



Committee Bylaws of the General Student Senate

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Article I - *Jurisdiction*

SECTION 1 - Authority

These Bylaws are adopted under the authority of the Constitution and Standing Rules of the General Student Senate (GSS) of the University of Maine Student Government, Inc. (UMSG). They establish a unified framework for the operation, structure, and responsibilities of all committees formed under Rule VI of the Standing Rules.

SECTION 2 - Purpose

Committees exist to support the Senate's legislative, policy, and advocacy work. They provide a structured space for in-depth discussion, student input, and the development of resolutions or recommendations before the full Senate considers them. Committees are a cornerstone of how the GSS builds collective understanding, identifies priorities, and prepares institutional action. This document serves as a centralized repository for the structures, authorities, and intentions that have historically governed committees and liaisons. Many of these provisions have existed across decades of resolutions and practices, but they have never been consolidated into a single, accessible framework. By unifying them here, the GSS takes a necessary step to affirm its commitment to clarity, transparency, and long-lasting governance.

SECTION 3 - Supremacy

These Bylaws are subordinate to the UMSG Constitution and the GSS Standing Rules. In the event of a conflict, the Constitution shall prevail, followed by the Standing Rules, and then these Bylaws.

SECTION 4 - Discretion of the Chair

Committees may adopt internal procedures, provided they do not conflict with these Bylaws or any higher governing documents. The Chair retains complete discretion over all procedural matters not explicitly addressed by the GSS Constitution, Standing Rules, or these Bylaws. This authority is intentionally non-exhaustive, allowing Chairs to determine appropriate practices as needs arise, subject only to the will of the Senate.

Article II - *Classification of Committees*

SECTION 1 - Executive Committees

Executive Committees provide oversight and legislative partnership directly with the Executive Branch and its divisions, including but not limited to the Executive Budgetary Committee, Student Entertainment, Student Organizations, and Student Leadership Committees. Executive Committee chairships are reserved for the corresponding Executive Officer.

SECTION 2 - Standing Committees

Standing Committees are permanent legislative bodies in the Standing Rules. Each has continuing jurisdiction in their assigned areas and may forward approved resolutions to the Senate for consideration. Standing Committee chairships shall be reserved exclusively for sitting Senators.

SECTION 3 - Special Committees

Special Committees shall be established by a corresponding Senate resolution to address specific and time-sensitive matters. They shall automatically dissolve upon completion of their mandate or at the end of the session, whichever occurs first, unless reauthorized annually by the GSS. *Special Committees shall not be incorporated into these Bylaws during their initial year of operation; only those reauthorized for a second year or more will be formally added to this document.* Special Committee chairships will be held by either Senators or Representatives.

SECTION 4 - Committee Powers

Committees may only consider business within their assigned jurisdiction as defined in the Standing Rules or by Senate measure. Only resolutions approved by a majority vote in committee may advance to the Senate. Amendments to the individual bylaws of each committee must be passed by the Policy and Procedure Committee before being considered by the GSS.

Article III - Purpose of Liaisons & Representatives

SECTION 1 - Definition

Liaisons & Representatives provide structured connections between the GSS and key campus or community entities. Liaisons & Representatives represent the Senate, foster relationships, and provide updates during weekly GSS meetings.

SECTION 2 - Membership

Liaisonships & Representativeships may be held by Senators or Representatives and shall be elected by the GSS during the chair nomination process.

Article IV - Executive Committees

SECTION 1 - Executive Budget Committee (EBC)

A. Purpose, Mission, and Jurisdiction:

The Executive Budgetary Committee (EBC) serves as the principal financial advisory and oversight body of the General Student Senate. Its mission is to guide the development of the Annual Budget, review and uphold fiscal policies, and ensure responsible and transparent allocation of Student Activity Fee (SAF) funds. The committee holds jurisdiction over matters related to budget planning and execution,

financial policy review, and recommendations concerning the use of UMSG resources, as well as any other financial matters referred to it by the GSS.

B. Membership & Chairship:

The Vice President of Financial Affairs shall chair the EBC. Membership is reserved for the President, Vice President, Vice President of Student Organizations, and four Senators elected by the GSS.

C. Powers & Responsibilities:

It is the responsibility of EBC to...

