

CONSTITUTION

ASSOCIATED STUDENTS
UNIVERSITY OF PORTLAND



UPDATED SPRING 2016

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PREAMBLE

We, the members of the student body of the University of Portland, in order to provide a form of government to supervise student activities, represent the needs and interests of the student body; foster the recognition of the rights and responsibilities of students to the academic ideals of the school, the community, humanity; provide a sound means of cooperation with the Board of Regents, the administration, and the faculty, do hereby establish this constitution.

ARTICLE I: NAME

- A. The name of this organization shall be the Associated Students of the University of Portland and shall hereby be referred to as the ASUP. All full-time undergraduate students of the University are members of the ASUP.

ARTICLE II: EXECUTIVE BOARD

Section I: Provisions and Powers

- A. The Executive Board shall consist of the ASUP President, who shall act as chairperson; the ASUP Vice President, the ASUP Director of Communications, the ASUP Director of Finance, the ASUP Speaker of the Senate and the Campus Program Board Director.
- B. The Executive Board shall have the power to call an emergency Senate meeting with a unanimous vote. In the event that a Senate meeting cannot be formed, the Executive Board shall have power of the Senate, and their decisions must be agreed upon unanimously.
- C. Decisions of the Executive Board can be vetoed by the Senate when those decisions are reversible.
- D. In the event that an ASUP officer is unable to fill all duties and qualifications of their office, that officer shall be subject to impeachment as outlined in Article III, Section II, Subsection C and replacement as specified by the special election clause in Article VI, Section II, Subsection G.
- E. All elected officers begin their respective terms as specified in Article VI, Section IV, Subsection A.

Section II: President

A. Qualifications

- 1. The President will have completed three semesters at the time of election at the University of Portland.
- 2. The President must have a cumulative GPA of 2.5 or higher.
- 3. The President must be a full-time undergraduate.
- 4. The President must not be on academic or university probation at the time of election or throughout their term as President.

B. Duties

- 1. The President shall serve as an ex-officio member of all senate committees he or she creates.
- 2. The President is the President of both the Student Body and the Executive Board. All Executive Board members must report to the President during Executive Board meetings.

3. The President is required to attend all Senate meetings with the maximum of one excused and one unexcused absence per semester.
4. The President is required to give two *State of the Campus* addresses, one during the first week of November, and one during the first week of April.
5. The President is responsible for representing student views on campus, and works in conjunction with the Vice President to serve all needs of the student body.
6. The President shall meet with all members of the Executive Board as they see fit while the Fall and Spring semesters are in session.
7. In all Executive Board meetings, the President shall preside over the meeting.
8. The President has the power to veto any Senate action. The President must explain their reasoning for vetoing the action(s) during the next Senate meeting. If the President fails to provide reasoning for their actions, then the veto will be void.
9. The President shall serve as chair of the Senior Gift Committee until another chair is appointed by the President.
10. If an ASUP officer is unable to fulfill their role, the President will fulfill the role of the absent ASUP officer, or shall appoint another officer to fulfill the role.

Section III: Vice President

A. Qualifications

1. The Vice President must have completed at least three semesters at the University of Portland, or any equivalent institution with at least one semester at the University of Portland.
2. The Vice President must be a full-time undergraduate
3. The Vice President must have a cumulative GPA of 2.5 or higher and not be on academic or university probation at the time of election or during their term in office.
4. Attendance of all senate meetings is required with a minimum of one excused and one unexcused absence.

B. Duties

1. The Vice President shall assume the duties of the President in the case of absence or dismissal.
2. The Vice President shall serve as a representative of the students and a liaison between ASUP and student leaders.
3. The Vice President is the head of the elections committee, and reserves the right to appoint their position to any full-time undergraduate at the University of Portland who is not a part of the ASUP student government.
4. The Vice President manages the Student Services, except for ADvantage, and is given the duty of overseeing the work done by the directors of each Student Service.

5. The Vice President and the Speaker of the Senate appoint senators to standing committees. In the case of a disagreement between the Speaker of the Senate and the Vice President, the President shall be the deciding vote.
6. The Vice President shall serve, alongside the Speaker of the Senate, as the ASUP representative at all Academic Senate meetings.

