

Carnegie Mellon University Student Body Constitution

Article I. Name.

- A. The name of this union shall be the Carnegie Mellon University Student Body.

Article II. Object.

- A. The object of this union shall be to safeguard and promote the welfare of the members of the Carnegie Mellon University Student Body.
- B. The purpose of Student Government is to see that the objectives of this union are carried out by enacting legislation to accomplish these objectives, by supervising and coordinating the execution and financing of extracurricular activities, by effecting punitive measures with respect to its rules, and by acting as the representative body for students to present their views to the faculty and administration of Carnegie Mellon University.

Article III. Terms and Definitions.

- A. The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees.
- B. An *announcement* is, at bare minimum, a posting on the Student Government website.
- C. A *graduate student* is a member of the student body who is enrolled in a graduate academic program.
- D. A *joint meeting* of Student Senate and the Graduate Student Assembly is a meeting of Student Senate and the Graduate Student Assembly at which a majority of the members of Student Senate and a majority of the members of the Graduate Student Assembly are present.
1. The Graduate Student Assembly President and the Chair of Student Senate are jointly responsible for chairing joint meetings of Student Senate and the Graduate Student Assembly.
- E. A *joint vote* of Student Senate and the Graduate Student Assembly is a single vote of both bodies taken at a joint meeting.
- F. A *meeting* of either Student Senate or the Graduate Student Assembly is any gathering of a majority of the members of the relevant body, provided all members of that body have been notified of that gathering at least one (1) week in advance of the gathering.
- G. *Notification* of a group of students shall be satisfied by either an e-mail sent to all individuals in that group, or a verbal announcement at a regular meeting of that group, provided minutes of that meeting are recorded and distributed.
- H. A *regular meeting* of either Student Senate or the Graduate Student Assembly is a meeting among those scheduled by the relevant body for the purpose of conducting their routine business.
- I. The *Student Activities Fee* is the contribution of an individual student toward the Activities Fee.
- J. The *student body* refers to the collection of students enrolled in undergraduate or graduate academic programs at Carnegie Mellon University's Pittsburgh campus.

- K. *Student Government Recognition* refers to the recognition, along with its associated privileges, afforded to student organizations through the Committee on Student Organizations, as governed by this constitution and the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
- L. A *student organization* is any grouping of members of the student body.
 - 1. Neither Student Senate nor the Graduate Student Assembly is a student organization.
- M. An *undergraduate student* is a member of the student body who is enrolled in an undergraduate academic program.
- N. A *vote at a (regular) meeting of the Graduate Student Assembly* normally refers to a vote taken at a (regular) meeting of the Graduate Student Assembly, but the requirement is also satisfied if the Graduate Student Assembly conducts an electronic vote, provided the Carnegie Mellon University *Graduate Student Assembly Bylaws* permit an electronic vote. The results of an electronic vote are binding if the method for an electronic vote that is prescribed in the Carnegie Mellon University *Graduate Student Assembly Bylaws* is followed, and if a majority of the seated members of the Graduate Student Assembly cast a vote.

Article IV. Student Government Structure.

- A. Student Government shall consist of a Legislative Branch and an Executive Branch.
- B. The Legislative Branch of Student Government shall consist of two (2) separate but cooperating governing bodies:
 - 1. Undergraduate Student Government shall consist of a single-chambered legislative body known as Student Senate. All Undergraduate Student Body legislative powers shall be vested in Student Senate. This body shall operate according to the rules set forth in this constitution, the Carnegie Mellon University *Student Government Fiscal Policy*, the Carnegie Mellon University *Student Senate Bylaws*, and the Carnegie Mellon University *Student Senate Fiscal Policy*.
 - 2. Graduate Student Government shall consist of a single-chambered legislative body known as the Graduate Student Assembly. All Graduate Student Body legislative powers shall be vested in the Graduate Student Assembly. This body shall operate according to the rules set forth in this constitution, the Carnegie Mellon University *Student Government Fiscal Policy*, the Carnegie Mellon University *Graduate Student Assembly Bylaws*, and the Carnegie Mellon University *Graduate Student Assembly Fiscal Policy*.
 - 3. Students enrolled in accelerated or integrated masters programs are eligible to hold office in either, but not both, Student Senate or the Graduate Student Assembly. In addition, any student holding office in Student Senate is not permitted to serve as a proxy for a Graduate Student Assembly Representative, and any student holding office in the Graduate Student Assembly is not permitted to serve as a proxy for a Student Senator.
 - a. In this case, *holding office in Student Senate* is defined as sitting as a Student Senator, and *holding office in the Graduate Student Assembly* is defined as

sitting as a Graduate Student Assembly Representative, or as a member of the Graduate Student Assembly Executive Committee.

C. The Executive Branch of Student Government shall consist of the Student Government Executive Committee and the Student Leadership Council:

1. The Student Government Executive Committee shall consist of the Student Body President, the Student Body Vice President, the Student Senate Chair, and the Graduate Student Assembly President.

a. The Student Senate Chair shall be elected by Student Senate in accord with the procedures set out in the Carnegie Mellon University *Student Senate Bylaws*.

b. The Graduate Student Assembly President shall be elected by the Graduate Student Assembly in accord with the procedures set out in the Carnegie Mellon University *Graduate Student Assembly Bylaws*.

c. The Student Body Vice President shall either be elected alongside the Student Body President, or shall be appointed in accord with the procedures set out in this constitution.

2. The Student Leadership Council shall consist of the members of the Student Government Executive Committee, the Student Body Vice President for Finance, the Student Body Vice President for Organizations, the President of the Activities Board, the Chief of Staff of the President's Cabinet, the Student Dormitory Council, and additional student leaders at the discretion of the Executive Board. The purpose of the Student Leadership Council is to facilitate communication and collaboration between the groups represented by members of the committee.

a. The Student Dormitory Council consists of members of the Carnegie Mellon University residence community, and operates according to the rules set forth in the Carnegie Mellon University *Student Dormitory Council*.

b. At the discretion of the Student Body President, additional student leaders from throughout the Carnegie Mellon University community may be added to the Student Leadership Council during a given academic year.

c. All other members of the Student Leadership Council shall be elected by the student body in accord with the procedures set out in this constitution and in the Carnegie Mellon University *Student Government Election Rules*.

D. The Student Body President may issue a veto of legislation passed by Student Senate and/or the Graduate Student Assembly.

1. The Student Body President holds no line item veto.

2. The Student Body President must submit the reason for any veto of Student Senate or Graduate Student Assembly legislation, via e-mail, to the Chair of Student Senate or the Graduate Student Assembly President, respectively, within one hundred twenty (120) hours of passage of the legislation.

a. In the case of legislation passed by a joint vote of Student Senate and the Graduate Student Assembly, the Student Body President must submit the reason(s) for the veto, via e-mail, to both the Chair of Student Senate and the President of the Graduate Student Assembly within one hundred twenty (120) hours of passage of the legislation.

- b. The Chair of Student Senate is required to notify Student Senate of a Presidential Veto within one (1) week of receipt of the reasons for that veto.
 - c. The Graduate Student Assembly President is required to notify the Graduate Student Assembly of a Presidential Veto within one (1) week of receipt of the reasons for that veto.
3. Veto Override:
- a. A two-thirds (2/3) supermajority vote at a meeting of Student Senate is required to override a Presidential Veto of Student Senate legislation.
 - b. A two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly is required to override a Presidential Veto of Graduate Student Assembly legislation.
 - c. A two-thirds (2/3) supermajority joint vote at a joint meeting of Student Senate and the Graduate Student Assembly is required to override a Presidential Veto of legislation passed by a joint vote of Student Senate and the Graduate Student Assembly.
 - d. Any veto override vote must occur within one (1) month of receipt of the veto by the Chair of Student Senate and/or the Graduate Student Assembly President.

Article V. Fiscal Policy.

- A. All Student Government financial activities involving the Activities Fee are constrained by the Carnegie Mellon University *Student Government Fiscal Policy*.
- B. All bodies of Student Government and all groups using Student Government funds are responsible for allocating funds in a manner consistent with the Carnegie Mellon University *Student Activities Fee Policy* and the Carnegie Mellon University *Statement of Assurance*.
- C. Amendment to the Carnegie Mellon University *Student Government Fiscal Policy* must be proposed and passed in accord with the procedure set out for amendment to this constitution.

