

Constitution
of the
Augustana Student Association
Revised March 2016

Article I: Name

The name of this association is the Augustana Student Association, hereafter referred to as ASA.

Article II: Purpose

Realizing the interdependence of all members of the Augustana University campus community, the ASA endeavors to promote goals and ideals that will benefit and further Augustana University. The ASA strives to guarantee the rule of the majority, the right of the minority, and the freedom of students to inform and be informed as their conscience dictates. The ASA shall strive toward basic human, academic, and social freedoms for students of Augustana University.

Article III: Membership

All enrolled students at Augustana University, full- and part-time, shall be members of ASA.

Article IV: Executive Branch

Section 1: Officers

The officers of the ASA shall be a President, Vice President, Treasurer, Secretary, and Director of Communications.

Section 2: Qualifications

Clause 1. Must be a member of the ASA

Clause 2. Must have earned academic credit in a minimum of twelve (12) university level courses, five (5) courses of which were taken at Augustana University

Clause 3. Must have and maintain a cumulative GPA of at least a 2.50 at the time of the election

Section 3: Election

Officers, with the exception of the Director of Communications, shall be elected by members of the ASA in accordance with the ASA Election Code during the spring semester.

Section 4: Term of Office

The term of office shall be approximately one calendar year beginning on the day of the inauguration. The inauguration shall be held at least two (2) weeks but no more than three (3) weeks after the spring election.

Section 5: Succession

Clause 1. Upon the removal or resignation of the President, the Vice President shall assume the office of President until the term ends. In the event that both President and Vice President are vacated, the Treasurer will act temporarily as the ASA Senate's presiding officer. The Personnel and Development Chair will act as ASA Election Commissioner and will call for a special election within two (2) weeks to elect a new President and Vice President.

Clause 2. In the event of the removal or resignation of the Vice President, the President shall recommend a new Vice President to the ASA Senate for approval within three (3) weeks. Approval by the ASA Senate is subject to a two-thirds (2/3) majority vote.

Clause 3. In the event that all executive positions are vacated at the same time, the Treasurer shall act as temporary presiding officer of the ASA, the ASA Senate, and the Election Commissioner. The Treasurer shall call for a special election to fill the vacated officer positions within two (2) weeks. Election procedures are specified in the ASA Election Code.

Section 6: Duties and responsibilities of the ASA President

Clause 1. The President may veto any legislation passed by the ASA Senate. In the event of budget-related legislation, the President may exercise a line-item veto.

Clause 2. The President will be responsible for communicating the ASA Senate's actions to all established student organizations.

Clause 3. The President shall convene and preside at all meetings of the ASA Student Life Advisory Council and Student Life Training Sessions.

Clause 4. The President may request reports on activity, structure, and function of all organizations receiving full or partial funding from the ASA Senate.

Clause 5. The President shall present a proposed plan of goals and objectives to the ASA Senate during the first four (4) weeks of the fall semester.

Clause 6. The President shall attend meetings of the ASA Senate and provide periodic reports from the ASA Student Life Advisory Council about other student organizations, and about matters of interest to the ASA Senate.

Clause 7. The President and Vice President shall have joint responsibility for making appointments from the ASA membership to university councils, committees, and task forces.

Clause 8. The President is authorized to designate an annual budget for the ASA Executive account. The Treasurer shall prepare and present the annual budget to the ASA Senate within the first four (4) weeks of the fall semester.

Clause 9. The President shall fulfill all other specified and implied duties, responsibilities, and obligations conferred upon the office as identified by the ASA Constitution and By-Laws.

Section 7: Duties and responsibilities of the ASA Vice President

Clause 1. The Vice President shall serve as the Chair of the ASA Senate and shall preside at all official meetings of the ASA Senate.

Clause 2. The Vice President may cast a vote in senate meetings only when necessary to break a tie vote.

Clause 3. The Vice President shall be responsible for developing and maintaining visible relationships with other Augustana University student organizations and, when appropriate, the student governments of other colleges and universities.

