

## **Constitution of the Student Assembly of the College of William and Mary in Virginia**

### Preamble

The students of the College of William and Mary in Virginia do hereby establish the Student Assembly to include all students and function as an effective conduit to and between the students, faculty, and college administration. The Student Assembly shall aspire to provide a voice for student opinion and a means through which students will participate in the growth of the community and governing of this institution. The establishment of the Student Assembly places a responsibility on students to participate in the development of the College and higher education in Virginia.

### Section I: *The Student Assembly Structure*

- A. The Chief Executive of the Student Assembly shall be known as the President of the Student Body of the College of William and Mary in Virginia, and shall hereunto be known as the President;
- B. The Legislature of the Student Assembly shall consist of one upper house to be known as the Senate, and two lower houses to be known as the Graduate Council, and the Undergraduate Council;
- C. The Standing Committee of the Student Assembly shall be known as the Finance Committee.

### Section II: *The President*

- A. The President shall be elected by a plurality of students enrolled at the College, as prescribed in Section VIII of this Constitution;
- B. In addition to those duties specified elsewhere in this Constitution, the President shall be responsible for the following:
  1. acting as the representative spokesperson of the entire student body in all matters;
  2. delegating and overseeing the execution of action to the appropriate Cabinet member(s);
  3. presenting appropriate resolutions to the Board of Visitors, administration, faculty, and/or staff;
  4. recognizing any piece of legislation passed by the legislative bodies;
- C. The President shall have the ability to appoint a Cabinet of advisors to aid in the fulfillment of the duties of the Presidency, subject to confirmation by two-thirds of the Senate. Included in the Cabinet shall be the following five Vice Presidents:
  1. The duties of the Vice President for Communications shall be to:
    - a. coordinate all college-wide publicity as required by the Senate and the Standing Committees;
    - b. promote inter-club communications;
  2. The duties of the Vice President for Liaison Affairs shall be to:
    - a. review the applications for liaison positions;
    - b. nominate students to the Senate to serve as Commonwealth, Faculty, Board of Visitors, Community, and College-Wide Committee liaisons no later than four weeks after inauguration;

- c. direct the actions of student liaisons;
- 3. The duties of the Vice President for Social Affairs shall be to:
  - a. organize campus-wide social events;
  - b. request and coordinate information of planned social events from the Social Committee Chairs of the Undergraduate Classes and the Graduate Councils;
- 4. The duties of the Vice President for Cultural Affairs shall be to:
  - a. organize campus-wide cultural events and activities;
  - b. facilitate communications about cultural programming undertaken by the four undergraduate classes, Graduate Councils, clubs, and other organizations in order to limit duplicate programming and to encourage broader participation;
  - c. coordinate any co-sponsorship of events by the Senate and other groups;
- 5. The duties of the Vice President for Student Services shall be to:
  - a. raise funds for the Senate;
  - b. coordinate semester programs to support student education, personal, or career goals;
  - c. encourage student participation in campus-wide community service initiatives with the leaders of campus community service organizations;
- D. The Vice Presidents or other members of the Cabinet may appoint individuals to aid in the performance of their duties;
- E. All appointments made by the President and/or Cabinet Members must be advertised for and applied for in the manner set forth by the Senate;
- F. The President shall receive from the different positions, individuals, and bodies of the Student Assembly budget recommendations for the execution of their functions during the following academic year. Upon receiving the written the President shall compile a Budget Proposal for the Student Assembly, and submit it to the Senate. The Senate may amend any or all of the Budget. Once it has been approved, it will be submitted to the Finance Committee for inclusion into the Student Activities Budget. To aid in this procedure the President may appoint a Treasurer to his Cabinet.

