

CONSTITUTION
Student Association
University Preparatory Program

Ratified: May 27, 2008

Amended:

Student Association President: _____

Preamble

We, the students of the University Preparatory Program, organize ourselves as the Student Association for the purpose of serving, protecting and promoting the interests and rights of the students of this institution. In order to carry out the collective welfare of all the students, we do hereby establish this Constitution.

I. Name

- A. The name of this organization shall be the Student Association of the University Preparatory Program.
- B. Any reference to the Assembly (unless otherwise specified) denotes the body of elected representatives of the Student Association.
- C. Any reference to the President (unless otherwise specified) denotes the President of the Student Association.
- D. Any reference to the Vice President (unless otherwise specified) denotes the Vice President of the Student Association.

II. The Purpose of the Student Association

The purpose of the Student Association shall be to preserve the Student Association as an effective means of representing students; to provide a constructive line of communication between students, faculty and administration; to foster student involvement in all campus activities; to enhance the educational, social and cultural experience of all students; and, most importantly, to provide an environment conducive to the education of all University Preparatory Program students.

III. Membership

Any member of the UPP student body who has a minimum 2.50 grade point average and is not on any form of probation is eligible for election to, or appointment to, a Student Association executive branch position, legislative branch position or judicial branch position.

IV. Organization

A. The Executive Branch of the Student Association

1. The executive branch of the Student Association shall consist of the President and Vice President.
2. The duties of the President shall be:
 - a. Carry out legislation enacted by the Assembly.
 - b. Inform and present matters to the Assembly concerning student issues and concerns.
 - c. Sign or veto acts of legislation.
 - d. Appoint students to UPP committees as requested by the UPP administration.
 - e. Represent the Student Association to the UPP administration.
 - f. Appoint Assembly members to Student Association committees.
 - g. Attend all regularly scheduled Assembly meetings.
3. The duties of the Vice President shall be:
 - a. Serve as the chair of the Assembly, and prepare uniform meeting agendas and resolutions (Addendum 3 and Addendum 4).

- b. Have a working knowledge of Robert's Rules of Order Newly Revised, which have been simplified for use in the UPP Assembly (Addendum 2).
- c. Assume all duties of the President in the case of the President's absence or resignation.
- d. Rule on the validity of Assembly members' absences, and report the rulings to the Assembly.
- e. Rule on removal of Assembly members for violating the absence policy.
- f. Prepare the meeting minutes, which are presented to the Assembly for approval on the following regularly scheduled meeting.
- g. Assure proper format of Assembly resolutions, and assign a number to each resolution (Addendum 4).

B. The Legislative Branch of the Student Association

- 1. The legislative branch shall be called the Student Association Assembly.
- 2. The legislative branch of the Student Association shall be comprised of all elected representatives except the President and Vice President.
- 3. One Assembly seat shall be apportioned for every 15 students in a Pathway.
- 4. The duties of Assembly members shall be:
 - a. Attend all regular scheduled Assembly meetings.
 - b. Talk with their constituents in order to learn their opinions about UPP issues.
 - c. Have a working knowledge of Robert's Rules of Order Newly Revised, which have been simplified for use in the UPP Assembly (Addendum 2).
- 5. Removal from the Assembly
 - a. An Assembly member will be removed for having more than two unexcused absences during a semester, as determined by the Vice President.
 - b. An Assembly member will be removed for having more than three excused absences during a semester, as determined by the Vice President.
 - c. An Assembly member will be removed if he changes his pathway and was elected to a seat specifically for the original pathway.

V. Student Association Court

- A. The Student Association Court is to advise on and enforce the Code of Ethical Conduct (Addendum 1).
- B. The Court shall be comprised of the Student Services Head, two faculty members appointed by the Director, and two students appointed by the President. The Court will be chaired by a Chief Justice elected by the Court's membership.
- C. The responsibilities of the Court shall be:
 - 1. Convene within one week of notification in order to consider written inquiries or opinions from any Student Association member.
 - 2. Upon majority vote, render a written response within one week of convening to hear a matter.
 - 3. Keep confidential all inquiries and opinions.
- D. The Court shall have the power to take one of the following actions if it determines a member of the Student Association has violated the Code of Ethical Conduct:
 - 1. Issue an official reproof in an Assembly meeting, read by the Chief Justice.
 - 2. Remove an individual from his position, with approval of two-thirds of the Assembly.