Article VI. Student Organizations.

- A. Student Government is responsible for granting and revoking the status of Student Government Recognition to student organizations. This process shall be carried out through the Committee on Student Organizations, and shall be governed by this constitution and the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
- B. The purpose of Student Government Recognition is to allow for the controlled usage of Student Activities facilities and to regulate the activities of student organizations around campus.
 - 1. The Committee on Student Organizations is responsible for communicating with student organizations regarding all Recognition-related deadlines.
 - 2. Student organizations that have or would like to have Student Government Recognition are responsible for meeting Recognition-related deadlines and for providing the Committee on Student Organizations with up-to-date contact information.

- C. Student organizations that have been granted the status of Student Government Recognition shall be granted access to the following benefits:
1. A Student Organization Oracle Account through the Office of Student Activities;
 2. A University Center mailbox;
 3. Andrew web space and an organizational e-mail address;
 4. Eligibility to apply for organization office space;
 5. Eligibility to apply for funding from the Joint Funding Committee:
 - a. A student organization is eligible to apply for funding from the Joint Funding Committee during a given academic year provided they are Student Government Recognized at the end of the Fall semester of that academic year.
 - b. Upon recommendation by either the Student Government Vice President for Organizations, or the Student Government Vice President for Finance, a student organization that was not Student Government Recognized at the end of the Fall semester is eligible to apply for funding from the Joint Funding Committee, provided they are Student Government Recognized at the time of their application, and provided their eligibility for application is approved by a simple majority vote at a meeting of the Joint Funding Committee.
 6. Use of SpaceQuest to reserve rooms around campus;
 7. Permission to poster on campus bulletin boards;
 8. Participation in the Fall and Spring Activities Fairs;
 9. Use of resources and advising from the Office of Student Activities.
- D. Student organizations that have been granted the status of Student Government Recognition shall have the following responsibilities:
1. Notify the Committee on Student Organizations regarding any change in name, mission or constitution;
 2. Notify the Committee on Student Organizations regarding any change in contact information for officers of the organization;
 3. Pursuit of the organization's primary purpose and goals, in the form on record with the Committee on Student Organizations;
 4. Adherence to the following documents:
 - a. the Carnegie Mellon University *Student Body Constitution*;
 - b. the Carnegie Mellon University *Student Government Fiscal Policy*;
 - c. the Carnegie Mellon University *Student Government Graffiti and Poster Policy*;
 - d. the Carnegie Mellon University *Committee on Student Organizations Bylaws*;
 - e. the organization's own bylaws and/or constitution, in the form on record with the Committee on Student Organizations.
- E. Once granted, the status of Student Government Recognition shall be retained by a student organization until the end of the re-recognition process during the following academic year.
1. Student Government Recognized organizations are eligible to apply for re-recognition during the re-recognition period established by the Committee on Student Organizations. Any Student Government Recognized organization whose application for re-recognition is submitted to the Committee on Student Organizations during the established re-recognition period, and whose application

- is not rejected by the Committee on Student Organizations during this re-recognition period, shall retain their status of Student Government Recognition until the end of the re-recognition process during the following academic year.
- F.** The funding process for student organizations is governed by this constitution, the Carnegie Mellon University *Student Government Fiscal Policy*, and the Carnegie Mellon University *Joint Funding Committee Bylaws*.
- G.** Probation:
1. A student organization may be placed on Financial Probation by the Student Body Vice President for Finance in accord with the guidelines found in the Carnegie Mellon University *Student Government Fiscal Policy*.
 2. A student organization may be placed on Recognition Probation by the Student Body Vice President for Organizations in accord with the guidelines found in the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
- H.** Once a student organization has exhausted all appeals provided for in the Carnegie Mellon University *Committee on Student Organizations Bylaws*, that group may appeal to Student Senate and/or the Graduate Student Assembly to overturn a decision of the Committee on Student Organizations regarding that organization's Student Government Recognition status and/or that organization's placement on Recognition Probation.
1. Student Organizations are permitted to appeal to both Student Senate and the Graduate Student Assembly.
 2. Appeals must be presented, via e-mail, to the Chair of Student Senate and/or the Graduate Student Assembly President, and to the Chair of the Committee on Student Organizations, within two (2) months of the time at which the Committee on Student Organizations has notified the organization of the final decision.
 - a. Within two (2) regular meetings of receipt of such an appeal, the Chair of Student Senate must provide an opportunity for representatives from the organization to state their case to Student Senate.
 - b. At the next regular meeting of the Graduate Student Assembly following receipt of such an appeal, the Graduate Student Assembly President must provide an opportunity for representatives from the organization to state their case to the Graduate Student Assembly.
 3. Either Student Senate or the Graduate Student Assembly may overturn a decision of the Committee on Student Organizations regarding Student Government Recognition and/or Recognition Probation by way of a two-thirds (2/3) supermajority vote at a meeting of that body.
 - a. Upon receipt of this two-thirds (2/3) supermajority vote of approval, the relevant Committee on Student Organizations decision is immediately overturned.
 - b. The Chair of Student Senate is required to notify the Graduate Student Assembly President, the Student Body Vice President for Organizations, the organization lodging the appeal, the Chair of the Committee on Student Organizations, and the Office of Student Activities, regarding any Committee on Student Organizations decision that is overturned by Student Senate.

- c. The Graduate Student Assembly President is required to notify the Chair of Student Senate, the Student Body Vice President for Organizations, the organization lodging the appeal, the Chair of the Committee on Student Organizations, and the Office of Student Activities, regarding any Committee on Student Organizations decision that is overturned by the Graduate Student Assembly.

Article VII. Elected Officers.

A. Election of Officers:

- 1. The Student Body President, Student Body Vice President for Finance, and Student Body Vice President for Organizations shall be elected in a student body election in accord with the rules set out in the Carnegie Mellon University *Student Government Election Rules*.

B. Term of Service:

- 1. The term of service for an elected officer begins the day after the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus, and ends on the day of the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus.
- 2. In the case of an officer elected to fill a vacancy, the term of service for that officer begins upon election, and ends on the day of the Spring graduation ceremonies on Carnegie Mellon University's Pittsburgh campus.

C. Eligibility for Office:

- 1. All members of the student body are eligible to hold office as Student Body President, Student Body Vice President, Student Body Vice President for Finance, or Student Body Vice President for Organizations, provided they pay the Student Activities Fee during their term of service.
- 2. Only students who have served at least one term as a member of a Student Government financial committee and/or have served at least one term on the Joint Funding Committee, may run for the office of Student Body Vice President for Finance
- 3. Only students who have served at least one term as a student leader and/or have served at least one term on the Committee on Student Organizations and/or have served at least one term on the University Center Allocations Board, may run for the office of Student Body Vice President for Organizations

D. Duties and Powers of Officers:

1. Student Body President :

a. Duties of the Student Body President:

- (i) Attend, or designate an alternate to attend, all Student Senate, Graduate Student Assembly, and Faculty Senate meetings.
- (ii) Host office hours at least once each complete month of the academic year at an on-campus and student-accessible location, announced in advance to the student body.
- (iii) Review any legislation passed by Student Senate and/or the Graduate Student Assembly within seventy-two (72) hours of its passage.

