**The Constitution of**

**DePauw University Student Government**

**Article I:    Preamble**  
  
We the students of DePauw University, in order to provide a united student voice, advocate for student concerns, ensure safety, and improve the academic, as well as the social atmosphere on campus, do hereby endorse and establish this Constitution for the DePauw Student Government.    
  
**Article II:    Mission**  
  
The mission of DePauw Student Government is to act as the chief advocate for the students of DePauw University, to implement any and all things possible to improve the quality of the DePauw University experience, and to affect positive change through encouraged involvement and communication with the student body, administration, and the faculty.  
  
**Article III:    Structure of DePauw Student Government**  
  
DePauw Student Government (DSG) shall be made up of five distinct bodies: the Executive Officers (Exec), Student Representatives (Reps), Student Senate (Senate), Student Assembly Organizations, and the Allocations Board (Allocations).  Each body will operate in keeping with this Constitution and the accompanying Bylaws.  
  
**Article IV:     Executive Officers**  
  
**Section 1.    Purpose**  
  
The purpose of the Executive Council shall be to define the current direction for, provide a united representation of, and coordinate the actions of the five bodies of DSG toward that direction.  
  
**Section 2.    Executive Authority**  
  
Executive authority in DSG shall be vested in the Student Government President and the Executive Vice President, who shall serve as the chief executive officers.  
  
**Section 3.    Duties of Executive Officers**  
  
The Executive Officers shall be ranked in the order named:

A. Student Government President

The duties of the Student Government President shall be:

1.   Represent student concerns, needs, and desires to the DePauw University students, administration, faculty, and community.

2.   Interpret ambiguity and conflict in this Constitution and the accompanying Bylaws.

3.   Make himself or herself available to hear individual student concerns and appropriately represent those concerns to DSG.

4.   Determine the agenda for and preside over all meetings of Exec.

5.   Determine the agenda for and preside over all Assembly meetings.

6.   Report to the Assembly the happenings of the Exec.

7.   Oversee all DSG Committees.

8.   Create and define ad-hoc committees, when necessary, and appoint their presiding officers.

9.   Serve as a voting member of Student Life and Academic Atmosphere Committee (SLAAC).

10.  Attend monthly faculty meetings as an ex-officio member and as a representative of the student body.

11. Manage all financial responsibilities of the DSG Budget, including: submitting a budget to the Allocations Board and attending.

B.  Executive Vice President (EVP)

The duties of the Executive Vice President shall be:

1.   Determine the agenda for and preside over all meetings of Senate. In his or her absence, the DSG President shall preside and determine an agenda if one does not exist. If both are absent, the ranking of Executive Officers shall determine who shall preside.

2.   Undertake the duties of the DSG President in his or her absence.

3.   Serve as a voting member of the Management of Academic Operations Committee (MAO).

4.  Attend monthly faculty meetings as a representative of the student body.

5.  Serve as a co-chair of the Trustee Liaison Committee (TLC).

6. Manage all financial responsibilities of the DSG Budget.

C. Vice President of Student Life

The duties of the Vice President of Student Life shall be:

1.   Determine the agenda for and preside over all meetings of the Student Representatives.

2.   Oversee all Student Representative Committees.

3.   Serve as the principal liaison between Senate, Reps, and all Student Assembly Organizations.

4.   Oversee the application process for recognition of student organizations.

5.   Determine the agenda for and preside over all meetings of the Student Concerns Committee.

6.   Report to and solicit input from Reps for the Student Concerns Committee.

7.   Serve as a voting member of SLAAC.

8.   Attend monthly faculty meetings as a representative of the student body.

D. Vice President of Academic Life

The duties of the Vice President of Academic Life shall be:

1.   Determine the agenda for and preside over all meetings of the Academic Life Committee.

2.   Report to and solicit input from Reps for the Academic Life Committee.

3.   Serve as a voting member to the Committee on Academic Planning and Policy (CAPP).

4.   Attend monthly faculty meetings as a representative of the student body.

E. Vice President of Community Relations

The duties of the Vice President of Community Relations shall be:

1. Foster mutually beneficial relationships between DePauw students and the Greencastle community.
2. Serve as an informational liaison between DePauw and the Greencastle community. Facilitate opportunities for students to communicate with the broader community and members of the community to communicate with students.
3. Responsible for attending Greencastle City Council meetings and returning to the Executive Board with a report of issues and opportunities for DePauw students.
4. Work closely with the DePauw Coordinator of Community Service and Outreach, connecting student organizations with DePauw Community Service (DCS) programs and the greater Greencastle Community.
5. Assist VP Student Life and the DePauw Coordinator of Community Service and Outreach in the maintenance and communication of a Philanthropic Event Calendar for student organizations and DCS programs to the student body and Greencastle community. Work with Director of Public Relations to make sure this information is being well communicated with students.
6. Oversee a committee of senators and representatives responsible for helping Director of Community Relations resolve issues and advising Director of Community Relations on broader organizational and student perspectives.

