



**Statutes  
to the Constitution  
of the Student Union  
of  
Washington University  
in St. Louis**

## **ARTICLE I.Executive Branch**

### **Section 1.Duties and Powers of the President**

*The President of the Student Union shall:*

- a. Coordinate the selection and communication with the Washington University Representatives to the City Councils of Clayton, University City, and Skinker-DeBaliviere.
- b. Coordinate the selection of and communication with the constituents appointed to University Standing Committees and University Judicial Board.
- c. Possess the power to call emergency meetings of the Student Union.
  1. Notification of the emergency meeting must be distributed at least 24 hours in advance.

### **Section 2. Duties and Powers of the Vice President of Administration**

*The Vice President of Administration of the Student Union shall:*

- a. Act as the Student Union Archivist
  1. Keep documents dating back three (3) years in the Student Union office.
  2. Archive all legislative and executive minutes greater than three (3) years old at the West Campus Library at least once a semester
  3. Keep accurate records of all proceedings, correspondence, and documents of the Executive Council.
  4. Be responsible for archiving the proceedings, correspondence, and documents of the Student Union yearly.
- b. Coordinate the planning of Student Union retreats at least once per year with the purpose of fostering collaboration within Student Union branches and councils.

### **Section 3. Duties and Powers of the Vice President of Finance**

*The Vice President of Finance of the Student Union shall:*

- a. Sign all expense reports for the Student Union Operating Budget.
- b. Prepare an annual budget for the Student Union with the approval of the Treasury of the Student Union.
- c. Attend all semesterly allocation meetings of the Budget Committee.
- d. Regularly meet with the chair of the Budget Committee and the chair of the Student Group Activities Committee.
- e. Have the power to set procedures for allocation, funding, and disbursement of Student Union funds.
- f. Possess the power to approve any Budget Appeal under one thousand (1000) dollars without approval from the Student Union Treasury.
- g. Possess the power to act on any equipment related appeal deemed an emergency by the Equipment Committee.
- h. Provide, upon written request, Student Union financial records to any constituent for examination no later than three working days after the request. All original financial records must be examined and remain in the Student Union business office.
- i. Facilitate Student Group Treasurer Education.

1. The Vice President of Finance is responsible for publishing a Vice President of Finance's Manual for his term in which all Student Union monetary processes are explained.
2. At the beginning of each semester, it is the Vice President of Finance's responsibility to hold a Treasurer's Orientation Session.
- j. At the beginning of each fiscal year, determine the amount of money carried forward from the previous year.
  1. This money shall be set aside in a carry-forward account.
  2. The Vice President of Finance shall have the power to allocate and disburse funds from the carry-forward account. Any allocations from the carry-forward account exceeding one thousand (1000) dollars shall require the majority approval of the Treasury.

#### **Section 4. Duties and Powers of the Vice President of Public Relations**

*The Vice President of Public Relations of the Student Union shall:*

- a. Create and distribute a formal document that shall be called the Student Union Report at least once a year.
- b. Maintain Contact with Media Organizations of Student Union.
  1. It is the duty of the Vice President of Public Relations to meet individually at least once a semester with the media organizations of Student Union for the purpose of expanding communication of Student Union's message.

#### **Section 5. Duties and Powers of the Vice President of Programming**

*The Vice President of Programming of the Student Union shall:*

- b. Coordinate the planning of Student Union Pre/Orientation activities with the Summer Representative #2.
- c. Chair the Joint Class Council.
  1. The Joint Class Council shall meet at least once a month to discuss issues of concern to the individual classes and the University as a whole.
  2. Membership of the Joint Class Council shall include the Vice President of Programming of the Student Union and the officers of the four Class Councils.

#### **Section 6. Social Programming Board**

- a. The Social Programming Board shall exist to strategically plan large-scale programs that appeal to a large portion of the student body.
- b. Membership
  1. The Vice President of Programming shall chair the Social Programming Board.
  2. Each member committee shall appoint one (1) representative to the Social Programming Board.
    - i. A member committee is defined as a non-category student group that meets the Social Programming Board membership qualifications and has been admitted by the Executive Council and approved by Senate and Treasury

