

Constitution and Bylaws
of
The United Students of the University of Alaska Southeast
Juneau Campus

Revised September 21, 2011

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CONSTITUTION OF THE UNITED STUDENTS OF UAS JUNEAU CAMPUS

PREAMBLE

We, the Students of the University of Alaska Southeast Juneau Campus, in Order to Provide for the Students herein stated Organized Representation within the University System, the State of Alaska, and the World at-large, do Affirm and Establish this Constitution of the United Students of the University of Alaska Southeast Juneau Campus.

ARTICLE I

Section One - NAME

This organization will be known as the United Students of the University of Alaska Southeast Juneau Campus (USUAS-JC).

Section Two - PURPOSE

The purpose of USUAS-JC will be to:

- Clause One: Promote the educational needs, general welfare and rights of the students.
- Clause Two: Provide an official and representative student organization with powers to receive complaints, investigate student problems and participate in decisions involving the student body.
- Clause Three: Foster awareness of the student's role in the campus, local, state, national, and international communities.
- Clause Four: Provide services and activities for the students and the University community at large.
- Clause Five: Serve all students equally, regardless of gender, race, national origin, age, creed, appearance, handicap, social status, economic background, religious affiliation, political affiliation, sexual preference, and/or lifestyle.

ARTICLE II

Section One - MEMBERSHIP

All students enrolled at the University of Alaska who pay the Juneau Campus Student Governance Fee will be members of USUAS-JC and shall be referred to as the Student Body.

Section Two - STUDENT GOVERNANCE FEE

Clause One: USUAS-JC has the authority to establish and allocate a student governance fee in accordance with Regent's policy.

ARTICLE III

Section One -STUDENT SENATE

Clause One: All legislative powers herein granted shall be vested in a Student Senate.

Clause Two: The Student Senate will consist of a single chamber composed of seven (7) Senators elected at large, and the President and the Vice President of the Student Senate, also elected at large, for a total of nine (9) votes in the Senate.

Clause Three: Each member of the Student Senate, including the President and Vice President, will have one (1) vote, and no member may delegate his/her vote to any other member.

Section Two - DUTIES OF THE STUDENT SENATE

Clause One: On behalf of the USUAS-JC Student Body, the Senate will initiate and act upon legislation, including proposals to appropriate USUAS-JC funds.

Sub-Clause One: Any financial appropriations not needing attention or action prior to the next meeting will only be read at the first meeting. These motions may be followed up with a second reading at a subsequent meeting whereupon voting can occur. Limited discussion of five minutes will be allowed at the first reading.

Clause Two: For any vote on any motion to appropriate USUAS-JC funds, the USUAS-JC official advisor or designee must be present so as to assure the proposed action will be within University policy and regulation.

Clause Three: Student Senators will serve on at least two USUAS-JC standing committees.

Clause Four: At the first Student Senate meeting of each new fiscal year and/or the first meeting following the first Fall semester election, the Student Senate will elect from the Student Senate's membership, by a two-thirds (2/3) vote of the members present, a Pro-Tempore who will chair the meetings in the absence of the Senate President and Vice President, and who will temporarily assume the duties and responsibilities of that office as Acting Senate Vice President should a vacancy occur. The Student Senate will fill vacancies in the Pro-Tempore position as necessary using the same voting procedure.

Clause Five: Student Senators will attend the Legislative Affairs Conference. Should Senators need to be excused from any part of the Legislative Affairs Conference, they must present their reasons in writing to the Student Senate prior to the conference, and receive approval by a two-thirds (2-3) vote of the members present.

Clause Six: Student Senators will fulfill weekly office hours which are to be determined by the Senate.

Section Three - MEETINGS OF THE STUDENT SENATE

Clause One: Meetings will be open to all students and the public.

Clause Two: Notice of regular meetings shall be posted by the Department staff at least one business day before the meeting.

Clause Three: Regular meeting times will be established by the Student Senate. The Student Senate shall meet at least once per month during the Fall and Spring semesters.

Clause Four: Special meetings may be called by the President or by a majority of the Student Senate. Notice of special meetings shall be posted by the chair at least seven days in advance of the meeting time.

Clause Five: Emergency meetings may be called by the Senate President and a majority of the Student Senate, or by majority of the Student Senate. Emergency meeting notices must be posted no less than 24 hours prior to the meeting.

Clause Six: No Student Senate meeting shall conduct business without a quorum of simple majority (1/2 of the elected senate plus 1, always rounding up to the higher number when necessary.) When determining quorum, the Chair is counted.

Clause Seven: All meeting notices shall identify the meeting place and time, and if possible, agenda issues. Notices for all meetings shall be physically or electronically posted in all UAS Auke Lake instructional facilities as well as the Anderson Building, Bill Ray Center, Marine Tech Center, Mourant Building, and Student Housing Lodge.

ARTICLE IV - OFFICERS

A President and Vice President will be elected at large by the USUAS-JC Student Body.

Section One- DUTIES OF THE SENATE PRESIDENT

The Senate President:

- Clause One: Shall have the executive authority of USUAS-JC and shall administer its affairs, and enforce the acts of the Student Senate.
- Clause Two: Will act as the official representative and have signature authority for USUAS-JC.
- Clause Three: Will represent or appoint with simple majority approval of the Student Senate a Student Senator to represent the Student Senate in the Coalition of Student Leaders.
- Clause Four: Will represent or appoint with simple majority approval of the Student Senate a USUAS-JC member to represent this organization in all university committees accepting a USUAS-JC member.
- Clause Five: Will preside over meetings of the Student Senate and will have full voting privileges.
- Clause Six: Will co-chair the Legislative Affairs Committee with the Vice President.
- Clause Seven: Will approve the final decision of the committee chairs.

