**THE CLARKSON UNIVERSITY STUDENT ASSOCIATION CONSTITUTION**

**Table of Contents**

**Ratified August 2024**

PREAMBLE

ARTICLE I – THE SENATE

ARTICLE II – THE EXECUTIVE BOARD

ARTICLE III – PROCEEDINGS

ARTICLE IV – FINANCES

ARTICLE V – VACANCY

ARTICLE VI – SUPREMACY

ARTICLE VII – PETITION

ARTICLE VIII – COMPLIANCE

ARTICLE IX – CONTINUITY

ARTICLE X – PASSAGE

PREAMBLE

We the undergraduate student body of Clarkson University, in order to secure the interests of the undergraduate student body, establish methods for rational debate, insure consistent self regulation, provide for common student interests, promote the general welfare and inclusive ideals, and secure the voice of the undergraduate student body, do ordain and establish this constitution for the Clarkson University Student Association.

ARTICLE I – THE SENATE

Section 1 – All legislative and policy forming powers herein granted, as well as such other powers necessary and proper to execute the objectives set forth in this Constitution and its By-Laws, shall be vested in a Senate of the Clarkson University Student Association.

Section 2 – The Senate shall consist of six Senators representing and elected from each undergraduate cohort and a Senator elected from the Clarkson School for a total of twenty five Senators.

Section 3 – Senators shall be regularly elected by a general election of the group which they represent. All Senator elections shall be decided in favor of the candidates that receive the greatest number of votes cast until all Senate positions have been filled. All procedures concerning the election of Senators shall be detailed in the Clarkson University Student Association Election By-laws and enforced in its entirety by the Vice President.

Section 4 – Senators shall be classified into cohorts by their initial cohort upon enrollment at Clarkson University. This cohort shall increment at the end of every spring semester regardless of a Senator’s academic standing. Once a student is a senior they will remain in the senior cohort until they graduate.

Section 5 – Senators shall maintain their positions for one full term defined as from the start of the last regular meeting of the academic year until the last regular meeting of the subsequent academic year.

Section 6 – No Senator shall be removed from office due to a change in class standing or upon request from any outside actor.

Section 7 – The Senate shall have the supreme jurisdiction, including powers of authorization and revocation, over all activities and organizations which it funds. The Senate shall not have responsibility for the financial or internal affairs of unaffiliated organizations.

Section 8 – The Senate shall meet at least once a week during the regular academic year at a definite time and place fixed by the President.

Section 9 – To maintain their position, all Senators must be active on at least one Senate core committee, not exceed three excused or two unexcused absences from either Senate meetings or core committee meetings, and assist at least three Senate sponsored events semesterly.

Section 10 – The Senate shall be subdivided into four core committees consisting of Engagement, Academics and Policy, Finance, and Activities. These committees shall be chaired by an Executive Board appointed Senator. Chair appointments must be completed by the end of the third regular meeting of each fall semester. Once appointed, the chair shall not need re-appointment until the chair becomes vacant.

Section 11 – The Senate committees shall be populated by Senators chosen by an Executive Board vote. Each Senator shall possess a single vote in each committee. Executive Officers shall possess no vote in the committees.

Section 12 – The Engagement Committee shall serve as the information arm of the Senate and shall be administered by the President. The Engagement Committee shall gather information about student views, communicate information between the Senate and the student body, and ensure student awareness and participation in the Student Association.

Section 13 – The Academics and Policy Committee shall serve as the legal arm of the Senate and shall be administered by the Vice President. The Academics and Policy Committee shall create, amend, and interpret all governing documents, conduct impeachments, administer elections, and ratify new organization constitutions.

Section 14 – The Finance Committee shall serve as the financial arm of the Senate and shall be administered by the Treasurer. The Finance Committee shall oversee the proper execution of the Student Association budget, enforce the Finance By-Laws, review the financial decisions of recognized organizations, approve designs of organizations and screen financial requests before approval by the Senate.

Section 15 – The Activities Committee shall serve as the public relations arm of the Senate and shall be administered by the Public Relations Coordinator. The Activities Committee shall plan, administer, and advertise Senate sponsored events and conduct publicity initiatives to aid in student engagement and improve the student experience.

