

ARTICLE I: REPRESENTATIVE BODY

Section 1: Number of Representatives

A. CLAS Academic Department and Interdisciplinary Degree Program Representatives:

1. Department and Interdisciplinary Degree Program Representative groupings shall be determined by the Council Executive Committee and approved by a majority of Council.
2. The CLAS Executive Officers shall determine the total number of department representatives to serve on Council no later than May of each year. The sizes of each department and interdisciplinary program in regard to the number of majors shall be reviewed annually to proportionally allocate the number of representatives for each grouping.

B. CLAS First-Year and Second-Year Class Representatives

1. There shall be at least 7 First-year and 5 Second-Year Representatives. The actual number of representatives selected will be at the discretion of the CLAS Executive Officers but are to be proportional in number to the number of first years and second years without declared majors. A summary of the number of such first years and second years shall be included in the annual department review.

C. CLAS Liaisons:

1. Each Liaison organization shall have one CLAS representative to the Council.
2. The role of the CLAS Liaisons shall be at the discretion of the Executive Committee.

Section 2: Selection of Representatives

A. Member Selection Committee:

1. During the primary Council member selection period (March), the CLAS Executive Officers-elect shall constitute the voting members of the Member Selection Committee. The President-elect shall chair the Membership Selection Committee. The current officers shall be non-voting members of this committee and shall provide support and suggestions during the process.

B. Selection of CLAS Academic Department and Interdisciplinary Degree Program Representatives & CLAS First-Year and Second-Year Representatives:

1. All Department/Interdisciplinary Program Representatives and Class Representatives shall be chosen by the following process:
 - i. Student organizations closely affiliated with a specific department or program shall have the right to nominate and endorse one or more candidates for service as representatives on Council. These candidates will be considered alongside any candidates solicited through the process outlined below. The Vice President is responsible for contacting these organizations and soliciting nominations.

- ii. The Member Selection Committee shall determine and administer the procedures for considering and accepting nominations from declared members of a degree program. It shall further create and administer an applications process for the selection of First-Year Representatives, Second-Year Representatives and Academic Department and Interdisciplinary Degree Program Representative positions that have not been selected through the former means. Except for the First-Year Class Representatives, who shall be selected in September of the following academic year, all Representatives selected shall take office in April.

C. Selection of CLAS Liaisons:

1. CLAS representatives to the Honor Committee, Student Council, and the University Judiciary Committee shall also serve as CLAS Liaisons to the Council. Liaisons from other Liaison organizations shall be determined at the discretion of the Executive Committee.

D. Vacancies:

1. At all times other than the primary Council member selection period, the current CLAS Executive Officers may select students to fill vacant positions.

Section 3. Duties of Representatives

A. CLAS Academic Department and Interdisciplinary Degree Program Representatives:

1. shall meet at least once per semester with their Department of Undergraduate Programs;
2. shall attend at least one Department meeting per semester to make pertinent announcements about Council programs;
3. shall send a personalized letter of introduction to all faculty in their Department at the beginning of each academic year;
4. shall attend weekly meetings; representatives with more than two unexcused absences in a given semester will be asked to resign the position;
5. shall serve as Peer Advisors, both for their department and for all CLAS students; this includes, but is not limited to, participation in the Majors Fair and Office Hours;
6. shall attend ASC events, including supporting other department events;
7. shall plan and host at least one department event or program each semester;
8. shall publicize all ASC events through taking on the responsibility to chalk and/or flyer in a specific location, to be selected.

B. CLAS First-Year and Second-Year Class Representatives:

1. shall attend weekly meetings; representatives with more than two unexcused absences in a given semester will be asked to resign the position;
2. shall be a full member of their year-specific committee;

3. shall serve as Peer Advisors; this includes, but is not limited to, participation in the Majors Fair and Office Hours;
4. shall attend ASC events, including supporting department events;
5. shall plan and host at least one year-specific event or program each semester;
6. shall publicize all ASC events through taking on the responsibility to chalk and/or flyer in a specific location, to be selected.

C. CLAS Liaisons:

1. They will attend Council meetings as requested by the CLAS Executive Officers. They will keep Council updated on the activities of their respective organization and vice versa.

Section 4. Meetings

- A. The Council shall meet in full on a weekly basis with exceptions to be decided by the CLAS Executive Officers.