Clause 4. The Vice President shall preside at all meeting of the ASA Student Life Advisory Council in the absence of, or at the discretion of, the President.

Clause 5. The Vice President shall fulfill all other specified and implied duties, responsibilities, and obligations conferred upon the office as identified by the ASA Constitution and By-Laws.

Section 8: Qualification, duties, and responsibilities of the ASA Treasurer

Clause 1. The Treasurer shall serve as the Chair of the Administration and Planning Committee and perform duties of said office.

Clause 2. The Treasurer shall manage the ASA Senate account, General account, Executive account, Leadership Development Fund, Community Development Fund, and Service Opportunity Fund.

Clause 3. The Treasurer shall prepare reports on the financial position of the ASA and provide fiscal reports to the ASA Senate.

Clause 4. The Treasurer shall be responsible for communicating all budget allocation actions to student organizations.

Clause 5. The Treasurer shall maintain financial records of all organizations receiving partial or full funding from the ASA Senate and make such information available to the ASA Senate and President.

Clause 6. The Treasurer shall fulfill all other specified and implied duties, responsibilities, and obligations conferred upon the office as identified by the ASA Constitution and By-Laws.

Section 9: Qualifications, duties, and responsibilities of the ASA Secretary

Clause 1. The Secretary shall be elected by the Augustana University student body.

Clause 2. The Secretary shall be a member of the ASA.

Clause 3. The Secretary shall have and maintain a GPA of 2.0 throughout his or her term.

Clause 4. The Secretary shall serve as a non-voting, ex-officio member of the ASA.

Clause 5. The Secretary shall record the minutes of all meetings of the ASA Senate and maintain records of the status of all motions and resolutions presented to the ASA Senate.

Clause 6. The Secretary shall maintain and organize the ASA Senate historical records including, but not limited to minutes, funding requests, election results, and Board of Trustees reports.

Clause 7. The Secretary shall provide appropriate information and documents to the ASA Director of Communications for publication to the student body as delegated by the Executive Committee.

Clause 8. The Secretary shall be responsible for scheduling and attending Student Life Advisory Council meetings.

Section 10: Qualifications, duties, and responsibilities of the ASA Director of Communications

Clause 1. The Director of Communications shall be appointed by the Executive Branch.

Clause 2. The Director of Communications shall be a member of the ASA.

Clause 3. The Director of Communication shall have and maintain a GPA of 2.0 through his or her term.

Clause 4. The Director of Communications shall serve as a non-voting, ex-officio member of the ASA Senate.

Clause 5. The Director of Communications shall publicize activity of the ASA Senate as delegated by the Executive Committee.

Clause 6. The Director of Communications shall manage and maintain the ASA website, Viking Central website, email, and social media accounts in accordance to university standards.

Clause 7. The Director of Communications shall interact with media regarding issues pertinent to the ASA Senate and collaborate with the Augustana University Director of Communications.

Clause 8. The Director of Communications shall be responsible for scheduling and attending Student Life Advisory Council meetings.

Section 11: Petitions

The Executive Branch of the ASA shall be responsible for the collection and delivery of all petitions of the ASA to the ASA Senate for appropriate action.

Article V: Legislative Branch

Section 1: Name

Members elected by the ASA to serve as its legislators shall be referred to as the ASA Senate.

Section 2: Purpose

The ASA Senate is a body designated to protect, inform, serve, represent, and lead those persons from whom it deserves its right to govern.

Section 3: Membership

ASA Senators shall be chosen in accordance with the ASA Election Code. In addition to the twenty-six (26) senate positions identified here, the Dean of Students shall serve as the ASA Senate's advisor. This administrator shall serve as a non-voting ex-officio advisor.

Clause 1. Five (5) senators representing the senior class. Seniors shall be defined as students who have completed at least ninety (90) university credits or those who matriculated with the respective senior class.