- ii. Representatives from the member committees of the Social Programming Board shall not be considered officers of the Student Union.
  - 3. For every member committee represented, there shall be one (1) additional representative appointed to the Social Programming Board by the Vice President of Programming from the constituency.
    - i. These representatives shall not be executive officers of any member committee during the duration of their term.
    - ii. These representatives shall be officers of the Student Union in the Executive Branch.
    - iii. These representatives shall be confirmed by a majority vote of the executive council.
  - 4. The Vice President of Finance shall serve as an ex-officio and non-voting member of the Social Programming Board
  - 5. The Vice President of Programming shall have the power to invite any representative from any other campus governing body to serve as an ex-officio and non-voting member of the Social Programming Board for the duration of his term.
- c. Voting
  - 1. Each member committee and appointed representative shall have one (1) vote.
  - 2. The Vice President of Programming shall have one (1) vote only in the case of a tie.
- d. The Social Programming Board shall convene at least once a month to plan and review its programs.
  - 1. The Vice President of Programming shall possess the power to convene the Social Programming Board at any time with forty-eight (48) hours notice to all members.
  - 2. Have meetings that are advertised and open to the constituency.
- e. Registration
  - 1. Qualifications
    - i. Member committees shall exist primarily to engage the student body through social programs.
  - 2. The Executive Council shall decide to admit or deny any group who seeks admission to the Social Programming Board.
  - 3. If the Executive Council decides to admit a group, that group will be recognized as a member committee pending the approval of Senate and Treasury by a two-thirds (2/3) majority vote of each body voting independently.
  - 4. Once a group attains membership to the Social Programming Board, they will no longer be considered a category student group.
- f. Review
  - 1. Each member committee shall have its performance and membership reviewed every two (2) years.
  - 2. Upon review, the Executive Council shall decide whether to renew the membership of the member committee.

- i. If the Executive Council decides to renew membership, it is not subject to the approval of Senate or Treasury.
    - ii. If the Executive Council decides not to renew membership, the member committee shall have their membership deactivated pending the approval of Senate and Treasury by a 2/3 majority of each body voting individually.
  - g. Deactivation
    - 1. A member committee may have its membership deactivated either of its own volition or by the Executive Council during the committee's biennial review.
    - 2. If a member committee has its membership deactivated, it returns to its previous category status.
  - h. Budget Process
    - 1. Each member committee shall maintain creative control of its individual programming.
    - 2. Each member committee shall consult with the Social Programming Board before submitting a yearly budget to the Vice President of Finance.
    - 3. The Social Programming Board shall endorse any events in any member committee's budget that coincides with its vision.
    - 4. The Vice President of Finance shall allocate a separate fund to each member committee. The sum of each member committee's allocation will become a line item in the Annual Budget of the Student Union.
    - 5. Each member committee shall have the power to appeal to the Executive Council for additional funding.
      - i. The Executive Council shall make decisions about the appeal by a majority vote.
      - ii. The Executive Council shall publish all deliberations about the appeal.
    - 6. The Social Programming Board shall maintain a governing charter to further outline its structure and procedures and shall review it annually.

## **Section 7: Sports Club Board**

- a. There shall be a Sports Club Board that exists to foster involvement in sport clubs for education, recreation and organized competition.
- b. Membership
  - 1. Each member club shall appoint one (1) representative to the Sports Club Board.
    - i. A member club is defined as a sport club that meets the Sports Club Board membership qualifications and has been admitted to the Sports Club Board.
  - 2. Each Student Union recognized sport club shall appoint one (1) representative to serve on the Sports Club Board.
  - 3. Each representative shall have one (1) vote.
  - 4. The Sports Club Board shall appoint a chairperson with the approval of the President of Student Union.
    - i. This chairperson shall be referred to as the Director of Sport Clubs
    - ii. The Director of Sport Clubs shall be an officer of Student Union in the Executive Branch.

- c. Registration
  - 1. Any sport club may apply to join the Sports Club Board by submitting a request to the Sports Club Board along with any supplemental information requested by the Sports Club Board.
  - 2. The Sports Club Board shall vote to admit any sport club within two general meetings of the sport club's request with a two-thirds (2/3) majority vote.
  - 3. If a sport club's request for membership to the Sports Club Board is denied, it can appeal to the Director of Sports Clubs and the Executive Council.
    - i. The Executive Council can decide to admit the sport club to the Sports Club Board by a two-thirds (2/3) majority vote.
- d. Deregistration
  - 1. The Sports Club Board shall have the power to deregister any sport club in accordance with a process outlined in its governing charter.
- e. Budget Process
  - 1. The Vice President of Finance shall allocate a fund to the Sports Club Board and it shall be a line item in the Annual Budget of Student Union.
  - 2. The Sports Club Board shall implement the appropriate processes for sports clubs to receive bi-annual allocations and necessary appeals from the fund.
    - i. This process shall be outlined in the Sports Club Board governing charter.
- f. The Sports Club Board shall maintain a governing charter to further outline its structure and procedures and shall review it annually.

