

# **University of Connecticut Waterbury Campus**

## **Associated Student Government Constitution**

### ***Constitution***

This organization shall be known as the Associated Student Government of the Waterbury Branch of the University of Connecticut hereinafter referred to as the ASG.

#### **Article 1: Purpose of the Organization**

1. Properly and accurately, to the best of their ability, represent the Undergraduate Fee-Paying Student body.
2. Bring Excitement, Educational and Entertainment Services to the Waterbury campus.
3. Support and recognize student initiatives to form clubs or organizations that benefit the student body, and follow University and Student Government guidelines.
4. To provide effective means of communication between the student body and the campus administration and faculty.

#### **Article 2: Powers and Limitations**

1. The powers of ASG are those vested in it by this Constitution.
2. All acts of ASG shall be consistent with the provisions of the charter, By-Laws, and rules and regulations of the University of Connecticut.

#### **Article 3: Membership of Associated Student Government Eligibility**

Be an undergraduate fee-paying student at the Waterbury campus who shows interest and commitment to ASG.

1. Be an undergraduate fee-paying student at the Waterbury campus who shows interest and commitment to ASG.
2. Must have a cumulative GPA of 2.3 or higher.
3. Must be a student with a majority of credits taken at UConn-Waterbury.
4. Must not vote on any issue involving a club they are in.

#### **Composition**

1. ASG will compose of Members, Senators, and Officers
  - a. Members are undergraduate fee-paying students who regularly attend ASG meetings.
  - b. Senators are voted in the Fall and Spring semester. Officers are voted in the Spring term.

- i. Fall elected positions begin duties with the approval of fall elections and end on April 30th.
- ii. Spring elected positions begin May 11th and end April 30th.

## **Members**

- 1. Duties
  - a. Attend and participate in a majority of meetings.
  - b. Are encouraged to attend and assist in ASG events.
  - c. Represent the wishes of the student body to the best of their understanding.
- 2. Limitations
  - a. Members are limited to vote only upon motions where the ASG President deems it necessary.

## **Article 4: Powers and Functions of the Senate**

### **Senators**

- 1. Responsibilities and Duties
  - a. Properly and accurately, to the best of their ability, represent the Undergraduate fee-paying student body.
  - b. Discuss and vote on funds for student club activities and other activities that allow ASG to fulfill its stated purpose.
  - c. Attend and participate in all ASG's standing or ad hoc committees.
    - i. A minimum of one (1) is required.
  - d. Attend and participate in all ASG meetings.
    - i. No more than three (3) unexcused absences are allowed.
  - e. Attend and assist at most ASG events.
  - f. Discuss and vote on President appointments of Members, Senators, and Ad Hoc Committee Chairs.
    - i. Each appointment requires two thirds (2/3) vote.
  - g. Reserve the power to solely motion and vote during ASG meetings on any and all matters pertaining to the ASG.
  - h. Understand and use Robert's Rules of Order to conduct ASG meetings.
  - i. Only discuss and vote on what is presented on the agenda.
- 2. Powers
  - a. Retain the power to expand and nominate senator seats.
    - i. An expansion of senator seats may only be expanded in the first two weeks of each semester and the last two weeks of each semester.
    - ii. Nominations must be voted and passed with a two thirds (2/3) vote.
    - iii. If a senator seat vacancy occurs, the Senate can nominate and vote to fill vacancy.

- b. Retain the power to nominate and vote approval on new members to the ASG.
    - i. Nomination must be voted and passed with a two thirds (2/3) vote.
- 3. Procedures
  - a) The council may determine its own rules of procedure. In the absence of such rules, the current edition of Robert's Rules of Order will determine the procedure.

## **Article 5: Powers and Functions of Officers**

### **President**

- 1. Responsibilities
  - a. The President shall be the official leader, chief position, and prime representative of the student body.
  - b. Chair all ASG meetings unless he/she/they designates someone else to chair.
  - c. Ensure the Organization is running effectively and working cohesively as one.
  - d. Create meeting agendas for the ASG with collaboration from all Officers, standing and ad hoc chairpersons.
  - e. Shall appoint from among members and senators a chairperson for each standing and ad hoc committee.
  - f. Shall maintain communication with all regional campuses' student governments.
  - g. Shall maintain a relationship with the Director of the Campus.
    - i. If possible, meet regularly.
  - h. Make responsible efforts to ensure that officers carry out designated duties properly, promptly, and fully.
  - i. Shall hold weekly office hours accordingly to the officer's availability.
    - i. These office hours must be public to all on campus.
    - ii. A minimum of one (1) hour.
- 2. Powers
  - a. To vote on a matter to only to make or break a tie.
  - b. To appoint a secretary and treasurer without senate approval.
    - i. These positions will serve as the president's council along with the advisor.
  - c. The president has the power to create ad hoc committees and shall assign members of such committee.
  - d. To create new senate positions with a two thirds (2/3) majority approval of the senate.