F. Parliamentarian

The duties of the Parliamentarian shall be:

1. Advise DSG on the letter, wording, and intent of this Constitution, the Bylaws, and the most recent edition of Robert’s Rules of Order.

2.   Determine the agenda for and preside over all meetings of the Jurisprudence Committee (JPC), Government Evaluation Committee (GEC), and the Elections Committee (EC).

3.   With the advice of the Representative Chamber, appoint and remove students to the Jurisprudence Committee (JPC), Government Evaluation Committee (GEC), and the Elections Committee.

4.   Oversee internal elections.

5. Aid DSG Secretary in monitoring attendance and quorum at voting Representative and Senate meetings, and at all Assembly meetings.

G. Director of Public Relations

The duties of the Director of Public Relations shall be:

1.   Serve as the primary liaison and point of contact between DSG and the campus, community, and media.

2.   Coordinate and craft the message of DSG as determined by the President and the Exec.

3.   Create and distribute news releases to campus media regarding current DSG issues,     decisions, and news.

4.   Publicize DSG elections and election results.

5.   Serve as a resource to Student Organizations for advertising, event programming, and campus relations.

6.   Document and record all media appearances concerning DSG.

H. Secretary

The duties of the Secretary shall be:

1.  Serve as secretary to Exec and the Assembly.

2.   Collect attendance records for each meeting of Exec, Reps, Senate, Assembly, and Allocations.

3. Collect, maintain, and file the records of DSG.

4. Dispatch attendance warnings to individuals and organizations in each body of DSG as directed by this Constitution.

5.   Distribute the minutes for each meeting of Exec, Reps, Senate, and the Assembly in a timely fashion.

6. Inform the Allocations Board on issues of organization recognition, especially as they are relevant to funding.

I. Advisor to DSG

The duties of the Advisor to DSG shall be:

1. Advise Exec in the execution of their duties and the direction of DSG.

2. Attend meetings of Exec.

3. Attend any meeting of Reps, Senate, the Assembly, or Allocations to which his or her attendance is reasonably requested, and provide input to that body if it is solicited.

J. Vice President of Allocations

The duties of the Vice President of Allocations shall be:

A. Determine the agenda for and preside over all meetings of the Allocations Board.

B. Make himself or herself available to hear concerns regarding student organization finances, and appropriately represent those concerns to DSG or Allocations Board.

C. Submit a financial report for DSG to Exec, Reps, Senate, and Assembly at the end of each academic semester.

D. Submit finalized allocation outcomes and event-by-event allocations to the DSG Exec and the student body.

**Section 4.    Additional Duties for All Executive Officers**  
  
These additional duties shall be carried out by all DSG Executive Officers~~.~~:

A. Assist in determining and upholding the goals and initiatives of Exec and the direction of DSG.

B. Uphold and protect this Constitution of DSG and the accompanying Bylaws.

C. All Exec members must be present and on time to all meeting of Exec. After three (3) absences the officer will be removed from office and duties with the ability to re-apply in a general pool of candidates.

D. Participate in transitional training sessions for newly-elected or appointed officers.

E. Refer all queries for information regarding DSG to the Director of Public Relations.

F. Maintain and pass on any pertinent materials to newly-elected or appointed officers.

G. Appoint representatives to each of the University Committees.

H. Approve a slate of candidates for an internal election to fill a vacancy in the office of EVP as outlined in Article II: Section 2 of the accompanying Bylaws.

I. Fill vacancies as outlined in Article VI of the accompanying Bylaws.

J. Approve amendments to this Constitution as outlined in Article IX: Section 2.

K. Approve amendments to the accompanying Bylaws as outlined in Article VIII: Section 2 of the accompanying Bylaws.

**Article V:    Student Representatives**  
  
**Section 1.    Purpose**  
  
Student Representatives are to represent the diverse and comprehensive needs of the student body by facilitating discussion among and between student leaders, administrators, and faculty. The Reps also represent the needs, desires, and voices of the student organizations~~,~~ and will pass legislation to fulfill these needs and desires in keeping with the current direction of DSG. Reps shall collaborate with the Student Senate in order to achieve the goals of DSG.  
  
**Section 2.    Membership**  
  
Membership of the Student Representatives shall consist of:

A. Any recognized Student Organization can choose to sponsor a Student Representative.  B. The following administrators and faculty shall be ex-officio members:

1.  DSG Advisor

2.  Vice President of Student Life

3.  Dean of Campus Life

C. Executive Officers

1. Reps will be chaired by the Vice President of Student Affairs.

2. The Director of Public Relations shall be available when necessary to collect relevant information for public release.

