

# OCLUJS

## STUDENT BODY CONSTITUTION

### ***PREAMBLE***

This Constitution is the expression of a self-governing Student Body and is the foundation of its government.

It is the intent of the framers of this Constitution to present an instrument devoid of complexity, which shall represent the framework of student government, which shall represent a means of settlement of all affairs which concern the Student Body or any part thereof, and which shall be interpreted and administered by the Executive Committee of the Student Body to the advancement of the best interests of Centro Lincoln University College students.

### ***I. MEMBERSHIP***

All regularly matriculated students at Centro Lincoln University College can be members of the Student Body.

### ***II. OFFICERS***

The officers of the Student Body shall be a Duumvirate (a Government of two Presidents), a Vice-President, and a Secretary conformed in an electoral formula to be chosen by and from the members of the Student Body.

### ***III. DUTIES OF OFFICERS***

#### A. The Duumvirate

1. Shall preside at all meetings of the Student Body and of the Executive Committee;
2. Shall call a meeting of the Student Body when necessary, or upon request of two-thirds of the Executive Committee then in office, or upon petition in writing signed ten members of the Student Body;
3. Shall appoint all special committees and oversee their progress, subject to the approval of the Student Body;
4. Shall have the power, subject to the approval of the Executive Committee, to do anything necessary to promote the interests of the Student Body.

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## B. The Vice-President

1. Shall fulfill the duties of the Duumvirate in the absence of the latter, or in case of illness, death, or withdrawal from the University;
2. Shall manage disbursement of the Student Body funds, subject to the approval of the Student Body;
3. Shall oversee the official recognition of student organizations, subject to the approval of the Student Body;
4. Shall monitor the expenditures and acts of officially recognized organizations.

## C. The Secretary

1. Shall keep an accurate record of the proceedings of the meetings of the Student Body, and shall publicly post the same;
2. Shall take charge of all available records, documents, and other papers of the Student Body;
3. Shall take charge of all clerical duties to be performed for the Student;
4. Shall post any notices called for by the Constitution as well as any other that the Executive Committee may advise.

## D. Succession of Officers

1. In the event that a member of the Duumvirate of the Student Body leaves during the semester, the Vice-President shall take his place and the Secretary shall move to fill the Vice-President's spot. The Duumvirate and Vice-President will vote on one member of the Committee to become the Secretary.
2. The order of succession specified above shall apply for the position of Vice-President and Secretary of the Student Body.

## **IV. EXECUTIVE COMMITTEE**

A. The name of this committee shall be: "THE EXECUTIVE COMMITTEE OF THE STUDENT BODY OF CENTRO LINCOLN UNIVERSITY COLLEGE"

B. The Committee shall be composed of the following members:

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- Vice-President of the Student Body
- Secretary of the Student Body

C. Any members of the Student Body may seek these offices through student elections.

D. Four members of the Committee who possess votes shall constitute quorum for non-honor matters.

## ***V. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE***

A. The Executive Committee shall have supreme legislative, executive, and judicial power in all matters pertaining to the Student Body. It shall act as the representative of the Student Body in any situation in which such representation is needed.

B. It shall establish a Voting Regulations Board to superintend Student Body elections

C. It shall pass upon all resignations and may require the resignation of any unsatisfactory officer upon two-thirds vote of members of the Executive Committee

D. It shall have the power to fill vacancies occurring on the Executive Committee, Student Judicial Council, and all other Executive Committee appointed positions.

E. It shall remove any of its members for continual non-attendance and see to the installation of a successor as provided for in Article III, Section D.

F. It shall take charge of the installation of new Executive Committee officers and members.

G. An Executive Session is defined as a session of the Executive Committee that is closed to the public. Individuals who are not presently serving on the Committee can be present only at the express invitation of the Committee.

I. The Executive Committee may, on a vote of two-thirds of a present quorum, decide to enter into Executive Session

## ***VI. OTHER STUDENT OFFICES***

A. The Media Board shall be composed of a representative from each media organization The Media Board will be chaired by a member of the Executive Committee.