Section 16 – A temporary committee may be established to address a particular matter by a majority vote of the Senate. A temporary committee must receive authorization from the Senate for any action it may take.

Section 17 – The Vice President shall have the responsibility of maintaining and overseeing the appropriate functions of all Senate committees. The Vice President shall act as interim chair of any committee in which a chair is vacant until a new appointment is made within three weeks of the chair becoming vacant.

Section 18 – The Senate shall consider any and all recommendations of its Committees. The Senate shall have the power to refer back, defeat, revert, appeal, or pass any motion of its committees.

Section 19 – The Senate shall have the power to hold a position on the Organization Conduct Board, which shall be used to settle disputes among its members and organizations.

ARTICLE II – THE EXECUTIVE BOARD

Section 1 – All legislative and executive powers herein granted shall be vested in an Executive Board of the Clarkson University Student Association.

Section 2 – The Executive Board shall consist of four Executive Officers which, in order of presiding officer, are a President, Vice President, Treasurer, and Public Relations Coordinator.

Section 3 – Executive Board officers shall be from any undergraduate cohort and have served at least one full term in the Senate and maintain a cumulative grade point average of at least a 2.5 on a 4.0 unrounded scale..

Section 4 – Executive Officers shall be regularly elected by a general election of the entire undergraduate student body. All procedures concerning the election of Executive Officers shall be detailed in the Clarkson University Student Association Election By-laws and enforced in its entirety by the Academics and Policy committee.

Section 5 – Executive Officers shall maintain their positions for one full term defined as from the start of the last regular meeting of the academic year until the last regular meeting of the subsequent academic year.

Section 6 – No Executive Officer shall be removed from office due to a change in class standing or upon request from any outside actor.

Section 7 – The President shall serve as the chief executive of the Student Association and chair of the Senate and Executive Board. As chair they shall preside over meetings with absolute parliamentary authority, determine the procedures to which business is conducted, and outline the direction of the Senate for the full term.

Section 8 – The Vice President shall serve as the legal officer of the Senate and Executive Board and shall enforce all governing documents. They shall handle all relations between clubs and the Clarkson University Student Association. They shall fulfill the President's powers and duties in case of absence and all committee chair powers and duties until their respective appointments.

Section 9 – The Treasurer shall serve as the financial officer of the Senate and Executive Board and shall enforce the Finance By-Laws. They shall oversee the entire Senate and Student Association budget and all financial transactions of recognized organizations.

Section 10 – The Public Relations Coordinator shall serve as the external relations officer and secretary of the Senate and Executive Board. They shall manage all communications with external organizations and manage all outward facing public relation platforms of the Senate and Executive Board. They shall maintain an accurate record of mandated attendance and manage the selection of the annual apparel stipend.

ARTICLE III – PROCEEDINGS

Section 1 – Meetings of the Senate and Executive Board shall be held at a time and place fixed by the President in accordance with the By-Laws and in agreement with the Executive Board officers, provided that a meeting shall be held at least once a week during the regular academic year at a definite time and place.

Section 2 – All Senate powers, duties, and decisions shall be exercised only upon a motion by a Senator detailing the action the Senate shall take. A motion shall be considered passed only upon a majority vote of the Senate unless otherwise stated.

Section 3 – A vote on a Senate motion shall only be effective if taken at a meeting where a Quorum, defined as two thirds of the voting membership of the Senate and at least one Executive Officer, is met.

Section 4 – Each Senator shall possess a single vote in the Senate. The President shall only hold a vote within the Senate in the event of a tie.

Section 5 – All passed Senate motions except impeachments shall be sent to the Executive Board for final approval. All motions must be approved by the President and at least one other Executive Officer before being considered an approved motion. The Executive Board has until one week has passed or until immediately after the approval of the last Senate meeting minutes to issue a decision on the motion. Should a decision not be issued within the window, the motion shall become an approved motion. The decision of the Executive Board shall be announced by the President, at the latest, immediately upon expiration of the Executive Board approval window.

Section 6 – Only after the announcement of the Executive Board’s decision on a passed Senate motion, should the Senate motion and vote to override the decision by a four-fifths vote the motion shall then become an approved motion.

