

# Constitution of the College Council

Ratified April 13, 1993

Amended to the Spring Session  
Of the 120<sup>th</sup> Arts & Sciences Council  
May 3, 2014

## **PREAMBLE**

*We, the students of the College of Arts and Sciences at the University of Virginia recognize the importance of student opinion in the decisions and designs of programs that affect College students. We are an integral part of the Arts and Sciences community, and are therefore entitled to an active role in deciding its policies and priorities. To this end, we hereby re-constitute an undergraduate Arts and Sciences government to represent the needs and interests of College Students, to provide any additional needed programs and academic advising, and to work with the administration and faculty to build and maintain a constructive community of learning.*

## **ARTICLE I: GENERAL PROVISIONS**

### **Section 1. Name**

The name of the student government association for the College of Arts and Sciences at the University of Virginia shall be the College Council (hereafter "the Council").

### **Section 2. Objects**

The Council shall represent the interests, ambitions, and academic needs specific to the students in the College of Arts and Sciences to the larger University of Virginia community, in particular to the College and Graduate School of Arts & Sciences, but also to the University's central administration, alumni, and other student organizations.

Within Arts and Sciences, the Council shall.

- A. represent the needs and interests of College students;
- B. serve as peer academic advisors;
- C. foster student/faculty relations;
- D. strengthen College identity;
- E. solidify relations between the College of Arts and Sciences and its alumni.

### **Section 3. Authority**

The Council is a Student Agency of the University of Virginia. The authority of the Council is derived jointly from the Student Body of the College of Arts & Sciences and from the Arts and Sciences administration. The Council shall act as an advisory body to the Deans of Arts and Sciences.

## **ARTICLE II: MEMBERSHIP**

### **Section 1. CLAS Student Body Member Definition**

All students registered and regularly enrolled for any course or courses in the College of Arts and Sciences (CLAS), shall be members of the CLAS Student Body, shall be eligible to participate in the Council, and shall be subject to the Constitution.

### **Section 2. College of Arts and Sciences Activity Fee**

Each member of the CLAS Student Body shall contribute a designated fee, as set by the University Board of Visitors and assessed through the University Bursar, at the start of every enrolled semester, for the maintenance of the Council, its programs, and its activities.

## **ARTICLE III: POWERS**

### **Section 1. By-laws of the Council**

The Council shall have the power to adopt and amend, by a two-thirds affirmative vote, such By-laws as shall not be in conflict with this constitution. The Executive Committee may also establish temporary guidelines. These guidelines may be repealed by Council veto, in the form of a majority affirmative vote.

### **Section 2. CLAS Student Body Activity Fee**

The Council shall have the power to approve allocations of the CLAS Student Body Activity fees.

### **Section 3. Student Welfare**

The Council shall have the power to investigate any matter specifically affecting the welfare of the CLAS Student Body.

### **Section 4. Elections/Selections**

The Council shall have the power to regulate all elections and selections of the Council members, except in cases where the purview of the Student Council takes precedence.

### **Section 5. Appointed Positions**

The Council shall have the power to select, subject to the approval of the President, Appointed Executive members to the Council. The process of such selections shall be defined by in the By-laws of the Council.

### **Section 6. Veto powers over the President**

The Council shall have the power to approve or reject by majority affirmative vote all official actions and appointments made by the President of the CLAS Student Body.

### **Section 7. Impeachment**

The Council shall have the power to impeach any member of the Council for neglect of duties or impropriety, at the discretion of the Executive Committee. The impeached member shall lose his/her voting power. The impeached member shall be given due warnings by the Executive Committee prior to impeachment. In the case of the CLAS Representatives to the Honor Committee, the University Judiciary Committee, and the Student Council, and in the case of the CLAS Liaisons, such impeachment and/or dismissal shall affect only their membership on the Council and not their positions in their respective organizations.

### **Section 8. Implementation**

The Council shall have the powers necessary for the fulfillment and implementation of the above-mentioned powers.

