



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ CONSTITUENCY & UMBRELLA GUIDELINES ~**

2025-2026

SIU Southern Illinois University
CARBONDALE



**SOUTHERN ILLINOIS UNIVERSITY
UNDERGRADUATE STUDENT GOVERNMENT
~ CONSTITUENCY ORGANIZATION & UMBRELLA GUIDELINES~**



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2025-2026

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ARTICLE I – CONSTITUENCY ORGANIZATION & UMBRELLA COMMITTEE

SECTION 1 – Purpose

1. The USG Umbrella Organization and Constituency Guidelines are considered to be a governing document of USG. The USG Umbrella Organization Guidelines are an extension of the USG Constitution, which supersedes these guidelines. These Guidelines contain more specific information on the formation and operation of Umbrella Organizations.
2. This committee shall be referred to as the Constituency Organization and Umbrella Committee (COUC).

SECTION 2 – Composition

1. Composition of COUC
 - a. This committee shall be composed of one (1) Executive Board member or delegate of the existing Umbrella Organizations and five (5) Senators as approved by a majority vote.
 - b. No standing Senator is, in the year in which they serve on this committee, permitted to be a current officer of a registered Umbrella Organization.
 - c. The committee chair is the Vice-President of Student Affairs or the Director of Umbrella Organizations which may be appointed by the President as a de-facto member.

SECTION 3 – Removals

1. For COUC Senate Removals please refer to the Election and Removal Guidelines, Article V, Section 1.

SECTION 4 – Duties & Responsibilities

1. Duties of the COUC are but are not limited to:
 - a. Oversight of new and current Umbrella and Constituency Organizations.
 - b. Assist with Umbrella and Constituency Organizations funding processes.
 - c. Review end of semester reports.
 - d. Facilitation of the removal of Constituency Organizations and Umbrella Organizations.
 - e. The Vice-President of Student Affairs shall be responsible for organizing all necessary meetings involving Umbrella Organizations and Committee members.



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ARTICLE II – OPERATIONAL REQUIREMENTS OF UMBRELLAS

SECTION 1 – Academic Umbrella Organizations for the Representation of Component Organizations

1. An Academic Umbrella Organization is an RSO that represents a portion of the student body that is aligned or connected to a college or school at SIU.
 - a. Must have a minimum of five (5) component RSO to form and retain operations.
 - i. Component RSOs may be represented by more than one Umbrella.
 - b. Must uphold the duties and responsibilities listed in Article II Section 3.

SECTION 2 – Non-Academic Umbrella Organizations for the Representation of Component Organizations

1. A Non-Academic Umbrella Organization is an RSO that represents a portion of the student body that is not aligned or connected to a college or school at SIU.
 - a. Must have a minimum of three (3) component RSO to form and retain operations.
 - i. Component RSOs may be represented by more than one Umbrella.
 - b. Must uphold the duties and responsibilities listed in Article II Section 3.

SECTION 3 – Umbrella Organization Responsibilities

1. At the end of each semester, Umbrella RSOs must submit reports of activities.
 - a. Reports should be submitted through email as a word document to the Vice-President of Student Affairs USG.
 - a. Reports should include statements of how the Umbrella benefited its component RSOs and representative persons.
 - b. If the Umbrella was allocated operational funds from USG during the current fiscal year, reports should include statements detailing how the allocated funding was used by the Umbrella in question.
 - c. Reports should include the individual budgets from component RSOs, for the current academic year.
2. Operational Funding
 - a. All Operational Funding procedures are located in the USG Funding Guidelines in Article III.



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ARTICLE III – OPERATIONAL REQUIREMENTS OF CONSTITUENCIES

SECTION 1 – Requirements

1. Constituency Registered Student Organization (RSOs)
 - a. Constituency RSOs are those organizations that meet the following:
 - i. Represent an entire constituency of the Undergraduate Student Body (e.g. Asian American students)
 - ii. Have not chosen to be represented by an Umbrella RSO
 - iii. Are not attached to a department
 - iv. Lacks ability to apply for Umbrella status due to a lack of sufficient component RSOs to apply for Umbrella status, as determined reasonable by the USG Body
 - b. Constituency RSOs may apply for Constituency status by recommendation of the Committee on Umbrella Organizations. This recommendation must be ratified by the Senate, and the Constitution shall be amended to include the new Constituency seat after obtaining the necessary signatures to gain a Senate seat within USG.
 - c. Constituency organizations that have been granted office space are eligible for Operational Funding. Said Organizations should be granted operational funding at minimum equal to the amount required to maintain the functions of their office.