D. Meetings of the Student Representatives shall be open to the public

**Section 3.    Duties and Powers of Student Representatives**  
  
The duties and powers of the Student Representatives shall be:

A. Provide a means of communication among student leaders, administrators, and faculty.

B. Serve as the chief advocate for the concerns of the student organizations.

C. Attend weekly meetings.

D. Enact legislation to fulfill the needs and desires of the student organizations.

E. Elect, with the help of Senate, the following positions at a joint meeting:

1. Parliamentarian

2. Director of Public Relations

3.  Secretary

F.  Elect two (2) members to the Allocations Board.

G. Cooperate with one another in programming efforts.

H. Approve all Exec appointments by a vote of two-thirds (2/3).

I. Vote on the approval and re-recognition of Student Assembly Organizations.

J. When necessary, appoint members to Jurisprudence, Government Evaluation, and Elections committee.

Approve amendments to this Constitution as outlined in Article X: Section 2.

K. Approve amendments to the accompanying Bylaws as outlined in Article VIII: Section 2 of the accompanying Bylaws.

**Section 4.    Voting**  
  
Voting for Student Representatives shall consist of:

A. Quorum shall be set at two-thirds (2/3) of all eligible voting members.

B. Regular votes require a simple majority.

C. Vice President of Student Life shall vote in order to break a tie or to create a two-thirds (2/3) majority.

D. The Vice President of Student Life shall determine the agenda for and preside over all Reps meetings. In his or her absence, the EVP shall preside and determine an agenda if one does not exist. If both are absent, the ranking of Executive Officers shall determine who shall preside.

**Section 5.    Attendance**  
  
Attendance for Student Representatives will be taken as such:

A. In the event of two (2) absences that are not due to approved academic or extracurricular activities in one semester, the Representative shall lose all voting privileges for the remainder of the semester.

B. In the event of three (3) unexcused absences that are not due to approved academic or extracurricular activities, the Representative shall be removed from office.

C. The representative’s organization will not lose recognition as an organization for the Assembly unless the organization fails to meet the minimum Assembly attendance requirements (one meeting per month).

**Article VI:     Student Senate**  
  
**Section 1.    Purpose**  
  
The purpose of Student Senate shall be to represent the needs, desires, and voice of the student body to the greater campus community and public~~,~~ and to propose and enact programs, procedures, and legislation to fulfill these needs and desires of the DePauw Student Body. Student Senate shall collaborate with the Student Representatives in order to achieve the goals of DSG.  
  
**Section 2.    Membership**  
  
Membership of Student Senate shall consist of:

A. Five (5) students from each academic class (i.e. freshmen, sophomores, juniors, seniors)

B. Any student who is not a Senator is entitled to voice without vote in Senate.

**Section 3.    Duties of Senators**  
  
The duties of Senators shall consist of:

A. Attend weekly meetings of Senate.

B. Solicit student input from and relay information to their respective classes on behalf of DSG.

C. Serve on at least one Senate or DSG Committee.

D. Host a monthly open forum for students to voice their concerns.

1. The open forum shall be held the first week of every month for the academic school year.

**Section 4.    Senate Committees**  
  
The permanent committees for Student Senate will consist of the following:

A. Student Concerns Committee

Chaired by the Vice President of Student Life, the Student Concerns Committee shall be responsible for investigating issues involving student concerns, campus facilities, and campus climate by the following:

1. Student Concerns

a. Investigate and make recommendations on issues of significance to the student body.

b. Interface with the appropriate university committees.

2. Facilities

a. Investigate and make recommendations regarding all issues pertaining to campus facilities.

b. Interface with the appropriate university committees.

3. Campus Climate

a. Monitor campus climate.

b. Disseminate information on current issues.

c. Assist the University in developing social policies.

d. Interface with the appropriate university committees.

B. Academic Affairs Committee

Chaired by the Vice President of Academic Life, the Academic Affairs Committee shall be responsible for voicing students’ academic concerns and striving to improve DePauw’s academic climate in two areas by the following:

1. Academic Programming and Operations

a. Investigate and make recommendations regarding issues involving new student programs and orientation.

b. Investigate and make recommendations regarding issues involving course curriculum, Winter Term, graduation requirements, time-banks, and the academic calendar.

c. Interface with the appropriate university committees

2. Faculty Quality Assurance and Academic Advising

a. Investigate and make recommendations regarding issues involving the quality of the faculty and advising and monitor issues of both student and faculty concern.

b. Interface with the appropriate university committees.

**Section 5.    Powers and Duties of Senate**  
  
The powers and duties of the Senate shall be:

A. Serve as the advocates for the concerns of the student body.

B. Enact programs, procedures, and legislation to fulfill the needs and desires of the student body.

C. Elect, with the help of Reps, the following positions at a joint meeting:

1. Parliamentarian

2. Director of Public Relations

3. Secretary

D. Elect a new EVP, in the event of a vacancy, as outlined in Article VI: Section 2 of the Bylaws.

E. Approve all Exec appointments by a vote of two-thirds (2/3).

F. Approve amendments to the Constitution as outlined in Article X: Section 2.

G. Approve amendments to the Bylaws as outlined in Article VIII: Section 2 of the Bylaws.

**Section 6.    Voting**  
  
Voting for Student Senate shall consist of:

A. Quorum shall be two-thirds (2/3) of Members of Senate.

B. Regular votes in Senate require a simple majority.

C. The EVP shall vote to break a tie or establish either a vote of majority or quorum.

D. Any student who is not a Senator is entitled to voice without vote in Senate.

**Section 7.    Attendance**

A. In the event of two (2) absences that are not due to approved academic and extracurricular activities in one semester, the Senator shall lose all voting privileges as well as the rights to author legislation for the remainder of the semester.