## **ARTICLE IV: STRUCTURE**

### **Section 1. Representative Body**

The College Council shall consist of:

A. The Elected Officers of the College:

- 1) CLAS Executive Officers: President, Vice President, Secretary and Treasurer of the College;
- 2) CLAS Representatives to the Honor Committee;
- 3) CLAS Representatives to the University Judiciary Committee;
- 4) CLAS Representatives to the Student Council;

B. The CLAS Department Representatives and Department Representative Chair(s)

C. The CLAS Underclassman Committee (First- and Second-Year Class Representatives);

D. The CLAS Liaisons:

- 1) A CLAS Representative from the First Year Council;
- 2) A CLAS Representative from the Second Year Council;
- 3) A CLAS Representative from the Third Year Council;
- 4) A CLAS Representative from the Class Trustees;
- 5) A CLAS Representative from the Echols Council;

### **Section 2. Voting**

The CLAS Representatives to the Honor Committee, the University Judiciary Committee, and the Student Council, and the CLAS Liaisons shall be non-voting members of the Council. All other members of the Council shall have one vote, with the exception of the President, who shall vote only in the event of a tie.

### **Section 3. CLAS Executive Officers**

The executive powers of the Council shall be vested in the President of the CLAS Student Body.

A. The President of the College:

- 1) shall be the official representative of the Council and the CLAS Student Body to the CLAS administration and community;
- 2) shall chair the Council and preside over all meetings of the Council and of the Executive Committee;
- 3) shall be responsible for the functioning of the Council as a whole;
- 4) shall appoint students to represent the Council and/or the College of Arts & Sciences to relevant committees outside the Council;
- 5) shall have the power to form a cabinet of advisors and assistants, contingent upon approval from the Council;
- 6) shall have the power to approve or reject the appointments made by the Council for the chairs of all standing committees of the Council;
- 7) shall form all ad hoc committees as deemed necessary;
- 8) shall appoint all ad hoc committee chairs subject to the approval of the Council;
- 9) shall be vested with the power to call special meetings of the Council.

B. The Vice-President of the College:

- 1) shall assume the duties of the President in a non-voting capacity at the request or in the absence of the President;
- 2) shall be the Chief of Staff of the Council;
- 3) shall serve as administrator over all Council committees;
- 4) shall serve as ex-officio member of all Council committees;
- 5) shall oversee the internal communication of the Council;
- 6) shall have the power to appoint necessary aides to assist him/her with the execution of his/her responsibilities.

C. The Treasurer of the College:

- 1) shall be the Chief Financial Officer for the Council;
- 2) shall maintain all financial records of the Council;
- 3) shall report such status at all meetings;
- 4) shall be in charge of all disbursements of funds in payment of debts incurred by the Council;
- 5) shall be responsible for composing the annual budget of the Council (working in coordination with the outgoing and other incoming executive officers);
- 6) shall have the power to appoint necessary aides to assist him/her with the execution of his/her responsibilities.

D. The Secretary of the College:

- 1) shall be the Office and Records Manager for the Council;
- 2) shall keep the minutes of all Council meetings and distribute them to members in a timely fashion;
- 3) shall archive such information;
- 4) shall maintain the organization of the files and records of the Council;
- 5) shall keep the office supplied with the items and materials necessary for the daily operation of the Council and its programs;
- 6) shall have the power to appoint necessary aides to assist him/her with the execution of his/her responsibilities.

**Section 4. Committees**

The Executive Committee, the Underclassman Committee, and the Department Representatives shall be standing committees of the Council. Other standing committees

may be established in the By-Laws of the Council. The Department Representative Chair(s) shall be appointed members of the Executive Committee. The CLAS Executive Officers and other appointed Chairs shall also be the members of the Executive Committee.

## **ARTICLE V: ELECTIONS**

### **Section 1. Elected Officers of the College**

The Elected Officers of the College shall be elected by popular vote among the members of the CLAS Student Body. The Elected Officers of the College shall be elected according to the rules and regulations established by the University Board of Elections, or its successive body.

