

# The Undergraduate Student Government

## Preamble

We, the students of the undergraduate divisions of the Tulane University of Louisiana, in order to promote academic excellence; to establish meaningful and lasting relationships among all members of the Tulane University community; to facilitate and encourage the interests and activities of undergraduate students; to foster cooperation among the undergraduate governments of the University; to coordinate activities with the graduate and professional divisions of the University; and to work to meet the needs of all undergraduate students, do establish this constitution for the Undergraduate Student Government of Tulane University.

## Article I.

### Organization of the Undergraduate Student Government

Section 1. This body shall be "The Undergraduate Student Government of the Associated Student Body of Tulane University of Louisiana" (USG).

Section 2. The membership of the USG shall be all persons classified by the University as undergraduate students or students enrolled in divisions of the University classified as undergraduate who are registered as either full or part time students in the University.

Section 3. The USG shall be represented by a Student Senate, which shall be composed of the USG Executive Cabinet, the heads of each Student Organization Council, representatives from each undergraduate division of the University, as per Article II, Section 1A, and the ASB Advisor.

Section 4. Senators representing those divisions listed in Article II, Section 1 A shall be the only voting members of the USG Senate, except in the case of a tie, where the USG President shall cast the deciding vote.

## Article II.

### The USG Senate

#### Section 1. Student Senate Representation

- A. The following divisions of the university shall send representatives to the Student Senate:
  - 1) Architecture Student Body
  - 2) Engineering Student Association
  - 3) Freeman Student Government
  - 4) Newcomb College
  - 5) Tulane College
  - 6) University College Student Government Association
- B. Additional divisional representation may be created by constitutional amendment.
- C. The name and composition (excluding the positions of President and Student Senators) of each of these divisions shall be determined by the respective division.

#### Section 2. Division Presidents

- A. Prerequisites for seeking and retaining office:
  - 1) Registration in the division and subdivision which he or she is to represent or represents.
  - 2) Eligibility under the rules and regulations of the division in which he or she is registered.
  - 3) Intention to be a student of the university for a full school year during the term of office.
- B. Each President must act as presiding officer at each meeting of his/her respective division.

#### Section 3. Student Senators

- A. Each division listed in Section 1A, above, shall be required to elect to the USG Senate the number of Senators provided in Title I, Article I, Section 3.
- B. Prerequisites for seeking and retaining office:
  - 1) Registration in the division and subdivision which he or she is to represent or represents.
  - 2) Eligibility under the rules and regulations of the division in which he or she is registered.
- C. Duties:
  - 1) Attend Senate meetings in person or by proxy as per subsection D of this Section, and
  - 2) Serve on either an USG committee or a University Senate committee designated in the USG Bylaws.
  - 3) Perform any duties specified within the USG Bylaws.
- D. Failure to perform any of the above duties shall constitute grounds for removal from office.

- E. Proxies: The proxy must be registered as a student of the university, and must meet the same qualifications as the person for whom they are proxying. No person may have more than one vote in the Senate. No Senator can have a proxy for more than two (2) Senate meetings per year, subject to the review of the Senate.

**Article III.  
Powers and Duties of the USG Senate**

Section 1. It shall be the duty of the Senate to:

- A. Represent the USG in all matters of student government pertaining to those divisions listed in Article II, Section 1A.
- B. Overturn decisions of the Student Organization Councils and USG recognized organizations with previous notice of Senators and an affirmative vote of two-thirds (2/3) of total Senate membership.
- C. Confirm the students representing those divisions listed in Article II, Section 1A, to sit on the University Senate.
- D. Approve the appointments of all USG standing committee chairs.
- E. Elect the undergraduate representative to the Board of Administrators.

Section 2. The Senate is empowered to enact all proper legislation necessary to carry out its duties.

Section 3. The Senate may not adopt bylaws inconsistent with this Constitution. The amendment of bylaws requires previous notice and a two-thirds (2/3) majority of those voting.

