

Undergraduate Student Government



at Michigan Technological University

Constitution

Approved by the Undergraduate Student
Assembly in February 2015

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Preamble

We, the students of Michigan Technological University, determined to: promote and defend self-governance of the students; ensure and uphold the rights of the students; promote the welfare of the students; represent desires, needs, and interests of the students; establish an effective, efficient, responsible, and responsive form of student government; ensure the conveyance of the student voice to the faculty, staff, administration, and the Board of Control in matters of institutional policies; preserve the right to disburse and retain custody over the student activity fee; and seek expedient resolution of student problems, concerns, and ideas; do hereby ratify this constitution for the self-governing body of the students, the Undergraduate Student Government.

Article I – Student Assembly

Section 1 – Name

The “Student Assembly of Michigan Technological University”, hereafter referred to as the “Student Assembly”, is an organization whose membership consists of all enrolled undergraduate students.

Section 2 – Purpose

The purposes of the Student Assembly are:

1. To establish, encourage, and maintain student self-governance.
2. To advocate policies, rules, and regulations that best serve the interests of the undergraduate students at Michigan Technological University.
3. To stimulate and develop a positive relationship amongst the students, faculty, staff, and administration and all concerned with the general welfare of the university.

Section 3 – Membership Qualifications

All undergraduate students enrolled at Michigan Technological University are members of this organization.

Section 4 – Franchise

Each member of this organization is entitled to cast one ballot. Only members of this organization may vote in Student Assembly elections and referenda.

Section 5 – Government

Governance of the Student Assembly is vested in the Undergraduate Student Government.

Article II – Undergraduate Student Government

Section 1 – Purpose

The purposes of the Undergraduate Student Government are to:

1. Be an effective, efficient, responsible, and responsive form of student self-governance.
2. Provide an official voice for the Student Assembly.
3. Ensure and uphold the rights of students.
4. Represent desires, needs, and interests of the students.
5. Disburse and retain custody over the student activity fee.
6. Ensure the conveyance of the student voice to the faculty, staff, administration, and the Board of Control in matters of institutional policies.
7. Seek expedient resolution of student issues, concerns, and ideas.
8. Advocate policies, rules, and regulations that best serve the interests of the Student Assembly of Michigan Technological University.

Section 2 – Membership

The Undergraduate Student Government shall be composed of thirty voting representatives as follows:

1. Four Undergraduate Student Government officers;
2. Three representatives from each of the first-year, second-year, third-year, and fourth-year classes.
3. Three residential representatives.
4. Nine representatives elected from the respective university colleges.
5. Two at-large representatives who may be any members of the Student Assembly.

Section 3 – Officers

The Undergraduate Student Government officers shall be President, Vice President, Secretary, and Treasurer.

Section 4 – Graduate Students

Graduate students are not eligible to hold any Undergraduate Student Government position. The Graduate Student Government is encouraged to appoint an official liaison to attend Undergraduate Student Government meetings for the purposes of collaboration and communication.

Section 5 – Eligibility

Eligibility to hold any Undergraduate Student Government position is defined in the bylaws of the Undergraduate Student Government and is subject to the university restrictions on student group membership.

Section 6 – Equal Opportunity Statement

In compliance with Michigan Technological University's Board of Control Equal Opportunity Policy effective February 24, 2011, the Undergraduate Student Government will not discriminate on the basis of race, religion, color, national origin, age, sex, sexual orientation, gender identity, height, weight, genetic information, or marital status. In addition, the Undergraduate Student Government is committed to the policy of not discriminating against disabled individuals and veterans.

Article III – Elections

Section 1 – Officers and At-Large Representatives

1. The election of the Undergraduate Student Government officers and at-large representatives shall be by secret ballot of assembly members during the seventh week of classes, following winter break. A plurality vote is necessary.
2. Nominations for Undergraduate Student Government Officers and at-large representatives will be made by signing up in the Undergraduate Student Government office or through any other communication route that the Undergraduate Student Government shall deem appropriate.
3. Nominations open at least two weeks before elections by a motion during a regular meeting of the incumbent Undergraduate Student Government and close one week before elections.
4. Candidates may only run for one officer position or one at-large position during this election.