Section 7 – The Public Relations Coordinator shall maintain a record of all passed Senate motions until they have become an approved motion.

Section 8 – An identical motion shall not be reintroduced to the Senate within the same meeting after its defeat by a Senate vote.

Section 9 – The powers vested in the Executive Board as a whole shall be executed by a majority vote of the Executive Board. Each Executive Officer except the President shall possess a single vote in the Executive board. In the case of a tie, the President shall vote to break the tie.

Section 10 – Each Executive Officer shall have a veto on any motion from the committee which they administer within three days of its passage. The veto is completed through written notification to the Committee Chair. This veto can only be overridden by a motion and two thirds vote of the committee.

Section 11 – The President shall have the right to provide presidential directives to all Executive Board officers and Committee chairs. Presidential directives are to direct an officer or chair to act as directed when the officer or chair has constitutional discretion with one of their specified powers or duties. All presidential directives must be in accordance with the Constitution and By-Laws and may not direct any voting or approval as determined by a two-thirds vote of the Academics and Policy committee. No officer can veto the Academics and Policy committee decision on presidential directives.

Section 12 – Special sessions of the Senate may be called by the President at any time provided that there shall be twenty four hours notice of documented attempt to serve notice to each Senator. At any special meeting, no business shall be transacted except as specified in the calling of that special meeting. A special session shall also be declared if a member of the Executive Board and three fourths of committee chairs concur.

Section 13 – The Chair of every committee is to be appointed by a majority vote of the Executive Board at the nomination of the previous chair or, in the case of no nomination from the previous chair, an Executive Officer.

ARTICLE IV – FINANCES AND ORGANIZATIONS (DISSOLUTION)

Section 1 – The Clarkson University Student Association shall derive its funds from the collection of dues, the collection of the undergraduate activities fee, and by lawful profit making activities.

Section 2 – The Senate shall be funded by the Clarkson University Student Association. The Finance Committee shall make a budget yearly and submit it to the Senate for approval.

Section 3 – No Clarkson University Student Association Senator, Executive Board Officer, Representative, or Advisor shall pay dues to the Clarkson University Student Association Senate.

Section 4 – Every fall and spring semester, Clarkson University Student Association Senators and Executive Officers shall receive compensation for their services. Each semester, Senators shall receive $50 in the form of stipend apparel and Executive Board Officers shall receive the equivalent of 5 hours of payroll at New York State minimum wage for every week of the academic year in the form of a stipend and $50 in stipend apparel.

Section 5 – Any activities fee paying student, undergraduate or graduate, shall have the right to be a member in, create, and hold office in any subsidiary organization of the Clarkson University Student Association.

Section 6 – All student organizations on campus shall possess a classification status of affiliated, funded, exempt, or exclusive which shall dictate the requirements they adhere to and the funding they are eligible to receive.

Section 7 – All ratified organization constitutions shall be considered subsidiaries of the Clarkson University Student Association and shall comply with all constitution requirements set forth in the Clarkson University Student Association By-Laws and properly complete the yearly registration process in order to maintain membership within the Clarkson University Student Association. Any organization which receives funds from the Senate shall be bound by any Finance policy set forth in the Finance By-Laws with respect to the spending of the funds.

Section 8 – Upon ratification of the organization’s constitution by a majority vote of the Academics and Policy Committee, a ratified organization shall be considered a subsidiary of the Clarkson University Student Association and assigned the affiliated status and be responsible for the yearly registration of the organization. Organizations of affiliated status shall not be required to collect dues and may be provided with financial provisions based on guidelines set forth in the Clarkson University Student Association Finance By-laws.

Section 9 – After an organization has remained with affiliated status for three consecutive years to date of ratification, it shall be eligible for funded status. An organization shall be granted funded status and a budget under the Clarkson University Student Association only upon approval by the Finance committee.

Section 10 – Upon approval by the Finance Committee, an Affiliated organization which has existed for less than three years that demonstrates potential for longevity shall have the right to apply for Funded status. The organization shall be granted funded status only upon approval by a two-thirds vote of the Senate.