### **Section 2. CLAS Department Representatives**

For each CLAS academic department or interdisciplinary degree program, the members of the CLAS Student Body with declared majors in that department or program shall have the opportunity to apply to be members of the Council. Each CLAS Department Representative must either apply to be a Department Representative of their respective major or be nominated by a Professor from their major department. Candidates nominated by Professors are entered into the Executive decision making process, but a nomination does not constitute an automatic position on the Council. The number of Department Representatives shall be defined by the Executive Committee, as specified in the By-Laws, but this number shall be no less than one.

### **Section 3. CLAS Underclassman Committee**

Representatives from the First-Year class and Second-Year class shall be solicited through a College-wide application process and shall be chosen by the Council Executive Committee. The number of Council members from the First-Year and Second-Year classes shall be defined in the By-laws of the Council, but this number shall be no less than five from each class.

### **Section 4. CLAS Liaisons**

All CLAS Liaisons shall be selected by their respective organizations, unless otherwise specified in the By-laws of the Council. Additional CLAS Liaison positions can be established in the By- laws of the Council.

### **Section 5. Multiple Candidacies**

A candidate may run for more than one position on the Council, with the exception that a candidate shall not run concurrently for more than one Executive Office.

### **Section 6. Term of Office**

The term of office for all elected Executive officers shall be two consecutive semesters. All appointed Executive officers shall have their term of office determined at the discretion of the elected Executive Committee.

### **Section 7. Appointments to Vacant Positions**

In the event that a representative position to the Council becomes vacant, the Council shall appoint a member of the CLAS Student Body to fill the vacancy on an interim basis until either a special election/selection is held or the term expires. This power applies to the positions of the Elected Officers of the College, Appointed Officers of the College, the CLAS Department Representatives and Chair(s), the CLAS Underclassman Committee, and the CLAS Liaisons.

## **ARTICLE VI: LEGISLATIVE BUSINESS**

### **Section 1. Meetings**

Except as the President may designate, all meetings of the Council will be open to all members of the CLAS Student Body and the University Community at large.

### **Section 2. Quorum**

One half of the voting members of the Council shall constitute a quorum, except in the case of outstanding business of two or more weeks, in which case the President of the Council may call for a vote requiring the approval of a percentage of Council at his or her discretion

### **Section 3. Amendments**

Amendments to this Constitution shall be proposed as follows:

- A. By a written petition signed by five percent of the CLAS Student Body and submitted to the Council;
- B. By a written petition signed by twenty-five members of the CLAS Student Body, submitted to the Council, and passes by a two-thirds affirmative vote of the full Council.
- C. By a motion of any Council member passed by a two-thirds affirmative vote of the full Council.

Amendment proceedings may be initiated if a quorum is present. A majority affirmative vote of at least 10% of the CLAS Student Body shall be necessary for ratification of an amendment.

## **ARTICLE VII: RATIFICATION**

Ratification of this Constitution shall require a simple majority vote of enrolled CLAS students. The officers at the time of ratification shall perform all appropriate duties set out in this Constitution until the turnover of offices upon the subsequent election.

## ARTICLE I: REPRESENTATIVE BODY

### Section 1: Number of Representatives

#### A. CLAS Academic Department and Interdisciplinary Degree Program Representatives:

1. Department and Interdisciplinary Degree Program Representative groupings shall be determined by the Council Executive Committee and approved by a majority of Council.
2. The CLAS Executive Officers shall determine the total number of department representatives to serve on Council no later than May of each year. The sizes of each department and interdisciplinary program in regard to the number of majors shall be reviewed annually to proportionally allocate the number of representatives for each grouping.

#### B. CLAS First-Year and Second-Year Class Representatives

1. There shall be at least 7 First-year and 5 Second-Year Representatives. The actual number of representatives selected will be at the discretion of the CLAS Executive Officers but are to be proportional in number to the number of first years and second years without declared majors. A summary of the number of such first years and second years shall be included in the annual department review.

#### C. CLAS Liaisons:

1. Each Liaison organization shall have one CLAS representative to the Council.
2. The role of the CLAS Liaisons shall be at the discretion of the Executive Committee.