Section IV: Speaker of the Senate

A. Qualifications

1. The Speaker of the Senate must be an elected member of the ASUP Senate and fulfill all the requirements of a Senator during their term as the Speaker of the Senate.
2. The Speaker must have served at least two full semesters as an ASUP Senator prior to election.
3. The Speaker of the Senate must be elected by a 2/3rds vote in the ASUP senate.
4. Attendance of all Senate meetings is required with a minimum of one excused and one unexcused absence per semester.

B. Duties

1. The Speaker of the Senate shall preside over all Senate Meetings.
2. The Speaker of the Senate shall serve as an ex-officio member of all senate standing committees.
3. The Speaker of the Senate shall work with the Vice President to appoint all senate members to a standing committee.
4. The Speaker of the Senate shall have the power to form and dissolve standing committees at will.
5. The Speaker of the Senate shall be in charge of all Senator training and all Senate retreats.
6. The Speaker of the Senate shall be able to vote in the Senate only in the event of a tie.
7. The Speaker of the Senate shall be allowed to be present during Executive Board meetings, but will not be granted a vote.
8. The Speaker of the Senate shall serve, alongside the Vice President, as the ASUP representative at all Academic Senate Meetings.

Section V: Director of Communications

A. Qualifications

1. The Director of Communications must have completed at least one full semester at the University of Portland prior to being appointed.
2. The Director of Communications must be a full-time undergraduate at the University of Portland.
3. The Director of Communications must have a cumulative GPA of 2.5 or higher.

4. The Director of Communications must not be on Academic or University probation during the application and appointment process, or during their term of office.

B. Duties

1. The Director of Communications is responsible for taking minutes at all senate meetings and sending a description of those meetings to all member of the ASUP governing body.
2. The Director of Communications manages outward communication between the ASUP governing body, and the ASUP, the faculty and staff of the University of Portland, and the greater North Portland area.
3. Attendance of all Senate meetings is required with a minimum of one excused and one unexcused absence per semester.
4. The Director of Communications acts as liaison between the ASUP Executive Board, and the ASUP web technician.
5. The Director of Communications reserves the right to act as the web technician, but shall not be paid extra for their work assuming the role of the web technician.
6. The Director of Communications oversees ADvantage and works with the Director and Lead Designer of ADvantage.
7. The Director of Communications shall perform all duties listed above with respect to the platform and goals of the President and Vice President.

Section VI: Director of Finance

A. Requirements

1. The Director of Finance must be a full-time undergraduate at the University of Portland.
2. The Director of Finance must have a cumulative GPA of 2.5 or higher.
3. The Director of Finance must not be on academic or university probation at the time of election or during their term in office.
4. The Director of Finance must have passed a 200 level accounting class at the University of Portland prior to election.

B. Duties

1. The Director of Finance shall be directly responsible for the disbursement of all ASUP funds at the direction of the Senate.
2. The Director of Finance shall monitor all ASUP allocations, underwrites, and loans.
3. The Director of Finance shall chair the Financial Management Board, which shall submit two detailed budgets yearly to the Senate for debate and approval.
4. The Director of Finance shall appoint at least three students to the Financial Management Board, and shall vote on the committee only to break a tie.
5. The Director of Finance shall oversee an annual audit of the financial records.

6. The Director of Finance shall be required to attend all Senate meetings with a maximum of one unexcused absence and one excused absence allowed per semester.
7. The Director of Finance must meet at least twice a semester with a representative from the University Office of Controller.
8. The Director of Finance has the option to appoint a Controller.
9. The Controller reports directly to the Finance Director and is appointed by the Director of Finance through an application process following an approval process by both the President and the Senate.
10. The Controller is not a member of the Executive Board.
11. The Director of Finance performs all duties listed above with respect to the platform and goals of the President and Vice President.

Section VII: Campus Program Board Director

A. Requirements

1. The Campus Program Board Director must have completed at least three semesters at the University of Portland when selected.
2. One year of relevant leadership experience.
3. The Campus Program Board Director must be a full-time undergraduate.
4. The Campus Program Board Director must have a cumulative grade point average 2.5 or higher.
5. The Campus Program Board Director must not be on either academic or university probation at time of selection and throughout the term of office.