Clause 2. Five (5) senators representing the junior class. Juniors shall be defined as students who have completed at least fifty-eight (58) university credits but no more than eighty-nine (89) or those who matriculated with the respective junior class.

Clause 3. Five (5) senators representing the sophomore class. Sophomores shall be defined as students who have completed at least twenty-eight (28) university credits but no more than fifty-seven (57) or those who matriculated with the respective sophomore class.

Clause 4. Three (3) senators representing the freshman class. Freshmen shall be defined as students who are enrolled in their first semester of their first year at Augustana University.

Clause 5. One (1) senator representing adult learners. Adult learners shall be defined as students who are either married, parents, or at least twenty-three (23) years of age.

Clause 6. One (1) senator representing off-campus commuters, which includes any student who lives off-campus

Clause 7. One (1) senator representing South-Side Housing, which includes Bergsaker and Solberg residence halls. This senator shall also serve as the liaison between the ASA Senate and Residence Hall Association.

Clause 8. One (1) senator representing international students, which includes any student who has non-immigrant status on an F-1 or J-1 visa.

Clause 9. Two (2) senators representing North-Side Housing, which includes Granskou, Stavig, East, and Tuve residence halls. This senator shall also serve as the liaison between the ASA Senate and Residence Hall Association.

Clause 10. Two (2) senators representing university-owned alternative housing, which includes all university-owned apartments and theme houses.

Section 4: Succession

Clause 1. In the event of the removal or resignation of a senator, the Personnel and Development Committee shall recommend a replacement to the Vice President. Approval of the recommended replacement is subject to two-thirds (2/3) majority vote by the ASA Senate.

Clause 2. In the event the Vice President is unable to fulfill the duties and responsibilities as the Chair of the ASA Senate, succession shall be assumed by a senator in the following order until the position is filled:

- A. Chair, Administration and Planning Committee
- B. Chair, Co-Curriculum Committee
- C. Chair, Curriculum Committee
- D. Chair, Housing and Dining Committee
- E. Chair, Personnel and Development Committee

Section 5: Qualifications

Each ASA Senator must:

Clause 1. Be a member of the ASA.

Clause 2. Be elected by a vote of the ASA in accordance with the ASA Election Code.

Clause 3. Have completed at least three (3) courses at Augustana University. Exceptions shall include all freshmen students enrolled their first semester at Augustana University.

Clause 4. Have a GPA of 2.0 at the time of the election. Senators must be in good academic standing at the end of the Summer Term and at the end of the January Term.

Clause 5. Class eligibility shall be determined at the time of the corresponding election and in accordance with the ASA Election Code.

Section 6: Duties and Responsibilities

Clause 1. It shall authorize the appropriation of monies from the ASA Senate account, General account, Community Development Fund, Leadership Development Fund, and Service Opportunity Fund with a two-thirds (2/3) majority vote.

Clause 2. It shall work in coordination with on-campus judicial bodies in establishing rules and a code of conduct for the student body.

Clause 3. It shall create such ad hoc committees, as it deems necessary.

Clause 4. It shall approve the constitutions and by-laws of all ASA funded student organizations.

Clause 5. It shall decide all issues arising over the ASA Senate membership.

Clause 6. It shall have the authority to rescind the voting privileges of any ASA Student Senator for reasons of non-attendance by a two-thirds (2/3) majority vote. Each succeeding ASA Senate shall have the right to determine specific attendance requirements.

Clause 7. It shall have the option of overriding any presidential veto or line-item veto with a vote of two-thirds (2/3) majority vote.

Section 7: Legislation

It shall have the sole authority to enact legislation regarding the ASA by means of a motion. The ASA President and any ASA member may suggest legislation, in the form of a resolution, to the ASA Senate.

Article VI: Standing Committees of the ASA Senate

Section 1: Description

There shall be five standing committees of the ASA Senate. The committees shall be called the Administration and Planning Committee, the Co-Curriculum Committee, the Curriculum Committee, the Housing and Dining Committee, and the Personnel and Development Committee.