## **ARTICLE II. Legislative Branch**

### **Section 1. Senate**

- a. Senate Committees
  - 1. The Academic Affairs Committee shall:
    - i. Pursue projects pertaining to academic issues, which affect constituent interests and needs.
    - ii. Maintain contact with and provide input to administrative officials, school councils, and all-University Committees that deal with academic concerns affecting constituents.
  - 2. The Campus Services Committee shall:
    - i. Pursue projects pertaining to non-academic services and facilities provided by the University.
    - ii. Maintain contact with and provide input to administrative officials responsible for university services.
    - iii. Have at least one member of the committee serve as a liaison to Dining Services and be responsible for planning the University Food Forum.
  - 3. The Technology Resources Committee shall:
    - i. Pursue projects pertaining to technology services provided by the University, as well as researching those services not currently available.
    - ii. Maintain contact with and provide input to administrative officials responsible for university services.

4. The University Initiatives Committee shall:
  - i. Pursue projects pertaining to non-academic policy changes at the University-wide level.
  - ii. Address the initiatives proposed by Senators that seek to affect university operation and policy.
  - iii. Maintain contact with and provide input to administrative officials and all-University Committees, excepting those covered under other Senate Committees.
5. Senate Committee Proceedings
  - i. Senate Committees shall meet at least 50% of the weeks during each session.
  - ii. Any member of the constituency, after attending at least two (2) regular meetings in one session, shall be a voting member for the duration of the session. Any decisions or recommendations made by the committee must be reached by a majority vote of those present and voting.
- b. The Legislative Process
  1. Any Senator may author and propose to the Senate a resolution, either internal or external, which shall be read into the minutes.
    - i. An internal resolution advocates, on behalf of the Senate, to entities within the Student Union.
    - ii. An external resolution advocates, on behalf of the Student Union, to the administration and general constituency.
  2. Any resolution not passed during the meeting in which it is presented shall be referred to the appropriate committee by a vote of the Senate.
  3. The assigned committee shall discuss and amend the proposed resolution.
    - i. A majority of all present voting members of the committee must pass the proposed resolution in order for it to return to the Senate floor.
    - ii. Any Senator present may participate in committee votes.
    - iii. Resolutions not approved by the assigned committee are dead.
  4. The committee chair shall e-mail the resolution as passed in committee to all Senators at the conclusion of the committee meeting.
  5. Senators shall be given a minimum of 72 hours to review the resolution before it is returned to the Senate floor.
  6. Once the resolution returns to the Senate floor, Senators shall be allowed to offer amendments, at which time the Senate will employ established legislative procedures to consider the resolution.
- c. Minutes
  1. The Speaker of the Senate shall appoint one Senator to take and distribute minutes for the Senate.

## **Section 2. Treasury**

- a. Budget Appeal
  1. A Budget Appeal is defined as a formal request by a Student Group to the Student Union Treasury for funding.
  2. Student Groups may only submit Budget Appeals to Treasury as outlined in Article 6 Section 4.

- b. Attendance
  - 1. A Representative of the Treasury may be removed from office after two (2) unexcused absences.
- c. Treasury Committees
  - 1. Budget Committee shall:
    - i. Be chaired by a Representative of the Treasury who serves on the committee and is elected by a majority vote of the Treasury.
    - ii. Provide recommendations for student group budget allocations to the Treasury once per semester. These recommendations shall concern allocations for the following semester.
    - iii. Propose the student group budget allocation rules, along with the Vice President of Finance, each semester to the Treasury each semester prior to the distribution of budget allocations.
    - iv. Review one budget request of at most \$500 per semester from each Category II student group and allocate operating funds in the form of a one-time allocation at the committee's discretion.
    - v. Be composed of at least 30% of the Representatives of the Treasury, as well as any constituent who is appointed by the Chair of Budget Committee with the consent of the Treasury.
    - vi. Consist of at least nine (9) but not more than fifteen (15) members.
    - vii. Reach any decisions or recommendations by a majority vote of those committee members present and voting, provided quorum has been met.
    - viii. Have the power to allocate any recommendation of equipment funding from the Equipment Committee, and shall fully fund any approved equipment.
    - ix. Have the power to evaluate student group spending and sanction an offending student group at the committee's discretion.
    - x. Prohibit any member of Budget Committee from voting regarding monetary allocations of student groups of which he is a member. Members are encouraged to participate in discussion of all allocations but are required to disclose membership in all student groups.
  - 2. Student Group Activities Committee shall:
    - i. Be chaired by a Representative of the Treasury who serves on the committee and is elected by a majority vote of the Treasury.
    - ii. Act as the liaison between the Student Union and student groups.
    - iii. Educate student leaders and student groups about the Student Union, University policies and procedures, and topics relevant to student groups.
    - iv. Review and recommend to the Treasury for registration new student groups which the committee approves as either Category I or II student groups.
    - v. Review and register new student groups which the committee approves as Category III student groups without the consent of the Treasury.
    - vi. Review each student group throughout the year to verify that it is continuing to follow the registration requirements, the responsibilities of a student group, and the programming statutes as outlined in Article VI.
    - vii. Recommend to the Treasury any Category I or II student group that the committee believes should be deregistered.

