

First Undergraduate Experience in Leadership
Bylaws Student Union University of Notre
Dame Du Lac

Article I Purpose
and Goals

Section 1.1 Purpose

The First Undergraduate Experience in Leadership is designed according to the purpose set forth in the Constitution of the Undergraduate Student Body of the University of Notre Dame Du Lac Section 6.2: The FUEL Directors and membership shall aid in the effective achievement of the goals of Student Government as determined by the Student Body President in conjunction with the Executive Cabinet.

Section 1.2 Goals

The FUEL Directors and membership will fulfill its purpose by achieving the goals set forth in the Constitution of the Undergraduate Student Body of the University of Notre Dame Du Lac Section 6.2:

1. Integration of the First Year leaders into the Policy Branch of the Student Union.
2. Explanation of Student Union policies and procedures to the First Year leaders.
3. Facilitation of community development among the First Year leaders.
4. Education of the First Year leaders in the practices of ethical peer leadership.
5. Give First Year leaders first hand experience working with the Student Union.

Article II Directors

Section 2.1 Number, Selection and Tenure

The two Directors will be appointed in accordance with Article VII of the Student Union Constitution. Their term shall last until March 31, the end of the appointed term, in accordance with the Constitution.

Section 2.2 Duties

The Directors are responsible for the peer mentorship of the membership. They will conduct

regular meetings of the membership in accordance with Section 4 of these bylaws. The Directors may choose to suspend or reschedule a meeting at their discretion by full agreement of the Directors, provided they inform the membership of their decision 24 hours prior to the previously scheduled meeting. Both Directors will attend all Executive Cabinet meetings. Each Director will attend Senate meetings whenever a question regarding FUEL arises or when an update regarding FUEL is requested or prudent or at the request of the Student Body President.

Section 2.3 SAO Advisor

The Directors will maintain communication with the FUEL SAO advisor to further the goals of the program.

Section 2.4 Office Hours

In lieu of regular Office Hours, the Directors shall maintain an open door policy to meet with the membership of FUEL. Both Directors shall be open and receptive to correspondence with the membership regarding meetings and advising in accordance with Section 5.3. Additionally, the Directors shall, between the two of them, meet with the entire membership before Winter Break of their term.

Article III Membership

Section 3.1 Selection

The members shall be selected by the directors under a timeline which they deem appropriate. Candidates will be selected for interviews following the submission of applications, and notified pending their acceptance in a timely fashion. Potential FUEL members will be evaluated on the applications and interviews in accordance with the criteria required to succeed in the program. These criteria include, but are not limited to, passion for the work of the student government, display of interest in FUEL and its goals, and enthusiasm for betterment of the University. The list of accepted members will be presented to the Student Body President for approval before notification of decision.

Section 3.2 Restrictions

As an enumerated position, the membership is subject to the provisions in Article I of the Student Body Constitution. No student may concurrently hold membership in both FUEL and

FCC. Additionally, membership shall be restricted to members of the incoming freshman class. Only students who are currently in residence, who will be in residence, or who are First-Year students in the Gateway Admissions Program for the 2017-2018 academic year are allowed to be in the membership of FUEL.

Section 3.3 Performance Evaluation

Following the end of the fall semester, members shall undergo a performance evaluation by the Directors to identify ways FUEL members can more fully fulfill the goals of FUEL.

Section 3.4 Responsibilities

All FUEL members will sit on one Student Government department. Attendance at these department meetings is required. Additionally, FUEL members will be responsible for at least one project within each department of the Executive Cabinet. The membership will be required to report on the progress of said project, and will be subject to mid-year and end of their reports on their projects.

Section 3.5 Meeting Attendance

Attendance at all FUEL meetings is required to maintain membership. Once a member reaches two absences the co-directors shall contact the member to discuss the nature of their absences and offer support if necessary. Repeated consecutive absences in excess of two will result in suspension from the program pending review by the Directors.

Suspended members may be barred from further participation in student government departments and FUEL opportunities at the discretion of the Student Body Chief of Staff. The member will be referred to the Chief of Staff after an individual meeting between the FUEL co- directors and the member.

If the Chief of Staff decides to bar the member from participation, the case must be referred to the Student Union Ethics Commission for further review.

Article IV Meetings

Section 4.1 Frequency

Directors shall schedule a meeting of the membership once a week during the academic school year from date of selection to the end of the term. This schedule may be altered in accordance with Section 2.2 of these bylaws. Meeting times and locations shall be chosen by the Directors. Attendance is mandatory in order to maintain membership status, in accordance with Section 3.5.

Section 4.2 Structure

Meeting structure shall be clearly outlined in an agenda to be presented to the members prior to the start of each meeting. Meetings shall be structured to achieve the stated goals of FUEL.

Article V Transition

Section 5.1 Director Selection

The incoming Student Body President shall nominate to the Student Senate two Directors before April 1st.

Section 5.2 Program Survey

At the end of the first semester and at the end of the term, the Directors shall conduct a program survey in order to compile feedback concerning the success of the program.

Section 5.3 End of Term Advising

At the end of the term, the directors shall sit with each member to discuss and advise on future involvement in the Student Union.

Article VI General Provisions on Bylaws

Section 6.1 Amendment

Amendments to the bylaws may be made with full agreement of the Directors, and in consultation with the Executive Cabinet, as stated in Section 6.3c of the Constitution.

Section 6.2 Expiration

FUEL shall be bound by these bylaws for the duration of their term.

Section 6.3 Renewal

These bylaws shall be reviewed following the transition of Student Government. At this time, new bylaws shall be updated by the incoming Directors in consultation with the Executive Cabinet before being submitted to the Student Union Ethics Committee for approval by May 1.