Section 2: Membership

The ASA Senate will be guided by the following rules to determine the membership of standing committees:

Clause 1. All committees shall be open to at large membership selected from the ASA at large who do not hold elected or appointed positions on the ASA Senate or the ASA Student Life Advisory Council. These at large participants shall be appointed by the Personnel and Development Committee, subject to approval by both the ASA Senate and the ASA President. At large members' terms will run concurrent with those of ASA Senators.

Clause 2. There shall be a minimum of four ASA Senators assigned to each standing committee by the ASA Vice President subject to the approval of the ASA Senate. A senator may serve on only one standing committee at any given time.

Clause 3. The ASA Vice President shall select chairpersons for each of the five standing committees. Committee chairpersons must be an ASA Senator.

Section 3: General duties and responsibilities of the standing committees of the ASA Senate.

Clause 1. Matters may be referred to a committee at the discretion of the ASA Vice President.

Clause 2. All matters referred to a committee shall remain there until formal action is taken unless the ASA Senate, by a two-thirds (2/3) majority vote, directs the referred matter to be removed from the committee.

Clause 3. All formal action must take the form of a motion. If a committee determines that no action is necessary, it shall file a report of "No recommendation" to the ASA Senate.

Section 4: Duties and responsibilities of the Administration and Planning Committee

Clause 1. It shall review, discuss, and advise the ASA Senate on matters pertaining to the budget.

Clause 2. It shall, upon request, meet with any leader of a student group for the purpose of discussing matters pertaining to, but not limited to, the following: fundraising, planning events, service opportunities, setting goals, general planning, and funding questions.

Clause 3. The outgoing Administration and Planning Committee Chair will serve as a non-voting advisor for any student group finance concern brought forth by student group leaders until the completion of the academic year.

Clause 4. It shall review, discuss, and advise the ASA Senate on amendments to the ASA Constitution, By-Laws, and other governing documents apart from the Election Code.

Clause 5. It shall review, discuss, and advise the ASA Senate on resolutions emanating from the ASA Student Life Advisory Council.

Section 5: Duties and responsibilities of the Co-Curriculum Committee

Clause 1. It shall examine and review non-academic issues and topics of the Augustana University community and recommend changes and lead discussions that may enhance the social life of the ASA.

Clause 2. One member of the Co-Curriculum Committee shall serve on the Faculty Co-Curriculum Council.

Clause 3. Its members shall serve on task forces and committees that address non-curricular issues of student life apart from matters pertaining to the Housing and Dining Committee.

Section 6: Duties and responsibilities of the Housing and Dining Committee

Clause 1. It shall represent the students' interests in the housing and dining areas of campus.

Clause 2. It shall meet regularly with the housing and dining faculty at Augustana University to advise and recommend changes on behalf of the student population.

Clause 3. One member of the Housing and Dining Committee shall lead the Kitchen Cabinet and report back to the committee with updates.

Section 6: Duties and responsibilities of the Curriculum Committee

Clause 1. It shall represent the ASA's interest in the curricular affairs of Augustana University.

Clause 2. It shall better the academic aspect of the ASA by acting as a liaison between students and the university administration.

Clause 3. It shall strive to inform the ASA of the value of the Liberal Arts curriculum at Augustana University.

Clause 4. It shall have the option to administer a faculty recognition award process in the spring semester, taking nominations from the student body.

Section 7: Duties and responsibilities of the Personnel and Development Committee

Clause 1. It shall recommend appointments for vacant ASA Senate seats, subject to a two-thirds (2/3) majority vote of approval by the ASA Senate. It may also appoint three at large members to each standing committee, subject to a two-thirds (2/3) majority vote of approval by the ASA Senate.

Clause 2. It shall be responsible for the selection of the Union Board of Governors (UBG) Head Governor(s), Welcome Week Chair(s), and Viking Days Chair(s). The selection process shall include an application and interview with the selection committee. A Campus Life Office representative shall serve as a voting member of the selection committee. Current student leaders of each of the above mentioned organizations may serve as non-voting, ex-officio members for the selection process of their respective organizations. Past and/or current faculty staff advisors for their respective organizations may be voting, ex-officio members. These positions will be filled at the discretion of the committee when qualified applicants are available.