- viii. Have the authority to deregister any Category III student group without the consent of the Treasury.
  - ix. Recommend to the Treasury any student group for which the committee approves a category change.
  - x. Maintain contact with Office of Student Activities.
  - xi. Be composed of at least 30% of the Representatives of the Treasury, as well as any member of the constituency who is appointed by the chair of the committee with the consent of the Treasury.
  - xii. Consist of at least nine (9) but not more than fifteen (15) members.
  - xiii. Reach any decisions or recommendations by a majority vote of those committee members present and voting, provided quorum has been met.
  - xiv. Prohibit any member of the committee from voting regarding student groups of which he is a member. Members are encouraged to participate in discussion of all student groups but are required to disclose membership in all student groups.
3. Equipment Committee shall:
- i. Be chaired by a Representative of the Treasury who serves on the committee and is elected by a majority vote of Treasury.
  - ii. Act as the manager of all equipment purchased with Student Union operating funds.
    - a) Equipment shall be defined as tangible, non-consumable, and non-expendable resources that have an anticipated useful life of one year or more as well as any licensing or non-human operational fees associated with the equipment.
  - iii. Have the power to delegate the responsibility of maintaining, storing and renting any equipment to any student group as necessary by a majority vote, and may rescind this responsibility with a 2/3 vote.
    - a) In the case that the responsibility is delegated to the student group, the student group shall have full discretion to approve or deny rental requests as necessary.
    - b) A denied rental request can be appealed to the Equipment Committee and overturned by a two-thirds (2/3) majority vote.
  - iv. Ensure that all equipment not delegated to the oversight of a student group be centrally stored and maintained.
  - v. Maintain a process for student groups to rent equipment.
  - vi. Ensure that appropriate student groups develop and maintain independently created strategic equipment purchasing plans.
    - a) The Equipment Committee shall vote to approve any submitted plan within two (2) weeks of submission by a majority vote.
    - b) Copies of all approved equipment purchasing plans shall be maintained with the Student Union Business Managers, the Equipment Committee chairperson, and the sponsoring student group.
  - vii. Have the power to allow any student group to charge a fee, to be deposited in its fundraising account, for the rental of any equipment, as necessary by a majority vote.
    - a) The student group shall set the maximum fee with the consent of the Equipment Committee by a simple majority vote.

- b) The Equipment Committee shall have the power to revoke this allowance as necessary by a two-thirds (2/3) majority vote.
    - (i) The student group shall have the power to appeal this decision to the Treasury and the Treasury can veto the Equipment Committee's decision by a majority vote.
  - v. Provide recommendations for equipment purchases to Budget Committee on a bi-annual basis.
  - vi. Provide recommendations for equipment appeals, repairs and upgrades to the Treasury and Vice President of Finance as necessary.
  - vii. Have the power to deem the funding of an equipment appeal, repair or upgrade as an emergency, such that a group's ability to fulfill its purpose may be jeopardized, by a majority vote.
    - (1) In the event that the committee cannot decide within twenty-four (24) hours of the submission of an appeal to vote, the chair shall assume this power.
  - viii. Be composed of at least 15% but not more than 20% of the Representatives of Treasury, as well as any constituent who is appointed by the Chair of the Equipment Committee with the consent of Treasury.
  - ix. Shall consist of at least eight (8) but not more than eleven (11) representatives, not including ex-officio committee members.
  - x. Consist of at least one (1) representative from the Student Union student-worker staff as an ex-officio and non-voting member.
  - xi. Reach decisions or recommendations by a majority vote of those committee members present and voting, provided quorum has been met.
  - xii. Prohibit any member of Equipment Committee from voting regarding equipment recommendations of student groups of which he is a member. Members are encouraged to participate in discussion of all recommendations but are required to disclose membership in all student groups.
  - xiii. Have meetings that are advertised and open to the constituency.
- d. Minutes
- 1. The Speaker of the Treasury shall appoint one Treasury representative to take and distribute minutes for the Treasury

### **Section 3. Rules of Order**

- a. The Senate and the Treasury shall be governed by *Robert's Rules of Order Newly Revised* in all cases in which they are consistent with the Constitution or Statutes of the Student Union.
- b. Upon recognition by the Speaker of the Senate or the Treasury, anyone may address the Senate or the Treasury, respectively.
- c. The Senate and the Treasury shall refrain from taking stands on national or local political issues, which do not directly affect constituents in their capacity as students at Washington University in St. Louis.

