

CONSTITUTION AND BYLAWS
OF THE CLARK UNDERGRADUATE STUDENT COUNCIL

NEWLY REVISED AND ANNOTATED

One Ninety-Sixth Session of the Clark Undergraduate Student Council

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CONSTITUTION OF THE CLARK UNDERGRADUTE STUDENT COUNCIL
Revised and Re-edited through March 2009

PREAMBLE

We, the undergraduate students of Clark University, hereby establish a Clark Undergraduate Student Council (CUSC) in November 1910, as an undergraduate government to empower undergraduates to coordinate activities and effect change within our university. CUSC shall serve as a vital and active forum for undergraduate students to rally support for causes, activities and organizations; to voice discontent; to mediate satisfying and beneficial solutions to the concerns of all Clark undergraduates; and to affirm student citizens’ dignity and worth. CUSC shall be entrusted with the power to charter, fund, and coordinate the activities of all undergraduate student organizations.

MISSION STATEMENT

The students of Clark University hereby establish a Clark Undergraduate Student Council (CUSC), an entity that empowers students to co-ordinate activities and effect change within their University. The CUSC shall ensure a vital and active forum for students to rally support for their causes, activities and organizations; to voice discontent; and to mediate satisfying and beneficial solutions to the concerns of all Clark undergraduates. The CUSC shall be entrusted with the power to charter, fund, and co-ordinate the activities of student organizations.

ARTICLE I: Membership

- ❖ **Section (1): Qualifications.**

Members of the Clark Undergraduate Student Council (CUSC) must be full-time undergraduate students who have paid the full amount of their Student Activities Fee. No member may be on academic or social probation, as determined by set Undergraduate guidelines.

❖ **Section (2): Equal Opportunity.**

The CUSC advocates a policy of equal opportunity in that each qualified individual, regardless of race, color, gender, sexual orientation, religion, national origin, age, or handicap shall have equal opportunity to fully participate as members.

The CUSC shall exhibit the spirit of this policy in all its decisions and actions.

ARTICLE II: Composition of the CUSC

❖ **Section (1): Governing Bodies.**

The CUSC shall consist of a Representative Council, an Executive Board, and a Judiciary Committee. The CUSC shall have the power to recognize and dissolve other student organizational entities as provided for in this constitution and subsequent bylaws.

❖ **Section (2): Representative Council.**

The Representative Council shall be composed of voting members who must be elected by and from the Clark undergraduate student body and also be composed of other non-voting positions that may be appointed or otherwise created by an act of the CUSC.

Section 2.1: Duties

Members of the Representative Council shall:

- i. Communicate with their constituents and act on their behalf and in the best interest of the student body through activities, establishment of legislation, or other appropriate means.
- ii. Establish and adhere to rules for the internal governance of the CUSC.
- iii. Ensure that the CUSC operates in a manner consistent with this constitution and any other legislation passed by the CUSC.
- iv. Serve as a member of at least one CUSC committee or advisory body.
- v. Attend all meetings of the CUSC and its affiliates, with reasonable allowance for absence, to ensure that business may be conducted by those bodies.

Section 2.2: Members

The Representative Council shall consist of the following elected positions:

- i. One (1) representative from each residence hall.
- ii. One (1) representative for every one hundred-fifty (150) students who live off-campus in non-Clark owned housing.
- iii. One (1) representative for every one hundred-fifty (150) students who live off-campus in Clark owned housing.
- iv. One (1) representative from the first-year class.

- v. One (1) representative from the sophomore class.
- vi. One (1) representative from the junior class.
- vii. One (1) representative from the senior class.
- viii. One (1) representative for every one hundred-fifty (150) Clark Undergraduate minority students.
- ix. One (1) representative for every one hundred-fifty (150) international students as defined by Clark Undergraduate.

Section 2.3: Requirements

All qualified members of the student body may seek any CUSC position, except that those students representing residence halls or off-campus districts must maintain residency there and all class representative must be of the particular class they are elected to represent.

❖ **Section (3): Executive Board.**

The Executive Board shall be composed of a president, a vice-president, a secretary, and a treasurer each elected from and by the Clark undergraduate student body at-large.

Section 3.1: Duties

Members of the Executive Board shall:

- i. Provide leadership and guidance to the members of the CUSC and the Clark student body.
- ii. Ensure that the CUSC operates in a manner consistent with this constitution and any other legislation passed by the CUSC.
- iii. Ensure that the actions and decisions of the CUSC are regularly publicized and otherwise communicated to the Clark community.
- iv. Have the right to observe the proceedings of all Representative Council committees and advisory bodies.

Section 3.2: President

The president of the CUSC shall:

- i. Represent the interests of the Clark student body and the CUSC.
- ii. Chair the meetings of the CUSC and the Executive Board.
- iii. Appoint, with a two-thirds (2/3) approval of the CUSC, the following:
 - a. Members of the Judiciary Committee.
 - b. Members of the CUSC to chair the various committees of the Representative Council.
 - c. Members of all CUSC affiliated advisory groups.
 - d. Members to fill vacancies of the CUSC.

These appointments shall be made in accordance with this constitution and all subsequent bylaws properly passed by the CUSC.

- iv. Have the power to form ad hoc committees to advise the CUSC.
- v. Vote only to break a tie or otherwise change the outcome of a vote.
- vi. Have the power, only when given expressed consent by the CUSC treasurer or a three-fourths (3/4) majority of the CUSC, to disburse Student Activities Fund monies during Undergraduate vacation periods, in an emergency, or in a case of prolonged absence of the CUSC treasurer.

Section 3.3: Vice-president

The vice-president of the CUSC shall:

- i. Oversee the functioning of all CUSC affiliated student organizations.
- ii. Advise a standing committee to counsel and regulate all CUSC affiliated organizations in accordance with this constitution and all CUSC bylaws.
- iii. Advise the members of the Representative Council in performing their duties and advancing the goals of the CUSC.
- iv. Oversee the orientation of new members to the Representative Council.
- v. Represent the interests of the Clark student body and the CUSC in the absence of the CUSC president.
- vi. Chair the meetings of the CUSC and the Executive Board in the absence of the CUSC president.
- vii. Assume the office of president when that office becomes vacant as a result of resignation or removal.

Section 3.4: Secretary

The secretary of the CUSC shall:

- i. Maintain accurate records of all CUSC activities.
- ii. Maintain the record-keeping facilities of the CUSC.
- iii. Oversee and enforce all CUSC attendance policies.
- iv. Distribute a record of each meeting of the CUSC to all the members of that body, all CUSC affiliated media organizations on campus, and those bulletin locations that the CUSC may establish.
- v. Maintain and distribute, as needed, updated copies of the CUSC constitution and bylaws.
- vi. Advise a standing committee to vigorously publicize and otherwise communicate the activities of the CUSC to the Clark community.

- vii. Assist in the orientation of new members to the Representative Council.

Section 3.5: Treasurer

The treasurer of the CUSC shall:

- i. Maintain accurate records of all transactions of any monies derived from the Student Activities Fund.
- ii. Have the power, only in accordance with this constitution and all binding legislation of the CUSC, to authorize disbursements, and transfers of all monies derived from the Student Activities Fund.
- iii. Have the power, only in accordance with this constitution and all binding legislation of the CUSC, to sign contracts and other binding agreements that commit monies derived from the Student Activities Fund.
- iv. Present a report of all Student Activities Fund transactions and accounts to the CUSC at least once each semester and also at the request of the members of the CUSC or the Clark student body.
- v. Advise a standing committee to oversee the use of Student Activities Fund monies by all CUSC affiliated organizations.
- vi. Act only as an ex-officio member on the CUSC standing committee on budgets and finance.
- vii. Present reports to all CUSC affiliated organizations up-dating the activity of their accounts.
- viii. Appoint with two-thirds (2/3) approval of the CUSC two assistant treasurers to help fulfill the duties of this office.

❖ **Section (4): Judiciary Committee.**

The Judiciary Committee shall be composed of five non-voting members of the CUSC appointed from the Clark undergraduate student body by an act of the CUSC for that purpose. Two additional persons meeting said criteria shall be appointed to function as alternates.

Section 4.1: Duties and Responsibilities of the Committee

The Judiciary Committee shall:

- i. Ensure that the CUSC operates in a manner consistent with this constitution and all binding legislation of the CUSC.
- ii. Be the final authority in all matters involving the interpretation of this constitution, all legislation passed by the CUSC, and all rules of order that the CUSC may adopt.
- iii. Establish and maintain its own internal procedures in accordance with the provisions of this constitution.

- iv. Inform the CUSC on proper parliamentary procedure and adherence to any rules of order that the CUSC may adopt.
- v. Hear petitions from members of the Clark undergraduate student body concerning the constitutionality of legislation and actions approved by the CUSC, its representatives, or its acknowledged organizational entities.
- vi. Maintain a quorum of at least three-fifths (3/5) and always consist of at least five members.

Section 4.2: Chairperson

The President of the CUSC shall appoint one member of the Judiciary Committee to serve as chairperson of that body.

This Chairperson shall:

- i. Advise the committee to ensure that the internal procedures of the Judiciary Committee are consistent with this constitution.
- ii. Chair all meetings of the Judiciary Committee.
- iii. Maintain accurate records of all current Judiciary Committee decisions.
- iv. Represent the interests of the Clark student body, the CUSC, and the Judiciary Committee in all matters involving the CUSC Constitution and Bylaws.
- v. Assist in the orientation of new members to the Representative Council.

ARTICLE III: *Elections and Appointments*

The members of the CUSC shall be chosen from the Clark undergraduate student body in accordance with the provisions of this constitution and any subsequent binding legislation that the CUSC shall enact for the purpose of further defining and regulating election and appointment proceedings.

❖ **Section (1): Organization.**

The CUSC shall enact binding legislation that defines and regulates election and appointment procedures. Said legislation shall only be enacted or amended by a three-fourths (3/4) majority of the CUSC.

❖ **Section (2): Administration.**

The CUSC shall create a standing committee to administrate and enforce all election and appointment proceedings. Said committee shall act as a forum for all disputes and problems that may occur concerning definition and regulation of the election and appointment process. All decisions of said committee may be appealed to the Judiciary Committee.

❖ **Section (3): Access.**

The CUSC shall ensure that all qualified members of the Clark undergraduate student body are given equal opportunity and equal access to all aspects of the elections and appointments process.