1. Draft and recommend the Annual Budget for Senate approval in accordance with UMSG fiscal timeliness.
2. Review and provide recommendations on all funding allocations, budget revisions, and supplemental requests requiring Senate approval.
3. Conduct regular review of UMSG financial policy and recommend amendments to the Policy and Procedure Committee when appropriate.
4. Ensure the responsible and transparent use of SAF funds.
5. Maintain oversight of financial practices to ensure alignment with UMSG policy and legal requirements.
6. Support and guide organizational funding requests to ensure compliance with budget standards.
7. Preserve institutional knowledge of past budget cycles to support long-term financial stability.

D. Establishment:

The EBC is established by the Constitution and Standing Rules of the General Student Senate.

SECTION 2 - Student Entertainment Committee (SEC)

A. Purpose, Mission, and Jurisdiction:

The Student Entertainment Committee (SEC) is a means for the general student body to provide input on all matters pertaining to the Student Entertainment Division. Its goal is to bring outside input on otherwise closed-door decisions for the various events hosted by the Student Entertainment Division. SEC will have jurisdiction over all matters related to the allocation of the Student Activity Fee, distributed to student entertainment.

B. Membership & Chairship:

The Vice President of Student Entertainment shall chair the SEC. Membership is reserved for the AVPSE, the elected senator of student entertainment, and any member of the general student body.

C. Powers & Responsibilities:

It is the responsibility of the SEC to...

1. Provide a student perspective to the planning of all campus events.

2. Review the allocation of the Student Activity Fee in Student Entertainment and ensure the responsible and transparent use of SAF funds.
 3. Conduct regular surveys of the Student Body's impression of Student Entertainments events.
 4. Aid in responsibilities directed by the VPSE or AVPSE.
- D. Establishment:
The SEC is established by the Constitution and Standing Rules of the General Student Senate.

SECTION 3 - Student Leadership Committee (SLC)

- A. Purpose, Mission, and Jurisdiction:
The Student Leadership Committee (SLC) is the committee that directly aids the inner workings of UMSG Inc., as well as the publicity and recruitment of Senators. This committee serves as a platform for the undergraduate student body to provide input on how UMSG Inc. operates and the types of outreach they would like to see. SLC has jurisdiction over all publicity for in-person publicity of UMSG Inc. and all matters pertaining to student leadership.
- B. Membership & Chairship:
The Vice President of Student Leadership shall chair the SLC. Membership is reserved at the discretion of the Vice President of Student Leadership.
- C. Powers & Responsibilities:
It is the responsibility of the SLC to...
1. Maintain a connection with the undergraduate student body through tabling, surveys, events, and all other outreach activities at the discretion of the chair.
 2. Work to fill any empty Senator seats in the GSS.
 3. Arrange the semesterly senate retreat.
 4. Aid in responsibilities directed by the VPSL and the GSS.
- D. Establishment:
The SLC is established by the Constitution and Standing Rules of the General Student Senate.

SECTION 4 -Student Organizations Committee (SOC)

- A. Purpose, Mission, and Jurisdiction:
The Student Organizations Committee (SOC) oversees the recognition process of student organizations. The SOC ensures that all clubs eligible to be recognized are screened before addressing the GSS. The SOC shall have jurisdiction over matters pertaining to all UMSG potential and recognized student organizations on campus.
- B. Membership & Chairship:
The Vice President of Organizations shall chair the SOC. Membership is reserved for four elected senators, elected by the GSS.

C. Powers & Responsibilities:

It is the responsibility of the SOC to...

1. Uphold all guidelines of the Student Organization Recognition Policies (SORP).
2. Conduct interviews with prospective clubs to assess eligibility for preliminary and final recognition, especially based on undergraduate membership requirements and on the principle of not duplicating the efforts of an existing club.
3. Screen all clubs that wish to utilize the club storage system. Screening includes comprehension of possible items stored, current storage location, clubs' access to alternative options, frequency of use, purpose of items stored, and all other components deemed necessary by the VPSO and GSS.
4. Screen organizations that wish to be established as a Representative Board or Community Association for: Bylaws, membership, necessity, overlapping jurisdiction, desire of the student body, and all other items deemed necessary by the VPSO and GSS.
5. All other responsibilities assigned by the GSS.

D. Establishment:

The SOC is established by the Constitution, Standing Rules, and the Student Organization Recognition Policies of the General Student Senate.

Article V - Standing Committees

SECTION 1 - Academic Affairs Committee (ACA)

A. Purpose, Mission, and Jurisdiction:

The Academic Affairs Committee serves as a platform for students to collaborate with the provost to enhance academic programs on campus and address student concerns.