B. In the event of three (3) unexcused absences that are not due to approved academic and extracurricular activities, the Senator shall be removed from office.

**Article VII:  Student Assembly Organizations**  
  
**Section 1.    Purpose**  
  
The purpose of Student Assembly Organizations shall be to elect any group of students on campus wishing to become recognized by the DSG. The monthly meetings shall also serve as a venue for discussing and disseminating pertinent information to Student Assembly Organizations.  
  
**Section 2.    Membership**

Student Assembly Organizations shall consist of the following:

1. A member from each Residence Hall.

2. A member from each University Owned Apartments and Houses neighborhood.

3. Recognized Student Organizations that maintain status as outlined in Article III of the Bylaws.

A. Any Student Organization wishing to receive funding from the student activity fee must maintain recognition.

B. Representation of Student Organizations

1. Student Assembly Organizations shall elect one voting member from their organization.

2. A Student Assembly member may not represent more than one organization for the purposes of voting and attendance.

3. In the case of a vacancy, it is the responsibility of the Recognized Student Assembly Organization to elect a new member.

C. Any student is entitled to voice without vote at the monthly Assembly meeting.

D. Assembly meetings shall be open to the public.

E. The Vice President of Student Life reserves the right to freeze voting privileges and use of allocated funding in instances where an up-to-date Constitution has not been provided.

**Section 3.    Duties of Student Assembly Organization Members**  
  
The duties of Student Assembly Organization members shall be:

A. Attend one monthly Assembly meeting set by Exec.

B.  Solicit student input from and relay information to their organizations on behalf of the Student Assembly Organizations.

C. All Student Assembly Organizations are encouraged to serve on at least one DSG Committee.

**Section 4.    Powers and Duties of Student Assembly Organizations**  
  
The powers and duties of the Student Assembly Organizations shall be:

A. Grant, revoke, and modify recognition and membership of Student Assembly Organizations.

B. Approve all Exec appointments by a vote of two-thirds (2/3).

C. Approve amendments to the Constitution as outlined in Article X: Section 2.

D. Approve amendments to the Bylaws as outlined in Article VII: Section 2 of the Bylaws.

**Section 5.    Voting**  
  
Voting for Student Assembly Organizations shall consist of:

A. Quorum shall be two-thirds (2/3) of recognized Student Assembly Organizations.

B. Regular votes require a simple majority.

C. The President shall vote in the case of a tie or to establish either a majority or quorum.

D. The President shall determine the agenda for and preside over all Assembly meetings.  In his or her absence, the EVP shall preside and determine an agenda if one does not exist.  If both are absent, the ranking of Executive Officers shall determine who shall preside.

**Section 6.    Attendance**  
  
Attendance for Student Assembly Organizations will be taken as such:

A. Student Assembly Organizations are required to attend all Assembly meetings. The Student Assembly Organizations will forfeit recognition if they do not attend.

B. Any organization that loses its status as a Student Assembly Organization at any time during the semester will be denied allocations from the student activity fee for the following semester.

C. Attendance will be taken at all meetings.

D. Tardy arrivals and early departures will constitute an absence.

E. Attendance requirements for the representatives of residence halls, and the University-owned Apartments and Houses shall not be enforced until after living unit elections are held.

F. If a Student Assembly Organization loses recognition, and does not reapply the following semester, they will be viewed as inactive.

1. Inactive organizations will have their funds removed from their accounts at the end of the second semester.

**Article VIII:    Allocations Board**  
  
**Section 1.    Purpose**  
  
The DePauw University Allocations Board shall be responsible for the disbursal and oversight of the Student Activity Fee, while ensuring all funds are used to further a positive campus community in accordance with the Philosophy of the Student Activity Fee.  
  
**Section 2.    Membership**  
  
Membership of the Allocations Board shall consist of the following:

A. Director of Allocations shall chair Allocations Board.

B. Five (5) students elected by the student body for a year-long term.

C. Two (2) students who have previously served on the Allocations Board shall be appointed by Director of Allocations for a year-long term. If these two positions are not filled via returning Board members, then Assembly will elect students to fill these vacancies, which will be open to all students.

D. Two (2) students shall be elected by the Reps.

E. Dean of Campus Life shall serve as an ex-officio member.

1. No student shall vote on the Allocations Board for any organization requesting money from the Student Activity Fee if he or she serves as President, Vice-President, or Treasurer of that organization.

**Section 3.    Duties**  
  
The duties of the Allocations Board shall be:

A. Solicit budgets from all recognized student organizations and DSG Exec.

B. Review all student budget requests.

C. Allocate the Student Activity Fee as outlined in Article IV of the accompanying Bylaws.

D. Hold pre-allocations meetings that all treasurers or equivalent positions are required to attend in order to receive information on the following:

1. Necessary components of any budget proposal, as outlined in Article IV: Section 5 of the accompanying Bylaws.

2. General information about the allocations process.

E. Make approved budgets available for student body.

F. The Allocations Board shall randomly audit twenty percent (20%) of the groups that receive funding from the Allocations Board.

1. Financial responsibility of the Student Assembly Organization will be questioned.

2. Student Assembly Organizations will be required to present receipts of their activities.

3. Groups that receive funding may be called to meet with the Allocations Board for clarification of their expenses.

4. If found to be financially irresponsible, the Allocations Board may take the following actions:

a. A formal warning will be issued.

b. The Student Assembly Organization will be subject to auditing the following semester

c. 10% of their approved funding will be deducted for the current semester.

d. Violation will be considered when approving the following semester’s budget request.

e. Account will be inaccessible to the current organization for the current semester.

G. Review requests for Event-By-Event funds as outlined in Article IV: Section 6 of the accompanying Bylaws.

H. At the end of the semester, remove funds from accounts of organizations presumed to be inactive.

**Section 4.    Loss of Funding**  
  
Loss of funding will occur when:

A. Any organization that loses its voting right at any time during the semester will be denied allocations from the Student Activity Fee for the following semester.

B. Any organization that overdraws its available balance for a semester will be put on probation the following semester. During which, they will have to submit budget reports at the end of each month for the board to review. If the Allocations Board or the organization fails to submit a monthly budget report, the organization will immediately forfeit all remaining funds.

C. An organization will have one semester after losing recognition to be re-recognized by Student Assembly Organizations or it will have their organizational account with the university closed.  
All funds will be transferred back to the student activity account after the second semester.

**Section 5.    Voting & Operating Procedures**  
  
The voting and operating procedures will be as such:

A. Quorum shall be set at two-thirds (2/3) of Allocations Board.

B. The Director of Allocations shall vote only to break a tie or to create a vote of quorum.

C. Decisions of the Allocations Board are subject to approval by the Dean of Campus Life.

**Article IX:     Committees**  
  
**Section 1.    Jurisprudence Committee (JPC)**  
  
The Jurisprudence Committee shall:

A. Be chaired by the Parliamentarian of DSG.

B. Be comprised of five (5) or more members appointed by the Parliamentarian.

C. Review all proposed and passed amendments for consistency and validity with this Constitution and the accompanying Bylaws.

D. Prepare and propose amendments to this Constitution, the Bylaws, and the Elections Statutes, as deemed necessary.

**Section 2.    Government Evaluation Committee (GEC)**  
  
The Government Evaluation Committee shall:

1. Be chaired by the Parliamentarian.

2. Be comprised of five (5) or more members appointed by the Parliamentarian.

3. Convene annually or more frequently as deemed necessary.

4. Make recommendations for changes to DSG.

5. File all final reports and findings with the DSG Secretary.  These reports and findings shall be made available to the public upon request.

6. Members of the GEC reserve the right to attend meetings of each body of government to evaluate and make recommendations on their efforts to act in accordance with their purpose and duties as outlined in this Constitution.

**Section 3.    Elections Committee**  
  
The Elections Committee shall:

A. Be comprised of the five (5) or more members appointed by the Parliamentarian.

B. Be chaired by the Parliamentarian unless he or she is running for another office.

1. If the Parliamentarian is a candidate for office, the Jurisprudence Committee shall select one of its members to preside over the Elections Committee.  That presiding officer shall, then, make the Parliamentary appointments to the Elections Committee.

2. No member of the Elections Committee may be a candidate for DSG office.

3. Members of the Elections Committee must stay neutral towards all candidates during the campaign and elections.

C. Enforce all rules and regulations concerning elections and appointments specified in this Constitution and the accompanying Bylaws.

D. Enact, in writing, additional rules and regulations concerning elections and appointments prior to campaigning.

E. Hold mandatory candidate information sessions before campaigning begins.

F. Publicize all-campus elections with the Director of Public Relations.

G. Operate the election booths.

H. Process and/or regulate all campaign materials and receipts.

I. Verify and publicize election results with the Director of Public Relations.

J. At the conclusion of the DSG elections, the chair of the elections committee will present a post-elections report to the Assembly detailing any written complaints filed with the elections committee as well as the action taken in response to these complaints.

**Section 4. Trustee Liaison Committee (TLC)**  
  
The Trustee Liaison Committee shall:

A. Be comprised of up to twenty (20) members.

B. Be co-chaired by the EVP, one Senator, and one Rep.

C. Convene no less than two (2) times a semester.

D. Draft, in writing, the Board of Trustee Report for each academic school semester.

E. Present the report to Exec.

**Section 5.    University Committee Representation**

A. Student positions on faculty and administration committees shall be open to the entire student body.

B. Exec will appoint student representatives to the following committees:

1. Advising Committee (2)

2. Board of Control of Student Publications (6)

3. Committee on Academic Policy and Planning (CAPP) (1)

4. Diversity and Equity Committee (DEC) (2)

5. Management of Academic Operations Advising Committee (2)

6. Student Life and Academic Atmosphere Committee (SLAAC) (4)

a. Two (2) students will be voting members

(1) One voting member must be the DSG President or his designee.