Section 2 – Carry-Over Representatives

1. The Undergraduate Student Government, by a majority vote, will designate one carry-over representative from among its members for the ensuing year's fourth-year, third-year, and second-year classes. These chosen representatives will serve in the same capacity as the representatives elected under Article III Section 3.
2. Carry-over representatives are elected by the incumbent Undergraduate Student Government during the eighth week of classes following winter break. Members of the Undergraduate Student Government may not serve in consecutive years as carry-over representatives.

Section 3 – Representative Elections

1. All Undergraduate Student Government representatives, excluding at-large representatives, residential representatives, first-year representatives, and those designated in Article III Section 2, for the ensuing school year will be elected during the tenth week of classes following winter break.

2. Election for the first-year class representatives are held no later than fourth week of the fall semester.
3. Candidates may only run for one representative position.
4. Nominations for Undergraduate Student Government representatives will be made by signing up in the Undergraduate Student Government office or through any other communication route that the Undergraduate Student Government shall deem appropriate.
5. All voting in representative elections is by secret ballot.
6. Student Assembly members must be a member of the respective class or have a major in the specific college to vote in each respective representative election.
7. Nominations for first-year representatives shall open automatically one week before classes begin in the fall semester.
8. Nominations open at least two weeks before elections by a motion during a regular meeting of the incumbent Undergraduate Student Government and close one week before elections.

Section 4 – Class Representatives

1. The future fourth-year class, the future third-year class, and the future second-year class elects two Undergraduate Student Government representatives; the first-year class elects three Undergraduate Student Government representatives.
2. The candidates receiving the two plurality votes from each class are designated as the Undergraduate Student Government representatives for the second-year, third-year, and fourth-year classes respectively.
3. The first-year candidates receiving the top three plurality votes are designated as the first-year Undergraduate Student Government representatives.
4. If no carry-over representative is designated by the Undergraduate Student Government from a class, then the number of representatives to be elected from that class shall increase by one to fill each vacancy.
5. If a vacancy of office occurs for a class representative position, the President of the Undergraduate Student Government may appoint a member of that class to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.

Section 5 – Other Representatives

1. The current bylaws of the Undergraduate Student Government shall outline the procedure for filling residential representative positions.
2. The distribution for the nine college representatives shall be based on annual enrollment in accordance with the current Undergraduate Student Government bylaws.

3. If a vacancy of office occurs in a college representative, the President of the Undergraduate Student Government may appoint a member of that college to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.
4. If a vacancy of office occurs in an at-large representative position, the President of the Undergraduate Student Government may appoint a member of Student Assembly to fill the representative position, subject to the approval of two-thirds of the Undergraduate Student Government.

Section 6 – Protest

1. Any candidate or proposer believing that either the Undergraduate Student Government or another candidate has violated election regulations has the right to protest the results of an election or proposal vote within seventy-two hours of the election results being announced. Protests concerning election results shall reviewed by the Judiciary Committee.
2. The protesting candidate or proposer may ask for a recount, verification of voter eligibility, or for a re-election depending on the circumstances.
3. A recount or verification of voter eligibility will be conducted by the Secretary of the portion of the election being protested and the results will take precedence over the previous results. Only one recount or verification will be performed.
4. A re-election will be handled in the following manner:
 - a. Only the portion of the election that is being protested will have a re-election.
 - b. All candidates and/or proposals that were in the original portion of the election that is being protested will automatically be included in the ballot for the re-election. A candidate can submit a written request to be removed from the ballot.
 - c. All voting in re-elections is by secret ballot.
 - d. The Undergraduate Student Government shall reserve the right to modify the election timeline to accommodate re-elections.

Article IV – Associate Membership

Section 1 – Associate Membership Guidelines

1. The Undergraduate Student Government may find it necessary to call upon interested students to assist in its work. Such persons will be called associate members of the Undergraduate Student Government.
2. Associate members shall be assigned specific projects or tasks that assist the Undergraduate Student Government in its work. This may be through standing or ad-hoc committees, or through other measures as directed by the Vice President of the Undergraduate Student Government. In order to allow for flexibility in these tasks, associate members are not required to hold office hours or serve on a standing committee.