Academic Affairs will strive to enhance academic standards on campus by addressing student concerns and bringing them to the attention of the administration; functioning as a direct path for students to faculty to streamline campus improvements. They shall have jurisdiction over all educational matters, including courses, academic materials, and the teaching staff.

B. Membership & Chairship:

The Academic Affairs Committee shall be chaired by an elected Senator from the General Student Senate. Its membership shall be open to any member of the undergraduate student body, while the voting members shall be defined by the chair.

C. Powers & Responsibilities:

It is the responsibility of the ACA to...

1. Work to actively survey student opinions of academics on campus through occasional email surveys, tabling, and events.
2. Maintain a working relationship between the UMaine Provost office/Academics and UMSG, meeting regularly at a frequency determined by the Chair and the Provost office.

3. Relay student opinions, concerns, and all other relevant information to the General Student Senate and relevant academic bodies when needed.
4. Assist in educating the student body about important academic updates, feedback opportunities, changes in policy, and other information deemed necessary by the chair or GSS.
5. All other tasks are assigned to them by the GSS.

D. Establishment:

The ACA is established by **45S-POL-076-04-09-2024**.

SECTION 2 - Services Committee (SRV)

A. Purpose, Mission, and Jurisdiction:

The Services Committee is responsible for addressing all accessibility and public utility issues. Services will work with the University to improve in these areas according to the student body's wants and needs. The Services Committee is a direct path for students to see their wants and needs become construction and maintenance projects on campus. Services shall have jurisdiction over all public utility-related issues brought to the GSS.

B. Membership & Chairship:

The Services Committee shall be chaired by an elected Senator from the General Student Senate. Its membership shall be open to any member of the undergraduate student body, while the voting members shall be defined by the chair.

C. Powers & Responsibilities:

It is the responsibility of the SRV to...

1. Work to actively survey student opinions of accessibility and services-related issues on campus through occasional surveying, tabling, and events.
2. Meet regularly and maintain a working relationship between UMaine's accessibility services and UMSG, Inc.
3. Relay student opinion, concern, and all other relevant information to the UMaine faculty, UMaine Space Committee, and executive decision makers.
4. Work to address any concerns or issues regarding student accessibility and public utilities brought to the attention of the committee.
5. Assist in educating the student body about essential updates, feedback opportunities, and other information deemed necessary by the chair or General Student Senate.
6. Oversee all Proposal Intake Forms.
 - a. All intake forms must be voted on by the General Student Senate before submission to the University of Maine.
7. Write and submit all proposals for the Annual Call.
8. Any other tasks directed by the General Student Senate.

D. Establishment:

The SRV is established by **46S-POL-131-11-4-2025**.

SECTION 3 - Policy and Procedure Committee (POL)

A. Purpose, Mission, and Jurisdiction:

The Policy and Procedure Committee shall be responsible for the initial assessment of all changes to governing documents. They shall review all documents submitted to the committee chair to screen for any issues in the documents and analyse the purpose and impact these changes will make. The Policy and Procedure Committee shall have jurisdiction over all governing documents and any other matters deemed appropriate by the General Student Senate.

B. Membership & Chairship:

The Policy and Procedure Committee shall be chaired by an elected Senator from the General Student Senate. Its membership shall consist of Senators from the General Student Senate.

C. Powers & Responsibilities:

It is the responsibility of the POL to...

1. Edit all documents for grammar errors.
2. Determine whether the changes fulfill their intended purpose.
3. Confirm the necessity of the document.
4. Maintain governing documents to consistently reflect the practices of UMSG, Inc.
5. All other tasks are assigned to them by the GSS.

D. Establishment:

The POL is established by the Standing Rules of the General Student Senate.

Article VI - *Special Committees*

SECTION 1 - Food and Dining Affairs Committee (FDA)

A. Purpose, Mission, and Jurisdiction:

The Food and Dining Affairs Committee is responsible for all dining-related issues on campus. They shall be a voice for undergraduate students to address any concerns about food-related issues directly to Sodexo. They shall have jurisdiction over all matters dining-related on campus.

B. Membership & Chairship:

The Food and Dining Affairs Committee shall be chaired by an elected Senator or Representative. Its membership shall be open to all undergraduate students.

C. Powers & Responsibilities:

It is the responsibility of the FDA to...