**Article IV.  
USG Senate Meetings**

Section 1. Regular Meetings

- A. The first regular meeting of the school year shall be held within the first two (2) weeks of the start of the fall semester.
- B. The regular meetings shall be held biweekly with respect to the University calendar.
- C. Meetings of the USG Senate shall be open to the public, unless called into executive session as provided in Title I, Article IX of this Constitution.
- D. In addition to members of the USG Senate, the following persons shall have full speaking privileges at USG Senate meetings:
  - 1) The President of the ASB, and
  - 2) Members of the Executive Council and Assembly of the GAPSA

Section 2. Special Meetings

- A. A separate session of the USG Senate, held at a time different from that of the regular meetings to consider important matters that urgently require action, may be called by the USG President at his or her discretion. Such a session must be called by the President upon receipt of:
  - 1) Written request of any other member of the Executive Cabinet.
  - 2) Petition by twenty-five percent (25%) of the Senators, or
  - 3) Petition by five percent (5%) of all registered Tulane students enrolled in the divisions listed in Article II, Section 1A.
- B. Such call must give at least twenty-four (24) hours notice, and must include the time, place, and exact purpose of the meeting.
- C. No business shall be transacted except that mentioned in the call. This restriction may be waived by a two-thirds (2/3) majority of those present.

Section 3. Quorum: The quorum shall be defined in the bylaws of the USG Senate.

Section 4. Legislation

- A. No legislation shall become binding unless it is introduced and presented in writing by a Senate member, read, and passed by a majority vote at a USG Senate meeting.
- B. All legislation of the USG Senate shall be categorized as follows:
  - 1) Laws: rules and regulations governing undergraduate students, student organizations, financial allocations, and the creation of committees or subsidiary organizations.
  - 2) Bylaws: rules of order and procedures governing the USG Senate or its committees. Such bylaws may be enacted upon previous notice and a majority vote of the USG Senate. Subsequent amendments to the bylaws require previous notice and a two-thirds (2/3) majority vote of the USG Senate.

- 3) Decrees: advisement ordering or prescribing the method for a USG official, whether elected or appointed, to fulfill some duty provided for in this Constitution, bylaws, or laws of the USG Senate. Decrees must be passed by a two-thirds (2/3) majority vote of the USG Senate.
- 4) Resolutions: expressions of the sentiment of the USG Senate.

**Article V.  
USG Executive Cabinet**

Section 1. The Executive Cabinet shall be composed of:

- A. Voting Members including:
  - 1) A President (who votes only in the case of a tie),
  - 2) An Executive Vice-President,
  - 3) A Vice-President for Student Life,
  - 4) A Vice-President for Student Organizations,
  - 5) A Vice-President for Finance,
  - 6) A Vice-President for Public Affairs, and
- B. Nonvoting Members including:
  - 1) An Advisor,
  - 2) A Parliamentarian,
  - 3) (A) Secretary(ies).

Section 2. The following will have limited speaking privileges in the Executive Cabinet:

- A. Student Organization Councilheads, and
- B. Presidents of student governments as listed in Article II, Section 1 A.

Section 3. Prerequisites for Seeking and Retaining Office

- A. Must be registered as a student of the University in one of the divisions listed in Article II, Section 1A;
- B. Must have been a student of the University for at least two regular semesters at the time of the election;
- C. Must intend to be a student of the University for a full school year during the term of office; and
- D. Must be eligible under the rules and regulations of the division in which he or she is registered.

Section 4. Duties

- A. The President shall :
  - 1) Serve as the presiding officer of the USG Senate and of the USG Executive Cabinet,
  - 2) Serve as the chair of the USG Executive Finance Committee,
  - 3) Call meetings of the USG Senate as prescribed in Article VI,
  - 4) Serve as an ex officio, non voting member of each Student Organization Council,
  - 5) Appoint representatives to the University Senate, University Senate Committee seats, and other university committees that are designated as undergraduate, and
  - 6) Have the ability to veto all legislation passed by less than two-thirds (2/3) of the USG Senate.
    - (a) The veto must occur within forty-eight (48) hours of the close of the meeting at which the legislation was passed.
    - (b) The veto may be overridden by a two-thirds (2/3) vote of the USG Senate.
- B. The Executive Vice President shall:
  - 1) Serve as the first vice president of the USG Senate,
  - 2) Oversee the expenditure of USG Senate funds,
  - 3) Be responsible for the minutes and attendance of the USG Senate,
  - 4) Be responsible for the USG Workroom and Office,
  - 5) Oversee the Awards and Elections Committee (AEC),
  - 6) Be responsible for establishing and maintaining a permanent record of all legislation considered in the USG Senate, and
  - 7) Oversee the enactment of legislation passed by the USG Senate.
- C. The VPSO shall:
  - 1) Oversee the USG Student Body Administrative Council (SBAC),
  - 2) Oversee the Motor Pool Committee,
  - 3) Chair the Mushroom Trust Fund Committee,
  - 4) Serve as an ex-officio member of all Student Organization Councils, and
  - 5) Bring all legislation pertaining to student organizations to the appropriate administrative bodies.
- D. The VPSL shall:
  - 1) Chair the University Affairs and Student Concerns Committee,
  - 2) Oversee the Undergraduate Academic Concerns Committee,
  - 3) Serve as an Undergraduate representative to the University Senate,