### Section 2: Selection of Representatives

#### A. Member Selection Committee:

1. During the primary Council member selection period (March), the CLAS Executive Officers-elect shall constitute the voting members of the Member Selection Committee. The President-elect shall chair the Membership Selection Committee. The current officers shall be non-voting members of this committee and shall provide support and suggestions during the process.

#### B. Selection of CLAS Academic Department and Interdisciplinary Degree Program Representatives & CLAS First-Year and Second-Year Representatives:

1. All Department/Interdisciplinary Program Representatives and Class Representatives shall be chosen by the following process:
  - i. Student organizations closely affiliated with a specific department or program shall have the right to nominate and endorse one or more candidates for service as representatives on Council. These candidates will be considered alongside any candidates solicited through the process outlined below. The Vice President is responsible for contacting these organizations and soliciting nominations.

- ii. The Member Selection Committee shall determine and administer the procedures for considering and accepting nominations from declared members of a degree program. It shall further create and administer an applications process for the selection of First-Year Representatives, Second-Year Representatives and Academic Department and Interdisciplinary Degree Program Representative positions that have not been selected through the former means. Except for the First-Year Class Representatives, who shall be selected in September of the following academic year, all Representatives selected shall take office in April.

C. Selection of CLAS Liaisons:

1. CLAS representatives to the Honor Committee, Student Council, and the University Judiciary Committee shall also serve as CLAS Liaisons to the Council. Liaisons from other Liaison organizations shall be determined at the discretion of the Executive Committee.

D. Vacancies:

1. At all times other than the primary Council member selection period, the current CLAS Executive Officers may select students to fill vacant positions.

Section 3. Duties of Representatives

A. CLAS Academic Department and Interdisciplinary Degree Program Representatives:

1. shall meet at least once per semester with their Department of Undergraduate Programs;
2. shall attend at least one Department meeting per semester to make pertinent announcements about Council programs;
3. shall send a personalized letter of introduction to all faculty in their Department at the beginning of each academic year;
4. shall attend weekly meetings; representatives with more than two unexcused absences in a given semester will be asked to resign the position;
5. shall serve as Peer Advisors, both for their department and for all CLAS students; this includes, but is not limited to, participation in the Majors Fair and Office Hours;
6. shall attend ASC events, including supporting other department events;
7. shall plan and host at least one department event or program each semester;
8. shall publicize all ASC events through taking on the responsibility to chalk and/or flyer in a specific location, to be selected.

B. CLAS First-Year and Second-Year Class Representatives:

1. shall attend weekly meetings; representatives with more than two unexcused absences in a given semester will be asked to resign the position;
2. shall be a full member of their year-specific committee;



3. shall serve as Peer Advisors; this includes, but is not limited to, participation in the Majors Fair and Office Hours;
4. shall attend ASC events, including supporting department events;
5. shall plan and host at least one year-specific event or program each semester;
6. shall publicize all ASC events through taking on the responsibility to chalk and/or flyer in a specific location, to be selected.

C. CLAS Liaisons:

1. They will attend Council meetings as requested by the CLAS Executive Officers. They will keep Council updated on the activities of their respective organization and vice versa.

Section 4. Meetings

- A. The Council shall meet in full on a weekly basis with exceptions to be decided by the CLAS Executive Officers.

ARTICLE II: CHAIRSHIPS AND COMMITTEES

Section 1: Standing Committees

A. Executive Committee (per the Constitution):

1. The Executive Committee shall consist of the President of the College, the Vice President of the College, the Secretary of the College, the Treasurer of the College, the chairs of the below-listed standing committees, no more than two (2) Department Representatives appointed by the President and approved by Council, and the Ombudsman of the Council. The President of the College shall serve as the chair of the Committee. Each member above has one vote and a majority of voting members shall constitute a quorum. Members of the President's Cabinet shall serve as non-voting members of the committee.
2. The Executive Committee shall set the agenda for general Council meetings and have other responsibilities determined by the Council.

