

# The Constitution of the Student Government of Ursinus College

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*The Students of Ursinus College, aware of the need of good student governance for good student life, with the intent of establishing a new student government which is active, inclusive, ethical, independent, permanent, and supreme, have created this new Constitution of the Student Government of Ursinus College, and hereby enact it with immediate effect.*

## **Article I: Definition and Purpose**

### **Section 1.01:**

The Ursinus College Student Government, hereafter UCSG, is the governing and representative institution of the student body. It seeks to foster student unity, establish better student-faculty and student-administration cooperation, pursue and defend students' interests, and develop and maintain the quality of student life on campus.

### **Section 1.02:**

All full-time students of Ursinus College are full and equal member of the Ursinus College community, and are thus afforded the full rights and privileges of an Ursinus Student. No Student will be denied the right to serve on UCSG based on the grounds of race, color, national origin, gender, sexual orientation, religion, age, political affiliation, or disability .

## **Article II: The Executive Board**

### **Section 2.01: Definition and Purpose**

The Executive Board is the primary decision making and executive body of UCSG. It is responsible for ensuring the successful execution of the responsibilities and actions in pursuit of the goals outlined in this Constitution.

### **Section 2.02: Composition**

The Executive Board is composed of 9 voting members: a President, Vice President, Secretary, Treasurer, Social Chair, and four Class Representatives.

### **Section 2.03: Powers and Duties**

#### **A: President**

- 1: The President shall be the chief executive officer of UCSG, and may direct the actions of the UCSG when direction from the Executive Committee as a whole is not available.
- 2: The President, with the approval of the Executive Board, directs the budget of UCSG.
- 3: The President, with the approval of the Executive Board, sets the agenda of the UCSG for the upcoming term.
- 4: The president is responsible for directing the UCSG to satisfy all requirements and pursue all goals outlined by this Constitution and the Bylaws.
5. Communicating with and overseeing UCSG committees and student-representatives to Student-Faculty Committees
- 6: The President may direct the other members of the Executive Board as needed to complete tasks necessary to the functionality of the UCSG in accordance with decisions made by the

Executive Board, except in matters of debate and voting, wherein each elected officer is entitled to maintain independent stances.

### **B: Vice-President**

- 1: The Vice-President shall assume the duties of the President should the President be temporarily unavailable or indisposed, and should the office become vacant, shall serve as President with all the powers of the President.
- 2: The Vice-President will have a current copy of the constitution and its bylaws and will serve as parliamentarian for the Executive Committee.
- 3: The Vice-President will serve as the President's Chief of Staff, and will manage the administrative functions of the UCSG, including but not limited to:
  - a: ensuring that all Executive Board members are fulfilling their responsibilities as specified in this Constitution and the Bylaws,
  - b: ensuring that class council members are faithfully fulfilling their responsibilities as specified in this Constitution and the Bylaws.
- 4: The Vice-President will be the default chairperson of the Student Senate unless they delegate the responsibility to an individual or delegates the responsibility of selecting a chair to the Senate. The Vice President will not vote on substantive matters in the Student Senate except in the event of a tie.
  - a. With the collaboration of the residence life office and UCSG Executive Board, the Vice President may suspend the party privileges of opted- in organizations of the senate that fail to meet the policies laid out in the Student Senate Bylaw until further notice.
  - b. With the collaboration of the Student Activities office and UCSG Executive Board, the Vice President may suspend additional funding of opted- in organizations of the senate that fail to meet the policies laid out in the Student Senate Bylaw until further notice.
  - c. With the collaboration of the Student Activities office and UCSG Executive Board, the Vice President may suspend campus email privileges of opted- in organizations of the senate that fail to meet the policies laid out in the Student Senate Bylaw until further notice.
- 5: The Vice-President will perform other duties as directed by the President.

### **C: Secretary**

- 1: The Secretary will serve as the UCSG's clerk and historian, and thus shall keep records of all agendas, meeting notes, communications, and attendance records.
- 2: The Secretary will maintain schedules of UCSG events and ensure that the necessary information is available to UCSG officers and associates and the student body.
- 3: The Secretary shall be responsible for managing the correspondences of UCSG and the upkeep of the UCSG email account.
- 4: The Secretary will be responsible for management of the Student-Faculty Committees
- 5: The Secretary will perform other duties as directed by the President

### **E: The Treasurer**

- 1: The Treasurer will manage the finances, financial plans, and fundraising activities of the UCSG, and will at all times remain knowledgeable about the UCSG's financial situation.
- 2: The Treasurer shall prepare a monthly report containing a list of all receipts and disbursements to the Executive Board.

- 3: The Treasurer shall audit clubs which receive AFAC funding at least once per year, and will submit a report to the Executive Board each semester with the results of that semester's audits.
- 4: The Treasurer shall be the Chairperson of the Activities Fee Allocation Committee (AFAC).
- 5: The officer responsible of handling club approval is the treasurer. They shall be in charge of organizing the approval process and be the person clubs should approach on the board to get approval. This may be delegated to another member if the President so wishes.
- 6: The Treasurer will perform other duties as directed by the President.

