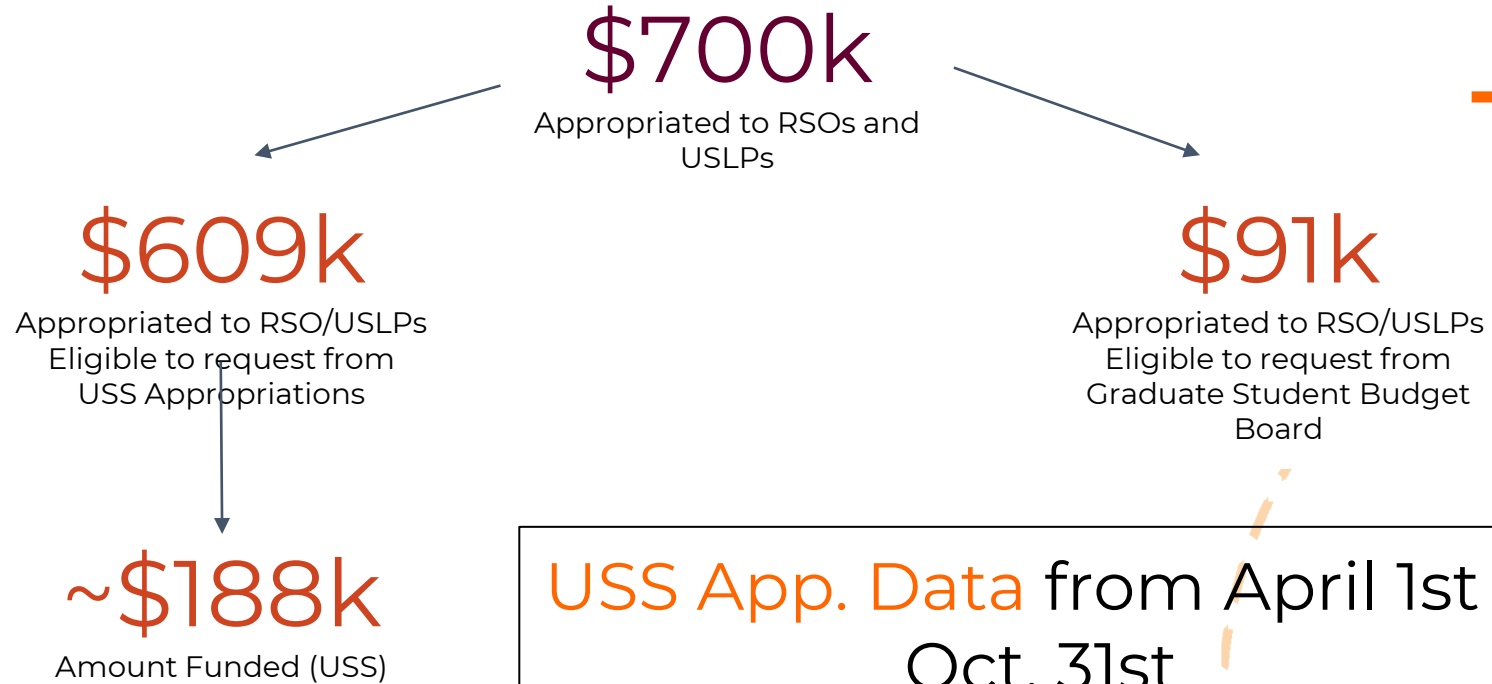
- The entire committee has been filled
 - 2 At Large Senators
 - 5 College Senators
 - 2 UCSO Senators

Now that we have a full committee, it allows students be more represented as each person on the committee is a voice for a large portion of the undergraduate student body at Virginia Tech.

The background features several decorative orange elements: a dashed line in the top-left, a dashed line in the top-right, a dashed line in the bottom-left, and a dashed line in the bottom-right. Additionally, there are solid orange corner brackets in the top-left and bottom-right corners.