❖ **Section (4): Time of Elections.**

Regular elections shall be held twice each academic year – once in the spring and once in the fall – on predetermined dates that shall have been widely and vigorously publicized to the Clark community.

Section 4.1: Fall Election

All off-campus representatives, the four class representatives, all minority and international representatives, and all residence hall representatives shall be elected during the fall election.

Section 4.1: Spring Election

The president, vice-president, secretary, and treasurer shall be elected during the spring election. The elections shall be held no later than six weeks after the beginning of the spring semester.

❖ **Section (5): Validation.**

All voters shall be validated against recent undergraduate records to ensure voting eligibility.

❖ **Section (6): Conditions of Office.**

Section 6.1: Verification

The standing committee created for that purpose, shall verify all election results before they are declared to the Clark community. Provisions shall be established that allow the results of an election to be challenged and reviewed by a portion of the Clark undergraduate student body.

Section 6.2: Term

All positions of the CUSC shall have a term of one year except in cases of resignation or removal.

- i. All positions elected during the fall elections shall take office seven days subsequent to the ratification of the election results.
- ii. All positions elected during the spring elections shall take office four weeks subsequent to the ratification of the election results.

Section 6.3: Limitations

No member of the CUSC shall hold more than one position within the CUSC.

Section 6.4: Appointed Members

Appointed members of the CUSC shall have no power to vote, offer a motion, or second a motion except as a member of a subordinate body of the CUSC, which must have its actions and/or recommendations, approved by the CUSC proper. Said members shall have all other rights and responsibilities accorded elected members of the CUSC.

ARTICLE IV: *Removal and Disciplinary Actions*

The CUSC shall establish specific procedures for disciplinary action or removal of its members in accordance with this constitution.

❖ **Section (1): Consideration.**

Section 1.1: Judiciary Recommendation

A member shall be considered for disciplinary action or removal upon the recommendation of the Judiciary Committee when that committee has determined said member to have violated the provisions of this constitution or any binding legislation properly passed by the CUSC.

Section 1.2: Vote to Impeach

A member shall be considered for disciplinary action or removal upon a majority vote of the CUSC to impeach when sufficient members believe that said member has violated the provisions of this constitution or the binding legislation of the CUSC.

Section 1.3: Suspension of Powers

Any member under consideration for disciplinary action or removal shall have all powers of office suspended until that question has been decided by the CUSC.

Section 1.4: Recall

A petition to recall from one-third (1/3) of the constituents of a particular member of the CUSC shall constitute grounds for a recall election for that member's position.

❖ **Section (2): Due Process.**

No member shall be removed or be the subject of disciplinary action (except a reprimand) without due process as defined by binding legislation of the CUSC and this constitution.

Section 2.1: Defense

Any member shall have the right to prepare and present a defense.

Section 2.2: Advocate

Any member so choosing shall have the right to be appointed an advocate from the Judiciary Committee to properly advise and counsel said member.

Section 2.3: Presentation

Any member shall have their actions considered for a final decision by a quorum of the CUSC.

❖ **Section (3): Conviction.**

A three-fourths (3/4) majority of the CUSC shall be necessary to convict a member and remove or apply disciplinary actions as stated in the act of conviction. Removal from office shall be the only action, which can deprive a member of the right to attend a meeting of the CUSC, the power to vote, the power to offer a motion, or the power to second a motion.

ARTICLE V. *Vacancies*

The CUSC shall make every effort to fill any vacant positions that arise at any time during any session.

❖ **Section (1): Elected Positions.**

The CUSC shall attempt to fill any vacancies of this sort by a special election for that purpose, except when less than six weeks remain in the term of the position or when this constitution provides otherwise.

Section 1.1: President

Should vacancy occur in the office of president, the vice-president shall assume the office. If the vice-president is unable to assume the office, then a succession shall be followed within the Executive Board from secretary to treasurer. Should no member of the Executive Board be able to assume the office, then the CUSC shall elect a president from within the voting membership of that body. A member of the Executive Board or a member of the Judiciary Committee shall conduct said elections at the next official meeting of the CUSC.

Section 1.2: Temporary Appointments-Executive Board

Should a vacancy occur in the Executive Board, the president shall immediately appoint with a two-thirds (2/3) approval of the CUSC a voting member of the CUSC to function as a temporary replacement for the office. A person elected in a special election or a permanent appointment shall replace said appointment within three weeks.

Section 1.3: Appointments

Should no persons petition for election to a vacant position or should less than six weeks remain in the term of the position the President shall immediately appoint with a two-thirds (2/3) approval of the CUSC a member of the Clark undergraduate student body to assume the vacant position. Any person filling a vacancy in this manner shall thereafter be considered a full, voting member of the CUSC.

❖ **Section (2): Appointed Positions.**

The CUSC shall attempt to fill any vacancies of this sort as soon as possible during any time of any session.

Section 2.1: Judiciary Committee

Should a vacancy occur in the main body of the Judiciary Committee an alternate shall assume the position. Should an alternate's position become vacant, by the third meeting of the CUSC, the President of the CUSC shall appoint with a two-thirds (2/3) approval of the CUSC a member of the Clark undergraduate student body to assume the position. If said appointment is not approved within two weeks the CUSC shall appoint a member by majority vote without the consent or advice of the President.

Section 2.2: Others

Should a vacancy occur in any other position all efforts shall be taken to ensure that the position is filled as intended by the CUSC.

ARTICLE VI. *Student Activities Fund*

❖ **Section (1): Purpose.**

The CUSC shall maintain a fund to help meet the educational, recreational, and social demands of the current Clark undergraduate student body.

❖ **Section (2): Student Activities Fee.**

Each full-time member of the Clark undergraduate student body shall contribute a set amount to the Student Activities Fund each semester.

Section 2.1: Changes

The amount of the Student Activities Fee shall not be changed without the majority approval of the Clark undergraduate student body in a referendum.

Section 2.2: Clark Undergraduate Trustees

The Trustees of Clark Undergraduate shall be informed in writing in the event that the amount of the Student Activities Fee is changed.

❖ **Section (3): The Fund.**

The entire Student Activities Fund shall be entrusted to the Trustees of Clark Undergraduate for safekeeping. Monies originating from said fund shall be allocated and disbursed only by the CUSC and only in accordance with this constitution and all subsequent binding legislation properly passed by the CUSC. Monies originating from the Student Activities Fund shall neither be otherwise consigned or kept nor shall any profits or revenues gained from said monies be consigned except in accordance with this constitution and subsequent legislation properly passed by the CUSC.

❖ **Section (4): Records.**

The CUSC shall maintain public records detailing the allocations and disbursements from the Student Activities Fund. Any organizational entity receiving monies from the Student Activities Fund must provide the CUSC with adequate proof that these monies are being spent for the purpose intended. The trustees of Clark Undergraduate shall cooperate in this effort.

❖ **Section (5): Referenda.**

The Clark undergraduate student body shall have the power to commit through referenda particular allocations and disbursements from the Student Activities Fund. Said referenda shall be presented to the undergraduate student body during the regular spring election or during a special election for that purpose.

ARTICLE VII. Meetings

❖ **Section (1): Frequency.**

Regular meetings of the CUSC shall be conducted at least once every two weeks during the academic year.

Section 1.1: Call to Assembly

Meetings may be called by the president or vice-president of the CUSC, one-third (1/3) of the voting members of the CUSC, or as provided for in this constitution and subsequent binding legislation of the CUSC.

❖ **Section (2): Accessibility.**

All regular meetings of the CUSC shall be open to all members of the Clark Undergraduate community providing they adhere to the rules of order recognized by the assembly.

Section 2.1: Notice

All regular meetings of the CUSC shall be scheduled at least twenty-four (24) hours in advance with notice issued to the Clark student body and each member of the CUSC at least that much in advance.

Section 2.2: Location

All regular meetings of the CUSC shall be held at a location convenient for members of the CUSC and the Clark Undergraduate community. The Trustees of Clark Undergraduate shall cooperate in this effort.

❖ **Section (3): Quorum.**

Quorum for the CUSC shall include all of the following: at least two-thirds (2/3) of the voting members of the Representative Council, and at least three (3) members of the Executive Board, and at least three (3) full members of the Judiciary Committee.

ARTICLE VIII: Organizations

❖ **Section (1): Acknowledgment.**

A student organization may be acknowledged by an act for that purpose which is approved by a majority of the CUSC.

❖ **Section (2): Establishment and Recognition.**

A student organization may be established and recognized by an act for that purpose which is approved by two-thirds (2/3) of the voting members of the CUSC. Any organization to be established and recognized by the CUSC must have been previously acknowledged and operated for a number of successive semesters, said number to be legislated by the CUSC.

❖ **Section (3): Organizational Bylaws.**

All organizations that are established and recognized by the CUSC must maintain a set of rules that define and regulate the actions of that organization.

Section 3.1: Review

Organizational bylaws must be submitted for review by the Judiciary to ensure consistency and compliance with this Constitution and other legislation of the CUSC.

Section 3.2: Ratification

Original ratification of an organization's bylaws must be approved by two-thirds (2/3) of the voting members of the CUSC in an act concurrent to the act to establish and recognize the organization.

❖ **Section (4): Compliance.**

All organizations shall adhere to all parts of this constitution, all binding legislation passed by the CUSC, and their own bylaws as approved by the CUSC.

Section 4.1: Non-compliance

Organizations that fail to comply with this section, as decided by the Judiciary Committee, shall be subject to punitive action by the CUSC.

Section 4.2: Appeal

Any organization may appeal the decisions of the CUSC to the Judiciary Committee for review.

❖ **Section (5): Funding.**

All student organizations shall be considered eligible to receive Student Activities Fund monies only in accordance with this constitution and subsequent legislation properly passed by the CUSC.

Section 5.1: Acknowledgment

All student organization that have been officially acknowledged by the CUSC shall be eligible to petition, for a particular purpose, any funds that the CUSC may make available for the express use of such acknowledged organizations.

Section 5.2: Establishment and Recognition

All student organizations that have been officially established and recognized by the CUSC shall be eligible to petition for regular funding through the Student Activities Fund.