**F: The Social Chair**

- 1: The Social Chair is responsible for organizing any UCSG sponsored events on campus.
- 2: The Social Chair will serve as a member of the Campus Activities Board, hereafter CAB, and is responsible for giving a monthly report to the Executive Committee detailing CAB programs and planning updates.
- 3: The Social Chair will oversee and coordinate action with the CAB and may hold an executive position if they wish.
- 4: The Social Chair shall be responsible for keeping a photographic record of all events sponsored by UCSG.
- 5: The Social Chair shall be responsible of managing the social media accounts along with anyone else the President charges with the social media accounts.
- 6: The Social chair will perform other duties as directed by the President.

**G: Class Representatives**

- 1: Class Representatives will faithfully represent the interests of their constituents to the Executive Board, and act as trustees of those interests.
- 2: Class Representatives will perform other duties as assigned by the President.

**Article III: Subsidiary Bodies of UCSG**

**I. Student Senate**

***Section 3.01: Definition and Purpose***

The Student Senate is the primary deliberative and advisory body within the UCSG. It is responsible for debating issues, serving as an open forum at which students can voice concerns and acts as the voting body for the student populous for issues that are brought to the senate.

***Section 3.02: Composition***

Student Senate meetings are open to all students, but voting power may be granted to

- A. AFAC funded clubs which have received an allocation of \$500 or more for the year or with 10 or more members
- B. Greek organizations
- C. Sports teams
- D. The four UCSG Class Representatives,
- E. The chairperson of each class council,
- F. Two representatives from the Resident Advisor staff chosen by secret ballot,
- ~~G.~~ One representative from the Student Activities Office student staff chosen by secret ballot,
- H. One representative collectively from the Campus Safety Dispatchers and members of UCEMS chosen by secret ballot.

***Section 3.03: Powers and Duties***

**A:** The Senate may select its own agenda items and schedule meetings beyond those requested by the executive board.

**B:** The Senate may direct its operational budget as it sees fit, to be approved by the UCSG Executive board.

**C:** The Senate may appoint subcommittees of its members and delegate its authority as needed.

**D:** The Senate may overturn bylaws and decisions passed by the executive board by a vote of two-thirds of the Senate.

**E:** The Senate may initiate and decide impeachments and constitutional amendments as outlined in this Constitution.

**F:** The Senate may amend the constitution, UCSG bylaws, and/or legislation proposed by the UCSG.

1. Senators have the choice of voting Yes or No or, if they so wish, may abstain from voting.

2. Senators may add or remove amendments, pre-ambulatory clauses, and/or subjective clauses.

i. The removal or addition of an amendment or clause can only be passed with a two-thirds vote from the senate

## **II. Class Council**

### ***Section 3.04: Definition and Purpose***

UCSG is responsible for overseeing the elections and activities of all Class Council Elections to these boards are permanent unless one is removed by the UCSG or resigns from the position.

### ***Section 3.05: Composition***

All Class Councils will be comprised of a President, Vice President, Secretary, Treasurer, and Social Event Coordinator.

### ***Section 3.06: Powers***

Responsibilities of Council members will be stipulated by UCSG Class Council bylaws.

## **III. Student Judiciary and Academic Discipline Committee's**

### ***Section 3.07:***

The Executive Board is responsible for nominating student members of the Judicial Board and Academic Discipline Committee. The Senate must approve these appointments.

### ***Section 3.08:***

The student members of these two committees are automatically also members of the Committee of the Student Judiciary, which is responsible for handling constitutional disputes and impeachments as outlined in this Constitution.

### ***Section 3.09***

Appointments to these judicial committees are not permanent and will be appointed on a rolling basis

Students may exit the position via: resignation, away from campus for more than 60 days, physical or mental health concerns, or is impeached.

i. Impeachment of Judicial committee members follows the same requirements and procedures for Executive officer impeachments specified in this Constitution, except

that the Senate may choose to send the hearing to the Executive Board, and may not delegate the hearing to the Committee of the Student Judiciary.

#### **IV. Student-Faculty Ad-Hoc Committees**

**Section 3.10:** The Executive Board may create any ad-hoc and/or student committees with a two-third vote from the Student Senate.

**Section 3.11:** The Executive Board is responsible for appointing student representatives to Student-Faculty committees.

**Section 3.12:** All students in good academic and disciplinary standing are eligible to serve on committees. If during any point of the academic year a student is placed on academic or disciplinary probation they will be automatically removed from the committee and the UCSG Executive board will appoint another student after the conclusion of all parts of the judicial process.

i. The Executive Board may appoint ineligible representatives by a vote of two thirds vote

Section 3.13 All committee appointees may be removed from office by a two thirds vote of the Executive Board.

### **Article IV. Elections**

#### **Section 4.01: Positions for Election:**

1: UCSG President and Vice President, for which candidates will run on a two-person ticket

2: UCSG Secretary, Treasurer and Social Chair

a. The term of office for Executive Board Officers shall be from April 1st to April 1st of the following year. Elections will take place no earlier than the tenth day of March, and no later than the twentieth day of March.

3: Class Council positions: President, Vice President, Treasurer, Social Event Coordinator, Secretary and UCSG Executive Representative.