- (iv) Submit the reason for any veto of Student Senate and/or Graduate Student Assembly legislation to the Chair of Student Senate and/or the Graduate Student Assembly President.
- (v) Serve as Chair of the Student Government Executive Committee and of the Student Leadership Council.
- (vi) Facilitate representation of the student body throughout Carnegie Mellon University's Pittsburgh campus.
- (vii) Appoint members of the student body to the President's Cabinet, notifying Student Senate and the Graduate Student Assembly of these appointments within one (1) month of their appointment.
- (viii) Sit as Interim Vice President for Finance, or appoint an alternate to fill the position of Interim Vice President for Finance, in the event of a vacancy in the seat of Student Body Vice President for Finance.
- (ix) Sit as Interim Vice President for Organizations, or appoint an alternate to fill the position of Interim Vice President for Organizations, in the event of a vacancy in the seat of Student Body Vice President for Organizations.
- (x) Notify Student Senate and the Graduate Student Assembly within one (1) week of the appointment of an Interim Vice President for Finance or an Interim Vice President for Organizations.
- (xi) Notify Student Senate and the Graduate Student Assembly of any vacancy on the President's Cabinet within one (1) month of the creation of that vacancy.
- (xii) Convene the Elections Board no later than the end of the second week of the spring semester.

b. Powers of the Student Body President:

- (i) Veto legislation passed by Student Senate and/or the Graduate Student Assembly.
- (ii) Create *ad hoc* committees and appoint chairs of *ad hoc* committees.
- (iii) Call special meetings of Student Senate and/or the Graduate Student Assembly.
- (iv) Remove members of the student body from the President's Cabinet.
- (v) Break a tie in a vote of the Student Government Executive Committee.
- (vi) Appoint a Student Body Vice President, in the event that office is vacant.
- (vii) Delegate duties to the Student Body Vice President and to the President's Cabinet.
- (viii) Serve as a non-voting *ex officio* member of the Joint Funding Committee, the Committee on Student Organizations, the Activities Board, the University Center Allocations Board, and the Student Dormitory Council.
- (ix) Add members to the Student Leadership Council for the duration of the President's term.

2. Student Body Vice President:

a. Duties of the Student Body Vice President:

- (i) Assist the Student Body President in fulfilling their role, as deemed necessary by the Student Body President.
 - (ii) Serve on the Student Government Executive Committee and on the Student Leadership Council.
 - (iii) Succeed the Student Body President in the event that the Student Body President resigns from or is removed from office.
 - b. Powers of the Student Body Vice President:
 - (i) Serve as a non-voting *ex officio* member of the Joint Funding Committee, the Committee on Student Organizations, the Activities Board, the University Center Allocations Board, and the Student Dormitory Council.
3. Student Body Vice President for Finance:
- a. Duties of the Student Body Vice President for Finance:
 - (i) Actively engage with Student Senate and the Graduate Student Assembly by attending Student Senate and/or Graduate Student Assembly meetings as a non-voting *ex officio* member, designating an alternate to attend these meetings, or by consulting regularly (no less than once per month during the academic year) with the Chair of Student Senate and the Graduate Student Assembly President.
 - (ii) Convene the Joint Funding Committee no later than November 10th and serve as Chair of the Joint Funding Committee.
 - (iii) Nominate members of the student body to fill vacant seats on the Joint Funding Committee, notifying Student Senate and the Graduate Student Assembly regarding the nomination of undergraduate and graduate students, respectively.
 - (iv) Keep account of the income, expenditures, and allocations of all Activities Fee funds under the control of Student Government.
 - (v) Coordinate with the Department of Student Activities to oversee the disbursement of Activities Fee money to Student Government accounts, in accord with the policies laid out in this constitution and the Carnegie Mellon University *Student Government Fiscal Policy*.
 - (vi) Coordinate with the Department of Student Activities to determine the projected and actual numbers of student activities fee paying graduate and undergraduate students for a fiscal year.
 - (vii) Process, as specified in the Carnegie Mellon University *Student Government Fiscal Policy*, requests that Student Government recommend, to the Board of Trustees, an increase or decrease in the Student Activities Fee.
 - (viii) Oversee the fiscal closing process for all organizations funded by the Joint Funding Committee, communicate with the leaders of all organizations ending the year in deficit status, and submit a written report to the Student Body President, the Chair of Student Senate, and the President of the Graduate Student Assembly before September 30th.

- (ix) Oversee the financial practices of organizations on financial probation, as detailed in the Carnegie Mellon University *Student Government Fiscal Policy*;
 - (x) Notify all student organizations that receive funding from the Joint Funding Committee – at least once per year – regarding the rules associated with financial probation, as detailed in the Carnegie Mellon University *Student Government Fiscal Policy*;
 - (xi) Provide student organizations that have received an allocation from the Joint Funding Committee with a year-end fiscal report, including details regarding funds that will be transferred out of their account, and information about how to appeal that transfer.
 - (xii) Notify Student Senate and the Graduate Student Assembly regarding any student organization requests to keep a portion of their excess funds at the end of a fiscal year, and the decision made regarding each of those requests.
 - (xiii) Host office hours at least once per complete month of the academic year at an on-campus and student-accessible location, announced in advance to the student body.
 - (xiv) Review the Carnegie Mellon University *Student Body Fiscal Policy* and *Joint Funding Committee Bylaws*.
 - (xv) Propose legislation to Student Senate and/or the Graduate Student Assembly regarding financial matters that concern the student body.
 - (xvi) Advise and give recommendations to the Student Body President on financial matters and financial legislation.
 - (xvii) Serve on the Student Government Executive Committee and on the Student Leadership Council.
 - (xviii) Notify Student Senate and the Graduate Student Assembly of any appointed assistants, within one (1) week of their appointment.
 - (A) Student Senate may override the appointment of an assistant to the Student Body Vice President for Finance by way of a two-thirds (2/3) supermajority vote at a meeting of Student Senate.
 - (B) The Graduate Student Assembly may override the appointment of an assistant to the Student Body Vice President for Finance by way of a two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly.
- b. Powers of the Student Body Vice President for Finance:**
- (i) Subpoena the financial records of any organization that is funded by the Joint Funding Committee.
 - (ii) Subpoena the financial records of any activity that is funded by the Activities Fee.
 - (iii) Freeze the portion of the budget of any organization or activity that is funded by the Activities Fee.
 - (iv) Place on financial probation any Student Government Recognized student organization or any organization funded by the Joint Funding Committee.

- (v) Grant line item changes for student organizations receiving money from the Joint Funding Committee, upon request, provided these line item changes do not change the portion of the Activities Fee allocated to that organization by the Joint Funding Committee.
 - (vi) Grant requests from student organizations that a portion of their excess funds be left in their control from one fiscal year to the next.
 - (vii) Grant requests from student organizations to keep funds from the sale of equipment – that was originally purchased with Activities Fee money – in order to put it toward the purchase of replacement equipment.
 - (viii) Coordinate with the Student Body Vice President for Organizations regarding the status of student organizations on financial probation.
 - (ix) Serve as a non-voting *ex officio* member of the Committee on Student Organizations, the Activities Board, the University Center Allocations Board, and the Student Dormitory Council.
 - (x) Appoint assistants.
- c. Assistants to the Student Body Vice President for Finance:
- (i) An assistant to the Student Body Vice President for Finance has the right to review the budget of any organization or activity that is funded by the Activities Fee.
 - (ii) An assistant to the Student Body Vice President for Finance must report, to the Student Body Vice President for Finance, any organization or activity that is funded by the Activities Fee and is discovered to be running a deficit.
4. Student Body Vice President for Organizations:
- a. Duties of the Student Body Vice President for Organizations:
- (i) Actively engage with Student Senate and the Graduate Student Assembly by attending Student Senate and/or Graduate Student Assembly meetings as a non-voting *ex officio* member, designating an alternate to attend these meetings, or by consulting regularly (no less than once per month during the academic year) with the Chair of Student Senate and the Graduate Student Assembly President.
 - (ii) Convene the Committee on Student Organizations within two (2) weeks of the beginning of the academic year, and serve as Chair of the Committee on Student Organizations.
 - (iii) Nominate members of the student body to fill vacant seats on the Committee on Student Organizations and the University Center Allocations Board, notifying Student Senate and the Graduate Student Assembly regarding the slate of nominations.
 - (iv) Convene the University Center Allocations Board before the end of the second month of the academic year, and serve as Chair of the University Center Allocations Board.
 - (v) Act as an advocate and resource for student organizations.
 - (vi) Host office hours at least once per complete month of the academic year at an on-campus and student-accessible location, announced in advance to the student body.

