AUP Student Body Constitution

Student Government Association

Last amended: September 2023

Article I

All students under this Constitution have equal rights to:

1. Representation by the SGA officers;
2. Attend and speak at all open SGA meetings;
3. Form and join any 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);

3.1 The First Year Class Representatives shall represent all full-time, degree-seeking students who have completed 0 to 31 credit hours;

3.2 The Sophomore Class Representatives shall represent all full-time, degree-seeking students who have completed 32 to 63 credit hours;

3.3 The Junior Class Representatives shall represent all full-time, degree-seeking students who have completed 64 to 95 credit hours;

3.4 The Senior Class Representatives shall represent all degree-seeking students who have completed more than 95 credit hours;

3.5 The Graduate Class Representative shall represent all degree-seeking students enrolled in a Graduate Program;

3.6 The Visiting Student Representative shall represent all visiting students;

3.7 Undergraduate Department Representatives shall represent all degree-seeking students who have declared a major or minor in or within a Representative's department;

4. The Senate must not exceed 25 senators. An academic department offering 2 majors or fewer shall be allocated 1 senator position. An academic department offering more than 2 majors, but fewer than 5 majors, shall be allocated up to 2 senator positions. An academic department offering 5 or more majors shall have up to 3 senator positions.

5. Committee Co-Chairs and Club leaders are non-governing officials of the SGA.

6. 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 Judiciary 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 of 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. Each committee shall be headed by 2 chairs. One student body member appointed by the relevant SGA Executive, and one Senator (See Art. IV, 1.5)

   1.2.1.   Nomination and Election Procedures: The SGA Executive will appoint one chair for each committee (see Art. IV, 2). Senate will elect the other co-chair for each committee once a quorum is reached. The VPs will call for candidates and invite them to give a short speech which will be immediately followed by a simple majority election.

   1.2.2.   Senate will vote on the Senator Chair. If there is more than one person interested in the position, they will give an oral statement to the

senate explaining why they are interested and fit for the position. Senate will hear the statements and then make an anonymous vote.

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 one class period of working hours per week.

      1.3.1.

2.3.2.   One chair is to be voted on by Student Senate.

2.3.3.   The committee is tasked with meeting with the

2.3.4.   Communications Department throughout the semester and work on the development and design of new merchandise.

2.3.5.   The committee is tasked with being in charge of setting up and/or conducting the sales of school merchandise.

2.4. Executive Service Committee (ESC)

2.4.1.   One chair is to be nominated in tandem by the USC and GSC Presidents.

2.4.2.   One chair is to be voted upon by the Student Senate

2.4.3.   The committee is charged with supporting the USC and GSC Presidents in achieving their agendas and goals that pertain to the improvement or extension of service to the AUP campus and community. It could also promote off-campus service opportunities for AUP students.

2.4.4.   The committee will aid U.S. voter registration initiatives each election year (during the fall semester) in tandem with the Student Leadership Office.

2.5. Activities and Clubs Committee (ACC)

2.5.1.   One chair is to be nominated by the SGA Treasurer.

2.5.2.   See Annex IV for a full list of responsibilities and functions.

3. Be charged by students nominated within the committee based on majority voting by the committee members.

3.1. Exception of Judiciary Chair to be nominated by the Executive Council Presidents.

3.2. A Graduate Student Committee, consisting of the GSC and members of the graduate student body, will be a complimentary entity operating at the discretion of Graduate Vice-President.

Article V   Finance and Budget

1. Overall distribution of the Student Government Budget shall be submitted to Senate by the SGA Treasurer during the first full quorum Senate meeting, subject to a two-thirds majority. The breakdown is to include at minimum:

1.1 Executive Board Budget:

1.1.1 A portion to be evenly split and reserved for both Councils to use at their discretion.

1.2 Senators' Budget;

1.3 Clubs' Budget;

1.4 Activities and Social's Budget;

1.5 Independent Student Projects Budget.

2. The Executive Board is the body in charge of deciding how to use the executive budget,

2.1 Expenditures by the Executive Board shall still follow the budget rules and regulations as outlined in the financial code;

2.2 Expenditures by the Executive Board shall still be subject to Judicial review. Concerns about Executive Board expenditures shall be submitted in writing to the Judiciary Chair and Vice-President of Student Affairs;

2.3 Any student, club, or organization requesting funds from the Executive Budget, must attend one board meeting(s), USC or GSC, pertaining to the budget they are requesting (both if pertaining to the shared budget;

2.4 In cases where the VP or the Dean of Student Development feels that a budget voted on by the Executive Team(s) should be reconsidered, a special meeting of the aforementioned Executive Team(s) shall be convened to review and vote a second time on the budget in question.

3. Senators have autonomous authority over their individual share of the Senator's Budget.

3.1 Expenditures by Senators shall still follow the budget rules and regulations as outlined in the Financial Code;

3.2 Expenditures by Senators shall still be subjected to Judicial review. Concerns about Senator Budget expenditures shall be submitted in writing to the Judiciary Chair and Vice-President of Student Affairs;

3.3 Allocations approved by Senate shall receive witness signatures from the Vice-Presidents, Treasurer, the sitting Communications Director, and the dean of Student Development before they are implemented;

3.4 Concerns regarding possible breaches in the Finance Code shall be submitted in writing to the Judiciary Chair and the Vice-President of Student Affairs.

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 reviewing 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.

Article VI   Resignation, Impeachment, and Replacement Procedures

1. If an SGA officer wishes to resign, he/she shall submit a formal letter of resignation to the Executive Board Vice-President(s) with two weeks' notice, which will then be shared with Senate. In the case that a Vice-President wishes to resign, he/she shall submit a formal letter of resignation to the Executive Board President(s).

2.2.Incompetence or bad faith in filling a position;

Article VII Amendments to the Constitution

1. The Constitution shall be reviewed each year by the Judiciary Committee or the Executive Board in the case that a Judiciary Committee has not been approved. Amendments to the Constitution shall be made according to the following procedures:

    1.1. Any student may propose an amendment to this Constitution through the Judiciary Committee, which shall decide upon the constitutionality of proposed changes and accordingly issue a recommendation to the Senate.

    1.2. Amendments cannot be presented and voted on within a single Senate session. Voting is subject to a one-week delay and the approval of an amendment requires a two-third majority. This delay may be circumvented in extraordinary circumstances, provided that both the Executive Board and the Vice-President of Security, Operations and Student Services have been consulted beforehand and have given their assent for such a procedure.

    1.3. 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.

    1.4. Finally, any change to the Constitution must be approved by the Vice

4. SGA officers may propose the omission of an existing Annex through the Judiciary Committee, which must decide upon the Constitutionality of said changes, and accordingly issue a recommendation to the Senate. The omission of a new Annex is held to a two-thirds majority vote.

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-third 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

Representing the undergraduate student body both within the University and beyond while leading the dynamic SGA team.

"The president role requires just as much if not more listening than leading. Things may feel overwhelming at the beginning but lean on your executive team and feel confident in your decisions. This mindset can make it all possible." USC President Morgan Smith (2023)

The Main Responsibilities:

Manage and support all SGA Undergraduate Executives with their event responsibilities;

Maintain and encourage a positive team dynamic;

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;

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

Hold a minimum equivalent to four class periods designated as office hours in the SGA office a week during the academic year;

Participate in Fall Orientation and Orientation training;

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

Maintain information and transition manual for present and future SGA.

The Perks:

A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;

An additional stipend for each semester one participates in orientation;

Monthly phone stipend; up to €40;

Access to the SGA Office, including a workstation, printing right, and a university phone line.

The Recommended Skills:

Able to collaborate with actors across campus 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

about:

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 of each semester;

Hold a minimum equivalent to four class periods designated as office hours in the SGA office a week during the academic year;

Participate in Fall Orientation and Fall Orientation training;

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

Maintain information and transition manual for present and future SGA.

The Perks:

A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;

An additional stipend for each semester one participates in orientation;

Monthly phone stipend; up to €40;

Access to the SGA Office, including a workstation, printing right, and a university phone line.

The Recommended Skills:

Fluency in French;

Knowledge of social venues in Paris;

Able to communicate with outside promoters (club owners, caterers, etc);

Team player;

Sense of marketing, advertising, business, and communication.

SGA Treasurer (USC/GSC Combined)

Position open to graduate and undergraduate students alike

Managing the SGA budget, from recommending allocations to processing receipts and refunds.

SGA Treasurer Monik Chaudry (2011-2012)

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

Coordinate nomination process and election of Graduate Commencement Speaker;

Work all joint USC / GSC co-sponsored events, including Back-to-School party, determined at the start of the year;

Participate in Fall and Spring Orientation and Orientation training;

Contribute to the orchestration of GSC-specific events;

Meet with GSC on a weekly basis;

Assist the GSC President to represent the graduate constituency when s/he is unavailable;

Meet with entire SGA Team and the Dean of Student Development weekly (time to be determined each semester based on academic schedules);

Work all joint USC / GSC co-

The Main Responsibilities:

Collaborate with the USC Communication Director, the Office of Student Development, the University's Communication and PR units, and other departments across campus to centralize and streamline news;

Manage all content on the SGA website;

Promote all SGA events and initiative via online social media networks, including Facebook, Instagram, and Twitter;

Attend regularly scheduled Senate meetings, coordinating with USC Communications director;

Coordinate social and academic events specific to graduate students such as the GSC Alumni Networking Reception and Brunch, the NGO Awareness Holiday Fair, the Graduate Garden Party and the Graduation Gala;

Co-chair the Social Committee with the GSC Communications Director to bring students a variety of social and cultural events throughout the year; Promote transparency and access to information via email, social media, and contributions to "The Graduate" newsletter;

Meet with the entire SGA Team and the Dean of Student Development weekly (time to be determined each semester based on academic schedules);

Work all joint USC / GSC co-sponsored events, including Back-to-School party;

Hold a minimum equivalent to four class periods designated as office hours split between the SGA office and Graduate Student Lounge each week during the academic year;

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

Maintain information and transition manual for present and future SGA.

The Perks:

A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;

An additional stipend for each semester one participates in orientation;

Monthly phone stipend; up to €40

Access to the SGA Office, including a workstation, printing rights and a university phone line.

The Recommended Skills:

Strong interpersonal skills to collaborate with a wide network of offices and constituencies;

Talented at networking among both students and professionals;

The Recommended Skills:

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.

Annex II Responsibilities of the SGA Officers

Undergraduate/Graduate Student Council (USC/GSC Senator)

1. Purpose
    1.1. The Student Senate shall serve the students of the American University of Paris by passing budgets and amendments on their behalf. The Senate shall represent students on global, national, local, or university-wide concerns as their elected representatives. The Senate works together with the Executive Board to manage committees, guaranteeing that: The Constitution is upheld; students' rights are observed; student voices are heard.
2. Requirements and Duties of the Senate
    2.1. Basic duties of all Senators shall be:
        2.1.1. To attend every regularly scheduled Senate meeting;
        2.1.2. To attend every regularly scheduled training day;
        2.1.3. To consider, write, propose, amend, and vote on amendments and budgets necessary and proper for the AUP Student Body;
        2.1.4. To serve as a liaison between the SGA, student constituents, and respective academic departments/class cohorts. Senators are required to communicate with their constituents on a regular basis-- bi-monthly at minimum-- via e-mail or another method deemed appropriate. All Senators are to represent the interests of all their constituents by bringing concerns to respective committees, and departments. This includes researching issues before SGA meetings and following up on any actions or changes.
        2.1.5. To communicate with their constituents on a regular basis, bi-monthly at minimum, via e

  2.1.9. To serve on at least one (1) standing committee, attending weekly committee meetings as outlined in Article IV;

  2.1.10. To read and understand meeting materials before every Senate meeting;

  2.1.11. To vet and confirm all qualified Senate or Executive Board nominations;

  2.1.12. To organize at least one event for respective departments or class.

3. Senator Terms

 3.1. The terms of Student Senators shall be:

  3.1.1. If elected for Fall Semester, a full academic year;

  3.1.2. If elected for Spring Semester, one semester.

The Main Responsibilities:

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 III - Quorum and Attendance);

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

Become familiar with all majors and minors offered by their department;

Communicate and collaborate with fellow department representatives;

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 departmental meetings and inform constituencies of what transpired;

Organize events for respective department students and for the AUP community in conjunction with the faculty.

The Perks:

Invitation to departmental meetings and a chance to make a real difference;

Access to the SGA office as required for meetings;

Exclusivity over a part of the SGA budget for events.

The Recommended Skills:

Ability to convey ideas and opinions clearly and professionally;

Good organizational and time management skills;

Patience and a willingness to listen;

Commitment to the Student Body.

Senior and Graduate Speakers

Every year, one senior Class Representative and one Graduate Class

Agenda

Throughout the week up until Sunday, the chair (usc_vp@aup.edu) will receive topics for the agenda of the next meeting. This is a way for senators and committees to reserve speaking time to introduce certain issues or ideas. The agenda will be distributed on Mondays, two days before the Senate meeting, which is held on Wednesday mornings in the Grand Salon. Occasionally, this agenda will be accompanied by documents that senators are required to read in advance, in order to make informed decisions about student matters and to save time on informatory questions during meetings.

Committees

Aiding the Senate in their endeavors to change university life are the university's committees, which work throughout the year to provide the Senate with information and recommendations on certain issues. The committees will be managed. A full list of the committees can be found on the SGA website (http://sga.aup.edu/gov/committees). Whenever a committee reaches a conclusion on an issue, it hands a report to the Senate assembly which-- taking into consideration the committee's advice-- can make an informed decision on the matter.

Meeting Minutes

Minutes will be kept of each meeting by the USC or GSC Communications Director and can be found on the website of the Student Government Association (www.sga.aup.edu) under the header 'Information'.

Senate Rules of Order

Question of Privilege. Personal attacks should be avoided when speaking; it is not the person but the motion that is the subject of the debate.

3. The Previous Questions

    3.1   To demand the Previous Question is to move to end the debate on an issue. It requires a two-thirds majority and puts the motion discussed to an immediate vote. In the case of a committee report, if the motion carries, the chair will allow the reporting member to close the debate.

4. Voting

    4.1   Voting, unless indicated otherwise, happens by simple majority and a show of hands. A simple majority is defined as 50% plus 1 of all senators present for the vote. For principal motions-- concerning important issues

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. Senators may ask to have these documents read once to the assembly before it votes on them, in which case the chair will

1.1.4. Members of the ACC are chosen voluntarily;

1.1.5. The SGA Treasurer shall act as a voting Executive Chair to the ACC;

1.1.6. All ACC members shall be required to attend the open ACC meetings and assist in preparing all necessary documents for Senate. Members of the ACC shall adhere to the same attendance policies as Senators. ACC impeachment proceedings shall take place during scheduled ACC meetings and shall be voted upon by ACC voting members;

1.1.7. The ACC serves to make students and clubs accountable for their purchases and budget requests. Students are required to sign contracts for trips paid for by the Senate as outlined in Annex VI

3.1.1.3 The name of the faculty advisor(s) willing to be involved with 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:

3.1.2.1 Be open to all students;

3.1.2.2 Hold regular meetings (weekly or every two weeks);

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

3.1.2.4 Submit all budget requests to the ACC;

3.1.2.5 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 a 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 Club Obligations

3.2.1. To maintain status as an official AUP organization, the club must participate in Clubs Night at the start of each semester; participate in the two to three annual events for all clubs; maintain a record of budgets, activities, events, membership, and inventory, all readily available to the ACC in their club's folder in the AUP shared drives.

3.2.2. Disbandment of a club can be initiated by the ACC, the Executive Board, and / or SGA Senate. The Senate must have three-

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 must fill out an online budget request form with the 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 at Senate.

4.2.1. Anyone requesting funds greater than or equal to €1,500 must present their request to Senate at least one week prior to when the request shall be considered for final vote, therefore giving Senate at least one week to consider the request.

4.3 Any club wishing to request funds must be officially registered as an active club during the semester.

4.4 After meeting with the ACC, a student or club will always have the option to disagree with the committee's recommendations and can then present directly to the Senate. This should not be standard procedure, however, as the ACC's goal is to support student initiatives. In all cases, the senators make the final decisions on budget allocations. No student or club can present their proposal to Senate without having met with the ACC following their procedures and without having attempted to resolve any and all disagreements.

4.5 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 at Senate.

4.6 Clubs or individuals are required to have at least one club member or associated student present their budget to the Senate. Students presenting budgets to the Senate will do so alongside ACC.

4.6.1. Exceptionally, clubs or individuals may submit a statement in writing to the Treasurer at least two (2) days before Senate. The ACC will present the club or individual's budget on their behalf.

5. Budgeting Process

5.1 The ACC aims to help realize student activities, clubs, and events by

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 or her from receiving grades and registering for courses, among other penalties.

    5.4.3.   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.

Annex V   Elections Task Force

1. All SGA elections shall be organized by the Elections 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 Elections Task Force;
      1.3.2.

5.3.Once the disqualification is voted by the Elections Task Force, every

8.1. The undergraduate senior student population and the graduate student population select potential speakers by means of a vote during the January election round.

8.2. Upon counting the ballots, the top three undergraduate and top three graduate candidates are selected.

8.3. The selected candidates then commit to attending a workshop before the end of March during which the guidelines of the speech will be explained as well as the support system at their disposal to prepare the final selection process.

8.4. By mid-April, the candidates must present a draft of their speech to the selection committee, which will choose the final speakers.

8.5. The Graduation Speakers Committee will comprise:

        8.5.1.1.   1 faculty/staff member appointed by the President of the University;

        8.5.1.2.   1 faculty elected by the Faculty Senate;

        8.5.1.3.   1 staff member appointed by the units of University

8.9.1. 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;

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

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

8.11. The Elections 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.