State of Committee

State of Committee



Requests Heard by Committee: 10/10-10/31

57

Requests Heard

35

Approved Requests

42

Unique Organizations

~\$41K

Amount Funded

Competition	6 requests	\$7,500
Conference	5 requests	\$5,000
Major Event	4 requests	\$19,000
Small Grant	7 requests	\$2,000
Operational	4 requests	\$4,000
General Program	9 requests	\$3,500

Total 2022-2023 USS Appropriations Year to Date (August 1st-October 31st)

208

Requests Received

123

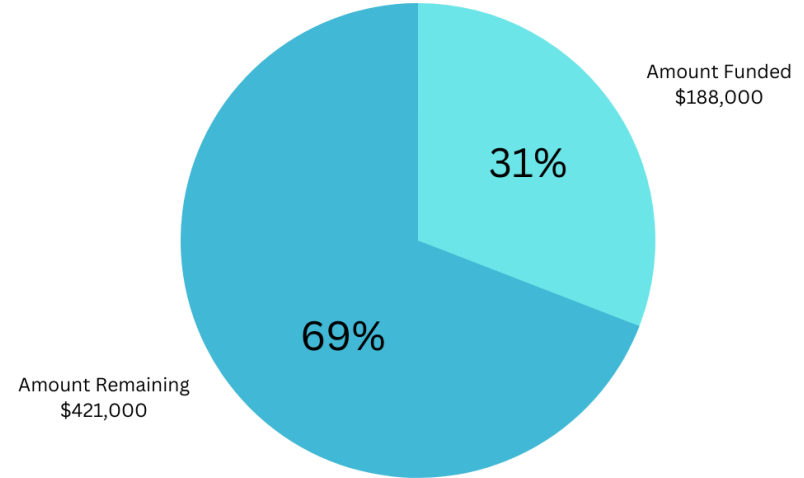
Approved Requests

133

Unique Organizations

~\$188K

Amount Funded



Total Approved for
2022-2023 Events

MUSLIM STUDENTS ASSOCIATION
OF VIRGINIA TECH
CONSTITUTION

Table of Contents

Preamble

Article I. Name

Article II. Purpose

Article III. Membership

Section I. Restrictions

Section II. Eligibility

Section III. Types of Membership

Section IV. Organizations Joining MSA

Article IV. Executive Officers

Section I. Elected Officers

Section II. President

Section III. Vice President

Section IV. Treasurer

Section V. Faculty Advisor

Section VI. General Body

Section VII. Executive Board

Makeup

Section VIII. Representative Voting

Section IX. Elections

Section X. Election Period

Section XI. Requirements

Section XII. Vacant Positions

Section XII. Position Vacancy

Article V. Appointed Officers

Section I. Appointment Procedures

Section II. Application Process

Section III. Eligibility

Section IV. Positions and Duties

Section V. Committee Chairs

Article VI. Meetings

Section I. Logistics

Section II. Attendees

Section III. Attendance

Section IV. Absences

Article VII. Constitution Changes

Section I. Amendments

Section II. Ratification

Article VIII. Judiciary Procedures

Section I. Major Offenses

Section II. Procedure for Members

Section III. Procedure for Board Members

Section IV. Disqualification of a Candidate

Article IX. Finances

Section I. Reimbursement

Section II. Event

Budgeting/Contingency

Section III. Pending transactions/Debts

Article X. Events

Section I. Event Proposals

Article XI. Meeting Procedures

Section I. General body meetings

Section II. Board meetings

Article XII. Points System

Section I. Total points

Section II. Allotment of points

Section III. Discretionary points

PREAMBLE

We, the members of the Muslim Students Association at Virginia Tech, to fully realize our purpose, do hereby adopt and establish this constitution as this guiding instrument for our organization.

ARTICLE I

Name

The name of this organization shall be Muslim Students Association at Virginia Tech, hereafter referred to as MSA.