B. Academic Advising Committee (per the Constitution):

1. The Academic Advising Committee (also referred to as the Peer Advising Committee) shall develop and maintain MAP, the Majors Advising Program, in conjunction with Student Council. The academic advising program will encompass both the undergraduate academic experience and career opportunities after graduation; as such, the Committee will strive to incorporate UCS and CLAS alumni in its programming. Membership of the Committee shall be determined at the discretion of its Chair, in conjunction with the President of the College. The President of the College shall serve as an ex officio member of the Committee.

C. Events Chairship

1. The Events Chair shall have responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the

discretion of the Chair, in conjunction with the President of the College.

D. Treasurer of the College:

1. The Treasurer of the College shall consider all applications for Council funding in the form of Co-Sponsorships, Faculty-Student Interaction Grants, and any other form determined by Council; may review all expenditures of Council funds; and may have other responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, including the appointment of Support Officers named in Article IV, shall be made at the discretion of the Treasurer of the College, in conjunction with the President of the College. If a Committee is formed, a vice chair of the Committee may be elected among the membership of the committee to chair meetings when the Treasurer of the College is not present. The President of the College and the Ombudsman serve as ex officio members of the Committee. A majority of the members of the Committee shall constitute a quorum and voting shall follow the same procedures as the Council with all decisions requiring a majority vote.

E. Publicity Chairship:

1. The Publicity Chair shall have responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the Chair, in conjunction with the President of the College.

F. Chief Computing Officer:

1. The Chief Computing Officer (CCO) shall provide assistance for and maintain the technological property and the website of the Council and have other responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the CCO, in conjunction with the President of the College.

G. Academic Affairs Chairship:

1. The Academic Affairs Chair will seek to advocate student interests in all areas related to academics, including setting both immediate and long-term goals for improving the College experience. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the Chair, in conjunction with the President of the College.

Section 2. Chairs of Standing Committees:

- A. Unless specified in section 1, the chairs of the Standing Committees of Council shall be selected by the Council. Chairs are required to attend all Council meetings under the same guidelines as those for Representatives.

Section 3. Ad-Hoc Committees:

- A. The creation of an Ad-Hoc Committee along with a committee chair can be suggested by any member of the council for approval by a majority of the council or a unanimous vote of the Executive Committee.

Section 4. Faculty Advisory Committee:

- A. Faculty and Administrators may be invited each year by the CLAS Executive Officers to serve on the Faculty Advisory Committee. The President of the College shall chair the Faculty Advisory Committee.

### ARTICLE III: PARLIAMENTARY AND VOTING PROCEDURES

Section 1. Agenda

- A. The agenda for each general meeting shall be set by the previous meeting of the executive committee

Section 2. Motions on the Floor

- A. Only a single motion may be active on the floor at any given time.
- B. Only a single amendment may be active at a time.
- C. Only three amendments may be made to a single motion.

Section 3. Discussion

- A. Discussion shall be moderated by the President of the College.
- B. Only one member of the council may be recognized for discussion at a time.
- C. No member of Council shall speak more than twice upon the same subject without express permission of the President of the College, nor more than once until every member choosing to speak has spoken.
- D. Discussion must be relevant to the item currently being considered on the agenda.
- E. The President of the College may designate open discussion for any agenda item. If such a period of open discussion has been designated, the prior provisions of this section are void.

Section 4. Passage and Failure of Motions

- A. A general motion to amend the agenda of a Council meeting must be voted upon before any motions to amend specific agenda items enter the floor.
- B. All motions require a simple majority unless noted elsewhere in the By-laws or Constitution in order to pass.

Section 5. Voting Procedures

- A. The President shall restate the question in the affirmative after the end of all discussion and after all amendments offered have been considered. The vote shall be taken immediately after the restatement of the question.
- B. Each vote of the Council shall be recorded by the Secretary of the College of Arts and Sciences. The number of yeas, nays, and abstentions will be recorded on any vote at the request of any member of Council, except in the case of expenditures, for which the number will always be recorded.
- C. A roll call vote may be requested by one fifth of voting members present prior to the restatement of the motion by the College of Arts and Sciences President.

