



**college
council**

emory university

**The
Constitution**

COLLEGE COUNCIL

THE CONSTITUTION

To provide effective representation of the student body of the Emory College of Arts and Sciences, we, the students of Emory College of Arts and Sciences, do hereby establish and ordain this Constitution.



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ARTICLE I STRUCTURE & JURISDICTION

Section i. The Emory College of Arts & Sciences' student body vests governing authority to the College Council. College Council shall have complete jurisdiction and regulatory power over all student affairs involving the Emory College of Arts and Sciences.

ARTICLE II MEMBERSHIP

Section i. All students enrolled in Emory College of Arts and Sciences shall be general body members of College Council.

Section ii. The College Council shall be composed of a representative Legislative Branch and an Executive Branch. Members of the Legislature and Executive Branch will be referred to as Officers.

Section iii. Should a vacancy for any elected, appointed, or designated positions arise during the term, the Branch officers shall nominate a suitable replacement. The Legislature must approve the nomination by a majority vote.

Section iv. College Council officers are expected to maintain a collegial environment free of discrimination or harassment against any individual or group based upon but not limited to the following: color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, caste position, or any factor that is a prohibited consideration under applicable law. Any complaints or reports of alleged violations of this policy will be subject to investigation by the Office of Student Conduct, the Office of Respect and/or the Office of Diversity, Equality, and Inclusion.

ARTICLE III REMOVAL FROM OFFICE

Section i. Any College Council officer, representative, appointee, or designee may be removed from office.

Section ii. Reasons for removal from office shall include, but are not limited to, inattention to duties, violation of the attendance policy, or violation of the Constitution or its Bylaws and Rules of the Legislature.

Section iii. Any individual may be removed from office by a 2/3 vote of the Legislature, a 2/3 vote of the Executive Branch, or at the discretion of the President. The latter two methods may be overturned by a majority vote of the Legislature. The Speaker must inform all Officers of removals and reasons for removal within 14 days of a removal from office.

ARTICLE IV ATTENDANCE POLICY

Section i. All elected and appointed Officers of College Council shall be allowed two GBM and three non-GBM absences, per semester. The attendance policy, including the cap on absences, can be altered by the President and Vice President.

- Section ii.* Absences shall be defined as:
- A. Missing the entirety of a meeting
 - B. Missing a mandatory committee meeting for any member's appointed committee
 - C. Missing either call of the Council unless exempted by the President or Vice President
 - D. Missing a commitment that the President deems mandatory
 - E. Missing a commitment for a committee that the presiding officer(s) of that committee or office deems mandatory, which will be reported to either the Speaker or the President

Section iii. Any Officer who violates the attendance policy set by the President and Vice President shall be notified of their violation by the Vice President and reprimanded at the discretion of the President and Vice President.

Article V The Legislature

Section i. The legislature shall be composed of six legislators from each undergraduate class year. There shall be one representative from the undergraduate business school, one representative from the undergraduate nursing school, and two Emory-College-enrolled juniors who previously attended the Oxford College.

Section ii. The Vice President shall serve as the Speaker of the Legislature and its presiding officer.

Section iii. There shall exist a President Pro Tempore to represent the Legislature.

- A. In the absence of the Vice President, or if the Vice President is engaged in debate, the President Pro Tempore shall serve as Speaker.
- B. The President Pro Tempore shall be approved by the Legislature by a majority vote prior to the close of the first College Council meeting each semester.
- C. In the absence of the President Pro Tempore, or if the President Pro Tempore is engaged in debate, a Chief of Staff shall hold a special election of a temporary President Pro Tempore.
- D. The President Pro Tempore shall serve as a non-voting member of the Executive Branch to represent the interests of the Legislature.