Section Two - DUTIES OF THE VICE PRESIDENT

The Vice President of USUAS-JC:

- Clause One: Will become President upon the resignation, impeachment, recall or incapacity of the President.
- Clause Two: Will perform the duties of the President in the temporary unavailability or inability of the President.
- Clause Three: Will serve as Chair of the Board of Elections unless a candidate in an upcoming election. If unqualified to serve as Chair, the Senate President will appoint an Acting Chair to be approved by two-thirds (2/3) of the Student Senate.
- Clause Four: Will maintain appointments to the Student Senate for the three (3) seats on the Board of Elections.
- Clause Five: Will chair USUAS-JC Activities Committee and help supervise the student government *activities coordinator* position.
- Clause Six: Will co-chair the Legislative Affairs Committee with the President and will be the Legislative Liaison.

ARTICLE V - QUALIFICATIONS

- Clause One: All members of the Student Senate, all petitioners, and all candidates must be members of USUAS-JC Student Body, enrolled in at least three (3) credit hours of

ongoing semester-long courses (exclusive of credit hours earned as a result of participation in student government), and have and maintain a cumulative grade point average or previous semester grade point average of at least 2.5 (on a scale of 4.0). Failure to maintain these academic standards will result in automatic and immediate dismissal of office. Special permission to continue in student government may be granted by the following process:

Member in question must submit an appeal justifying their circumstances. Following review and recommendation from an ad-hoc committee composed of members of the academic affairs/student grievances committee and the current student government advisor, the student senate excluding member in question will vote in executive session to determine their continued membership.

Clause Two: A conditional status will exist for students wishing to fill an elected Student Senate seat, but who do not have an established GPA at UAS Juneau Campus. After completion of such individual's first semester at the Juneau Campus, the academic standards of Constitution Article V, Clause One, must be met. Failure to do so will result in automatic and immediate dismissal from office.

Clause Three: University of Alaska permanent employees are prohibited from running for, being elected to, or holding any USUAS-JC elected seat.

ARTICLE VI - ELECTIONS AND TERMS OF OFFICE

Clause One: All elections will be conducted by a Board of Elections Committee, consisting of the Senate Vice President as Chair, the Student Government advisor, and three (3) members to be appointed by the Senate Vice President from the non-elected Student Body of USUAS-JC and approved by the Senate with a majority vote prior to the Mandatory Candidates Meeting.

Clause Two: The term of office for members of the Board of Elections Committee will begin with the Mandatory Meeting and end with the certification of the elections.

Clause Three: Members of the Board of Elections Committee must resign their position before filing nomination for any USUAS-JC elected seat, excluding the Vice President see Clause Twenty-One of Article VII of the Bylaws.

Clause Four: The Senate President, Vice President, and five (5) Student Senators will be elected in a General Election during April of the Spring Semester for the next academic year. Spring General Election terms will begin on July 1 of that current calendar year and run for one full year ending at midnight on June 30.

Clause Five: The remaining two (2) Student Senators will be elected in a General Election during the month of September of the Fall Semester. Fall General Election will each be, approximately, a one year term from the first Student Senate meeting following the election until the first Student Senate meeting following the next Fall's General Election.

Clause Six: No student's name may appear on a ballot as candidate for more than one position.

Clause Seven: No student may hold more than one (1) elected position at any given time.

ARTICLE VII - REFERENDA, INITIATIVES AND AMENDMENTS

Clause One: The Student Senate, by a two-thirds (2/3) vote of its members present, may send any question or any constitutional or bylaw amendment to a student referendum for final approval. The election in this instance must take place within three (3) weeks (or 21 days), and successful passage will require a majority of ballots cast by the student membership of USUAS-JC.

Clause Two: A student initiative may be called on any question or any constitutional or bylaw amendment by petition to the Board of Elections of five percent (5%) of the USUAS-JC Student Body.

Clause Three: Constitutional or bylaw amendments originating in the Student Senate are subject to the following: Constitutional amendments require a three-fourths (3/4) vote of the entire Student Senate for final approval. A bylaw amendment requires a two-thirds (2/3) vote of the entire Student Senate for final approval.

Clause Four: Any question or any constitutional or bylaw amendment initiated by the student body will be offered to the student body for final approval at the next General Election if the original initiating petition requests such action and bears the signatures of five percent (5%) of the USUAS-JC membership. The election in this instance must take place within three (3) weeks (or 21 days), and successful passage will require a majority of ballots cast by the student membership of USUAS-JC.

Clause Five: All elections involving referenda and constitutional or bylaw amendments will be conducted under the auspices of the Board of Elections.

Sub-Clause One: Qualified referenda and constitutional amendments must be submitted to the Board not less than seven (7) business days prior to the election.

ARTICLE VIII - VACANCIES

Clause One: If a Student Senator position is declared vacant within the tenure of term of office, then the position will be filled by Presidential appointment. Upon notification by the Rules Committee formally or through Department Staff, the Student Senate will determine if a vacancy exists for any elected position.

Sub-Clause One: A period of no less than one week must pass in which the Student Government will advertise the vacant position in all UAS facilities before appointment can take place.

Clause Three: Elected Positions eligible for vacancy Presidential appointment are limited to Student Senator. In the event of a vacancy in the President's office, the Vice-President will be sworn in as President. In the event of a vacancy in the Vice-President's office, the President Pro-Tempore will be sworn in as an Acting-Interim Vice-President as outlined in Article III, Section Two Clause Four or the USUAS-JC Constitution.

