



Undergraduate Student Government Constitution

Amended March 5, 2003
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PREAMBLE

We, the undergraduate students of Case Western Reserve University (CWRU), recognizing the needs and interests of the student body, do hereby establish the Undergraduate Student Government of Case Western Reserve University.

ARTICLE I: Name, Grant of Power, and Components of the USG

Section A

The government shall be called the Undergraduate Student Government (USG) of Case Western Reserve University.

Section B

The USG shall represent all undergraduate students of CWRU and shall derive its authority from these students.

Section C

The Undergraduate Student Government shall be comprised of the General Assembly standing committees, the Judicial Board, ad hoc committees, subcommittees, commissions, and caucuses.

Section D

The General Assembly shall be comprised of the caucuses and the Executive Committee.

ARTICLE II: Responsibilities and Powers of the USG

Section A

The USG shall act as a primary liaison between the undergraduate students and the faculty, administration, and other appropriate groups.

Section B

The Undergraduate Student Government, by virtue of its purpose to serve the student body and having been duly elected by the students of Case Western Reserve University, shall serve as a final check on student involvement in University activities which involve representing and disciplining students, whether those activities are developed internally or identified by University Administration. Confirming the right to represent or discipline students, student organizations, and student interests, individually and collectively, is not limited to elected members of the USG, but requires approval of the USG.



University activities are decision making processes by any designated body within the University. Individually means any university activity involving a single individual. Collectively means the student body and any associated organization of the USG.

Section C

Legislative powers of the USG solely belong to the General Assembly.

Section D

The USG shall have the power to grant recognition to undergraduate student groups and shall develop procedures for such recognition.

Section E

The USG shall be responsible for oversight of the organizations it recognizes and may establish rules for their governance and operations. The oversight functions of the USG may deny funding based on violations of USG rules.

Section F

The Undergraduate Student Government, by virtue of its purpose to serve the student body and having been duly elected by the students of Case Western Reserve University, reserves the sole right to change (with the exception of CWRU's Administration) the amount of the Student Activity Fee, pending the approval by the majority of the students voting in a referendum.

Section G

The USG shall have the power to call before it any officer and/or appointee when it deems necessary.

Section H

Procedures for all USG elections shall be determined by the USG Election Commission, as limited by the USG Election Bylaws, which are established by the General Assembly.

Section I

The USG shall have the power to establish committees and subcommittees and shall, in accordance with Article II Section A, reserve the right to appoint undergraduate student members to College/University committees.

ARTICLE III: Membership

Section A

The membership of the USG shall be derived from the undergraduate students of CWRU who are in good standing as defined by the Office of Undergraduate Studies, who have a cumulative G.P.A. of 2.0 or better, and who pay activity fees.

Section B

The voting membership of the USG shall be apportioned as follows: the President, the Vice President of Student Life, the Vice President of Finance, the Vice President of Academic Affairs, the Vice President of Public Relations, the Vice President of Information Technology, and one representative for every one-hundred undergraduate students elected from specific constituencies as outlined by Article III Section C.



Section C

The following shall be the constituencies for representatives to the General Assembly:

1. Case School of Engineering
2. College of Arts and Sciences
3. Frances Payne Bolton School of Nursing
4. Weatherhead School of Management
5. First Year Students

Section D

The First Year Students caucus will be elected out of the residence halls, with one representative for each residence hall and an additional representative elected by and for commuting first year students.

Section E

The number of representatives to USG shall be determined each spring semester in conjunction with statistics provided by the University Registrar and Office of Housing, Residence Life, and Greek Life.

Section F

Representatives from academic colleges will be elected for the following academic year in a general election during or before the twelfth week of spring semester classes.

Section G

Representatives for First Year Students are elected in an election during or before the fourth week of fall semester classes.

Section H

No individual may represent a caucus for which he is not a member.

Section I

The President, Vice President of Student Life, Vice President of Finance, and Vice President of Academic Affairs, Vice President of Public Relations, Vice President of Information Technology, and Parliamentarian shall be elected in a general election during or before the twelfth week of spring semester classes. The President and Vice President of Finance must have served on the USG for at least one previous semester. In addition, the Vice President of Finance must have also served on the Finance Committee for a minimum of one semester.