ARTICLE II

Purpose

Purpose

The purpose of the MSA shall be the following:

- To, first and foremost, aim to please Allah and obey Him and His Messenger (ﷺ)
- To act as an umbrella organization encompassing Muslim student organizations
- To sponsor educational programs focused on Islam and Muslims in order to unite the Muslim community and promote awareness and knowledge to the general Virginia Tech community
- To address, support, and promote concerns of the Muslim community by serving as a liaison between the university administration and the Muslim community
- To assist the university in promoting and recruiting a diverse student body in a culturally sensitive environment
- To facilitate growth and development of students through leadership opportunities provided by organizations
- To complement the University's Diversity and Inclusion initiatives
- To foster a community geared towards learning, acceptance, and understanding
- To create an environment where Muslims can meet, interact, and practice their Islam
- To make an environment where students, regardless of religious identification can learn about Islam and clear up any misconceptions they might have
- Promote unity, brotherhood, and sisterhood among Muslims
- Accommodate the needs of the Muslim community on Campus
- Conduct religious, charitable, educational, cultural and service activities according to Islamic tradition
- Promote healthy relations among Muslims and non-Muslims in accordance to Islam
- Serve the greater Blacksburg community in addition to the community on Campus
- Maintain a balance in the area of ideology, extracted from the Qur'an and teachings of the Prophet (SAW)
- Not support one way of Islamic thinking over others

- As much as possible, avoid presenting only a single side of an issue where there is clear disagreement amongst Muslim scholars

ARTICLE III

Membership

Section I

Restrictions

Membership and participation will be free from discrimination on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status

Section II

Eligibility

Membership to the MSA at Virginia Tech is open to any currently enrolled Virginia Tech student who is interested in becoming a member and is willing to abide by the Constitution of the MSA at Virginia Tech. Upon accepting membership, the new member will be expected to strive towards the goals of MSA outlined in Article II, Section 2*.

*Note: Article II, Section 2, Point 1 may be abrogated in the instance that the person seeking membership is not a Muslim.

Section III

Types of Membership

There shall be one type of membership within the general body:

- A. Full Membership: any student who fills out the necessary application form as well as:
 - a. Actively works towards helping MSA achieve its mission and complete its goals
 - b. Is familiar with the constitution and bylaws of the MSA at Virginia Tech

Member who willfully disrupts the MSA from functioning, or causes dissension (fitna) among MSA members can be removed from the MSA as noted in Article XIV Section 1-2.

Section IV

Organizations Joining MSA

Any RSO (Registered Student Organization) showing interest in MSA must submit a written proposal and present it to the executive board by a student representative of the organization. An organization may only petition once per academic year. Voting shall be done behind closed doors after discussion with the representative and a closed Executive Board discussion.

Membership shall be granted upon receiving a 2/3 majority vote of the present Executive Board members.

ARTICLE IV

Positions and Elections

Section I.

Executive Officers

All Exec Board Members individually and as a whole

1. Purchasing permission power as outlined in Article XIII, Section 2
2. Access all MSA's received funding
3. Make official MSA Announcements
4. Possess full access to MSA documents, MSA online documents, and the Listserv
5. Possess all other powers not specified to any group in this Constitution

The Executive officers of MSA shall be:

- President
- Vice President
- Treasurer

Section II.

President

The powers and duties of this office shall be:

- a. To preside at MSA executive, board, and general body meetings
- b. To delegate appropriate authority and responsibilities to members
- c. To raise issues that concern the constituents of MSA
- d. To serve as a student model, voice, and the main representative for the Muslim community to the media, university, and other on and off-campus groups
- e. To serve alongside the vice president as MSA representative at all University related functions
- f. To ensure that all officers are performing their duties effectively
- g. To assist and direct officers in their duties, i.e. planning cultural events, organizing fundraisers
- h. To update the advisor on the progress of the organization
- i. To swear in all newly elected officers
- j. To oversee all Executive Board and general body meetings.
- k. To preside over the Executive Board
- l. To ensure that the organization as a whole runs smoothly

- m. To direct and coordinate MSA events
- n. To ensure that the organization is operating in accordance with the constitution
- o. To fulfill the overall vision and direction of MSA
- p. Call meetings
- q. Appoint officers and committee members
- r. Presides over the Executive Board as well as the MSA Board as a whole
- s. Make decisions not specified to other groups and with the advance permission of the Executive Board

Section III.