ARTICLE IV – FORMATION

SECTION 1 – New Umbrella Formation

1. If forming an Academic Umbrella:
 - a. An Academic Umbrella may be formed under a School or College.
 - b. The prospecting Umbrella must meet the operational requirements under Article II Section 1 to be eligible to form.
 - c. The prospecting Umbrella must meet the guidelines stated in the RSO Handbook.
 - d. The School or College presiding must signify approval of formation at the discretion of their internal policies.
 - i. If an existing RSO would like to form as an Academic Umbrella, they must also receive approval from their presiding School or College. The RSO must not have been formed within the same academic year as applying.
 - e. The prospecting Umbrella must fill out the New Umbrella Form on Presence.



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2. If forming a Non-Academic Umbrella:
 - a. A Non-Academic Umbrella must be formed as an existing RSO.
 - i. The RSO must not have been formed within the same academic year as applying.
 - b. The prospecting Umbrella must meet the operational requirements under Article II Section 2 to be eligible to form.
 - c. The prospecting Umbrella must meet the guidelines stated in the RSO Handbook.
 - d. The prospecting Umbrella must fill out the New Umbrella Form on Presence.
3. The prospecting Umbrella must fill out a New Umbrella Form on Presence for the Office of Student Engagement (OSE) to review. Included in the form is, but is not limited to:
 - a. Organization information (e.g. proposed name, mission, etc.)
 - b. A list of component RSOs and relevant information for each RSO
 - c. A petition of signatures of leaders from each RSO wishing to be a component RSO
 - d. A constitution of the proposed Umbrella
 - e. Contact information of the faculty/staff Advisor of the proposed Umbrella
4. The Constituency Organization and Umbrella Committee must review and recommend the prospecting Umbrella for approval by the Senate.
5. Additional requirements for New Umbrellas: Meeting with the COUC
 - a. After confirmation of Umbrella status from USG, the following meeting must occur:
 - i. Once (1) during the semester of confirmation, AND
 - ii. Once (1) in the following semester after being granted Umbrella status:
 - iii. The following personnel should be present at such meetings:
 1. President of the Umbrella
 2. Vice-President of Student Affairs
 - a. The Vice-President of Student Affairs shall be responsible for organizing these meetings.

SECTION 2 – New Constituency Organization Formation

6. Requirements of forming a Constituency:
 - a. A Constituency must be formed as an existing RSO.
 - i. The RSO must not have been formed within the same academic year as applying.
 - b. The prospecting Constituency must meet the operational requirements under Article III to be eligible to form.



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- c. The prospecting Constituency must meet the guidelines stated in the RSO Handbook.
7. The prospecting Constituency must signify their intent to form to the Office of Student Engagement (OSE) for internal review.
8. The Constituency Organization and Umbrella Committee must review and recommend the prospecting Constituency for approval by the Senate.
9. Additional requirements for New Constituencies: Meeting with the COUC
 - a. After confirmation of Constituency status from USG, the following meeting must occur:
 - i. Once (1) during the semester of confirmation, AND
 - ii. Once (1) in the following semester after being granted Constituency status:
 - iii. The following personnel should be present at such meetings:
 1. President of the Constituency
 2. Vice-President of Student Affairs
 - a. The Vice-President of Student Affairs shall be responsible for organizing these meetings.

SECTION 3 – Re-establishment of Previously Removed Umbrella or Constituency

1. If an Umbrella or Constituency Organization has been removed as described in Article V Section 3, a group wishing to reactivate the Umbrella or Constituency must follow the procedures of forming a New Umbrella or Constituency as described above.
 - a. Reformation of a previously removed Umbrella or Constituency may not occur until the academic year following their removal.