Section J

The Secretary and Treasurer are non-voting members appointed by the General Assembly from the undergraduate student body in the spring semester of classes for the following academic year. The Speaker of the Assembly is a non-voting member appointed by the General Assembly from the undergraduate student body in the fall semester of classes for the current academic year.

Section K

The term of office for USG members shall be one calendar year, starting May 1st. All current terms end April 30th.

Section L

No student shall be permitted to hold more than one voting USG office simultaneously.



ARTICLE IV: Vacancies

Section A

A vacancy shall occur when a member of the USG submits a letter of resignation to the Secretary of the USG.

Section B

A vacancy shall occur when a representative is no longer a member of the constituency to which he or she has been elected.

Section C

A vacancy shall occur when a member of the USG is no longer able to attend regularly scheduled meetings of the USG. The Parliamentarian may enforce this as is understood and proxy voting may not be used to overcome this inability. The Parliamentarian may enforce this at his or her discretion.

Section D

A vacancy shall occur when a member of the USG is absent for more than three regularly scheduled General Assembly meetings or more than three committee meetings in any given semester, pending attendance review.

1. An absence shall be defined as not being present at the meeting for at least forty-five minutes after the initial roll call or one half of the meeting, whichever is greater.
2. An excusable absence will be defined by the current USG Executive Committee.
3. If a representative is unable to attend the meeting of the USG, that representative may seek a proxy for the duration of the absence. The proxy assumes the representative's voting rights. However, the proxy may not be another voting USG representative and must be a member of the constituency represented by the absent USG representative. No USG representative or proxy representative shall be permitted to have more than one vote within the Assembly.
4. Additional attendance requirements may be established by USG legislation.

Section E

A vacancy shall occur when a member of the USG is no longer in good standing as defined by the Office of Undergraduate Studies, or whose cumulative GPA falls below 2.0.

Section F

Should the seat of a representative become vacant, that seat shall be filled from the respective constituency. General Assembly will appoint replacements to fill vacancies. A new representative from the constituency is free to come forward at any time to fill the vacancy.

Section G

An appointed or elected member filling a vacancy shall adopt the term of office of the member he or she replaces.

Section H

If the office of the President becomes vacant, the Vice President of Student Life shall become acting President. In the event the offices of President and Vice President of Student Life are vacant concurrently, the Secretary shall direct the USG to appoint from its membership an acting President.



The acting President shall then schedule a campus-wide election to be held within fourteen days of the ascension of the acting President, to elect a new President and Vice President of Student Life.

Section I

If the offices of Vice President of Student Life, Vice President of Finance, Vice President of Academic Affairs, Vice President of Public Relations, Vice President of Information Technology, Parliamentarian, Secretary, Treasurer, or Speaker of the Assembly are vacated, the USG shall elect a replacement

ARTICLE V: Meetings

Section A

The USG shall establish General Assembly meetings at regularly scheduled intervals, but shall meet no fewer than seven times per semester.

Section B

The Committees of the USG shall establish individual committee meetings at regularly scheduled intervals, but shall meet no fewer than seven times per semester.

Section C

All meetings and committee meetings of the USG shall be open and public. Only by a two-thirds vote of its membership may the Assembly or a Committee declare itself in closed session.

1. Closed sessions are limited to elected and appointed members of the various components of the USG. Members of the Judicial Board cannot be excluded during closed session meetings. For instance, a closed General Assembly meeting is limited to the components of General Assembly and a closed session of a caucus is limited to its elected representatives. At their discretion, a caucus may exclude the Speaker of the Assembly from its closed session proceedings.

Section D

Notification of USG members of the time and place of an emergency meeting must occur at least twenty-four hours in advance of the time of the meeting.

Section E

All General Assembly voting is restricted to elected members of the USG.

ARTICLE VI: Duties and Privileges of Members

Section A

It shall be the duty of members to attend meetings of the USG, caucus, and of the committee(s) of which they are members.

Section B

Each member must serve on the caucus of the constituency from which the member has been elected and at least one USG committee.