(2) One voting member must be the DSG VP Student Life.

b. Two (2) students will be ex-officio members.

7. Committee on Experiential Learning (2)

C. Responsibilities of Representatives

1. Each representative shall solicit input from Senate and Reps.

2. At the end of each semester, the committee representative will present a comprehensive, written report – complete with a workload summary, future considerations, and potential appointees – to the DSG President.

**Article X:    Amendments**  
  
**Section 1.    Submission**

A. Any member of DSG may request an amendment to this Constitution.

B. An amendment to this Constitution must be submitted in writing to Exec and the JPC.

C. The JPC will have one week to review the amendment for validity and consistency with this Constitution and the accompanying Bylaws.  The Committee shall not be empowered to change the amendment’s intent, but may make suggestions for revision to the author in order to make the amendment valid and consistent with this Constitution and the accompanying Bylaws.

**Section 2.    Amendments**

A. Amendments affecting all bodies of DSG must first be passed by Senate then shall be passed by a two-thirds (2/3) vote of each of the other bodies of DSG.  Any veto of this amendment by an individual body may be overridden by a three-fourths (3/4) vote of Senate.

B. Amendments affecting a specific body of DSG shall be first passed by Senate with a two-thirds (2/3) vote.  The amendment shall then be directed to the affected body as determined by the JPC for a two-thirds (2/3) approval.  Any veto of this amendment by an individual body, may be overridden by a three-fourths (3/4) vote of Senate.

**Article X:    Ratification**  
  
This Constitution shall be ratified by a two-thirds (2/3) vote of each of the bodies of DePauw Student Government.  Any veto of this Constitution may be overridden by a three-fourths (3/4) vote of Senate.  This Constitution shall override all previous constitutions.  
  
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February 28, 2010  
  
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**The Bylaws of**

**DePauw University Student Government**

**Article I:    Qualifications for Offices and Representatives**  
  
**Section 1.    Qualifications for Specific Office**

A. Student Government President and Executive Vice President shall be open to all current DePauw students.

B. Qualifications for the office of Director of Allocations shall be:

1. At least two (2) semesters of experience with DSG Allocations Board.

2. Demonstrate reasonable knowledge of financial matters and the student organization financial policies of DePauw University, the Constitution, and the accompanying Bylaws.

C. Qualifications for the offices of Vice President of Student Life, Vice President for Academic Life, and Vice President of Community Relations shall be open to all current DePauw students.

D. Qualifications for the office of Parliamentarian shall be:

1. At least one semester of experience as an officer, Senator, Rep, Student Assembly Organization member, or committee member within DSG.

2. Demonstrate comprehensive and extensive knowledge of the Constitution, the Bylaws, and Robert’s Rules of Order...

E. Director of Public Relations and Secretary shall be open to all current DePauw students.

F. Qualifications for the members of the Allocations Board elected by the student body:

1. At least one semester of experience as an officer, Senator, Rep, Student Assembly Organization member, or committee member within DSG.

G. Senior Senators will be required to participate in Senior Gift Drive and Commencement Committee.

H. There are no additional qualifications for the offices Sergeant-at-Arms, Senators, Reps, and Members to the Allocations Board unless specified by the constitution in their corresponding sections.

I. Qualifications for the offices of Graduate Member to the Alumni Board and Graduate Member to the Board of Trustees shall be that the individual is a graduating senior.

**Section 2.    Qualifications for General Office**

A. For any office except graduate positions, an individual must be a full-time undergraduate student enrolled in the fall semester and in good standing with DePauw University during the same school year of the election.

B. The individual must be able to serve in office for the entire term of election or appointment.  Plans to travel off campus for either the Fall or Spring semesters during the time he or she will be in office shall disqualify any individual.  Plans to travel off campus for Winter Term shall not disqualify any individual.

C. Demonstrate reasonable knowledge of the Constitution and Bylaws as well as the most recent edition of Robert’s Rules of Order and general parliamentary procedure.

**Article II:    Elections and Terms of Office**  
  
**Section 1.    Elections**  
  
Elections for the following offices shall be held at least two weeks prior to final exams of the spring semester.

A. All-campus Elections

1. Student Government President

2. Executive Vice President

3. Vice President of Academic Life

4. Vice President of Student Life

5. Vice President of Community Relations

6. Vice President of Allocations

7. Senators

8. Five (5) members to the Allocations Board

9. Graduate Member to the Alumni Board

10. Graduate Member to the Board of Trustees

B. Internal Elections

1. Parliamentarian

2. Director of Public Relations

3. Secretary

C. Elections for First Year Senators, five (5) Allocations Board members, and any Executive Board position not filled during the preceding Spring elections shall be held at maximum of one month from the beginning of the fall semester.