Clause Four: Any member of USUAS-JC who meets the requirements of consideration of office will be considered for appointment regardless of race, religion, color, sex, national origin, marital status or age. Any member of USUAS-JC student body who meets the constitutional criteria for elected office, and submits a valid petition of nomination, as defined in the Bylaws, will be considered a candidate for the vacancy.

Sub-Clause One: Any individual who held an elected position within the USUAS-JC student government that has been declared "vacant" due to resignation, recall, incapacity to fulfill duties, impeachment, or removal for lack of attendance will not be a qualified candidate for any future USUAS-JC election unless otherwise appealed to the USUAS-JC advisor and approved by a vote of the USUAS-JC Senate with a simple majority.

Clause Five: For qualified elected positions to be filled by appointment, the President of the USUAS-JC will appoint a Senator to be an acting, interim official until the following election cycle. Position will require a nomination process by petition of no less than fifteen (15) valid signatures from the USUAS-JC student body. Candidate must also submit a letter of recommendation to the Senate Rules and Finance committee from an advisor or faculty member of an accredited University, College, High School or employer written within one year previous of the date the appointment would take effect. Candidates will be selected by the Rules and Finance committee as names to be considered for Presidential appointment. The President will make the appointment from the list of candidates provided by the Senate Rules and Finance Committee. The Senate will then confirm the appointment made by the President with a 2/3-majority vote. Special appointment will be made within fourteen (14) days of the declared vacancy. If candidate fails to receive confirmation vote from the senate body, The Rules and Finance Committee will submit a list of candidates for re-consideration of appointment to the president.

Clause Six: A special election can take place in lieu of a Presidential appointment, should the Student Government Advisor deem necessary and with the approval of a simple majority of the Student Senate.

Sub-Clause One: A Board of elections will conduct the special election in accordance with current constitutional criteria.

ARTICLE IX
Section One - REPEALS

- Clause One: Any official act of the Student Senate or the Senate President or Vice President may be repealed in an election initiated by a petition bearing the signatures of five percent (5%) of the USUAS-JC Student Body.
- Clause Two: The election in this instance must occur within three (3) weeks (or 21 days), and the action shall be repealed by a simple majority of all votes cast.

Section Two - IMPEACHMENTS

- Clause One: Charges of impeachment may be brought against any member of the Student Senate or any committee member for malfeasance, nonfeasance, and/or misfeasance.
- Clause Two: Impeachment proceedings may be brought by any member of USUAS-JC Student Body by means of petition outlining the specific grievance(s) and signed by at least five percent (5%) of the Student Body.
- Clause Three: Impeachment proceedings may alternatively be brought by a two-thirds (2/3) vote of the entire Student Senate.

Section Three - IMPEACHMENT PROCEEDINGS

- Clause One: Petition for impeachment must be presented to the Student Senate for validation which will take place by the next regularly scheduled Student Senate meeting following receipt of the petition. Validation means the petition contains the required number of USUAS-JC Student Body signatures.
- Clause Two: Until judgment is rendered, the accused will be suspended from service on any standing committee and will not vote in the Student Senate on any issue pertaining to the impeachment proceedings.
- Clause Three: A public hearing will be held no later than seven (7) days after validation of the verified petition by the Student Senate.
- Clause Four: The Rules and Finance Committee will conduct all impeachment hearings during which it will receive testimony from all interested parties.
- Clause Five: Within seven (7) days of the conclusion of the hearing, the Rules and Finance Committee must submit to the Student Senate, in writing, their findings, including majority and minority opinions, and the recommendation of the Committee. If the

impeachment charges are sustained by a three-fourth's (3/4) vote of the entire Student Senate, the charged member's term of office will terminate immediately.

ARTICLE X - USUAS-JC ADVISORS

The official advisor to the USUAS-JC will be the Director of Student Services or designee. Other faculty or staff may be used in an advisory capacity for special events or activities as necessary.

ARTICLE XI - DEPARTMENT STAFF

Clause One: USUAS-JC clerical support will be provided by a permanent, part-time, 12-month, classified position entitled, "Administrative Assistant" and by Student Assistant III staff. This is a jointly shared position with Activities and Housing.

Clause Two: The Administrative Assistant position will be supervised by the Assistant Director of Student Services, while the position's day-to-day supervision and task assignment will be shared by the Assistant Director of Student Services and the Senate President. The Student Assistant III position(s) will be supervised by the Administrative Assistant. The Activities Coordinator position will be supervised by the Assistant Director of Student Services and Student Body Vice President.

Clause Three: USUAS-JC activities support will be provided by a part-time position entitled, "Activities Coordinator." This is a Student Assistant IV position and will not be shared with Student Activities or Housing, but will work in conjunction with them.

Clause Four: The Administrative Assistant position, Student Assistant III position(s), and Activities Coordinator is contingent on annual budget-funding of USUAS-JC, and thirty (30) days notice will be given for any change or elimination of these position(s).

Clause Five: Annually, the Assistant Director of Student Services will ask the Senate President, and Student Senators for feedback as to the job performance of the Administrative Assistant and Activities Coordinator.

Clause Six: When the Administrative Assistant position becomes vacant, the Senate President will appoint with majority approval of the Student Senate two Student Senators to the selection committee that will recommend a replacement from applicants applying through the UAS Personnel Office.

ARTICLE XII - SCHOLARSHIPS

- Clause One: Each year (Fall plus Spring Semester), USUAS-JC will fund six (6) one-thousand dollar (\$1000) scholarships available to qualifying Student Body members enrolled each semester in twelve (12) or more on-going credit hours.
- Clause Two: Each year (Fall plus Spring Semester), USUAS-JC will fund eight (8) five-hundred dollar (\$500) scholarships available to qualifying Student Body members enrolled each semester in six to eleven (6-11) on-going credit hours.
- Clause Three: Student Body members holding USUAS-JC elected, appointed, and/or temporary employee positions are eligible for USUAS-JC scholarships.
- Clause Four: During the scholarship's first semester, recipients must complete the minimum number of credit hours necessary for scholarship qualifications in order to receive the scholarship's second semester increment.
- Clause Five: If for any reason a scholarship recipient becomes ineligible after receiving the first semester's increment, the second semester's increment will be re-awarded to the next eligible candidate.
- Clause Six: Except where otherwise provided for in this Constitution and the USUAS-JC Bylaws, all other scholarship qualifications, application deadlines, and award procedures will be determined by the UAS Juneau Campus Financial Aid Office.
- Clause Seven: All scholarship recipients will be determined by the UAS Juneau Campus Financial Aid Office without input of any kind from any elected and/or appointed member of the Student Body, but with input from the USUAS-JC Advisor.
academic
- Clause 12: All students serving on the Student Senate position are eligible for a scholarship for each semester of service. Upon completion of each semester of service, the President is eligible to receive a scholarship covering up to fifteen credits of undergraduate tuition or six credits of graduate credit. Upon completion of each semester of service the Vice President is eligible to receive a scholarship covering up to nine credits of undergraduate tuition or four credits of graduate credit. Upon completion of each semester of service, each Student Senator is eligible to receive a scholarship covering up to four credits of undergraduate tuition or two credits of graduate tuition.

ARTICLE XIII - RULES OF PROCEDURE

Clause One: The latest available edition of Robert’s Rules of Order will provide the guidelines for all meetings of all branches of the Student Senate unless otherwise stated in this Constitution or the Bylaws.

Clause Two: Additionally, the Senate may annually adopt a “working rules of procedure”.

ARTICLE XIV - RATIFICATION

This constitution becomes effective immediately upon a three-fourths (3/4) vote of USUAS-JC Senate.

BYLAWS OF USUAS-JC

ARTICLE I - OATH OF OFFICE

Clause One: All Student Senators will affirm the oath of office before assuming the duties of office.

Sub Clause One: Upon affirming the oath of office, a student government official will sign a public document swearing that they have read and understand the entirety of the constitution of the United Students of the University of Alaska Southeast – Juneau Campus.

Clause Two: Student Senators elected in the Spring General Election will be sworn in at the best available time on or after July 1. Student Senators elected in the Fall General Election or in Special Elections will be sworn in at the first Student Senate meeting following the election.

Clause Three: The Oath of Office will be administered by the USUAS-JC official advisor or designee.

Clause Four: The Oath of Office will be as follows:

“As (title) of the United Students of the University of Alaska Southeast Juneau Campus, I, (name) affirm that I will fulfill to the best of my ability all the duties assigned to me under the USUAS-JC Constitution and Bylaws, and will perform said duties in a responsible and ethical manner doing my best to comply with all University, City, State, and Federal Laws so that all members of the UAS Juneau Campus Student Body are fairly represented.”

ARTICLE II - VERIFYING OF QUALIFICATIONS

At the beginning of each semester (Fall and Spring), the Vice President will request Department Staff to verify that all Student Senators are in compliance with USUAS-JC Constitution Article V and the Bylaws. Any member not in compliance with Article V or any member placed on academic probation will forfeit their seat.

ARTICLE III

Section One - COMMITTEE GUIDELINES

- Clause One: At the beginning of each semester, excluding summer, Senate members will inform the Senate President of the standing committees upon which they wish to serve for the semester.
- Clause Two: By the second regularly scheduled meeting of each semester, the Senate President will appoint, with majority approval of the Student Senate, USUAS-JC members to serve on Student Senate standing committees.
- Clause Three: All committees will elect their own committee chairs by the second committee meeting.
- Clause Four: Each Standing Committee will have at least two Student Senators, not counting the Senate President, as members.
- Clause Five: Standing committee chairs will be required to attend all open Student Senate meetings.
- Clause Six: By the second regularly scheduled meeting of each semester, each committee will appoint with approval of the senate president, a committee chair.
- Clause Seven: In addition to those duties prescribed below, each Standing Committee will perform additional duties as prescribed in the USUAS-JC Constitution and Bylaws as well as other duties mandated by the Student Senate.

Section Two - COMMITTEES

USUAS-JC will maintain the following Standing Committees:

RULES AND FINANCE COMMITTEE

With support from all Student Senate members, the Rules and Finance Committee will administer up to 15 travel disbursements to provide funding for educational opportunities to students with limited financial resources.

Clause One: Actively seek out and propose to the Student Senate any fundraising opportunities available to raise money for the student government budget.

Clause Two: Organize and facilitate any approved fundraising event.

Clause Three: If possible, will enlist the support and effort of all USUAS-JC Student Senate members.

Clause Four: Will administer student travel disbursements to provide funding for educational opportunities to students with limited financial resources.

Sub-Clause One: There is a \$250 limit per student per semester

Sub-Clause Two: Students must prove that the activity/event reflects the educational purpose of the department representing them.

Sub-Clause Three: Students will provide the committee with a letter of intent including all dates, approximate expenses, and lodging per diem, as well as two reference letters and a W-9 form to complete processing.

Sub-Clause Four: Students will specify other sources of funding.

ACADEMIC AFFAIRS & STUDENT GRIEVANCES COMMITTEE

The Academic Affairs and Student Grievance Committee will:

Clause One: Prioritize and present USUAS-JC goals and objectives related to the academic needs and desires of the student body to the administration and faculty.

Clause Two: Monitor problem areas related to academic affairs and recommend corrective measures.

Clause Three: Provide and unbiased student voice on academic and judicial review committees.

LEGISLATIVE AFFAIRS COMMITTEE

The Legislative Affairs Committee will:

Clause One: Keep abreast of current legislative actions relevant to USUAS-JC members and report such information to the Student Senate.

Clause Two: Regarding actions which concern the Student Body: have responsibility for lobbying the Alaska State Legislature, the Board of Regents, and the Alaska Commission on Post secondary Education.

Clause Three: Plan and coordinate the Annual Alaska Student/Legislator Conference to be held in the Spring Semester of each year.

Clause Four: Will be co-chaired by the President and Vice President. To be administered by the Administrative Assistant.

ACTIVITIES COMMITTEE

Clause One: The Activities Committee, in cooperation with the Student Activities and Housing Office and the Student Activities Board, will design and implement a reasonable program of social, cultural and special activities and events to enhance student life and participation of USUAS-JC Student Body.

Clause Two: Elected and non-elected Student Body members who are employees of the Student Activities and Housing Office may not serve on or be employed by the Activities Committee.

PUBLIC RELATIONS COMMITTEE

Clause One: Shall supervise and assist in the publications and submissions to the Whalesong as well as advertising and public relations needs of the Student Senate and its various committees.

Clause Two: The public relations committee is responsible for networking and dialogue with administrations and faculty.

TEACHING, LEARNING, AND TECHNOLOGY ROUNDTABLE COMMITTEE

The TLTR Committee will:

Clause One: The Teaching, Learning, and Technology Roundtable (TLTR) is dedicated to improving teaching and learning through the thoughtful use of technology. The TLTR strives to promote a dialogue among students, faculty, and staff on the best ways to implement, support, and utilize the information technology resources available.

Clause Two: The TLTR holds regular meeting to discuss technology related needs and ideas. TLTR hosts “Technology Forums” each semester for students and faculty to demonstrate ways they are using technology in and out of the classroom. TLTR administers the Technology Fee fund, supporting the technology infrastructure of

the Juneau Campus and awarding grants twice yearly to selected “Special Projects” proposed by the campus community.

FINANCIAL AID COMMITTEE

Clause One: The Financial Aid Committee, in cooperation with the Financial Aid office, will conduct FAFSA workshops. Incentive in the form of Scholarships and/or prizes may be used as incentive to recruit students who file FAFSA forms.

Sub-Clause One: No elected member of student government, nor any non elected members of the Financial Aid Committee shall be eligible for any incentives distributed for filing FAFSA forms.

Clause Two: There will be one representative from the Financial Aid Office on the committee.

Clause Three: The Financial Aid Committee will actively recruit students to file FAFSA forms in both the Fall and Spring semesters.

Clause Four: Students who are recruited and successfully file a form are to be documented and filed into a report to demonstrate the effectiveness of the committee.

SAFETY COMMITTEE

Clause One: The Safety Committee evaluates and implements initiatives for UAS student safety.

Sub-Clause One: Initiative means researching the issue and taking decisive action to fix the problem so all students feel safe.

Sub-Clause Two: Student safety involves, but is not limited to insuring that all lights and Emergency terminals are functional on housing and university paths, alerting the Facilities Manager of potential hazards or dangerous situations that students may be in.

Clause Two: Safety Committee will meet regularly with Facilities and necessary Administrative services in order to insure that all City, State, and Federal regulations are being complied with.

SUSTAINABILITY COMMITTEE

Clause One: The Sustainability Committee will focus on ways that the University and its students can become aware of more sustainable practices. The committee will also educate, promote, and discuss what can be done on campus to be more sustainable. Also to help implement any changes of those practices

Clause Two: Sustainability Committee will also participate in the Faculty sustainability committee and Spring Forum.

DINING SERVICES COMMITTEE

Clause One: The Dining Services Committee will meet once a month with the Dining Services Manager to discuss student issues, concerns, ideas, questions etc. on food service on campus.

Clause Two: The student voice and perspective is needed to help make decisions that will affect the services that students receive.

AD HOC COMMITTEES

The Ad Hoc Committee will:

Clause One: Ad Hoc Committees will be defined as those committees which will only exist upon choosing by each year's student Senate. This will make them a definite option for future student governments but not required.

Clause Two: To be considered a full standing committee during a term, Student Senate members must vote by simple majority for the reactivation of the ad hoc committee at the same time as Committee Chairs are selected.

Clause Three: The ad hoc committee will cease to be recognized committee at the end of the fiscal year.

ARTICLE IV - MEETING ATTENDANCE

Clause One: All members of the Student Senators are required to attend all regular, special, and committee meetings of the Student Senate. Attendance will be taken meetings.

Clause Two: Per semester, from regular plus special meetings and committee meetings, each member will be allowed no more than four (4) absences of which no more than one (1) may be unexcused absences.

If a member fails to keep the attendance requirement, the member in question must submit an appeal in writing, to the Rules and Finance Committee. Following a recommendation from the Rules and Finance Committee, and the current Student Government Advisor, the Senate will vote to determine continuing membership in student government.

- Clause Three: An unexcused absence is herein defined to mean that a member does not attend a regular or special meeting and prior to meeting time, fails to notify personally or through Departmental Staff the Vice President or Pro-Tempore with a reason.
- Clause Four: Unexcused absences will be reflected in the meeting's minutes.
- Clause Five: A vacancy will automatically occur in the Student Senate when a Student Senator either exceeds the number of excused or unexcused absences allowed.
- Clause Six: The validity of an excuse will be determined by the Rules Committee which will notify the chair of their decision.
- Clause Seven: An absence does not occur while performing a Student Senator's official duties.
- Clause Eight: Committee chairs shall have the authority to remove committee members who fail to attend three regularly scheduled meetings.

ARTICLE V - MEETING AGENDAS

- Clause One: The Senate President with assistance from Department Staff will prepare and set the agenda. The agenda for each Student Senate meeting is subject to majority approval of the Student Senate at the appropriate point of each meeting.
- Clause Two: The Order of Business will be determined by the Senate President.

ARTICLE VI - CLUBS

- Clause One: USUAS-JC members may organize, establish and conduct UAS Juneau Campus student clubs.
- Clause Two: Only those student clubs recognized as official UAS Juneau Campus student clubs are eligible for using certain University facilities at no charge, able to recruit members on campus, allowed to post club information on University bulletin boards and to seek funding from USUAS-JC.
- Clause Three: The Director of Student Services is the formal authority for USUAS-JC clubs.
- Clause Four: Student clubs may be officially recognized by the UAS Student Activities Office or USUAS-JC (majority vote of the Student Senate and signature approval of the President.)
- Clause Five: The senate shall annually provide a club fund to be administered by the Student Government Administrative Assistant. Unless otherwise acted upon, the transfer shall be five percent (5%) of the projected governance receipts. Each year at the beginning of the fall semester the Student Government President and the Director

of Student Services will decide how many clubs that the Student Government would like to support and how much clubs would get from the fund. Each club created for the rest of the school year will receive this amount up to the maximum number of clubs that the fund can support.

Clause Six: Requests for additional funding by student clubs must be submitted to the Student Government Administrative Assistant in budget form and will receive a response from the senate within three (3) weeks.

Clause Seven: Student clubs must submit request for use of funds each time a club wishes to access funds (This is additional to original budget approval.)

Clause Eight: Student Clubs' deposits must be submitted to Student Government Administrative Assistant with the correct form.

Clause Nine: Any reusable equipment that clubs wish to purchase must be approved by the Director of Student Services. Equipment purchased thus must be returned to USUAS-JC when club is inactive. An inactive club being defined as: a club that has been ruled as inactive by the Club Liaison or the Director of Student Services in accordance with Clause 11.

Clause Ten: To be eligible for recognition as an official UAS Juneau Campus student club, a prospective club must:

- (1) Have at least five (5) currently registered members of the USUAS-JC Student Body;
- (2) Have a club constitution with a mission statement, list of goals for the year and a written procedure for selecting club officers.
- (3) Have a prospective budget.
- (4) Have an advisor who is a current UA faculty or staff member or a community member approved by the USUAS-JC Assembly;
- (5) Be open to all club branches to membership from any USUAS-JC member regardless of gender, race, national origin, age, creed, appearance, handicap, social status, economic background, religious affiliation, political affiliation, sexual orientation and/or lifestyle.

Sub-Clause One: All clubs shall submit to the USUAS-JC office information providing compliance with all of this clause, a phone number and address for a student contact in the club no later than six weeks after the first day of the fall and spring semester.

Clause Eleven: Each student club must demonstrate monthly activity. Monthly activity is defined as: club meeting(s) and/or club activity that lasts no less than thirty (30) minutes at least once a month. Each club must schedule a short informal meeting with the Club Liaison or Student Activities/Housing once a month to discuss club activities. They must also submit an in-person monthly report that includes activities of the club in the previous month and planned activities for the following month. These requirements must be done by the end of the business day for Student Activities/ Housing on the last day of the month.

Clause Twelve: The meeting time and location must be unique for each club. [For example, clubs cannot meet at the same time and the same place and be considered different club meeting's.] It is up to the discretion of student government and student activities/housing to interpret if there is a reasonable concern about the authenticity of a club meetings or club activity. If a reasonable concern is found, student government and student activities/ housing will conduct an investigation into the authenticity of the club's activity, after which disciplinary action may be taken.

Clause Thirteen: Failure to meet the requirements set in above Clauses (7, 8, 10, 11, and 12) may result in disciplinary action at the discretion of the Club Liaison or the Director of Student Services. Disciplinary actions may include freezing of the clubs accounts, and/or the removal of the club as an active student club.

Clause Fourteen: Any additional monetary compensation provided by Student Government shall be thanked by a write up in the Whalesong. The article will describe the event made possible by Student Governments donation, and thank Student Government for their generosity. Failure to do so will result in a firm "No" response to any future monetary requests under the same club president's leadership."

ARTICLE VII - ELECTIONS

Clause One: The Board of Elections Committee will be responsible for establishing and publicizing the dates, times, and polling places for elections at least two weeks before the election.

Clause Two: The Chair of the Board of Elections Committee and the Student Government Department Staff will present to each candidate all pertinent information necessary to run for office including the USUAS-JC Constitution and Bylaws, Bulletin Board policy, calendar of election events, Department Staff and Chair of the Board of Elections Committee contact information, and all other documents pertaining to elections.

Clause Three: Candidates will file with the Department Staff a Petition of Nomination bearing name, signature, address, contact numbers, student identification number, and the name, signature and student identification number of *twenty-five (25)* USUAS-JC members. Candidates will also file with the Department Staff a letter of recommendation from an advisor or faculty member of an accredited University, College, or High School written within one (1) year from the date swearing in ceremony will take place.