- 4) Coordinate all student comments, recommendations, complaints (representing those divisions listed in Article II, Section 1A) through the University Affairs and Student Concerns Committee, and
  - 5) Bring all legislation pertaining to student life to the appropriate administrative bodies.
- E. The VPF shall:
- 1) Serve as the presiding officer of the Finance Committee as per Article VIII.
  - 2) Officially inform the Vice President for Student Affairs or his/her representative of all actions taken by this Committee and, where necessary, approved by the USG Senate,
  - 3) Notify all organizations of the restrictions, guidelines, and priorities established by this Committee,
  - 4) Act as spokesperson for the Committee to enforce and promote all policies as mandated by the Committee,
  - 5) Appoint committees as authorized in the bylaws,
  - 6) All meetings of this Committee, and
  - 7) Bring all legislation pertaining to USG finances to the appropriate administrative bodies.
- F. The VPPA shall:
- 1) Be responsible for maintaining public relations with the Tulane University community.
  - 2) Oversee the Tidal Wave Committee, and
  - 3) Oversee the USG Apprentice Program.

**Article VI.  
Powers And Duties Of The USG Executive Cabinet**

Section 1. Duties

With regard to proposed legislation or projects, the Executive Cabinet shall act in an advisory capacity toward the USG Senate.

Section 2. Powers

The Executive Cabinet is empowered to carry out its duties.

Section 3. Extraordinary Powers and Duties

The Executive Cabinet is vested with the duty and power to act for the USG Senate under the following circumstances:

- A. The matter is of an emergency nature, and
- B. It is impractical for the Senate to meet. Such circumstances must be certified by the USG President or member of the USG Executive Cabinet in conjunction with the Vice President for Student Affairs or his/her representative. Such extraordinary actions are subject to the review of the Senate.

Section 4. The Executive Cabinet may not adopt bylaws inconsistent with this Constitution. The amendment of bylaws requires previous notice and a two-thirds (2/3) majority of those Executive Cabinet members voting

**Article VII.  
Elections, Terms of Office, and Removal**

Section 1. Procedures for Elections

- A. Supervision of:
  - 1) Officer elections shall be conducted by the USG Awards and Elections Committee (AEC).
  - 2) Senator elections shall be conducted by the respective elections committee of the corresponding student governments. Where no such recognized government is functioning, the USG AEC shall hold such elections.
- B. Dates:
  - 1) Officer elections shall be held no earlier than the fourth week and no later than the sixth week of the Spring Semester.
  - 2) Senator elections shall be held no earlier than the ninth week and no later than the eleventh week of the Spring Semester and all Senator-elects shall take office upon a date specified by the USG AEC.
  - 3) Individual colleges and divisions may designate a certain number of their USG Senator positions, not to exceed twenty-five (25%) percent of the total positions, as freshman positions (or junior positions in the Freeman Student Government), and may elect these Senators in the first five (5) weeks of the fall semester.
- C. Rules and Procedures:
  - 1) All elections shall be by simple majority and by secret ballot.
  - 2) Candidates must follow the specific procedures as defined in the bylaws:
  - 3) No student shall hold more than one elected office in the USG Senate at any given time.
  - 4) Appropriate elections committee must review and approve the qualifications of each candidate before it shall enter his name on the official ballot.

- 5) The appropriate elections committee must certify the results of each election.
  - 6) The appropriate elections committee is empowered to enact and enforce such additional rules, regulations, and penalties as it deems necessary.
  - 7) If no candidate should run or be properly certified for any position then the position shall be filled as per Section 5 of this Article.
- D. The Electorate
- 1) All students who are members of the USG, as defined in Article I, Section 2, shall be eligible to vote for USG Executive Officers.

Section 2. The ASB Elections Appeals Court (EAC)

- A. Decisions regarding elections under this Title of the ASB Constitution may be appealed to the ASB Elections Appeals Court.

Section 3. Terms in Office

- A. Officers: Shall begin on the second meeting in March following their election, and continue until the second meeting in March of the following year.
- B. Senators: Shall begin following the certification of their election by the USG AEC and shall continue until the certification of their successors or until removed.
- C. Any newly elected Senator who holds another position in the Senate at the time of his election must resign that position immediately following his election.