### Section III: *The Senate*

- A. The Senate shall consist of:
  - 1. eight (8) Undergraduate Class Representatives to be elected by their respective classes;
  - 2. five (5) Graduate Council Representatives to be elected by their respective schools;
  - 3. two (2) Undergraduate At-Large Representatives to be elected by Undergraduate Student Body;
- B. In addition to those duties specified elsewhere in this Constitution, the Senate shall be responsible for the following:
  - 1. originating and receiving resolutions;
  - 2. creating special committees and/or search committees as needed;
  - 3. holding regularly scheduled open meetings during which time must be set aside for any member of the student body may discuss issues and/or concerns;
  - 4. determining the procedural rules of the meetings;

- C. The Senate will have one chair from within its membership. The President shall serve as the initial chair of the Senate while the election of the Chairs occurs. The Chair will retain all voting privileges;
- D. The Senate shall elect a Vice-Chair from within the Senate Membership, by a majority vote, for a year long term, to chair the meeting in the absence of the elected Chair;
- E. The Senate shall elect a Secretary from within the Senate Membership by a majority vote to keep minutes of and maintain correspondence pertaining to the Senate.
- F. No Senate member may simultaneously serve as Chair, Vice-Chair, or Secretary;
- G. The President, or his designee, should attend the meetings of the Senate, but shall have no voting rights.

#### Section IV: *The Undergraduate System*

- A. The Undergraduate Council shall consist of twenty-six (26) elected student members including the sixteen (16) class officers (four from each class) and ten (10) elected Senate officers (two from each class);
  - 1. The Undergraduate Council shall elect a chairman from within its membership at its first official meeting. The President shall conduct the election. The Chairman shall conduct regularly scheduled meetings;
  - 2. The Undergraduate Council shall elect a Vice-Chairman from within its membership at its first official meeting. The Vice-Chairman shall act as Chairman in the absence of the Chairman, and take minutes of weekly meetings;
  - 3. The Undergraduate Council shall elect a Treasurer from within its membership at its first official meeting. The Treasurer shall keep the financial records of and prepare the annual budget recommendation for the Undergraduate Council;
  - 4. The Undergraduate Council shall have as its duties the following:
    - a. originating resolutions of concerns to the undergraduate student body;
    - b. receiving reports on Senate, class, and external matters;
    - c. determining the procedural rules of Undergraduate Council meetings;
    - d. conducting regularly scheduled open meetings;
    - e. promoting inter-class activities;
- B. Each Undergraduate Class shall be represented by a President, Vice President, Secretary, and Treasurer. These individuals shall hereunto be known as Class Officers, and shall have as their duties the following:
  - 1. organizing committees as they deem necessary;
  - 2. holding regularly scheduled Class Officer meetings;
  - 3. attending Undergraduate Council meetings;
  - 4. providing enriching social, cultural, and student-service activities;
  - 5. maintaining active and regular communication with their constituents;

#### Section V: *The Graduate System*

- A. The Graduate Council shall consist of twenty-five (25) elected student members including four (4) school council officers and one Senate member from each of the following schools: The Graduate School of Business Administration (MBA), The School of Law (SBA), The Virginia Institute of Marine Science (VIMS), The Graduate School of Education (GEA), and The Graduate School of Arts and Sciences (GSA-A&S);
  1. The Graduate Council shall elect a chairman from within its membership at its first official meeting. The President shall conclude the election. The Chairman shall conduct regularly scheduled meetings;
  2. The Graduate Council shall elect a Vice-Chairman from within its membership at its first official meeting. The Vice-Chairman shall act as Chairman in the absence of the Chairman, and take minutes of weekly meetings;
  3. The Graduate Council shall elect a Treasurer from within its membership at its first official meeting. The Treasurer shall keep the financial records of and prepare the annual budget recommendation for the Graduate Council;
  4. The Graduate Council shall have as its duties the following:
    - a. originating resolutions of concerns to the Graduate student body;
    - b. receiving reports on Executive Council, graduate school, and external matters;
    - c. determining the procedural rules of Graduate Council meetings;
    - d. conducting regularly scheduled open meetings;
    - e. promoting activities to benefit the graduate community;
- B. A President, Vice President, Secretary, and Treasurer shall represent each Graduate School. These individuals, hereafter known as Graduate School Officers, shall have as their duties the following:
  1. organizing committees as they deem necessary;
  2. holding regularly scheduled Graduate School Officer meetings;
  3. attending Graduate Council meetings;
  4. providing enriching social, cultural, and student-service activities;
  5. maintaining active and regular communication with their constituents;

#### Section VI: *Legislative Procedure*

All legislative houses may pass legislation. Legislation shall be of substantive issues and actions, which do not merely involve parliamentary procedure, or internal actions of the body. All legislation must be written, and available to the public for consideration.