- d. The Speaker of the Senate, the Speaker of the Treasury, and all Committee Chairs of the Senate and Treasury shall be elected by a majority vote at least once per session.
- e. Absentee voting is restricted as such:
  - 1. Absentee voting shall be regarded as votes being submitted by paper ballot by representatives not present at the time of the counting.
  - 2. Absentee voting may be exercised only under extenuating circumstances – as determined by the chair.
  - 3. A super majority of Senate, Treasury, or joint-session is required to allow absentee voting.
  - 4. A decision to apply absentee voting must be made on the day that the absentee vote is to occur and after material or information pertaining to the vote has been sufficiently discussed.

## **Section 4. Legislative Leadership Council**

- a. There shall be a Legislative Leadership Council composed of the Speaker of the Senate, the Speaker of the Treasury, the chair of the Budget Committee, the chair of the Student Group Activities Committee, the chairs of Senate Committees, and the appointed minute takers from Senate and Treasury.
  - 1. If the Senate has less than two (2) committee chairs, then the Senate shall elect additional representatives from among its membership to serve on the Legislative Leadership Council. The election of these representatives shall follow the same procedure as the election of Committee Chairs.
  - 2. In the event that the Senate elects the necessary number of Committee Chairs during the term of a representative to the LLC, then the new committee chair will replace the former representative to the LLC.
- b. The Legislative Leadership Council shall:
  - 1. Meet at least twice a semester and whenever called for by the Speaker of the Treasury or the Speaker of the Senate.
  - 2. Advise the Speakers of the Senate and Treasury on the functioning of the Legislative Branch of Student Union while facilitating the Speakers' knowledge of activities in the legislative committees for presentation to the Executive Council of Student Union.
  - 3. Aid the chairs in the supervision and coordination of the Legislative Committees.
  - 4. Invite particular Senators or Representatives of the Treasury to speak when appropriate.
  - 5. Encourage discussion and cooperation between the Senate and Treasury.

## **ARTICLE III. Judicial Branch**

### **Section 1. Duties and Powers of the Constitutional Council**

*The Constitutional Council of the Student Union shall:*

- a. Respond to requests or challenges of the Student Union within 72 hours of submission.
- b. Be composed of one (1) Chief Justice, four (4) Associate Justices and one (1)

- alternate.
- c. Maintain a current and accurate docket of pending cases on the Student Union website.

## Section 2. **Chief Justice and Alternate Justice**

- a. The Chief Justice of the Student Union shall:
  1. When calling the Constitutional Council into session, give at least 24 hours notice to the other justices.
  2. Hold the chairmanship for his entire tenure on the Constitutional Council.
  3. Keep on-file a copy of the updated Constitution and Statutes of the Student Union and distribute them every term to the Executive Council of the Student Union.
- b. The Alternate Justice shall:
  1. Be appointed by the President with Senate and Treasury approval by a majority vote of the members present.
  2. Have the same duties, obligations and privileges of an Associate Justice except for the right to vote in official decisions of the Constitutional Council.
  3. Assume the position of Associate Justice upon a vacancy in the Constitutional Council.

## **ARTICLE IV. Elections**

### **Section 1. Duties and Powers of the Election Commissioner**

*The Election Commissioner of the Student Union shall:*

- a. Serve on the Recruitment and Retention Committee.
- b. Set the timetable for the selection of the Election Commission.
- c. Set the timetable for the elections of representatives of the Student Union, unless other dates are established by School Councils.
- d. Coordinate and establish rules for Freshman Class Elections if the Election Commission has yet to be seated.

### **Section 2. Duties and Powers of the Election Commission**

*The Election Commission shall:*

- a. Be approved by a majority vote of the Senate no later than four (4) weeks after the first day of classes.
- b. Coordinate and conduct all elections of Student Union officers and referenda of the Student Union, unless coordinated and conducted by individual School Councils.
- c. Provide for the enforcement of the statutes pertaining to elections and referenda of the Student Union.
- d. Judge the validity and eligibility of all electoral petitions to candidacy for offices of the Student Union.
- e. Issue the official ballot for all elections and referenda of the Student Union.
- f. Provide for the announcement of the results for each election and referendum of the Student Union and record these results with the Vice President of Public Relations.