B. Duties

1. The Campus Program Board Director shall have responsibility for non-club sponsored ASUP activities and programs.
2. The Campus Program Board Director shall work with the Office of Student Activities to develop, plan, and coordinate a regular plan of activities.
3. The Campus Program Director shall serve as chair of and meet regularly with a campus programming board.
4. The Campus Program Board Director shall be required to attend all Senate meetings with a maximum of one unexcused absence and one excused absence per semester.
5. The Campus Program Board Director shall perform all duties listed above with respect to the platform and goals of the President and Vice President.

C. Selection Process

1. Vetted and interviewed by Student Activities and the current CPB Director to assess qualifications of applicants.
2. Qualified applicants will be put on the ballot to be voted on by the Student Body during Spring Elections.

ARTICLE III: SENATE

Section I: Senators

A. Qualifications

1. All Senators must be full time undergraduates.
2. All Senators must have a cumulative grade point average of 2.5 or higher.
3. All Senators must not be on either academic or university probation at time of election and throughout the term of office.

B. Representation

1. There shall be two senators per class.
2. There shall be 9 total senators from the five schools of Nursing, Engineering, Business, Education, and the College of Arts and Sciences
 - i) Each of the 5 schools shall have at least one senator.
 - ii) The remaining 4 senators will be split up proportionally based on school populations.
 - iii) No school shall have more than 3 senators.
3. All Senators must be a member of the constituency they seek to or already do represent
4. All Senators elected can only occupy one Senate seat at any given time.

C. Duties

1. All Senators shall attend Senate meetings.
 - i) Senators shall not have more than one unexcused absence and two excused absences
2. All Senators shall serve as members of at least one Senate standing committee.
3. All Senators shall be required to connect with their constituencies.
4. Failure to fulfill duties can result in an internal investigation and potential expulsion from Senate.
 - i) The expulsion shall be a formal vote from Senators following an investigation by the Oversight Committee and Student Activities where both entities find the Senator is to be guilty of impeachable actions.

Section II: Powers of the Senate

A. Authority

1. The Senate shall have the authority to determine and allocate Student Government fees.
2. The Senate shall have the authority to override ASUP Presidential vetoes by a two thirds majority vote of all Senators.
3. The Senate shall have the authority to make its own by-laws.
4. Senate shall have the power to amend the budget proposed by the Finance Committee, with a two thirds majority vote.

5. The Senate, by petition of twenty-five percent of its members shall have the authority to require the Speaker of the Senate to call a Senate meeting within three days.

B. Jurisdiction

1. The Senate shall hold accountable any organizations or clubs to which it dispenses funds.
 - i) The Senate may decide to discipline clubs and organizations which are funded by ASUP, when said clubs break ASUP or University regulations.
 - ii) The Senate may stop funding to a club through a two thirds majority vote of the quorum.

C. Impeachment

1. The Senate shall decide upon impeachment of elected Senators and Executive officers in the following manner:
 - i) Presentation of charges of malfeasance, misfeasance or nonfeasance, and debate on the charges are to be followed by a vote to begin impeachment proceedings at the same meeting.
 - ii) After a period of no less than a week, a three fourths vote of all elected Senators shall be required for an impeached senator's removal from office.

Section III: Visitors in Senate

- A. All Senate meetings shall be open, except for special closed door sessions as decided by the Speaker of the Senate or a 2/3 majority of the Senate.
- B. Any individual may be heard at the Senate meetings if recognized by the Speaker of the Senate

Section IV: Senate Standing Committees

- A. There shall be as many standing committees of the Senate as specified in the By-Laws. These committees shall be formed no later than two weeks after the Fall ASUP elections.
- B. All committees shall submit a written report to the Speaker of the Senate and an oral report to the entire Senate following each meeting of the committee. The committees shall meet at least bimonthly.

ARTICLE IV: CAMPUS PROGRAM BOARD

The Campus Program Board shall consist of members appointed to designated committees with the purpose of providing a diverse series of social and educational programs for the University community.

ARTICLE V: ADVANTAGE

The director of campus advertising or ADvantage shall be hired or fired by the discretion of the Senate. The elections committee will designate the qualifications of the ADvantage Director. The Vice President shall serve as the supervisor and liaison, as stated in Article II Section III subsection B. The final responsibility for campus advertising shall fall on the ADvantage Director.

