



Constitution

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Preamble

The Undergraduate Association of Nazareth College is the student government responsible for identifying and meeting student needs. The Association is a vehicle through which students can express the basis for and initiate change within the College community. The student government is to be involved in promoting academic, cultural, personal, professional, and social growth in students, in addition to informing students of their rights and responsibilities as members of this community

Undergraduate Student Rights and Freedoms

Undergraduate students who feel that their rights and freedoms as students have been violated may notify the Undergraduate Association executive board as their student representatives. If notified of an alleged violation of this nature, the role of Executive Board members will be to refer the student to the Vice President of Enrollment and Student Experience, or designee, to address the claim and work with the student to identify an appropriate resolution.

Student Code of Conduct, Statement of Respect and Diversity, Notice of Non-Discrimination, and Hazing

The Undergraduate Association upholds the Student Code of Conduct, Statement of Respect and Diversity, and Notice of Non-Discrimination of Nazareth College.

Student Code of Conduct - Refer to the [Student Handbook](#)

Statement of Respect and Diversity

Nazareth College embraces a society that is both diverse and inclusive, and values both respect for the person and freedom of speech. Respect for the dignity of all people is an essential part of the College's tradition, mission, and vision for the future as we advance a socially just and equitable community. The College promotes civility and denounces acts of hatred, violence, and/or intolerance.

We define diversity as a continuum of individual, group, and social differences, both visible and invisible. This definition compels us to confront inherent privilege, power, and marginalization to achieve equity and social justice. Diversity at Nazareth is concerned with, but not limited to: race, ethnicity, socioeconomic status, gender, gender identity, sexual orientation, religious and spiritual belief, ability, national origin, veteran status, age, and those individuals with cultural characteristics that have been historically underrepresented and underserved.

Nazareth College is dedicated to inclusion, the active pursuit of conscious and sustained practices and processes that value and respect differences. This commitment to diversity and inclusion informs our curriculum, teaching, learning, scholarship, creative activities, co-curricular activities, residential life, community involvement, and support of these endeavors by the Nazareth Community.

This commitment includes:

- engaging in a continual process of education, critical self-reflection and dialogue regarding privilege, power, and marginalization,

- promoting greater access and inclusion through systemic and structural change, and
- ensuring that all students, faculty, and staff reach their fullest potential individually and collectively.

This endeavor is essential in meeting the goal of preparing our students and ourselves for meaningful lives in a diverse and global society.

Notice of Non-Discrimination

The College does not permit discrimination or harassment in its programs and activities on the basis of race, color, national origin, ancestry, sex, gender, gender identity, gender expression, sexual orientation, disability, age, religion, physical and/or mental disability, medical condition, veteran status, marital status or any other characteristic protected by institutional policy or state, local or federal law. The College does not discriminate on the basis of sex or gender in its educational, extracurricular, athletic or other programs or in the context of employment. The College, as an educational community, will respond promptly and equitably to reports of sex discrimination and harassment, sexual harassment, sexual violence, stalking, intimate partner violence, and sex- or gender-based harassment that do not involve conduct of a sexual nature in order to eliminate the harassment, prevent its recurrence, and address its effects on any individual or the community. All Nazareth students, faculty, staff, visitors, and guests are expected to comply with federal, state, and local laws.

Hazing

The Undergraduate Association, like its standing committees and clubs, shall not engage in reckless or intentional acts which endanger the mental or physical health of its members. Violation of the above regulation shall result in the organization losing the privilege to operate on campus, and the organization and violators may be subject to any applicable provision of the Penal Law and to College disciplinary charges

ARTICLE I: The Organization

S1. The name of the organization shall be the Undergraduate Association of Nazareth College of Rochester, also known as the UA.

S2. The Undergraduate Association is made up of all full-time, fee-paying, undergraduate students. Part-time and Continuing Education students who desire to become members in the UA shall pay the student activity fee.

S3. The UA shall be divided into five groups – the two governing bodies, the Executive Board and Senate; two standing committees, the Campus Activities Board and Diversity Council; and one non-governing body, [all recognized clubs](#).