- g. Bring charges before the Constitutional Council in cases of violation of election rules when the persons charged plead not-guilty or elect such a hearing.
- h. Submit a budget to the Vice President of Finance for funds necessary for the conduction of the election.
- i. Determine new and innovative methods to increase campus participation in general elections.
- j. Interpret the election rules.
- k. Decide a suitable penalty for the failure to abide by any of the election rules.
- l. Collect all fines for violation of election rules.

### **Section 3.Election Commission Composition**

- a. The Chair of the Election Commission shall be the Election Commissioner.
- b. In order to be eligible for membership on the Election Commission, a constituent must:
  - 1. Not seek elected office during their term.
  - 2. Not represent someone seeking elected office during their term.
  - 3. Not be a member of a student group that is seeking block funding during their term.

### **Section 4.Candidate Qualifications**

- a. All candidates must be available to complete the entire term of office for which they are running. If a Class Council officer candidate is currently studying abroad, he will be sworn in upon his return to the University no later than the fifth day of classes of the academic year corresponding to his title. If a Class Council officer candidate is currently studying abroad, he must run for office with it explicitly stated on the ballot that he is running from abroad.
- b. Constituents who are planning to study abroad or otherwise take leave from the university during their term may not run for office. This clause does not apply to School Councils.

### **Section 5.Election Rules**

- a. All election rules shall be established by the Election Commission prior to the distribution of petitions for the subsequent elections, and shall be distributed to each potential candidate with the petition for office.
- b. All amendments to the Election Rules must be considered by the Election Commission, and approved by the Senate and Treasury.

### **Section 6.Voting**

- a. All constituents are eligible to vote in a Student Union election.
- b. Constituents will only be eligible to vote for Senatorial candidates specific to their undergraduate division.

- c. All constituents in all divisions are eligible to vote for the Student Union Executive Officers, Treasury Representatives, Constitutional Amendments, and Referenda issues.

## **ARTICLE V. Installation**

### **Section 1. Executive Installation**

The executive officers of the Student Union shall be installed in the presence of appropriate witnesses within three (3) weeks of their election to office. At such installation the following oath or affirmation shall be administered by the Chief Justice:

*"I, ..., affirm that I shall faithfully execute the office to which I have been elected and shall to the best of my ability preserve and defend the Constitution of the Student Union of Washington University in St. Louis."*

### **Section 2. Legislative Representative Installation**

The Officers of the Senate and Treasury shall be installed within two (2) meetings of the beginning of their term unless this requirement is specifically waived by the Speaker or Vice President of Finance. At their installation before the President or Chief Justice of the Student Union the following oath or affirmation shall be required of all Representatives to the Legislative Branch:

*"I, ..., affirm that I will to the utmost of my ability present the best interest of my constituency and shall preserve and defend the Constitution of the Student Union of Washington University in St. Louis."*

### **Section 3. Constitutional Council Installation**

The officers of the Constitutional Council shall be installed within three (3) weeks of their confirmation of appointment. At their installation before the President or the Chief Justice of the Student Union the following oath or affirmation shall be required:

*"I, ..., affirm that I will to the best of my ability render judgment deliberately and impartially and shall preserve and defend the Constitution of the Student Union of Washington University in St. Louis."*

## **ARTICLE VI. Student Groups**

### **Section 1. Registration Requirements**

- a. All student groups must maintain a typed constitution containing the following information:
  - 1. Statement of the student group's purpose.

2. Membership requirements.
  3. Officers.
    - i. Selection
    - ii. Powers
    - iii. Method of impeachment
  4. Means of altering the constitution.
- b. Each student group shall submit its constitution to the Student Group Activities Committee.
  - c. A majority of the student group must be composed of constituents and all officers of the group must be constituents.
  - d. Social fraternities and sororities may not be registered as Student Union groups.
  - e. The final decision as to whether or not a new student group is registered as a Category I or II student group will be made by the Treasury based on the recommendation of the Student Group Activities Committee. Groups applying for registration, whose purpose is unclear or significantly overlaps that of a currently registered group, as determined by the Treasury, may be denied registration as a Category I or II student group.

## **Section 2. Deregistration Procedures**

- a. Throughout each semester, the Student Group Activities Committee shall meet with and review the Student Union recognition of every student group. It shall recommend to the Treasury any Category I or II student group that the committee believes should be deregistered and shall have the authority to deregister any Category III student group without the consent of the Treasury.
- b. No student group shall be deregistered without just cause and an opportunity to respond to the reasons given for its deregistration.