ARTICLE II: CHAIRSHIPS AND COMMITTEES

Section 1: Standing Committees

A. Executive Committee (per the Constitution):

1. The Executive Committee shall consist of the President of the College, the Vice President of the College, the Secretary of the College, the Treasurer of the College, the chairs of the below-listed standing committees, no more than two (2) Department Representatives appointed by the President and approved by Council, and the Ombudsman of the Council. The President of the College shall serve as the chair of the Committee. Each member above has one vote and a majority of voting members shall constitute a quorum. Members of the President's Cabinet shall serve as non-voting members of the committee.
2. The Executive Committee shall set the agenda for general Council meetings and have other responsibilities determined by the Council.

B. Academic Advising Committee (per the Constitution):

1. The Academic Advising Committee (also referred to as the Peer Advising Committee) shall develop and maintain MAP, the Majors Advising Program, in conjunction with Student Council. The academic advising program will encompass both the undergraduate academic experience and career opportunities after graduation; as such, the Committee will strive to incorporate UCS and CLAS alumni in its programming. Membership of the Committee shall be determined at the discretion of its Chair, in conjunction with the President of the College. The President of the College shall serve as an ex officio member of the Committee.

C. Events Chairship

1. The Events Chair shall have responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the

discretion of the Chair, in conjunction with the President of the College.

D. Treasurer of the College:

1. The Treasurer of the College shall consider all applications for Council funding in the form of Co-Sponsorships, Faculty-Student Interaction Grants, and any other form determined by Council; may review all expenditures of Council funds; and may have other responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, including the appointment of Support Officers named in Article IV, shall be made at the discretion of the Treasurer of the College, in conjunction with the President of the College. If a Committee is formed, a vice chair of the Committee may be elected among the membership of the committee to chair meetings when the Treasurer of the College is not present. The President of the College and the Ombudsman serve as ex officio members of the Committee. A majority of the members of the Committee shall constitute a quorum and voting shall follow the same procedures as the Council with all decisions requiring a majority vote.

E. Publicity Chairship:

1. The Publicity Chair shall have responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the Chair, in conjunction with the President of the College.

F. Chief Computing Officer:

1. The Chief Computing Officer (CCO) shall provide assistance for and maintain the technological property and the website of the Council and have other responsibilities determined by Council. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the CCO, in conjunction with the President of the College.

G. Academic Affairs Chairship:

1. The Academic Affairs Chair will seek to advocate student interests in all areas related to academics, including setting both immediate and long-term goals for improving the College experience. The decision to create a Committee, as well as the decision as to the size and composition of said Committee, shall be made at the discretion of the Chair, in conjunction with the President of the College.

Section 2. Chairs of Standing Committees:

- A. Unless specified in section 1, the chairs of the Standing Committees of Council shall be selected by the Council. Chairs are required to attend all Council meetings under the same guidelines as those for Representatives.

Section 3. Ad-Hoc Committees:

- A. The creation of an Ad-Hoc Committee along with a committee chair can be suggested by any member of the council for approval by a majority of the council or a unanimous vote of the Executive Committee.

Section 4. Faculty Advisory Committee:

- A. Faculty and Administrators may be invited each year by the CLAS Executive Officers to serve on the Faculty Advisory Committee. The President of the College shall chair the Faculty Advisory Committee.

ARTICLE III: PARLIAMENTARY AND VOTING PROCEDURES

Section 1. Agenda

- A. The agenda for each general meeting shall be set by the previous meeting of the executive committee

Section 2. Motions on the Floor

- A. Only a single motion may be active on the floor at any given time.
- B. Only a single amendment may be active at a time.
- C. Only three amendments may be made to a single motion.

Section 3. Discussion

- A. Discussion shall be moderated by the President of the College.
- B. Only one member of the council may be recognized for discussion at a time.
- C. No member of Council shall speak more than twice upon the same subject without express permission of the President of the College, nor more than once until every member choosing to speak has spoken.
- D. Discussion must be relevant to the item currently being considered on the agenda.
- E. The President of the College may designate open discussion for any agenda item. If such a period of open discussion has been designated, the prior provisions of this section are void.

Section 4. Passage and Failure of Motions

- A. A general motion to amend the agenda of a Council meeting must be voted upon before any motions to amend specific agenda items enter the floor.
- B. All motions require a simple majority unless noted elsewhere in the By-laws or Constitution in order to pass.