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- Section iv.* The powers and duties of the Legislature include, but are not limited to, the following:
- A. To advocate for the interests and welfare of students in the Emory College of Arts and Sciences.
 - B. To establish its own rules of procedure.
 - C. To vote upon and enact all necessary and proper legislation to regulate the affairs of the Council by a majority vote of quorum.
 - D. To vote upon and enact all necessary and proper resolutions to advocate for the welfare of the student body and promote the general welfare of Emory College and Emory University by a 2/3 majority of quorum.
 - E. To serve on at least one committee as defined in Sections v and vi in this article.
 - F. To override a presidential veto of legislation by a 2/3 vote of present legislators once quorum is met.
 - G. To consider and vote on all requests submitted to the Council in the form of legislation by a 2/3 majority of quorum vote.
 - H. To promote the Council and maintain contact with constituents.
 - I. To vote on the confirmation of all nominations made by the Executive Branch.

- Section v.* The Legislature shall advocate for the interests and welfare of the student body of Emory College of Arts and Sciences through the standing committees. These committees shall be comprised of no more than one Chair, no more than one Vice Chair and a roughly equal number of legislators:
- A. Academic and Career Affairs
 - B. Student Life and Transitions
 - C. Campus Services and Sustainability
 - D. Diversity, Equity, and Inclusion
 - E. Oxford Transitions

- Section vi.* Legislators may join executive committees which include:
- A. Organization Management Review Committee
 - B. Organization Budget Review Committee

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Section i.

The Executive Branch shall be composed of the President, the Vice President, no more than two Chiefs of Staff, and the following Executive Offices:

- A. The Office of Communications shall be comprised of no more than two (2) Vice Presidents of Communications, no more than one (1) Assistant Vice President of Technology & Records, no more than one (1) Assistant Vice President of Records, and several Assistant Vice Presidents of Communications determined at the discretion of the Vice Presidents of Communications.
- B. The Office of Programming shall be comprised of no more than two (2) Vice Presidents of Programming and a number of Assistant Vice Presidents of Programming to be determined at the discretion of the Vice Presidents of Programming.
- C. The Office of Organization Management shall be comprised of no more than two (2) Vice Presidents of Organization Management, no more than three (3) Assistant Vice Presidents of Organization Management, and the Organization Management Review Committee, which shall be comprised of College Council Legislators.
- D. The Office of Finance shall be comprised of no more than one (1) Vice President of Finance and no more than two (2) Assistant Vice Presidents of Finance.
- E. The Office of Organization Budgets shall be comprised of no more than one (1) Vice President of Organization Budgets, no more than three (3) Assistant Vice Presidents of Organization Budgets, and the Organization Budgets Review Committee, which shall be comprised of College Council Legislators.
- F. The Office of Organization Audits shall be comprised of no more than one (1) Vice President of Organization Audits and no more than three (3) Assistant Vice Presidents of Organization Audits.
- G. The Student Alumni Board (SAB) shall elect no more than one (1) Student Alumni Board representative. The Student Alumni Board Representative will attend one College Council meeting each month.

Section ii.

The Executive Branch shall meet regularly at the discretion of the President, and shall work collaboratively to fulfill the powers and duties listed in this Constitution.

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Section iii.

The powers and duties of the President are as follows:

- A. To preside over all Executive Branch meetings.
- B. To nominate, with the approval of the Executive Branch, all necessary and proper appointments to the Council.
- C. To alter, dissolve, or create any ad hoc committees. This action may be overruled by the Legislature with a 2/3 vote.
- D. To represent the College of Arts and Sciences and the College Council in a proper manner as their primary spokesperson.
- E. To enforce this Constitution and its Bylaws and Rules of the Legislature.
- F. To meet on a regular basis with the Deans of the College and the Provost of the University.
- G. To veto any legislation passed by the Legislature within 13 days of said legislation's passage. This power includes a "line-item" veto which can eliminate select clauses of legislation while allowing the remainder to pass.
- H. To oversee the expenditure of the Executive budget.
- I. To appoint College Council representative legislators to the Student Government Association.
- J. To appoint temporary legislators to College Council if quorum is not met.

Section iv.