Vice President

The powers and duties of this office shall be:

- a. To assist the President in the duties outlined in Section I
- b. To serve as President should he/she become incapable of fulfilling the position, in his/her absence, upon his/her request
- c. To temporarily take on the role of another office should that office not be filled by the upcoming semester or should that office become vacant during the semester
- d. To oversee the day to day operations of the organization
- e. To oversee the heads of the different committees
- f. To work closely with the President to fulfill the overall vision of the organization
- g. Make day to day decisions
- h. Fill in the President's role when he/she is unable to
- i. Attend to any tasks delegated to him/her by the President or Exec Board

Section IV.

Treasurer

The powers and duties of this office shall be:

- a. To work closely with the Director of Finance for all Student Finance Leadership Team (SFLT) related information
- b. To head the planning of the MSA budget along with the Director of Finance
- c. To keep up to date financial records for MSA

- d. To collect and disburse all money on behalf of MSA with the direction of the executive officers and members
- e. To keep accurate financial records of the organization and pay all bills in a timely manner.
- f. Process all payments for the organization
- g. Possess all other financial powers not specified to any group or mentioned above
- h. Responsible for all money flow in and out of MSA
- i. Must compile and submit both the Annual Budget as well as Contingency Funds as needed
- j. Responsible for reimbursements and day to day financial issues

In addition to their specific duties, the three Executive members will have a collective responsibility to the organization as the Executive Board

The Executive Board will be responsible for:

- 1. Serving as a governing body for the MSA
- 2. Making major organizational decisions
- 3. Mediating disputes between members
- 4. Setting regular meetings
- 5. Overseeing the general operations of the organization
- 6. Handling all administrative duties for the organization

Section V.

Faculty Advisor

The powers and duties of this office shall be:

- a. To serve as an advisor and resource individual in the implementation of actions of this organizations
- b. To be a member of the Virginia Tech Administrative staff
- c. The advisor is a non-voting member, unless needed for the removal of an MSA member
- d. Follow through with Judiciary Procedures as outlined in Article XIV
- e. Check in and be informed of the workings of the MSA Board and organization as a whole
- f. Attend meetings and meet with organization officers

Section VI.

General Body

The General Body includes all members of constituent organizations.

Full MSA Members:

1. May vote in any MSA election
2. Possess the right to enact any of the Judiciary Procedures outlined in Article XIV (Assuming they meet the other qualifications)
3. May run in any election as a candidate if nominated (if they meet the other qualifications)
4. 4. Ability to propose events

Associate MSA Members:

1. May vote in all elections except those regarding to amendments, the constitution, and officer positions
2. Ability to propose events

Section VII.

Executive Board Makeup

The Muslim Student Association at Virginia Tech's President and Vice-President and Treasurer shall serve as the President, Vice-President, and Treasurer of the MSA for the terms from date of election to fall graduation the following year.

Section VIII.

Representative Voting

The voting members are one representative for each constituent organization and the Executive Board, as well as the individuals of the organization.

Section IX.

Elections

Voting for elections shall take place by secret ballot. Candidates will deliver a 3-5 minute speech after which general body members will have the opportunity to pose questions. After all candidates have spoken, general body members who want to and are able, will vote. The candidates with majority vote for their respective positions will be elected. Should the case occur that there is not one candidate with the majority of the votes, there will be a revote. Only candidates that have submitted a formal application for a specified position shall be considered for elections; no write-in will be accepted.

Section X.

Election Period

Applications and elections for all Executive Board positions for the coming term shall take place during November and December.

Section XI.

Requirements

- In order to be eligible to run for office, the candidate must be a full member of the MSA. The candidate must be registered as a Virginia Tech student for the entirety of the term of office after the elections. The candidates must have been an active member for at least one semester prior to the date of elections.
- Must be in good standing in terms of conduct with the University at time of candidacy.
- Undergraduate students must be enrolled full-time with at least 12 credits, and have completed at least 12 credits in the prior semester at the time of candidacy, unless they are first-year students.
- To run for an Executive Board position, the candidate must have earned at least 75 points via the points system by the election.
- To run for the position of MSA President, candidates must have either:
 - i. Been on a previous board
 - ii. Earned at least 75 points the two previous semesters (i.e. the semester in which elections are taking place and the semester before)

Section XII.