Section 5. Voting Procedures

- A. The President shall restate the question in the affirmative after the end of all discussion and after all amendments offered have been considered. The vote shall be taken immediately after the restatement of the question.
- B. Each vote of the Council shall be recorded by the Secretary of the College of Arts and Sciences. The number of yeas, nays, and abstentions will be recorded on any vote at the request of any member of Council, except in the case of expenditures, for which the number will always be recorded.
- C. A roll call vote may be requested by one fifth of voting members present prior to the restatement of the motion by the College of Arts and Sciences President.

ARTICLE IV: Support Officers

Section 1. Support Officers

- A. The Executive Board of the Arts and Sciences Council shall determine which Support Officer positions shall be filled for a given academic year. These positions include:
 - a. Supporter Officers of the President of the College:
 - 1. Webmaster and Chief Computing Officer
 - 2. Ombudsman
 - b. Support Officers of the Vice President of the College:
 - 1. Deputy Chief of Staff
 - 2. Team-Building Coordinator
 - c. Support Officers of the Secretary of the College:
 - 1. Historian
 - 2. Recording Secretary
 - d. Support Officers for the Treasurer of the College:
 - 1. Co-sponsorship Officer
 - 2. Receptions/Events Officer
 - e. If the Executive Board wishes to add additional Support Officer positions not listed above, it may do so by obtaining a two-thirds affirmative vote of the full Council.

Section 2. Selection of Support Officers

- A. All Support Officers shall be nominated by their respective CLAS Executive Officer. The Council must approve the selection of the Support Officers. Support Officers are voting members of Council and may serve on the Executive Committee.

ARTICLE V: Expenditures

Section 1. Budget

- A. The annual budget applies to the fiscal year July 1st to June 30th.
- B. The month of June shall be considered a transition phase, in which purchases may not be made without express permission from the President of the College, the Treasurer of the College, the Advisor to the Council, and the Financial Officer in the Dean's Office managing the finances of the Council.
- C. Reimbursements must be submitted within 60 days of the purchase date, but no later than June 1st, the beginning of the transition phase.
- D. A budget shall be approved by a two-thirds vote of the full incoming Council after they take office and no later than September 30th of the academic year to which the budget pertains.

Section 2. Approval for Individual Expenditures

- A. Within the Council budget, all expenditures must be approved by the President and Treasurer of the College and by a Dean appointed by the College of Arts and Sciences. Individuals will be refunded through a reimbursement process.

Section 3. Co-Sponsorships

- A. Groups planning events throughout the year may submit applications requesting support from the Council. Applications should clearly meet the goals and mission statement of the Council. Applications are to be forwarded

to the Treasurer of the College or a member of the Finance Committee for preparation to go before the full Council for consideration and action.

- B. Concerning co-sponsorships, the Council may not fund honorariums or speaker gifts without the support of three-fourths of the Council present.
- C. The Council may not vote to fund a co-sponsorship without first obtaining the commitment of at least one member of the Council to attend the event being co-sponsored and to report back to Council as to the quality of the event.

Section 4. Faculty-Student Interaction Grant

A. Faculty members seeking to get to know their students in a more informal environment may apply for a Faculty Student Interaction Grant up to \$200. Grant requests should be submitted at least a week prior to the event. Applications are to be forwarded to the Finance Committee for consideration and action.

ARTICLE VI: TEMPORARY GUIDELINES

Section 1. List of Temporary Guidelines

A. The Ombudsman of the College, or the President of the College in his or her absence, is hereby authorized and required to maintain an official list of all temporary guidelines currently in place.

Section 2. Presentation to the Council

A. This list of temporary guidelines will be presented to the Council as a whole with the Constitution and the By-laws at the beginning of each Council year, and must remain available at all times for view by the Council.

Section 3: Veto Power of the Council

A. Any member of Council may at any time move so as to allow Council to veto a temporary guideline by a majority affirmative vote, as per the Constitution.

Section 4: Defining "Temporary"

A. "Temporary" shall be interpreted to mean that, at any time that Council votes to amend its By-laws, all temporary guidelines must be included as proposed amendments to the By-laws, and if any temporary guideline fails to be added to the By-laws, such a result will function effectively as a veto by the Council.

ARTICLE VII: PROPERTY OF THE COUNCIL

Section 1: Reusable Materials

A. All reusable materials of Council must be returned to Council at the end of each individual's term.

ARTICLE VIII: AMENDMENT/SUSPENSION OF BY-LAWS

Section 1: Amendment, Suspension, and Readoption

A. Per the Constitution, these By-laws may be amended and readopted by a two-thirds affirmative vote of the Council. Any provision of these By-laws may be suspended by a two-thirds affirmative vote of the Council.