The powers and duties of the Vice President are as follows:

- A. To serve as Speaker of the Legislature.
- B. To serve in the capacity of the President should the President be unable to do so.
- C. To convene and oversee a Standards Board which shall identify and make recommendations to the President on accountability discrepancies for inattention to duties, violation of the attendance policy, violation of this Constitution or its Bylaws and Rules of the Legislature, or failure to act in the best interest of the College and/or the College Council as prescribed by the Articles detailing Removal from Office.
- D. To assign all representatives to the standing committees or subsidiary agencies.
- E. To be familiar with the rules of governance outlined in this document and its Bylaws and Rules of the Legislature.
- F. To be familiar with proper parliamentary procedure.

Section v.

The powers and duties of the Chief(s) of Staff are as follows:

- A. To appoint, with the approval of the President and Vice President, College Council legislators to serve as Chairs, Vice Chairs, or members of the standing committees of the College Council.
- B. To work closely with the President and the Executive Branch and provide additional help on initiatives.
- C. To serve as the spokesperson(s) of the College Council when deemed necessary by the President.
- D. To head publicity efforts for the College Council with regards to its nonprogramming affairs when deemed necessary by the President.
- E. To maintain this Constitution and its Bylaws and Rules of the Legislature.
- F. To coordinate Experience Shuttles with the Office of Programming, Office of Communications, Office of Finance, and Emory Transportation.
- G. To coordinate the College Council Fall Retreat with the President, Vice President, and the Emory Office of Student Involvement, Life, and Transitions.
- H. To initiate meetings with legislators lacking in their duties to discuss attendance and contribution, as an intermediate step before enforcement of the attendance policy.

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Section vi.

The powers and duties of the Office of Communications are as follows:

- A. To appoint Assistant Vice Presidents of Communications from amongst the student body.
- B. To delegate leadership on communications activities as they emerge to the Assistant Vice Presidents of Communications.
- C. To keep all College Council records including attendance, office hours, rosters, minutes, and agendas. Recordkeeping includes compiling all reports and minutes from committee secretaries.
- D. To supervise all correspondence between College Council members and press/media sources.
- E. To prepare minutes and agendas for all College Council General Body Meetings (GBMs).
- F. To receive notifications, along with the President and Vice President, of absences.
- G. To maintain a OneDrive folder where all members of the College Council can access and store pertinent documents.
- H. To prepare and/or forward all official notices, newsletters, and emails from College Council.
- I. To conduct and oversee all aspects of alumni outreach.
- J. To oversee and maintain all advertising efforts and public relations of College Council, including graphic design for flyers.
- K. To oversee the design of all College Council merchandise.
- L. To update the College Council website, HUB page, social media accounts, and all other online representation of the College Council as necessary.
- M. To make available all bills and resolutions on College Council's website and HUB page in an organized format.
- N. To publicize bills and resolutions following their passage on the College Council website and HUB page by the weekend following the GBM in which they were passed.
- O. To notify Officers of College Council when they exceed the acceptable number of absences, in violation of the attendance policy.
- P. To make the College Council's Constitution available on the HUB and the College Council website.
- Q. To publish the updated Constitution, if amended, on the HUB and the College Council website by the weekend following the GBM in which the amendments were passed.
- R. To maintain this Constitution and its Bylaws and Rules of the Legislature.

Section vii.

The powers and duties of the Office of Programming are as follows:

- A. To appoint Assistant Vice Presidents of Programming from among the student body.
- B. To delegate leadership on programming activities as they emerge to the Assistant Vice Presidents of Programming.
- C. To create and promote programming for the undergraduate student body of the Emory College of Arts and Sciences, including but not limited to CultureSHOCK.
- D. To promote co-sponsorship of events between student groups and organizations.
- E. To work with other campus organizations, such as the Student Programming Council, when appropriate and when there exists an overlap of jurisdiction.
- F. To maintain this Constitution and its Bylaws and Rules of the Legislature.

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Section viii.