Article II: Elected Officers

S1. Elections

- A. The following officers of the UA shall be elected by the student body as a whole:
 - 1. Executive Board Officers – President, Vice President of Executive Operations, Vice President of Public Relations, Vice President of Finance, Vice President of Campus Programming, Vice President of Diversity Initiatives.
 - 2. Two Diversity Initiatives Senators
- B. The following positions shall be elected, each by their respective constituencies:
 - 1. Nazareth Commuter Association, Residence Hall Council, Student-Athlete Senators
 - 2. Class President, Vice President, Secretary, Treasurer, and three Senators
- C. All other organizations recognized by the UA not listed in this article shall determine and institute their own elections procedures in their club's constitution, which are ratified by Senate; however, all club elections must be by ballot and take place by the first full week of April.

S2. Qualifications of Officers

- A. All candidates for office must qualify as current UA members.
- B. To be eligible for any office in the UA, a student must maintain a 2.3 GPA. If an officer's GPA falls below 2.3, they must notify the Director of Student Engagement and Leadership who will determine if they may remain in their officer role.
- C. To be eligible for elected positions, one must have a clean disciplinary record. When disciplinary actions are left in question, discretion will be left to the Director of Student Engagement and Leadership.
- D. Anyone assuming office must have been a UA member for the entire year prior to running for that office and have demonstrated leadership experience.
- E. The following officers must be members of the groups they represent – Residence Hall Council President and Senators, Student Athlete Senators, and Nazareth Commuter Association Senators.
- F. In the event that the qualifications are not met, persons may petition a joint session of the Executive Board and the Executive Operations Committee of the Student Senate. This meeting shall be held after the last interest meeting at least 48 hours before all elections materials are due. A majority vote is necessary for approval.

S3. Term of Office

- A. The term of office for elected officials shall begin on Commencement Day and shall extend one year to the following Commencement Day.

ARTICLE III: The Executive Board

S1. Composition and Charge

- A. The Executive Board of the UA shall be composed of the President of the UA and the Vice Presidents of Executive Operations, Public Relations, Finance, Campus Programming, and Diversity Initiatives.
- B. The Executive Board shall be a flat organization with no one member having seniority, priority, or charge over another. All Executive Board officers shall have voting power on the Executive Board. The UA President shall serve as coordinator of Executive Board meetings in a first-among-equals basis.
- C. It shall be the duty of this body to:
 - 1. Address needs and concerns of the students
 - 2. Enforce the UA Constitution and its By-Laws
 - 3. Aid in overseeing the operations of student clubs and organizations
 - 4. Create and support growth opportunities and experiences for students
 - 5. Implement effective programming for the student body
 - 6. Administer the student activity fees with guidance from Student Engagement and Leadership
 - 7. Attend all Executive Board meetings and Steering, Senate, Finance, Campus Activities Board, and Diversity Council meetings as applicable, missing no more than two excused meetings of each for the year (no unexcused absences will be permitted). Should a member of the Executive Board be selected to serve on a campus-wide search committee, additional absences will be granted for this purpose.
 - 8. Uphold the mission and values of the Undergraduate Association and Nazareth College.

S2. Duties of the President of the UA

- A. Determine and set goals for the UA in partnership with the Executive Board upon entering office, address Senate to inform them of these goals, assess and evaluate the progress toward

achieving these goals, and report this progress to the Senate at the end of each semester

- B. Coordinate all Executive Board meetings and agendas
- C. Preside over all Presidents' Council meetings
- D. Preside over the Senate in the absence of the Vice President of Executive Operations
- E. Appoint representatives to organizations and committees outside of the Senate that require student representation and communicate those appointments to Senate
- F. Meet with Student Experience personnel on pre-determined basis to facilitate communication between the UA and College administration
- G. Chair the Student Affairs Committee
- H. Represent the Nazareth College student body in social and business affairs

S3. Duties of the Vice President of Executive Operations

- A. Assist the President with oversight of the UA Constitution
- B. Chair all meetings of the Senate and Executive Operations Committees and have the agenda for each published two days prior to the meeting
- C. Review all Senate proposals
- D. Supervise the scheduling and coordination of elections and the recording of their results
- E. Appoint Senators to standing committees within the Senate body