- (vii) Review the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
 - (viii) Propose legislation to Student Senate and/or the Graduate Student Assembly regarding matters that concern student organizations.
 - (ix) Advise and give recommendations to the Student Body President on matters that concern student organizations.
 - (x) Coordinate with the Student Body Vice President for Finance regarding the status of student organizations on probation.
 - (xi) Serve on the Student Government Executive Committee and on the Student Leadership Council.
- b. Powers of the Student Body Vice President for Organizations:**
- (i) Place organizations on Recognition Probation, as described in the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
 - (ii) Serve as a non-voting *ex officio* member of the Joint Funding Committee, the Activities Board and the Student Dormitory Council.
- 5. Executive Chair of the Activities Board:**
- a. Duties of the Executive Chair of the Activities Board:**
- (i) Oversee the planning, production and execution of all AB events, with a view to ensuring the smooth operation of AB and its activities;
 - (ii) Operate as the official ambassador of AB;
 - (iii) Schedule, set the agenda for, and preside over all meetings of the AB Executive Board;
 - (iv) Coordinate the annual budget for each AB committee. This includes, but may not be limited to:
 - (A) Coordinating with committee Chairs to apply for funding from the Joint Funding Committee;
 - (A) Committees are expected to produce budget proposals no later than the deadline set by the Joint Funding Committee, or the end of February – whichever is earlier.
 - (B) Altering budgets throughout the year, in consultation with committee Chairs and the Student Body Vice President for Finance, and in compliance with the Carnegie Page 4 of 9 Mellon University Student Body Constitution, Student Government Fiscal Policy, and 135 Joint Funding Committee Bylaws;
 - (C) Ensuring that accurate records of all AB financial activities are maintained.
 - (v) Oversee the election of a committee Chair when the relevant committee has five (5) or fewer members and/or when the election is to fill a vacancy in the position;
 - (vi) Initiate election proceedings to fill a vacancy on the AB Executive Board, or appoint an Activities Fee paying member of the student body to fill the vacant position;

- (vii) Attend all meetings of the Student Government Student Leadership Council;
- (viii) Maintain contact with the Chair of Student Senate and the President of the Graduate Student Assembly in order to determine when attendance at meetings of those bodies would be in the best interest of AB;
- (ix) Provide timely reports to Student Senate and the Graduate Student Assembly regarding AB events and activities;

E. Resignation:

1. The Student Body President, Vice President, Vice President for Finance, Vice President for Organizations, or the Activities Board Executive Chair may resign by submitting their resignation, via e-mail, to the Chair of Student Senate and the Graduate Student Assembly President, who must notify Student Senate, and the Graduate Student Assembly of the resignation at the next regular meeting of each body.
2. Upon discovery that the Student Body Vice President, the Student Body Vice President for Finance, the Student Body Vice President for Organizations, or the Activities Board Executive Chair has not paid their Student Activities Fee while in office, the Student Body President must notify that individual, via e-mail, that s/he is in violation of this constitution, and that s/he has one (1) week to rectify the situation by paying his or her Student Activities Fee for the current semester. If the offending officer does not provide proof of Student Activities Fee payment, for the current semester, to the Student Body President within one (1) week of receipt of this notification, then the officer will have effectively resigned from his or her seat, and the seat will be declared vacant.
 - a. The same procedure will be followed if the Student Body President is found to have not paid their Student Activities Fee, but in this case it is the responsibility of the Student Body Vice President for Finance to notify the Student Body President of the violation and to ensure that the relevant Student Activities Fee is paid.

F. Impeachment:

1. A request for impeachment of the Student Body President, Vice President, Vice President for Finance, Vice President for Organizations, and/or the Activities Board Executive Chair may be made to the Chair of Student Senate and the Graduate Student Assembly President by way of either:
 - a. a three-fourths (3/4) supermajority vote at a meeting of Student Senate;
 - b. a three-fourths (3/4) supermajority vote at a meeting of the Graduate Student Assembly;
 - c. a petition – validated by the Chair of Student Senate and the Graduate Student Assembly President – containing five hundred (500) printed names, signatures, and Carnegie Mellon AndrewIDs of members of the student body.
2. The Chair of Student Senate and the President of the Graduate Student Assembly must notify, via e-mail, any officer for whom an impeachment request has been made, immediately upon receipt of the request.
 - a. The powers of an officer for whom an impeachment request has been made shall be suspended immediately upon the officer's notification of that request,

and shall remain suspended until the impeachment hearings have reached their conclusion.

- b.** The Chair of Student Senate and the President of the Graduate Student Assembly may together appoint another member of the student body to assume any duty or power of an officer for whom an impeachment request has been made. This appointment lasts until the impeachment hearings have reached their conclusion.
 - (i)** Either Student Senate or the Graduate Student Assembly may overrule this appointment by way of a two-thirds (2/3) supermajority vote at a meeting of Student Senate or the Graduate Student Assembly, respectively.
 - 3.** The Chair of Student Senate and the President of the Graduate Student Assembly must notify Student Senate and the Graduate Student Assembly of a request for impeachment, along with any reasons given for the impeachment request, and the decision to delegate any of that officer's powers, within three (3) days of receipt of the impeachment request.
 - 4.** Impeachment hearings shall take place at a joint meeting of Student Senate and the Graduate Student Assembly within three (3) weeks of receipt of a request for impeachment.
 - a.** If a request for impeachment is received within two (2) weeks of the end of classes for a particular semester, then the impeachment hearings must take place within two (2) weeks of the beginning of classes for the following semester.
 - b.** Quorum for an impeachment hearing is three-fourths (3/4) of Student Senate and three-fourths (3/4) of the Graduate Student Assembly.
 - c.** Members of Student Senate and the Graduate Student Assembly must be notified by the Chair of Student Senate and the President of the Graduate Student Assembly of the date, time and place of an impeachment hearing at least one (1) week prior to the joint meeting at which the impeachment hearing will take place.
 - 5.** A three-fourths (3/4) supermajority vote of the members of Student Senate at the impeachment hearing, and a three-fourths (3/4) supermajority vote of the members of the Graduate Student Assembly at the impeachment hearing, are both required to remove the official from office.
 - 6.** A removed officer is not eligible to fill any Student Government position for a period of one (1) year from the date of their removal from office unless s/he is elected to that position through a student body election.
- G. Vacancy**
- 1.** Vacant Student Body President, Vice President for Finance, or Vice President for Organizations, or the Activities Board Executive Chair seat:
 - a.** The Student Body Vice President is expected to fill a vacancy in the Student Body President's seat. In the event of a vacancy in the Student Body President's seat that the Student Body Vice President cannot fill, the Chair of Student Senate and the President of the Graduate Student Assembly shall jointly appoint an Interim President from the student body.

- b.** In the event of a vacancy in the Student Body Vice President for Finance's seat, the Student Body President shall assume the role of Interim Vice President for Finance, or appoint a substitute from the student body.
- c.** In the event of a vacancy in the Student Body Vice President for Organizations' seat, the Student Body President shall assume the role of Interim Vice President for Organizations, or appoint a substitute from the student body.
- d.** In the event of a vacancy in the Activities Board Executive Chair's seat, the Student Body President shall assume the role of Activities Board Executive Chair, or appoint a substitute from the student body.
- e.** Student Senate and the Graduate Student Assembly must be notified of the appointment of an Interim officer within one (1) week of their appointment.
 - (i)** Student Senate may reject the appointment of an Interim officer by way of a two-thirds (2/3) supermajority vote at a meeting of Student Senate.
 - (ii)** The Graduate Student Assembly may reject the appointment of an Interim officer by way of a two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly.
 - (iii)** The term of service for an appointed Interim officer runs from the time of appointment until the time that a permanent replacement is elected by Student Senate and the Graduate Student Assembly.
- f.** Upon appointment of an Interim Student Body President, Vice President for Finance, Vice President for Organizations, or Activities Board Executive Chair, the Chair of Student Senate and the Graduate Student Assembly President must schedule a joint meeting of Student Senate and the Graduate Student Assembly for the purpose of electing a permanent replacement to the vacated office.
- g.** To become a candidate to fill a vacant office, a member of the Student Body must submit a valid petition containing the printed names, signatures, and Carnegie Mellon AndrewIDs of one hundred (100) members of the student body.
 - (i)** The Chair of Student Senate and the Graduate Student Assembly President must announce a deadline for the receipt of petitions.
 - (ii)** The Chair of Student Senate and the Graduate Student Assembly President are responsible for validating any petitions received by the announced deadline.
 - (iii)** To become a candidate to fill a vacant office of the Activities Board Executive chair, they shall be elected in accord with the procedure laid out in the Carnegie Mellon University Constitution of the Activities Board.
- h.** If at least one (1) valid petition is received by the announced deadline, then Student Senate and the Graduate Student Assembly shall vote to install one (1) of the candidates into the vacancy by way of a majority vote of approval from each body at a joint meeting of Student Senate and the Graduate Student Assembly.

- (i) If only one (1) valid petition is received by the announced deadline, then the candidate must receive a majority vote of approval from both Student Senate and the Graduate Student Assembly to be installed in the vacated office. If this candidate does not receive a majority vote of approval from both bodies, then the candidate is not installed, and the Chair of Student Senate and the Graduate Student Assembly President shall begin the process again by announcing a new deadline for petitions.
- (ii) If more than one (1) valid petition is received by the announced deadline then the candidate receiving a majority of the available votes from both Student Senate and the Graduate Student Assembly shall be installed as the new officer. If no candidate receives a majority of the available votes from both bodies, then a run-off vote shall be held. The meeting Chair shall decide which candidates' names shall stand for the run-off election. By way of a majority vote, either Student Senate or the Graduate Student Assembly may add another candidate's name to the run-off ballot. The winner of the run-off vote is the candidate who receives the majority of the available votes from Student Senate and a majority of the available votes from the Graduate Student Assembly. This process shall continue until a single candidate receives a majority of the available votes from both Student Senate and the Graduate Student Assembly.
- (iii) After three (3) consecutive votes by both Student Senate and the Graduate Student Assembly on an identical slate of candidates, without the election of one of those candidates to office, the task of appointing a candidate to fill the vacancy shall be assigned to the Executive Committees of Student Senate and the Graduate Student Assembly.
- i. If no valid petitions are received by the announced deadline, the Chair of Student Senate and the Graduate Student Assembly President shall begin the process again by announcing a new deadline for petitions.
- 2. Vacant Student Body Vice President Seat:
 - a. In the case that a Student Body Vice President was not elected on a ticket with the Student Body President, or that the position becomes vacant, the President may appoint a member of the student body to fill the position. Either Student Senate or the Graduate Student Assembly may reject this appointment by way of a two-thirds (2/3) supermajority vote at a regular meeting of Student Senate or the Graduate Student Assembly, respectively.

Article VIII. Meetings.

- A. Unless otherwise specified in this constitution or in one of its associated documents, quorum for any Student Government meeting is a majority of the members of the body that is meeting.

Article IX. Student Government Executive Branch.

- A. The Student Body President shall serve as Chair of the Student Government Executive Committee and of the Student Leadership Council.
- B. Duties of the Student Government Executive Committee:
 - 1. Meet at least twice during each complete month of the academic year.
 - 2. Coordinate the efforts of the respective branches of Student Government to best serve the student body.
 - 3. Hire the Student Government Chief Technical Officer and Application Engineer(s)
 - 4. Dedicate at least half of time of the last meeting of the fall semester to creating a preliminary list of members to be appointed to the Elections Board. This list will then be sent at the close of that meeting to the Graduate Student Assembly President for preliminary review as well.
 - 5. Appoint members to the Elections Board, by the end of the first complete week in the spring semester, notifying Student Senate and the Graduate Student Assembly of these appointments by the same date.
- C. Powers of the Student Government Executive Committee:
 - 1. Remove the Student Government Chief Technical Officer from office
 - 2. Remove the Student Government Application Engineer from office.
- D. Duties of the Student Leadership Council:
 - 1. Meet at least once during each complete month of the academic year.

Article X. Standing Committees.

- A. Each academic year, the following Standing Committees shall be formed in order to carry out specific duties of the Carnegie Mellon University Student Government:
 - 1. the Joint Funding Committee;
 - 2. the Committee on Student Organizations;
 - 3. the Elections Board;
 - 4. the President's Cabinet;
 - 5. the Activities Board;
 - 6. the University Center Allocations Board.
- B. Joint Funding Committee:
 - 1. The Joint Funding Committee shall be established to oversee the funding of student organizations, and shall be governed by this constitution and the Carnegie Mellon University *Joint Funding Committee Bylaws*.
 - 2. The Student Body Vice President for Finance shall serve as the Joint Funding Committee Chair and is responsible for convening the committee by November 10th.
 - 3. The Joint Funding Committee shall have a minimum of ten (10 members). The maximum number of members shall be 10 percent of the number of organizations who filed a declaration of intent to receive JFC funding in the previous year.
 - 4. In addition to the Student Body Vice President for Finance, the Joint Funding Committee shall contain the following:
 - a. the Chair of Student Senate, or a designated representative who is not otherwise a member of the Joint Funding Committee;
 - b. the Chair of the Student Senate Finance Committee;

- c. the Graduate Student Assembly President, or a designated representative who is not otherwise a member of the Joint Funding Committee;
 - d. the Graduate Student Assembly Vice President for Finance.
- 5. The remaining members shall be undergraduate and graduate students.
 - a. The ratio of undergraduate to graduate students sitting on the Joint Funding Committee shall be in accord with the percentage of funds contributed by the undergraduate and graduate student bodies, respectively, to the annual Joint Funding Committee allocation of funds to student organizations.
 - (i) Any aberration in the required proportion of undergraduate and graduate students on the Joint Funding Committee must be approved with a three-fourths (3/4) supermajority vote at a meeting of Student Senate, and a three-fourths (3/4) supermajority vote at a meeting of the Graduate Student Assembly.
 - b. At least half of the seats that are filled must be filled by students who are not already serving in elected or appointed positions in the Executive or Legislative Branch of Student Government.
 - c. The Student Body Vice President for Finance is responsible for nominating members of the student body to fill these positions.
 - d. Nominations of undergraduate students must be confirmed with a majority vote at a regular meeting of Student Senate; nominations of graduate students must be confirmed with a majority vote at a regular meeting of the Graduate Student Assembly. These confirmation votes must take place before the Joint Funding Committee is convened.
 - e. New members may be appointed to fill vacancies on the Joint Funding Committee any time during the academic year before April 1, provided they are nominated by the Student Body Vice President for Finance and confirmed with a majority vote at a meeting of the legislative body that represents them, and provided their appointment does not upset the Joint Funding Committee membership requirements outlined above.
 - f. At the discretion of the Student Body Vice President for Finance, any member of the student body may be appointed as a non-voting *ex officio* member of the Joint Funding Committee.
- 6. The normal term of service for a member of the Joint Funding Committee is from the time of their appointment until the end of the academic year during which they are appointed to serve.
 - a. Any member of the Joint Funding Committee may resign from their position by notifying the Student Body Vice President for Finance, via e-mail, of their resignation. This resignation is effective immediately upon notification of the Student Body Vice President for Finance.
- 7. Grounds for removal from the Joint Funding Committee include:
 - a. Failure to attend at least one (1) Joint Funding Committee meeting per month during the Fall semester, beginning at the time the Joint Funding Committee is convened.
 - b. Failure to attend at least fifty (50) percent of each month's meetings during the Spring semester.

- c. Sharing information with any individual who is not a member of the Joint Funding Committee, regarding confidential discussions held during any closed Joint Funding Committee meeting.
 - (i) The Student Body Vice President for Finance is permitted to share information from a closed Joint Funding Committee meeting with the Student Body President and/or the Student Body Vice President for Organizations.
 - (ii) The Joint Funding Committee may, with a two-thirds (2/3) supermajority vote, elect to share information from closed discussions with particular individuals who are not members of the Joint Funding Committee.
- 8. Removal from the Joint Funding Committee:
 - a. Any member of the Joint Funding Committee who acts in such a way that counts as grounds for removal from the Joint Funding Committee, as just defined, may be removed from the Joint Funding Committee by the Student Body Vice President for Finance.
 - b. The Student Government Executive Committee may, by way of a unanimous vote, elect to remove a Joint Funding Committee member, other than the Student Body Vice President for Finance, from the Joint Funding Committee for reasons not outlined above.
 - c. The Student Body Vice President for Finance shall notify any member of the Joint Funding Committee who has been removed from the Joint Funding Committee, via e-mail, of their removal. The member shall be considered removed from the Joint Funding Committee upon receipt of this written notification.
 - d. The Student Body Vice President for Finance must notify Student Senate or the Graduate Student Assembly of the removal of any undergraduate or graduate student, respectively, from the Joint Funding Committee within one (1) week of that removal.
 - (i) The removal of an individual from the Joint Funding Committee may be overturned by a two-thirds (2/3) supermajority vote at a regular meeting of the legislative body that represents that individual, provided that vote takes place within one (1) month of the removal of that individual from the Joint Funding Committee.
- C. Committee on Student Organizations:
 - 1. The Committee on Student Organizations shall be established to oversee the process of granting and revoking the status of Student Government Recognition to student organizations, and shall be governed by this constitution and the Carnegie Mellon University *Committee on Student Organizations Bylaws*.
 - 2. The Student Body Vice President for Organizations shall serve as Chair of the Committee on Student Organizations and is responsible for convening the committee within two (2) weeks of the beginning of the academic year.
 - 3. In addition to the Student Body Vice President for Organizations, the Committee on Student Organizations shall contain a minimum of six (6) and a maximum of fourteen (14) members of the student body, including the following:

- a. one (1) representative of the Graduate Student Assembly;
 - b. one (1) representative of Student Senate;
 - c. two (2) members of the student body – one (1) graduate student and one (1) undergraduate student – who are leaders in Student Government Recognized organizations.
 - (i) No organization shall have more than one (1) of its leaders appointed to the Committee on Student Organizations.
4. Populating the Committee:
- a. The Student Senate Executive Committee is responsible for nominating a representative of Student Senate to sit on the Committee on Student Organizations.
 - b. The Graduate Student Assembly Executive Committee is responsible for nominating a representative of the Graduate Student Assembly to sit on the Committee on Student Organizations.
 - c. The Student Body Vice President for Organizations is responsible for nominating members of the student body to fill the remaining seats on the Committee on Student Organizations.
 - d. Nominations to the Committee on Student Organizations must be confirmed by way of a majority vote at a regular meeting of Student Senate, and a majority vote at a regular meeting of the Graduate Student Assembly. These confirmation votes must take place before the Committee on Student Organizations is convened.
 - e. In the event that a slate of nominees is rejected by either Student Senate or the Graduate Student Assembly, a new slate must be presented to each body no later than their next regular meeting.
5. The normal term of service for a member of the Committee on Student Organizations is from the time of appointment until the end of the academic year for which they were appointed to serve.
- a. Any member of the Committee on Student Organizations may resign from their position by notifying the Student Body Vice President for Organizations, via e-mail, of their resignation. This resignation is effective immediately upon notification of the Student Body Vice President for Organizations.
 - b. An individual may be removed from the Committee on Student Organizations by way of a two-thirds (2/3) supermajority vote at a meeting of the Committee on Student Organizations.
 - (i) The Student Body Vice President for Organizations is required to notify Student Senate and the Graduate Student Assembly regarding the removal of any member of the Committee on Student Organizations within one (1) week of that removal.
 - (ii) The removal of an individual from the Committee on Student Organizations may be overturned by way of a two-thirds (2/3) supermajority vote at a regular meeting of either Student Senate or the Graduate Student Assembly.
6. New members may be appointed to fill vacancies on the Committee on Student Organizations at any time during the academic year provided they do not upset

the Committee on Student Organizations membership requirements outlined above.

- a. The Student Senate Executive Committee is responsible for nominating a replacement representative of Student Senate, if required. To be confirmed this nomination requires a majority vote of approval at a regular meeting of Student Senate.
 - b. The Graduate Student Assembly Executive Committee is responsible for nominating a replacement representative of the Graduate Student Assembly, if required. To be confirmed this nomination requires a majority vote of approval at a regular meeting of the Graduate Student Assembly.
7. The Student Body President and Vice President, and the Student Body Vice President for Finance shall be non-voting *ex officio* members of the Committee on Student Organizations.

D. Elections Board:

1. The Elections Board shall be established to oversee the annual Student Government Executive and Student Senate elections, and shall be governed by this constitution and by the Carnegie Mellon University *Student Government Election Rules*.
2. The Elections Board shall consist of a minimum of five (5) and a maximum of eight (8) members of the student body, including the following:
 - a. Elections Board Chief Technical Officer;
 - (i) The Elections Board Chief Technical Officer is not mandatory for elections restricted to paper balloting.
 - b. One (1) member of the Graduate Student Assembly;
 - c. Constitutional Advisor;
 - (i) The constitutional advisor will serve as a non voting member of the Election Board, but will be required to attend all meetings to serve as an advisor to the board.
 - d. One (1) member of Student Senate.
 - (i) Should all current members of Student Senate be unwilling or ineligible to serve, Student Senate shall appoint an alternative undergraduate student to serve on the Elections Board.
3. The Student Government Executive Committee shall appoint members of the student body to the Elections Board by way of a majority vote of approval from the Student Government Executive Committee.
 - a. If a member of the Student Government Executive Committee plans to participate in the upcoming election as a candidate, then s/he must remove him or herself from the process of appointing members to the Elections Board.
 - b. The Elections Board Chief Technical Officer shall normally be the Student Government Application Engineer. However, if the Application Engineer is unable to sit on the Elections Board, a suitable replacement must be appointed to the position.
 - (i) In such a situation, the Elections Board Chair, the Student Government Executive Committee, and the Chief Technical Officer must ensure that

the Application Engineer does not have access to the Elections application, and that the Application Engineer has not disturbed the integrity of the Elections application.

- (ii) Further, the Application Engineer's access to the server containing the Elections application shall be suspended for the duration of the election, and for one (1) week preceding the election.
 - 4. The Student Government Executive Committee must notify Student Senate and the Graduate Student Assembly of the appointed members of the Elections Board by the end of the first full week of the spring semester.
 - a. This notification must include information regarding any member of the Student Government Executive Committee who removed him or herself from the process of appointing members to the Elections Board.
 - 5. The normal term of service for a member of the Elections Board is from the time of their appointment until the end of the academic year during which the election they are appointed to oversee occurs.
 - a. Any member of the Elections Board may resign from their position by notifying the remaining members of the Elections Board, via e-mail, of their resignation. This resignation goes into effect immediately upon notification of the Elections Board.
 - b. An individual may be removed from the Elections Board by way of a two-thirds (2/3) supermajority vote at a meeting of Student Senate, or a two-thirds (2/3) supermajority vote at a meeting of the Graduate Student Assembly.
 - (i) Only Student Senate has the authority to remove Student Senate's representative from the Elections Board. Similarly, only the Graduate Student Assembly has the authority to remove the Graduate Student Assembly's representative from the Elections Board.
 - 6. New members may be appointed to fill vacancies on the Elections Board by way of a majority vote of approval at a meeting of the Elections Board provided there are at least five (5) seated members of the Elections Board and provided Student Senate and the Graduate Student Assembly are notified of this appointment within one (1) week of the appointment. If there are fewer than five (5) seated members on the Elections Board, new members must be appointed by the Student Government Executive Committee, in accord with the rules laid out above.
 - 7. No member of the Elections Board may be a candidate for any position in the election for which s/he is serving on the Elections Board.
- E. President's Cabinet:
- 1. The President's Cabinet shall be established in order to assist the Student Body President with the running of the Executive Branch of Student Government, and shall be governed by this constitution and by the Carnegie Mellon University *President's Cabinet Bylaws*.
 - 2. The President's Cabinet shall include the following positions:
 - a. Chief of Staff;
 - b. Public Relations Secretary;
 - c. Constitutional Advisor;

- d. Application Engineer.
 - 3. All members of the President's Cabinet, except for the Application Engineer, shall be appointed by the Student Body President. The Application Engineer shall be hired by the Student Government Executive Committee in consultation with the Office of Student Activities.
 - a. All members of the President's Cabinet shall be appointed or hired by September 30th.
 - (i) In the case of a vacancy on the President's Cabinet that occurs at least two (2) months before the expected end of the Student Body President's term, a new member shall be appointed or hired within one (1) month of the creation of that vacancy.
 - (ii) All members of the President's Cabinet must be members of the student body, and they may not be voting members of either Student Senate or the Graduate Student Assembly.
 - b. The Student Body President is required to notify Student Senate and the Graduate Student Assembly of the names of the appointed officers within one (1) month of their appointment.
 - c. Either Student Senate or the Graduate Student Assembly may override the appointment of any member of the President's Cabinet other than the Application Engineer by way of a two-thirds (2/3) supermajority vote at a regular meeting of the relevant body.
 - 4. The normal term of service for a member of the President's Cabinet is from the time of appointment until the end of the Student Body President's term.
 - a. Any member of the President's Cabinet may resign from their position by notifying the Student Body President, via e-mail, of their resignation. This resignation goes into effect immediately upon notification of the Student Body President.
 - b. The Student Body President may relieve any member of the President's Cabinet, except the Application Engineer, of their duties by notifying that member, via e-mail, of this decision. The term of service for a member of the President's Cabinet ends immediately upon receipt of this notification from the Student Body President.
 - c. The Application Engineer may be removed from office by the Student Government Executive Committee, in consultation with the Office of Student Activities. When such a decision is reached by the Student Government Executive Committee, the Student Body President must notify the Application Engineer, via e-mail, of this decision. The term of service for the Application Engineer ends immediately upon receipt of this notification from the Student Body President, unless there is an employment contract in place that states otherwise.
 - d. The Student Body President must notify Student Senate and the Graduate Student Assembly of any vacancy within the President's Cabinet within two (2) weeks of the creation of that vacancy.
- F. Activities Board:

1. The Activities Board shall be established in order to coordinate events to entertain, educate, and enrich the lives of the entire campus community, and shall be governed by this constitution, the Carnegie Mellon University *Student Government Fiscal Policy*, and the Carnegie Mellon University *Constitution of the Activities Board*.
2. The Activities Board Executive Chair shall be elected in accord with the procedure laid out in the Carnegie Mellon University *Constitution of the Activities Board*.
 - a. The outgoing Activities Board Executive Chair is responsible to notify Student Senate and the Graduate Student Assembly of the identity of the incoming Activities Board Executive Chair.
3. Either Student Senate or the Graduate Student Assembly may remove the Activities Board Executive Chair from office by way of a two-thirds (2/3) supermajority vote at a meeting of the relevant body.
4. The Activities Board Executive Chair, or an appointed representative, shall be a non-voting *ex officio* member of Student Senate and the Graduate Student Assembly.

G. University Center Allocations Board:

1. The University Center Allocations Board shall be established to advise the Dean of Student Affairs regarding the use of student space in and around the University Center. The University Center Allocations Board also has the right to spend money from the Student Government Operating Reserve, provided they do so in accord with this constitution, the Carnegie Mellon University *Student Government Fiscal Policy*, and the Carnegie Mellon University *University Center Allocations Board Bylaws*.
2. The Student Body Vice President for Organizations shall serve as Chair of the University Center Allocations Board and is responsible for convening the committee.
3. In addition to the Student Body Vice President for Organizations, the University Center Allocations Board shall consist of a minimum of seven (7) and a maximum of fourteen (14) members, including:
 - a. two (2) members of the Committee on Student Organizations;
 - b. one (1) representative of Student Senate;
 - c. one (1) representative of the Graduate Student Assembly;
 - d. three (3) student organization leaders;
 - (i) No organization shall have more than one (1) of its leaders appointed to the University Center Allocations Board;
4. At the discretion of the Vice President for Organizations, where a slate of space allocation recommendations is not necessary, the Student Government Executive Committee may make decisions in place of the University Center Allocations Board.

The Student Body President and Vice President, and the Student Body Vice President for Finance shall be non-voting *ex officio* members of the University Center Allocations Board. In addition, the Director of the University Center and one (1) representative from

the Office of Student Activities shall be permitted to serve as non-voting *ex officio* members, and advisors to the committee.

5. At the discretion of the Vice President for Organizations, the current membership of the Committee on Student Organization may be appointed to serve concurrently as the University Center Allocations Board:
 - a. The appointment of members of the Committee on Student Organizations to the University Allocations Board must be approved by the process outlined in Section (G)(7)(d) of this rule;
 - b. In the event that there are only two (2) student organization leaders serving on the Committee on Student Organizations, the Vice President for Organizations will appoint an additional student organization leader to serve on the University Center Allocations Board
 - c. The Vice President for Organizations is required to notify, via email, both the Chair of Student Senate and the President of the Graduate Student Assembly within forty-eight (48) hours of appointing members to the University Center Allocations Board
 - d. The Student Senate Executive Committee and the Graduate Student Assembly Executive Committee may choose to appoint a different representative from their respective bodies to serve on the University Center Allocations Board, in place of the representative currently serving on the Committee on Student Organizations.
6. The normal term of service for a member of the University Center Allocations Board is from the time of appointment until the end of the second academic year during which they serve.
 - a. Any member of the University Center Allocations Board may resign from their position by notifying the Student Body Vice President for Organizations, via e-mail, of their resignation. This resignation goes into effect immediately upon notification of the Student Body Vice President for Organizations.
 - b. An individual may be removed from the University Center Allocations Board by way of a two-thirds (2/3) supermajority vote at a meeting of the University Center Allocations Board.
 - (i) The removal of an individual from the University Center Allocations Board may be overturned by way of a two-thirds (2/3) supermajority vote at either a regular meeting of Student Senate or a regular meeting of the Graduate Student Assembly.
 - c. The Student Body Vice President for Organizations is required to notify Student Senate and the Graduate Student Assembly of the creation of any vacancy on the University Center Allocations Board within two (2) weeks of the creation of that vacancy.
 - d. The term of service for members appointed to fill vacancies shall be from the time of their appointment until the end of the normal term of service for all other members of the committee.
7. New members may be appointed and confirmed as outlined below, in order to fill vacancies on the University Center Allocations Board at any time during the

academic year provided they do not upset the University Center Allocations Board membership requirements outlined above.

- a. The Student Senate Executive Committee is responsible for nominating a replacement representative of Student Senate, if required. To be confirmed this nomination requires a majority vote of approval at a regular meeting of Student Senate.
- b. The Graduate Student Assembly Executive Committee is responsible for nominating a replacement representative of the Graduate Student Assembly, if required. To be confirmed this nomination requires a majority vote of approval at a regular meeting of the Graduate Student Assembly.
- c. Any other new members shall be nominated by the Student Body Vice President for Organizations and confirmed with a majority vote at both a regular meeting of Student Senate and a regular meeting of the Graduate Student Assembly.

Article XI. Parliamentary Authority.

- A. The rules contained in *Robert's Rules of Order, Newly Revised* shall govern the dealings of the Carnegie Mellon University Student Government in all cases to which they are applicable and in which they are consistent with this constitution and its associated bylaws and policies.

Article XII. Amendment.

- A. To be considered for approval, an amendment to this constitution must be presented at a meeting of Student Senate and a meeting of the Graduate Student Assembly and provided, via e-mail, to all members of Student Senate and the Graduate Student Assembly.
 1. The individual or group bringing an amendment to Student Senate and the Graduate Student Assembly must also notify the Student Body President and the Constitutional Advisor, via e-mail, regarding the content of the proposed amendment. This notification must occur at least one (1) week prior to any vote on the proposed amendment.
- B. To be adopted, a proposed amendment to this constitution must receive a two-thirds (2/3) supermajority vote of approval at a meeting of Student Senate and a two-thirds (2/3) supermajority vote of approval at a meeting of the Graduate Student Assembly.
 1. The vote by Student Senate must occur one (1) to three (3) weeks after the initial presentation of the proposed amendment to Student Senate.
 - a. In the case of an amendment presented to Student Senate within two (2) weeks of the end of classes for a particular semester, the vote by Student Senate must occur within two (2) weeks of the beginning of the following semester.
 2. The vote by the Graduate Student Assembly must occur, at the latest, at the first regular meeting of the Graduate Student Assembly following its initial presentation to the Graduate Student Assembly.
 3. Either Student Senate or the Graduate Student Assembly may instead put the proposed amendment to a vote at the same meeting as its initial presentation to that body, on the basis of a three-fourths (3/4) supermajority vote, at a meeting of

- the relevant body, in favor of such action. In such cases it is required that the proposed amendment be provided, via e-mail, to the relevant body at least one (1) week prior to its initial presentation to that body.
- C. To be adopted, Student Senate and the Graduate Student Assembly must approve the same amendment.
1. If Student Senate approves a revised version of an amendment that has previously been approved by the Graduate Student Assembly, then the revised amendment may be put forward for approval a meeting of the Graduate Student Assembly (no later than the first regular meeting of the Graduate Student Assembly following the meeting at which the revised amendment receives approval from Student Senate). If the Graduate Student Assembly does not approve the revised amendment at this second meeting, then the proposed amendment is not approved, and is not adopted.
 - a. The parallel clause holds if the Graduate Student Assembly approves a revised version of an amendment that has previously been approved by Student Senate.
- D. Student Senate has sole authority to amend the Carnegie Mellon University *Student Senate Bylaws*.
- E. The Graduate Student Assembly has sole authority to amend the Carnegie Mellon University *Graduate Student Assembly Bylaws*.
- F. A record of all amendments to this constitution must be kept, by the Constitutional Advisor, as an appendix to this constitution.

