

Undergraduate Studies Council

Constitution

Article I: Name and Purpose

The name of this organization is the Undergraduate Studies Council [hereafter referred to as the UGSC or the Council]. The objectives of the Council are:

Purpose:

- A. To provide a platform for UGS students to explore leadership while planning and executing beneficial events and activities for their fellow students
- B. To enable School of Undergraduate Studies (UGS) students to provide feedback to UGS administration
- C. To formalize UGS student representation to university administration through the Senate of College Councils

Article II: Eligibility and Membership

- A. Any student currently or formerly enrolled in the School of Undergraduate Studies or participating in official UGS programs is eligible to be a member of the Council
- B. Eligible students must “apply” to register or claim their right to membership: students will have multiple opportunities each semester to submit their membership application
- C. The Council strives to represent official student groups of the School, each of which is expected to send a minimum of one representative to Council meetings:
 - i. Longhorn Scholars Student Advisory Council
 - ii. Bridging Disciplines Programs Student Cabinet
 - iii. FIG mentor leadership
 - iv. Honors Student Leadership Council
- D. The Council will meet twice monthly, at minimum, during long semesters
- E. The Executive Board will set the attendance policies for each semester

Article III: Executive Board

The Executive Board consists of the following four UGSC offices that are elected directly by the Council: President, Vice President, Financial Director, and Senate Representative.

- A. Terms and Eligibility
 - i. All UGSC members are eligible to run for the offices of President, Vice President, or Financial Director

- ii. The Senate Representative position must be held by a student who is currently enrolled in the School of Undergraduate Studies
 - iii. Officers serve one-year terms and may be reelected
 - iv. Officers may serve in only one office at a time, unless receiving the majority approval of the assembly and Council advisors
 - v. Beginning May 2011, all UGS officers must be current or former UGS students
- B. Executive Board privileges and duties
- i. The Executive Board will meet weekly to discuss Council affairs
 - ii. The Executive Board may create and appoint members to ad-hoc committees as necessary
 - iii. The Council may veto any decision made by the Executive Board by a two-thirds majority vote
- C. Special Elections and Dismissal
- i. If for any reason the office of President becomes vacant, the Vice President will become President
 - ii. If for any reason the offices of Vice President, Financial Director or Senate Representative become vacant, a special election will be held to fill the position
 - iii. Any officer may be subject to dismissal procedures once a written request has been submitted to the Executive Board and Council advisor(s). After being allowed to address the Council regarding any concerns, the officer in question may be dismissed from office by a two-thirds majority vote

Article IV: Officers Duties

- A. President
- i. Shall be the administrative head and chief spokesperson of the Council.
 - ii. Presides over Council and Executive Board meetings.
 - iii. Represents the Council to the Senate of College Councils and college and university administration
 - iv. The President has tie-breaking ability, in the event of a tie vote by the Executive Board
 - v. May cancel regular general assembly meetings, upon conferring with the Executive Board
 - vi. May call special meetings of both the general assembly and Executive Board
- B. Vice President
- i. Presides over Council and Executive Board meetings in the absence of the President
 - ii. Assists the President in the administration of the office
 - iii. Oversees the new member process.
 - iv. Collects any reports submitted by officers and committee chairs.
 - v. Performs other duties as assigned by the President
- C. Financial Director

- i. Disburses funds for Council activities
 - ii. Directs fundraising efforts
 - iii. Maintains records of the Council's financial activities
 - iv. Represents the Council at functions of the Senate of College Councils
 - v. Provides budget reports for the Council by the second general assembly meeting of each long semester
 - vi. Perform other duties as assigned by the President
- D. Senate Representative
- i. Serves on the representatives committee of the Senate of College Councils
 - ii. Serves on at least one Senate of College Councils academic committee
 - iii. Reports Senate activities to the Council, and Council activities to the Senate
 - iv. Performs other duties as assigned by the Executive Board

Article V: Elections

- A. Timeline
- i. Elections are held during a designated general assembly meeting each spring in March or April
 - ii. New officers will formally accept their positions at the council meeting directly following the elections meeting
- B. Nominations
- i. Each nomination requires a confirmation by the person nominated
 - ii. Members may submit nominations to the President until the time of the election
 - iii. Members may nominate any member, including themselves
- C. Absentee voting
- i. Members who wish to vote but are unable to attend the election must request an absentee ballot from the President prior to the elections
 - ii. All absentee ballots must be submitted prior to the elections
- D. Election-day procedure
- i. Elections will occur in the following order: President, Vice President, Financial Director, and Senate Representative
 - ii. The Executive Board will determine time allotment for speeches and questions
 - iii. Speaking order will be alphabetical
 - iv. The Council's advisor and President will count ballots immediately following the submission of votes
 - v. In the case in which two candidates receive an equal number of votes in a race with more than two candidates, the two candidates receiving the most votes will participate in a runoff election
 - vi. All ties are broken by a majority vote of the Executive Leadership
 - vii. Losing candidates may declare themselves candidates for other offices and follow election procedures normally

Article VI: Amendments

Amendments to the Constitution require the approval of a two-thirds majority of the Council.