Clause 3. It shall develop and implement strategies to raise the ASA's awareness of ASA Senate goals and activities and to raise the ASA Senate's awareness of constituent concerns. This may include, but is not limited to, publicizing meetings and actions taken and promoting events at the request of the ASA Student Life Advisory Council or other standing committees of the ASA Senate.

Article VII: ASA Student Life Advisory Council

Section 1: Purpose

To create a forum for the exchange of ideas among the ASA Student Life Advisory Council's members

Section 2: Membership

The ASA Student Life Advisory Council shall consist of the following members: ASA President, UBG Head Governor(s), Welcome Week Co-Chairs, Viking Days Co-Chairs, Editor of The Mirror, Serving and Learning Together (SALT) President, one (1) male intercollegiate athlete, and one (1) female intercollegiate athlete (each appointed by the ASA President), Augustana Band President, Augustana Choir President, Augustana Orchestra President, and Augustana Chapel President.

Article VIII: ASA Student Life Training Sessions

Section 1: Purpose

To create a forum for the exchange of ideas and to provide training and resources for student organization leaders

Section 2: Membership

The ASA Student Life Training Sessions shall be open to all ASA-recognized student organization leaders and faculty advisors, as well as all other interested parties.

Section 3: Meetings

The ASA Student Life Training Sessions shall be held at least once per semester.

Article IX: Meetings

Section 1: ASA

Clause 1. Meetings of the ASA may be held at the discretion of the ASA Senate or the ASA President. Meetings may also be called by a petition of ten (10) percent of the total ASA membership.

Clause 2. Twenty (20) percent of the ASA membership constitutes a quorum for transacting business at all meetings of the ASA.

Clause 3. A student forum may be held during the Fall or Spring Semester for each academic year upon the recommendation of the ASA Senate or upon the petition of ten (10) percent of the ASA.

A. This forum shall be open to all members of the ASA with no quorum necessary.

B. Resolution emanating from student forums will be referred to the ASA Senate for legislative action no later than one month after said forum.

Section 2: ASA Senate

Clause 1. The ASA Senate shall meet as a body at least once a month according to the schedule determined by the ASA Senate at the beginning of each semester and shall meet at other times at the discretion of the ASA Vice President.

Clause 2. Two-thirds (2/3) of the filled voting positions of the ASA Senate shall constitute a quorum for transacting business.

Clause 3. In the event of needing to perform an urgent vote during the academic year, or needing to perform a vote between academic years, the ASA Vice President will call for an electronic vote.

A. ASA Senators will be notified of the voting request and be asked to communicate discussion points.

B. Once an ASA Senator moves to vote and the motion is seconded, the ASA Vice President will ask for any further discussion, and will allow for an appropriate time window for ASA Senators to reply with any further discussion items.

C. After all discussion has ceased, the ASA Vice President will ask for votes to be cast with either an aye, nay, or abstain. Voting will be open for no less than 24 hours.

Section 3: Committees of the ASA Senate

Standing committees of the ASA Senate shall normally meet on a bi-monthly basis or as deemed necessary by the committee chairperson.

Article X: Referendum and Impeachment

Section 1: Referendum

Any member of the ASA may challenge legislation passed by the ASA Senate by petitioning for a referendum. A referendum petition must contain the signature of at least five (5) percent of the ASA membership and be presented to the ASA President within two (2) class weeks of the passage of the legislation. A referendum shall be held within one (1) week of the presentation of the petition. The Administration and Planning Committee will determine a date for the election (referendum) and preside over it as designated in the ASA Election Code. A two-thirds (2/3) majority of the votes cast in an election of the ASA shall be necessary for a repeal of the referred legislation. Thirty (30) percent of the ASA must vote for the election to be valid.