ARTICLE VI: ELECTIONS

Section I: Standard Elections Procedure

- A. Elections for Executive Board Members, School Senators, and Senior, Junior, and Sophomore Class Senators must be completed prior to the first week of April, except in the case of run-off elections.
- B. Freshman Class Senator elections will be held in the following Fall semester.
- C. In the event of a tie, the Elections Committee shall hold a run-off election within one week.
- D. Students desiring to run for ASUP offices must declare their candidacy in writing to the Elections Committee. There will be a one-week sign up period beginning two weeks prior to the elections.
- E. Under each office on the ballot, candidates will be listed according to a random drawing of the Elections Committee.
- F. The President and Vice President are the only positions of Office that are placed on the same ballot. All other positions must be listed individually.
- G. Each candidate may run for only one office.
- H. Other elections procedures shall be outlined in the Elections Committee By-Laws, which shall be passed by the Senate.
- I. Guidelines for a special election shall be established by the Elections Committee. A special election shall be held in the event that:
 - 1. A regularly scheduled election cannot occur.
 - 2. The winner, of an Executive Board position, declines, resigns, or is unable to assume the position of office.

Section II: Elections Committee Chair

- A. The Elections Committee shall be chaired by the Vice President of the ASUP.
- B. In the event that the Vice President is running for office at the time of the election, the Elections Committee will be chaired by a separate party. This person shall apply for the role

through Student Affairs and will serve for the full semester up until one week following the election.

Section III: Voting Validation

- A. For the election of Executive Officers, a minimum of ten percent of the student body must vote in Order to validate an election and in order to be elected a candidate must obtain a majority of the vote.
- B. For election of Senators, a minimum of ten percent of a candidate's constituency must vote in order to validate an election and those elected must have obtained a plurality of the votes.

Section IV: Instillation of Officers and Senators

- A. The newly elected officers shall be installed in office at the conclusion of the last Senate meeting which shall be held no earlier than three weeks and no later than one week before the end of the Spring semester.
- B. Installation shall consist of affirmation for Senators and Executive Officers of through following oath:
 - 1. *"I, (state your name), agree to place my primary emphasis on representing my constituency and the welfare of the entire student body of the University, thus discharging the duties of my respective office, impartially and to the best of my ability."*
 - 2. This oath shall be administered by the President or the highest ranking officer not taking the oath.

Section V: Provisions for Senate Vacancies

- A. Should a Senate seat become vacant, nominations to fill the vacancy shall be made to the Senate by the Vice President. Nominees shall be chosen from among members of the ASUP eligible for the office and shall be approved by the Senate by a two thirds vote.

ARTICLE VII: FINANCE COMMITTEE

- A. The Finance Committee shall be recommended by the Director of Finance and shall consist of the Director of Finance, a club representative, a Senate representative, three appointed students, and the ASUP advisor. The ASUP advisor will serve as a non-voting member of this committee. The Finance Committee must be approved with a 3/4th Senate majority vote.
- B. The Finance Committee shall submit two detailed budgets. The first semester budget shall be submitted no later than the second full week of April and the second no later than the last week of November.

- C. The Finance Committee shall have the power to create their own By-Laws, which shall be passed by the Executive Board.

ARTICLE VIII: RIGHTS OF THE ASUP

Section I: Initiative

- A. A petition bearing the valid signatures of five percent of the ASUP shall cause the Senate to consider action on a specific resolution.
- B. Valid signatures shall consist of the student's signature and identification number. All signatures must be validated by the Office of Student Activities.
- C. This resolution shall be brought before the Senate within ten days or at the next regularly scheduled Senate meeting after being presented to the Speaker of the Senate.

Section II: Referendum

- A. A petition bearing the valid signatures of twenty percent of the ASUP shall cause the Senate to conduct a referendum on a specific resolution.
- B. Valid signatures shall consist of the student's signature and identification number. All signatures must be validated by the Office of Student Activities
- C. The referendum shall be held within ten days of the presentation of the valid petition to the President. Notification of the referendum must be immediately submitted to the student newspaper and student radio station.

Section III: Recall

- A. A petition bearing the valid signatures of sixty percent or the equivalent percentage requirement as stated in subsection B, of the constituency which an officer or senator represents, shall cause the recall of the elected officer and/or senator from that constituency.
- B. If the voter turnout in the election in question is less than thirty percent, then the percentage of signatures required must be double that of the actual voter turn out to initiate the recall proceedings.
- C. Valid signatures shall consist of the student's signature and identification number. All signatures will be validated by the Office of Student Activities.