### ARTICLE IV: Support Officers

Section 1. Support Officers

- A. The Executive Board of the Arts and Sciences Council shall determine which Support Officer positions shall be filled for a given academic year. These positions include:
  - a. Supporter Officers of the President of the College:
    - 1. Webmaster and Chief Computing Officer
    - 2. Ombudsman
  - b. Support Officers of the Vice President of the College:
    - 1. Deputy Chief of Staff
    - 2. Team-Building Coordinator
  - c. Support Officers of the Secretary of the College:
    - 1. Historian
    - 2. Recording Secretary
  - d. Support Officers for the Treasurer of the College:
    - 1. Co-sponsorship Officer
    - 2. Receptions/Events Officer
  - e. If the Executive Board wishes to add additional Support Officer positions not listed above, it may do so by obtaining a two-thirds affirmative vote of the full Council.

#### Section 2. Selection of Support Officers

- A. All Support Officers shall be nominated by their respective CLAS Executive Officer. The Council must approve the selection of the Support Officers. Support Officers are voting members of Council and may serve on the Executive Committee.

### ARTICLE V: Expenditures

#### Section 1. Budget

- A. The annual budget applies to the fiscal year July 1st to June 30th.
- B. The month of June shall be considered a transition phase, in which purchases may not be made without express permission from the President of the College, the Treasurer of the College, the Advisor to the Council, and the Financial Officer in the Dean's Office managing the finances of the Council.
- C. Reimbursements must be submitted within 60 days of the purchase date, but no later than June 1st, the beginning of the transition phase.
- D. A budget shall be approved by a two-thirds vote of the full incoming Council after they take office and no later than September 30<sup>th</sup> of the academic year to which the budget pertains.

#### Section 2. Approval for Individual Expenditures

- A. Within the Council budget, all expenditures must be approved by the President and Treasurer of the College and by a Dean appointed by the College of Arts and Sciences. Individuals will be refunded through a reimbursement process.

#### Section 3. Co-Sponsorships

- A. Groups planning events throughout the year may submit applications requesting support from the Council. Applications should clearly meet the goals and mission statement of the Council. Applications are to be forwarded

to the Treasurer of the College or a member of the Finance Committee for preparation to go before the full Council for consideration and action.

- B. Concerning co-sponsorships, the Council may not fund honorariums or speaker gifts without the support of three-fourths of the Council present.
- C. The Council may not vote to fund a co-sponsorship without first obtaining the commitment of at least one member of the Council to attend the event being co-sponsored and to report back to Council as to the quality of the event.

Section 4. Faculty-Student Interaction Grant

A. Faculty members seeking to get to know their students in a more informal environment may apply for a Faculty Student Interaction Grant up to \$200. Grant requests should be submitted at least a week prior to the event. Applications are to be forwarded to the Finance Committee for consideration and action.

ARTICLE VI: TEMPORARY GUIDELINES

Section 1. List of Temporary Guidelines

A. The Ombudsman of the College, or the President of the College in his or her absence, is hereby authorized and required to maintain an official list of all temporary guidelines currently in place.

Section 2. Presentation to the Council

A. This list of temporary guidelines will be presented to the Council as a whole with the Constitution and the By-laws at the beginning of each Council year, and must remain available at all times for view by the Council.

Section 3: Veto Power of the Council

A. Any member of Council may at any time move so as to allow Council to veto a temporary guideline by a majority affirmative vote, as per the Constitution.

Section 4: Defining "Temporary"

A. "Temporary" shall be interpreted to mean that, at any time that Council votes to amend its By-laws, all temporary guidelines must be included as proposed amendments to the By-laws, and if any temporary guideline fails to be added to the By-laws, such a result will function effectively as a veto by the Council.

ARTICLE VII: PROPERTY OF THE COUNCIL

Section 1: Reusable Materials

A. All reusable materials of Council must be returned to Council at the end of each individual's term.

ARTICLE VIII: AMENDMENT/SUSPENSION OF BY-LAWS

Section 1: Amendment, Suspension, and Readoption

A. Per the Constitution, these By-laws may be amended and readopted by a two-thirds affirmative vote of the Council. Any provision of these By-laws may be suspended by a two-thirds affirmative vote of the Council.