



Constitution of the
Council of Arts and
Sciences of
Washington
University in St.
Louis

ArtSci Council Mission

The Council of Arts and Sciences of Washington University in St. Louis serves as a link between Arts and Sciences students, administration, and faculty. Our principal goal is to promote intellectual and cultural awareness and participation on campus through a wide range of programming events. ArtSci Council also provides student representation on committees critical to the function of the College of Arts and Sciences, ensuring student voices are incorporated into administrative action.

ArtSci Council Vision

It is the vision of ArtSci Council to continue to provide opportunities for diverse groups of students to interact with each other, faculty, and the greater St. Louis community.

ARTICLE I. Name of Organization

Section 1. Name of Organization

- A. The representative council of the Arts and Sciences undergraduate student body of Washington University in St. Louis shall be referred to in this constitution as the ArtSci Council.

ARTICLE II. Constituency

Section 1. Constituents

- A. The constituents of ArtSci Council shall consist of all full-time undergraduate students in the College of Arts & Sciences at Washington University in St. Louis. This group may also be referred to as the constituency, or constituents.

Section 2. Elected Offices of ArtSci Council

- A. Constituents shall have the right to vote for the following Executive Officer positions in the ArtSci Council Executive Board Elections:
 1. President
 2. Vice President of Administration
 3. Vice President of Finance
 4. Vice President of Programming
 5. Vice President of Public Relations
 6. Vice President of Academic Outreach

Section 3. Constituent Rule

- A. Only constituents of the ArtSci Council may hold office.

Section 4. Gender Neutral Pronouns

Throughout this Constitution, the pronouns he/him/his shall be gender neutral.

ARTICLE III. Power and Jurisdiction

Section 1. Representation

- A. ArtSci Council shall have the power to represent its constituents within the University and the greater community.

Section 2. Requirements to Hold Office

- A. No constituent may hold more than one ArtSci Council office at the same time.
- B. Any elected office defined in this constitution, as well as any appointed office, shall be considered an ArtSci Council office.
- C. No constituent may hold any other Student Union elected positions.

ARTICLE IV. Executive Board

Section 1. Executive Board Name

- A. The council of all Executive Officers will be referred to as the Executive Board, or the Exec Board.

Section 2. Duties and Powers

- A. The Exec Board shall:
 - 1. Advise the Dean of the College of Arts and Sciences monthly about recent developments in ArtSci Council through the Dean's Briefing.
 - 2. Decide by a majority vote on all newly proposed Executive Officer positions, subject to approval by the Dean of the College of Arts and Sciences.
- B. After being seated in their respective offices, the Executive Board shall unanimously establish a regular meeting time for their term.

Section 3. Decision Making Process and Rules of Order

- A. To adopt a resolution, initiative, or any other question, the measure must have 2/3rd support of the Executive Board, which is defined as four members.
- B. Each Executive Officer is granted one vote.
- C. When the Executive Board must act and there is no defined decision-making process, the President shall deem the appropriate process for decision-making within the Exec Board and have the power to act on Exec Board decisions. This decision making rule may be vetoed by a majority of the other officers of the Exec Board. If the decision is vetoed, the authority to deem the appropriate process for decision-making shall fall back to the President.

ARTICLE V. Executive Branch

Section 1. Executive Officers

- A. The Executive Branch shall be comprised of the Executive Officers of the Executive Board.
- B. The Executive Officers of ArtSci Council shall be the President, Vice Present of Administration, Vice President of Finance, Vice President of Programming, Vice President of Public Relations, and Vice President of Academic Outreach.
- C. The Executive Officers must be constituents of ArtSci Council and be enrolled in at least nine (9) credits each semester.
- D. Any Executive Officer enrolled in fewer than nine (9) credits in a semester shall be subject to approval by both the Dean of the College of Arts and Sciences and a majority of the Executive Officers present, as to his ability to represent constituents of ArtSci Council.