Section 4. Procedures for Removal

- A. Any officer or Senator or Student Organization Councilhead may be removed by a three-fourths (3/4) vote of the USG Senate. This vote of impeachment may not be called any sooner than a reading of the allegations in two separate meetings of the USG Senate.
- B. The question of removal may be brought to the floor by either a motion of a member of the Senate or a presentation of a petition signed by thirty-five percent (35%) of the officer's, Councilhead's, or Senator's constituency, as interpreted by those present as provided by Title I, Article IX, Section 2(a)(2).. The accused and the petitioner reserve the right to appear before the USG Senate and present opinions regarding the definition of constituency. A question of impeachment takes immediate precedence over all other business until tabled, and becomes the first item of business at the next consecutive meeting of the USG Senate
- C. Before the Senate may vote on the question of impeachment of any officer, Councilhead or Senator, both the accused and the petitioner must receive the opportunity to speak.
- D. Failure to serve on an USG Committee or University Senate Committee shall result in grounds for automatic removal from office.
- E. Such removal by the USG Senate shall be undertaken in executive session, under the rules and procedures provided by *Robert's Rules of Order*.

Section 5. Procedure for Vacancies

- A. A vacancy in the office of USG President shall be filled by the Executive Vice President.
- B. Other officer vacancies will be dealt with in a manner consistent with the time of vacancy.
  - 1) If the vacancy occurs prior to the second USG Senate meeting in October, the position will be filled by general election.
  - 2) If the vacancy occurs at or after this time, the USG President will fill the vacancy by appointment with a two-thirds (2/3) approval of the Senate.
- C. In the case that a vacancy in the USG President's office exists at the same time that a vacancy in the Executive Vice President's office exists, the President Pro Tempore shall assume the office of USG President.
- D. In the case that a vacancy in the USG President's office exists at the same time that vacancies in the Executive Vice President's and President Pro Tempore's offices exist, the remaining members of the Executive Cabinet shall nominate from the body of USG Senators candidates for the office of President.
- E. Senator vacancies may be filled by the division government in which the vacancy occurs.
  - 1) If the above selection does not occur within two (2) weeks, or if there is no functioning student government, then the Executive Cabinet shall be empowered to fill the vacancy.
  - 2) In either case, the Executive Cabinet shall be the certifying body for such replacement.

**Article VIII.**  
**USG Finance Committee**

Section 1. The Designation: The name of this organization shall be the Undergraduate Student Government Finance Committee, a standing committee of the USG Senate.

Section 2. Object : The USG Finance Committee shall be the treasurer for the USG. Its object shall be to assure that the funds of the USG are properly handled for the benefit of all undergraduate students.

### Section 3. Permanent Composition

- A. The Finance Committee shall consist of the following voting members:
  - 1) USG VPF, who shall serve as chair and vote only in the case of a tie.
  - 2) Six (6) representatives, one from each division listed in Article II, Section 1A.
  - 3) Vice President for Student Affairs;
  - 4) The Chair of the USCSA.
  - 5) Non-Senators will be considered for filling vacancies should insufficient numbers of Senators be found. Senators will be given priority over non-Senators.
- B. The USG Finance Committee shall include the following nonvoting members:
  - 1) A Secretary;
  - 2) A representative from each Student Organization Council; said representative shall be either the Councilhead or his/her designee, chosen from within the council executive committee.
  - 3) The Director of Student Budgets
- C. The USG Executive Finance Committee shall be composed of the following:
  - 1) Voting members:
    - (a) USG VPF;
    - (b) Vice President for Student Affairs;
    - (c) A voting member of the Finance Committee elected by the other members of the USG Finance Committee.
    - (d) The Director of Student Budgets,
  - 2) The USG President shall serve as the nonvoting chair.