Clause Four: Upon receipt of a candidate's Petition of Nomination, the Board of Elections Committee will request the Department Staff to verify that the candidate's petition supporters are all USUAS-JC members and that the candidate is a currently enrolled student and meets all requirements for holding office pursuant to Article V of the USUAS-JC Constitution. All student records will remain

confidential and are subject to review only by the Department Staff. If a candidate does not meet the qualification to run for an elected position his or her name will be removed from the ballot.

Clause Five: Upon verification, the candidate's name will be placed on the ballot and said candidate may begin campaigning.

Clause Six: All candidates to be officially on the ballot must attend a mandatory candidates' meeting to be held by the Board of Elections.

Sub-Clause One: In the event that a class prohibits you from attending the mandatory candidates meeting, a separate meeting with the Board of Elections chair will be conducted prior to the mandatory meeting.

Sub-Clause Two: In the event that a candidate does not make the mandatory meeting or A prearranged meeting, the candidate may only run as a write-in candidate in the election.

Clause Seven: Each candidate will be responsible for their entire campaign, including carefully and completely instructing his or her supporters involved with the campaign to see that the regulations are complied with, and will immediately remedy any violations of which she or he becomes aware.

Clause Eight: Campaign materials are to be posted in accordance with University regulations and must remain outside of regular classrooms.

Sub-clause One: There will no campaigning in the following areas:

Within 30 feet of any voting area

Computer Labs

Student government board/office/table

"Temporary Polling Stations" (must be approved by election committee)

Sub-clause Two: There will be no campaigning using the follow methods:

1. Candidate is prohibited from using his or her own personal computer / laptop thereby "escorting" that individual directly to the polling station.

2. Posting a blog, sending any email, or creating a website that directly links to the USUAS-JC Student Government voting web page.

3. No use of University logos, seals, watermarks, letterhead, etc.

4. No other mastheads or sponsors used in campaigning.

Clause Nine: No student government funds, facilities, materials, staff, or equipment may be used for campaign purposes.

Clause Ten: All elections will use secret written ballots which include a write-in space for each position being elected.

Sub-Clause One: To be elected as a write-in candidate, a minimum of twenty-five (25) votes is required.

Sub-Clause Two: On closing of the polls those candidates that have a minimum of twenty-five (25) write-in votes will be checked to be sure that they meet the qualifications for holding an elected position. If the candidate does not meet the qualifications, the Department Staff will draft a letter of explanation to the candidate and hand deliver it to the candidate.

Clause Eleven: Campaign materials will not be posted and campaigning will not be conducted within 30 feet of any voting booth on election days.

Clause Twelve: Polls for elections will be open on three consecutive days and located online at the Student Government web site. You must use your student user name to log on to the voting polls.

Clause Thirteen: No candidate may be a poll sitter.

Clause Fourteen: Candidates are responsible for removing, picking up, and properly disposing any leaflets, fliers, or other campaign material distributed on their behalf before 12:00 p.m. the day following the final closing of the polls.

Clause Fifteen: The Board of Elections and USUAS-JC Advisor will oversee the ballot counting process. If the advisor is unable to fulfill the election duties the permanent replacement appointee will take over, REC center manager; if that person is unable to fulfill the duties, the Vice Chancellor of Student Services will appoint someone from within the Student Resource Center to the position.

Clause Sixteen: Election results will be tallied by the Board of Elections immediately upon the closing of polls and vote count will be posted by noon on the following day the closing of the polls.

Sub-Clause One: Certification of election must take place no earlier than noon the day after the close of polls. The certification will be no later than 5:00 pm the following business day after the close of polls, if no complaints exist.

Sub-Clause Two: The results will be posted at the Activities and Housing desk as well as the Student Government web site.

Clause Seventeen: A candidate will win with a simple majority of the ballots cast, and in the event of a tie vote in any election, the Board of Elections will conduct a runoff election to choose a winner by a majority vote within five working days of the first election.

Clause Eighteen: Complaints will be handled in the following manner:

Elections will be held on a consecutively on a Monday, Tuesday, and Wednesday from midnight to midnight.

All written complaints must be turned into the Board of Elections Chair and received no later than noon on Thursday.

All complainants will be informed of complaint(s) against them within 24 hours of receiving.

The Student Government Advisor and the Board of Elections Chair together will inform the accused of the complaint, either by teleconference or in person. The name(s) of the person(s) submitting the complaint will remain confidential.

Rebuttals need to be submitted in writing to the Board of Elections Chair within 72 hours of being informed of the complaint.

An investigation of the complaints will be concluded within 7 calendar days of the close of election. The final Election Report and certification will be present to Student Government in a formal Student Government meeting no later than 5 pm the 8th day past the close of polls.

Clause Nineteen: Decisions of the Board of Elections will be considered final.

Clause Twenty: The Board will have up to ten (10) hours of temporary employee time per election with which to hire non-elected Student Body members for poll sitting. Before hiring poll sitters, the Board will make a good faith effort to secure necessary poll sitters from Department Staff, the Executive and Legislative branch, and the Board.

Clause Twenty-One: If the Vice President chooses to run for an elected position he or she must submit his or her Election Packet one week before the Mandatory Meeting. In the event that the Vice President decides to run for an elected position the Pro-Tem will become the Chair of the Board of Elections.

