

CONSTITUTION OF THE STUDENT GOVERNMENT OF THE COLLEGE FOR CREATIVE STUDIES

Article I. Name

This organization shall be known as the Student Government of the College for Creative Studies.

Article II. Purposes

The purpose of this organization shall be to:

Section 1. Serve as the duly elected body represented and unifying the students of the College for Creative Studies.

Section 2. Further the aims, goals and desires of the students of the College for Creative Studies.

Section 3. Foster communications, cooperation and understanding between the students of the various departments, as well as between the students and the faculty/ administration of the College for Creative Studies.

Section 4. Provide and fund experiences which supplement and complement the educational purposes and programs of the College for Creative Studies.

Section 5. Control and oversee the expenditures of the yearly budget for the Student Government.

Article III. Elections and Membership

Section 1. Any degree-seeking student enrolled at the College for Creative Studies shall be eligible for election to the Student Government, whether enrolled full-time or part-time.

Section 2. Two (2) representatives and two (2) alternates shall be elected from each of the eleven

studio major departments. Two (2) representatives and two (2) alternates shall be elected from the department of Art Education. Two (2) representatives and zero (0) alternates shall be elected from the graduate program.

- Section 3.** For the election of department representatives to be valid, one (1) vote per student enrolled in the department may be counted, and the majority vote wins the position. Only students majoring in the department may vote on this.
- Section 4.** Both representatives of each department are to hold a departmental meeting once per semester before the midterm with a \$50 budget from the annual student government funds.
- Section 5.** Representatives are expected to be present at all meetings. Any representative missing four (4) consecutive meetings will be automatically dismissed from their duties.
- A. If a department representative is dismissed from the Student Government, an alternate from that department shall assume the responsibilities of the dismissed representative.
 - B. The department must hold an election to fill the vacant position of department representative between the alternates. The department must hold an election to fill the vacant position of any alternates, majority vote winning the position.
 - C. The duty of each elected representative is to represent the needs and the best interests of the entire student body of the College for Creative Studies, rather than only those of his/her own section or department.
- Section 6.** In the absence of a Representative, an alternate may cast a vote. If one (1) Representative is absent and two (2) alternates are present, they must agree upon who will cast the vote. If there are two (2) Representatives absent and one (1) alternate present, the alternate may only cast one (1) single vote.
- Section 7.** Any Representative, who fails to complete obligations, shows lack of interest and overall failure of duties may be forced to resign by request from the remaining Student Government body in the form of a 3/4 vote.
- Section 8.** General Elections for Student Government are to take place for seven (7) days starting the third (3rd) week preceding the end of Winter Semester.

- Section 9.** Elections are to be presented to the student body for one (1) full week either digitally or in person.
- Section 10.** The Director of Student Life is charged with collecting the votes from students during the designated time.
- Section 11.** Each student is allowed only one ballot. A student check sheet from each department will be kept to ensure each student votes only once.
- Section 12.** Each Student wishing for a place on the ballot must submit a letter of intent and a headshot of themselves to the Director of Student Life.
- Section 13.** At the end of the fall semester an election may be held for any department lacking a representative.
- Section 14.** In the event of a tie in any vote, there will be a one-week postponement followed by a discussion and revote. If the tie stands after the first revote the Director of Student Life will be asked to place a vote.

Article IV. Executive Officers

The following executive officers shall be elected by the Student Government representatives in the designated manners:

- Section 1.** Officers will be elected at the end of the winter semester after the student body elects the new Student Government representatives.
- Section 2.** A President, Vice President, Treasurer, and Secretary shall be elected from among the Student Government representatives prior to the term to be served.
- Section 3.** The responsibilities of the President are to chair all meetings of the Student Government and the Executive Board, to notify representatives of any special meetings being convened, and to create platforms of communication for the Student Government.
- Section 4.** The responsibilities of the Vice President are to take on the responsibilities of the

President in their absence and to record and relay attendance of representatives to the other officers.

Section 5. The responsibilities of the Treasurer are to oversee and maintain control of the Student Government budget and to report the balance of the Student Government funds to the Student Government representatives at each meeting.

Section 6. The responsibilities of the Secretary are to prepare the agenda for each meeting, record the proceedings of each meeting, provide minutes of each meeting to all members following the meeting, and maintain accurate contact information of all members.

Section 7. The President, Vice President, Treasurer and Secretary will be known as the Executive Board. The Executive Board will also include the Director of Student Life as an advisor.

