

Preamble

We, the Student Body of the American University of Paris, in order to
Guarantee effective representation of our diverse community;
Promote global citizenship in the articulation of our rights and our values;
Reinforce our commitment towards the highest standards of academic rigor
and integrity;
Define the responsibilities of our Student government in cultivating a forum
for the expression of student ideas and interests;
Encourage student involvement at all levels of our University's
shared governance;

Do hereby establish this Constitution.

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Article I - Student Rights

All students under this Constitution have equal rights to:

1. Representation by Student Government Association (hereafter SGA) officers
2. Attend and speak at all open SGA meetings
3. Form and join an club or publication and request funding and support from the SGA, provided its goals conform with University policy (understood hereafter as policy contained within the University Catalog)
4. Run for an elected position within the SGA, provided that the candidate is a registered student and maintains a minimum GPA of 3.0 throughout the process, as per University policy. It should be noted that first semester students circumvent academic standing requirements.
5. Serve on SGA Committees
6. Equal and reasonable access to resources, services, and information provided by the SGA.

Article II - Objectives of the SGA

The authorities and responsibilities of the Student Government Association are to:

1. Coordinate, encourage, and fund student group activities
2. Assist in the resolution of students' grievances
3. Act as an advocate for students' concerns
4. Ensure the fair distribution and transparent use of all funds given to student clubs and organizations
5. Provide the opportunity for the expression of students' opinion
6. Organize social, cultural, and educational activities that cater to the diverse needs of the Student Body
7. Maintain student representation at all relevant University decision-making sessions

Article III - Composition of the SGA

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1. The governing bodies of the SGA are the Executive Board and the Senate
2. The Executive Board is composed of an Undergraduate Student Council (hereafter USC) President, a USC Vice-President, a USC Communications Director, and a USC Social Director; a Graduate Student Council (hereafter

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4. Committee Co-Chairs and Club leaders are non-governing officials of the SGA
5. Any change to the composition of the SGA must be approved by a two-thirds vote in the Senate and submitted for approval by a two-thirds vote in the Executive Board. Any changes in structure are subject to review by the Judicial Committee, which has the power to veto the process in case of unconstitutionality.

Article IV - Committees

SGA Committees are open to the entire Student Body, and shall:

1. Be required to adhere to the following guidelines to be maintained
 - 1.1. Membership - Membership to all committees is open to any current student on a volunteer basis. Each committee should ideally be comprised of between 5-15 members at any given point.
 - 1.2. Leadership - Each committee shall be headed by 2 chairs. One a student body member appointed by the SGA Executive, and one a Senator (See Art.IV, 1.5).
 - 1.3. Meetings - All committees must maintain a minimum level of activity to be considered active, as such, all committees will be expected to maintain 1 Class period of Working Hours per week.
 - 1.3.1. Work hours shall be defined as the 1 class period a week that members dedicate to the committee. This time can be used for meetings, committee work, or however the chairs see fit. The scheduling of Work Hours shall be set at the beginning of each semester and recorded in the committees Activity Report.
 - 1.4. Activity Report -

2.1.2. Judicial Committee is charged with the maintenance of the AUP Student Body Constitution.

2.1.3. Chairs should be present during all senate sessions to help maintain proper constitutional procedure.

2.2. Events and Communications Committee

2.2.1. One chair is to be nominated in tandem by USC and GSC Social and Communications Directors.

2.2.2. The committee is charged with assisting the Social Directors in the execution of all events that require it. This includes maintaining a list of volunteers, as well as being physically present at an event and all events possible.

3.2A Graduate Student Committee, consisting of the GSC and members of

4. The Finance Code shall be applicable to all entities that receive, use, and/or distribute money from the SGA Budget.

4.1. The standing committee assigned the responsibility for review the periodic update of the policies expressed in the Finance Code shall be known as the Activities and Clubs Committee. Said updates shall be approved by the Senate following the voting procedures outlined in Annex III.

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Article VI -

vote on the impeachment of the officer in question effective with a three-fourths majority. If the officer in question does not present his/her defense, the Senate will move immediately to vote on the impeachment of said officer. The officer in question will not have a vote and the impeachment is subject to a three-fourths majority.

3.6 Once a SGA officer is impeached, replacement procedures articulated in Article VI.4 may commence immediately.

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4. Replacement Procedures

4.1 In the event that a Senate position is vacant, the USC and/or GSC Vice-President(s) may present an number of candidates to the Senate, based on the same requirements stated in Article I. The Senate will hear each candidate and their interim status will be voted upon, requiring a two-thirds majority.

3. If the aforementioned vote passes in the Senate, the Vice-President shall present the proposed amendment to the Executive Board. The amendment shall pass if it obtains the affirmative vote of two-thirds of the Executive Board
4. Finally, an change to the Constitution must be approved by the Vice-President of Security, Operations and Student Service in order to enter into force.

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Article VIII - Amendments to the Constitution

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ANNEXES

To the Student Body Constitution

Annex I - Responsibilities of the Executive Board

1. The Executive Board is charged with updating and revising SGA job descriptions and voting schedules prior to elections. Changes to a job description must be referred to in Annex I of this constitution. Any changes to job descriptions are subject to review by the Senate and must pass by a two-thirds vote prior to the first day of elections.
2. A change to the structure of the Executive Board must be approved by a two-thirds vote in the Executive Board and submitted for approval by a two-thirds vote in the Senate.
3. The transition from the outgoing SGA Executive Board to the newly elected Executive Board shall begin as soon as the elected candidates accept their positions. The transition must be completed by Graduation and includes the handover of keys, passwords, codes, files, and any other relevant information. The outgoing Executive Board will introduce the newly elected members to any administrator relevant to their SGA functions.

Undergraduate Student Council (USC) President

What it's all about: Representing the undergraduate student body both within the University and beyond while leading the dynamic SGA team.

The role of SGA President may be the least defined position but it is up to you to become a responsible, present, and enthusiastic leader to make the most of this rewarding position. - USC President Sarah Harper-Johnston (2016-2017)

Define broad SGA vision and goals with the GSC president; organize a weekly team meeting together (including all SGA executives and Dean of Student Development);

Play a leading role in shared governance, participating at Faculty Senate, Board of Trustees meetings, and, when called upon, Student Senate Meetings;

Consult and coordinate regularly with the Dean of Student Development;

Interact directly with the President of the University and Vice President of Security, Operations and Student Services;

Engage and interact with staff, faculty and trustees, always striving to represent the student body and in particular undergraduate student concerns;

Attend and work at all SGA-sponsored events, determined at the start of each semester;

Serve on the Coup de Pouce committee;

Hold a minimum of five office hours in the SGA office each week during the academic year;

Participate in Fall and Spring Orientation and Orientation training;

Participate in SGA trainings and retreats and transition training with the SGA team in May;

Coordinate the selection process for the USC Honorary Award for a faculty member, staff member, and undergraduate student and present award at the Commencement Ceremony;

Ability to problem solve and mediate effectively between SGA members;
Good standing with faculty, staff and fellow students;
Enthusiastic leadership skills;

Undergraduate Student Council (USC) Communications Director

What it's all about: Leading the SGA's communication strategy and spreading the word about all student-led events and initiatives

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(2016-2017)

The Main Responsibilities:

Collaborate with the GSC Communications Director, the Office of Student Development, the University's Communication Department and PR units, and other departments across campus to centralize and streamline news; Broadcast information about student news and events using e-mail, posters, and
Provide content for SGA website and social media tools
Attend regularly scheduled Senate meetings;
Take minutes at Senate meetings and coordinate with the USC Vice-President to ensure these are posted in a timely manner after each meeting on the SGA website;
Meet with entire SGA Team and the Dean of Student Development weekly (time to be determined each semester based on academic schedules);
Attend and work at all SGA-sponsored events, determined at the start of each semester;
Hold a

The Perks:

- 750 stipend each semester;
- 375 Orientation payment each semester one participates;
- Monthly phone stipend; up to \$40
- Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:

- Able to collaborate with actors across campuses and prioritize requests;
- Very strong written and oral communication skills, sharp and concise English grammar, French is helpful
- Comfortable and skilled at creating posters for student events;
- Basic knowledge of (or willingness to learn) design software;
- Sense of marketing and advertising;
- Time management and scheduling discipline
- Team player.

Undergraduate Student Council (USC) Social Director

What it's all about: Organizing or creating social and cultural events to bring the AUP community together.

(2011-2012)

The Main Responsibilities:

- Organize and manage traditional SGA social functions, including Back-to-School parties, International Student Soirée;
- Work with the Social Committee and the GSC Social Director to bring AUP students a variety of social and cultural events throughout the year;
- Provide support to class representatives and other SGA senators as they organize their own events (World's Fair, Graduation Gala, etc.);
- Meet with entire SGA Team and the Dean of Student Development weekly (time to be determined each semester based on academic schedules);

Attend and work at all SGA-sponsored events, determined at the start

The Recommended Skills:

Strong organizational skills;

Enjoys working with numbers;

Able to balance budgetary constraints with short- and long-term goals;

Comfortable with Excel and basic accounting practices (to that end, candidates are strongly encouraged to take the Financial Accounting course before considering this position)

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The Recommended Skills:

- Good time management skills;
- Diligent project management skills;
- Keen sensitivity for team dynamics and ability to harness them towards collective goals;
- Inclination towards creative approaches for innovative outcomes.

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Hold a minimum of five office hours split between SGA Office and

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Good interpersonal skills to collaborate with a wide network of offices and constituencies;
Interested in event planning;
Comfortable speaking French;
Self-motivated and inquisitive to seek solutions and ask for help from outside vendors.

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Annex II - Responsibilities of SGA Officers

Undergraduate / Graduate Student Council (USC / GSC Senator)

"# Purpose!

The Student Senate shall serve the students of the American University of Paris by

The Main Responsibilities:

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Attend regularly scheduled Senate meetings (required), with the right to vote in person. (A limited number of absences are accepted, in which case Senators may vote by proxy; as outlined in Annex II - Quorum and Attendance)

Represent students in the academic department in question for a full academic year;

Remain visible and available and organize activities both for constituents and the entire Student Body;

Serve as a liaison between the SGA, student constituencies, and respective academic departments;

Attend their respective

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Senior and Graduate Speakers!

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What it's all about:

Senate Rules of Order:

The following is a set of rules that all senators are required to know and respect:

1. Introducing business
 1. Before an subject is open to discussion, a motion must be made by a senator who has the floor. Then, the motion must be seconded by another senator and stated clearly by the chairman, after which the debate will be opened.
2. Obtaining the Floor
 1. To gain the right to speak, senators must raise their hand, after which the chairman will add them to the speaker's list, or allow them to speak straight

8. Question of Order

8.1 To put forward an objection concerning the violation of a rule, one may interrupt debate and rise, addressing the chairman with a request for a point of order. A motion under discussion is subject to a point of order if it conflicts with Senate regulations or the Senate's constitution.

9. Question of Privilege

9.1 Pertains to the rights and privileges of the assembly and can be put forward in case of disorder in the room (opened windows, loud noise or other disturbances), in the same way that a Question of Order is put forward.

10. Written Motions

10.1 Principal motions, such as amendments to the constitution or committee reports, should be submitted to the chair in writing, at least two days in advance of the meeting. Sena0r9nd0r9ndb0r9ndb0r9ndb0r9d ab0t0t0t0artngdb0r 9

3. Clubs

3.1 Club establishment procedure

3.1.1 A student wishing to found, renew or continue a club must complete 1) an online registration form, including a mission statement, and 2) a plan of action online, at the start of each semester in order for the club to be considered an active club. Within these forms, the club leader must provide:

3.1.1.1. A list of members with their position and contact information

3.1.1.2. A schedule of planned activities / strategic plan for the semester

3.1.1.3. The name of the faculty advisor(s) willing to be involved. The ACC then validates the form, approves the club and invites the club to meet with either the Student Leadership Office or the ACC during office hours.

3.1.2. To be able to start up a club at AUP, the club must be:

3.1.1.1. Open to all students

3.1.1.2. Hold regular meetings (weekly or every two weeks)

3.1.1.3. Adhere to its mission statement and plan of action set out in the online application forms

3.1.1.4. Submit all budget requests to the ACC

3.1.1.5. Additionally, the club must not be in contradiction with the University's mission and values

3.1.3. The student who completes the online registration form will be considered the club's leader, unless the members of the club decide otherwise. They should notify the ACC and the Student Leadership Office of change in leadership immediately.

3.1.4. The leader of each club will be given access to an official AUP club email address as well as to the AUP club shared drives. Each club has its own folder on these shared drives and enables club leaders to see how their predecessors functioned and pass on their own organizing skills to the next leader.

3.2

Activities and Clubs Committee meetings, to be voted on in a simple majority vote.

4. General Procedure

4.1 Students are to present themselves during the ACC open office hours that are held two periods per week in the student lounge in Combes on the third floor. Meeting times will change per semester, based on the ACC members' class schedules. Prior to the meeting, students have to fill out an online budget request form with maximum possible detail including a proposed budget. For the meeting, they should be prepared to present their project to the ACC. This may include a demonstration of how student leaders and participants have personally put into their project.

4.2 Students are required to meet in person, during office hours or some other time agreed upon by members of the ACC, at least 48 hours before their requests are to be presented in Senate.

4.2.1 Anyone requesting funds greater than \$1,500 must present their request to Senate at least two weeks prior to when their money is needed, therefore giving Senate at least two weeks to consider the request.

4.3 Any club

Senate, the Treasurer will inform the corresponding parties of the decision. Students requesting funds should note that funds will be provided (whether as a reimbursement or advance) in a two-week period following the request and should plan in advance accordingly.

5.2.1 If the person that has submitted a budget request either for a club or for their department is a current member of the Student Government Association, they are allowed to speak on the behalf of this request at the Senate meeting once the Activities and Clubs Committee has presented it. They will also be allowed to vote on the passing of said budget request along with the other Senators.

5.3 Once the Treasurer has picked up the approved funds, he/she will send a notice to the recipients stating that their checks are ready. At this point it becomes the responsibility of the recipients to come at one of the times designated by the Treasurer.

5.4 In order for an student to receive a reimbursement, he/she must provide the Treasurer with all receipts in a timely manner. Note that cartable tickets are not acceptable; the receipt must list every item purchased.

5.4.1 To receive a reimbursement for expenses already made, the student must provide the Treasurer all relevant receipts before anything will be handed in to the accountants. It is the responsibility of the student to keep track of his/her receipts between the time the money is spent and the time the receipts are given to the Treasurer.

5.4.2 To receive an advance funding for expenses not yet made, the student must provide the Treasurer any possible quotes e.g. online store prices, a *Do It Right* or quote from a merchant, etc. After the advance funding has been approved and the student has spent the funds, he/she is obligated to keep track of all receipts and to give them to the Treasurer as soon as possible. [PK1] If less money is spent than was accorded, the student must provide all the leftover funds to the Treasurer. If a student fails to give receipts and/or leftover funds to the Treasurer, the student's account will be blocked, barring him/her from receiving grades and registering for courses, among other penalties.

5.5 Once all documentation has been appropriately turned in, it is the obligation of the Treasurer to ensure that processing is completed in an orderly and timely manner. Students are expected to cooperate with the Treasurer if any complications or delays arise.

Anne V - Elections Task Force

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1. All SGA elections shall be organized by the Election Task Force, which shall:

1.1 Which shall meet before the first election round each semester;

1.2 Not be open to those running for office;

1.3 Be co-chaired by a USC and GSC appointed representative, who must:

1.3.1 In case he / she wishes to run for a position, give notice to the Senate and the Executive Board at least one week prior to the first voting day, in which case another member of the Executive Board shall serve as co-chair of the Election Task Force.

IF-9, n. 000h0 Election Law and its Art. 10 am. C

The SGA Senior Senator (in case the Senior Rep cannot serve, s/he could be replaced by the Judicial Chair or a representative of the Senior class appointed by the USC following a majority vote)

The GSC Social Director (in case the GSC Social Director cannot serve, s/he could be replaced by the GSC President or a representative of the Graduating class appointed by the GSC following a majority vote)

-2 Undergraduate (graduating) seniors elected by Undergraduate Senators

-2 graduating graduate students appointed by the Graduate Student Council

7.6 The three Undergraduate elected students will vote for the selection of the Undergraduate speaker only. The three graduate appointed/elected students will vote for the graduate speaker only.

7.7 Candidates for the Senior and Graduate Speaker positions must follow the aforementioned application deadline, campaign rules, and voting procedures;

7.8 Candidates for the Senior and Graduate Speaker positions must personally present a draft, or submit a video of themselves presenting a draft, of their speech at speech night, held during the campaigning period in the Spring semester;

7.9 On-campus and off-campus graduating students are eligible to run for the Senior or Graduate Speaker positions, but must meet the following criteria:

7.9.1 Be in good academic standing, as described in the University Catalog, and meet the minimum GPA graduation requirement, as of the end of the semester prior to the election for both positions;

7.9.2 Graduating Undergraduate students may run and vote, for Senior Speaker, while graduating master's students may run and vote, for Graduate Speaker.

7.10 If the elected speaker is unable or ineligible to deliver the speech, then the runner-up shall take his/her place.

7.11 The Election Task Force must inform all on-campus and off-campus students of the Senior and Graduate Speaker election rules and online voting procedures prior to the election period.

8 Unfilled GSC Executive Board positions and Senate Elections follow the aforementioned election procedures, with the following specifications for Fall:

8.1 Candidate recruitment begins the first full week of the semester and lasts at least one full week, not including orientation;

8.2 The campaign period and the voting period will be determined by the Election Task Force;

8.3 A mandatory speech night will take place during the campaign period.

