



University of Louisville
 Student Government Association
 College of Arts and Sciences
 Student Council
CONSTITUTION



ARTICLE I: Name

The governing authority of the students in the College of Arts and Sciences at the University of Louisville shall be known as the Arts and Sciences Student Council of the University of Louisville, hereafter referred to as the “Council.”

ARTICLE II: Declaration of Purpose

i) The purpose of the Council shall be to lead, speak for, and effectively represent the students of the College of Arts and Sciences in all matters pertaining to the students and to promote both the academic and extracurricular life of the students with full cooperation among faculty and administration. By so doing, the Council will have best fulfilled the needs of the Arts and Sciences students as well as the entire University of Louisville.

ii) The membership of the Council shall not discriminate on the basis of race, color, creed, gender or gender expression, religion, age, nationality, political affiliation, sexual orientation or affectation, military status, or physical, mental or emotional disability, except as provided by federal law.

ARTICLE III: Powers

The Council shall have governing powers in matters of the University except those otherwise reserved by the University Administration.

ARTICLE IV: Structure of the Council

The Council shall be composed of a Council President, a Council Vice President, and Student Senators representing the College of Arts and Sciences as determined through the Student Government Association General Election, and twelve (12) Council Representatives. A Secretary and Treasurer shall be voted upon from amongst the members of the Council as outlined in Article VII. The Council Representatives shall consist of:

-2 seats designated to the Freshmen Arts and Sciences Student Council President and Vice President; and

-At least 2 Sophomore seats (having completed between 30 and 60 credit hours at the University at the time of application); and

-At least 4 Junior or Senior seats (having completed at least 60 credit hours at the University by the time of application).

ARTICLE V: Officers of the Council

i) Duties of the Officers of the Council

a) President

i) The President shall preside over meeting of the Council and inform all members of their workings with the University Administration and students. The President shall represent the Council and its constituents in matters of University issues or policies that demand their attention and participation, including meetings of the Student Government Association Executive Board. The President should oversee the officers and committee chairs and hold them accountable in all endeavors of the Council. The President shall also adhere to the duties outlined in the Student Government Association Constitution Section 4.6 and any other relevant provision outlined in the Student Government Association Constitution and By-Laws.

b) Vice President

i) The Vice President shall call attendance at the beginning of council meetings and assume the role of the President in times of their absence. The Vice-President shall oversee the communications between council members and officers and work to effectively inform council members of events and activities. The Vice-President shall also organize the Council elections in the manner the Council deems necessary. The Vice President shall also adhere to the duties outlined in the Student Government Association Constitution Section 4.6 and any other relevant provision outlined in the Student Government Association Constitution and By-Laws.

c) Secretary

i) The council Secretary shall record minutes of every council meeting and upload these minutes to Orgsync. The Secretary shall oversee administrative clerical tasks such as providing agendas and copies for meetings and maintaining the Google account.

d) Treasurer

i) The Treasurer shall oversee all matters of the budget and bring budgeting and appropriations issues to the attention of the Council for voting purposes. The Treasurer shall inform officers and committee chairs of their budgets and hold them accountable in the appropriations of those budgets. The Treasurer shall submit, upon approval as outlined in Article X, the approved budget of the Council to the Senate Appropriations Committee by the deadline as determined by the Senate.

e) All Officers of the Council shall, no later than April 1st of their current term, assemble a transition document that includes, but is not limited to, information on how to conduct the specific affairs of each of their respective offices and distribute to the new Officers of the Council no later than the Banquet of the Student Senate for the President-elect and Vice President-elect, and no later than the first meeting for the Secretary and Treasurer of the new Council.

ii) Eligibility

a) All candidates for Officers of the Council, shall at the time of running and/or application have a cumulative 2.5 GPA; and

b) All candidates for Officers of the Council, shall at the time of running and/or application have declared residency within the University of Louisville College of Arts and Sciences; and

c) All candidates for Officers of the Council, shall at the time of running and/or application have completed at least one semester within the College of Arts and Sciences at the University of Louisville; and

d) All candidates for Officers of the Council, shall at the time of running and/or application be enrolled as full-time student as an undergraduate, as determined by the University of Louisville.