Section 2. Duties and Powers of the President

The President of ArtSci Council shall:

- A. Act as the official representative of ArtSci Council
- B. Convene and preside over meetings of the Exec Board, except at such times as he may, at his discretion, delegate this function to either the Dean of the College of Arts and Sciences or the Vice President of Administration.
- C. Invite any constituent of ArtSci Council to attend Exec Board meetings at his discretion.
- D. Appoint such executive assistants as shall be deemed necessary for the proper execution of his duties with consent of the Dean of the College of Arts and Sciences and two-thirds (2/3) majority vote by the Exec Board.
- E. During any period when, first, more than half of the General Body cannot meet, and the Exec Board cannot meet, the President shall act for ArtSci Council. The President shall inform the General Body and Exec Board of all acts that occurred in their absence in order for a review to take place.
- F. Possess the power to call emergency meetings of the general body with at least twenty four (24) hours notice to all representatives
- G. Represent the position of ArtSci Council in university judicial cases when the actions of ArtSci council as a whole are challenged.
- H. Present the monthly Dean's Briefing to the Dean of the College of Arts and Sciences.
- I. Oversee the progress of all standalone committees and student representatives to ArtSci committees in the ArtSci Council, including but not limited to: Academic, Social, and Career.
 - 1. Receive and review reports of meeting minutes from aforementioned standalone committees, unless protocol of an aforementioned committee includes a non-disclosure agreement, in which case only verification of meeting participation is necessary.

Section 3. Duties and Powers of the Vice President of Administration

The Vice President of Administration of ArtSci Council shall:

- A. Act as the official internal affairs officer of ArtSci Council
- B. Exercise duties and powers of the President in his absence from office or his inability to act, and shall perform such duties as delegated to him by the President.
- C. Temporarily replace the acting President and inherit all presidential powers as dictated by Section 2 while an emergency presidential election is held should the President be derelict of duty in the event that there be:
 - 1. Written documentation of at least three instances of presidential misconduct as considered and approved by the entire Exec Board (excluding the president) AND EITHER:
 - a. The Dean of the College of Arts and Sciences and Two-Thirds (2/3) majority of the Exec Board.
 - b. The Dean of the College of Arts and Sciences and Three-Fourths (3/4) majority of the general ArtSci Council body.
 - c. Majority of the Exec Board and Three-Fourths (3/4) majority of the general ArtSci Council body.
- D. Serve as the ArtSci Council liaison to other Student Union bodies, including, but not limited to, the Student Union Senate.
- E. Chair and oversee the General Body's Standing Committee on Career Events.
- F. Work with the Recruitment and Retention Committee to manage recruitment efforts.
- G. Act as the chief historian of ArtSci Council.
 - 1. Take minutes at all Exec Board meetings, and include them in the monthly Dean's Briefing.
 - 2. Keep records of all General Body Committee meetings, which will also be included in the monthly Dean's Briefing.

Section 4. Duties and Powers of the Vice President of Finance

The Vice President of Finance of ArtSci Council shall:

- A. Be responsible for the collection, disbursement, and accounting of the revenues and expenditures of ArtSci Council.
- B. Be required to review all expenditures of the ArtSci Council operating budget.
- C. Submit a written report of the revenue and expenditures to the President of ArtSci Council at the end of each month, which shall be included in the Dean's Briefing.
- D. Be responsible for the supervision of ArtSci Council fundraising efforts and preparation of all financial records.
- E. Create, with the advice, consent, and majority approval of the Exec Board, the budget of ArtSci Council.
- F. Communicate with Student Union Vice President of Finance.

Section 5. Duties and Powers of Vice President of Programming

The Vice President of Programming of ArtSci Council shall:

- A. Lead planning efforts for social events.
- B. Be responsible for communicating with outside companies and agencies.
- C. Coordinate logistics for all major ArtSci Council Events.
- D. Chair and oversee the General Body Standing Committee on Social Events.
- E. Consult with each department, board, and committee of the ArtSci Council in order to ensure that relevant sustainability considerations are incorporated into their operations and programming.
- F. Maintain a relationship and consult with the Office of Sustainability, the Green Events Commission, the Student Union Executive Advisor for Sustainability, and other campus entities, both present and future, that advance sustainability policies, programs, and education on campus.

