

BY-LAWS OF THE STUDENT COMMITTEE ON UNDERGRADUATE EDUCATION

MISSION STATEMENT:

To improve the quality of undergraduate education at the University of Pennsylvania by proactively addressing the educational concerns of the students and administration.

GENERAL STATEMENT:

The Student Committee on Undergraduate Education shall regard as being within its purview any matters that affect the quality of undergraduate education at the University of Pennsylvania.

I. Membership

A. Criteria

1. Members of SCUE must maintain full-time undergraduate status at the University.
2. All new members of SCUE must possess first or second year standing at the University.
3. The membership of SCUE shall as best as possible reflect the diversity of the student population of the four undergraduate schools at the University and shall be limited to a size which allows the maintenance of the effectiveness of the organization.
4. Members of SCUE must either notify the Steering Committee of any adverse academic judgments against him or her by the Office of Student Conduct or resign from the Committee. The full Steering Committee, and its sole discretion and by two-thirds majority vote, shall have the ability to remove any member against whom there is an adverse academic judgment by the Office of Student Conduct.

B. Duties

1. Members of SCUE are required to attend regularly stated general body meetings unless they notify the Secretary of the Committee in advance with an excused reason of their absence. The Steering Committee shall establish the guidelines for excused absences, and shall make these guidelines clearly known to the General Body each semester.
2. Members of SCUE must actively participate in a subcommittee, which requires attending regularly stated subcommittee meetings and working on a subcommittee project. The Chair External and Chair Internal of SCUE shall be considered ex-officio members of each standing subcommittee.
3. The Steering Committee shall monitor the progress of all members through formalized weekly correspondence with the chairs or corresponding secretaries of the subcommittees. The format of this correspondence shall be established at the discretion of the Steering Committee.

C. Recruitment

1. The addition of members to SCUE shall be by the review and consent of the complete Steering Committee.

2. Interviewing for new members shall be conducted a minimum of twice each year.

D. Inactivity and Removal

1. Members of SCUE who are unable to fulfill their membership duties of any reason may request a leave of absence to be declared inactive for the period of one semester by a two-thirds majority vote of the full Steering Committee. These members would remain official SCUE members and may still attend SCUE meetings and participate in subcommittees. However, they would neither be eligible to take part in any SCUE votes nor be counted towards the official quorum. At the end of each semester, the full Steering Committee must determine whether the SCUE Member should be reactivated or removed from SCUE by a two-thirds majority vote. (Members may become automatically inactive in circumstances involving study abroad, medical leave, or other forms of official leave from the University.)
2. A member may be eligible for removal from SCUE after he or she has violated the By-Laws or failed to fulfill his or her membership duties and the Steering Committee has attempted to contact the member on two separate occasions but been unable to resolve the situation. At the end of each semester, the full Steering Committee must either remove the SCUE Member through a two-thirds majority vote or seek additional contact with the Member, in order to remedy the situation.

II. The Steering Committee

A. Duties

1. The Steering Committee shall interview and appoint new members.
2. The Steering Committee shall have the authority to develop the application and interview process for candidates for membership.
3. The Steering Committee shall have all the authority to form subcommittees and to approve the chairs, and when appropriate, the corresponding secretaries of the subcommittees.
4. The Steering Committee shall advise the Chair External on matters within his or her purview. The Steering Committee shall have the ability to appoint members as representatives to external organizations and committees.
5. The Steering Committee shall have the ability to determine the agenda for weekly General Body Meetings.
6. The Steering Committee shall manage the funds in the SCUE budget and distribute them according to the needs of the Committee.
7. The Steering Committee shall monitor the process of individual members as well as subcommittees through formalized, weekly correspondence, with Committee Chairs.
8. The Steering Committee shall hold meetings on a regular basis. Steering meetings shall be open to all Committee members, except when Steering is discussing the status of an individual member.
9. The Steering Committee shall have the authority to act for the entire Committee in relations with other University groups, representing the general views of the entire SCUE membership.