3. Associate members are subject to review by the personnel committee if they do not make progress toward an assigned specific project or task that assists the Undergraduate Student Government in its work.
4. Associate members shall be allowed to freely participate in discussion at Undergraduate Student Government meetings and be allowed access to the Undergraduate Student Government office.
5. Associate members are unable to vote during Undergraduate Student Government meetings.
6. Associate members must be currently enrolled students.
7. The total number of associate members should be responsive to circumstance; therefore no limit on the number of associate members shall be imposed except at the discretion of the President.
8. Associate members can be appointed at any regular Undergraduate Student Government meeting. Any current Undergraduate Student Government representative may nominate a Student Assembly member for associate membership. A majority vote of the Undergraduate Student Government is required for appointment.
9. The terms of associate members shall last until resignation, appointment to another Undergraduate Student Government position, or the last Undergraduate Student Government meeting of that term before the ensuing year's representation takes office.

Article V – Term of Office

Section 1 - Transition

The transition of membership shall occur at the first meeting following the representative elections in the spring, during the regular meeting following the completion of the scheduled agenda items of the old membership. At this time, the new Undergraduate Student Government term shall start and shall last until the next year's transition.

Section 2 – First-Year Representatives

First-year representatives shall begin their term of office upon the acceptance of the results of the first-year election by the Undergraduate Student Government.

Section 3 – Term Limits

1. No Student Assembly member shall serve for more than five consecutive years on the Undergraduate Student Government. This includes years served as an officer and as an undergraduate representative.
2. No Student Assembly member shall serve in the same officer position on the Undergraduate Student Government for more than two consecutive years.

Article VI – Officer Duties

Section 1 – President

1. Calls and presides over meetings of the Student Assembly and of the Undergraduate Student Government in the absence of the Vice President.
2. Appoints committee chairs and liaison positions, including liaisons to university committees, subject to Undergraduate Student Government approval.
3. Speaks and advocates on behalf of the Student Assembly and the Undergraduate Student Government, and sets a vision for the Undergraduate Student Government.
4. Serves as a voting member of the Ways and Means Committee.
5. Serves as an ex-officio member of the Student Affairs Committee.

Section 2 – Vice President

1. Calls and presides over meetings of the Student Assembly and of the Undergraduate Student Government.
2. Oversees all committee chairs and coordinates committee assignments for representatives.
3. Chairs the Personnel Committee.
4. Serves as the office manager, which includes overseeing office etiquette and training and coordinating supply and technology needs.
5. Serves as a voting member of the Ways and Means Committee.

Section 3 – Treasurer

1. Responsible for the receipt and disbursement of all funds of the Undergraduate Student Government.
2. Keeps records of the financial condition of the Undergraduate Student Government and the Student Assembly.
3. Shall submit a monthly financial report to the Undergraduate Student Government.
4. Prepares annual budgets for the Undergraduate Student Government and the Student Assembly.
5. Chairs the Ways and Means Committee.

Section 4 – Secretary

1. Records and preserves the minutes of all Undergraduate Student Government meetings.
2. Serves as the secretary and a voting member of the Ways and Means Committee.
3. Maintains a record of the actions taken and correspondence received by the Undergraduate Student Government and the Ways and Means Committee.
4. Supervises, plans, and coordinates the Undergraduate Student Government elections.

Article VII – Representative Duties

Section 1 – Advocating & Liaisons

Undergraduate Student Government members should actively seek out issues as well as solutions for consideration by the Undergraduate Student Government. Undergraduate Student Government members may be appointed to official liaison positions by the President of the Undergraduate Student Government to address particular issues that may arise.

Section 2 – Meeting Attendance

Undergraduate Student Government members are required to attend regular and special meetings of the Undergraduate Student Government throughout the school year. Any Undergraduate Student Government member who has a total of two unexcused absences for regular meetings during a semester will be reviewed by the Undergraduate Student Government Personnel Committee.