Section 2: Impeachment

Any member of the ASA may challenge an elected or appointed official for cause based upon a belief that the official is not performing the requirements of the positions, by petitioning for a recall. The recall petition must contain the signature of at least five (5)

percent of the ASA members and be presented to the ASA President. If the ASA President is the subject of the petition for impeachment, the petition shall be delivered to the ASA Vice President. A recall election shall be held within two (2) weeks after the presentation of the recall and shall be presided over as designated by the ASA Election Code. It is necessary that seventy-five (75) percent of the total vote is in favor of removing the official from office. Fifty (50) percent of the ASA must vote in said election for the election to be valid.

Section 3: Impeachment by the ASA Senate

The rules governing the impeachment of the executive officers of the ASA and ASA Senators by the ASA Senate are as follows:

Clause 1. An official accusation for the impeachment of an Executive Officer of the ASA or ASA Senator shall be made before the ASA Senate two (2) weeks prior to impeachment hearings. ASA Senators may bring formal accusation against officers of the ASA and members of the ASA Senate. Any member of the ASA may also bring formal accusation against any officer of the ASA. However, accusation of an ASA Senator for the ASA at large must come from the electorate, which he or she represents, with the duties formerly granted to the ASA now being granted to the appropriate electorate.

Clause 2. At the impeachment hearing, which shall be held two (2) weeks following the accusation, the accused shall be given ample time to present his or her case.

Clause 3. The highest-ranking officer of the ASA who is present shall chair the impeachment hearing. The impeachment hearing cannot be a part of a regular meeting of the ASA Senate; a special meeting of the ASA Senate must be held.

Clause 4. The accused shall not be considered a member of the quorum or be eligible for chairperson.

Clause 5. After the accused has presented his or her case, he or she shall be allowed to remain present and defend himself or herself during the ensuing discussion by the ASA Senate.

Clause 6. The chair shall terminate discussion after a member of the quorum has called the question. Following the acceptance of the question, the accused shall be excused from further proceedings.

Clause 7. Upon exclusion of the accused, no more discussion shall take place, and a secret ballot shall be taken.

Clause 8. Impeachment of the accused will require a three-fourths (3/4) majority vote of the ASA Senate in favor of impeachment.

Article XI: Parliamentary Authority

Section 1: Rules

The rules contained in *Robert's Rules of Order Newly Revised* shall govern the entirety of this organization for all cases in which they are applicable and not inconsistent with the Constitution, By-Laws, or other governing documents of the ASA.

Section 2: Parliamentarian

The ASA Vice President may designate a person well-versed in parliamentary procedure to serve as parliamentarian, subject to confirmation in the form of a majority vote of the ASA Senate. The individual shall serve in an advisory position to the ASA Vice President with regard to parliamentary procedure. The parliamentarian shall be a non-voting member of the ASA Senate.

Article XII: Amendment Procedure

Section 1. Amendments

This Constitution may be amended by a seventy-five (75) percent majority vote of the ASA Senate. This Constitution may also be amended by a referendum vote of the ASA. Fifty (50) percent of the ASA must vote for the election to be valid. Any member of the ASA may initiate a petition bearing the signatures of at least five (5) percent of the ASA membership.

Section 2: Revision

The ASA Vice President shall refer the proposed amendment to the Administration and Planning Committee for the purpose of reading and revising for a minimum of one (1) week.

Section 3: Presentation to the Senate

The Administration and Planning Committee shall then discuss the proposal and draft it into final form before presenting it to the ASA Senate.

Section 4: ASA Senate Review

The ASA Senate shall then hold a minimum of a one (1) week reading period to review the amendment.

Section 5: Approval

If the ASA Senate passes an amendment, it shall be sent to the ASA President for his or her signature or veto. If the ASA President vetoes the measure, it shall be sent back to the ASA Senate where it may be overridden by a two-thirds (2/3) majority vote of the ASA Senate. If the veto of the ASA President is overridden, the measure shall be adopted.