

Preamble

We, the Student Government of John Cabot University, seek to provide the official voice through which student opinion may be expressed. We undertake to provide and stimulate student participation in overall policy and decision-making within the University.

We endeavor to encourage and foster a culture and atmosphere that envelops all three branches of the academic community; administration, faculty and the student body, by advocating for students' interests and needs as well as by planning and organizing activities and programs.

We are committed to supporting the stated mission of the University by using to the fullest extent the unique resources of a multicultural faculty, an international student body and the incredibly rich culture and history of Rome and the surrounding region.

Article 1

This organization shall be known as John Cabot University Student Government. Throughout this document, the organization shall be referred to as SG. This organization shall be comprised of the Assembly, an Executive Board, the Academic and Social Standing Committees alongside other committees that evolve and task forces need by through Constitutional Procedure. The Assembly shall be comprised of members of the Executive Board, Elected Representatives, Senators, and Visiting Student Representatives. The Assembly shall meet weekly. The Executive Board shall be comprised of: President, Vice-President, Secretary, Treasurer, Social Events Officer, and Academic Chair. The Executive Board shall meet no less than twice a month for Board meetings.

Article 2

Officers

The officers of the SG shall be as follows:

The President

The President's duties shall be as follows:

1. To preside over regular meetings of the Assembly and Board.
2. To summon, call to order and adjourn all Assembly meetings.
3. To act as the chief representative/liaison between the SG, faculty and the university administration.
4. To call extraordinary meetings of the Assembly if and when these shall be requested or required.
5. To represent the student body when any problem is to be brought to the attention of the President or administration of the university.
6. To oversee and coordinate the activities of the SG.
7. To re-assign the duties of any member of the Assembly who is prevented from performing them to another member of the Assembly.
8. To propose the appointment of additional members to the Assembly in the event that tasks (duties) not specifically allocated in this constitution arise.
9. The President shall not have voting rights at meetings of the Assembly unless the voting results in a tie, when he/she shall have the casting vote.

The Vice-President

The Vice-President's duties shall be as follows:

1. To assume all the responsibilities of the President in his/her absence.
2. To ensure that all policies are in accordance with John Cabot rules and regulations.
3. To serve, in conjunction with the President, as an internal auditor of the SG's financial records as kept by the Treasurer.
4. To attend each week either the meeting of the Academic Affairs Committee or of the Social Events Committee.
5. To assure that individual SG members and the standing committees meet regularly and carry out assigned duties.
6. To be the liaison between Student Government and Clubs within the University Community.
7. To set up plenary meetings amongst clubs monthly.

The Secretary

The Secretary's duties shall be as follows:

1. To inform members of the Assembly well in advance of all meetings.
2. To prepare a written agenda for Assembly meetings in coordination with the President and/or the Vice-President.
3. To display and publicize summaries of all decisions reached by the Assembly during meetings by displaying minutes, agenda, legislation and reports onto the Student Government page of John Cabot University's website.
4. To compile and maintain a record of standing committees and their members.
5. To maintain a record of attendance for Representatives, Senators, and Board. All absences must be brought to the attention of the Assembly.
6. To assume procedural responsibilities in Assembly meetings in the event of the President and Vice-President both being absent.
7. To attend each week either the meeting of the Academic Affairs Committee or of the Social Events Committee to the best of your ability.
8. To prepare a written agenda for monthly Plenary meetings alongside the Vice-President.

The Treasurer

The Treasurer's duties shall be as follows:

1. To act as a liaison between the SG members and the Business Office and Administration regarding finances for initiatives and events.
2. To approve and sign requests for funds from SG members and student organizations, and to plan in advance for cash to be released from the Business Office.
3. To keep detailed and careful records of all expenditures in accordance with the allocated amount in the budget.
4. To assure receipts are obtained for all SG purchases and funds allocated to student organizations, and to assure that all of the receipts are legitimate and sufficient for the records of the Business Office.
5. To be able to explain SG's financial policies both to the administration and to the student body.
6. To attend each week either the meeting of the Academic Affairs Committee or of the Social Events Committee.