The powers and duties of the Office of Organization Management are as follows:

- A. To maintain a current list of all clubs and organizations chartered under the College Council.
- B. To keep organizations accountable for registering on the appropriate online databases and assisting with that process when necessary.
- C. To obtain a comprehensive knowledge of campus resources to refer student organizations to.
- D. To approve or deny charters for any requesting organization. The method of application and requirements for approval shall be delineated in the Standing Rules.
- E. To re-evaluate, at the discretion of the Vice President for Organization Management, the value to the campus of any organization chartered under the Council.
- F. To periodically review and make recommendations to the Legislature regarding the effectiveness and appropriateness of this Constitution and its Bylaws and Rules of the Legislature.
- G. To discipline any organization that breaks any of the College Council or the Office of Student Involvement, Life, and Transitions' conduct policies.
- H. To act as the Judiciary body of the College Council regarding all issues under the jurisdiction of the College Council dealing with student organizations chartered or otherwise.
- I. To maintain this Constitution and its Bylaws and Rules of the Legislature.

Section ix.

The powers and duties of the Office of Finance are as follows:

- A. To maintain and administer the disbursements of the College Council budget.
- B. To inform Officers of the state of the budget at each GBM.
- C. To abide by all monetary policies, Constitution, and Standing Rules of the Student Government Association.
- D. To serve as a liaison between the College Council's chartered organizations and the University accounting offices.
- E. To attend the Student Government Association's Finance Committee meetings.
- F. To create a semester budget for the College Council contingency and allocated funds.
- G. To hold one meeting each semester dedicated to reviewing and revising the College Council Monetary Policy.

Section x.

The powers and duties of the Office of Organization Budgets are as follows:

- A. To exercise the power to prepare and allocate budgets to all organizations chartered under the College Council.
- B. To conduct hearings regarding supplemental and initiative funding for all organizations chartered under the College Council.
- C. To maintain publicly available resources for treasurers of student organizations.
- D. To abide by the Monetary Policy of the College Council and the Finance Code of the Student Government Association.
- E. To maintain this Constitution and its Bylaws and Rules of the Legislature.

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Section xi.

The powers and duties of the Office of Organization Audits are as follows:

- A. To review the account statements of organizations that have recently held at least one College Council-funded event.
- B. To maintain communication with the leadership of each College Council-chartered organization regarding account expenditures.
- C. To determine whether SAF funds were used for their intended purpose.
- D. To make appropriate account transfers from organizations back to College Council when warranted by an organization's expenditures.
- E. To maintain an electronic spreadsheet of each permanent structure that an organization receives and the date of the request.
- F. To abide by the Monetary Policy of the Student Government Association and the College Council.

Section xii.

The powers and duties of the Student Alumni Board Representative are as follows:

- A. To maintain a list of all organization alumni.
- B. To support organizations in reaching out to the Emory Alumni Association (EAA) and creating events.
- C. To work with the Office of Alumni and Constituent Engagement and members of the Emory Alumni Board (EAB).
- D. To work alongside the Executive Board in enhancing the student experience.
- E. To maintain this Constitution and its Bylaws and Rules of the Legislature.

ARTICLE VII

ELECTIONS AND COUNCIL TRANSITIONING

Section i.

The President and Vice President shall be elected in the Spring semester by the student body of Emory College of Arts & Sciences in accordance with the Student Government Association Elections code, as detailed in the College Council Elections Appendix.

Section ii.

The College Council Legislature shall be elected by members of their class in accordance with the Student Government Association Elections Code, as detailed in the College Council Elections Appendix.

Section iii.

The outgoing Council (both Executive and Legislative branches) shall continue all operations, responsibilities, and meetings for three weeks following the certification of spring semester elections by the Board of Elections. This timeline may be altered with the consent of both the incoming President and outgoing President.

ARTICLE VIII

AMENDMENTS

Section i.

This Constitution and its Bylaws and Rules of the Legislature may be amended by the following process:

- A. Any such amendment(s) must be submitted to the Executive Branch for review and recommendation.
- B. Following the Executive Branch's review, the amendment(s) must be submitted to the Legislature of the College Council along with the Executive Branch's recommendations and justification for its recommendations for the consideration of the Legislature.
 - i. These recommendations shall be optional and in no way shall the Executive Branch be able to prevent the introduction of any amendments to the constitution once presented to the Executive Branch.
- C. The amendment(s) may then be passed by the Legislature by a 2/3 majority of quorum vote at two consecutive legislative meetings.