ARTICLE V – PENALTIES, SUSPENSIONS, AND REMOVALS

SECTION 1 – Penalties

1. The Constituency Organization & Umbrella Committee retains the ability to apply penalties when the operational requirements of Umbrella and Constituency organizations are not met.
2. If an Umbrella or Constituency is found to not be in compliance with the guidelines outlined in this document or is found to be not upholding their constitution as reported by the advisor, an officer, a component RSO member, or member of the Committee on Umbrella Organizations, then the accusing party, officers, and advisor of the Umbrella shall be required to meet, in a timely manner, with the COUC.



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3. Penalties shall follow an escalatory pattern.

- a. Upon first awareness of violation(s), COUC shall notify President and Vice-President of the organization in question via email about the operational requirements they are in violation of. The organization then has five (5) business days to schedule a meeting with COUC with at least their President or Vice-President AND their RSO advisor (or other staff member as appointed by their advisor). After this meeting, the organization has an additional five (5) business days to resolve their violation.
 - i. If the accusing party is not a part of this committee, the Constituency Organizations & Umbrellas Committee must first meet with the accusing party within five (5) days of complaint. Only after this meeting will the timeline, as listed above, begin.
- b. Failure to schedule this meeting OR failure to resolve the violation shall result in a 3% deduction from the operational funding allocated to that organization for the upcoming academic year.
- c. After the penalty is assigned, if the violation still has not been resolved, the steps outlined in subpoint a & b repeat.
- d. Upon the third violation (or third failure to resolve a previously identified violation), the Constituency Organization & Umbrella Committee may follow the removal process as outlined in Article V Section 3.
 - i. Violations remain on an Umbrella or Constituency's record for one (1) academic year.
- e. Timelines and penalties are subject to extenuating circumstances per the discretion of the Constituency Organization & Umbrella Committee.

4. Penalties may be appealed per the guidelines in Article V Section 4.

SECTION 2 – Suspensions

1. Suspension shall be defined as a period in which an Umbrella or Constituency Organization is not permitted to access or use funds provided by USG.
 - a. Exceptions may be applied upon extenuating circumstances at the discretion of the Constituency Organization & Umbrella Committee.
2. Suspension shall begin when COUC notifies the President and Vice-President of an Umbrella Organization of violation(s) to the Operational Requirements outlined in this document or on notification of removal proceedings.
3. Suspension shall end either:
 - a. Upon the resolution of the identified violation (e.g. submission of the late End of Semester



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Report), OR

- b. Upon successful appeal per Article V Section 4, OR
- c. Upon removal of Umbrella status per the process outlined in Article V Section 3.

SECTION 3 – Removals

1. The COUC may propose the removal of an Umbrella or Constituency in the situation where the Umbrella or Constituency Organization repeatedly violates the operational requirements defined in this document.
2. Removals Process
 - a. Relevant Parties
 - i. COUC is responsible for initiating removal proceedings against an RSO upon violations of operational requirements. COUC shall also provide recommendations to the Senate regarding removal of the organization per their decision in the initial hearing.
 - ii. OSE will attend initial hearing with accused Umbrella or Constituency and provide their recommendation to the Senate.
 - iii. If the Umbrella or Constituency also represents Graduate students, GPSC will be signified and may also attend initial hearings.
 - iv. The Judicial Board will oversee the proceedings during the official hearing in front of the Senate.
 - v. The Senate will make the final decision on whether the Umbrella or Constituency will be removed.
 1. A removal vote shall pass only upon two-thirds (2/3) affirmative vote of the Senate following the removal proceedings.
 - b. Hearing the Plaintiff
 - i. If the violation accusation involved an accuser who is not a member of the Constituency Organizations & Umbrellas Committee, COUC must first schedule a meeting within five (5) business days of when the violations were brought to them.
 1. If the accuser is a member of the committee, point b of subsection 2 may be disregarded.
 - ii. A quorum of the COUC must be present for the hearing to take place. If one does not exist, the hearing, discussion, and vote must be postponed until the next meeting. The discussion and vote on the retainment of violations will only be postponed one meeting.



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A vote must be taken at the next meeting, even if a quorum is not present.