### Section 4. Power and Duties

- A. The USG Finance Committee shall
  - 1) Establish in its bylaws restrictions, guidelines and priorities for the allocation and expenditure of funds.
  - 2) Investigate all USG accounts to ensure that there are no violations of such restrictions, guidelines or priorities. Violations shall be reported to the USG Senate; violations of the restrictions shall be reported to the Vice President for Student Affairs for disciplinary action.
  - 3) Hear and research all budget request for USG funds.
  - 4) Present an annual budget in the Spring Semester to the USG Senate for approval.
    - (a) Such budget and all subsequent proposals shall violate neither the provisions set forth in this Constitution nor the Bylaws for this committee.
    - (b) Such budget shall include a return to the recognized student government of University College an amount not less than fifty percent (50%) of their respective student activities fees.
  - 5) Maintain and oversee, through the Director for Student Budgets, all USG accounts.
  - 6) Manage the USG Budget Reserve in accordance with Title I of this Constitution.
- B. USG Executive Finance Committee: Extraordinary powers and duties relating to the allocation of funds are vested exclusively in the USG Executive Finance Committee under the following circumstances:
  - 1) The matter is of an emergency nature, and
  - 2) It is impractical for the USG Finance Committee to meet. Such circumstances must be certified by the Vice President for Student Affairs or his/her representative.
  - 3) Decisions of the USG Executive Finance Committee must be approved by three (3) voting members and must be reviewed by the Finance Committee within ten (10) working days and then at the next meeting of the USG Senate.
  - 4) If such review by the USG Finance Committee and Senate is not possible because it is impractical or impossible for them to meet, the decision of the USG Executive Finance Committee may be approved by the USG Executive Cabinet under the Executive Cabinet's Emergency Powers as designated in Article VI, above.
  - 5) Such approval by the USG Executive Cabinet shall be subject to the review of the USG Senate.

### Section 5. The Budget Reserve

- A. Establishments: the value of this fund:
  - 1) Shall never be less than ten percent (10%) of the estimated value of the General Fund for the ensuing year of the establishment date.
  - 2) Shall be established as of July 1
  - 3) May include the value on investments made as per subsection B, below.
- B. Purpose: This fund is to serve two principal purposes:
  - 1) To underwrite activities deemed worthy by the USG Senate
  - 2) To ensure that the ASB General Fund will not be overdrawn of June 30

- C. Possible Use: This fund may only be invested in bonds, bills, or notes of city, state, or federal agencies or in homesteads or savings and loan institutions. Investments may be accomplished only with the approval of the Vice President for Finance of the University.

Section 6. Bylaws:

This Committee shall establish its procedure and any restrictions, guidelines, or priorities deemed necessary in its bylaws. Revision of bylaws shall require previous notice, and a two-thirds (2/3) majority vote of the USG Finance committee, and subsequent notice and two-thirds (2/3) majority vote of the USG Senate.

Section 7. Definitions applicable to this Article:

- A. USG accounts refers to all accounts wherein appropriations from the USG General Fund were received.
- B. Emergency powers shall be defined as the same powers as those of the USG Finance Committee.

**Article IX.**  
**USG Student Organization Councils**

Section 1. The Councils

- A. There are hereby established six (6) Student Organization Councils:
  - 1) Association of Service/Education Organizations
  - 2) Association of Programming & Performance Organizations
  - 3) Media Board
  - 4) Association of Club Sports
  - 5) Multicultural Council
  - 6) Association of Liberal Arts & Pre-Professional Organizations
  - 7) Political Advocacy League
  - 8) Tulane Council of Campus Religious Organizations
- B. Additional councils may be created by constitutional amendment.
- C. The name and composition of each of these six (6) councils shall be determined, and can be altered, by a majority vote of the USG Senate; the SBAC shall make recommendations to the USG Senate concerning the name and composition of these councils.

Section 2. Duties of Student Organization Councilheads.

- A. The Student Organization Councilheads shall:
  - 1) Attend all USG Senate Meetings and committees as assigned, in person or by proxy. Absence of a Student Organization Council head without proxy from more than 2 regular meetings in any one term of office shall result in automatic removal from the USG Senate
  - 2) Review the financial requests of each organization within their respective council before their submission to the USG Finance Committee, and
  - 3) Represent the interests of their respective councils.

Section 3. Constitution and Bylaws

- A. The respective constitutions of these councils must be incorporated as articles of the USG Senate Bylaws.
- B. The bylaws of each council shall be determined by the respective councils subject to the approval of the Senate.
- C. The USG Senate may not force changes in the constitution or bylaws upon an unwilling Student Organization Council except upon previous notice and affirmative vote of two-thirds (2/3) of the USG Senate.
- D. The USG Senate may overturn decisions of the Student Organization Councils only upon previous notice and affirmative vote of two-thirds (2/3) of total USG Senate membership.

Section 4. Additional Funding

Each Student Organization Council may request additional funding from the GAPSA Assembly for any graduate or professional student members.