Section 8. Each Executive position is to be voted on by the Student Government body and given to the majority vote. If there is only one (1) applicant a motion may be made without objection to elect the candidate. In the case that there is an objection, a vote must take place and the candidate must be approved with a 3/4 majority vote.

Section 9. Replacement of a Student Government Administrative position in the event of graduation, resignation, forced resignation, expulsion, or death.

A. President

In the loss of the President, duties will be resumed by the Vice President.

B. Vice President

In the loss of the Vice President, or if the Vice President assumes the duties of the President, a new Vice President will be elected from among the Student Government body.

C. Secretary or Treasurer

In the loss of the Secretary or Treasurer, a new Secretary or Treasurer will be elected from among the Student Government body.

Section 10. In the event that there are no applicants for any of the executive positions or the applicant's vote is not passed, the responsibilities of the open positions will be divided as equally as possible to the Student Government Representatives, i.e. members will take a turn leading the group and taking minutes, and so on.

Article V. Meetings

Section 1. Regular meetings of the Student Government will be held on Wednesdays of the fall and winter semesters at 11:30am-12:30pm in room 217 inside the Walter B. Ford building on the Ford campus, unless otherwise specified and approved.

Section 2.

- A. Proposals for use of the Student Government budget will be readily available to individuals, groups, and organizations.
- B. For information on funds disbursement, refer to the Proposal Guidelines.
- C. The full Student Government will review and make decisions on all proposals for use of student activities money.

Section 3. Once a semester, Student Government is to host the Student Assembly during the Regularly scheduled meeting time. Executive members are to attend and discuss the concerns of the student body.

Section 4. During the summer the Executive Board will meet regularly at the discretion of the Executive Officers.

Section 5. All regular meetings of the Student Government shall be open to the student body and the regular meeting time and place shall be communicated to the student body.

Section 6. Special meetings of the Student Government may be convened by the President upon the request of three (3) representatives.

Section 7. A quorum of thirteen (13) representatives must be present at regular or special meetings to conduct business.

Section 7. Submission of business, new or old, shall be made through an elected representative or alternate, although comments, suggestions and information can be given by anyone through floor recognition by any member of the Executive Committee.

Section 8. Meeting Agendas

- A. Attendance will be taken by the Vice President.

- B. Minutes may be sent out digitally by the Secretary between regular Student Government meetings.
- C. The President will ask for approval of the minutes at each regular meeting.
- D. Weekly reports given by representatives.
- E. Weekly reports given by committee heads.
- F. Student Proposals.
- G. Other points of discussion.
- H. Dismissal.

Section 9. It shall be the responsibility of the Executive Board to determine the priority of business to be covered at the Student Government meetings. There shall be time set aside at all regular meetings for new business (under “other points of discussion”), at which time others may bring up additional issues not previously covered at the meeting.

Article VI. Committees

Representatives will form committees within Student Government to address non department specific concerns.

Section 1. There will be three (3) committees to divide concerns into categories.

- A. Academic: This committee will address concerns regarding:
 - a. Transferring and credits
 - b. Difficulties with professors or syllabi
 - c. Technology on campus
 - d. Curriculum and courses
- B. Facilities: This committee will address concerns regarding:
 - a. Dining areas and services
 - b. Waste and recycling programs
 - c. Housing and lounges
 - d. Studios and labs
 - e. Safety of students on campus
 - f. General building maintenance (lighting, bathrooms, cleanliness, etc.)

g. Equipment and tools

C. Student Experience: This committee will address concerns regarding:

- a. Overall wellness of students
- b. Support services (disability support, lactation rooms, etc.)
- c. Student involvement on campus
- d. Staff and faculty training
- e. ADA conduct and violations
- f. Title IX

Section 2. Committee members will vote on a committee head for the semester. The committee head will give weekly reports to the Executive Board at regular meetings.

Section 3. Sub-committees may be formed at the discretion of the committee head.

Section 4. Special committees may be formed at the discretion of the Executive board.

Article VII. Constitution Revisions

Constitution revisions may be proposed by any Student Government Representative as often as necessary. One (1) week prior notice must be given before a 3/4 majority vote of all elected Representative members may take place.

Article VIII. Constitutional Agreement and Enforcement

The President of Student Government shall read the constitution to the Student Government body at the first meeting of each semester. All representatives must sign a constitutional agreement at the beginning of each semester stating that they pledge to uphold the Constitution of the Student Government of the College for Creative Studies.