### **Vice-President**

- 1. Duties
  - a. Represent the student body in a positive and effective manner.

- b. In the event of a vacancy of the office of the president, the Vice-President will assume the position and cannot decline, and in one week he or she will appoint an elected member of the senate to serve as their vice president.
- c. Assume duties in the physical absence of the president.
- d. Is the second level of appeal of excused absences.
- e. To initiate and maintain communication and active discussion with other branches of The University of Connecticut.
- f. To make reasonable efforts to ensure that Senators and Committees carry out their designated duties properly, promptly, and fully.
- g. Shall hold weekly office hours according to the officer's availability.
  - i. Office hours must be public to all on campus.
  - ii. A minimum of one (1) hour.

## 2. Powers

- a. Reserve the power to appeal any unexcused absences.

## **Treasurer**

### 1. Responsibilities

- a. To maintain a record, in congruence with the Tier III Trustee Regional Campuses Account Policies and Procedures, of all expenditures and receipts of the ASG and all other recognized student organizations, which are allotted funds by the ASG.
- b. To supervise the handling of all monetary currencies and inform immediately of all monetary receiving's to the President and Advisor, and follow suit with the Tier III Trustee Regional Campuses Account Policies and Procedures.
- c. This includes but is not limited to:
  - i. To be the only member to receive all documents of finance personally unless otherwise noted.
  - ii. To provide access to ASG's financial records to any member of ASG and students upon request.
- d. To make a weekly Treasurer's report to be presented to the Senate body at all ASG Meetings. This includes, but is not limited to:
  - i. Checking balance.
  - ii. Budget problems.
  - iii. Budget reports on each event.
  - iv. Any problems monetarily.
- e. Shall be chairperson of the Finance Committee.
- f. Shall ensure all proper forms are filled out and filed in their respective location.
- g. Shall hold weekly office hours according to the officer's availability.
  - i. These office hours must be public to all on campus.
  - ii. A minimum of one (1) hour.

## **Secretary**

### 1. Responsibilities

- a. The secretary is the recording officer of the assembly and the custodian of the records.
- b. Be the central hub of all contact for the ASG.
- c. To keep a record of all business conducted at every ASG meetings – more formally called minutes.
  - i. Post minutes to public on ASG bulletin board, the ASG website and/or any other University approved medium.
  - ii. These records become permanent upon approval of the Senate.
- d. To have minutes available for students and members upon request.
- e. In the absence of the President and Vice-President, the Secretary will preside over an ASG meeting.
- f. Shall e-mail all minutes, agendas, meeting times and other announcements to all members, senators, and officers.
- g. Shall make an official member list and update when needed.
- h. Oversee all correspondences of the ASG.
- i. To notify the President if any senators break the absence quota.
  - i. The secretary reserves the power to define excused and unexcused absences.
- j. Shall hold weekly office hours according to the officer's availability.
  - i. These office hours must be public to all on campus.
  - ii. A minimum of one (1) hour per week.

## **Committee Chairs**

- 1. Responsibilities
  - a. Oversee all projects made in the committee.
  - b. Prepare all required documents pertaining to said projects and goals.
  - c. Organize with senators to meet weekly in congruence with the senator's schedule.
    - i. These meetings must be public to the student body.
  - d. Shall hold weekly office hours according to the officer's availability.
    - i. These office hours must be public to all on campus.
    - ii. A minimum of one (1) hour per week.
  - e. Inform the advisor of all committee meetings.
    - i. The advisor shall, to the best of their ability, attend all committee meetings.
- 2. Power
  - a. To nominate members and senators to the ASG.
    - i. A chairperson reserves the power to nominate members to their committee, not senators.
  - b. Reserve the power to exclude President and Vice-President from committee meetings.
  - c. Assign duties and paperwork involved with duties to members of their committee.

