

CONSTITUTION

*of the Student Government of the
University of Alaska Southeast
Juneau Campus*



**UNIVERSITY
of ALASKA
SOUTHEAST**

STUDENT
GOVERNMENT

SGUAS-JC

Effective March 23, 2022

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CONSTITUTION OF THE STUDENT GOVERNMENT OF UAS JUNEAU CAMPUS

PREAMBLE

We, the Students of the University of Alaska Southeast Juneau Campus, in order to provide for ourselves organized representation within the University System and the State of Alaska, affirm and establish this Constitution of the Student Government of the University of Alaska Southeast Juneau Campus.

ARTICLE I - NAME AND PURPOSE

Section One - NAME

Clause One: The name of this organization shall be the Student Government of the University of Alaska Southeast Juneau Campus, hereinafter referred to as SGUAS-JC.

Section Two - PURPOSE

Clause One: The purpose of SGUAS-JC shall be to: promote the educational needs, general welfare and rights of the students.

Clause Two: Provide an official and representative student organization with powers to receive complaints, investigate student problems and participate in decisions involving the student body.

Clause Three: Foster awareness of the student's role in the campus, local, state, national, and international communities.

Clause Four: Provide services and activities for the students and the University community at large.

Clause Five: Serve all students equally, regardless of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic

information, or other legally protected status. Decisions affecting individuals shall be based on the individual's qualifications, abilities and performance, as appropriate.

ARTICLE II - MEMBERSHIP AND FEES

Section One - MEMBERSHIP

Clause One: All students enrolled at the University of Alaska who pay the Juneau Campus Student Fee will be members of the UAS-JC Student Body, and represented by the SGUAS-JC.

Section Two - STUDENT GOVERNANCE FEE

Clause One: SGUAS-JC has the authority to establish and allocate a student governance fee in accordance with Regent's policy P05.10.070 (A-F).

ARTICLE III - STUDENT SENATE

Section One - STUDENT SENATE

Clause One: All legislative powers herein granted shall be vested in a Student Senate.

Clause Two: The Student Senate will consist of a single chamber composed of two (2) Senators, the Senate Treasurer, the Senate Secretary, the Senate Public Relations Officer, and the President and the Vice President of the Student Senate, for a total of seven (7) votes in the Senate. All members of the Student Senate will be elected at large.

Clause Three: Each member of the Student Senate, including the President and Vice President, will have one (1) vote.

Section Two - DUTIES OF THE STUDENT SENATE

Clause One: On behalf of the Student Body, the Student Senate will initiate and act upon legislation, including proposals to appropriate SGUAS-JC funds.

Sub-Clause One: All legislation will be introduced under first reading unless otherwise moved to priority reading by a majority vote of the Student Senate. Legislation not voted on under priority reading will be voted on after a second reading at a subsequent meeting.

Clause Two: For any vote on any motion to appropriate SGUAS-JC funds, at least one SGUAS-JC advisor must be present so as to assure the proposed action will be within University policy and regulation.

Clause Three: Student Senators will serve on at least one SGUAS-JC standing or ad hoc committee.

Clause Four: The Student Senate will nominate and elect from the Student Senate membership, by a majority vote of all members, a President Pro-Tempore who will chair the meetings in the absence of the Senate President and Vice President. The President Pro Tempore will assume the position of Vice President should a vacancy by the President or Vice President occur.

Clause Five: Members of the Legislative Affairs Committee will attend the Legislative Affairs Conference. Other members of the Student Senate are strongly encouraged to attend.

Clause Six: Student Senate members will fulfill weekly office hours set by individual senators and approved by the Student Government Administrator.

Clause Seven: Student Senate members may flex their office hours in relevant cases as approved by the Student Government Administrator.

Section Three - MEETINGS OF THE STUDENT SENATE

Clause One: Meetings will be open to all students and the public.

Clause Two: Notice of regular meetings shall be posted by the Department staff at least five days before the meeting.

Clause Three: Regular meeting times will be established by the Student Senate. The Student Senate shall meet at least once weekly during the Fall and Spring semesters.

Clause Four: Emergency or special meetings may be called by the Senate President or by majority of the Student Senate. Emergency or special meeting notices must be posted no less than 24 hours prior to the meeting.

Clause Five: No Student Senate meeting shall conduct business without a quorum of simple $\frac{1}{2}$ of the elected Senate plus 1, always rounding up to the higher number when necessary.

Clause Six: All meeting notices shall identify the meeting place and time. Notices for all meetings shall be physically posted in the Student Government office, as well as posted on the campus calendar, and Student Government website.

ARTICLE IV - OFFICERS

Section One - DUTIES OF THE PRESIDENT

Clause One: The President of SGUAS-JC shall: have the executive authority of SGUAS-JC and shall administer its affairs, and enforce the acts of the Student Senate;

Clause Two: Act as the official representative and have signature authority for SGUAS-JC;

Clause Three: Represent or appoint with simple majority approval of the Student Senate a Student Senator to represent the SGUAS-JC in the Coalition of Student Leaders;

Clause Four: Attend or participate virtually in University of Alaska Board of Regents meetings, or designate a member of the Student Senate to do so;

Clause Five: Represent or appoint with simple majority approval of the Student Senate a SGUAS-JC member or member of the Student Body to represent this organization in any university committees accepting a SGUAS-JC member;

Clause Six: Preside over meetings of the Student Senate, and set and enforce working rules of order for these meetings;

Clause Seven: Co-chair the Legislative Affairs Committee with the Vice President;

Clause Eight: Set agenda items in accordance with agenda rules as set in the bylaws;

Clause Nine: Conduct oneself in accordance with all UAS and UA policies on student and staff behavior.

Section Two - DUTIES OF THE VICE PRESIDENT

Clause One: The Vice President of SGUAS-JC shall: become President of SGUAS-JC upon the resignation, impeachment, recall or incapacity of the sitting President;

Clause Two: Preside over Student Senate meetings in the case of a temporary unavailability or inability of the President to do so;

Clause Three: Appoint the Chair of the Elections Committee, to be approved by a majority of the Student Senate;

Clause Four: Make appointments from the non-elected UAS-JC Student Body to three (3) seats on the Elections Committee unless disqualified from service as Chair of the Elections Committee;

Clause Five: Co-chair the Legislative Affairs Committee with the President.

Section Three: DUTIES OF THE SENATE TREASURER

Clause One: The Senate Treasurer shall: work with the Student Government Administrator to manage SGUAS-JC's budget by tracking expenditures, requests for funding, and the impacts on the budget of fiscal notes of bills introduced for consideration by the Student Senate;

Clause Two: Assist the Student Government Administrator with disbursing student club funding in a manner consistent with the SGUAS-JC Constitution and Bylaws;

Clause Three: Make a weekly spending and budget report to the Student Senate;

Clause Four: Serve on the SGUAS-JC Rules and Finance Committee;

Clause Four: Otherwise act as a Student Senator, with all the duties and responsibilities thereof.

Section Four: DUTIES OF THE SENATE SECRETARY

Clause One: The Senate Secretary shall: assume primary responsibility for SGUAS-JC correspondence, including emails received to the SGUAS-JC email account and phone messages left on the SGUAS-JC office landline;

Clause Two: Keep official minutes of SGUAS-JC weekly meetings, and physically post them in or outside the SGUAS-JC office;

Clause Three: Organize SGUAS-JC files, and ensure that passed bills and resolutions are signed by the President in a timely fashion and that signed bills are stored safely and are accessible in the SGUAS-JC office or virtually;

Sub-Clause One: SGUAS-JC files include introduced and passed bills and resolutions, and digital files stored in a shared SGUAS-JC drive or folder.

Sub-Clause Two: If the President declines to sign a piece of legislation in accordance with the SGUAS-JC Bylaws Article XV, Section Two, Clause 10, the Senate Secretary shall instead make note of the date the legislation will take effect without signature.

Clause Four: Physically post meeting notices in or outside the SGUAS-JC office;

Clause Five: Otherwise act as a Student Senator, with all the duties and responsibilities thereof.

Section Five: DUTIES OF THE SENATE PUBLIC RELATIONS OFFICER

Clause One: The Senate Public Relations Officer shall: manage SGUAS-JC's social media presence;

Clause Two: Assist the Student Government Administrator in managing SGUAS-JC's website, ensuring that the information and documents on the SGUAS-JC website are current;

Sub-Clause One: If a Student Senate meeting is being held virtually, the Senate Public Relations Officer will work with the Student Government Administrator to ensure a link to the meeting is on the website.

Clause Three: Serve as a first point of contact for media organizations, particularly the UAS Whalesong, and coordinate with Whalesong staff and members of the Student Senate to submit SGUAS-JC materials and updates to the Whalesong as needed;

Clause Four: Advertise SGUAS-JC elections and vacant SGUAS-JC positions eligible for appointment on campus on social media;

Clause Five: Otherwise act as a Student Senator, with all the duties and responsibilities thereof.

ARTICLE V - QUALIFICATIONS

Clause One: All members of the Student Senate, all petitioners, and all candidates must be members of the UAS-JC Student Body, enrolled in at least six (6) credit hours of ongoing semester-long courses (exclusive of credit hours earned as a result of participation in student government), and have and maintain a cumulative grade point average or previous semester grade point average of at least 2.0 (on a scale of 4.0). Special permission for members of the Student Senate whose GPA is below 2.0 to continue in student government may be granted by the following process:

The SGUAS-JC member in question must submit an appeal justifying their circumstances. Following review and recommendation from the Academic Affairs Student Grievances Committee and the current SGUAS-JC Advisor, the Student Senate (excluding the member in question) will vote on a secret ballot in executive session to determine continued membership of the SGUAS-JC member in question. The SGUAS-JC member in question must also meet with their academic advisor and create a plan for better success in following semesters.

Clause Two: A conditional status will exist for students wishing to fill an elected Student Senate seat, but who do not have an established GPA at UAS Juneau Campus. After completion of such an individual's first semester at the Juneau Campus, the academic standards of Constitution Article V, Clause One, must be met. If their GPA falls below 2.0 they must follow the procedures stated in Article V, Clause One.

Clause Three: University of Alaska regular employees are prohibited from running for, being elected to, or holding any SGUAS-JC elected seat.

Clause Four: To qualify for the Senate Presidency or Vice Presidency, or to serve as Senate President Pro Tempore, students must be able to be physically present at the University of Alaska Southeast - Juneau Campus to fulfill their duties.

ARTICLE VI - ELECTIONS AND TERMS OF OFFICE

Section One - ORGANIZATION STRUCTURE

Clause One: The Student Senate of SGUAS-JC shall consist of the following officers:

- i. President
- ii. Vice President
- iii. Senate Treasurer
- iv. Senate Secretary
- v. Senate Public Relations Officer
- vi. Student Senators

Clause Two: All members of the Student Senate will be elected at large by the UAS-JC Student Body.

Clause Three: Officers will be members of the Student Senate.

Section Two- ELECTION PROCEDURES

Clause One: All elections will be conducted by the Elections Committee, consisting of the Chair, appointed by the Senate Vice President, a SGUAS-JC advisor, and three (3) members to be appointed by Chair of the Elections Committee from the non-elected UAS-JC Student Body.

Clause Two: Members of the Elections Committee must resign their position before filing nomination for any SGUAS-JC elected seat, and no incumbent members of the Student Senate may serve on the Elections Committee.

Clause Three: The Senate President, Senate Vice President, Senate Treasurer, Senate Secretary and Senate Public Relations Officer will be elected in a General Election during April of the Spring Semester for the next academic year. Spring General Election terms will each be, approximately, a one year term from the first Student Senate meeting following the election until the first Student Senate meeting following the next Spring General Election.

Sub-Clause One: Spring elections must be concluded in time for at least one Student Senate meeting to take place with newly elected officers before the Spring semester ends.

Clause Four: Two (2) Student Senators will be elected in a General Election during the month of September of the Fall Semester. The Fall General Election terms will each be, approximately, a one year term from the first Student Senate meeting following the election until the first Student Senate meeting following the next Fall's General Election.

Clause Five: The names of the sitting President and Vice President may not appear on a ballot as a candidate for more than one office at a time.

Clause Six: No student may hold more than one (1) elected position at any given time.

Clause Seven: All nominations, interviews, and elections, shall be executed in accordance with the Bylaws.

ARTICLE VII - REFERENDA, INITIATIVES AND AMENDMENTS

Clause One: Constitutional or bylaw amendments originating in the Student Senate are subject to the following: Constitutional amendments require a three-fourths (3/4) vote of the entire Student Senate for approval, and are subject to approval from the UAS Chancellor President. A bylaw amendment requires a majority vote of the entire Student Senate for final approval.

Clause Two: The Student Senate, by a two-thirds (2/3) vote of its members present, may send any question or any constitutional or bylaw amendment to a student referendum for final UAS-JC Student Body approval. The election in this instance must take place within three (3) weeks (or 21 days). Constitutional amendments are subject to final approval from the UA President.

Clause Three: A student initiative may be called on any question or any constitutional or bylaw amendment by petition to the Elections Committee of five percent (5%) of the SGUAS-JC Student Body. The Student Senate must begin the process of action on student initiatives three (3) weeks (or 21 days).

Clause Four: Any question or any constitutional or bylaw amendment initiated by the student body will be offered to the student body for final UAS-JC Student Body approval at the next General Election, if the original initiating petition requests such action and bears the signatures of five percent (5%) of the UAS-JC Student Body, and constitutional amendments are subject to approval from the UA President. The election in this instance must take place within three (3) weeks (or 21 days).

Clause Five: All elections involving referenda, questions, or constitutional or bylaw amendments will be conducted under the oversight of the Elections Committee.

Sub-Clause One: Qualified referenda and constitutional or bylaw amendments must be submitted to the Elections Committee not less than fourteen (14) days prior to the election.

ARTICLE VIII – VACANCIES

Clause One: If a position in SGUAS-JC is declared vacant within the tenure of term of office, then the position will be filled by Presidential appointment. Upon notification by Department Staff, the Student Senate will determine if a vacancy exists for any elected position.

Clause Two: Vacancies in the Senate Presidency or Vice Presidency may not be filled by direct appointment. In the event of a vacancy in the President's office, the Vice President will be sworn in as President. In the event of a vacancy in the Vice President's office, the President Pro-Tempore will be sworn in as Vice President as outlined in Article III, Section Two Clause Four of the SGUAS-JC Constitution.

Clause Three: Any member of UAS-JC Student Body who meets the constitutional criteria for elected office, and submits a complete petition of nomination, will be considered a candidate for the vacancy regardless of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status. Decisions affecting individuals shall be based on the individual's qualifications, abilities and performance, as appropriate.

Sub-Clause One: Any individual who held an elected position within the SGUAS-JC student government that has been declared "vacant" due to recall, incapacity to fulfill duties, impeachment, or removal for lack of attendance will not be a qualified candidate for any future SGUAS-JC election unless otherwise approved by a SGUAS-JC advisor.

Clause Four: Presidential appointment to a vacant SGUAS-JC office will require a nomination process by petition of no less than fifteen (15) valid signatures from the UAS Student Body. The candidate must also submit a letter of recommendation to the Senate Rules and Finance committee written within one year previous of the date the appointment would take effect. The President will make the appointment from the list of candidates who submit nomination packets. The Senate will then confirm the appointment made by the President with a two-thirds (2/3) majority vote. Special appointments will be made within fourteen (14) days of the declared vacancy. If a candidate fails to receive a vote of confirmation from the Student Senate, the President will make another appointment from the list of candidates who submit nominating packets.

Clause Five: A special election can take place in lieu of a Presidential appointment with the approval of a simple majority of the Student Senate.

Sub-Clause One: The Elections Committee will conduct the special election in accordance with current constitutional criteria.

ARTICLE IX - REPEALS

Clause One: Any official act of the Student Senate or the Senate President or Vice President may be repealed by a vote of the Student Senate or in an election initiated by a petition bearing the signatures of five percent (5%) of the UAS-JC Student Body.

Clause Two: The election in this instance must occur within three (3) weeks (or 21 days), and the action shall be repealed by a simple majority of all votes cast.

ARTICLE X - IMPEACHMENTS

Clause One: Charges of impeachment may be brought against any member of the Student Senate or any committee member for malfeasance, nonfeasance, and/or misfeasance.

Clause Two: Impeachment proceedings may be brought by any member of UAS-JC Student Body by means of petition outlining a specific grievance or grievances and signed by at least five percent (5%) of the Student Body.

Clause Three: The petition for impeachment must be presented to the Student Senate for validation, which will take place by the next regularly scheduled Student Senate meeting following receipt of the petition. Validation in this case means confirming the petition contains the required number of UAS-JC Student Body signatures.

Clause Four: Impeachment proceedings may alternatively be brought by a two-thirds (2/3) vote of the entire Student Senate.

Clause Five: After validation of the petition occurs or the Student Senate votes to begin impeachment proceedings, a SGUAS-JC advisor must be present at all impeachment proceedings and hearings for them to be valid.

Clause Six: Until judgment is rendered, the charged member will be suspended from service on any standing committee and will not vote in the Student Senate on any issue pertaining to the impeachment proceedings.

Clause Seven: A public hearing will be held no later than seven (7) days after validation of the verified petition by the Student Senate.

Clause Eight: The Rules and Finance Committee will conduct all impeachment hearings during which it will receive testimony from all interested parties.

Clause Nine: Within seven (7) days of the conclusion of the hearing, the Rules and Finance Committee must submit to the Student Senate, in writing, their findings, including majority and minority opinions, and the recommendation of the Committee. If the impeachment charges are sustained by a three-fourths (3/4) vote of the Student Senate, excluding the member of the Student Senate subject to impeachment charges, the charged member's term of office will terminate immediately and a vacancy will be declared.

ARTICLE XI - SGUAS-JC ADVISORS

Clause One: The official advisors to the SGUAS-JC will be staff or faculty members of UAS JC. Advisors will be assigned by the Student Senate on a volunteer basis, and more advisors may be added at any time as deemed necessary by the Student Senate.

ARTICLE XII - DEPARTMENT STAFF

Clause One: SGUAS-JC clerical and administrative support will be provided by UAS professional staff.

Clause Two: The UAS professional staff responsible for assisting Student Government will be referred to as the Student Government Administrator for the purposes of this Constitution and within SGUAS-JC.

Clause Three: At least once annually, the Senate President and members of the Student Senate may provide feedback as to the job performance of the Student Government Administrator.

Sub-Clause One: Written feedback will be directed to both the Student Government Administrator and to their supervisor simultaneously.

Clause Four: When the Student Government Administrator position becomes vacant, the Senate President will appoint two members of the Student Senate to the selection

committee that will recommend a replacement from applicants applying through the UAS Personnel Office. The President is encouraged to appoint themself.

ARTICLE XIII - SCHOLARSHIPS

Clause One: 25% of the student fees paid to SGUAS-JC in a given year will be allocated towards scholarships. This amount could change every fiscal year depending upon enrollment numbers. Financial Aid will award students after the fiscal year end (June 30th) to capture the actual amount.

Clause Two: Each year (Fall plus Spring Semester), SGUAS-JC will fund up to six (6) one thousand dollar (\$1000) scholarships available to qualifying members of the UAS Juneau campus student body enrolled each semester in twelve (12) or more on-going credit hours.

Clause Three: Each year (Fall plus Spring Semester), SGUAS-JC will fund up to eight (8) five hundred dollar (\$500) scholarships available to qualifying members of the UAS Juneau campus student body enrolled each semester in six to eleven (6-11) on-going credit hours.

Clause Four: Each year (Fall plus Spring semester), SGUAS-JC will fund up to eight (8) two hundred and fifty dollar (\$250) scholarships available to qualifying members of the UAS Juneau campus student body enrolled each semester in six (6) or more on-going credit hours.

Clause Five: Members of the UAS Juneau campus student body holding SGUAS-JC elected positions, appointed positions, and/or temporary employee positions are eligible for SGUAS-JC scholarships.

Clause Six: During the scholarship's first semester, recipients must complete the minimum number of credit hours necessary for scholarship qualifications in order to receive the second semester increment of the scholarship.

Clause Seven: If for any reason a scholarship recipient becomes ineligible after receiving the first semester increment, the second semester increment may be awarded to another eligible candidate.

Clause Eight: Except where otherwise provided for in this Constitution and the SGUAS-JC Bylaws, all other scholarship qualifications, application deadlines, and award procedures will be determined by the UAS Juneau Campus Financial Aid Office.

Clause Nine: All scholarship recipients will be determined by the UAS Juneau Campus Financial Aid Office without input of any kind from any member of the Student Senate, but with input from the SGUAS-JC Advisors as needed.

Clause Ten: Each academic year, SGUAS-JC will appropriate up to six thousand dollars (\$6000) in scholarships available to qualifying student body members enrolled each semester in twelve (12) or more on-going credit hours who are participating in an exchange program through the Study Away Office.

Sub-Clause One: Students receiving scholarships for the Study Away program will be eligible for up to one thousand dollars (\$1000) in scholarships for each semester they are on exchange.

Clause Eleven: Students must complete a scholarship award application to be reviewed by the Study Away Office and Financial Aid Office.

Clause Twelve: Distribution of the scholarships will be dependent on the budget approved by the Student Senate each year.

ARTICLE XIV - RULES OF PROCEDURE

Clause One: The latest available edition of Robert's Rules of Order will provide the guidelines for all meetings of all branches of the Student Senate unless otherwise stated in the SGUAS-JC Constitution or the Bylaws.

Clause Two: Additionally, the SGUAS-JC President may adopt a "working rules of procedure".

ARTICLE XV - RATIFICATION

Clause One: The Constitution and Bylaws shall be ratified and shall be the sole charter from which SGUAS-JC derives its authority.

Clause Two: This constitution becomes effective immediately upon a three-fourths (3/4) vote of the Student Senate, and with approval from the UA President or designee.

Clause Three: Proposed amendments to the Constitution and Bylaws must be submitted by a student, which may include members of SGUAS-JC.

Clause Four: Any amendments to this Constitution or to the Bylaws of SGUAS-JC must be submitted to the UA President or their designee via the Chancellor of UAS after approval by the Student Senate.

Clause Five: The Constitution and Bylaws shall take effect immediately following the adjournment of the meeting at which they were ratified.

Clause Six: Policies to implement the Constitution and Bylaws will be approved by the SGUAS-JC.

Adopted by the Student Government of the University of Alaska Southeast - Juneau Campus on .

Submitted by:

Almeria Alcantra, SGUAS-JC President

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Date: May 18, 2023

Approved by:

Karen Carey, UAS Chancellor

DocuSigned by:
X Karen Carey
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Date: May 18, 2023