4: No student may run for more than one position on the Executive board and class council.

#### **Sub-Section 9.011: Eligibility**

a. A candidate must be a full-time Ursinus College student for the upcoming elected term as determined by the Student Affairs Office.

b. A candidate may not be on Academic Probation or Disciplinary Probation, as determined by the Student Affairs Office.

c. Students who are studying abroad within the time of their term cannot run for office.

i. The only exception is students who are studying abroad in the spring term of the election. They may run for a position for the following academic year. They need to make certain they will be present for the entirety of the next academic year or else they will be considered ineligible.

#### **Section 4.02: The Election Process**

##### **Sub-Section 9.021: Nominations**

a. To be on the ballot for election, potential candidates must submit an application to S Student Activities Office (SAO) which includes their name and a short biography.

b. The dates of the election and candidacy deadline must be announced at least one week before they occur. There must be between 72 hours and one week of time between the candidacy deadline and the elections opening.

##### **Sub-Section 9.022: Election Oversight**

a. All elections will be overseen and conducted by the SAO

b. All dates for the election process will be determined and published by SAO

i. The Freshman Class Council election process will be run by the UCSG Executive Board.

***Sub-Section 9.023: General Election***

- a. Elections will be held at the end of the spring semester with the exception of incoming freshman class council.
- b. The election will be held on the dates set by the SAO but should not occur later than the first week of April.
- c. SAO will set any additional rules for the election pertinent to the system they create for voting. These rules will be distributed to all candidates prior to campaigns opening.
- d. Any voting issues need to be reported to the SAO prior to the conclusion of voting.
- e. First Year Class Elections will be hosted approximately three weeks into the fall semester and should end no later than the fifth week of classes.

**Article V: Bylaws and Acts**

***Section 5.01:*** The Executive Board may govern the actions of the UCSG through the passage of Bylaws Acts.

***Section 5.02:*** All parts of the UCSG Constitution supersede the Bylaws and Acts in authority. Any member of the Executive Board or any group of 5 Senators may request that the Committee of the Student Judiciary examine a Bylaw or Act for constitutionality.

***Section 5.03:*** The passage of a Bylaw is required for: the creation of any new standing committee or any committee to which specific authorities of the executive board are delegated.

***Section 5.04:*** Any Bylaw or Act created by the UCSG may be passed and set in motion with a two-thirds vote within the UCSG Executive board

**Article VI. Club Approval**

***Section 6.01*** The UCSG executive board should receive all the necessary application parts at least one meeting prior to a presentation.

***Section 6.02*** The application should include the following: intent to organize, their constitution, and a list of 10 signatures of students who approve the formation of the club.

***Section 6.03.*** The club is allowed to present to the executive board before the board votes. The board can hold a vote without the club and if the club passes there is no need for them to present.

***Section 6.04*** The UCSG executive board members vote to approve a club. The vote must be a majority in order to be granted approval by the board.

**Article VII: Impeachment**

***Section 7.01:***

If a UCSG elected officer is placed on disciplinary or academic probation, they will be immediately suspended from office, and after the conclusion of any pending appeals, will be automatically removed from office if the probation stands unless the Senate votes by two-thirds to prevent the officer's removal.

***Section 7.02:***

**2A:** A motion to remove an elected officer from their position may be brought before the Executive Board or the Student Senate on the grounds that the officer has willfully violated this

Constitution or the UCSG Bylaws, or that the officer has consistently neglected the requirements of their position as outlined in the Constitution and Bylaws, or that the officer has violated school policy significantly enough that he/she cannot be a trustee of the interests of the student body, or that the officer is no longer fit for office for health reasons.

**2B:** Whichever body receives the motion for impeachment must forward it and all associated records to the other body. Both bodies must then debate whether the motion merits consideration. If either body decides that the motion merits consideration, then the Senate will decide whether the case should be handled by the Student Judicial Committee or Senate. The officer under consideration may not be present at any of the discussions listed in this subsection.

**2C:** The officer under consideration must be presented with the accusations against them and all associated evidence one week in advance of their hearing. The officer will be given an opportunity to defend themselves at a meeting held by either the Student Judicial Committee or Senate.

***Section 7.03:***

- A. In the event of a vacancy, the President may appoint a new officer to the position pending a two thirds majority vote from the UCSG executive board followed by a two thirds majority vote from the Senate.
- B. If a majority vote is not met within the Senate, then the UCSG executive board will continue to bring forth appointees until the position is filled.
  - i. If they so wish, the Senate may make suggestions as to who may fill the position but these suggestions must pass the UCSG executive board with a two thirds majority vote.

**Article VIII: Amendment**

***Section 8.01:*** Any student of Ursinus College may propose an amendment to this constitution.

***Section 8.02:*** At least one week must pass between an amendment being introduced for debate and the vote on the amendment. Upon an amendment being accepted for debate by the Senate, amendments must be emailed to the Student Body by the Executive Board.

***Section 8.03:*** In order for an amendment to pass, a majority vote of two thirds must be passed by the UCSG executive board followed by a two thirds majority vote from the Senate.