S4. Duties of the Vice President of Public Relations

- A. Lead initiatives to collect and utilize student feedback
- B. Send summary of Senate and Finance meetings and decisions to the student body; keep a record of all Executive Board, Senate, and Finance Committee meetings
- C. Coordinate promotions for UA Executive Board-sponsored events and work with UA-sponsored media to share information
- D. Chair the Community Service Committee
- E. Take roll and oversee voting records for all Senate meetings
- F. Act as the primary administrator for UA social media outlets and serve as the UA advertising and

media specialist, providing promotional support and guidance to UA clubs

S5. Duties of the Vice President of Finance

- A. Appropriate funds in conjunction with the Finance Committee and the Senate
- B. Chair the Finance Committee of the Senate
- C. Have access to all financial transactions of the UA, maintain a record of all financial transactions within the UA, and issue monthly financial statements to all UA club Treasurers
- D. Meet weekly with the Assistant Director of Student Engagement and Leadership to verify and assess UA financial progress
- E. Ensure good stewardship of student activity fees and that all fees are allocated by the Finance Committee and used by the UA
- F. Maintain, and update as necessary, the UA Financial Policies and Procedures in conjunction with the Finance Committee

S6. Duties of the Vice President of Campus Programming

- A. Coordinate all Campus Activities Board meetings/activities and direct its structure with the Assistant Director of Student Activities and Leadership
- B. Oversee the election of CAB Chairs
- C. Act as a spokesperson for CAB
- D. Serve as leader planner for events sponsored by the UA Executive Board
- E. Serve as a programming resource for all UA clubs

S7. Duties of the Vice President of Diversity Initiatives

- A. Act as a liaison for and hold bi-weekly meetings with the elected representatives of the diversity clubs and Diversity Initiatives Senators as a Diversity Council
- B. Meet with Community and Belonging designated staff regularly
- C. Coordinate diversity and inclusion activities sponsored by Diversity Council and/or the UA Executive Board
- D. Administer Diversity Council funds, including co-sponsorship funds

ARTICLE IV: Senate

S1. Legislative Powers

All legislative powers shall be vested in the Senate to ensure a system of checks and balances for the conduct of the Executive Board.

S2. Purpose

- A. Provide a vehicle through which students can communicate their concerns in an organized and democratic manner to the proper source
- B. Pass legislation that is in the best interest of the Nazareth student body for the purpose of effective and constructive action
- C. Be responsible and accountable for designated student activity fees and to ensure that these fees are used to provide services and programs which fulfill academic, cultural, professional, and social needs of students

S3. Composition

- A. Executive Board
- B. Two Senators elected by each class
- C. Two Senators each from the Nazareth Commuter Association and Residence Hall Council
- D. Two Diversity Initiatives Senators
- E. Two Student-Athlete Senators

S4. Voting Power

- A. All members of the Senate have voting power except for the President and the Vice President of Executive Operations.
 - 1. The Vice President of Executive Operations shall have a vote only when a tie results.
 - 2. The President shall have no voting power.

S5. Duties

- A. Address concerns and needs of the student body to the Senate
- B. Attend all mandatory training sessions, bonding activities, and Senate meetings, missing no more than two excused meetings in a year

- C. Serve on at least one Senate committee as appointed by the Vice President of Executive Operations
- D. Attend the meetings of their respective organizations and notify their fellow officers of the agenda for the Senate meeting
- E. Serve one office hour a week in the UA Office

S6. Meetings

- A. The Vice President of Executive Operations shall chair all meetings conducting them in accordance with Robert's Rules of Order. If deemed necessary, a parliamentarian may be appointed from the student body by the Vice President of Executive Operations with approval of the Senate.
- B. A quorum of 2/3 of all Senators is required to conduct official business.
- C. All Senate meetings are open to the Nazareth student body unless Senate votes to close the meeting by a 2/3 vote.
- D. The extra allocation of funds and the creation of UA-official clubs must be approved by a majority vote.

S7. Steering Committee

- A. This committee shall be chaired by the Vice President of Executive Operations and shall be consisted of the following members: President, VP of Public Relations, VP of Finance, and two Senators as appointed by the Vice President of Executive Operations.
- B. It shall be the duty of the Steering Committee to:
 - 1. Prepare proposals for Senate meetings
 - 2. Assign tasks to appropriate Senate committees and ensure that these tasks are carried out
 - 3. Approve the agenda of the Senate meetings at least two days prior to the meeting
 - 4. Be open to the concerns and needs of the student body

S8. Standing Committees

Standing committees are mandatory committees designed to serve the student body. Each Senator must sit on one of these committees. Senators will be assigned to these committees by the Vice President of Executive Operations and these committees will meet at least once every two weeks.

- A. The Student Affairs Committee shall be chaired by the President and shall deal with the concerns

of resident and commuter students in order to improve the quality of student life as a whole in addition to academic matters at Nazareth College. Its responsibilities are to:

1. Address concerns pertaining to resident and commuter students including, but not limited to, facilities, food, health services, and safety.
 2. Focus on all students' concerns, not just those of a specific student group
 3. Address concerns about curricular policies and the academic calendar.
- B. The Executive Operations Committee shall be chaired by the Vice President of Executive Operations. Its responsibilities are to:
1. Publicize and conduct all UA elections as stated in the By-Laws Article I, Section II.
 2. Review the UA and all club constitutions and make recommendations to the Senate for ratification.
- C. The Community Service Committee shall be chaired by the Vice President of Public Relations. Its responsibilities are to:
1. Plan and implement community service activities for the UA Executive Board, Senate, and student body as whole
 2. Work with the Associate Director of the Center for Civic Engagement to promote community service on campus
- D. The Finance Committee shall be chaired by the Vice President of Finance and shall be the budgetary branch of the Senate. Its responsibilities are to:
1. Recommend Senate appropriations for student organizations
 2. Conduct the budgeting process as described in the By-Laws, Article VI, Section 4.
 3. Oversee the distribution of funds designated for conferences and experiential learning activities; review line change requests
 4. Ensure that student organization funds are being used according to their budget requests
 5. Conduct audits of UA clubs as deemed necessary
- E. The Sustainability Committee shall be chaired by a Senator appointed by the Vice President of Executive Operations. Its responsibilities are to:
1. Work in partnership with the College's Sustainability Committee to plan, implement, and promote sustainability initiatives

2. Review UA practices to ensure that they are environmentally friendly and sustainable
 3. Get student input on ways to create a more environmentally friendly campus
- F. The above mentioned committees will have meetings set a minimum of 48 hours in advance by the chairperson except in the case of an emergency.

ARTICLE V: Presidents' Council

S1. Council Chair

The Presidents' Council shall be chaired by the President of the UA and shall be composed of the following members – the President of each class and the President of each UA recognized club.

S2. Purpose

The purpose of Presidents' Council is to facilitate communication among all clubs and organizations of the UA and to provide opportunities for open forum and the sharing of resources between its members.

S3. Duties of Council Chair

- A. Secure a "Statement of Purpose" and Constitution from each club and organization which meets with Senate approval
- B. Inform all members of tasks which the Senate has concerned itself with
- C. Act as an advisor for all members whose respective organizations may have membership, election, or financial conflicts

S4. Meetings

The Presidents' Council shall meet at least once per semester.

Article VI: Impeachment

S1. Grounds for Impeachment

Violation of the Constitution, a blatant neglect of duty, disciplinary conduct violation or misuse of funds shall constitute grounds for impeachment.

S2. Members Eligible for Impeachment

Any campus-wide elected official or class officer may be impeached by a 2/3 vote by the Senate based on charges drawn up from criteria listed in S1 of this article. Club officers may be impeached through the provisions in their club constitutions.

S3. Process

The party in question will have a hearing with the Executive Board where they will be issued a verbal and written notification of their violation. It will be brought to their attention that they can either have one week to prepare a defense to be brought forth to Senate or they submit a letter of resignation to the Senate. If the party in question does not attend this hearing without providing an excuse which is approved by the Executive Board, their absence will serve as their formal resignation. Once impeached, the party will have a hearing as defined by the By-Laws, Article IV, Dismissal Proceedings. If the impeached officer is an Executive Board member, the Senate will have a hearing.

Article VII: Philosophy of Funding

S1. Funding Priorities

Undergraduate Association budgets are collected from student activity fees. For this reason, the UA exists to serve the student body as a whole. Based on this philosophy, UA top funding is priority is to its member organizations whose only purpose is to serve the student body (i.e. Nazareth Commuter Association, Residence Hall Council, Campus Activities Board, Theatre League, Lambda Association, and each class). These organizations shall, in return, provide programming and/or services for the students at minimal or no charge. Their goal should be to spend their budget for the benefit of the student body, not to raise money.

UA secondary funding priority shall go to recognized organizations that are based around a special interest, be that academic, recreational, or issue oriented. These organizations will receive lesser budgets to promote their interest area. Their goal should be to provide programming and services for the benefit of as many students as possible.