Vacant Positions

If a candidate cannot be found for an office during the nomination period, the President may appoint a candidate to fill the position until an election takes place.

Section XIII.

Position Vacancy

Should a vacancy occur in the office of president, the Vice President shall fill the position. Should a vacancy occur in any remaining positions, the Vice President will temporarily fulfill the duties of the vacant office until an election can be held at the next general body meeting. Any person wishing to run shall submit an application before the election date to the executive board stating their qualification.

ARTICLE V

Appointed Officers

Section 1: Appointment Procedures

The non-elected officers will be appointed upon application review and majority vote by the Executive Board.

Section 2: Application Process

It is the responsibility of the Executive Board to advertise to all members the availability of these positions within two weeks following the last day of exams to provide ample time to apply. Members who wish to apply for these positions must fill out an application form for the position as determined by the Executive Board.

Section 3: Eligibility

In order to apply for an appointed position, candidates must be a member of the MSA in good standing.

Section 4: Positions and Duties

There shall be five appointed positions. The MSA Board, or simply the board as a whole, will consist of the Executive Board along with all the appointed officers excluding the Alumni Representative, for a total of seven Board members. There shall also be 3 additional committee chairs.

A. Secretary

1. Attend all meetings
2. Prepare minutes for all meetings and send to appropriate members
3. Keep track of membership
4. Maintain schedule of events
5. Reserve rooms for MSA Events
6. Keep track of all MSA documents
7. Keep track of points for all members including Exec board
8. Maintain the points system for the semester

B. Historian

1. In charge of all multimedia that flows through MSA as defined by:
 - i. Pictures
 - ii. Videos
 - iii. Posters
 - iv. Brochures
 - v. Flyers
2. Must keep multimedia organized and easily accessible

3. Responsible for updating media on the MSA website, YouTube account, Facebook groups, and other Internet resources
4. Responsible for creating multimedia presentations for MSA

C. Sister's Social Coordinator

1. Must be a sister/female
2. Arrange regular social activities for sisters
3. Promotes sisterhood in MSA by fostering an inclusive and accepting environment
4. Works with the Brother's Social Coordinator to plan joint social events and to organize MUGS (Muslim Under/Graduates Social)
5. Representative to the Board for all sister-specific concerns

D. Brother's Social Coordinator

1. Must be a brother/male
2. Arrange regular social activities for brothers
3. Promotes brotherhood in MSA by fostering an inclusive and accepting environment
4. Works with the Sister's Social Coordinator to plan joint social events and to organize MUGS
5. Representative to the Board for all brother-specific concerns

E. Secondary Representative

1. Attend all monthly CUSA meetings
3. Help gather information relevant to MSA's mission for the community
4. Help implement and run MSA events
5. Update MSA Board members on any meeting updates

G. Project Manager

1. Work closely with University Administration to implement policies to help the Muslim community
2. Conduct surveys asking the Muslim community what they would like to see more of on campus
3. Update MSA Board members weekly or bi-weekly on progress

H. Alumni Representative

Must be an Alumni of Virginia Tech

Must be a registered Alumni member of MSA as outlined in Article IV, Section 3C

Provide a pathway of communication between the Virginia Tech Alumni Community and the current Executive Board for event planning, knowledge transfer, and fundraising

Must be in collaboration with University Advancement

Section 5: Committee Chairs

Committee chairs are non recurring chairs created at the discretion of the Executive Board based on the events planned for that year. Examples of committee chairs: Islam Awareness Week Chair, Soccer Fever Chair, Night of Power Chair, etc.

1. * All Board members are able to attend Board meetings.
2. Ability to vote on all matters at Board meetings deemed necessary by the Exec Board.
3. Ability to nominate committee members. *

ARTICLE VI

Meetings

Section I.

Logistics

The date, time, and place shall be decided and announced by the Executive Board.

Section II.

Attendees

General Body meetings shall be open to the public.

Section III.

Attendance

Board meeting attendance is mandatory by all officers. General Body meeting attendance is mandatory by all officers. Should a representative of an organization be unable to attend a meeting, he or she must notify a member of the Executive Board in advance as well as send another representative from his or her respective organization.