D. Candidates must meet the criteria for their position in Article I of these Bylaws.

E. Candidates for all elected offices shall be required to:

1. Obtain 200 signatures of currently enrolled students on a petition provided by the Election Committee as a candidate or slate if running for Student Body President or Executive Vice President.  All other candidates must obtain 100 signatures.

2. Submit a platform of no more than 250 words as a candidate.

3. Have all promotional material be deemed suitable by the Elections Committee before distribution.

4. Remove all printed materials twenty four (24) hours after the election. Candidates are subject to fines by the Elections Committee if these measures are not followed.

5. Attend all meetings and sessions required by the Elections Committee.

6.  Submit all required paperwork by the deadline established by the Elections Committee.

F. Any candidate wishing to slate with another candidate must indicate the decision clearly on his or her application.

G. Internal elections with more than one candidate shall be conducted by a silent ballot.

H. Additional rules and regulations concerning all-campus elections shall be added at the discretion of the Elections Committee in keeping with the Constitution and these Bylaws.

1. A meeting of the Student Representatives shall break any voting tie during the campus-wide elections by way of a majority vote. After Representative voting, if a candidate still has not earned a majority of votes, the Vice President of Student Life shall then cast his or her vote and select a candidate.

2. Voting ties during internal elections shall be broken by a vote of the DePauw Student Government Executive Board. A candidate must earn a majority of the vote to break the tie. If the tie is still unbroken, the President shall determine a winner.

I. All results, disqualifications, and fines levied will be released simultaneously by the Elections Committee upon the conclusion of the electoral process.

J. The number of votes each candidate(s) receive must be released at the time the winner is announced regardless of fines or removal from ballot.

K. Any candidate who accrued fines in the All-campus Elections shall appear before Senate for the governing body to discern whether the candidates’ electioneering was fair and just.

1. If the electioneering was decided fair and just under the spirit of the electioneering rules by a majority vote within Senate the candidate must pay all fines levied against him or her in order to take office.

2. If the majority of Senate decides that the electioneering was deemed to be unfair or unjust under the spirit of the electioneering rules, they will be removed from the ballot.  If there are additional candidates for that position, there will be a re-election without the individual who was removed from the ballot for the violation of the electioneering rules.

**Section 2.    Student Representative Elections**  
  
Reps shall hold an internal election for Student Assembly Organizations as necessary.   
  
**Article III:     Recognition of Student Assembly Organizations**  
  
Any student organization seeking recognition or membership may apply.

A. To qualify for application for recognition a student organization must meet the following criteria:

1. The organization must have a DePauw faculty or staff advisor.

2. The organization must have a written constitution reviewed by the Parliamentarian and/or the JPC.

3. The organization must fill a currently vacant niche on DePauw’s campus.

B. Application requirements and deadlines will be available from the Vice President of Student Life.

C. Voting on Recognition and Membership will take place at the second (2) Assembly meeting of the semester unless a pressing reason delays the voting.

**Article IV:    Allocation of Student Activity Fee**  
  
**Section 1.    Philosophy of Student Activity Fee**

The DePauw University Student Activity Fee should be used to create a campus climate, socially and intellectually, comfortable and advantageous to the entire DePauw community.  
  
**Section 2.    Priorities**  
  
The following prescribes the priorities, from greatest to least, for the use of the Student Activity Fee:

A. Events open to the entire campus community.

B. Events co-sponsored with a recognized student organized, university office, or academic department.

C. Events exclusive to members of the organization.

D. Events requiring full use of campus advertising.

**Section 3.     General Operating Funds**  
  
The use of General Operating Funds will be explained thus:

A. General Operating Funds are defined as, but are not limited to:

1. Budget requests for conferences

2. Advertising

3. Supplies

4. Copies

5. Maintenance issues

6. Office expenses

B. General Operating Funds shall be included for review during the allocations process.

**Section 4. Procedures**  
  
The procedure for allocating the Student Activity Fee will be the following:

A. All organizations requesting money shall submit budgets no later than the date set by the Allocations Board.

B. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.

C. Organizations shall receive notification of allocations no later than the final week of classes of each semester.

D. Budgets shall be considered, in no particular order, on the basis of:

1. Priorities outlined in Article IV: Section 2 of these Bylaws.

2. Adherence to Philosophy of Student Activity Fee.

3. Necessity, novelty, and diversity of programming.

4. Total amount of money available for funding each semester.

E. Organizations requesting money must be recognized.

F. All Student Assembly Organizations that are considered to be Living Units will be limited to Event By Event funding from the Allocations Board.