B. Composition

1. The Steering Committee of SCUE shall be composed of a Chair External, a Chair Internal, A Treasurer, a Secretary, and two Membership Coordinators.
2. The primary role of the Chair shall be to oversee the work of SCUE and, in particular, to serve as the link to external organizations at the University.
3. The Chair External shall have authority to act on behalf of the entire Committee, and on behalf of the Steering Committee, as the sole voice of SCUE. However, the Chair External shall act with consultation of the Committee, whenever possible. The Chair External shall be the only member of SCUE authorized to speak to the media on the Committee's behalf. The Chair External may grant permission to any other Member to speak to the media on a particular subject.
4. The Chair External shall oversee and organize Steering meetings.
5. The Chair External of SCUE shall serve as an ex-officio member on the Undergraduate Assembly Steering Committee, the Penn Student Government Steering Committee, the Provost's Council of Undergraduate Deans, the Provost's Council on Undergraduate Education, and any other relevant University committees related to undergraduate education, effective immediately upon assumption of duties at the beginning of the term.
6. The Chair External of SCUE shall attend all meetings of the Trustee Standing Committee on Academic Policy as an observer or student liaison appointed by the Nominations & Elections Commission.
7. The primary role of the Chair Internal shall be to assist the Chair External in any necessary matters and, in particular, to oversee and organize the internal affairs of SCUE, including the weekly meetings of the General Body. The Chair Internal shall, to the extent possible, keep track of the Committee's projects.
8. The primary role of the Treasurer shall be to manage the finances of the Committee and propose the yearly budget and any further funding requests to the appropriate body upon receipt of the consent of the Steering Committee. In addition, the Treasurer shall be responsible for the upkeep of the SCUE office and for the procurement of appropriate supplies for the daily operations of the Committee. The Treasurer shall, in consultation with the Chair External, have an oversight responsibility toward any external organizations that fall under the statutory funding authority of SCUE (e.g. the Preceptorials Committee and the Penn Course Review). Each semester, the Treasurer shall perform an audit of those committees' finances. In the event of discrepancies or deviations from established budgetary guidelines, the Treasurer shall work to develop an appropriate course of action in consultation with the group's treasurer, the SCUE Chair External, and the UA Treasurer. Additionally, the Treasurer shall ensure that any matching grants from the Office of the Provost or the Vice Provost of University Life are duly fulfilled and deposited into the designated group's accounts.
9. The primary role of the Secretary shall be to record minutes and attendance at general body meetings, oversee internal practices, and develop SCUE's infrastructure. "Internal practices" constitute conventions that SCUE has

adopted such as, but not limited to, planning subcommittee work, archiving information, and adhering to an attendance policy. “Infrastructure” constitutes the frameworks used for work such as, but not limited to, platforms for creating and sharing information, archives of SCUE information, websites, and email accounts.

10. The Secretary must ensure that the following specific tasks, which may be delegated or shared on a temporary or permanent basis, are carried out: maintenance of the external SCUE website (scue.org), the screening of emails directed to SCUE, and the facilitation of the New Member Application process.
11. The Membership Coordinators are responsible for the coordination of the Fall and Spring Retreats, and New Member Orientation activities. These responsibilities may be delegated to or shared with General Body Members. Additional responsibilities may be definite by the Membership Coordinators at their discretion.
12. The Membership Coordinators shall ensure that the procedures stated in these by laws are followed by Steering and communicated to the general body.

C. Elections Procedure

1. The election of members of the Steering Committee shall take place during the fall semester with at least one general body meeting subsequently proceeding the date of elections. Elections shall occur no earlier than November 1st of the Fall semester. The installation of the Steering Committee will formally occur on January 1st of the Spring semester in which their terms begin.
2. Be conducted in the following order: Chair External, Chair Internal, Treasurer, Secretary, Membership Coordinators.
3. Presiding Member
 - a. The Presiding Member will be the highest ranked member of the Steering Committee who is not also nominated in the elections. If there are no such Steering Committee members, the Presiding Member will be the longest serving member of the general body who is not also nominated in the elections.
 - b. The Presiding Member for the election process is in charge of executing the procedures described herein. He or she has final say over all disputes regarding elections.
4. Nominations
 - a. Nomination requires submission of a candidate statement to the Presiding Member at least one week before elections. The Presiding Member must distribute all candidate statements to the general body at least 5 days before elections.
 - b. All candidates have a right to “drop down” and run for lower ranking positions than that originally expressed in their candidate statement.
 - c. Nominations for Students studying abroad.
 - i. A candidate for Chair External or Chair Internal shall not study abroad during the Spring or Fall semester in which he or she shall otherwise occupy the position.