S3. Remaining Allocations

Remaining allocations by the UA shall be to sponsor or co-sponsor events and services for the student body at large, promote leadership development programs for members of UA organizations, host official UA receptions and functions, and for other projects and programming as designated by the Senate.

S4. Funding for Non-UA Organizations

Organizations not recognized by the UA may apply for funding for projects that generally benefit the student body as a whole by filling out a Senate Proposal Form. The Steering Committee will review requests on the basis of this proposal and then place it on the Senate agenda, if approved. The extra allocation of funds

must be approved by Senate by a majority vote.

S5. Funding Proposals

All proposals for funding must be accompanied by a petition signed by members of the UA. Each petition requires 25 signatures per \$1,000 requested (up to \$10,000). If funds requested fall between two different thousand markers, the group should round up to determine the number of signatures required (ex. \$2,100 = 75 signatures). Requests between \$10,000 - \$20,000 require 350 signatures. Requests exceeding \$20,000 require 500 signatures. The student petition does not ensure that the proposal will be passed. The purpose of the petition is to increase the general knowledge of the student body regarding what proposals are currently on the table with the goal that this knowledge will increase communication between the students and their elected representatives.

S6. Funding Guidelines

All recognized UA organizations, whether funded or unfunded, must adhere to and comply with all guidelines set forth by the Constitution.

ARTICLE VIII: Amendments

S1. Process

An amendment proposal must originate in the Senate body. A 2/3 vote by the Senate will pass the amendment as part of the Constitution. This amendment must be published and distributed to the student body.

Opposition to the amendment may be demonstrated by a petition to Senate signed by at least 20% of the student body who are members of the UA. The amendment will then be subject to a re-vote by the Senate. Only a simple majority shall be required to make the amendment valid.

ARTICLE X: By-Laws

S1. Adoption

By-Laws of the Constitution, deemed consistent with the Constitution, may be adopted by a 2/3 vote of the Senate.

By-Laws

ARTICLE 1: Elections

S1. Timing

Elections shall be held annually in the spring semester for all offices listed in the Constitution. Elections for Freshmen Class Officers and unfilled positions shall be held at the start of the following fall semester.

S2. Elections Committee Chair

In accordance with Constitution Article IV, Section 8 B, the Executive Operations Committee shall be chaired by the Vice President of Executive Operations and staffed by appointed members of the Senate.

- A. The Executive Operations Committee, in addition to the duties outlined in Constitution Article IV, Section 8 B, shall be responsible for:
 - 1. Enforcing campaign rules and checking eligibility of all candidates before petitions are accepted
 - 2. Advertising and coordinating elections activities including recording and announcing results
 - 3. Making decisions and voting on issues concerning the disqualification of a candidate
- B. If the Vice President of Executive Operations is running for office, the UA President shall assume the role of Election Chairperson or designate a person not currently seeking a position in the UA to fulfill this role.

S3. Elections Rules

- A. Elections and available positions shall be advertised openly to the student body.
- B. Informational meetings shall be held to inform potential candidates of the duties of office. Petitions, rules and regulations, and qualifications for office shall be distributed to all candidates at this meeting. If a candidate does not meet the qualifications at this meeting, a session with the Executive Board will be held to determine if the candidate can run.
- C. Candidates for office, in addition to meeting qualifications set forth in the Constitution, must be nominated by petition.
 - 1. Candidates running for all Executive Board positions, to be elected by the student body, must obtain 100 signatures from UA members within the student body.
 - 2. Candidates running for Nazareth Commuter Association President and Senator, Residence Hall President and Senator, Class Officers, and Student Athlete Senators must obtain 50 signatures from students whom they represent.