Section 5.3: Continued Eligibility

All student organizations that have been allocated any Student Activities Fund monies must continue to comply with this constitution, any legislation passed by the CUSC, and their own bylaws as approved by the CUSC. Failure to comply with said authorities may result in the immediate revocation of any or all allocations previously granted to that organization or other actions as approved by the CUSC.

ARTICLE IX: Legislation

❖ **Section (1): Referenda.**

The Clark undergraduate student body shall have the power to enact binding legislation and non-binding legislation through referenda. All legislation so enacted shall not be revoked, amended, limited or in any other way affected without the approval of the Clark undergraduate student body through referenda.

Section 1.1: Introduction

Referenda shall be introduced to the Clark undergraduate student body by a two-thirds (2/3) approval of the voting members of the CUSC or by petition of one-fourth (1/4) of the full-time undergraduate student body.

Section 1.2: Review

All referenda must be submitted for review by the Judiciary Committee to ensure consistency and compliance with this constitution.

Section 1.3: Presentation

Referenda shall be presented to the Clark undergraduate student body during regular spring elections held by the CUSC except when a special election is petitioned by at least one-third (1/3) of the Clark full-time undergraduate student body or when two-thirds (2/3) of the CUSC approve a special election for that purpose

Section 1.4: Duration

The entire Clark undergraduate student body shall reconsider binding legislation enacted through referenda each year. Changes to the Student Activities Fee shall not be reconsidered each year.

Section 1.5: Conflicts

No two referenda being voted on in the same election may affect one another.

❖ **Section (2): Bylaws.**

The CUSC shall have the power to establish and maintain bylaws that further define and regulate itself and other student organizational entities of the Clark undergraduate student body as is necessary and proper to carry into execution the powers vested by this constitution.

❖ **Section (3): Rules of Order.**

Robert's Rules of Order shall be used as the rules of order for the CUSC except where those rules conflict with this constitution or binding legislation of the CUSC.

❖ **Section (4): Appeals.**

Any member of the Clark undergraduate student body may petition the Judiciary Committee to consider the constitutionality of any referendum, act, resolution, or other decisions, binding or non-binding, which affects the Clark community or any member of that community.

ARTICLE X: Amendments

❖ **Section (1): Amendments to the Constitution.**

Amendments to this constitution shall be approved by a majority vote of the full-time undergraduate student body through referenda clearly stated for that purpose.

Section 1.1: Introduction

Constitutional amendments shall be introduced to the Clark undergraduate student body by a two-thirds (2/3) approval of the voting members of the CUSC or by a petition from one-third (1/3) of the Clark full-time undergraduate student body.

Section 1.2: Presentation

Constitutional amendments shall be presented to the entire Clark undergraduate student body during regular elections held by the CUSC except when a special election is petitioned by one-third (1/3) of the Clark undergraduate student body or when three-fourths (3/4) of the voting members of the CUSC approve a special election for that purpose.

ARTICLE XI: Ratification

This constitution shall require the majority approval of the Clark undergraduate student body. Upon ratification of this document any and all other constitutions previously adopted by the CUSC shall immediately become null and void.

ARTICLE I: *Membership*

❖ Section (2): Equal Opportunity.

Bylaw 101 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Student Council advocates the Undergraduate's policy of equal opportunity, which states:

It is the policy of Clark Undergraduate that each individual regardless of race, color, sex, sexual orientation, religion, national origin, age as defined by law, disability, or veteran status, shall have equal opportunity in education, employment, or services of Clark Undergraduate.

Section 2: Student Council's interactions with the undergraduate student body shall exhibit the spirit of the University's Equal Opportunity Policy.

ARTICLE II: *Composition of the CUSC*

❖ Section (1): Governing Bodies.

❖ Section (2): Representative Council.

Bylaw 113 *Be it enacted by the Clark Undergraduate Student Council the following code of ethics for its members:*

Section 1: Members of the Student Council may not participate in votes particular to the organizations of which they are active members. Those not voting for this reason will not count towards the total number of voters for majority/supermajority standing.

Section 2: This shall not be construed so as to preclude a member from voting on any package of budgets, providing the member is not an active participant of a majority of the named organizations.

Bylaw 120

Be it enacted by Clark Undergraduate Student Council that:

1: *The following standing committees must be renamed in order to better reflect their purpose:*

The Interviews and Elections Committee must be renamed as the Election Committee

The Budget and Finance Committee must be renamed as the Finance Committee

2: [Amending Bylaw 120 section 1 above] Adding Grants Committee as one of the standing committees of the CUSC.

3: [Amending Bylaw 120 section 6.1 above] Add this clause that all CUSC standing committees will have a Chair and a Vice Chair.

- 4: [Amending Bylaw 120 section 6.2 above] The Chair of the committee may call meetings of the committees, in the absence of the Chair by the Vice Chair or by ½ of a committee's members.
- 5: [Amending Bylaw 120 section 7.2 above] Add the Vice Chair is responsible for taking the minutes of every meeting of the committee.
- 6: [Amending Bylaw 120 section 8 above] The Vice Chairs or another committee member may present committee reports to the Council in the absence of the Chairs.

Bylaw 121 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Members of all standing committees and any other group that Student Council may so desire shall report to Student Council at least once every two weeks during the academic year, or as directed by Student Council either in writing or in person.

Bylaw 125 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: No committee, task force, or other Clark Undergraduate Student Council affiliated body may hold closed door meetings in the Council office.

Bylaw 150 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Residence hall representatives are required to hang Student Council fliers in their halls, as delegated by the Communications Committee.

Section 2: All other representatives (off campus owned and Non-Clark owned, Minority, International, and Class Representatives) will be required to hang fliers as requested by the Communications Committee or in association with residence hall representatives (in other public areas – i.e. Dana Commons or the University Center – as well as residence halls).

Section 3: Representatives who continuously fail to comply with Sections 1 and 2 will be subject to penalty up to and including impeachment.

Bylaw 201 *Be it enacted by the Clark Undergraduate Student Council the following election regulations:*

Section 1.1: The Elections Chair, in conjunction with the Interview and Elections Committee, and any designee they may choose, shall be the facilitator of all elections proceedings, the arbitrator of election disputes, and the enforcer of all election rules.

Section 1.2: The Elections Committee can set additional rules to govern the election by a majority vote of the committee. All additional rules must be made in accordance with the Bylaws and Constitution, and must be delivered to all candidates in a timely manner.

Section 1.3: During the fall general elections, the Executive Board shall assume all of the powers of the Interview and Elections committee after the date that petitions are due.

Section 1.4: The violation of these Bylaws, or rules set to govern the election, or evidence of evasion of adherence to these Bylaws and/or election rules, shall be sufficient grounds for the Interview and Elections Committee to disqualify a candidate, then he or she shall be declared defeated, and his or her votes redistributed among the remaining candidates to determine the winner.

Section 1.5: If the candidate that receives a majority of votes chooses to disqualify him or herself by not accepting office, then he or she shall be declared defeated and his or her votes shall be redistributed among the remaining candidates to determine the winner.

Section 1.6: Any decision of the Elections Committee can be appealed to the CUSC Judiciary committee. If the Judiciary feels that the Interview and Elections has violated the Constitution, Bylaws, or its own rules, they may overturn that decision by a three-fifths (3/5) vote. If a disqualified candidate decides to appeal their status to the Judiciary Committee, the Interview and Elections Committee must produce its evidence and justification within forty-eight (48) hours.

Section 2.1: Petitions to be placed on the ballot will be released at least one (1) month before the scheduled date of election. Petitions will be due at least two (2) weeks before the scheduled date of the election. The CUSC elections Bylaws will be attached to each copy of the petition.

Section 2.2: Candidates for residence hall representatives and candidates for off-campus representatives must each obtain twenty (20) signatures from full time undergraduate students belonging to their constituency. Minority representatives, class representatives, and international representatives must obtain fifty (50) signatures from full time undergraduate students. Candidates for executive board positions must obtain seventy-five (75) signatures from full time undergraduate students.

Section 2.3: On the day that petitions are due, a mandatory meeting of all candidates that have submitted petitions must occur. At this meeting all election rules will be explained, and a description of the responsibilities of each post will be given. Candidates will be given the opportunity at this meeting to withdraw their petitions. No campaigning may begin prior to this meeting. The Elections Committee may disqualify candidates for violations of this rule.

Section 3.1: A candidate may not spend more than twenty-five percent (25%) of the current individual Student Activities Fee on their campaign. All candidates who submitted a petition must submit an itemized expense report to the Chair of the Interview and Elections Committee prior to the close of the polls. Write in candidates must submit an itemized expense report to the Chair of the Elections Committee within forty-eight (48) hours of the close of the polls. Write in candidates will be notified of their need to submit an expense report upon the receipt of election results. Failure to do so may result in a candidate's disqualification.

Section 3.2: No donations or unreasonable discounts may be accepted for campaign materials. A simple majority vote of the Elections Committee, or its designee, shall determine what an unreasonable discount is.

Section 3.3: Candidates may publicly endorse other candidates, but each candidate must evenly share in the cost of any campaign items that bear both candidates names. Candidates for Executive Board positions may run as a ticket combine their campaign allowance, but their votes shall be tallied separately.

Section 4.1: The CUSC shall use a secure Internet voting system for its elections. The system must require a student to log in with their network credentials, but will not keep a record of what candidate a student votes for. The Elections Committee can establish additional regulations or requirements for the Internet voting system. A simple majority approval of the Elections Committee will certify a system for CUSC elections. If the security of the database of the online voting system is violated, that election shall

be immediately invalidated. If a candidate, or an agent of a candidate, attempts to or succeeds in tampering with the election system, then that candidate will be disqualified, and will be barred from running for a CUSC position for the rest of their undergraduate careers.

Section 4.2: All names shall appear in random order, to be determined by a lottery conducted by the Elections Committee.

Section 4.3: If in the case that an Internet voting system cannot be used, the Elections Committee shall submit a resolution to the CUSC to establish paper balloting procedures. The resolution must be approved by a two-thirds (2/3) supermajority.

Section 5.1: All candidates are required to abide by policies, procedures and guidelines set forth in Synergy.

Section 5.2: Write in candidates will not be required to participate in the debate.

Section 6.1: Candidates may not in any manner deface, obstruct, or tamper with another candidate's campaign materials, or encourage (directly or indirectly) the aforementioned. Those candidates may then be eligible for disqualification.