G. All receipts must be presented at the Budget Proposal meeting from the prior semester.

**Section 5.    Components of a Budget Proposal**  
  
Organizational budgets must contain the following criteria:

A. Cover Sheet

B. Programming and Operations funding requests.

C. Itemized expenditure list from previous semester.

D. List of activities and approximate attendance at each activity from the previous semester.

E. All receipts from the prior semester.

**Section 6. Event-By-Event Funding**  
  
Event-by-event funding will be constituted by:

A. Event-By-Event funding shall exist to fund unforeseen organizational needs that may not have been present during the regular allocations process.

B. All requests must be in the spirit of the Philosophy of the Student Activity Fee and are subject to the priorities outlined in Article IV: Section 2 of these Bylaws.

C. The Allocations Board shall meet as necessary to hear these funding requests.

D. All organizations shall present requests to the Allocations Board for individual review.

**Article V:    Removal of Officers, Senators, Reps, and Executive Appointees**  
  
**Section 1.    Removal of Officers, Senators, and Reps**  
  
Any Officer, Senator and/or Rep can be removed under the following circumstances:

A. In the event that two-thirds (2/3) of Senators and Rep believe that an Executive officer and/or another Senator or Rep has not fulfilled one or more of his or her duties as specified in the Constitution and these Bylaws, the Assembly shall hold a vote of impeachment.

B. A four-fifths (4/5) vote of Senate and/or Rep is required to remove their respective persons.

C. The Officer, Senator, and/or Rep has not met attendance requirements.

**Section 2.    Removal of Executive Appointees**  
  
Removal of executive appointees is thus:

A. Executive appointees may be removed if they fail to reflect the voice of DSG.

B. Removal is enacted either upon Executive discretion or upon a four-fifths (4/5) vote of Senate.

**Article VI:     Vacancies**  
  
**Section 1.    Vacancy in the Office of DSG President**  
  
If the vacancy is in the office of the Student Government President, the Executive Vice President will assume the office of the Student Government President immediately.  
  
**Section 2.    Vacancy in the Office of Executive Vice President**  
  
If the vacancy is in the office of the EVP, Exec will determine three candidates from all qualified applicants.  An internal Senate election will select one of the three candidates.  
  
**Section 3. Vacancy in Another Executive Office**

1. In the event of a vacancy in any of these positions due to a no-vote during Spring Elections, the position shall go up for re-election during the following Fall elections.
2. In the event of a vacancy in any other office following point A, Exec shall appoint a person to fill the vacancy.
3. Members of Exec are not eligible to be appointed for these vacancies.
4. The appointment must be confirmed by a two-thirds (2/3) vote of Senate.

**Section 4. Vacancy in a Senate position**

In the event of a vacancy, the Senate chamber will evaluate the election results of the vacant class senate position and appoint the candidate with the next largest number of votes.

1. This process will continue once a candidate accepts the nomination. Once a Senator accepts this nomination, he or she must get the 100 signatures typically required for election eligibility, to indicate current support. The appointment will then be reviewed and approved by the Senate Chamber, Executive Vice President, and DSG President. This replacement would hold the seat until the end of the senator’s current term.
2. In the event that there are no other candidates available, the Senators from that class will appoint a replacement.

**Section 5. Vacancy in a Representative position**

In the event of a vacancy, the organization may attempt to appoint a new student representative.

1. This potential appointment must be reviewed and approved by the Representative Chamber, Vice President for Student Life, and DSG President.
2. The potential appointment cannot be the same representative who lost voting privileges.

**Article VII:    The Assembly**  
  
Whenever the Executive Officers, Student Senators, Reps, and Student Assembly Organizations convene for their monthly meeting, that meeting shall be known as the Assembly.  
  
**Article VIII: Amendments**  
  
**Section 1.    Submission**  
  
Any submission of amendments to these bylaws will be handled in the following manner:

A. Any member of DSG may request an amendment to these Bylaws.

B. An amendment to these Bylaws must be submitted in writing to Exec and the JPC.

C. The JPC will have one week to review the amendment for validity and consistency with this Constitution and the accompanying Bylaws.  The Committee shall not be empowered to change the amendment’s intent, but may make suggestions for revision to the author in order to make the amendment valid and consistent with this Constitution and the accompanying Bylaws.

**Section 2.    Amendments**  
  
Any amendments to these bylaws will be voted upon in the following manner:

A. Amendments affecting all bodies of DSG must first be passed by Senate then shall be passed by a two-thirds (2/3) vote of each of the other bodies of DSG.  Any veto of this amendment by an individual body may be overridden by a three-fourths (3/4) vote of Reps.

B. Amendments affecting a specific body of DSG shall be first passed by Senate with a two-thirds (2/3) vote.  The amendment shall then be directed to the affected body as determined by the JPC for a two-thirds (2/3) approval.  Any veto of this amendment by an individual body, may be overridden by a three-fourths (3/4) vote of Senate.

**Article IX:    Ratification**  
  
These Bylaws shall be ratified by a two-thirds (2/3) vote of each of the bodies of DePauw Student Government.  Any veto of these Bylaws may be overridden by a three-fourths (3/4) vote of Senate.  These Bylaws shall be submitted for all previous bylaws.  
  
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