Section 3 – Office Hours

Undergraduate Student Government members are required to attend three office hours per week. All college representatives and residential representatives shall hold no less than one of these hours in their respective areas of campus. Any Undergraduate Student Government member, who has a total of four missed office hours during the term will be reviewed by the Undergraduate Student Government Personnel Committee.

Section 4 – Committees

Undergraduate Student Government members are required to serve on one committee and attend all committee meetings. Any Undergraduate Student Government member who has a total of three unexcused absences from committee meetings during the term will be reviewed by the Undergraduate Student Government Personnel Committee.

Article VIII – Undergraduate Student Government Meetings

Section 1 – Procedures

1. Two-thirds of the total membership constitutes a quorum. Vacant positions are not considered a part of the total membership.
2. Regular meetings are held weekly throughout the school year unless university holidays coincide with the scheduled meeting. Meetings may be canceled by a unanimous vote of all four Undergraduate Student Government officers.

3. Special meetings may be called by the Undergraduate Student Government President subject to twenty-four hour notice. The purpose of the special meeting must be announced in advance, and no other business may be conducted.
4. The President is required to call a special meeting of the Undergraduate Student Government within forty-eight hours of receiving requests to hold such a meeting from twenty percent of the Undergraduate Student Government representatives. Twenty-four hour notice is required. The purpose of the special meeting must be posted with such notice, and no other business may be conducted.
5. The current edition of Robert's Rules of Order governs all meetings of the Undergraduate Student Government, except when in direct conflict with this constitution or its bylaws.

Section 2 – Parliamentarian

1. The Parliamentarian has the charge of interpreting the constitution and bylaws of the Student Assembly in the event that a dispute arises. If a dispute occurs, the Parliamentarian is to report their recommendation to the Undergraduate Student Government. A review by the Parliamentarian can be requested by any Undergraduate Student Government representative or officer.
2. The Parliamentarian's recommendation shall be considered final; however, the Undergraduate Student Government shall maintain the right to overrule the recommendation of the Parliamentarian by a two-thirds majority vote. The recommendation shall then be referred to the Judiciary Committee for final resolution.
3. The Parliamentarian shall be internally elected by the Undergraduate Student Government and must be a representative of the Undergraduate Student Government.

Section 3 – Authority

1. The Undergraduate Student Government, pending the required approval procedures, has the power to order the disbursement of funds to the Student Assembly, upon the recommendation of the Ways and Means Committee.
2. Protests concerning the constitutionality of acts performed by the Undergraduate Student Government or one of its duly appointed officials may be lodged with the Judiciary Committee.
3. The Undergraduate Student Government has the power to interpret the constitution and bylaws, except as provided for in Article IX, Section 3. Initial charge of this interpretation is given to the Parliamentarian whose recommendation can be overturned by a two-thirds vote of the Undergraduate Student Government.

4. The Undergraduate Student Government has the power to impeach its officers, representatives, or duly appointed officials on the grounds of malfeasance, misfeasance, or nonfeasance.
5. Impeachment proceedings may be opened by a two-thirds vote of the Undergraduate Student Government membership at a regular meeting. Removal from office may then take place by a vote of two-thirds of Undergraduate Student Government representatives not under impeachment consideration.
6. If impeachment charges are brought against more than one Undergraduate Student Government member, then the removal of each must be voted upon separately.
7. The Undergraduate Student Government reserves the right, at any time, to establish standing, issue, and ad-hoc committees as the need arises.

Section 4 – Absences and Vacancies

1. In the event that the Vice-President is absent from an Undergraduate Student Government meeting and the President is absent from an Undergraduate Student Government meeting, the Chair Pro-Tem for that meeting shall be chosen from among the fourth-year class representatives and at-large representatives by a majority vote.
2. If the Secretary is absent, the President, Vice President, or Chair Pro-Tem shall appoint a member of the Undergraduate Student Government to record the minutes.
3. If the President fails to return to school or leaves school during the elected term of office, the Vice President becomes President of the Undergraduate Student Government.
4. If the office of Vice President, Secretary, or Treasurer becomes vacant, the Undergraduate Student Government will internally appoint a replacement by a majority vote of the Undergraduate Student Government. Associate members, representatives, and officers are all eligible for appointment. However, they must have been members of the Undergraduate Student Government for at least 14 weeks in some capacity.

Article IX – Standing Committees

Section 1 – Ways and Means

1. The Ways and Means Committee recommends financial allocations and disbursements to fundable accounts. All actions of this committee must be approved during a regular meeting of the Undergraduate Student Government.
2. This committee is composed of the four officers (President, Vice President, Treasurer, and Secretary) and two additional members elected from the Undergraduate Student Government. The Treasurer shall be chair of this committee.

3. Quorum for Ways and Means meetings shall be defined as two-thirds of committee membership. The Ways and Means Committee shall not take action in the absence of quorum.

Section 2 – Personnel

1. The committee shall meet to conduct a review of an Undergraduate Student Government member under the following conditions:
 - a. The Secretary notifies the Personnel Committee Chair when an Undergraduate Student Government officer or representative has accumulated two unexcused absences from weekly meetings during a semester.
 - b. The Personnel Committee Chair records that an officer or representative has four unexcused office hours, including the additional office hours required by residential representatives and college representatives.
 - c. The Chair of a committee notifies the Personnel Committee Chair of any member who has three unexcused absences from committee meetings during a term.
 - d. Upon receipt of written charges signed by two or more members of the Undergraduate Student Government implicating one or more members of malfeasance, misfeasance, or nonfeasance in office.
2. The committee shall conduct a performance review on all representatives and associate members of the Undergraduate Student Government during the tenth week of the fall semester.
3. If any of the conditions described under Article VII and Article IX, Section 2.1 have been met, the committee will conduct a thorough review of the member's conduct of activities. If the committee determines substance to the charges, a report must be presented to the Undergraduate Student Government at the following Undergraduate Student Government weekly meeting. All Personnel Committee reports regarding matters described in Article IX must begin with a motion to go into closed session.
4. If the committee determines no substance to the charges, a report may be called for by the charged member, the President, or the members who originated the charges should they find the committee's investigation unsatisfactory.
5. In the event that there is substance to the charges, the Personnel Committee's report and suggested actions are subject to the approval by a two-thirds vote of total voting membership. The committee may recommend appropriate sanctions, up to and including removal from office.
6. The committee shall consist of the following members:

- a. The Vice President of the Undergraduate Student Government shall serve as Chair of the Personnel Committee. The Vice President will call and preside over meetings and present committee reports to the Undergraduate Student Government.
 - b. All standing committee chairs, one of whom is internally appointed by the committee to be Vice-Chair. The Vice-Chair shall take the position of Chair in the absence of the Vice President of the Undergraduate Student Government.
 - c. An alternate, who shall serve on the committee should one of its members resign or come under investigation. This alternate shall be appointed by the Undergraduate Student Government President.
7. Members shall serve on the committee until the transition to the new Undergraduate Student Government, occurring during the spring semester, or acceptance of their resignation by a majority vote of the Undergraduate Student Government.

Section 3 – Judiciary

1. The Judiciary Committee has the charge of resolving all election protests and complaints, all constitution and bylaw disputes that are unable to be resolved by the Parliamentarian, and any personnel issues (as described in Article VII) pertaining to officers. Any member of the Undergraduate Student Government or Student Assembly may write a formal complaint to the Judiciary Committee regarding these issues.
2. Judiciary Committee meetings shall be called by the Undergraduate Student Government Parliamentarian. Three-fourths approval must be met for all decisions made by the Judiciary Committee. Quorum consists of all members of the committee.
3. Membership of this committee shall consist of the following members:
 - a. The Undergraduate Student Government Parliamentarian, who shall serve as the chair of the Judiciary Committee.
 - b. The Vice President for Student Affairs and Advancement.
 - c. One Undergraduate Student Government representative internally elected at the beginning of each term by the Undergraduate Student Government. This member must continue to serve on another Undergraduate Student Government committee.
 - d. Two appointed Student Assembly members, subject to the unanimous consent of the above Judiciary Committee members. These two members will be appointed as needed by the Undergraduate Student Government Parliamentarian.

Section 4 – Additional Committees

1. Additional standing committees shall include Student Affairs, Political Affairs, Public Relations, Events, and any other standing committees that are recognized in the bylaws of the Undergraduate Student Government.

2. The purpose and membership of additional standing committees shall be defined by the bylaws of the Undergraduate Student Government. Associate members shall not be considered a member of any additional standing committee for the purpose of membership guidelines in the bylaws.

Article X – Finances of the Student Assembly

Section 1 – Funding Source

The Student Assembly receives funds from the Student Activity Fee through normal budgeting procedures that have been established by Michigan Technological University and the State of Michigan.

Section 2 – Fundable Accounts

Fundable accounts are defined by the Undergraduate Student Government Bylaws and are paid only through the Undergraduate Student Government Treasurer, subject to approval by the Undergraduate Student Government.

Section 3 – Fundable Account Audits

A financial audit of all accounts funded by the Undergraduate Student Government must be made available at the beginning of each fiscal year. The fiscal year is concurrent with the term of office of the Undergraduate Student Government.

Section 4 – Special Audits

A special financial audit of accounts funded by the Undergraduate Student Government must be made available at any time by order of the Undergraduate Student Government.

Article XI – Initiative and Referendum

Section 1 – Laws Proposed by Members

The members of the Student Assembly have the right to propose or reject any revisions of this constitution.

Section 2 – Petition for Initiative or Referendum Vote

The Undergraduate Student Government shall provide an initiative vote or a referendum whenever a petition duly certified by the Michigan Technological University Registrar as containing the signatures of ten percent of the current members of the Student Assembly is presented to it. The election for the initiative or referendum shall be called no later than three weeks after the petition has been presented to the Undergraduate Student Government.

Section 3 – Laws Binding Until Repealed

The rules established in this constitution as well as any bylaws adopted by the Undergraduate Student Government are binding upon the officers and members of the Undergraduate Student Government until repealed or rescinded by a constitutional amendment or by a majority ballot vote of the Student Assembly at a subsequent initiative or referendum meeting, provided that the total ballot cast is not less than fifteen percent of the Student Assembly members, as duly certified by the Registrar.

Article XII – Amendments

Section 1 – Proposal

Amendments to this constitution may be proposed by two-thirds of the Undergraduate Student Government and shall be published in a campus news source at least one week prior to the vote of the Student Assembly. The Undergraduate Student Government shall make all efforts to distribute the amendment language to the Student Assembly in all ways that it believes will be effective.

Section 2 – Ratification

Such amendments will go into effect upon ratification by a two-thirds affirmative vote of the ballot cast at any regular election or special election held for that purpose provided that the total ballots cast are not less than fifteen percent of the Student Assembly's membership; and upon confirmation by the Board of Control of the Michigan Technological University.

Section 3 – Board of Control Policies

The Undergraduate Student Government shall reserve the right to amend this constitution to comply with any changes in Board of Control policy without the approval of the Student Assembly. Such an amendment would be subject to approval by the Michigan Technological University Board of Control.

Article XIII – Student Assembly Meetings

Section 1 – Student Assembly Meetings

Meetings are held when called by the President of the Undergraduate Student Government.

Section 2 – Student Assembly Petition

The President must call a meeting of the Student Assembly upon the receipt of a formal petition containing the signatures of five percent of the members of the Student Assembly. The President must call the meeting for a date within one week of their receipt of the petition, subject to

twenty-four hour notice. The purpose of the meeting shall be posted with such notice and no other business may be conducted at this meeting.

Section 3 – Undergraduate Student Government Request

The President must call a meeting of the Student Assembly at the written request of a majority of the members of the Undergraduate Student Government. The President must call the meeting for a date within one week of their receipt of the petition, subject to twenty-four hour notice. The purpose of the meeting shall be posted with such notice and no other business may be conducted at this meeting.

Article XIV – Ratification

This constitution supersedes the former Student Assembly Constitution and Bylaws and goes into effect immediately upon ratification by a two-thirds vote of the ballot cast at any regular election or special election held for the purpose provided that the total ballots cast are not less than fifteen percent of the Student Assembly's membership, and upon confirmation by the Board of Control of Michigan Technological University.