1. Only COUC members, OSE representatives, those bringing violations, the Chief Justice of the Judicial Board, the Judicial Board's Clerk, and witnesses for the violations may be present at this meeting.
2. The Judicial Board Court Clerk will take hearing minutes.
 - a. A motion must be passed to officially close the meeting to make it only accessible to the essential parties.
 - b. A motion must be passed to allow the Plaintiffs to represent themselves.
 - c. A motion must be passed to allow comments from the floor.
 - d. All motions listed must pass for the meeting to be legitimate and official.
3. The Plaintiff bringing the charge must be present. Plaintiffs bringing the violations are considered to be only those individuals who had signed the Violations Form at the time they were presented.
4. If more than one person brings the violations, only one of them may represent those bringing the violations.
5. The COUC and OSE representatives will listen to the violations and any evidence the charging entities wish to provide.
6. Once the Plaintiff and witnesses are finished presenting, they will be removed from the room.
7. The COUC will discuss and vote on whether the violations are legitimate. A majority vote in the affirmative will determine the legitimacy of the violations.
8. The Chief Justice and Court Clerk will not receive a vote and is present for the non-biased establishment of the Governing Documents.
9. If there is a simple majority vote in the affirmative, the Chair will forward a copy of the written violations, a copy of the meeting minutes, and any evidence presented at this meeting to the accused and the Judicial Board.
 - a. Any information identifying the person(s) bringing the violations should be omitted from this correspondence. The identity of any witnesses or sources of information will remain confidential.

c. Notification Period

- i. The President and Vice-President of the Umbrella or Constituency organization will be



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notified of removal proceedings within five (5) business days of first identification of violations that warrant removal or upon confirmation of proceedings if process on Hearing the Plaintiff is relevant.

- ii. The Umbrella or Constituency will be suspended from operation (per the distinction in Article V Section 2) until removal proceedings have been completed.
- d. Hearing of the Defense:
 - i. The COUC and OSE representatives must meet to hear the defense of the accused organization within five (5) working days after the Hearing of the Plaintiff has taken place.
 - ii. A quorum of the COUC must be present for the hearing to take place. If one does not exist, the hearing, discussion, and vote must be postponed until the next meeting. The discussion and vote on the retainment of violations will only be postponed one meeting. A vote must be taken at the next meeting even if a quorum is not present.
 - iii. Only COUC members, OSE representatives, the Chief Justice of the Judicial Board, the Judicial Board's Court Clerk, the Executive Board members of the accused organization, and their witnesses may be present in the room during this portion.
 - 1. The Court Clerk will take minutes of the hearing.
 - 2. A motion will be made to officially close the meeting to make it only accessible to the essential parties.
 - 3. A motion must be passed to allow the defense to represent themselves.
 - 4. A motion must be passed to allow comments from the floor.
 - 5. All motions listed must pass for the meeting to be legitimate and official.
 - iv. The COUC and OSE representatives will listen to the entirety of the defense and evidence.
 - v. Once the defense and witnesses are finished presenting, they will be removed from the room.
 - vi. The COUC and OSE representatives will discuss if violations are legitimate.
 - 1. A motion may be made by a member of the COUC to extend discussion beyond the time allotted if needed.
 - a. A motion to extend the time for discussion requires a majority affirmative vote of the COUC.



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- vii. The COUC will then vote on whether to retain the violations against the accused. The vote will be taken by secret ballot; and requires a majority vote in the affirmative to pass.
- viii. If the COUC votes in the affirmative, the Chair of the COUC will prepare a Bill of Removal and present it to the Senate at the next regular Senate meeting.
 - 1. No discussion of the removal will be discussed outside of the Judicial Board or the COUC before it is introduced to the Senate.
 - a. If this rule is violated the senator may be liable for impeachment from their committee.
- e. Voting on Removal of the Umbrella or Constituency
 - i. The Chief Justice will chair removal proceedings in the Senate.
 - ii. The COUC will read the Bill of Removal to the Senate and present the collected evidence.
 - iii. The COUC will present their recommendation to the Senate.
 - iv. OSE will present their recommendation to the Senate.
 - v. The accused organization has the right to speak on their behalf to the Senate in a 5-minute speech that cannot be extended.
 - vi. The accused organization will be asked to leave as the Senate takes their vote.
 - vii. The Umbrella or Constituency organization will only be removed by a two-thirds affirmative vote of the Senate following the removal proceedings.
 - viii. COUC has 24 hours to contact the President and Vice-President of the accused Umbrella or Constituency Organization over email with the result of the Senate vote.