Section 6.2: Student Council shall sponsor a debate. All candidates are required to attend, unless they have received a waiver from the Elections Committee or their designee. The debate shall be moderated by an ad hoc group of Clark media organizations.

Section 6.3: Candidates shall have the right to have posted campaign advertisements in residence halls and other University buildings by the Elections Committee. Campaign advertisements must be placed into the mailbox of the Elections Committee Chair within 48 hours of the mandatory meeting addressed in section 2(c) of the election bylaws. Advertising restrictions shall be fully communicated to all candidates by the Elections Committee prior to the advertisements being due. If approved, the advertisements must be posted by the Elections Committee in a timely fashion, with no candidate receiving preferential treatment (everything will be posted concurrently). Candidates may specify locations (i.e. only Hughes Hall) but if unspecified, their advertisements will be posted in all residence halls. The proper number of advertisements must be given to the Elections Committee at the time of submission and must be accounted for in the candidates' expense reports. If an inadequate number of postings is provided to the Elections Committee, they can use their discretion as to which residence hall(s) to not advertise the candidate in. In order to post in any non-residential building, candidates must abide by all posting policies for that building (i.e. for the UC a candidate wishing to advertise there must follow all the Student Leadership and Programming office's guidelines).

Section 7.1: After the Elections Committee has certified the election results, Student Council shall be required to ratify election results without amendment within one week of the date of election, not including regularly scheduled vacation periods. If the Council votes not to ratify the election results, or fails to meet the one-week deadline, then an immediate reelection must occur with the same candidates as the last election.

Section 7.2: Within in twenty-four (24) hours of the close of the polls the following people will be notified of the election results: Candidates that have won. Candidates that have lost. Current Student Council members. The Student Council Advisor.

Section 8.1: The CUSC shall use Instant Runoff Voting (IRV) for all of its elections in order to assure that a candidate receives a majority of the vote cast in order to win.

Section 8.2: Ballots shall ask voters to rank the candidates they support in order of preference, with “1” being the highest/most preferred. Voters may rank as many or as few candidates as they want. Ballot instructions shall include a statement expressing the following idea to voters: “You do not hurt the chances of your higher-ranked candidate by ranking additional candidates.”

Section 8.3: In IRV, the tabulation of votes proceeds in rounds. In each round, a value of one vote is assigned to each voter’s highest remaining preference. For a candidate to be elected, the required number of votes is a majority of the votes cast in that round. If after assigning all the votes in a round no candidate receives a majority, then the candidate with the lowest accrued vote total is declared defeated, and the votes for that candidate is transferred to the given voter’s next preferred candidate still in the running. The process is complete when one candidate receives the required majority of votes.

Section 8.4: An exception to the IRV Process shall be made for any elected position which, at the time of the election, the CUSC Constitution states shall be represented by more than one individual. In such cases, the candidates with the most votes shall be deemed the winners. [Example: If there are X seats for the position of off-campus non-Clark owned representative, the top X vote-getters shall be deemed the winners.] Note: Winners under this IRV exception must still be valid candidates as per previously explained election rules.

Section 9.1: Eligible voters shall be defined as all enrolled undergraduate Clark University students.

Section 9.2: If a secure Internet voting system is approved by the Elections Committee (Bylaw 201 Sec 4a), undergraduate students who are studying in a Clark-affiliated program (domestically or internationally) will be considered “enrolled” for the purposes of this bylaw. Concurrently, the Elections Committee is responsible for ensuring that all enrolled students have the ability to electronically vote (i.e. via e-mail).

Section 9.3: Student Council shall take reasonable measures to ensure that all eligible voters have the ability to vote (regardless of geographic distance) for their Constitutionally-mandated Council representative (Example: enrolled Maywood Hall undergraduate students voting for Maywood Hall Representative, all enrolled undergraduate students for e-board positions, etc). Eligible voters who are studying abroad are excluded from residence hall election polls.

Section 10: In accordance with the CUSC Constitution, Student Council recognizes the right of the CUSC Judiciary Committee to hear petitions from the undergraduate student body. Upon receipt of a petition regarding CUSC elections the Judiciary Committee may declare an election invalid (and call for a new election) in cases where election rules have been violated by the Elections Committee, the CUSC Executive Board, Student Council as a whole, and/or an individual election authority by a three-fifths (3/5) vote of the Judiciary.

Bylaw 410 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Be it the policy of the Clark Undergraduate Student Council that committees and the body of the whole shall be allowed to draft internal policies.

Section 2: Policies for committees and task forces shall be vote on in a manner set by the chair of the committee or task force that is commensurate with the Clark

Undergraduate Student Council Constitution, Bylaws, and all other binding legislation.

Section 3: All internal policies must be submitted to the Clark Undergraduate Student Council Secretary twenty-four (24) hours before they take effect.

Section 4.1: Internal policies of the Clark Undergraduate Student Council shall be approved by a majority vote of the Representative Council or a unanimous vote of the Executive Board.

Section 4.2: In the case of a policy enacted by a unanimous vote of the Executive Board, a majority vote of the Representative Council will be sufficient to overturn such policy.

Bylaw 501: *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Campus Programming Board hereafter referred to, as CPB shall be established in order to
promote and improve programming through collaboration and cooperation.

Section 2.1: CPB shall consist of the following student groups: Student Activities Board (SAB), Public Entertainment Committee (PEC), Speaker's Forum, and Clark University Film Society (CUFS). These groups shall be required to comply with the established bylaws and procedures for Student Council recognition.

Section 2.2: CPB also consists of a chair, the Vice President of Student Council. The Vice President of
Student Council shall report on a regular basis to the Executive Board of Student Council and the
entire body of Student Council as to the status of CPB.

Section 2.3: CPB shall also consist of CPB general members. The general members of the
four member
student organizations of CPB will automatically become the general members of the CPB. The
position of a general member will be a voluntary position.

Section 2.4: A designee from the Office of Student Leadership and Programming shall act as
Advisor to
CPB. In addition to being actively involved with CPB and its member groups, S/he is
responsible
for reporting to the administration on a regular basis as to the status of CPB.

Section 3.1: Each group included in Section 2.1 shall appoint a CPB-liaison. The liaison is
responsible for
attending each CPB meeting. The liaison is also responsible for submitting the vote of
their
respective group when needed.

Section 3.2: Meetings shall be chaired by the Vice President of Student Council, and shall
include the
liaisons from each group included in Section 2.1. The designee from the Office of
Student
Leadership and Programming must also attend the meetings. Meetings are open to the
public.

Section 3.3: The purpose of the meetings is to allow the major programming groups on campus to coordinate and cooperate with each other. This means they will share ideas, inform each other about each groups activities, maintain a calendar of programs around campus, learn about programming, grow relationships with each other, and assist one another with paperwork and execution of programming. The meetings will also serve as a platform for other groups on campus seeking help, information, ideas, or co-sponsorship.

Section 4: The CPB shall receive funding equal to thirty-five percent (35%) of the Student Activities Fund (SAF). Of this allocation, the Senior Week Committee will receive \$15,000, the Spree Day Committee will receive \$40,000, the Major Event Committee (MEC) will receive \$40,000, the Programming Cosponsorship Fund (PCF) will receive \$20,000, and International Gala will receive \$24,000. The remaining money in the allocation shall be divided equally among the student organizations listed in Section 2.1.

Section 5.1: The Programming Cosponsorship Fund is considered part of CPB. The purpose of this monetary entity is to provide necessary funds to cosponsor campus-wide programs. The Organizational Committee of the Clark Undergraduate Student Council is responsible for assessing the validity of spending funds from PCF. Once the CUSC Organizational Committee approves a monetary request, the Office of Student Leadership and Programming is allowed to disburse monies from PCF accordingly. Fund from PCF may also be used for funding events on days that sufficiently lack campus-wide programming otherwise. A portion of the fund, determined by the CUSC Organizational Committee, will be allocated to on-campus programming during the month of September. The PCF is subject to the same general spending regulations as applied to the Student Activities Fund, noted in Money Matters.

Section 5.2: The Programming Cosponsorship Fund is available for use of student groups in the interest of programming throughout the year, until depletion. The PCF is also subject to audits conducted by the Finance Committee of the Clark Undergraduate Student Council.

Section 5.3: The Chair of the CUSC Organizational Committee is required to report the balance of the Programming Cosponsorship Fund, as well as recent spending, on a regular basis to the representative

Section 6.1: Senior Week Committee, Spree Day Committee, Major Event Committee and International Gala are considered part of CPB. The Senior Week Committee is responsible for putting on Senior Week and the Spree Day committee is responsible for putting on Spree Day. The International Gala Committee is responsible for putting on International Gala. Senior Week, Spree Day and International Gala is to occur in the spring semester. The Major Event Committee is responsible for putting on a major event designed to attract a large number of students such as a concert or a lecture by a prominent speaker or a premiere of a recent movie etc. The major event is meant to occur in the fall semester. It is understood that by putting on a big event in the fall, the MEC takes some of the programming responsibility from Spree Day.

Section 6.2: To be eligible to apply to be a part of CPB as a subcommittee the event must meet the

following criteria: 1.) The event must be an established Clark event for at least five years; 2.) On average the event must draw at least one-quarter of the Clark Undergraduate student body and; 3.) Annually, the event must cost at least \$18,000.

Section 6.3: The following groups: Programming Co sponsorship Fund, Senior Week Committee,

Spree Day Committee and Major Event Committee are grandfathered into this bylaw therefore

Section 6.2 and Section of 6.4 does not apply to them.

Section 6.4: The Chair of CPB shall work together with the designee from the Office of Student

Leadership and Programming to appoint a chair for each committee i.e. the Major Event Committee, the Spree Day Committee, the Senior Week Committee. For the appointment of the International Gala Committee chair the designee of the Office of Student Leadership and Programming will work with the CUSC Election Committee as well as the designee of the previous International Gala. The appointment process of future CPB subcommittee chairs will consist of the designee of the Office of Student Leadership and Programming, the CUSC Election Committee and the designee of previous event committees. The respective committee chair shall be responsible for assembling a group, whose collective responsibility is to work towards the successful completion of the purpose of that committee. The chair of each committee shall consult with the Chair of CPB about any major steps in planning the particular event, in addition to receiving any advice or assistance offered by CPB.