Section C

Each member in attendance shall have one vote and the privileges of debating. Members also have the privilege of initiating legislation, subject to Bylaws pertaining to such.



Section D

Additional duties and privileges shall be established by the General Assembly.

ARTICLE VII: Committees, Executive Officers, and Appointed Positions

Section A

The USG shall establish these standing committees: Executive, Finance, Student Life, Academic Affairs, Public Relations, and Information Technology. There shall also be established a Judicial Board.

Section B

The Executive Committee shall be comprised of the President, Vice President of Student Life, Vice President of Finance, Vice President of Academic Affairs, Vice President of Public Relations, Vice President of Information Technology, Parliamentarian, Speaker of the Assembly, Treasurer, and Secretary. Each shall have a vote on the Executive Committee, with the exception of the Treasurer, and Secretary.

Section C

The President shall serve as the chief executive officer of the USG, shall chair the Executive Committee, shall have the power to establish Ad Hoc committees, and may call a special meeting of the USG or any committee at his/her discretion subject to Article V, Section H.

Section D

The Executive Committee is the steering committee of USG and establishes the agenda for all General Assembly meetings. The Executive Committee shall determine the size and membership of all standing Committees. The Executive Committee shall meet on a weekly basis.

Section E

The Vice Presidents shall chair the respective committee and serve as the liaison between that committee and the Executive Committee.

Section F

The Student Life Committee is charged with the responsibility of addressing campus life issues to the administration. It will also assist in the recommendation of undergraduate students to serve on University committees when solicited.

Section G

The Finance Committee is charged with establishing the criteria for recognizing and funding student organizations, the tracking of, reporting of, and providing for the financial stability of the USG and with proposing corresponding legislation. All decisions pertaining to student organizations and of financial consequence must be approved by the General Assembly. The Vice President of Finance and Treasurer are exclusively responsible for the distribution and tracking of funds allocated and distributed. The Finance Committee is responsible for making student organizations accessible to students, including by maintaining a public, updated listing of student organizations, with group contact info.



Section H

The Academic Affairs Committee is charged with the responsibility of addressing academic issues to University administration. It will also assist in the recommendation of undergraduate students to serve on University committees when solicited.

Section I

The Public Relations Committee is charged with the responsibility of publicizing USG meetings, forums, and other related activities, events, information, and developments to the University community. The Committee will serve as a liaison between USG and other media organizations in handling advertising, marketing, and publicity. It shall also be in charge of USG campus events and programming. The Committee will be responsible for monitoring and maintaining the esprit de corps of the Assembly. The Vice President of Public Relations shall also establish and maintain relations with the Media Board organizations and other student organizations, and promote USG to the student body and greater community.

Section J

The Information Technology Committee is charged with handling all technological concerns of the USG. The Vice President of Information Technology shall also coordinate electronic communications within USG, maintain the USG website, lead technological initiatives of the USG and advocate information technology concerns of the students.

Section K

Members of the Executive Committee will serve on committees and bodies of the University which reflect the responsibilities of their positions and the necessity of Executive Committee level attention. USG shall establish additional procedures for appointing students to University committees and bodies.

Section L

The Treasurer, Secretary, and Speaker of Assembly shall be appointed from the undergraduate student body by the USG. They shall not hold any other USG office concurrently. The Treasurer and Secretary shall be appointed between the eleventh and fourteenth week of the spring semester for the following academic year. The Speaker shall be appointed during the first regular meeting of the General Assembly during an academic year.

Section M

1. The Treasurer shall keep an accurate accounting of the budget and expenditures of all student government funds and be a non-voting member of the Finance Committee and the General Assembly.
2. The Secretary shall handle all correspondence of the USG, shall prepare all agendas and minutes, and shall maintain the public records of the USG, and serve as a non-voting member of the General Assembly.
3. The Speaker of the Assembly shall preside over all USG General Assembly meetings and shall be a nonvoting member of the General Assembly, except in the event of a tie, at which point the Speaker of the Assembly will cast the deciding vote. The Speaker of the Assembly shall coordinate the caucuses and attend all caucus meetings. If necessary, the Speaker of the Assembly shall serve as an advisor to the Judicial Board on matters concerning representatives.