Section IV.

Absences

If any appointed officer of a constituent organization fails to attend three-fourths (3/4) of meetings, then the voting rights of this person shall be removed. If the executive board believes it to be appropriate, then the person may be impeached from office in accordance with BYLAWS, ARTICLE II.

ARTICLE VII

Constitution Changes

Section I.

Amendments

1. Any member of the MSA General Body may make recommendations for an amendment to this Constitution at any time. The recommendation must be presented along with a formalized note as to why the amendment is needed.
2. Amendments may only be passed with a two-thirds majority vote of the MSA Executive Board.
3. The amendment must adhere to all University Policies and Procedures.
4. Any proposed amendment must receive the unanimous approval of the executive board to be brought to the MSA's active membership for a vote
5. The general body meeting in which an amendment is to be discussed must be announced on the website and the Listserv two weeks ahead of time. The text of the amendment will be posted on the website. The quorum for this meeting is a simple majority of the full membership.
6. Only full members may vote on amendments. The amendment will become part of the constitution if three-fourths of the full members in attendance approve it. All amendments, changes, or deletions must be filed with the appropriate affiliated organizations as necessary

Section II.

Ratification of the Constitution

1. The MSA Board must first unanimously vote for the constitution. The constitution must then be approved by the faculty advisor, or will be rejected until revised. Lastly, the constitution must be sent to all affiliated organizations
- 2, The Exec Board is the only entity that may interpret any ambiguities within this constitution. A unanimous vote is required to agree on the interpretation.
3. It is the responsibility of the Exec Board to enforce the constitution. If the Exec board does not do so, the Judiciary Procedures as outlined in Article will be placed into effect by the rest of the board. If all members of the Board are accused of not adequately enforcing the constitution, a majority of the Full Members may also enact the Judiciary Procedures.
4. The procedure to adopt a new constitution is identical to the amendment procedure, as noted in Article VII, Section I.

ARTICLE VIII

Judiciary Procedures

Section 1: Major Offenses

Members of the MSA can be removed from the organization, regardless of role. Major offenses include but are not limited to: purposefully creating dissent, abuse of MSA funds and/or property, and willfully causing harm to the MSA or its members. After a formal hearing with the accuser (if applicable), the accused, the Executive Board, and the Faculty Advisor, the latter two will determine if the offense is a Major Offense and take the necessary action as outlined in Article XIV Sections 2-4. Minor offenses will be handled on a case-by-case basis by the board as a whole.

Section 2: Procedure for Members

A member can be removed from the MSA by a unanimous vote from the Executive Board and the Faculty Advisor.

Section 3: Procedure for Board Members

If a board member is found to have committed a major offense, or repeatedly fails to satisfy his or her duties as a board member, the board member may be removed from office. The officers can move an individual board member to resign with a unanimous vote (with the exception of the accused officer) as well as consent from the Faculty Advisor.

Section 4: Disqualification of a Candidate

If a candidate for any office has violated the guidelines stated in Article X Section 6, the Election Committee that oversees officer elections may disqualify that candidate with a unanimous vote. If the candidate has committed a major offense, then the procedures from Article XIV Section 1-2 may also take effect.

ARTICLE IX

Finances

Section 1: Purchases

1. Members will not purchase anything for MSA events, MSA as an organization, or in the name of MSA without written permission that dictates exactly what to buy from the MSA Treasurer.
2. Members who do not purchase exactly what is dictated on the written permission slip previously mentioned will not be reimbursed for the extra purchases.

3. Members must personally turn in the written permission slip from the Exec Member, proof of purchase (receipt), and a completed reimbursement form to the the Treasurer no later than 48 hours after the date on the receipt. The reimbursement form will be written and provided by the Treasurer.

Section 2: Event Budgeting/Contingency

1. For events requiring contingency, budgets must be turned into the Treasurer at least six weeks before the event.
2. Events not requiring contingency must be submitted at least three weeks before the event.