VI. Election and Appointment of Student Association Members

- A. Candidate registration and campaigning
 - 1. Elections shall be held during the fourth week of the first semester, the specific date determined by the Student Services Head.

2. The election date shall be announced by the Student Services Head three weeks prior to the election.
3. Candidate registration in the Student Services Office shall take place from the time of the election announcement to seven days prior to the election.
4. Candidates register according to their pathway.
5. Announcement of candidates shall be made by the Student Services Head immediately after the end of the candidate registration period.
6. The campaign period begins with the announcement of candidates and ends the day before the election.

B. Voting

1. Voting shall take place on the election date according to a time and place determined by the Student Services Head.
2. Ballots shall be prepared by the Student Services Head.
3. Students can vote for a maximum of two candidates in their respective pathway.
4. No candidate for election may maintain a position within a radius of fifteen feet of the voting booth for any extended period of time for any reason with the exception of voting.
5. If there are not enough candidates in a pathway to meet the maximum apportionment, the apportionment will be met by accepting the highest vote winner(s) from the other pathway(s) who did not win in the respective pathway(s).
6. Election results shall be announced by the Student Services Head to the student body within three school days of the election.

C. Appointment of the President

1. The candidate who receives the largest number of votes shall be the President.
2. If the candidate with the largest number of votes refuses the position of President, the candidate with the second largest number of votes shall be the President.
3. If the two candidates with the largest number of votes both refuse the position of President, the President shall be chosen by majority vote of the Assembly after taking self nominations.

D. Appointment of the Vice President

1. If the candidate with the largest number of votes accepts the position of President, the candidate with the second largest number of votes shall be the Vice President.
2. In any case other than stipulated in VI.D.1., the Vice President shall be chosen among the Assembly members by majority vote of the Assembly after taking self nominations.

E. Seating of Student Association members

1. Seating shall be concluded within one week of the announcement of the election results.
2. The Student Services Head shall explain the Student Association Constitution and the duties of Student Association members.
3. The Student Services Head shall administer an oath of office consisting of the following statement: "I do hereby pledge - to fulfill the duties and responsibilities - of the office of (insert the individual office) - of the Student Association of the University Preparatory Program, - and to support the Constitution of the Student Association".

F. Replacement of Assembly Members

1. If an Assembly member resigns or is removed or is promoted to an executive position, the member shall be replaced by the election candidate who received the highest number of votes among those who did not win a seat.
2. If an open seat is unfilled, nominations will be taken from the student body. Students will be appointed to the assembly according to the vote of the Assembly.

G. Replacement of the President and Vice President

1. If the President resigns or is removed, the Vice President shall become the President.

2. If the Vice President resigns or is removed or is promoted to the position of President, the Assembly shall select from among its members a new Vice President by majority vote.
- H. If there are any special circumstances not covered in this section, the Student Services Head shall have the authority to make official determinations after discussion with the President and Vice President, if they have been appointed at the time a determination is to be made.

VII. General Operating Procedures of the Assembly

- A. There shall be one regularly scheduled meeting each week in which resolutions may be voted on. The meeting shall be held at a time during which none of the Assembly members have a UPP class, established by a two-thirds vote.
- B. The Vice President may call meetings in addition to the regularly scheduled meetings. No business shall be discussed unless there is a quorum of a majority of the Assembly members, and no resolutions may be introduced or voted on during the meetings.
- C. A meeting can be held only if there is a quorum of a majority of the Assembly members.
- D. The Vice President serves as the chair of the Assembly and may not address the Assembly except in the position of chair, unless the Vice President is replaced by a temporary Chair from among the Assembly members by a two-thirds vote of the Assembly.
- E. The President may address the Assembly on any matter under consideration but may not vote.
- F. The Vice President shall vote only in order to break a tie.
- G. Regular meetings are run according to a uniform agenda (see Addendum 3).
- H. All student-related issues for voting must be in the form of a resolution and submitted to the Vice President in advance of a meeting for his approval of the format (see Addendum 4). The deadline for submission of a resolution is three school days before a regularly scheduled meeting.
- I. Any student may attend an Assembly meeting, but they are allowed to address the Assembly only during the time prescribed in the agenda.
- J. No teacher, administrator, or staff member may attend an Assembly meeting, with the exception of the Student Services Head. The Student Services Head may be asked to leave the meeting upon majority vote.
- K. To override a veto of a piece of legislation which required a majority vote for initial passage, a two-thirds vote of the Assembly is required.
- L. To override a veto of a piece of legislation which required a two-thirds vote for initial passage, a three-fourths vote of the Assembly is required.