ARTICLE VI: College of Arts and Sciences Senators and Council Representatives

i) Collective Duties of the College of Arts and Sciences Senators and Council Representatives:

a) Each voting member is expected to attend all Council meetings, take the floor, make and second motions, and cast one vote per motion

b) By a two-thirds (2/3) majority of its members present and voting, the Council can reverse any action taken by its Officers providing such action is able to be reversed.

c) By a simple majority of its members present and voting, the Council can direct any officer in the performance of his/her duties.

d) Committee Chairperson(s) will be expected to hold meetings in a timely fashion and with accordance to their purpose. They will also be expected to provide attendance lists from all meetings for review by the Vice-President.

e) The Council voting members are the final authority in matters of student government in the College of Arts and Sciences.

ii) Specific Duties of the College of Arts and Sciences Senators:

a) All College of Arts and Sciences Senators, including the Council President and Vice President, must adhere to the duties outlined in the Student Government Association Constitution Section 4.6 and any other relevant provision outlined in the Student Government Association Constitution and By-Laws.

iii) Specific Duties of the Council Representatives:

a) Each Council Representative must serve on at least one committee, as outlined in Article VIII, or be Secretary or Treasurer.

iv) Eligibility:

a) All candidates for the offices of College of Arts and Sciences Senator and Council Representative, shall at the time of running and/or application have a cumulative 2.5 GPA; and

b) All candidates for the offices of College of Arts and Sciences Senator and Council Representative, shall at the time of running and/or application have declared residency within the University of Louisville College of Arts and Sciences; and

c) All candidates for the offices of College of Arts and Sciences Senator and Council Representative, shall at the time of taking their respective office have completed at least one semester, within the College of Arts and Sciences at the University of Louisville, unless they are the Freshmen Arts and Sciences Student Council President and Vice President; and

d) All candidates for the offices of College and Arts and Sciences Senator and Council Representative, shall at the time of running and/or application be enrolled as full-time student as an undergraduate, as determined by the University of Louisville.

ARTICLE VII: Elections

i) College of Arts and Sciences Senators

a) Candidates for the office of College of Arts and Sciences Senator must meet all eligibility requirements in Article VI; and

b) All eligible candidates must be placed into the Student Government Association General Election as prescribed by the Election Rules set by the Supreme Court and Approved by the Senate; and

c) The election shall be open to all enrolled students in the College of Arts and Sciences.

ii) Council Representatives

a) An Application for the position of Council Representative shall be created and distributed to all enrolled students in the College of Arts and Sciences no later than four weeks prior to the last Senate meeting of the year; and

b) All candidates for Council Representative must meet all eligibility requirements in Article VI; and

c) All candidates for Council Representative must complete and return the Application to the Council no later than two weeks prior to the last Senate meeting of the year; and

d) The Council Representatives shall be chosen by a majority vote of the Election Council, comprised of the Council President, the Council Vice President, the Council Advisor (as designated by the College of Arts and Sciences Dean), the College of Arts and Sciences Senators and the College of Arts and Sciences Senators-elect;

i) The Election Council must have a quorum, defined as a majority of the Election Council members, to conduct such a vote; and

ii) The vote shall take place no later than the last scheduled meeting of the Council; and

e) The newly elected Council Representatives shall be notified of their selection no later than one week after the vote has taken place.

iii) Secretary and Treasurer

a) The candidates for the offices of the Council Secretary and the Council Treasurer must be a member of the Council, as defined in Article IV; and

b) The vote for the offices of the Council Secretary and Council Treasurer will take place no later than the second scheduled meeting of the Council; and

c) The vote for the offices of the Council Secretary and the Council Treasurer shall be by a majority of the Council members present.