ARTICLE IX: AMENDMENTS

Section I: Methods

- A. An amendment shall be brought before the ASUP for approval under either of the following conditions: A two-thirds majority approval of the Senate, or a petition bearing the valid signatures of twenty percent of the ASUP.
- B. The validation process will be the same as stated in Article VI Section III.

Section II: Public Notice

- A. All proposed amendments to this constitution shall require notice in writing and shall be posted in prominent places at least ten days prior to the time of voting. Notification of the election must be submitted to the student publications immediately upon approval of the Senate.

Section III: Adoption

- A. No fewer than twenty percent of the ASUP must vote in this election. A majority of all votes cast by the ASUP is required for the adoption of any amendment to become effective.

ARTICLE X: RATIFICATION

A. Ratification Process

- 1. The constitution must first, be approved by a two-thirds majority vote in the Senate.
- 2. The constitution must secondly, be approved and signed by the President of the University.
- 3. The constitution must thirdly, be approved by the ASUP. No fewer than twenty percent of the ASUP must vote in the election and a simple majority of this vote is required for ratification.

ARTICLE XI: CAMPUS TRADITION FUND

- A. The ASUP Treasurer shall reserve 7.5% of the Student Government Fee of each student for the Campus Traditions Fund, beginning Fall of 2015.

- B. Money from the Campus Traditions Fund shall be allocated by the Committee of Campus Traditions.
- C. The committee shall be chaired by a representative from the Office of Student Activities and will consist of the Campus Program Board Director, the President of the ASUP Senate, the ASUP Senator selected as the Senate Representative, and other interested parties from across campus departments such as Residence Life, Development, Alumni, Marketing or another suitable department.
 - 1. No more than 10 people shall serve on this committee, including the chair.
- D. The Executive Board of ASUP will select a Senator to be the official Senate representative on the committee.
 - 1. This role will be considered a special committee chair and will give a report each Senate meeting.
 - 2. This role shall also only be fulfilled by a senator who is not graduating that academic year.
- E. Money from the Campus Traditions Fund shall be used for purchases that provide campus-wide events to the University or immediate surrounding area.
- F. The amount collected in the start of each semester shall be allocated for use in the following semester.
- G. All unspent funds from the Campus Traditions Fund at the end of each semester shall remain in the Campus Traditions Fund.

ARTICLE XII: ASUP ENDOWMENT

- A. The ASUP Endowment's primary principal is to be created from the carryover funds from the 2008-2009 Academic year.
- B. Monies within the Endowment will exist as a subaccount to the University of Portland's Endowment, and will be managed by the same institution.
- C. The Endowment's principal shall be increased each semester by 100% of the unspent funds.
- D. The Endowment's principal is to remain unspent.
- E. Money accrued through annual interest and distribution is to be added bi-annually to the ASUP General Budget and allocated by the finance committee through the ASUP budgeting process.
- F. Any disputes regarding the Endowment will be resolved by the Senate with a 2/3rds vote.

ARTICLE XIII: MAJOR EVENT FUND

Section I: Use of Funds and Regulation

- A. Fifteen dollars from every student's semester fee will be dedicated toward the Major Event Fund.
- B. The Major event fund shall be used for an entertainment performance for the student body in its entirety.
- C. The ASUP Senate must approve the nature of the Campus Program Board's proposed major event (type, venue, date) prior to allowing access to the funds.
- D. No more than \$30,000 per fiscal year (in fiscal year 2013 dollars) in total may be allocated toward the major event from any combination of ASUP funding sources outside the Major Event Fund, to include the Major Project Fund and regular budget cycles.

ARTICLE XIV: NON-DISCRIMINATION CLAUSE

Section I: Non-Discrimination Statement

- A. Recognizing the human dignity of all persons and their right to respect, justice, and a welcoming environment, the Associated Students of the University of Portland and all of its forms and functions do not discriminate on the basis of race, color, nationality, ethnicity, heritage, ability or disability, age, sex, genetic information, veteran status, gender identity, gender expression, sexual orientation, religion, socioeconomic status, or documentation status.