## **Section 3. Responsibilities**

- a. No student group may engage in any activities that violate the Washington University Charter, the University Judicial Code, or the Constitution and Statutes of the Student Union or endanger the tax-exempt status of the University.
- b. Each student group must have one member serve as its president and have this information on file with the Student Group Activities Committee. Each student group that has access to funding, either through the Student Union or any outside source, is required to have another member serve as a treasurer and to have this information on file with the Student Group Activities Committee. The president and treasurer, if applicable, will be the contact person/people between the student group and Student Union.
- c. Each student group must update the names and email addresses of its officers each semester and submit this information to the Student Group Activities Committee.
- d. Each student group president must attend an orientation each fall as organized by the Student Group Activities Committee. If a student group transitions leadership in the spring semester, the new transitioning president will be required to attend a spring orientation as organized by the Student Group Activities Committee.

- e. Before any student group that receives funding from the Student Union may spend its allocation(s), the student group treasurer must attend a mandatory training as organized by Budget Committee and must submit his signature for the record to the SU Business Manager. When a new treasurer transitions into office, he must contact the SU Business Manager to schedule a required training before spending any Student Union allocation.
- f. All Student Union funds should be used by a student group in a manner consistent with its stated purpose as presented in its constitution and its budget request. Failure to follow this policy may result in a forfeiture of current and/or future funding, or group deregistration.
- g. No student group may directly donate funds allocated by the Student Union to any non-University entity.
- h. No student group may explicitly or implicitly advocate acts of cruelty toward individuals or groups or advocate the violation of any individual's civil rights.
- i. All student groups must check their mail box and group e-mail account regularly.
- j. Each student group must follow the Student Union posting policy as set by the Treasury and all applicable University policies concerning fundraising and development.
- k. All student groups must maintain an active membership.

#### **Section 4. Benefits and Categories**

Each student group shall apply to be registered as a Category I, II, or III group. Each group that is registered as a Category I, II, or III student group shall be known as a category student group.

- a. Every student group is eligible to receive the following Student Union resources:
  - 1. Student Union mailbox, e-mail address, web space, a copy code, and basic office supplies
  - 2. The ability to use University or Student Union meeting space
  - 3. The ability to advertise on University property as described in the posting policy
  - 4. The possibility of receiving student group office space
  - 5. A faculty or staff advisor upon request
- b. Category I student groups shall:
  - 1. Have the opportunity to submit a formal budget request each semester to Budget Committee and to receive operating funds for the following semester from the Treasury upon the recommendation of Budget Committee.
  - 2. Have the opportunity to appeal to the Treasury for additional funds throughout the school year.
- c. Category II student groups shall:
  - 1. Have the opportunity to submit a budget request of \$500 or less once a semester to Budget Committee and to receive operating funds in the form of a one-time allocation at the committee's discretion.
  - 2. Have the opportunity to appeal to the Treasury for additional funds in the following two cases only:
    - i. To bring speakers to campus
    - ii. To participate in off campus conferences

- d. Category III student groups shall not be eligible to receive funding from Student Union.

## **Section 5. Programming**

- a. All constituents must be eligible to participate.
- b. Any admission price charged for an event supported by Student Union funding must be the same for all constituents.
- c. Groups must publicize their events.
- d. No student group may spend Student Union operating funds to purchase alcohol. The Vice President of Finance shall have the power to exempt non-category student groups from this rule on an event-by-event basis.
- e. No student group may spend Student Union operating funds for Thurtene Carnival expenses.

## **Section 6. Equipment and Insurance**

- a. All Student Union groups shall insure all durable equipment purchased, rented or borrowed in whole or in part with Student Union funds and having a replacement value in excess of \$100. This includes existing equipment and future purchases. Insurance shall be obtained through the Student Union Business Manager. Responsibility for purchasing the insurance is placed on the Student Union groups.
- b. Groups shall have thirty (30) days after the purchase of new items included in the above category to obtain insurance for said items.
- c. The Student Union Vice President of Finance shall be responsible for monitoring compliance with this statute.
- d. If the University cannot insure the items, the Vice President of Finance may exempt certain items from insurance.
- e. All equipment purchased by the Student Activity Fee shall be the property of Student Union. This includes existing equipment and future purchases.