## ***VII. INSTALLATION***

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All Executive Committee members shall be given the oath of office by the outgoing Executive Committee Duumvirate within one week after election. Members added to the Committee throughout the year shall be given the oath of office by the current Executive Committee Duumvirate. The following agreement shall be signed:

*"I (giving full name) realize the high trust and confidence placed in me by the Student Body of Centro Lincoln University College, and being fully aware of the remorse of conscience that would attend my failure to perform my duties, do solemnly swear to support the Student Body, and to perform the duties of office to the best of my ability."*

## **VIII. STUDENT BODY MEETINGS, POWER, ETC.**

A. A meeting of the Student Body shall be called by the Duumvirate when necessary, or upon request of two-thirds of the Executive Committee then in office, or upon petition in writing signed by ten members of the Student Body.

B. One-third the membership of the Student Body shall constitute a quorum.

C. A two-thirds vote of a quorum by the Student Body, at a meeting which has been duly advertised for three days, as provided for in Article III, Section C, 4, may require the resignation of any unsatisfactory officer named or appointed under this Constitution.

D. A two-thirds vote of a quorum by the Student Body, at a meeting which has been duly advertised for three days, as provided for in Article III, Section C, 4, may rescind any non-honor matter action of the Student Body officers or of the Executive Committee.

## **IX. POLICY ON RECOGNIZING STUDENT ORGANIZATIONS**

The Executive Committee shall establish guidelines for recognizing student organizations. The guidelines for making such determinations shall be made available to the Student Body.

## **X. STUDENT ACTIVITY FEE**

A. With the approval of the Board of Trustees, an activity fee which shall be set by the Executive Committee by a two-thirds vote of those present, shall be payable at the time of registration and will cover the current school year.

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## B. Central Student Body Fund

1. Student Activities Fees, together with all other money accrued to the Student Body, shall go into the Central Student Body Fund.
2. Each Activity Fee shall be disbursed as determined by the Executive Committee. In September the Executive Committee shall prepare a budget for the coming school year. All officially recognized student organizations shall be entitled to request money from the Central Student Body Fund.
3. The Committee shall pass the budget allocations by a two-thirds vote of the members. Following adoption of the budget any change in allocations shall require a two-thirds vote of the Executive Committee.
4. Executive Committee Accounts: a: The Executive Committee Reserve account provides for all general expenses of the Executive Committee. b. The Executive Committee Honor Reserve account provides funds in the case of a Student Body Hearing. c. The Student Body Working Reserve account covers organizations that spend more than allocated. This account can also be used to allocate funds throughout the year when organizations request additional funding (i.e. Winter Term).
5. The Student Bar Association shall make a proposal for necessary. This proposal shall be adopted by a two-thirds vote of the Executive Committee.
6. At the end of the academic year all residuals from organizations funded by the Student Activities Fee shall revert to the Central Student Body Fund, with the exception of the Media Board.

## C. The University Treasurer

1. Shall assist the Executive Committee in overseeing receipts, disbursements, and transactions to student organizations
2. Shall keep separate book accounts of each organization
3. Shall provide the Vice-President of the Executive Committee with financial account statements

## **XI. STUDENT BUDGET POLICY**

The Executive Committee shall establish guidelines for funding student organizations. The guidelines for making such determinations shall be made available to the Student Body.

## **XII. AMENDMENTS**

- A. Any amendments to the Constitution shall be proposed:

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1. By a two-thirds vote of the Executive Committee; or
2. By being presented by a petition signed by ten members of the Student Body

B. Any proposed amendment shall be public information for at least one week prior to being voted on, as provided in Article III, Section C, 4.

C. A proposed amendment shall be voted on by secret ballot by the Student Body, of which at least one week's notice has been given.

D. For adoption, a proposed amendment must receive two-thirds of the ballots cast; provided, however, that at least one-half of the Student Body casts ballots. Balloting on the proposed amendment may extend no longer than three consecutive days.

## ***XIII. ELECTIONS***

### A. Student Body Officers

1. A petition with the signatures of one fourth of the Student Body shall be required from every candidate for Duumvirate, Vice-President and Secretary of the Student. The election dates and the date the petitions are due shall be scheduled by the Executive Committee. The election will be carried out by the Voting Regulations Board.
2. The Executive Committee may call a voluntary assembly of the Student Body after the petitions are filed and in no event less than two days before the election. The purpose of the assembly shall be to provide the candidates for the position of Duumvirate, Vice-President, and Secretary of the Student Body an opportunity to briefly relate their views and to provide the Student Body a sound basis for casting their ballot. The Duumvirate of the Student Body shall preside as speaker of the assembly.

B. Other elections—The Executive Committee shall provide for other elections as become necessary.

### C. General Provisions for this Article

1. Due notice of all elections shall be given, as provided in Article III, Section C, 4.