iv) Vacancies

- a) All candidates for all vacant positions must meet the eligibility requirements stated for the candidates' respective office; and
- b) The Council must, by majority vote, set the date for the election of any vacancies no later than four weeks after the vacancy; and
- c) The Council must notify all students enrolled in the College of Arts and Sciences of the vacancy no later than two weeks prior to the election; and
- d) Candidates for Council President, Council Vice President, and College of Arts and Sciences Senators must be placed into an election system:
 - i) Placed on a secure server; and
 - ii) Where one student equals one vote; and
 - iii) Distributed to all students enrolled in the College of Arts and Sciences and remain open for at least 72 hours;
- e) Candidates for Council Representative must complete and submit the Application no later than 11:59 PM the day before the election;
 - i) The Council Representative(s) shall be chosen by a majority vote of the Vacancy Election Council, comprised of the Council President, the Council Vice President, the Council Advisor (as designated by the College of Arts and Sciences Dean), the College of Arts and Sciences Senators, and the Council Representatives;
 - a) The Vacancy Election Council must have a quorum, as defined by a majority of the Vacancy Election Council members, to conduct such a vote; and
 - b) If the vacancy is a part of the Vacancy Election Council, the Vacancy Election Council will still proceed with a vote.
 - ii) In the event that a secondary vacancy occurs within the same semester, the same applicant pool will be used to fill subsequent vacancies.
- f) Candidates for the Council Treasurer and Council Secretary must be a member of the Council as defined in Article IV and voted upon by a majority vote of the Council members present no later than the next scheduled meeting after the vacancy.

ARTICLE VIII: Committees and Subcommittees

- i) The council shall have the following standing committees:
 - a) Marketing Committee
 - i) The Marketing Committee shall consist of a Committee Director and committee members elected by a majority vote of the Council members present no later than the second scheduled meeting of the Council; and

ii) The Marketing Committee's responsibilities include managing social media, updating the Council website, and creating and producing digital and print advertisements.

b) Special Event Committees

i) A Special Event Committee shall be created for each special event the Council decides to hold; and

ii) Each Special Event Committee must have an Event Director and Volunteer Committee members from within the Council:

a) The Event Director shall be elected by a majority vote of the Council members present no later than the meeting during which the Special Event Committee is created; and

b) Volunteer Committee members shall be on a voluntary basis.

ii) The Council shall have the following subcommittees:

a) Freshmen Arts and Sciences Student Council:

i) The Freshmen Arts and Sciences Student Council shall consist of one Freshmen Council Director and no less than five (5) Freshmen:

a) The Freshmen Council Director shall be from amongst the Council members and elected by a majority vote of Council members present no later than the first scheduled meeting of the Council; and

b) The Freshmen members shall be enrolled in their first academic year at the University of Louisville unless given explicit permission from the President and Vice President. An application must be distributed to all College of Arts and Sciences Freshman by no later than the second scheduled meeting of the Council, due at a date set by majority vote by the Council. Freshmen members shall be selected by a majority vote amongst the Council President, the Council Vice President, the Freshman Council Director, and the Council Advisor (as designated by the College of Arts and Sciences Dean) no later than two weeks following the application deadline.

ARTICLE IX: Meetings, Attendance, and Removal of Officers, Members, and Committee Directors

i) The council shall meet bimonthly within the bounds of the University of Louisville's academic calendar; furthermore, the council is required to hold a minimum of one meeting per month during the fall and spring semesters. The meeting schedule of the Council for each semester shall be voted upon by a majority of Council members present no later than the first meeting of the Council.

ii) Quorum for all voting matters within the Council not otherwise stated shall be defined as half plus one of the total number of Council members.

iii) Voting members of the council shall be the College of Arts and Sciences Senators and Council Representatives as defined in Article IV. The Council President and Vice President shall only vote to break any ties. Non-voting members are those present for meetings who are not College of Arts and Sciences Senators or Council Representatives as defined in Article IV.