Adopted by Student Senate: February 3rd, 2010.

Adopted by the Graduate Student Assembly: February 3rd, 2010.

Revised by Student Senate and the Graduate Student Assembly: April 6th, 2011.

Revised by Student Senate and the Graduate Student Assembly: April 11th, 2013.

Appendix: Amendments to the Student Body Constitution

Note: In September 2009 the Amendment procedure for the Student Body Constitution was changed to require that amendments be kept as an appendix to this constitution. In February 2010 major revisions to the Student Government documents were approved by both Student Senate and the Graduate Student Assembly, effectively replacing the old documents. What is contained in this appendix are the changes that have been made to the Student Body Constitution since February 3rd, 2010.

April 6, 2011:

All references to notification “in writing” changed to notification “via e-mail” – for the sake of clarity.

Article III: Terms & Definitions arranged in alphabetical order.

Article IV.B: Numbering fixed – changed from lower case letters to numbers.

Article IV.B.3: Clause expanded to specify what it means to hold office in Senate and/or GSA (for the purposes of this clause), and to make clear the rights of integrated/accelerated masters students for holding office in Senate/GSA.

- Article IV.C.2: Clause 2 added to permit SBP to add members to the Board of Directors for the duration of his/her term.
- Article VI.C.5: Clause revised to reflect a new timeline for JFC funding amended so that student organizations who have received CoSO recognition by the end of the *Fall* semester are eligible to apply for JFC funding. Previously the deadline was the end of the previous Spring semester.
- Article VII.D: Duties and Powers of Officers section updated to include references to the (newly created) University Center standing committees, specifying that members of StuGov Exec are *ex officio* members of UCAB.
- Article VII.D.3.a: Duties of the VPF revised to specify the responsibility to oversee the budgeting and disbursement of student activities fee money, and to specify the responsibility to notify and oversee organizations on financial probation.
- Article VII.D.3.b: Powers of the VPF revised to specify the power of the VPF to grant requests of student organizations to keep money from the sale of their equipment (in order to put that money toward the purchase of new equipment).
- Article VII.D.4.a: Amend clause (iii) and insert clause (iv) to include the creation and convening of the (newly created) University Center Allocations Board to the duties of the VPO.
- Article X.A: The “University Center Allocations Board” added to the list of student government standing committees.
- Article X.B: Clause 5 inserted to specify the term of service for members of JFC.
- Article X.C.2: Timeline for convening CoSO changed from “within two weeks of the beginning of the academic year” to three – for the sake of consistency with other documents, and because that is what seems most appropriate in the opinion of the members of CoSO.
- Article X.C: Clauses 4-7 replaced by clauses 4-6 in an effort to streamline and clarify the rules for populating the committee, and to bring it in line with the rules for other standing committees.
- Article X.C.7: Committee on Student Organizations – capitalization fixed.
- Article X.D: Clauses 5 & 6 revised in an effort to streamline and clarify the rules for populating the committee, and to bring it in line with the rules for other standing committees.
- Article X: Clause G inserted to specify the running of the (newly created) University Center Allocations Board.

April 11, 2013:

- Article IV.C.1.c: Clarified the way in which the Student Body Vice President’s position is filled.
- Article VII.D.1.b.ix: Gave the president the power to add members to the Board of Directors.
- Article VII.D.3.b.iv: VPF can now place any Student Government Recognized organization on probation.

December 7, 2014

- Article X.B.3-5: Changed the maximum number of JFC members – used to be 16.
- Article X.G.4: Clause inserted to allow Exec to serve in place of UCAB when appropriate.
- Article VII.D.4.a.iv & Article X.G.5.d: Changed the required timeline to convene UCAB.

March 7, 2018

- Article IX. B. 3: Hire the Student Government Chief Technical Officer and Applications Engineer(s)
- Article IX. C. 1: Remove the Student Government Chief Technical Officer from office

January 24, 2019

Article X. G. 3: ... shall consist of a minimum of seven (7) and a maximum of fourteen (14) members, including:

Article X. G. 5: Combined UCAB and COSO committee members...

At the discretion of the Vice President for Organizations, the current membership of the Committee on Student Organization may be appointed to serve concurrently as the University Center Allocations Board:

- a. The appointment of members of the Committee on Student Organizations to the University Allocations Board must be approved by the process outlined in Section (G)(7)(d) of this rule;
- b. In the event that there are only two (2) student organization leaders serving on the Committee on Student Organizations, the Vice President for Organizations will appoint an additional student organization leader to serve on the University Center Allocations Board
- c. The Vice President for Organizations is required to notify, via email, both the Chair of Student Senate and the President of the Graduate Student Assembly within forty-eight (48) hours of appointing members to the University Center Allocations Board
- d. The Student Senate Executive Committee and the Graduate Student Assembly Executive Committee may choose to appoint a different representative from their respective bodies to serve on the University Center Allocations Board, in place of the representative currently serving on the Committee on Student Organizations.

August 13, 2019:

Changed all font to Times New Roman

Article VII.D.1.A.xii: Convene the Elections Board no later than the end of the second week of the spring semester

Article IX.B.4: Dedicate at least half of time of the last meeting of the fall semester to creating a preliminary list of members to be appointed to the Elections Board. This list will then be sent at the close of that meeting to the Graduate Student Assembly President for preliminary review as well.

Article IX.B.5: Appoint members to the Elections Board, by the end of the first complete week in the spring semester, notifying Student Senate and the Graduate Student Assembly of these appointments by the same date.

Article X.D.2: The Elections Board shall consist of a minimum of five (5) and a maximum of eight (8) voting members of the student body, including the following

Article X.D.2.d: Constitutional Advisor:

The constitutional advisor will serve as a non voting member of the Election Board, but will be required to attend all meetings to serve as an advisor to the board

Article X.D.4: The Student Government Executive Committee must notify Student Senate and the Graduate Student Assembly of the appointed members of the Elections Board by the end of the first full week of the spring semester.

May 14, 2020:

Board of Directors changed to Student Leadership Council

Article IV.C.1: The Student Government Executive Committee shall consist of the Student Body President, the Student Body Vice President, ~~the Student Body Vice President for Finance,~~

~~the Student Body Vice President for Organizations,~~ the Student Senate Chair, and the Graduate Student Assembly President.

Article IV.C.1.d: Moved to Article IV.C.2.c

Article IV.C.2: Added the Student Body Vice President for Finance, the Student Body Vice President for Organizations, the President of the Activities Board, the Chief of Staff of the President's Cabinet and additional student leaders at the discretion of the Executive Board to the Student Leadership Council.

Took the members of the President's Cabinet, the Chair of each Student Government Standing Committee established in this constitution out of the Student Leadership Council

Article IX.D: Duties of the SLC: Meet at least once during each complete month of the academic year.

Article VII.C: Adding restrictions for eligibility to run for SBVPF and SBVPO

Article VII.D.5: Adding Activities Board executive chair duties

Article VII.E: Adding the Activities Board executive chair

Article VII.F: Adding the Activities Board executive chair

Article VII.G: Adding the Activities Board executive chair