Section 2.1: Duties

Section 2.2: Members

Section 2.3: Requirements

❖ **Section (3): Executive Board.**

Bylaw 102 *Be it enacted by the Clark Undergraduate Student Council the regulations for an Executive Session:*

Section 1: An Executive Session is defined as a closed meeting of Student Council. Only Student Council members and invited guests, as determined by a two-thirds (2/3) vote of Council, may sit in on an Executive Session.

Section 2: An Executive Session may be called on by any two (2) members of the Executive Board, a three-fifths (3/5) vote of the Judiciary Committee, or a simple majority of the representatives of the Student Council.

Section 3: The Student Council Secretary will record the minutes of the Executive Session. A copy of the minutes will be kept on file in the Student Council office and made

available to any Student Council member upon request.

Section 4.1: Any and all proceedings within an Executive Session are confidential and may not be discussed outside of the Executive Session nor may the proceedings be discussed with anyone who is not a member of the Student Council.

Section 4.2: The minutes of an Executive Session will not be open to public access unless put there by a two-thirds (2/3) vote of Council, at which point they will become public information.

Section 4.3: Breaking the confidentiality of an Executive Session is grounds for immediate initiation of impeachment proceedings by Council.

Section 5: The Student Council President will chair all meetings in Executive Session. S/he will decide upon entering the Executive Session whether the meeting will be formal and proceed by the Rules of Order, or whether the Rules of Order shall be dispensed with for the purpose of informal discussion.

Section 6: No votes can be taken during an Executive Session with the exception of bringing the meeting out of Executive Session (which requires a simple majority).

Bylaw 162

Be it enacted by the Clark Undergraduate Student Council that:

Section 1.1: The President of the Clark Undergraduate Student Council shall have signing rights on the Student Council Account. S/he will be allowed to spend up to a total of \$250.

Section 1.2: When the President spends money from the Clark Undergraduate Student Council Account, s/he is required to furnish a record of what was purchased and for how much within ten (10) business days of the purchase.

Section 2.1: The Executive Board of the Clark Undergraduate Student Council shall have the power to spend the Student Council Account monies with three-fourths (3/4) approval of the Executive Board.

Section 2.2: If the Executive Board approved an expenditure of the Student Council Account monies amounting to more than \$250, they are required to furnish a record of what was purchased and for how much within ten (10) business days of the purchase.

Section 3.1: Student Council has the ability to co-sponsor events and initiatives through collaboration with other Clark Undergraduate students, clubs, and organizations. Ten percent (10%) of the Student Council Account shall be used for co-sponsorship. This figure is to be determined when Student Council receives its annual budget. These monies shall be referred to as the "Co-sponsorship Fund."

Section 3.2: With a two-thirds (2/3) approval by Student Council, funds can be allocated for co-sponsorship from the "Co-sponsorship Fund".

Section 3.1: Duties

Section 3.2: President

Bylaw 160

Be it enacted by the Clark Undergraduate Student Council that:

Section 1: The President of the Clark Undergraduate Student Council shall hold a minimum of five (5) scheduled office hours per week.

Bylaw 161 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The President shall have the right, pursuant to the Student Council Constitution, to veto any legislation (whole or part), any motion, or any act of Student Council up to and including the next regularly scheduled meeting of the Student Council.

Section 2: Any veto of the President must be put into writing, include specific justification and recommendations, and be circulated to all Council members by the next regularly scheduled Student Council meeting.

Section 3: Student Council may vote with a supermajority to override a veto either within the next academic week (7 days) or during the next regularly scheduled Student Council meeting, whichever is first.

Bylaw 163 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: The President of the Clark Undergraduate Student Council shall have the power to set the agenda for each Student Council meeting.

Section 1.2: At the beginning of his/her term, the President will establish the procedure for having items placed on the agenda.

Section 2: In the event that the President is not in attendance at a meeting of the Student Council, the Vice President shall set the agenda.

Section 3.3: Vice-president

Bylaw 170 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Vice President of the Student Council shall serve a minimum of five (5) scheduled office hours per week.

Bylaw 171 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Vice President of the Clark Undergraduate Student Council, in conjunction with the Judiciary Chair, shall inform all CUSC acknowledged organizations of the pertinent Bylaws and regulations regarding their existence and functionality.

Section 3.4: Secretary

Bylaw 180 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Secretary of the Student Council shall serve a minimum of five (5) scheduled office hours per week.

Bylaw 181 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: It is the duty of the Student Council Secretary to update these Bylaws as they are

altered by an act of the Student Council and circulate the updated versions of the Bylaws to all members of the Student Council (including the Judiciary Committee, all liaisons, and all other non-voting members).

Section 3.5: Treasurer

Bylaw 190 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Treasurer of the Student Council shall serve a minimum of five (5) scheduled office hours per week.

Bylaw 194 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: The Student Council Treasurer has the explicit authority to prevent a group from spending monies in excess of those currently in that group's account.

Section 1.2: The Student Council Treasurer shall report to the Student Council if an organization has exceeded its budget.

Bylaw 195 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The CUSC Treasurer shall have the power to break a tie vote of the Grants Committee and the Finance Committee.

❖ **Section (4): Judiciary Committee.**

Bylaw 143 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: If so requested by one-third (1/3) of Student Council members present or at least two (2) members of the Executive Board, any constitutional interpretation or appellate decision made by the Judiciary Committee will be submitted in writing to all Student Council members within one meeting of that decision.

Section 1.2: Any request of written explanation made by the Executive Board for a constitutional interpretation or appellate decision may be overridden by a two-thirds (2/3) vote of Student Council.

Section 1.3: A two-thirds (2/3) vote of Student Council will be sufficient requirement for a roll call vote of all Judiciary members. No roll call vote can be requested in cases of impeachment.

Section 4.1: Duties and Responsibilities of the Committee

Bylaw 140 *Be it enacted by the Clark Undergraduate Student Council an advisory set of ethics for the Judiciary Committee:*

Section 1: Any member of the Judiciary Committee who has a personal bias on an issue shall disqualify him/herself from passing judgment and deliberating on any issues, which come before the Committee.

Section 2: Any member of the Judiciary Committee shall refrain from passing judgment and deliberating on matters pertaining to organizations of which s/he is a contributing member.

Bylaw 144 *Be it enacted by the Clark Undergraduate Student Council the following judicial regulations:*

Section 1: The Judiciary Committee shall establish and maintain a written document outlining its own internal procedures, the manner in which it hears petitions from members of the Clark Undergraduate Student Body, and a code of conduct regarding Judiciary members, complaints, and defendants.

Section 2: The Clark Undergraduate Student Council shall be notified concerning any revisions or alterations made to the above-mentioned document two weeks before said revisions or alterations are to take effect.

[Amending Bylaw 144 by adding section 3]

Section 3: Judiciary Members shall not be subject to a one (1) year term limit and shall preside for the entirety of their undergraduate career as students of Clark University, as pursuant to all previous legislation.

Section 4.2: Chairperson

Bylaw 141 *Be it enacted by the Clark Undergraduate Student Council that the duties and responsibilities of the Chair of Judiciary shall entail in addition to other legislative and constitutional duties and responsibilities:*

Section 1: The Chair of Judiciary shall be responsible for and shall supervise the proper conduct of all business of the Judiciary Committee including the calling of and presiding over of Judiciary meetings.

Section 2: The Chair of Judiciary in consultation with any available Judiciary members may deliberate on issues that arise during academic recesses and breaks, which need a judicial decision. Once the academic recess/break ends, the Judiciary Committee shall convene to review the deliberation and to pass judgment on them.

ARTICLE III: Elections and Appointments

❖ **Section (1): Organization.**

Bylaw 114 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: As the democratically elected government body for the Clark University undergraduate population, Student Council views the right to contact its constituency as self-evident. In keeping with the Clark and Student Council's mission to make Clark University a more environmentally friendly campus, this right should be exercised in the most environmentally friendly way available whenever possible.

Section 2: All voting members of Student Council recognized in Sec 3b must set up their respective list servers within three weeks of being elected or appointed to CUSC. The Student Council Advisor will assist in this process.

Section 3.1: Voting members of Student Council will have the ability and responsibility to communicate with their respective constituencies via email, pursuant to the list server descriptions, rights, duties, purpose, guidelines and the penalties enumerated in Sections 3.2, 3.3, 3.4, and 3.5.

Section 3.2: If email list servers are available to the representatives in the Clark Undergraduate Student Council, the following definitions should be adhered to:

- 1. The list servers of Class Representatives will consist of all students in the appropriate class. This list server will be synchronized with class lists managed by the Office of the Registrar, in order to record all updates.*
- 2. The list servers of Residence Hall Representatives, Off-Campus Representatives and Clark Houses Representative will consist of all students living in the appropriate residence hall, all students living off campus, and all students residing in off campus Clark-owned houses, respectively. These list servers will be synchronized with residential lists managed by the Office of Residential Life and Housing, in order to record all updates.*
- 3. The list server of the Minority Representative will consist of Executive Board members of all student groups listed on the Student Leadership and Programming website under the "Culture & Support" and "Religious and Spiritual" categories. It will also include all minority students recognized by the Assistant Dean of Students for ALANA*
- 4. Student Support. Any member of the student body who would like to join this email list can opt in by sending an email to the Minority Representative. Upon receiving this request, the Minority Representative must immediately add that student to the list server. The opportunity to opt in to the Minority Representative's list server will be advertised on campus throughout the year.*
- 5. The list server of the International Representative will consist of international students recognized by the Office of Intercultural Affairs. Any member of the student body who would like to join this email list can opt in by sending an email to the International Representative. Upon receiving this request, the International Representative must immediately add that student to the list server. The opportunity to opt in to the International Representative's list server will be advertised on campus throughout the year.*

Section 3.3: Rights and Duties:

- 1. Email will be sent directly to the constituency via the list server or other automatic distribution method.*
- 2. Email should be CC-ed to the Student Council Advisor and the Student Council President.*
- 3. When necessary, any member(s) of CUSC may request one or more representatives to communicate specific information to their appropriate constituencies. If the representative(s) deem this conveyance of information useful, the email should be sent out no more than three days after the request has been made.*
- 4. If Council deems the conveyance of specific information to the entire student body essential, all four class representatives will use their respective list servers to communicate this information. In this case, other representatives must refrain from using list servers, thus avoiding redundancy in emails sent to members of the student body.*

Section 3.4: Purpose and Guidelines:

1. *Email should primarily be used to communicate Student Council initiatives to the student body.*
2. *Email may be used to gather information on constituency opinions regarding pending Student Council business.*
3. *Email may also be used to communicate on campus matters deemed important by Student Council or the representative.*
4. Email may not be used as a campaign tool, either for internal or external elections.
5. Email may not be used to advertise events not sponsored by Student Council (Special Budget Allocation does not count as sponsorship).
6. Email may not be used to fundraise.
7. Email may not be used to advertise commercial products.
8. Multiple emails containing the same message should not be sent (corrections are permissible).
9. Email may not be used to communicate illegal, violent, offensive, lewd, harassing, or threatening materials.