Section 11 – An organization may, upon Finance committee approval, apply for exemption status. Exemption status shall grant the organization exemption from the requirements of collecting and submitting dues to the Clarkson University Student Association. An organization shall be granted exemption status only upon approval by the Executive Board.

Section 12 – Exclusive organizations shall be defined as an organization where activities fee paying students may be denied initial or continuous membership on any grounds other than reprimand. Exclusive organizations cannot be approved for Affiliated or Funded status.

Section 13 – The Clarkson University Student Association Finance By-Laws shall outline the budgeting process that the Senate shall follow when appropriating funds and the laws funded organizations shall follow when managing funds.

Section 14 – No organization is permitted to subsidize the cost of items that are personalized, person specific, or not intended for return without the prior approval by a majority vote of the Clarkson University Student Association Finance Committee.

Section 15 – All procedures concerning the levying of student activities fees shall be included in the Clarkson University Student Association Finance By-Laws, subject to the approval of the Clarkson University Board of Trustees.

Section 16 – The Clarkson University Student Association Finance By-Laws shall govern all financial procedures, policies, and conduct not set forth in this constitution.

Section 17 – A subsidiary organization of the Clarkson University Student Association shall, upon dissolution, be referred to as dissolved. A dissolved organization’s constitution shall be void under the Clarkson University Student Association and the organization shall not receive a budget. All dissolved organization assets and funds originally from the Clarkson University Student Association shall revert in possession to the Senate.

Section 18 – An organization shall be considered dissolved if its highest executive position is vacant for an academic entire year.

Section 19 – The Senate shall have the power to dissolve any subordinate organization by a two-thirds vote of the Senate.

Section 20 – An organization may dissolve independently after the notification of the Executive Board or Associate Director of Student Life.

ARTICLE V – VACANCY

Section 1 – After a hearing before the Senate, the Senate may move to remove or suspend any Executive Board officer, Senator, or affiliated, funded, exempt, or exclusive organization officer or member by a two-thirds vote of the Clarkson University Student Association Senate. The grounds for impeachment are but not limited to:

(1) Embezzlement, fraud, theft or other felony

(2) Neglect of duties

(3) Falsifying records

(4) Unapproved modification of governing documents

(5) Acting contrary to or obstructing this Constitution and By-Laws

Section 2 – The Academics and Policy Committee shall preside at all hearings with the committee chair as the chair of the hearings. In the case where the committee chair is the person in question, the Academics and Policy Committee shall choose a member of the committee to conduct the hearing by a majority vote of the committee.

Section 3 – Specific charges against the accused shall be filed with the Executive Board at least 72 hours prior to a regular Senate meeting. The accused shall be provided with a written notice of the charges made against them at least 72 hours in advance of their hearing. Such notice shall include:

(1) A verbatim reference to the specific regulatory basis for considering the alleged act(s) as wrongful.

(2) An explanation of the precise act(s) or omissions of the accused which are the subject of the notice.

(3) A list of all witnesses who may be expected to give testimony against the accused and a description of other types of evidence which is held and may be used against them.

(4) A statement of the specific time and place the hearing is to be held.

(5) A general statement of the rights which will be accorded to the accused at the hearing.

Section 4 – The accused and the Senate shall have the right to counsel, to call witnesses, and to introduce evidence within the context of fair process. A written and/or audio recording of all hearing proceedings shall be maintained by the PRC, if the PRC is on trial, a member of the Senate shall be chosen by the Academics and Policy Committee to maintain the record.

Section 5 – Should any Senator resign, be removed from office, or be ineligible to serve, the office seat shall become vacant. Vacancies shall be filled by the respective class of the vacant seat in one of the following manners:

1. If the vacancy occurs between scheduled elections, the position shall be filled through a majority vote of the Senate.
2. If there are three or fewer Senate meetings left remaining in the current term of office, the vacancy shall remain until the start of the next term.