3. Candidates for Diversity Initiatives Senator must obtain 50 signatures from the general student body.
4. No candidate may run as a ticket or be endorsed by another Nazareth organization.
5. No one may hold more than one position that falls under the category of Executive Board, Senate, or Class Office. If someone who already holds one of these positions wishes to run for an open position that falls under this category, they must submit a formal resignation at the same time they submit their petition to run for the new position.
6. The start and end dates for campaigning will be announced by the Executive Operations committee and must be adhered to by all candidates.
7. Campaigning and elections:
 - A. \$20 maximum expenditure allowed for campaign materials; funding for materials must come from candidate – no other sources of funding permitted.
 - B. Using official Nazareth email and social media accounts for campaigning and endorsements are prohibited.
 - C. Posters may only be hung in designated areas as outlined in the College's posting policy.
 - D. All candidates for office will submit their completed petition, a statement of purpose and a picture to be used by the Executive Operations Committee on the official elections ballot.
 - E. It is mandatory for all candidates, unless there is an unforeseen circumstance and the Executive Operations Committee votes to grant a waiver, to attend any scheduled candidate events.
 - F. Breaking any of these rules is grounds for disqualification after discussion and majority vote of the Executive Operations Committee.
 - G. Elections will take place online between 8am and 8pm on a designated day announced by the Executive Operations Committee. All UA members are eligible to vote after verifying their status as students; except for spring elections where graduating seniors are not permitted to vote.
 - H. In the event that a candidate is running unopposed:
 1. Executive Board candidates are required to receive a minimum of 150 votes.

2. All other positions are required to receive a minimum of 100 votes.
 - I. If a tie should result, it is grounds for a run-off election which shall be announced and advertised for one week. The election shall be conducted as a standard election by the Executive Operations Committee; however, if a position is vacant after one run-off election, it shall be the responsibility of Senate to vote to fill the vacancy according to Article II, S2 of the By-Laws.
 - J. If more than two candidates are running for UA office and the victory is by ten votes or less, this is grounds for a run-off election conducted as stated above.

S4. Elections Rules for Students Studying Off Campus

Election rules apply to those students studying off campus who are interested in running for offices as listed in the Constitution. Those rules shall be as follows:

- A. Candidates for office must meet the qualifications set forth in the Constitution.
- B. Candidates are exempt from submitting a petition.
- C. All candidates for office will submit a photo and statement of purpose to the Executive Operations Committee declaring their candidacy. In addition, the statement of purpose and picture will be posted prominently online.
- D. Campaign posters shall be left up to the discretion of the candidates in accordance with the rules of the Constitution. Posters may be made ahead of time and left with a friend or with a member of the Executive Operations Committee to distribute.
- E. Candidates are required to submit a speech to be read at the Meet the Candidates event by the Master of Ceremonies. This speech must include the answers to the questions proposed by the Executive Operations Committee and will be read after other candidates' question-answer period.

S5. Notification

The candidates shall be informed of the results by the Executive Operations Committee.

ARTICLE II: Vacancy of Office

S1. Process

It shall be the responsibility of Senate to vote to fill a vacancy resulting among the Executive Board members, Senators, or Class Officers. If the vacancy occurs with the position of UA President or Class President then the position shall be filled by the Vice President of Executive Operations or the Vice President of the Class respectively until a new President has been appointed. Should the Vice President of Executive Operations or the Vice President of the Class choose to permanently fill the President position, Senate will be responsible for filling the Vice President vacancies.

The vacant position shall be advertised until it is filled. Candidates eligible for the position shall be informed of the duties of the office at an interest meeting. The candidates shall go through the standard Senate procedures to be appointed to the position and will be informed of the results by Senate.

S2. Run-Off Elections

In the event that five or more vacant positions exist and there are more than two candidates running, these vacancies shall be filled in accordance with the run-off election procedure (Article I, Section 3, 7, J).

S3. Appointments

After a second fall election, if a Senate quorum exists, any vacant position shall be appointed by the Senate by 2/3 vote. If a Senate quorum does not exist, vacant positions shall be filled by standard election.

ARTICLE III: Dismissal Proceedings

S1. Required Vote

The offices must be impeached by a 2/3 vote of the Senate on the basis of listed charges which are in accord with the Constitution.

S2. Hearing Process

- A. The dismissal proceedings shall be carried out by the Executive Board or, in the case of dismissal proceedings of an Executive Board member, the Senate shall carry out the proceedings. Dismissal proceedings shall be closed.
- B. The impeached officer shall be given written notice of the charges brought against them and a date of the dismissal proceeding one week prior to that date.
- C. Charges will be read aloud by the President of the UA. In the case that the President is the defendant, all duties so listed in the dismissal proceedings shall be performed by the Vice President of Executive Operations.
- D. The defendant shall have the opportunity to state their case and then be excused from the meeting. A 2/3 vote is necessary for a dismissal from office.
- E. After the defendant has been excused, a discussion and vote will ensue, done by secret ballot, and counted by the President of the UA.
- F. In the event of dismissal of the President of the UA, the Vice President of Executive Operations shall assume the President's responsibilities until there is a new UA President in place.