- ii. A 2/3-majority vote of the general body can waive his requirement for an individual candidate. This vote must occur 1 week before the submission of candidate statements.
- iii. Should the sitting Chair External or Chair External choose to go abroad during their term in violation of the aforementioned procedures, he/she will abdicate their steering position and will be ineligible for future steering elections.
- iv. Nominations from the floor will not be permitted unless there are no candidates for a particular position after “drop downs.”

5. Absentee & Proxy Voting

- a. Members who cannot attend elections because they are abroad, registered for a class, which meets during elections, or are absent because of a late-notice obligation are eligible to submit an absentee or proxy vote. All other excuses are subject to the discretion of the Presiding Member.
- b. For members who choose to vote by absentee ballot:
 - i. The secretary must prepare and distribute an absentee voting ballot to eligible members at least three days before elections. The ballot must be returned to the Presiding Member by the start of elections.
 - ii. The absentee voting ballot should clearly direct voters to rank all potentially eligible candidates for each and every position. Eligibility for a particular position is defined as nomination for that position or a higher-ranking position.
 - iii. If the ballot cannot be clearly interpreted by the Presiding Member for a given position, he has the responsibility to void the ballot for that particular position.
 - iv. If the ballot cannot be clearly interpreted by the Presiding Member for a given position, he has the responsibility to void the ballot for that particular position.
 - v. If a member who has already submitted an absentee vote attends elections and is eligible to vote for a position, their absentee vote for that position is voided.
- c. For members who choose to vote by proxy:
 - i. A proxy voter gives his vote to another member, thus giving that second member two votes. Absent members and their proxies should discuss the absent member's wishes prior to the election.
 - ii. The member who is not attending the election must notify the entire body to let everyone know who will be casting his or her vote.
 - iii. The vote cannot be given to a member who is nominated for a position.
 - iv. No member can serve as proxy for more than one absent member.

- v. If a member who has already appointed a proxy attends elections and is eligible to vote for a position, their proxy's vote for that position is voided.

6. Procedure

- a. Elections require a quorum. A quorum is defined as two-thirds of the active SCUE membership; the two-thirds can be comprised of both present members and those who have submitted a proxy ballot. Elections cannot proceed in the absence of quorum.
- b. Speeches
 - i. The time limits will be 5 minutes for each candidate for Chair External, 4 minutes for each candidate for Chair Internal, and 3 minutes for all the other candidates.
 - ii. Candidates who have dropped down from a previous race should deliver their speech first and may have 1 minute to speak.
- c. The General Body will be permitted to pose questions to the candidates at the discretion of the Presiding Member. All candidates may answer each question posed for a maximum of 90 seconds. An unlimited amount of questions may be fielded when electing the Chair External. For all other positions, only 4 questions may be fielded. If the General Body finds more questions desirable, they may vote to extend the number of questions by three questions at a time.
- d. After questions, all candidates will leave the room and the remaining body will commence discussion. Discussions will begin with two pros and two cons for each candidate and proceed informally. Discussions will end when a motion to vote passes amongst the present members.
- e. Voting
 - i. A member must arrive at elections no later than the beginning of the question and answer session for a given position if they intend on voting for that position.
 - ii. For all Steering positions besides Membership Coordinator, each member will vote for one candidate or abstain. For Membership Coordinator, each member may vote for two candidates.
 - iii. The second most senior member of Steering, not nominated in elections, will assist the Presiding Member in counting the ballots. If there are no such Steering Committee members, the second ballot counter will be the longest serving member of the general body, who is not also nominated in the elections, after the Presiding Member if he or she is the longest serving member.
 - iv. In order to win, a candidate must receive votes from more than fifty percent of the quorum not including abstentions.
 - v. In the event that no candidate receives more than fifty percent of the votes, a runoff election will be held among these

candidates who (in order from most votes to least votes) make up more than fifty percent of the votes cast. The procedure will be repeated until one candidate has a majority. No further discussion will occur before each runoff.