Section 3.5: Abuse of the email right, as determined by Judiciary, may carry penalties including:

1. Suspension of Email rights, either temporarily or permanently.
2. Requiring Emails to be checked by another council member, either temporarily or permanently.
3. Impeachment proceedings.

Section 4: Voting members of Student Council may request the creation of a survey tool to be sent to their constituency, pursuant to the same guidelines as email. The Student Council Advisor shall assist in its creation.

Section 5: If the rights enumerated in this Bylaw are not attainable, Student Council shall pass resolutions and lobby the appropriate administrative bodies until they are attained.

Section 6: Members of a representative's constituency may remove themselves from their representative's mailing list by sending their representative an Email requesting removal.

❖ **Section (2): Administration.**

Bylaw 111 *Be it enacted by the Clark Undergraduate Student Council the following duties and powers of Administrative Liaison:*

Section 1: Communicate with Student Representatives on all Administrative Committees.

Section 2: Relate back to the CUSC all relative and pertinent information on the actions

and proceedings of administrative committees, with due allowance made for confidentiality.

Section 3: To assist the Executive Board and all CUSC standing and *ad hoc* committees in communicating information to the administration.

Section 4: To sit as one of the student representatives on the faculty steering committee and faculty assembly.

Section 5: To hold a monthly meeting of all student representatives on administrative committees to debrief on recent actions and inform them of any new CUSC regulations.

Section 6: To submit reports to the CUSC and attend CUSC meetings at the request of the Executive Board or appropriate committee.

Section 7: The administrative liaison will serve a one (1) year term, unless removed in order with the Constitution.

Bylaw 112 *Be it enacted by the Clark Undergraduate Student Council the following duties and powers of the Trustee Liaison:*

Section 1: Communicate with Student Representatives on all Trustee Committees.

Section 2: Relate back to the CUSC all relative and pertinent information on the actions and proceedings of the Board of Trustees, with due allowance made for confidentiality.

Section 3: To assist the Executive Board and all CUSC standing and *ad hoc* committees in communicating information to the Trustees.

Section 4: To submit reports to the CUSC and attend CUSC meetings at the request of the Executive Board or appropriate committee.

Section 5: The Trustee Liaison will serve a one (1) year term, unless removed in order with the Constitution.

❖ **Section (3): Access.**

❖ **Section (4): Time of Elections.**

Section 4.1: Fall Election

Section 4.1: Spring Election

❖ **Section (5): Validation.**

❖ **Section (6): Conditions of Office.**

Bylaw 110 *Be it enacted by the Clark Undergraduate Student Council the following attendance policy:*

Section 1.1: Attendance and proper decorum at meetings of Student Council shall be considered mandatory for all members of Student Council, including Judiciary

members, all liaisons, and all other non-voting members, with reasonable allowance made for absence. These absences must be reported to either the President or the Secretary, with adequate notice.

Section 1.2: Each Student Council member, including Judiciary members, liaisons, and all other non-voting members, are obliged to sign up for a minimum of two hours per week of office hours, and Executive Board members will serve five. The Executive Board of the CUSC in accordance with Section 2.2 § i, will enforce the office hours.

Section 2.1: Members of Student Council are allowed a maximum of six (6) absences with a maximum of four (4) absences from regular meetings.

Section 2.2: Absences may be incurred in the following ways:

- i. Absence from office hours – each absence constitutes half (1/2) an absence.
- ii. Absence from committee meetings, including Student Council standing committee meetings and Judiciary Committee meetings – each such absence constitutes half (1/2) an absence.
- iii. Absence from Council meetings – each such absence constitutes one (1) full absence.
- iv. Leaving a Council meeting before it is adjourned, without notifying the Chair twenty-four (24) hours in advance – each such early departure constitutes one (1) full absence (emergencies and illness are excluded).
- v. Leaving a Council meeting before it is adjourned, with notifying the Chair prior to the onset of the meeting shall result in half (1/2) an absence.
- vi. Arriving to a meeting after the Chair has called the meeting to order – each such late arrival constitutes half (1/2) an absence.

Section 3.1: The Student Council Secretary shall take roll call attendance at every Student Council meeting as soon as the Chair calls the meeting to order.

Section 3.2: Upon request, the Student Council Secretary shall announce the number of absences of the members of the CUSC to the CUSC. The Student Council Secretary must report to Council any member of Council who has either six (6) total absences or four (4) absences from regular meetings at the end of the regular meeting in which the report was given. S/he shall announce that impeachment proceedings shall begin at the next scheduled meeting. The member being impeached must be notified at least three (3) days before impeachment proceedings.

Amendment to Bylaw 110

Be it enacted by the Clark Undergraduate Student Council that:

- 1: [Amending Bylaw 110 by adding section 4.1] Each Executive Board member shall publicly recite this oath before the Council on the day they officially take office after the ratification of the election results.
- 2: [Amending Bylaw 110 by adding section 4.2] The outgoing president shall administer The Oath of Office.

- 3: [Amending Bylaw 110 by adding section 4.3] The oath shall read: “I do solemnly affirm that I will faithfully execute the office of President/Vice President/Secretary/Treasurer of the Clark Undergraduate Student Council, and will, to the best of my ability, to preserve and protect the Constitution and Bylaws of the Clark Undergraduate Student Council. I assume responsibility for ensuring that the Clark Undergraduate Student Council will take an active role in the governance of the University. I will protect and promote the rights of the student body I represent. I affirm that I will act in the best interest of the University and of the student body within my capacity as President/Vice President/Secretary/Treasurer.”
- 4: [Amending Bylaw 110 by adding section 5.1] The members of the Judiciary Committee will recite this oath before the Council before assuming their positions and after the approval of the Council.
- 5: [Amending Bylaw 110 by adding section 5.2] The oath shall be administered by the President
- 6: [Amending Bylaw 110 by adding section 5.3] The oath shall read: “I do solemnly affirm that I will faithfully ensure the integrity of the Constitution and Bylaws of the Clark Undergraduate Student Council. I will discharge and perform all the duties incumbent upon me as a member of the Judiciary Committee under the Constitution and Bylaws of the Clark Undergraduate Student Council without bias to any person or organization.”
- 7: [Amending Bylaw 110 by adding section 6.1] All members of the Representative Council shall publicly recite this oath before the Council on the day they officially take office after the ratification of the election results.
- 8: [Amending Bylaw 110 by adding section 6.2] The Chair of the Judiciary Committee shall administer the oath.
- 9: [Amending Bylaw 110 by adding section 6.3] The oath shall read: “I do solemnly affirm that I will support and execute the Constitution and Bylaws of the Clark Undergraduate Student Council; that I take this obligation freely, and that I will faithfully discharge the duties of the office on which I am about to enter.”

Section 6.1: Verification

Section 6.2: Term

Section 6.3: Limitations

Section 6.4: Appointed Members

ARTICLE IV: *Removal and Disciplinary Actions*

❖ **Section (1): Consideration.**

Section 1.1: Judiciary Recommendation

Section 1.2: Vote to Impeach

Section 1.3: Suspension of Powers

Bylaw 123 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Prior to any discussion of a dispute involving an organization or organizations in which punitive action may be taken, all parties must be notified and permitted to defend themselves and their cases.

Bylaw 142 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: If two-thirds (2/3) of a representative's constituents feel that their representative is negligent in his/her position, they may petition Judiciary to start impeachment proceedings.

Section 1.2: Before charges are officially made against a member of Student Council, Judiciary should seek further information to determine whether impeachment or other measures are warranted. Such fact-finding should be done in a closed session of Judiciary. The results of these findings are to be held confidential by Judiciary members until the time when Judiciary Committee reports its findings to the Student Council in an Executive Session.

Section 1.4: Recall

❖ **Section (2): Due Process.**

Section 2.1: Defense

Section 2.2: Advocate

Section 2.3: Presentation

❖ **Section (3): Conviction.**

ARTICLE V. *Vacancies*

❖ **Section (1): Elected Positions.**

Section 1.1: President

Section 1.2: Temporary Appointments-Executive Board

Section 1.3: Appointments

❖ **Section (2): Appointed Positions.**

Section 2.1: Judiciary Committee

Section 2.2: Others

ARTICLE VI. Student Activities Fund

❖ **Section (1): Purpose.**

❖ **Section (2): Student Activities Fee.**

Section 2.1: Changes

Section 2.2: Clark Undergraduate Trustees

❖ **Section (3): The Student Activities Fund.**

Bylaw 124 Be it enacted by the Clark Undergraduate Student Council that all Student Council recognized organizations receiving funding from the Student Activities Fund must:

Section 1.1: Be open to membership to all members if the Clark Undergraduate Student Body, regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Section 1.2: Be continuously available for additional membership, activities, and participation by all members of the Clark Undergraduate Community.

Section 1.3: Have an Executive Board.

Section 2.1: Open and widely publicize all organizational meetings and events, and activities that the organizations hold, sponsor, or co-sponsor (excluding the Spree Day Committee).

Section 2.2: Allow events and activities held, sponsored, or co-sponsored to be open for the participation of all members of the Clark Undergraduate Student Body regardless of race, color, sex, religion, national origin, sexual orientation, or handicap.

Section 3.1: Submit one (1) copy of its charter, if changed to the Judiciary Committee of the Student Council for approval by that committee.

Section 3.2: Submit one (1) copy of all Executive Board changes, as necessary, with updated contact information to the Judiciary Committee of the Student Council.

Section 3.2: Keep on file for their reference, and the reference of their members, a copy of their charter.