## **Article 6: Functions of Standing Committees**

1. All standing committees shall be open to all students, members, senators, and officers and are led by an appointed chairperson.
2. The standing committees are as follows:
  - a. Events Committee
    - i. Shall plan semester events during either fall or spring.
    - ii. Shall present planned semester events to Finance Committee for budgeting.
    - iii. Shall present planned semester events budget to the Senate.
  - b. Finance Committee
    - i. Shall review Events committee for budgeting purposes.
    - ii. Shall review submitted club budgets.
      1. A club or a committee representative shall present budgets to the committee.
    - iii. Retain the power to revise planned events.
  - c. Executive Planning Committee
    - i. A closed committee only open to the President, Vice President, Secretary, Treasurer, and Advisor.
3. All decisions made by each committee are recommendations that are made to the assembly meetings (ASG meetings) and must be motioned to the Senate floor.

## **Article 7: Ad Hoc Committees**

1. All ad hoc committees are open to students and are led by an appointed chairperson.
2. President and Senate have the power to create ad hoc committees.
  - a. The President has the power to dissolve ad hoc committees.

## **Article 8: Elections**

1. Two (2) elections will be held, one in the Fall semester and one in the Spring semester.
2. Fall elections shall elect Senators for an approximately seven (7) month term ending on April 30th.
3. The Spring Elections elect Senators for an approximately one (1) year term ending at the end of April 30th.
  - a. Spring electorates are required to assemble and meet over summer break.
4. The number of Senators will be based on a class ratio of 1 to every 50 students per electorate based on the Office of Institutional Research report from the previous fall.
5. Elections must be senate approved, and all senators are to be inaugurated set by ad hoc Elections Committee.
  - a. Elected members begin their term upon inauguration.

## **Article 9: Impeachments**

Understanding the amount of bravery it takes, Impeachments should be taken into great consideration when any elected member does not fulfill the requirements and responsibilities in this constitution. Those that do not fulfill their responsibilities are a danger to the stability and legitimacy of the Organization.

1. Impeachment must be motioned, seconded, and voted in approval by two-thirds (2/3) of the senate.
  - a. For non-members and/or students who wish to impeach any elected member, there must be a student run petition with a minimum of seventy five (75) undergraduate fee paying signatures.
2. Impeachment motions or impeachment petitions are made/presented at the end of an ASG meeting.
  - a. During the public comment section of each meeting.
3. The member being charged shall be given two (2) weeks to prepare their defense and shall have the right to counsel, witnesses, and any other evidence to support their case.
4. Senators, those who have not motioned to impeach, will be the deciding juries of impeachment hearing, and must agree by a two-thirds (2/3) vote if the defendant is guilty.
5. There will be no ASG meeting leading to the impeachment proceedings of the President or Vice-President.
6. The member being charged shall have the charges against them publicly read at the ASG meeting at which they are charged.

## **Article 10: Advisor**

1. The advisor to the ASG will be the Student Activities Coordinator and shall serve as the advisor to the ASG without voting privileges. Hereinafter referred to as the advisor.
2. Should a vacancy occur in the position of advisor, the Director of Student Services will assume the position of advisor, or they shall appoint an advisor.
3. The Advisor will be a member of the Elections Committee.

## **Article 11: Referendum Procedure**

1. A call by the ASG for a vote by the full and part time students on any issue shall constitute a referendum.
2. A referendum may be brought to the student body after a motion for a referendum is passed by a majority vote of the voting members of the ASG present at the meeting.
3. A petition for a referendum signed by thirty (30) percent of the full and part time student body obliges the ASG to hold a referendum.
4. Notice of any referendum shall be posted on the ASG bulletin boards one (1) week before the time at which it is to be voted on by the student body.

## Article 12: Amendments

1. An amendment to this constitution may be made at a regular meeting provided said amendment has been submitted in writing to the ASG Secretary at a previous meeting.
2. It must then be approved by a two-thirds (2/3) vote of the voting members of the ASG.
3. It must then be presented to the student body in the form of a referendum and must be ratified by a majority vote of the students voting.
4. The Board of Trustees must ratify an amendment to this constitution.
5. An amendment to this constitution shall take effect at the beginning of the semester following that in which it (the amendment) was ratified.

## Article 13: Ratification

1. A Constitution, except club constitutions, may be adopted only by a two-thirds (2/3) vote of the voting members of the ASG present at a meeting.
2. It then must be ratified in the form of a referendum by a majority vote of the full-time and part-time students voting.
3. The Board of Trustees then must ratify it.
4. Notice for any referendum for the proposed ratification shall be posted on the ASG bulletin boards one week before the time at which it is to be voted on by the student body.

Officer Signatures

X	_____	_____
	Rosalind Tavaréz <i>President</i>	Date
X	_____	_____
	Crystal Quiros <i>Vice President</i>	Date
X	_____	_____
	Salvi Shkembi <i>Treasurer</i>	Date
X	_____	_____
	<i>Secretary</i>	Date