Section 6. Duties and Powers of the Vice President of Public Relations

The Vice President of Public Relations of ArtSci Council shall:

- A. Act as the official public relations director of ArtSci Council, including developing and promoting ArtSci Council's brand, relationship with the media, and publicity.
- B. Act as a public relations resource for ArtSci Council general body members.
- C. Be responsible for and maintain the ArtSci Council website, as well as any social media outlets including but not limited to Facebook and Twitter.
- D. Send emails to the ArtSci Council constituency providing information on previous, ongoing, and upcoming events.
- E. Coordinate efforts with the Exec Board publicity statements that would be released through one or more of the aforementioned social media outlets.
- F. Maintain an electronic database of all active members, with an easily accessible format that may be presented as a printed offline format to the Dean of the College of Arts and Sciences or the Exec Board.
- G. Coordinate efforts with the Exec Board in terms of logo refresh or redesign, as well as any publicity outlet change or renovation.

Section 7. Vice President of Academic Outreach

The Vice President of Academic Outreach of ArtSci Council Shall

- A. Act as the official representative of ArtSci Council on all academic affairs.
- B. Sit on relevant academic committees.
- C. Provide for the supervision and coordination of the Faculty Awards, overseen by the General Body Standing Committee on Academics.
- D. Chair and oversee the General Body Standing Committee on Academics.
- E. Communicate with various departments within the College of Arts and Sciences.

ARTICLE VI. Legislative Branch

Section 1. General Body

- A. The Executive Board shall have the power to appoint a General Body of the ArtSci Council.
- B. Members of the General Body shall hold the title of Representatives or Reps.
- C. The Executive Board shall set the number of Representatives.
- D. The General Body may not exceed 15 Reps.

Section 2. Appointment

- A. The Executive Board shall have the power to appoint Representatives however they see fit.
- B. Representatives serve at the pleasure of the Executive Board.
 - a. Representatives can only be removed from office by either the Dean of the College of Arts and Sciences or by unanimous agreement of the Executive Board.
- C. Immediately following any election of Executive Board Officers, current representatives' terms will expire.

Section 3. Organizational Structure

- A. The General Body and Exec Board shall meet in a full joint session at least once per semester.
- B. The President shall serve as the chair of all General Body meetings, with the exception of committee meetings.
- C. The General Body shall establish three standing committees: Academics, Social Events, and Career Initiatives.

Section 4. Powers and Privileges of Representatives

- A. Representatives of the General Body shall sit on one of the three standing committees.
- B. Representatives may not sit on multiple standing committees, unless they have the expressed written permission of the Exec Board.
- C. Representatives shall be assigned committees as the Exe Board sees fit.
- D. Representatives are required to aid in all mandatory events, as designated by the Exec Board.

Section 5. Standing Committee Jurisdiction

- A. The Academics Committee shall have authority over all academic oriented events and issues in the College of Arts and Sciences, including, but not limited to, the Faculty Awards Program.
- B. The Career Initiatives Committee shall have authority over all career oriented events and issues in the College of Arts and Sciences, including, but not limited to, hosting speakers for the College of Arts and Sciences.
- C. The Social Events Committee shall have authority over all social oriented events and issues in the College of Arts and Sciences.

- D. Committees have the power to establish subcommittees, subject to approval by the Exec Board.
- E. Committees are required to meet at least two times per semester.

Section 6. Resolutions

- A. A resolution is hereby defined as any measure a representative puts forth to the committee in writing.
- B. Any General Body Representative may propose a resolution through the following process:
 - 1. The resolution shall be debated and voted on in the Representative's respective committee.
 - 2. If the resolution is adopted by the committee, it will be placed on the Exec Board's next meeting agenda by the chair of the committee.
 - 3. The Exec Board shall debate the resolution and hold a vote on whether or not to adopt said resolution.
 - 4. If the Exec Board votes down the resolution, the measure dies.
 - 5. If the Exec Board adopts the resolution, it shall be executed or implemented through the appropriate Executive Officer.

Section 7. Powers of the Executive Board

- A. The Executive Officers assigned to each standing committee in Article V shall be responsible for setting the agenda, determining a method of decision making, and ensuring minutes are recorded and sent to the Vice President of Administration.
- B. Exec Board shall approve all subcommittees and reserve the right to establish additional committees as they see fit.
- C. Exec Board shall reserve the right to abolish any committee as they see fit.

ARTICLE VII. Elections

Section 1. Election Commissioner

- A. The power to conduct the elections of the ArtSci Council shall be vested in the Student Union Election Commissioner.