Section 4.1: Notify the Student Council Secretary in writing at least one week in advance of any organizational elections for the purpose of openly and widely publicizing the said elections.

Section 5.1: Have an advisor; said advisor cannot be an undergraduate student. (*Effective spring 2005*)

Section 6.1: Failure to comply with any portion of this bylaw will be grounds for an organization to be considered ineligible for SAF funding.

Bylaw 126

Be it enacted by the Clark Undergraduate Student Council that:

Section 1.1: "Excess Student Activities Fee (ESAF)" shall be defined as all monies entrusted \ to the Clark Undergraduate Student Council from Student Activity Fee contributions that are received after Annual Budgets have been allocated.

Section 1.2: The amount of ESAF shall be determined by subtracting the amount of funds projected by the Finance Committee for use during Annual Budgets from the total amount of Student Activities Fee paid for by the student body.

Section 1.3: ESAF shall be subject to all spending guidelines as outlined in Money Matters

Section 1.4: Unused ESAF shall rollover into the Cumulative Surplus at the end of the fiscal year (May 31st)

Section 2.1: ESAF will become property of the CUSC Finance Committee.

Section 2.2: The CUSC Finance Committee shall be entrusted to allocate the funds in a fair and efficient manner to student organizations, programs, CUSC initiatives, or in any other mechanism that the committee deems fair as long as it has direct student benefit.

Section 3.1: For calculation purposes ESAF is not subject to percentage restrictions and requirements that apply to SAF as stated in the CUSC bylaws.

Section 3.2: The CUSC Treasurer shall evaluate the financial stability of organizations or other entities receiving a set percentage or amount of SAF and make a recommendation to the CUSC Finance Committee regarding whether or not ESAF may benefit these organizations.

Bylaw 126a

Be it enacted by the Clark Undergraduate Student Council that:

Section 1.1: Finance Committee will receive its ESAF allocations midyear and if they so choose use this money towards mid-semester budget allocations.

Section 1.2: It shall then keep the money and not use it until the next Chairs of Committee meeting after mid-semester budget allocations

Section 2.1: At this meeting the Chairs will allocate the rest of the money accordingly, to be approved formally by a vote of the CUSC

Section 2.2: These money allocations will be given accordingly and adhere to all the rules and regulations of Money Matters.

Bylaw 193 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: To control funds in a specific account, one must have received signing rights.

Section 1.2: Signing rights will be granted and revoked by the Student Council Treasurer, subject to appeal to the Judiciary Committee.

Bylaw 301 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The nominees for the position of Assistant Treasurers cannot be members of Student Council, nor can they have signing rights for a Student Council recognized account. The exception to this rule is Special Projects (Fund #15197). The Assistant Treasurer will receive signing rights for Special Projects. When a special budget is allocated the Assistant Treasurer will be in charge of the paperwork for the event if the special budget is not allocated to a group recognized by Student Council.

Bylaw 302 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Grants Committee, chaired by a Student Council voting member and appointed by the Student Council President, shall be responsible for hearing and deliberating over requests for special funding. The Grants Committee shall also serve as a resource for students to assist in financial planning, fundraising, and co-sponsorship facilitations for events and activities.

Section 2.1: Aside from the Chairperson, this committee shall be composed of four students who are not members of Student Council.

Section 2.2: Members of the Grants Committee will be appointed by the Elections Committee and approved by a majority vote of the CUSC.

Section 3: Both the Students Activities Director and the Treasurer will act as advisors to the Grants Committee.

[Amendment to Bylaw: 302] Rename the Budget Committee as Grants Committee in order to better reflect the committee's purpose.

Bylaw 303 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The dispersion of special budget allocations shall be split into four time periods and be limited to:

- i. \$10,000 between the beginning of the fall semester and fall break
- ii. \$15,000 between fall break and the end of the fall semester
- iii. \$10,000 between the beginning of the spring semester and spring break
- iv. \$15,000 between spring break and the end of the spring semester

Section 2: All monies not spent in a given time period shall be left in reserve.

Section 3: Regardless of when a funding request is made the money shall be allocated from the time period which the event will take place. Should the funds of a particular time period be depleted, the Grants Committee may access any funds in the reserve account.

Section 4: Not more than twenty-five percent (25%) of a special budget allocation can be spent on food, unless the Grants Committee specifically grants an exemption to this rule.

Section 5.1: Any student(s) paying the Student Activities Fee may submit a request for special funding. The Budget Chair must receive the special budget request at least seventy-two (72) hours prior to the Grants Committee meeting and at least four weeks prior to the date of the event counting from the Monday deadline for special budget submission. In special circumstances, the Grants Committee may waive the four-week deadline with a three-fourths (3/4) majority vote, which shall then be confirmed by Student Council with a two-thirds (2/3) majority vote at least two weeks prior to the date of the event, and the rationale behind the waiver shall be clearly stated in the minutes. After hearing from the petitioner, the Grants Committee shall vote on a recommendation to make at the next regularly scheduled Student Council Meeting.

Section 5.2: Any monies from a Special Budget not allocated to a group recognized by the Clark Undergraduate Student Council will be moved to Special Projects and accessed by the Assistant Treasurer. In the event that there is no Assistant Treasurer, signing rights will be given to the Vice President of Student Council.

Section 6: Amendments to the Grants Committee recommendations shall be approved by a supermajority (2/3) Student Council vote.

Bylaw 304 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: An equipment fund will be established, for capital expenditures, exclusively for recognized groups, and will receive funding through the annual budget process. The student(s) must meet with the Grants Committee, and submit the request to the Grants Committee Chair at least seventy-two (72) hours prior to this meeting. The Grants Committee will vote and bring the recommendation to the next scheduled Student Council meeting.

Section 2: Amendments to the Grants Committee recommendations shall be approved by a supermajority (2/3rd) Student Council vote.

Bylaw 305 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Organizations eligible for funding shall submit budgetary requests to the Student Council in order to receive funding for the upcoming budget period. These requests must be submitted by the Friday before Spring Break, to the Finance Committee. Any requests submitted within seven days after the deadline will be penalized by 25% of the budget allocation. Requests submitted later than seven days (7) after the deadline will be declined by the Finance Committee.

Section 2: The Finance Committee shall have the two weeks after Spring Break to deliberate on the budget request. The second Friday after returning from Spring Break the Finance Chair will release the recommendations to each organization by placing a letter in their mailbox as well as emailing the group treasurers.

Section 3: Appeals to recommend budgets will take place beginning the Monday after recommendations are released. Minutes will be taken at these meetings and be distributed to the CUSC.

Section 4: During the week following the appeals the Finance Committee will hold a workshop for Student Council members to discuss the proposed allocations.

Section 5: Following the workshop, the budgets will be voted on at the next scheduled Student Council meeting, assuming 7 days elapse. The Chair of the Finance Committee

shall inform each group requesting money from the SAF that a representative of that group shall be present when Student Council votes on that group's allotment. This representative shall be any person capable of answering any questions concerning their group.

Bylaw 306 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Finance Committee of the Student Council shall audit the financial records of all SAF funded organizations in November and February and report all improprieties to the Student Council.

Section 2: The Finance Committee shall have the authority to subpoena any documents or persons it may feel relevant to its investigations.

Section 3: The Student Council Treasurer must provide the Finance Committee with all information it shall deem necessary for its inquiry.

Section 4: The Finance Committee may not grant sanctions against any organization but shall make any and all recommendations to the Student Council as a whole.

Bylaw 307 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Violations of the provisions and/or spirit of the Bylaws of the Clark Undergraduate Student Council shall be deemed sufficient grounds for the impoundment of an organization's funds, and/or any other sanctions that Student Council may deem appropriate.

Section 2: A majority vote of the Executive Board shall be sufficient to impound an organization's funds. This impoundment must be upheld by a two-thirds (2/3) vote of Student Council within seven (7) days, not to include regularly scheduled vacation periods.

Section 3: Upon the Judiciary Committee's recommendations, a two-thirds (2/3) majority vote of Student Council members is required to unfreeze an organization's account.

Bylaw 309 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: Cumulative Surplus will be divided into three categories: Base, Programming, and Capital Expenditures

Section 2.1: The Base of Cumulative Surplus will be set at, and shall not drop below \$50,000.

Section 2.2: The Programming portion of Cumulative Surplus will be set at \$15,000.

Section 3.1: When the Programming portion of Cumulative Surplus drops below \$15,000, it will be immediately replenished at the end of the fiscal year.

Section 3.2: All left over monies will go to the Capital Expenditures portion of Cumulative Surplus.

Section 4 The Student Council Executive Board will have immediate jurisdiction over Cumulative Surplus. With a majority vote in the Executive Board, the vote will move to the Student Council as a whole where it must receive a majority vote to be distributed.

Bylaw 310 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Clark Undergraduate Student Council can create a roll-over fund for a student group with a supermajority (2/3) vote, with prior approval from the University Controller and Director of Student Leadership and Programming.

Bylaw 311 *Be it enacted by the Clark Undergraduate Student Council that there be an Advocacy Fund in the Student Activities Fund:*

Section 1.1: An advocacy fund will be created to support costs associated with transportation, rooming, and event expenses for off-campus advocacy events and activities and on-campus advocacy events and activities intended to support local community organizations.

Section 1.2: Advocacy will be defined as non-violent activities that raise awareness about a certain issue,
including but not necessarily calling for and/or including direct action, direct service activities, or conferences/ workshops that explicitly deal with issue awareness and direct action.

Section 2.1: The Advocacy fund shall be administered through the Grants Committee of the Clark Undergraduate Student Council.

Section 2.2 : Students seeking monies from the Advocacy fund must meet with the Grants Committee and
submit the request to the Grants Committee Chair at least four (4) weeks prior to the activity. The Grants Committee will vote and bring the recommendation to the appropriately scheduled Student Council meeting.

Section 2.3: Amendments to the Grants Committee recommendations shall be approved by a supermajority (2/3rd) Student Council vote.

Section 3.1: The Advocacy Fund shall receive an allocation of at least \$6,000 annual from the Student Activities Fee.

Section 3.2: Monies allocated from this fund are intended to alleviate costs and cannot be used to fund an entire event or activity.

Section 3.3: The maximum funding allowance per student, per day for an activity supported by the Advocacy Fund is \$40.

Section 3.4: Anytime monies from the Advocacy Fund are used to support an activity or program sponsored and administered by an outside organization that organization must provide a written statement to the Grants Committee including a detailed itinerary and an affirmation stating that all funds will be used exclusively to cover the expenses of Clark Undergraduate Students.

Section 3.5a: All students or student groups receiving monies from the Advocacy fund for off-campus activities are required to host an on campus program directly relating to the service performed,
information received, or action taken off campus.

Section 3.5b: Students receiving monies from the Advocacy Fund for off campus events must notify the

Grants Committee Chair within 2 weeks following the completion of the activity or the event what specific on-campus programming activity the student or student organization plans to do on campus.

Section 3.5c: Students and Student organizations going outside of the United States for their activity or

program must schedule an appointment with the Grants Committee Chair within 2 weeks upon return

from their activity to report exactly what happened during the trip and what the student or student

group plans to do as a follow up program on campus.

❖ **Section (4): Records.**

❖ **Section (5): Referenda.**

Bylaw 202 *Be it enacted by the Clark Undergraduate Student Council the following election regulations:*

Section 1: All referenda will be given to the Judiciary Committee for review before signatures are gathered or a Council vote taken.

Section 2: All referenda, including all accompanying petitions, must be submitted to the Interview and Elections committee two weeks before the scheduled date of election.

Section 3: Undergraduates must both sign and print their name on referendum petitions.

Section 4: The Interview and Elections Committee shall validate the signatures and names on any referendum petitions. If an error is found, the group or person organizing the referenda will be given forty-eight (48) hours to correct the problem. If the error is not corrected, the Interview and Elections committee can disqualify the petition. Any disqualification decision can be overturned by a three-fifths (3/5) vote of the Judiciary Committee.

ARTICLE VII. Meetings

❖ **Section (1): Frequency.**

Section 1.1: Call to Assembly

❖ **Section (2): Accessibility.**

Section 2.1: Notice

Section 2.2: Location

❖ **Section (3): Quorum.**

ARTICLE VIII: Organizations

❖ **Section (1): Acknowledgment.**

Bylaw 103 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: The Clark Undergraduate Student Council has the ability to formally endorse an initiative brought forth by any student(s) of the undergraduate student body.

Section 1.2: Student Council endorsement means that the person(s), organizations, or initiatives to be endorsed are supported by Council in their efforts. As a representative body for the entire undergraduate population, the purpose of an endorsement by Council is to advocate on behalf of the student body. Endorsements shall only be made with the best interests of the entire Clark community in mind.

Section 2.1: Any student(s) seeking endorsement must submit a letter of request and intent to the Student Council President. This letter must clearly state:

- i. How and why this initiative will benefit the community.
- ii. How and why Student Council endorsement will benefit the initiative.
- iii. What institutions, organizations, or administrators are going to be informed of such an endorsement.

Section 2.2: Once the President has received a request for endorsement, he/she will present the request at the next regularly scheduled Student Council meeting.

Section 2.3: The President shall form an ad-hoc Endorsement Committee, made of Council members, after the request is presented to Council. The committee will set up a meeting where the request for endorsement will be considered and reviewed. At the next regularly scheduled Student Council meeting the committee will recommend, based on a simple majority vote, whether or not to endorse the proposed initiative. If they have recommended endorsing the initiative, the committee will present a formal letter (outlining the goals and purpose of the initiative) to Council, which is the official document to be endorsed.

Section 3.1: With a two-thirds (2/3) majority vote Student Council will formally endorse an initiative. Executive Board members may sign the letter presented by the Endorsement Committee.

Section 3.2: If Council has voted to endorse, the Endorsement Committee will distribute a single copy of the endorsement to the student(s) who requested the endorsement. The official endorsement will be on Student Council letterhead and will include the signatures of each willing Executive Board member.

Section 3.3: If the vote to endorse fails, the Endorsement Committee is responsible for informing those who have submitted the request that the request has failed to gain Council's endorsement. The committee must present sufficient reasons outlining Council's decision.

❖ **Section (2): Establishment and Recognition.**

❖ **Section (3): Organizational Bylaws.**

Section 3.1: Review

Section 3.2: Ratification

❖ **Section (4): Compliance.**

Section 4.1: Non-compliance

Section 4.2: Appeal

❖ **Section (5): Funding.**

Section 5.1: Acknowledgment

Bylaw 308 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: All new organizations must complete two (2) full semesters (trial period) beginning the semester after their charter is approved by a two-thirds (2/3) Student Council vote, before they become eligible for SAF funding.

Section 1.2: If an organization is acknowledged by the Clark Undergraduate Student Council by the half-way point of the semester (midterm break and spring break), Student Council will this as one of the required two semesters of the trial period.

Section 1.3: If an organization is acknowledged by the Clark Undergraduate Student Council after the half-way point of the semester (midterm break and spring break), the organization will have to wait until the beginning of the next semester for the Clark Undergraduate Student Council to begin counting their two semester trial period.

Section 1.4: Any student group consisting of members paying the Student Activities Fee can apply for monies through the special budget allocation process outlined in Bylaw 303.

Section 2: During the budget allocation process the Finance Committee has the authority to allocate a budget to an organization for the semester immediately following said organization's trial period.

Section 3: An organization will adhere to its charter, the CUSC Constitution and Bylaws, and all legislation and regulations set forth by the Clark Undergraduate Student Council.

Section 4: Any organization not active for more than three (3) consecutive semesters will be

declared “unacknowledged” with the option to appeal the Student Council Judiciary Committee.

Section 5.2: Establishment and Recognition

Section 5.3: Continued Eligibility

ARTICLE IX: Legislation

❖ **Section (1): Referenda.**

Section 1.1: Introduction

Section 1.2: Review

Section 1.3: Presentation

Section 1.4: Duration

Section 1.5: Conflicts

❖ **Section (2): Bylaws.**

Bylaw 145 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1: The Clark Undergraduate Student Council Constitution and Bylaws, all written guidelines established or adopted by the CUSC, and all organization charters are hereby recognized to be public information.

Section 2: The members of the CUSC shall furnish copies of the CUSC Constitution, Bylaws, organization charters, and any and all written guidelines established or adopted by the CUSC to any undergraduate student who requests them. Such requests must come in writing and be submitted to the Student Council Secretary.

Section 3: All original documents are to be held by the Judiciary Committee under lock and key and are to be considered the official versions. The official versions shall be the ones used in any official work of Student Council or its subsidiary bodies. The official versions can be requested solely from members of the Judiciary Committee.

Bylaw 411 *Be it enacted by the Clark Undergraduate Student Council that:*

Section 1.1: Proposed Bylaws, Bylaw changes, resolutions, and all other legislation can be amended before it is passed.

Section 1.2: Any proposed amendments to a bylaw, bylaw change, resolution, or other legislation must be considered to be friendly or unfriendly by the person who made the original motion on the bylaw, bylaw change, resolution or other legislation, and by the person who seconded the motion.

Section 1.3: If any amendment is considered to be friendly by the person who made the

original motion and the person who seconded it, the amendment is automatically adopted and considered to be a part of the proposed bylaw, bylaw change, resolution, or other legislation.

Section 1.4: If any amendment is considered to be unfriendly by the person who made the original motion and the person who seconded it, the amendment must be voted on, a majority vote being necessary to adopt it and consider it to be part of the proposed bylaw, bylaw change, resolution, or other legislation.

Section: 1.5: If the person who made the original motion and the person who seconded it do not agree as to whether the amendment is friendly or unfriendly, it shall be considered to be unfriendly.

❖ **Section (3): Rules of Order.**

❖ **Section (4): Appeals.**

❖ **Miscellaneous:**

Bylaw 700 Be it enacted by the Clark Undergraduate Student Council that:

Section 1: The CUSC Advisor shall maintain different requirements, restrictions, responsibilities, and regulations than the rest of the CUSC.

Section 1.1: The CUSC Advisor shall maintain the right to speak as any member, elected or non-elected, of the CUSC.

Section 1.2: The CUSC Advisor does not have a vote.

Section 1.3: The CUSC Advisor does not have the power to veto.

Section 2: The CUSC Advisor shall, upon vacancy, be appointed by the Clark Administration.

Section 2.1: The CUSC Advisor must be a staff member of the Dean of Students Administrator.

Section 3: The CUSC may, with a 3/4ths vote, request a replacement CUSC Advisor in the instance the current CUSC Advisor is inadequate or not fulfilling their responsibilities.

Section 4: The CUSC Advisor's term will end with resignation, cessation of employment at Clark University, or a formal request to the Clark Administration for a replacement CUSC Advisor.

Section 5: The CUSC Advisor will adhere to the following attendance policy:

- i. No more than 4 total absences from general meetings are permitted
- ii. Tardiness/Early departure without 24 hour notice will be counted as .5 absences
- iii. Upon absence the CUSC Advisor must provide a suitable proxy
- iv. Even with the presence of a CUSC Advisor proxy, the absence will count towards the total absences allowed.

Section 5.1: The CUSC Advisor or a proxy may attend any CUSC Committee meeting.

Section 5.2: In the instance a proxy is used by the CUSC Advisor they must adhere to the same requirements, restrictions, responsibilities, and regulations that the CUSC Advisor must.

Section 6: Similar to the CUSC President, the CUSC Advisor must maintain neutrality and impartiality in all matters, at all times.

Section 6.1: The CUSC Advisor may cite history or precedent.

Section 7: The CUSC Advisor will not serve as a representative, official or unofficial, to the CUSC of the Clark Administration, Clark Staff, Clark Trustees or Clark Faculty.

Section 8: The CUSC Advisor should be very familiar in the following areas:

- i. CUSC
 - a. Constitution/Bylaws
 - b. History
 - c. Precedent
 - d. Parliamentary Procedure (Robert's Rules of Order)
 - e. Financial Practices (Student Activities Fee/Money Matters)
 - f. Committee Structure and Functionality
- ii. Clark University
 - a. Administration
 - b. Processes
 - c. Procedures
 - d. History
 - e. Practices
 - f. Goals
 - g. Student Life & Activities

ARTICLE X: *Amendments*

❖ **Section (1): Amendments to the Constitution.**

Section 1.1: Introduction

Section 1.2: Presentation

ARTICLE XI: *Ratification*