SECTION 4: Appeals

- 1. Penalty Appeal Process
 - a. If the organization chooses to appeal penalties assigned by COUC, the appeal shall be presented by the Umbrella or Constituency to the senate at the following Senate Meeting.
 - i. Appeal Presentation Umbrella or Constituency & Senate Procedures:
 - 1. The time of the appeal shall be determined by the Executive Board Member that builds the Senate Meeting agenda.
 - 2. When the Senate has reached the Appeal portion of the Agenda, the Judicial Board will be signaled to leave the room.
 - 3. Appealing Umbrella or Constituency Member Requirements:



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- a. Adhere to USG Senate Meeting Dress Codes
 - i. Business Casual or Professional Clothing
 - b. Appeal presentations may be no longer than 5 minutes
 - i. There will be an extra 5 minutes allotted for Senate Member questions after the presentation is finished.
 - c. Appealing Umbrella or Constituency will be asked to leave after their presentation
4. The Vice-President of Student Affairs (as Chair of COUC) will present their rationale for penalties or suspensions given.
 - a. Senators will receive 5 minutes to ask questions of the Chair.
 5. Following the presentation, the penalties presented may be debated and amended by the Senate. Discussion for this will last 5 minutes unless there is an extension of debate signified from the floor.
 6. When discussion is finished it will then be voted on by the Senate.
 7. Once the Senate has issued a ruling of a ½ affirmative vote regarding penalties or suspension of an Umbrella or Constituency organization, the appropriate Senate Bills shall be approved by the President and sent to the Office of Student Engagement for processing within two (2) business days of the passing of the Bill(s).

2. Process of Appeals for an Unfair Ruling

- a. If an organization feels they have been treated unfairly during the application process, they may file an appeal. Organizations may appeal if they feel that:
 - i. Undergraduate Student Government (including the COUC) did not act in accordance with the USG Constitution and/or Student Funding Guidelines.
 - ii. The COUC acted with bias.
 - iii. The COUC did not act in accordance with University and/or state policies and procedures.
- b. Organizations should follow the process outlined below for submitting an appeal:
 - i. Within five (5) business days of an infraction occurring with COUC or in Senate Meeting Appeal, the organization should submit, in writing, a processes appeals form to the USG Judicial Board.



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- ii. Appeals should be in the form of a business letter and/or email, explaining the situation to the USG Judicial Board, and detailing the infraction made.
- iii. If the USG Judicial Board can make a clear and definite ruling on the appeal, then they are entitled to do so. If not, the appeal will be taken to the USG Advisor(s).
- iv. The respective parties will rule on the appeal, and their decision is final.
- v. If the appeal is upheld, the penalty process will restart from where the infraction occurred.
- vi. If the appeal is denied, then the penalty will continue as before the appeal.

ARTICLE VI – AUTHORITY OF THE GUIDELINES

SECTION 1 – Authority


1. This document is the governing document of the Constituency & Umbrella Organization Guidelines. All allocations of funding will follow the policies and procedures of this document. This version will supersede any previous version and will remain in place until a new version is approved to replace it.
 - a. The new version will be followed, for event and operational funding, no matter what version of the funding guidelines the original proposal was made.

SECTION 2 – Amendments to the Guidelines

1. Amendments to the Constituency Organization & Umbrella Guidelines require a 2/3 affirmative vote of the Senate of Undergraduate Student Government.

SECTION 3 – Exceptions to the Guidelines

1. Specific exceptions may be made to the Constituency Organization & Umbrella Guidelines only when proposed by the Vice-President of Student Affairs and the Constituency Organization and Umbrella Committee, and approved by a 2/3 affirmative vote of the Senate of the Undergraduate Student Government.

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ARTICLE VII – UPDATE NOTICE

The Undergraduate Student Government in accordance with the Governing Documents Committee last updated the USG Constituency Organization & Umbrella Guidelines in April 2025. These Constituency Organization & Umbrella Guidelines have been published for the 2025-2026 Southern Illinois University school year.