



BYLAWS OF THE FIRST UNDERGRADUATE EXPERIENCE IN LEADERSHIP

Article I - General Provisions

1. The First Undergraduate Experience in Leadership (“FUEL”) is designed according to the purpose set forth in the Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac (“the Constitution”).
2. The FUEL Co-Directors and members 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.
3. The FUEL Co-Directors and members are authorized by the Constitution to fulfill the purpose of the organization by achieving the following goals:
 - a. Integration of the First Year leaders into the Student Union;
 - b. Explanation of Student Union policies and procedures to the First Year leaders;
 - c. Facilitation of community development among the First Year leaders;
 - d. Education of the First Year leaders in the practices of ethical peer leadership.

Article II - Co-Directors

1. The two Co-Directors will be appointed by the Student Body President and approved by the Student Senate. Their term shall last until March 31 of the following academic year, in accordance with the Constitution.
2. The Co-Directors are responsible for the peer mentorship of FUEL Members. They will conduct regular meetings in accordance with Section 4 of these Bylaws. The Co-Directors may choose to suspend or reschedule a meeting at their discretion by unanimous agreement of the Co-Directors, provided they inform members of their decision 24 hours prior to the originally scheduled meeting time.
3. Each Co-Director will attend Senate meetings when a question regarding FUEL arises, when an update regarding FUEL is requested and/or prudent, or at the request of the Student Body President.

4. The Co-Directors will maintain communication with the FUEL Student Activities advisor to further the goals of the program.
5. In lieu of regular Office Hours, the Co-Directors shall maintain an open door policy to meet with members of FUEL. Both Co-Directors shall be open and receptive to correspondence with members regarding meetings and advising. Additionally, the Co-Directors shall, between the two of them, meet with the entire membership before the end of the Fall Semester of their term..
6. At the end of the fall semester and at the end of their term, the Co-Directors shall conduct a program survey in order to compile feedback concerning the success of the program.
7. At the end of their term, the Co-Directors shall sit with each member to discuss and advise on future involvement in the Student Union.

Article III - Membership

1. The members shall be selected by the Co-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.
2. As an enumerated position, the membership is subject to the provisions in Article I of the Constitution. Therefore, no student may concurrently hold membership in both FUEL and any other Student Union Organization, such as, but not limited to, First-Year Class Council. Additionally, membership shall be restricted to members of the incoming first-year class. Only first-year students currently residing in residence halls, first-year students currently on the housing waitlist, or First-Year students in the Gateway Admissions Program for the current academic year are allowed to become a member of FUEL.
3. Following the end of the fall semester, members shall undergo a performance evaluation by the Co-Directors to identify ways FUEL members can more fully fulfill the goals of FUEL.

4. All FUEL members will serve as a member of one Executive Cabinet department. Attendance at these department meetings is required. Additionally, FUEL members will be responsible for at least one project within their respective department. The member will be required to report on the progress of said project, and will be subject to mid-term and end-of-term reports on their projects.

Article IV - Meetings

1. Co-Directors shall schedule a meeting once a week during the academic school year from the date of selection until the end of the term. Meeting structure shall be clearly outlined in an agenda presented to members prior to the start of each meeting. Meetings shall be structured to achieve the stated goals of FUEL.
2. 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. A third absence will result in suspension from the program, pending review by the Co-Directors.
3. Suspended members may be barred from further participation in Executive Cabinet 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, they shall refer the case to the Student Union Ethics Commission for further review.

Article V - Amendments

1. The Co-Directors shall, no later than April 30th, conduct a process of internal review and reform of these Bylaws and the sections of the Constitution pertaining to FUEL. The Co-Directors shall, having made necessary changes, approve these Bylaws for a term of one year prior to May 1st by unanimous vote. Following the approval of these Bylaws, the Co-Directors shall present these Bylaws to the Student Union Ethics Commission.
2. These Bylaws may be altered, amended, or repealed only by a unanimous vote of the Co-Directors with approval of the Student Activities Advisor. Once approved, the Co-Directors must notify the Student Union Ethics Commission of such alteration, amendment, or repeal or review and comment.