ARTICLE VIII - DISCRETIONARY FUNDS

Clause One: All Student Senate positions are paid, with a maximum that cannot be exceeded by any member of the USUAS-JC. The President can earn up to \$5000 in two semesters (equivalent to no more than 15 hours per week at the hourly rate of \$12.50) The Vice President can earn up to \$3500 in two semesters (equivalent to no more than 10 hours per week at an hourly rate of \$9.50). The Senators can earn up to \$1500 in two semesters (equivalent to no more than 5 hours per week at an hourly rate of \$9.50).

Sub-clause One: Annual Reviews of the paid positions are to determine whether the maximum pay should be increased, decreased or remain the same. This article is to be looked at every fiscal year to determine whether or not the paid positions should be increased, decreased, or remain the same.

- Clause Two: Upon resignation or impeachment of any Student Senate position, replacements shall receive an hourly pay calculated by the following formula for each semester of service: (semester allocated funds/days in semester) X (number of days served in semester).
- Clause Three: Notice of all proposed paid positions changes will be posted outside the Student Government Office.
- Clause Four: Officers eligible for paid positions or special payroll are not precluded from refusing to accept such payment if they so choose.
- Clause Five: Each semester (Fall and Spring), a discretionary fund of up to \$375 will be available to Department Staff for the purchase, with Presidential approval, of necessary office supplies.

ARTICLE IX - ETHICS

- Clause One: Ethics is a principle of right or good conduct, moral duty, and obligation to the USUAS-JC and the students; pertaining to the rules or standards governing the conduct of the Student Body.

Sub Clause One: The USUAS-JC officially adopts the University of Alaska Code of Conduct as the standard by which ethics and wrong decisions making can be decided. The student government by a (2/3) vote may add to the Bylaws any ethical issue that is not dealt with in the University Code of Conduct.

- Clause Two: Unethical practices will be defined by a two-thirds (2/3) vote of the Student Senate (members present). If a practice of any member has been voted to be unethical, the Student Senate may, by a three-fourths (3/4) vote of the member's present, censure and/or reprimand the official in question.
- Clause Three: Continuing unethical behavior may be grounds for impeachment.
- Clause Four: No member of the Student Senate will vote on any business where a conflict of interest exists or may arise, as determined by the Rules Committee.
- Clause Five: A conflict of interest does include instances when a Student Senator works for a department (including any student newspaper) or is officially associated with a club that will benefit directly by the successful passage of a piece of legislation.
- Clause Six: Should the rules committee determine that a conflict of interest has arisen after votes have been cast, the legislation will be recalled and voted on again in accordance with the proceeding clauses of article nine of the bylaws of USUAS-JC Constitution.

Clause Seven: The ethics clause will be discussed by the first meeting after the committees have been assigned and will be voted on by the second meeting after the committees have been assigned.

ARTICLE X - PROXIES

Clause One: A proxy must be written and signed by the member in whom's name the proxy is submitted.

Clause Two: All proxies must be submitted to the Chair of the meeting personally or through the department staff.

Clause Three: If an item of business is amended from the floor, without changing the intent of the item, any proxies pertaining thereto will be considered valid as written, unless the member who made the proxy indicates otherwise, in which case the proxy in question will be deemed withdrawn.

ARTICLE XI - SCHOLARSHIPS

Applicants for USUAS-JC Scholarships:

Clause One: Must be USUAS-JC Student Body members admitted into a degree or certificate program at the University of Alaska Southeast Juneau Campus and enrolled in the number of on-going credit hours required by the USUAS-JC Constitution, Article XIV.

Clause Two: Should demonstrate motivation, academic and leadership potential, and be goal oriented.

Clause Three: Must have and maintain a cumulative Grade Point Average (GPA) of at least 3.0 if an undergraduate and of at least 3.5 if a graduate.

Clause Four: Must submit a current UAS transcript as well as high school transcript if UAS transcript reflects grades for less than two semesters.

Clause Five: Must submit two general letters of reference.

ARTICLE XII - OFFICE AND PROPERTY

Clause One: All elected and appointed USUAS-JC members will be allowed reasonable access to USUAS-JC office computers and other equipment for personal use. Use of such property for official USUAS-JC business has priority.

Clause Two: Unless otherwise provided for by the Student Senate, all equipment and non-perishable goods purchased with USUAS-JC funds by any organization, department, or individual will be the property of USUAS-JC.

ARTICLE XIII - RESIGNATIONS

Resignations from the Student Senate will be presented to the Senate President or the Chair of the Rules Committee. In the event that a written resignation is not received, the Rules Committee may determine that a vacancy exists and will notify Senate members accordingly.

ARTICLE XIV - SUMMER RULES

During the summer, the Student Senate shall meet at least once.

ARTICLE XV - DEFINITIONS OF LEGISLATION

Clause One: All legislation considered by the Student Senate will be typed, denote a sponsor, a title and number, statement of purpose, and a fiscal note when appropriate.

Clause Two: Legislation is limited to Bills, Resolutions, Directives, Memorials, or Commendations.

Clause Three: A Bill is the formal, written draft of a proposed legislative act or amendment to a previously adopted legislative act. Bills are limited to Student Senate Code amendments, Student Senate Rules amendments, financial allocations, and the approval of the annual budget.

Clause Four: A resolution is a formal, written expression reflecting the opinion of the Student Senate. All Student Senate resolutions shall name the individual, organization, or body intended to receive it.

Clause Five: A Directive is a formal, written instruction of the Student Senate to other entities for the purpose of adopting a temporary course of action.

Clause Six: A Memorial is a formal, written expression of the Student Senate commemoration of any person, organization, idea or action and has no legal affect.

Clause Seven: A Student Senate Opinion is a formal written expression reflecting the view of the Student Senate.

This Constitution Belongs To:
