



**Undergraduate
Association**

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.

Amendment to the Preamble The Declaration of Rights and Freedoms

S1. Freedom of Government: Students have the right to organize and maintain a governing process in order to guarantee the rights and freedoms of the students. Individual students also have the right to formulate, within existing rules of Nazareth College, their own social rules and rules of conduct.

S2. Right to the Best Possible Education: It is a basic right that students have the right to a well-devised curriculum, adequate library and laboratory facilities, and competent teaching staff operating in an environment of academic freedom which nourishes the education process. Students have a right to guidance, advisement, and auxiliary services that aid in education and/or other career planning which help them progress toward their goals.

S3. Right of Freedom of Thought in the Classroom: Students should be informed of the standard academic performance expected by each professor or department. Students should be free to take reasoned exceptions to the data or views offered in any course of study and to reserve judgement about matters of opinion. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

S4. Freedom of Expression: Students and student organizations should be free to discuss, pass resolutions, distribute leaflets, circulate petitions and take other action by orderly means which do not disrupt the essential operation of the institution. They are free to examine and express opinions publicly or privately.

S5. Freedom of Public Relations Media: All forms of student expression must enjoy all freedom of the communications media. The communications media are free from censorship and advance approval of copy, and the editors and managers are free to develop their own editorial policies and news coverage. The editorial freedom of students, editors, and managers entails corollary responsibilities to be governed by the canons of responsible journalism. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students and student organizations speak only for themselves. Editors and managers of communications media are protected from arbitrary suspension and removal because of a student, faculty, administrative, or public disapproval of editorial policy or content.

S6. Freedom of Association: Students must be free to organize and join associations for educational, political, social, and religious, recreational, or cultural purposes.

S7. Freedom to Choose Speakers and Topics: No area of investigation and no point of view shall be excluded from the precincts of the College. It is consonant with the principles of academic freedom, the traditions of free inquiry, and the educational purposes of the institution to assert that the student body, acting responsibly in the spirit of free intellectual inquiry, is free to invite any person it chooses to address it on any topic.

S8. Freedom of Disciplinary Action without Due Process: The student body must have clearly defined means to participate in the formulation and application of regulations affecting student affairs. No sanction or other disciplinary action shall be imposed on a student by, or in the name of Nazareth College, in an arbitrary manner.

S9. Freedom from Improper Disclosure: Protection from improper disclosure of information is a serious professional obligation of faculty members and administrative staff, which must be balanced with their own obligations to the individual student of the institution and society. (Judgements of ability and character may be provided under appropriate circumstances.) Information about student views, beliefs, and political associations which professors and College staff acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. No information from records is available to prospective employers, graduate or professional schools, or government agencies without the explicit consent of the student and such information must be limited to their academic experiences only.

S10. Freedom to Rights as a Private Citizen: College students are citizens as well as members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right to petition other citizens enjoy. As citizens, they are subject to the obligations which accrue them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by exercising their rights of citizenship, both on and off campus. Activities of students may, upon occasion, result in violation of law. In such cases, institutional officials should be prepared to appraise students' sources of legal counsel. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of civil laws. Only where the institution's interests as an academic community is involved de facto, would procedures of student court be initiated. Institutional action should be independent of community pressure.

S11. Right to Participate in Decision Making: Provisions must be made for the widest possible participation of the student body on the decisions which will affect their lives and future careers. This participation shall range from advisory to a full and voting membership of the group which is evaluating, recommending, planning, or deciding.

S12. Right to Privacy: Students must be protected from invasions of privacy or arbitrary and capricious searches of their residences except where a civil search warrant has been legally obtained or where existing housing inspection laws as regulations permit or require.

S13. Right to be Informed: The College community, and the student government in particular, has the obligation to inform students of their rights and responsibilities upon appointment and throughout their college career. In addition, all student clubs and organizations are obliged to inform the student government and the Nazareth College community of their current activities and responsibilities.

S14. Freedom of Endangerment of Mental and Physical Health: Pursuant to Chapter 676 of the Laws of 1980 enacted by the New York State Legislature, the Trustees of Nazareth College promulgate the following rules of conduct.

Any action or situation which recklessly or intentionally endangers the mental or physical health or which involves the forced consumption of liquor or drugs for the purpose of initiation into or affiliation with any organization is hereby prohibited. This prohibition applies to students, faculty, and staff of Nazareth College of Rochester, as well as to visitors on its campus.

Violation of the above rule shall be ejected from the College campus and if the violator is a student or faculty member, he/she shall be subject to suspension, expulsion, or other appropriate disciplinary action. And in the case of an organization on the College which campus which authorizes such conduct, the permission for that

organization to operate on the campus shall be rescinded. The above penalties shall be in addition to any penalty imposed pursuant to the Penal Law of the State of New York.

Further pursuant to the aforesaid legislation, a copy of the aforesaid rules shall be given to all students enrolled at Nazareth College and shall be deemed to be a part of the bylaws of all organizations operating on Nazareth College campus, and such bylaws shall be reviewed annually with the individuals affiliated with such organizations.

By the order of the Board of Trustees dated this 7th day of October, 1980; Passed February 21, 1983.

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; the 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 and not listed in S1 A or B of 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 as determined by Article 1, S2.
- 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 Activities 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 Activities and Leadership.
- D. Anyone assuming offices listed in Section 1, A1 of this article must have been a UA member for the entire year prior to running for that office.
- E. In addition, anyone assuming the offices of:
 - 1. UA President must have held positions on the Executive Board or Senate for two semesters.
 - 2. VP of Executive Operations must have held a position within the Senate for at least two semesters.
 - 3. VP of Finance must have held positions on the Executive Board or Senate for at least two semesters.
 - 4. VP of Public Relations must have held a position within the Senate (Recording Secretary included) for at least two semesters.
 - 5. VP of Campus Programming must have been a CAB Chair or have been a CAB General Member for at least two semesters.
 - 6. VP of Diversity Initiatives must have been a Diversity Council Senator, a diversity club officer, or a Diversity Council representative for at least two semesters.
- F. 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.
- G. 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 of the Executive Board

- 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
 - 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 and the College's Respect and Diversity Statement.

S2. Duties of the President of the UA

- A. Determine and set goals for the UA in conjunction 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 act as a spokesperson for the Executive Board as needed
- C. Preside over all Presidents' Council meetings
- D. Chair all Student Affairs Committee and Food Council meetings

- E. Preside over the Senate in the absence of the Vice President of Executive Operations
- F. Appoint representatives to organizations and committees outside of the Senate that require student representation and communicate those appointments to Senate
- G. Meet with Student Experience personnel on a regular basis to facilitate communication between the UA and College administration
- H. Represent the Nazareth College student body in social and business affairs
- I. Chair a minimum of one town hall meeting with the College President each semester

S3. Duties of the Vice President of Executive Operations

- A. Assist the President with the enforcement of the UA Constitution and other duties the President so delegates
- B. Chair all meetings of the Senate, Steering, and Executive Operations Committees and have the agenda for each published two days prior to the meeting
- C. Supervise the scheduling and coordination of elections and the recording of their results
- D. 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
- C. Coordinate promotions for UA Executive Board-sponsored events and work with UA-sponsored media to share information
- D. Chair the Community Service Committee and coordinate the annual Breast Cancer Walk in collaboration with the Center for Civic Engagement
- E. Supervise the UA administrative assistant(s) and keep a record of the Executive Board, Senate, and Finance minutes
- F. Take roll and oversee voting records for all Senate meetings
- G. 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
- H. Coordinate the Fall and Spring Involvement Fairs in partnership with Student Activities and Leadership and maintain records for all UA mandated events

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 Activities 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. Coordinate 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 the Office of Diversity and Inclusion regularly
- C. Coordinate diversity and inclusion activities sponsored by Diversity Council and/or the UA Executive Board
- D. Appropriate Diversity Council funds, including co-sponsorship funds

ARTICLE IV

The Senate

S1. All legislative powers shall be vested in the Senate to ensure a system of checks and balances on the conduct of the Executive Board.

S2. The purpose of the Senate shall be to:

- 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 all 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. The Senate shall be composed of the following members:

- A. The UA President, Vice Presidents of Executive Operations, Public Relations, and Finance
- B. Three 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 of Senators

- 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 two office hours 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. The Steering Committee of Senate

- 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 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. 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. 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. It shall be the duty of the Chairperson of Presidents' Council to:

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

Article VI

Impeachment

S1. Violation of the Constitution, a blatant neglect of duty, disciplinary conduct violation or misuse of funds shall constitute grounds for impeachment.

S2. Any campus-wide elected officer or class officer may be impeached through this process. Club officers may be impeached through the provisions in their club constitutions.

S3. 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 recognition 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.

S5. 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.

S6. 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. 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 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.

S2. 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 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. 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. 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. 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. 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.

S2. 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 IX

By-Laws

S1. By-Laws of the Constitution, deemed consistent with the Constitution, may be adopted by a 2/3 vote of the Senate.

By-Laws

Article I

Elections

S1. 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. 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 shall be as follows:

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. Campaigning will begin and end on a designated day to be decided on and announced by the Executive Operations Committee.
7. Campaigning and elections:
 - A. \$30 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 the Meet the Candidates event.
 1. Each candidate will give a short speech and a question and answer period will be held for all candidates.
 - a. Candidates will respond within a time limit set by the Master of Ceremonies.
 - b. The order of response will rotate among the candidates.
 - c. Questions may be directed to an individual or the entire group. If individualized, other candidates are free to respond or withhold.
 - F. All candidates must run a clean campaign and may not disparage other candidates in any way.
 - G. Breaking any of these rules is grounds for disqualification after discussion and

majority vote of the Executive Operations Committee.

- H. Elections will take place online between 8am and 8pm. All UA members are eligible to vote after verifying their status as students.
- I. 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.
- J. 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.
- K. 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.

Article II

Elections for Students Studying Off Campus

S1. 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 may be left with a friend or colleague to post on the candidate's behalf with advance approval of the Executive Operations Committee. This individual is also responsible for removing posters in accordance with the Constitution. Ultimately, candidates are accountable for actions of their designated friend or colleague.
- 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.

S2. The candidates shall be informed of the results by the Executive Operations Committee.

Article III

Vacancy of Office

S1. 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.

S2. 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.

S3. 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).

S4. After a second fall election, if a Senate quorum exists, any vacant position shall be voted in by the Senate according to S2 of this article. If a Senate quorum does not exist, vacant positions shall be filled by standard election.

Article IV

Dismissal Proceedings

S1. 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. The hearing:

- 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 him/her 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 his/her 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 V

Organizational Charting

S1. The Organization may be recognized as one of the following two categories:

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. Procedure to become recognized as a UA club:

- 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. Requirements to maintain 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. Procedure to become a recognized Diversity Council club:

- 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 VI

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 his/her 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. The Treasurer shall have the following rights and adhere to the regulations listed below:

- A. Shall originate and sign all check requests and vouchers to his/her 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 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.

Ratified 10/98
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