#### Section VII: *Finance Committee*

- A. The Finance Committee shall consist of one (1) Chairman, appointed by the President and subject to confirmation by the Senate. The Chairman shall review applications and nominate seven (7) voting members, at least two (2) of which must be members of the Graduate Schools, subject to confirmation by a majority of the Senate. In addition, the Chairman may appoint an unspecified number of non-voting members. The Vice President for Student Affairs of the College may appoint a College staff member as an ex-officio member of the Finance Committee;

- B. The Chairman shall have the ability to vote in case of a tie;
- C. The Finance Committee shall recommend the yearly allocation of student activities fees to student organizations as legislation, under guidelines set forth by the Senate;
- D. The appointee for the Chairmanship shall be introduced to the Senate one week before the appointee can be approved.

#### Section VIII: *Elections and Removal Procedures*

- A. General Elections for the Student Assembly shall be held on the last Tuesday in February. Election for the Freshman class shall be held on the second Tuesday in September;
- B. Every student enrolled at the College shall have the ability to vote by secret ballot for appropriate candidates;
- C. Any full time, degree-seeking student at the College may run for no more than one (1) office, and may not be on Honor or Judicial probation;
- D. The Election Committee shall be established by the Senate to enforce all guidelines established by the Constitution, or by the Senate. No member of the committee may seek office or have a public interest in the outcome of the election;
- E. Appeals of Election
  1. Any candidate may appeal election results within seventy-two (72) hours of their certification to the Election Committee. The Election Committee shall hold a new election if a majority of the Committee finds that the claimed unfairness likely changed the outcome of the election;
  2. Any candidate affected may appeal a decision of the Election Committee to the Senate within seventy-two (72) hours of official announcement of the Election Committee's decision. A new election for the position appealed shall be held if a majority of the Senate finds that the claimed unfairness changed the outcome of the election;
- F. The term of office for all elected student government representatives, except freshman, shall begin on the first Tuesday in April. The term of office for all elected graduating Senior class officers and representatives shall end at the Commencement in
  - G. the spring semester;
- H. The President or Senate Chairman may be removed by the following procedure: after reasonable open debate, and after the President of the Chairman of the Senate have been given the ability to speak in their defense, the Senate members must vote by a two-thirds (2/3) majority to remove the President or Chairman of the Senate;
- I. Any member of a standing Committee may be removed by a two-thirds (2/3) vote of the Senate and at least one other body;
- J. At-Large undergraduate representatives of the Senate may be removed by a two-thirds (2/3) vote of the Undergraduate Council. Undergraduate class officers and representatives may be removed by a two-thirds (2/3) vote of his/her class officers and representatives. Graduate officers and representatives may be removed by a two-thirds (2/3) vote of his/her graduate school officers and representatives;
- K. The President may dismiss any member of his Cabinet, as well as any staff member appointed by Cabinet members with the consent the Senate.

Section IX: *Vacancies*

- A. Emergency procedures shall be conducted by the Election Committee in the event of the removal of the student representatives to the Senate, the Undergraduate Council, or the Graduate Council. An emergency election shall be held no later than fourteen (14) weekdays from the removal of the Student Body President;
- B. Vacancies in appointed positions will be filled by the same nomination and appointment process already used to fill the respective positions.

Section X: *Amendments*

- A. This document may be amended by the following procedure:
  - 1. The Senate must first pass a proposed amendment by a two-thirds (2/3) vote;
  - 2. The amendment will then be sent to the Graduate and Undergraduate Councils;
  - 3. Unless the Graduate or Undergraduate Councils veto the amendment by simple majority vote within one-month from the Senate vote on the amendment, the amendment will be accepted into this document;
- B. When school is not in session, the above timeline will be suspended.