Section 3: Pending Transactions/Debts

1. Debts can be incurred to the MSA for failing to reimburse the MSA for materials or property lost or stolen.
2. Any debts owed to the MSA by a member must be paid by the deadline of one week before the reading day of that semester.
3. Any debts owed to the MSA by other organizations or third parties should be collected by the deadline of one week before reading day of that semester.

ARTICLE X

Events

Section 1: Event Proposals

1. Any member with ideas for an event to be held by the MSA should contact the Board to schedule a meeting about said event.
2. The time, date, and budget of said event will then be determined by the Board and the member at this initial meeting, or a later meeting.

ARTICLE XI

Meeting Procedures

Section 1: General Body Meetings

A. Meeting Timeline

1. Will be held bi-weekly, on a day, time, and location will be determined by the Exec Board

B. Meeting Topics and Discussion

1. Reports will be submitted by all Board and committee members to the President at least one night before the meeting.
2. The President will review the reports, and determine which board and committee members will give their report to the MSA general body.
3. Members must submit written concerns that they would like discussed to the President before meeting. These will be included in the agenda compiled by the Secretary as per the President's direction. If a member has a concern that is not on the agenda, the President has full right to defer the question to another meeting.

C. Attendance

1. Attendance is mandatory is for all board members unless a valid excuse is given (obligations to university, sickness, or death in family).
2. Committee member attendance is only mandatory if it is deemed by the President that they must give their report
3. The point system as outlined in Article XIII will apply to these meetings, so regular attendance is highly encouraged to all members

D. Meeting Structure

1. The entire meeting is run by the President, but will not run beyond the time allotted to it.
2. The meeting will begin with the review of the agenda, followed by reports from the committee chairs
3. After the reports are finished questions and concerns submitted by members will be addressed and mediated by the President
4. Any time leftover will be used to the discretion of the President
5. Meetings will never go over one hour

Section 2: Board Meetings

A. Meeting Timeline

1. Board meetings will be held bi-weekly, on the weeks that General Body meetings are not held. The day, time, and location will be determined by the Exec Board.

B. Meeting Topics and Discussion

1. The general state of MSA
2. Administrative updates
3. Each Board member will present what they are currently working on to the Exec Board
4. Brainstorming

C. Attendance

1. Board meetings are mandatory for all board members unless a valid excuse is given (obligations to university, sickness, or death in family). Members who are not part of the Board are permitted to attend by invitation only.
2. Committee members are required to attend if invited to come by a member of the Exec Board to discuss their event

D. Meeting Structure

1. Board meetings will not run beyond the allotted time
2. The President will preside over all board meetings and determine the structure of the meeting

ARTICLE XII

Points System

Section 1: Total Points

Each semester there shall be 100 points to be allotted to events by the Executive Board. This system will serve to provide a concrete, numerical method of assessing participation in the MSA.

Section 2: Allotment of points

The current Executive Board will have one week from the start of the academic semester to publish a document showing the scaled point worth of each event, summing to exactly 100 points. The point value of the events will be determined at the discretion of the Executive Board, however the basic ranking system below, listed from the most to least valuable events, must be followed:

1. Major Events
2. Constitutional Meetings
3. Minor Events
4. General Meetings
5. MUGS/Other Discretionary Events

Therefore, the points allotted to number 2 cannot exceed those allotted to number 1, etc.

Section 3: Discretionary Points

In addition to the 100 set points, the MSA Executive Board will have 15 discretionary points to attach to events throughout the semester. These points may not be given on a personal basis and must be unanimously agreed upon by the Board as to which events to add them to. These points must be available to all members.

This will be a joint, *ad hoc* subcommittee between the Commission on Undergraduate Student Affairs (CUSA) and the Commission on Graduate & Professional Student Affairs (CGPSA). This joint subcommittee will be responsible for reviewing proposals and major amendments to the funding policies, strategies, and any policy-related matters that pertain to general student financial plans (both undergraduate and graduate) that are recommended to them from the Appropriations Committee, the Graduate Student Budget Board (GSBB), or the chairs or vice-chairs of these entities.

The composition of SAPRC will be five CUSA and five CGPSA members. At least three of the five members nominated to this role from each commission must be students. Members must be voted in by majority from their respective commission.