ARTICLE IV: Organizational Chartering

S1. Organization Types

- A. Funded
 - 1. Allowed to have fundraisers
 - 2. May use Undergraduate Association logo, facilities, and supplies
 - 3. The appropriated funds will be used for the organization's expenses only and financial dealings will be kept in coordination with the Vice President of Finance.
- B. Non-Funded
 - 1. Non-funded organizations are expected to follow the same guidelines as funded ones. The only exception is the part of point three above involving "appropriate funds," but any monies resulting from fundraisers are subject to the same rules as appropriated funds.

S2. Recognition Process

- A. Hold two interest meetings with a minimum of ten people, excluding officers, in attendance with minutes kept. Promotional supplies may be obtained through the UA Office.
- B. Submit a petition with a minimum of 50 signatures from undergraduate students at Nazareth College. Those who sign the petition are thereby stating that they believe in the establishment of the proposed club although they are not necessarily committing themselves to membership.
- C. The organization must create a constitution following the guidelines in the Undergraduate Association model constitution. In all cases, the UA Constitution supersedes any club constitution. Club constitutions cannot contain any regulation that goes against the UA Constitution.
- D. A Senate Proposal Form must be completed and, when these requirements (A-D) have been met, the documents must be submitted to the Vice President of Executive Operations. The organization will then be placed on the Steering agenda and the proposal will follow the traditional proposal process.
- E. If recognized as an organization with funding during the fall semester, there will be an appropriation of \$200 for the remaining budget year. If recognized during the spring semester, there will be an appropriation of \$100 for the remaining budget year. This appropriation is a first year benefit; it may be increased in the next Undergraduate Association fiscal year.
- F. Once recognition has been granted, information regarding officer and club responsibilities must be obtained from the Vice President of Public Relations and each officer will be trained by their

respective counterpart on the UA Executive Board.

S3. Maintaining UA Recognition

- A. In order for a club or organization to maintain UA recognition, it must be active in that academic year as outlined by the following requirements:
 - 1. Must have established club officers
 - 2. Hold regular officer and club meetings with a minimum of ten people, excluding club officers
 - 3. Schedule activities (contingent upon the nature of the club or organization)
 - 4. Meet the objectives or purpose of the club or organization as stated in the club's or organization's constitution
 - 5. Must participate in all mandatory UA events including Involvement Fairs, the Student Leadership Conference, training activities, and Presidents' Council
 - 6. Submit minutes electronically to the Vice President of Public Relations and the Assistant Director of Student Activities and Leadership
 - 7. If recognized as a diversity club, an elected representative must attend Diversity Council meetings missing no more than two excused absences in the year
- B. If a club or organization does not meet the above mentioned criteria during the academic year, their budget will be rescinded by the UA and the club will be designated as inactive.
- C. If a club or organization has been formally designated as inactive by the UA for a period of two semesters without attempts made to revive it, the club or organization will lose its UA status. If a club becomes active before the end of the two-semester period, they will regain active status and a budget will be granted as outlined in this article, Section 2, E at the discretion of the Executive Board.
- D. If a club remains inactive after the two-semester period then the organization must follow the organizational chartering procedures to regain UA recognition.

S5. Diversity Council Recognition

- A. Previously recognized UA club
 - 1. Follow guidelines for constitutional change
 - 2. Prior to Senate, a club representative must meet with Diversity Council to give reasoning as to why they should become a member of Diversity Council

3. Membership in Council shall be determined by a 2/3 majority vote of Diversity Council representatives; the Vice President of Diversity Initiatives does not vote
 4. Diversity Initiatives Senators will give the Council's recommendation to Senate when voting on recognition as a Diversity Club occurs
- B. Petition to be recognized as a new club as well as a Diversity Club:
1. Follow steps for procedure to become a recognized UA club
 2. Follow steps 2-4 as listed for previously recognized UA clubs