1. Working to actively survey student opinions of food and dining on campus through occasional email surveys, tabling, and events.
2. Maintaining a working relationship between Sodexo/UMaine Dining services and UMSG, meeting regularly at a frequency determined by the Chair and the Sodexo representative.
3. Relaying student opinion, concern, and all other relevant information to the General Student Senate and Sodexo/UMaine Dining services.
4. Working to address any concerns or issues of the student body concerning food and dining brought to the attention of the committee.

5. Assisting in educating the student body about essential updates, feedback opportunities, changes in policy, and other information deemed necessary by the chair or GSS.
 6. Any other tasks directed by the General Student Senate.
- D. Establishment:
The FDA is established by **46S-POL-76-04-29-2025**

SECTION 2 - Holistic Health and Wellness Committee (HHW)

- A. Purpose, Mission, and Jurisdiction:
The Holistic Health and Wellness Committee works to enhance wellness conditions on campus, supporting the needs of undergraduate students. They shall advocate for student wellness - in all forms - on campus, while spreading awareness of these issues in the community. The HHWC shall have jurisdiction over student well-being on campus.
- B. Membership & Chairship:
The Holistic Health and Wellness Committee shall be chaired by an elected Senator or Representative. Its membership shall be open to all undergraduate students, while its voting members shall be defined by the chair.
- C. Powers & Responsibilities:
It is the responsibility of the HHW to...
1. Work to establish and maintain relationships with student wellness-related campus services, such as the Student Wellness Resource Center, the Counseling Center, Title IX Student Services, Student Accessibility Services, and others as deemed appropriate by the committee chair.
 2. Work to establish and maintain relationships with wellness-centered student and community-led organizations as deemed appropriate by the committee chair or GSS.
 3. Organize at least one wellness-related outreach, event, survey, or feedback opportunity per semester to maintain student perspective on wellness as it relates to campus life.
 - a. Such opportunities should also serve to increase visibility and accessibility of one or more student support and wellness services or groups from the greater Orono community.
 4. Work to address any concerns or issues of the student body pertaining to mental, emotional, social, or physical health brought to the attention of the committee.
 5. Relay student opinion, concern, and all other relevant information to the applicable UMaine support service or executive decision makers.
 6. Assist in educating and updating the student body on important issues, opportunities, changes in policy, and other information deemed necessary by the chair or the GSS.
 7. Any other tasks as directed by the General Student Senate.
- D. Establishment:
The HHW is established by **46S-POL-86-09-23-2025**.

SECTION 3 - Student Symposium Committee (SSC)

A. Purpose, Mission, and Jurisdiction:

The Student Symposium Committee allows student input into the planning process of the Student Symposium, held each Spring Semester. The Student Symposium Committee shall assist with publicity, input, volunteering,, and any other tasks at the discretion of the chair and the GSS. The Student Symposium Committee shall have jurisdiction over all Student Symposium matters brought to the General Student Senate.

B. Membership & Chairship:

The Student Symposium Committee shall be chaired by an elected Senator or Representative. Its membership shall be open to all undergraduate students.

C. Powers & Responsibilities:

It is the responsibility of the SSC to...

1. Relay student opinion, concern, and all other relevant information to the General Student Senate.
2. Work to address any concerns or issues of the student body concerning food and dining brought to the attention of the committee.
3. Assist in educating the student body about essential updates, feedback opportunities, and other information deemed necessary by the chair or GSS.
4. They may represent UMSG Inc. on the staff-run Student Symposium Advisory Committee and the Student Symposium Executive Committee.
5. Any other tasks directed by the General Student Senate.

D. Establishment:

The SSC is established by **46S-POL-77-04-29-2025**.

SECTION 4 - Voter Involvement and Education Committee (VIE)

A. Purpose, Mission, and Jurisdiction:

The Voter Involvement and Education Committee is a collaborative effort to spread voter awareness on campus. *VIE is strictly non-partisan.* The Voter Involvement and Education Committee shall be responsible for serving as an active resource for students on campus to learn more about the United States government and the voting process in a comprehensive, non-partisan manner.

B. Membership & Chairship:

The Voter Involvement and Education Committee shall be chaired by an elected Senator or Representative. Its membership shall be open to all undergraduate students.

C. Powers & Responsibilities:

It is the responsibility of the VIE to...

1. Work to establish and maintain relationships with the student body through polls, tabling, and other outreach to complete the goals of this committee.
2. Maintain relationships with the Political Science Department as deemed appropriate by the committee chair, to work on committee projects and to plan any desired collaborative events.
3. Continue to work with the Chair of the University of Maine UVote program in

such capacity as is desired by the General Student Senate and the aforementioned individual.