Section 2. Election of Executive Officers

- A. Elections for Executive Board will take place during the Student Union Fall Elections.
- B. The Executive Officers shall hold office until their successors are installed through taking the oath of office.
- C. If the offices of Vice Present of Administration, Vice President of Finance, Vice President of Programming, Vice President of Public Relations, and/or Vice President of Academic Outreach fall vacant, a successor shall be appointed by the

President, with the advice and consent of the Dean of the College of Arts and Sciences.

- D. If a candidate for an office is disqualified after an election within thirty (30) days after the election, the qualified candidate with the next highest vote total shall be installed.
- E. All constituents shall be able to vote for ArtSci Council Executive Officers.
- F. Constituents may run for election abroad, but may not hold office if they will be abroad for the following Spring and Fall Semesters
 - a. The sole exception is the office of the President, who cannot be abroad for the entirety of his term.

Section 3. Oath of Office

- A. Upon election, the Executive Officers will be sworn in through the following oath of office
 - 1. I, <name>, do solemnly swear (or affirm) that I will support the Constitution of the Arts and Sciences Council, and that I will faithfully discharge the duties of the office of <position> to the best of my ability.
- B. The oath of office shall be administered by the Dean of the College of Arts and Science, a member of the Student Union Constitutional Council, or a member of the Student Union Executive Board.

ARTICLE VIII. The Judicial Branch

Section 1.

- A. ArtSci Council shall rely upon the Student Union Constitutional Council for any judicial matters.
- B. All questions regarding this Constitution or any aspect of ArtSci Council are to be answered by the Student Union Constitutional Council.

ARTICLE IX. Initiative

Section 1. Initiative

- A. The constituency of ArtSci Council shall have the power to initiate a program or activity, provided that one-hundred signatures (100) are drawn in a petition calling for aforementioned program or activity.
- B. A Two-Thirds (2/3) majority of the Exec Board, if the petition is determined to be in proper order, hold an election to determine the proposed bill in not less than ten (10) and no more than twenty-five (25) days after the President received the petition and bill.
- C. Public notice of such an election shall be given not less than four (4) days before the election.
- D. The vote required shall be two-thirds (2/3) of the votes cast.

ARTICLE X. Amendments

Section 1. Amendments

- A. Amendments to this Constitution, unless mentioned in an aforementioned segment of the Constitution, may be proposed by two methods:
1. A Two-Thirds (2/3) vote of either the Exec Board, and
 2. Three-Fourths (3/4) vote of the general body of ArtSci Council.

ARTICLE XI. Dean's Briefing

Section 1. Delivery of the Dean's Briefing

- A. The President of ArtSci Council shall deliver the Dean's Briefing by the last day of each of month.

Section 2. Contents of the Dean's Briefing

- A. The following documents shall be included in the Dean's Briefing:
1. A brief message from the Executive Board detailing and summarizing past, current, and future initiatives.
 2. A budget report.
 3. Minutes from Exec board meetings.
 4. Minutes from General Body meetings.
 5. Minutes from committee meetings
 6. Any resolutions on measures passed by Exec Board or the General Body.

ARTICLE XII. Ratification and Enactment

Section 1. Adoption

- A. Ratification of this Constitution will occur upon the acceptance of a majority of constituents in a special election to be organized and conducted by the Student Union Election Commissioner.
- B. Upon confirmation of ratification by the Student Union Election Commissioner, this Constitution will take immediate effect.
- C. Ratification of this Constitution hereby makes null and void all previous constitutions, statutes, resolutions, measures, and all previous actions of any predecessor organization.

Section 2. First Executive Officers

- A. Upon ratification of this Constitution, Carter Lord Paterson, shall immediately be sworn in as President of the ArtSci Council, having been elected to the position in the Student Union Fall Election on November 4, 2015.
- B. Upon ratification, the current General Members of ArtSci Council, elected in the

Student Union Fall Election on November 4, 2015, shall immediately be sworn into the following Executive Offices:

1. Morgan Anker shall be sworn in as Vice President of Academic Outreach
 2. Isabella Bergonzoli shall be sworn in as Vice President of Programming
 3. Stephen Bertelsman shall be sworn in as Vice President of Administration
 4. Anthony Scales shall be sworn in as Vice President of Finance
 5. Kevin Yin shall be sworn in as Vice President of Public Relations
- C. The term of these officers will expire in November 2016 and the next Executive Board will be elected in the Fall 2016 Student Union Election.