## **Section 7. Disciplinary Action**

Groups found in violation of this article may be subject to the following penalties:

- a. Student groups that use Student Union resources for reasons other than for those related to its approved purpose as a student group may lose access to use Student Union resources. The decision to deny a group access to Student Union resources shall be made by the Student Union Business Manager and the Student Group Activities Committee Chair.
- b. Student groups that violate this article may be subject to the following penalties:
  - 1. A warning by the Treasury or one of its committees.
  - 2. Fines levied by the Treasury or one of its committees (Funds allocated by the Student Union may not be used in the payment of such fines).

3. Deregistration by the Treasury (if the offending student group is a Category I or II student group) or the Student Group Activities Committee (if the offending student group is a Category III student group).
4. Other penalties approved by the Treasury.

## **ARTICLE VII. Appointed Positions**

### **Section 1. Council Representatives**

- a. The Executive Council of the Student Union, with the advice and consent of the Senate, shall appoint a non-voting representative to the University City Council, Clayton City Council, and Skinker-DeBalviere Community Council. The Student Union President shall coordinate the application process.
- b. These representatives shall:
  1. Be residents of the community they represent.
  2. Review all agendas before Council meetings, attend those meetings relevant to the constituency, and review all Council minutes regardless of attendance.
  3. Be required to report to the President once a semester on actions taken by the Council of importance to the constituency.
  4. Hold forums once a semester to solicit constituent input.
- c. The term shall last one year.

### **Section 2. University Standing Committees**

At least one constituent shall be appointed to each University Standing Committee by an application process coordinated by the Student Union President.

## **ARTICLE VIII. Summer Representatives**

### **Section 1. Selection**

- a. Each spring the Student Union will designate two Representatives to conduct summer business.
- b. The Executive Council, with the advice and consent of the Senate, will select the two Summer Representatives.

### **Section 2. Responsibilities**

- a. Summer Representative #1 shall:
  1. Solicit opinions from the constituency regarding the cover, content, and structure of *Bearings*.

2. Revise, reorganize, and publish the entire *Bearings*.
  3. Create a timeline and carry out the procedures for the distribution of *Bearings*.
  4. Create marketing ideas and surveys to publicize *Bearings* and obtain constituent input regarding its effectiveness.
- b. Summer Representative #2 shall:
1. Assist Summer Representative #1 with the editing of *Bearings*.
  2. Plan Student Union Pre-Orientation and Orientation activities with the Vice President of Programming and communicate these activities to the Student Union Legislative and Executive branches.
  3. Send out a minimum of two newsletters to the Student Union Legislative and Executive branches over the duration of the summer.
  4. Create a Student Union brochure to send to the incoming freshmen prior to their arrival on campus. This brochure should publicize Student Union and the Freshman Class Elections.
  5. Communicate concerns between the administration and the Student Union Executive Council.
  6. Return messages, respond to mail, and complete daily tasks as delegated by Student Union officials.
- c. Both Summer Representatives, with the assistance of the Student Union President and the Executive Council, shall split the following tasks between them:
1. Checking regularly with the University Administrators to participate in, and for information on, University decisions and happenings.
  2. Work with the Student Union office staff to prepare the Student Union office for the next academic year.
- d. In the event that the Summer Representatives are found not completing their assigned duties, or not completing them in a satisfactory manner, the Executive Council shall have the power to replace Summer Representatives.

### **Section 3. Work Hours and Compensation**

- a. The Summer Representatives shall not work less than twenty hours per week. No less than half of the week's hours must be spent in the Student Union office during regular business hours (9AM – 5PM).
- b. Prior to the appointment of the summer representatives, the Treasury will set the stipend amount for each individual summer representative.

## **ARTICLE IX. The General Budget**

### **Section 1. Initial Proposal and Approval**

- a. The Vice President of Finance shall prepare and present a General Budget of the Student Union. The Treasury and Senate may not make amendments and must each approve with a two thirds (2/3) majority vote of total occupied seats.
- b. The general budget shall contain at least the following line-items:
  - i. Allocation Boards for category student groups eligible to receive student union funding.
  - ii. An Appeals account for non-equipment related appeals for eligible category

- student groups.
- iii. An Appeals account for equipment-related appeals for eligible category student groups.

### **Section 2. Transferring Funds**

- a. The Vice President of Finance may transfer funds from one account to another without consent from the Treasury or Senate except in the case of removal of funds from Allocation Boards.
- b. The Treasury may transfer funds from an Allocation Board account to another General Budget account with a two thirds (2/3) majority vote.

## **ARTICLE X. Amendments**

### **Section 4. Amending the Statutes**

- a. Amendments to these statutes may be proposed by a constituent and enacted when ratified by a two-thirds vote (2/3) of Senate and Treasury each voting independently.