Section 6 – Should any elected Executive officer resign, be removed from office, or be ineligible to serve, the office shall become vacant. Vacancies in the following situations shall be filled in the respective following manors:

1. The office of the President shall be filled by the Vice President whenever that office is declared to be vacant.
2. In the event that it is known in the fall semester that any other Executive Board position is going to be vacant for the spring semester, a campus wide election shall take place.
3. If an Executive Board position is vacant between scheduled elections, the position shall be filled through a majority vote of the Senate.
4. If no interested candidate is eligible for the required position in accordance with the requirements of this constitution, the Executive Board shall install the most qualified candidate by a majority vote of the Executive Board regardless of whether they have served at least one full term of office. The Senate must approve this with a two-thirds majority vote.

Section 7 – If an Executive Board or Senate member has not fulfilled their accountability requirements during or at the end of a semester, they are at risk of removal from office. The Academics and Policy committee must conduct an investigation and recommend action to the Senate and Executive Board. The Executive Board may rescind a Senator's stipend by a majority vote if the Academics and Policy committee permits it.

ARTICLE VI – SUPREMACY

Section 1 – This Constitution and its By-Laws shall supersede all other constitutions and related governing documents that are associated with the Clarkson University Student Association Senate, Senate Committees, Executive Board, and Affiliated, Funded, and Exempt organizations.

Section 2 – This Constitution prohibits the Senate from joining any organization with a superior governing instrument. An exception shall be made with the approval of four-fifths of the Senate.

Section 3 – The Senate or the Executive Board shall not act, pursue, or create acts contrary to this Constitution.

ARTICLE VII – PETITION

Section 1 – Upon petition by ten percent of the members of the Clarkson University Student Association and approval by the Academics and Policy committee, any issue designated by said petition must be submitted to a referendum of the Clarkson University Student Association by the Senate. The results of any such referendum is binding upon the Senate.

Section 2 – Senate and Executive Board Officers may be removed from their position by a recall. Action to recall any member of the Senate or Executive Board must begin with a petition signed by thirty percent of the group which they represent. On the day following the Senate meeting at which the petition is received, adequate notice shall be given to the student body that an election must be held within two weeks. Should the recalled member lose the election, they shall be removed from their position upon approval of election results.

ARTICLE VIII – COMPLIANCE

Section 1 – The Senate shall be co-advised by the Assistant Director of Student Life and the Coordinator of Student Life. These advisors may attend all Senate and Executive Board meetings in a non-voting capacity.

Section 2 – Should both advisor positions be vacant, the Senate shall choose a Clarkson University employee as an interim advisor upon nomination by the Executive Board.

Section 3 - Neither this organization nor any member of this organization may authorize any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of any drug form (i.e., alcohol) for the purpose of initiation or affiliation with this organization. This organization shall be subject to rescission of permission to operate on campus property and loss of Clarkson University recognition in addition to any other legal penalty if they are found to be in violation of the University’s hazing policy.

Section 4 - Any incidents of Sexual Harassment will be referred to the Title IX Coordinator and handled through the Code of Conduct.

 ARTICLE IX – CONTINUITY

Section 1 – Should the Senate not be meeting regularly over any period of time, the Executive Board shall possess all powers and duties of the Senate until the next regular Senate meeting. During this period, the Senate shall be immediately notified of any motion passed by the Executive Board.

Section 2 – Should a decision need to be made for the best interests of the student body in a time frame which is shorter than the mandatory 48 hour notice period to call a special Senate session, the Executive Board, upon a unanimous vote, shall possess all powers of the Senate to make the decision. The Academics and Policy committee chair shall be informed immediately upon notification of the Executive Board of the pending decision and shall make the sole determination on whether the decision is constitutionally valid and meets the time frame requirements of this clause.

Section 3 – All powers not explicitly granted to the Senate, Senate committees, or Senate committee chairs are reserved to the Executive Board.

ARTICLE X – PASSAGE

Section 1 – This Constitution shall be subject to review annually by the Academics and Policy Committee. The reviewed Constitution shall be presented with any recommended changes to the Senate for approval; changes shall be considered in effect with the approval of four-fifths of the Senate.

Section 2 – All amendments to this constitution must be approved by a majority vote of the Academics and Policy Committee and a three-fourths vote of the Clarkson University Student Association Senate.

Section 3 – This Constitution and its amendments shall become effective immediately upon adoption and each Senate member and Executive Board officer shall assume their corresponding office in the Clarkson University Student Association for the remainder of their term.