Article VIII: Judicial Board

Section A

The Judicial Board will be composed of five members, in addition to the Parliamentarian. At least one of these members should not otherwise be a member of USG. Another of these members should have previous, Executive level experience with a student organization recognized by the USG. The five additional members shall be proposed by the Parliamentarian to be confirmed by the General Assembly by the fourth week of classes during the fall semester. The Parliamentarian should seek diversity of opinion in his or her nominations.

Section B

The Parliamentarian shall serve as the chair of the Judicial Board as well as assist the General Assembly with parliamentary procedures, and handle questions pertaining to the USG Constitution and its Bylaws. The Parliamentarian shall be a non-voting member of the General Assembly. The Parliamentarian shall review legislation to ensure it agrees with the Constitution, Bylaws, and other actions of the USG. Any legislation found to be violations of the Constitution or Bylaws shall not be permitted for a vote by the General Assembly. Authors of the legislation may appeal this rule to the full Judicial Board. The Parliamentarian shall maintain a record of legislation and inform relevant committees when legislation will expire.

Section C

The Judicial Board is charged with handling matters of oversight and review within USG. The Judicial Board shall review matters including, but not limited to, violations of the USG Constitution, Bylaws, rules and regulations. It shall conduct membership reviews. In order to provide effective oversight, ensure transparency, and provide assurances to the student body, the Parliamentarian may organize audits of the USG and may consult with outside resources, including University administration, toward such end. The Judicial Board is charged with maintaining all legislation, bylaws, and the USG Constitution. It shall conduct a yearly review of the Constitution and Bylaws and propose changes, if necessary.

Section D

The USG may establish procedures for cases, mediation, and arbitration through bylaws. A case is any formal proceeding in which a conclusive decision may result. Cases may derive from components and involve members of USG, associated organizations and members of associated organizations. The Judicial Board shall hear, oversee, or supervise all cases of the USG. The level of direct involvement of the Judicial Board is determined by rules of the USG and the degree to which the case arises from violations of the USG Constitution, Bylaws, rules and regulations. The Judicial Board will conduct final appeal of cases when rules of USG delegate the hearing of cases to other components of USG when the General Assembly is not specifically given responsibility to hear appeals. The Judicial Board's primary purpose in appeal proceedings is ensuring equity and justice are aligned and present.

Section E

Members of the Judicial Board may serve on the University Judicial Board, when asked.



ARTICLE IX: Duties and Powers of the Executive Committee

Section A

To execute and uphold the Constitution of the USG.

Section B

To call meetings of the General Assembly.

Section C

To execute legislation passed by the USG.

Section D

To recommend, subject to approval by the General Assembly, membership of standing committees.

Section E

To act in the interests of the student body both collectively and individually as provided by this constitution.

Section F

Any allocation of the Student Activity Fee not put toward the direct benefit of the students must be approved specifically by a vote of the General Assembly at the next meeting.

Section G

Committee expenditures must be reported at the next Executive Committee meeting.

Section H

To call a general meeting of the student body.

Section I

To act for the USG during breaks and vacations whenever the full USG is not able to meet. Any actions must be reported and approved at the first meeting of the USG.

ARTICLE X: Advisor

Section A

By nature of job responsibilities, the Advisor to the USG will be appointed by the Vice President of Student Affairs.

Section B

USG may seek additional advisors if necessary.

Section C

The USG advisors may remain present during close sessions unless a conflict of interest exists or if the advisors are asked to excuse themselves.



ARTICLE XI: Restrictions of the USG

Section A

Any changes in the amount of the student activity fee must be approved by the undergraduate student body in a referendum by a majority of those voting.

Section B

At the request of one-third of the members of the USG, or by a petition signed by ten percent of the undergraduate student body, the President shall convene the USG for a special meeting.

Section C

To initiate a specific action through a vote of USG, a petition must be signed by ten percent of the CWRU undergraduate student body and presented to the USG President. The subject of the petition must be considered and voted upon at the earliest possible General Assembly meeting, in accordance with USG procedure.