VIII. Ratification and Amendment of the Student Association Constitution

- A. This Constitution shall be considered ratified upon two-thirds vote of the Assembly, signature of the President, and signature of the Director of the University Preparatory Program.
- B. If the President vetoes ratification of this Constitution, the Constitution may be ratified by three-fourths vote of the Assembly and signature of the Director of the University Preparatory Program.
- C. Amendments to the Constitution must be presented in resolution format. Passage of an amendment requires a two-thirds vote of the Assembly in a regularly scheduled meeting in which at least three-fourths of the Assembly Members are present. The ratification procedure of the amended Constitution is the same as in VIII.A. and VIII.B.

Addendum 1 Code of Ethical Conduct

1. Members of the Student Association shall conduct themselves at all times in a manner which shall reflect creditably on the Student Association.
2. Members of the Student Association shall adhere to the spirit and the letter of the Student Association Constitution and to the Code of Ethical Conduct.
3. Members of the Student Association shall not permit any compensation to accrue by virtue of using their influence to obtain such compensation.
4. Members of the Student Association shall not use their position to provide undue influence on behalf of another student organization, of which they are a member, in the voting business of the Student Association.

Addendum 2 Robert's Rules of Order Newly Revised, Simplified Version

Major Motions – listed in order of precedence

YOU WANT:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	VOTE?
Close meeting	<i>I move to adjourn.</i>	No	Yes	No	Majority
Take break	<i>I move to recess for X-time.</i>	No	Yes	No	Majority
Register complaint	<i>I rise to a question of privilege.</i>	Yes	No	No	None
Follow the agenda	<i>I call for the orders of the day.</i>	Yes	No	No	None
Lay aside temporarily	<i>I move to table the item.</i>	No	Yes	No	Majority
Close debate	<i>I move to close debate (previous question).</i>	No	Yes	No	2/3
Limit debate	<i>I move that debate be closed at X-time. I move that speakers be limited to X-minutes.</i>	No	Yes	No	2/3
Postpone to a certain time	<i>I move to postpone the discussion to X-time.</i>	No	Yes	Yes	Majority
Modify wording of resolution	<i>I move to amend the resolution.</i>	No	Yes	Yes	Majority

Incidental Motions - no order of precedence, can be made at any time

YOU WANT:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	VOTE?
Enforce rules	<i>Point of Order.</i>	Yes	No	No	None
Submit matter to assembly	<i>I appeal the decision of the chair.</i>	Yes	Yes	Varies	Majority
Suspend rules	<i>I move to suspend the rules.</i>	No	Yes	No	2/3
Parliamentary law question	<i>Parliamentary inquiry.</i>	Yes	No	No	None
Request for information	<i>Point of information.</i>	Yes	No	No	None

Addendum 3

Uniform Meeting Agenda

I. Call to Order

II. Roll Call

III. Guest Speakers

IV. Executive Reports

A. President

B. Vice President

V. Open Forum

VI. New Business

A. First Reading of Resolution [**Year + Fall or Spring** semester + numerical designation]

B. First Reading of Resolution [**Year + Fall or Spring** semester + numerical designation]

VII. Old Business

A. Second Reading of Resolution [**Year + Fall or Spring** semester + numerical designation]

B. Second Reading of Resolution [**Year + Fall or Spring** semester + numerical designation]

VIII. Announcements

IX. Adjournment

Addendum 4

Uniform Resolution

Resolution Number: [**Year + Fall or Spring** semester + numerical designation]

Submission date:

Originated by: [Assembly member]

To be presented by: [Assembly member]

Whereas:

Therefore: Be it resolved by a majority / two-thirds vote of the Student Association
and the signature of the Student Association President that

Voting "Yes":

Voting "No":

Abstentions:

President's Signature:

Date: