

## BYLAWS

### Bylaw 1: Organization of Policy Centers

#### 1. Establishment of Brain Trusts

- a. There shall be six brain trusts under the University of Denver Roosevelt Institute (herein referred to as “the Institute”):
  - i. The Defense and Diplomacy Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to foreign policy and national security.
  - ii. The Economic Development Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to the economy, economic health, and economic development.
  - iii. The Education Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to education reform at all schooling levels.
  - iv. The Environment and Energy Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to environmental protection, sustainability, and energy policy.
  - v. The Equal Justice Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to social justice, civil rights, equality, political reform, and participatory democracy.
  - vi. The Health Care Brain Trust shall be responsible for examining issues and deliberating solutions pertaining to health care, public health and wellness, and health care reform.
- b. Each brain trust shall conduct its own research, writing, and publications, as well as other activities pertaining to its area of responsibility.

## **2. Leadership**

- a. Each brain trust shall be led by a director, or by two co-directors, elected by the members of the respective brain trust.
- b. Each director shall be elected by majority vote (50% + 1). If there is a tie between two candidates, the candidates may consent to be co-directors of the Institute.
- c. Each director shall be elected at the time of Executive Officer elections (see Bylaw 2 Section 1.c).
- d. If there is no director at the beginning of the academic year, the brain trust must hold a special election by the fifth week of Fall Quarter.
- e. The director shall lead all research and activities for each brain trust and report to the Vice President and President. They will concurrently work with the Director of Advocacy for community impact.
- f. If a director of a brain trust is temporarily incapable of performing his or her tasks, the brain trust must elect a temporary director until the original director may resume his or her duties.
- g. If a director of a brain trust is permanently incapable of performing his or her tasks, the brain trust must elect a new director immediately.

### **Bylaw 2: Transition of Leadership**

#### **1. Elections of the Executive Officers**

- a. No later than the 7<sup>th</sup> Friday of Winter Quarter, potential candidates must submit an application to the Secretary for their candidacy for any executive office position. The Secretary will work with the other executive officers to determine the content of this application and will make it available by the 3<sup>rd</sup> Friday of Winter Quarter in OrgSync.
- b. At the last meeting of Winter Quarter, the Secretary shall announce the names of those who have applied to run for each Executive Office.
- c. By the second week of Spring Quarter, the Institute must hold a meeting. At this meeting, some time must be appropriated to allow all candidates to make speeches (if they so desire) on why they would like to hold office.

These speeches are limited to five minutes with a hard cut-off. After the speeches have concluded, voting by secret ballots shall occur.

- d. The Secretary shall announce the results of the election to all members in attendance after all the ballots have been counted.

## **2. Transitions of Executive Officers**

- a. Newly elected executive officers shall assume all duties of their office immediately after election.
- b. Incumbent executive officers that are not re-elected shall advise and supervise the newly elected executive officers.
- c. Incumbent executive officers that are not re-elected shall work with the newly elected executive officers to help understand the roles, duties, and responsibilities the office provides.
- d. Incumbent executive officers that are not re-elected shall help the newly elected executive officers as needed until the end of the academic year.

### **Bylaw 3: Temporary Leadership**

#### **1. Temporary Leadership Elections**

- a. Pursuant to Article IV Section 3.c of the Constitution, temporary leadership shall be established while executive officers are studying abroad. Temporary leaders must be voted in with a majority vote (50% + 1).
- b. Executive officers must notify the members of the Institute by the sixth week of Spring Quarter if they are studying abroad and require a temporary replacement.
- c. Temporary replacements must fill the qualifications identified in Article IV Section 2 of the Constitution.
- d. Members who wish to be a temporary officer must notify the Secretary after the announcement of executive officers and prior to the vote.

- e. The vote to identify a replacement executive officer must take place before the end of the academic year prior to the period of temporary leave and must take place by secret ballot.
- 2. Vice Presidential Exception**
- a. If the President will be on temporary leave but the Vice President will not, the members of the Institute can choose to vote in the Vice President as temporary President. This bylaw shall not be construed to fulfill the purpose of Article IV Section 5.b when the Presidency is vacated by impeachment or resignation.
  - b. If the membership chooses to elect the Vice President as a temporary President, a majority vote (50% + 1) is necessary.
  - c. The membership is not required to elect a temporary Vice President if the Vice President is confirmed as a temporary President, but may choose to do so if they wish.

#### **Bylaw 4: Leadership Positions**

**1. Non-Executive Positions**

- a. There shall be one Director of Public Relations, responsible for the promotion and advertising of the Institute and its activities on campus, in the community, and on online media sites including the website, Facebook and Twitter.
- b. There shall be on Editor-in-Chief, responsible for supervising all written publications including the blog and other official work. The Editor-in-Chief, with approval of the President, may establish a team of editors who to help with any work assigned. The President approves the editors in this team.
- c. There shall be one Director of Events & Programming, responsible for reserving all meeting spaces and coordinating any other events the Institute chooses to host.

- d. There shall be one Global Student Coordinator, responsible for publicity and maintaining active membership while members are studying abroad.
- e. None of the above listed positions shall be considered an executive officer.

## **2. Duties and Elections**

- a. Any non-executive officer shall report directly to the Executive Officers.
- b. Each non-executive shall be elected at the time of Executive Officer elections (see Bylaw 2 Section 1.c) with a majority vote of the new Executive Officers.
- c. If there is an empty non-executive officer seat at the beginning of the academic year, the Executive Officers must hold a special election by the third week of Fall Quarter. The Executive Officers must notify the membership of open positions at the beginning of the year and interested applicants must notify the Executive Officers by the end of the first meeting of Fall Quarter.
- d. The Executive Officers may require any applicant to fill out a form created by the Secretary in coordination with all Executive Officers to better understand the applicant for each position.
- e. If the Executive Officers wish, they may require any applicant to make a speech clarifying their qualifications for each position and why they desire to hold that non-executive position.
- f. Each non-executive officer shall be elected by a majority vote (50% + 1) of the Executive Officers.

## **3. Executive Officer Fulfillment**

- a. If there is no person fulfilling the role of an executive officer required by the Constitution or these bylaws at the beginning of the academic year, the Institute must hold an election by secret ballot by the third week of Fall Quarter to fill these vacancies.

## **Bylaw 5: New Executive Officer**

### **1. Establishment of the Director of Advocacy**

- a. There shall be one Director of Advocacy who is an executive officer.
- b. The Director of Advocacy will be elected at the same time as other executive officers and follows the same rules for qualifications, term limits, impeachment, and vacancies set forth in Article IV of the Constitution.
- c. The Director of Advocacy's responsibilities are as follows:
  - i. The Director of Advocacy is responsible for coordinating with policy makers and organizations in the community.
  - ii. The Director of Advocacy shall work with the directors of each brain trust of the Institute to create awareness of policy initiatives set forth by the respective brain trust.
  - iii. The Director of Advocacy is responsible for maintain a current list of community partners, including but not limited to non-profit directors, non-profit contacts, business executives, and elected officials and/or their representatives.
  - iv. The Director of Advocacy shall work with members of the Institute to set-up points of contact and meetings with key stakeholders in the community for their policy initiative.

### **2. Establishment of the Advocacy Team**

- a. The Director of Advocacy may request to put together a team of advocates to assist in advocacy efforts. The Director of Advocacy must announce the creation of this team to the general membership.
- b. There shall be no more than one advocate from each graduating class on this team.
- c. Members who wish to be a part of the advocacy team must notify the Director of Advocacy and Secretary within a week of the announcement.
- d. Each advocate shall be elected by a majority vote (50% + 1) of executive officers.