Section D

All legislation passed by the USG shall be subject to repeal by referendum by the student body. Petitions signed by ten percent of the undergraduate students of CWRU shall require a referendum vote. Legislation shall become void if so voted by the majority of those voting during the referendum.

Section E

All legislation passed by the USG shall expire four calendar years after the date of enactment, unless reviewed, revised if necessary, and passed by the USG. This does not apply to bylaws.

ARTICLE XII: Recall and Impeachment

Section A

The student body reserves unto itself the right to recall any member of the USG. Any recall election must be held in accordance with those procedures established by the USG.

1. The President, Vice President of Student Life, Vice President of Finance, or Vice President of Academic Affairs, Vice President of Public Relations, Vice President of Information Technology, or Parliamentarian may be subject to recall from office if ten percent of the undergraduate students of CWRU sign a petition requesting such recall. A recall referendum shall be held within two weeks after the USG Secretary receives the petition. The officer shall be removed from office by a two-thirds vote of those voting.
2. A representative of the USG may be subject to recall if ten percent of his/her constituency signs a petition requesting such recall. A recall referendum shall be held within two weeks after the USG President receives the petition. The representative shall be recalled if a two-thirds majority of those students voting in the constituency vote to recall.

Section B

The USG reserves the right to impeach any of its members.

1. A bill of impeachment must contain formal charges against the member and must be passed by a three-fifths vote of those present to institute such proceedings.
2. The person so charged shall be notified in writing of the charges against him/her, the date of the hearing, his/her right to present witnesses in his/her behalf. The person(s) sponsoring the bill of



impeachment shall then be charged with the duties of prosecution in the case. The case shall be heard by the USG Judicial Board in closed session with the Parliamentarian presiding. The USG Judicial Board shall deliberate in closed session. A two-thirds vote of the entire USG Judicial Board membership shall be required to commit.

3. Upon conviction by the Judicial Board, the defendant shall be immediately removed from office. The decision of the Judicial Board may be appealed to the General Assembly; this appeal must be given to the Secretary, in writing, within one week following the Judicial Board meeting in which the impeachment proceedings were held. A two-thirds vote of the General Assembly shall be required to overturn the Judicial Board decision. The decision of the General Assembly is final.
4. An impeachable offense shall be any behavior which the USG deems as irresponsible and neglectful conduct in the member's responsibility to carry out his or her constitutional duties.

Section C

The USG Judicial Board shall, through procedures established and not conflicting with the impeachment or recall section, have the right to remove members through membership reviews.

ARTICLE XIII: Amendments and Referendums

Section A

A referendum is the casting of votes by the undergraduate students of CWRU for effecting change of existing policy.

Section B

To initiate a USG sponsored referendum, a petition must be signed by twenty percent of the undergraduate students of CWRU or one-half of the General Assembly and presented to the USG President. The referendum must be held within fifteen class days of receiving the petition. If a USG election occurs during this period, the referendum will be held concurrently with the election.

Section C

An amendment to this Constitution may be proposed to the student body by majority of the USG or by twenty percent of the undergraduate student body of CWRU upon petition to the President of the USG.

Section D

The proposed amendment, as well as the date, time and the places of voting, shall be published once in an all-campus publication before the student body vote.

Section E

This constitution may only be amended by a two-thirds referendum vote.

ARTICLE XIV: Bylaws

Section A

The Assembly will set and amend its own bylaws as necessary for efficient and effective operation.

Section B

The Bylaws may prescribe additional responsibilities of committees.

**Section C**

A set of Funding Bylaws will provide guidelines for the relationship of USG with associated organizations, including, but not limited to, expectations and responsibilities of the USG and associated organizations.

Section D

New and amended bylaws must be introduced to the assembly, tabled, and published in an all-campus publication prior to a final vote. Such bylaws must be passed by two-thirds vote of the Assembly.

ARTICLE XV: Non-Discriminatory Clause**Section A**

The Undergraduate Student Government shall not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, status as a veteran, gender identity, or handicap in recruitment, admission to membership, or access thereof, or treatment in its programs and activities.

Section B

The USG shall require the same of any organization with which it conducts business or provides oversight.