4. Address any student concerns, wants, or needs regarding voter involvement, education, and all other relevant information to the committee.
5. Assist in educating and updating the student body on essential issues, dates, opportunities, changes in relevant information, and other information as deemed necessary by the committee chair.
6. Maintain contact with the recognized political groups on campus
7. Any other tasks as directed by the General Student Senate.

D. Establishment:

The VIE is established by **46S-POL-110-10-07-2025**.

Article VII - *Liaisonships & Representatives*

SECTION 1 - Center for Undergraduate Student Research Liaison (CUGR)

A. Partner Organization

Student Symposium Advisory Board and Student Symposium Executive Committee.

B. Purpose & Mission

The CUGR Liaison shall give student input on the staff-run Student Symposium Advisory Committee and the Student Symposium Executive Committee. They shall also inform the Senate of all research opportunities, scholarships, and anything else pertaining to undergraduate research.

SECTION 2 - Faculty Senate Representative

A. Partner Organization

The University of Maine's Faculty Senate

B. Purpose & Mission

The Faculty Senate Representative shall sit in on the Faculty Senate meetings to observe and take notes. They report back to the Senate, including all relevant points in their report.

SECTION 3 - Graduate Student Senate Representative

A. Partner Organization

The University of Maine's Graduate Student Senate (GSG)

B. Purpose & Mission

The GSG Representative shall relay all relevant information from the Graduate Student Senate to the GSS. This representative shall attend the GSG meetings to observe and take notes.

SECTION 4 - Military and Veterans Liaison

A. Partner Organization

Variable

B. Purpose & Mission

The Military and Veterans Liaison shall work with the military and veteran presences on campus. They represent all those who fall under that category, including ROTC groups, veterans, active-duty military students, and others. They shall report their findings back to the Senate and assist those organizations when possible. The Military and Veterans Liaison shall also be responsible for assisting Orono town Sexton Mike Smart and the fire department with veteran flag replacement on the Friday before Memorial Day.

SECTION 4 - Old Town Council Representative

A. Partner Organization

Old Town Council

B. Purpose & Mission

The Old Town Council Representative shall attend the Old Town Council meetings and work with the mindset of providing the UMaine student perspective and aiding those students. They shall report their work back to the Senate, plus all relevant information.

SECTION 5 - Orono Town Council Representative

A. Partner Organization

Orono Town Council

B. Purpose & Mission

The Orono Council Representative shall attend the Orono Town Council meetings and work with the mindset of providing the UMaine student perspective and supporting these students. They shall report their work back to the Senate, plus all relevant information.

SECTION 6 - Student Legal Representative

A. Partner Organization

UMSG Inc. Lawyer, Sean O'Mara

B. Purpose & Mission

The Student Legal Representative shall meet with Sean O'Mara, the attorney of UMSG Inc., as often as needed to check in on his progress and receive general updates, then report the content of those meetings back to the Senate.

Article VIII - Document Construction

SECTION 1 - Amendments

- A. This document shall automatically be updated by the Executive Administrator in the following manner unless stated otherwise;
1. Removal of committees from this document following disbandment through the General Student Senate.
 2. Changes in name and acronym.

- a. This includes changing the title and all references to the previous title throughout this document.
 - b. This does not include changes to the content of the Bylaws.
- 3. Updating the document to reflect the most recent founding resolution.
(*ex. renewal documents*)
- 4. Maintaining alphabetical order throughout this document.
- B. Any other changes not outlined in this section must be approved by the Policy and Procedure Committee and the General Student Senate with a majority vote.

SECTION 2 - Format

- A. All Bylaws in this document shall remain in alphabetical order.
- B. All Bylaws must include the following:
 - 1. Committee Summaries:
 - a. Committee name and acronym
 - i. Acronyms must be three letters
 - b. A description of the Committee, including its disbandment date if applicable.
 - c. Membership Requirements
 - d. The responsibilities and/or Bylaws of the Committee
 - e. The policy number of the founding document or a citation from another governing document.
 - 2. Liaisonship Summaries:
 - a. Partner Organization
 - b. Objective of the Liaisonship
- C. Should a summary fail to meet the requirements stated, the founding policy must explicitly state the reason; otherwise, the summary shall be sent back to the Policy and Procedure Committee for revision.