ARTICLE V: Financial Rules and Regulations

S1. UA finance procedures

- A. Every UA club and organization is authorized to:
1. Expend or collect funds in the name of the UA and is subject without exception to the UA financial rules and regulations
 2. Use equipment, supplies, or any other real property owned by the UA
- B. Each member organization will appoint, by its own constitutional method, one student to be known as Treasurer and to be responsible for its account. The organization's President shall be the alternative individual responsible for its account.
- C. Charges shall be made to the member organizations only on presentation of a check request form signed by the Treasurer (or President) as a requester and countersigned by the Director of Student Activities and Leadership or their designee and the Vice President of Finance as approver.
- D. No member organization shall maintain any bank account nor hold funds in any form other than as a deposit to be credited to its official UA account within the UA accounting system.
- E. No member organization, excluding the classes and the Undergraduate Association, shall have carry-over budgets from year to year unless special circumstances warrant it as determined by the Finance Committee; however, for all clubs, monies collected through fundraisers will be carried over to the next budget year.
- F. At the end of the academic year, all UA monies will be absorbed in the general UA funds to pay remaining bills. These monies shall be designated to fund summer projects and may also be allocated in the following year.

S2. Treasurer Rights and Regulations

The Treasurer shall have the following rights and adhere to the regulations listed below:

- A. Shall originate and sign all check requests and vouchers for their organization's account
- B. Shall maintain accurate bookkeeping records showing all financial transactions for their organization, including all expenditures, liabilities contracted but not yet billed, any other commitment of funds entered into, and income earned but not yet received.
- C. Shall make no expenditures that are not included in the club's budget without approval from the Vice President of Finance.
- D. Shall maintain an inventory of all physical materials owned by the club and ensure that such inventory is passed on from year to year.
- E. Shall deposit all receipts, whether cash or checks, received by their organization to Campus Safety within 24 hours of receiving them. Shall deposit receipts for expenditures by the next business day and shall report any receipts of goods or services given in payment of a liability to their organization. Shall give and retain a duplicate of a receipt to any person or organization paying cash to their organization.
- F. Shall prepare and present a budget for their organization second semester by the budget deadline established by the Finance Committee. Included with the budget shall be supplementary information as requested by Finance Committee that is complete and accurate. The Treasurer shall ensure that their organization's officers and membership approve of the budget request according to the constitution and by-laws of their organization.
- G. Shall file a statement with the Vice President of Finance by May of every year listing bills that will be coming in after the end of the fiscal year.
- H. Shall be responsible for submitting check requests for all club expenditures.
- I. Shall maintain the respected name of the Undergraduate Association and College by proper handling, credit, proper payment of bills, using courtesy to all vendors and customers inside and outside the College, and by seeking advice and assistance from the Vice President of Finance and/or Student Activities and Leadership personnel.
- J. Shall abide by all the rules and regulations set forth by the UA Club Handbook.

S3. Other Finance Regulations

- A. All check requests and purchase orders must be in at least one week in advance. Exceptions will be made in emergency circumstances if deemed an emergency by the Vice President of Finance or other Executive Board members. No payment will be made without appropriate receipts or documentation.
- B. Co-sponsorship of events should be outlined clearly and communicated to the Vice President of Finance at the time check requests are submitted.

- C. All payments must be made by check unless approved by the Director or Assistant Director of Student Activities and Leadership in conjunction with the Vice President of Finance.
- D. All check requests at the end of the spring semester must be submitted by the last day of classes.
- E. When requesting additional funds, a Senate Proposal Form must be submitted following the traditional proposal process. Requests for line changes should be submitted to the Finance Committee.

S4. Budgeting

- A. Club budget requests shall be judged on the basis of the following (not in order of priority):
 - 1. Number of organization members
 - 2. Number of students who benefit from organization
 - 3. If the organization offers services which are not duplicated by another organization
 - 4. Proposed events that the organization is planning for the following academic year
 - 5. Degree of commitment to the UA based on participation, adherence to rules and regulations, and efficiency of the organization
 - 6. Amount of funds available from the outside
 - 7. Completeness and punctuality of the organization's budget request; punctuality meaning a club's budget must be turned in by the Finance Committee's established deadline. If the budget is not submitted on time, the club must go to appeals to explain the delay. If the budget has not be submitted by the close of appeals, no budget will be granted and the club will be considered inactive.
- B. Budget procedure:
 - 1. A club shall complete a budget request according to the procedures outlined by the Vice President of Finance
 - 2. The Finance Committee shall review requests based on the criteria outlined in section A above.
 - 3. The Finance Committee shall conduct individual club hearings to discuss the proposed budget.
 - 4. The Finance Committee shall present their recommended allocations to the Senate who shall have the power to ratify the budget by a 2/3 vote.

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