- vi. After runoff elections detailed in the previous procedure, if a tie persists (i.e. if there remain equal votes for two candidates after all others have been eliminated through runoff elections), formal discussion will recommence until the body votes to close discussion, followed by another vote. In the event that these aforementioned proceedings continue to result in an unweighted tie, an additional vote will be issued. The votes will be weighted as follows: members who have served 1-2 semesters on SCUE will receive 1 vote. This should be equivalent to the most recent incoming spring/fall classes of SCUE members. The votes of all members who have been on SCUE for 3-6 semesters who are in their sophomore or junior year will receive a weighting of 2. All members in their senior year, regardless of when they joined SCUE, receive 1 vote.
- f. Special elections will be held to fill vacancies in Steering, which occur before the election of a new Steering Committee. The aforementioned rules and procedures apply. If for any reason there is a vacancy on Steering, at the discretion of the Steering body, the At-Large will assist in fulfilling the absent member's duties until he/she returns or is replaced by a Special Election.

D. Removal

- 1. A member of the Steering Committee may be removed from his or her position on the Steering Committee at any time by the unanimous consent of the other members of the committee and by a two-thirds majority vote of active members.

III. Subcommittees

- A. The subcommittee chair shall be selected by a "convention" chosen by its members with the approval of steering. Each subcommittee can decide for itself its convention, how and when to choose a new subcommittee chair, if the motion is approved by a majority of Steering. To facilitate the selection process, Steering, excluding any individuals running for the subcommittee chair position may determine the convention by not choose the new subcommittee chair. If the current subcommittee chair is not re-running for this position then, he/she will be responsible for overseeing the selection process. Otherwise, a member of Steering must oversee the selection process. The newly selected chair must be approved by a majority of Steering. If also a member of Steering, the newly selected subcommittee chair cannot participate in Steering's vote.
- B. Subcommittees shall perform investigatory work under the charge of the Steering Committee.
- C. Subcommittees shall notify the Steering Committee of any statements it wishes to publish. The full Steering Committee shall then either endorse the statement by a two-

two-thirds majority vote or defer to the General Body by calling for an official vote. If the vote passes, the statement may be published; otherwise, it is remanded to the subcommittee.

- D. Subcommittees shall maintain formalized weekly correspondence with the Steering Committee through the Subcommittee Chair.
- E. Subcommittees should be prepared to deliver short weekly updates to the General Body at the General Body Meeting once a week.
- F. The Subcommittee Chair or corresponding secretary shall post a weekly record of meetings to internal websites and databases, as directed by the Secretary.
- G. At the conclusion of the semester, the Subcommittee Chair shall draft an exit memorandum for institutional record and internal distribution.

IV. Non-Members

- A. Non-members of SCUE may attend subcommittee meetings with the consent of the Chair of the subcommittee and the Chair of SCUE
- B. Non-members of SCUE may attend General Meetings of the Committee with the consent of the Chair External of SCUE.

V. Voting

- A. The Steering Committee shall have the authority to initiate an official vote, and all members must abide by the results of the vote. Proxy voting shall be allowed. The quorum for an official vote consists of those members who are in attendance at the vote or voting through proxy. The vote shall pass if a majority of the quorum for an official vote decides in the affirmative. Members may petition Steering to initiate an official vote.
- B. A Subcommittee or Independent Project Chair may request an unofficial vote, in order to gauge the Committee's stance on a given issue. The quorum of an official vote shall be the official quorum of all active SCUE members. The vote shall pass only if a majority of the quorum votes in the affirmative.

VI. Amendments

- A. Amendments to the By-Laws shall be made only upon the affirmative vote of two-thirds of the official quorum.
- B. Potential amendments must be circulated amongst the General Body at least a week prior to the vote.