iv) If a voting member cannot attend a Council meeting, they must send a request to the Council Vice President for the use of a proxy no later than 24 hours prior to the Council meeting. Upon the Council Vice President's approval of a proxy, the proxy will be granted voting privileges on behalf of the voting member they are representing for the particular Council meeting. Proxies must be undergraduate students currently enrolled in the College of Arts and Sciences at the time of proxying for a voting member.

v) Voting members may have no more than three (3) total absences from Council meetings. Upon a voting member's fourth absence, they will automatically be removed from the Council without a vote by the Council. An absence is defined as a voting member not present for a scheduled Council meeting and not having an approved proxy to be in their place during the meeting, or not having an approved excuse submitted and approved by the Council Vice President or Council Advisor (as designated by the Dean of the College of Arts and Sciences) no later than 24 hours before the scheduled meeting. Voting members may not leave early from a meeting without the approval from either the Council President or Council Vice President.

vi) In order to remove officers, voting members, or committee directors from the Council, the Council must discuss the removal of the individual and hold a vote; $\frac{2}{3}$ of Council members present must vote in the affirmative for removal.

ARTICLE X: Appropriations

i) All requests for appropriations of Council monies to be spent by non-Council students or student groups shall be submitted before the Council agenda is set and shall be voted upon by a majority of the Council members present at the meeting

ii) All appropriations of Council monies by the Council totaling less than \$2,000 may be approved by a majority vote of Council members present at the meeting

iii) All appropriations of Council monies by the Council totaling more than \$2,000 must be approved by a $\frac{2}{3}$ vote of Council members present at the meeting

iv) The Council Treasurer must oversee the flow of Council monies and keep records of such, as outlined in Article V

v) The Council President must spend any funds remaining in the Council budget after the last scheduled meeting of the Council on items or initiatives directly relating to the College of Arts and Sciences students or the Council.

vi) Council Budget

a) A budget must be prepared by the Council Treasurer, the Council President, the Council Vice President, and the Council Advisor (as designated by the College of Arts and Sciences Dean) detailing line item expenses and their estimated cost for the following fiscal year; and

b) The budget must be presented to the Council in a timely fashion; and

c) The budget must be approved by a majority vote of Council members present; and

d) Upon approval, the budget must be submitted to the Senate Appropriations Committee no later than the deadline for budget submissions, as defined by the Senate.

ARTICLE XI: Constitutional Amendments

- i) Amendments to the College of Arts and Sciences Constitution
 - a) Any amendments may be proposed to this constitution as long as such amendments do not conflict with any provisions in the Student Government Association Constitution, Student Government Association Bylaws, or any relevant Student Government Association Supreme Court Rulings; and
 - b) All Council members shall receive a notice of any proposed amendments to this constitution, containing all text no later than the Council meeting during which the amendment will be discussed; and
 - c) The amendment must proceed with a First Reading where all Council members may amend such amendment(s) and then by majority vote, table to the next scheduled meeting of the Council; and
 - d) Upon the next scheduled meeting from the First Reading, hold a Second Reading of any proposed amendments where all Council members may amend such amendment(s) and approve the amendment(s) by:
 - i) A $\frac{2}{3}$ vote of a quorum of Council members present, defined as $\frac{2}{3}$ of the Council membership;
 - ii) Upon approval, submit the amendment(s) to the Senate for approval under the procedure in the Student Government Constitution 7.3.4; and
 - iii) Upon approval by the Senate, submit a copy of this constitution, as amended, to the Student Government Association Supreme Court, and the Student Government Association Senate Historian.
- ii) Amendments to the Student Government Association Constitution and/or Bylaws
 - a) The Council may ratify, refuse to ratify, censure or refuse to censure amendments to the Student Government Association Constitution by majority vote of those members present at the meeting.

Revisions:

01/03/2018

03/06/2018