The Social Events Coordinator

The Social Events (Officer) Coordinator's duties shall be as follows:

1. To oversee and chair the Social Events standing committee.
2. To publicize events of the Social Events Committee via all media.
3. To be a liaison between students and the Assembly in terms of planning and the promotion of SG events.
4. To work closely with the newspaper and other student publications.

Representatives and Senators:

1. **To represent the student body within the Assembly.**
2. **To be a liaison between students, the Administration, Academic Departments.**
3. **To propose social or academic ideas for future SG events.**
4. **To identify Academic needs within the university through interactions with the student body.**
5. **To attend weekly meetings of the Student Government Assembly.**
6. **To attend meetings of the committees or task forces that they choose to participate in.**
7. **To increase awareness of academic ideals through promotion of lectures, conferences, debates and other events held by SG.**

Visiting Student Representative:

1. Student Government leaves open two positions for Visiting Students within the Assembly as Visiting Student Representatives. These positions are to be filled only by non-degree seeking students.

2. The duties of the Visiting Student Representatives shall include full participation as members of the Assembly, with the special responsibility of relaying the concerns, comments, ideas, and questions of all visiting students to the Assembly.

3. These representatives have full voting rights as Representatives and Senator therefore are bound by the same obligations inherent to all Senators as explained in the Student Government Constitution in Article 3.

4. At least one visiting student representative must be intending to study at JCU for the full academic year she/he serves in this capacity. In the absence of a visiting student that fulfills the above requirements of studying abroad for a full year, the position shall be open to a visiting student who is studying for one academic semester.

Article 3

Membership Responsibilities

The responsibilities of all members of the Assembly shall be:

1. To promote student interests within the University.
2. To promote the initiatives and events of the SG as well as the clubs and student organizations of John Cabot University.
3. To participate in any events organized by the Assembly in which an officer's presence or physical assistance is required.
4. To attend the weekly meetings of any committee or task force the member is part of.
5. To attend weekly Assembly meetings unless member is incapable of coming due to an

extreme or unavoidable circumstance.

6. Absence from more than two meetings each semester will necessitate a meeting amongst the member and the Executive Board as well awareness of the situation to the Advisor. The third absence will lead to a dismissal from Student Government.

7. Based on Legislative Act 007 passed April 17th, 2012, members that missed three General Assembly meetings can no longer stand for re-election.

Article 4

Committees

Integral to the structure of Student Government are committees. These are the forums where student concerns may be most efficiently and properly voiced. All committees shall serve at the will of the Student Assembly and the Assembly retains full oversight authority over all committees. Each committee, standing or special, shall be expected to report regularly to the Assembly of its progress. This shall occur at the bi-monthly meetings of the Student Assembly.

The standing committees will continue in existence year to year until the Assembly votes otherwise. A committee may be declared standing by the Assembly vote if the purpose of the committee is determined to be of a long-term nature or special, more permanent purpose.

A special committee may be formed by vote of the Assembly for projects requiring special attention but that are not permanent in nature or purpose. This committee ceases to exist upon completion of the project or by vote of the Assembly.

Membership on each committee includes, but is not restricted to, members of the General Assembly, as designated by the President or outlined in this Constitution. The President or the Chair of the relevant standing Committee may also choose non-Assembly members from among the student body as appointed or approved. All students with good academic standing at the University shall be eligible for membership on a committee, including both degree-seeking and visiting students. The Assembly retains the right to remove any member of a committee at any time for any reason it deems appropriate.

The Chair of each committee shall be directly responsible for reporting business of the committee to the Assembly and is appointed Chair by the President. The Chair does not need be a member of the Assembly. Each committee shall have the authorization to determine its own by-laws and organizational structure in collaboration with the Executive Board of SG.

Task Force Guidelines

Purpose: In order to adequately meet the growing demands made of Student Government, as well as the responsibilities it has assumed as a result, a system of Task Forces has been implemented. This will help to lead to greater efficiency and

productivity in addressing the issues raised before Student Government, thereby empowering the body to make informed decisions in its representation of its constituents.

Execution of Duties: Task Forces should seek to address their issue in a series of phases:

- **Phase I: Strategy, Goals, Objectives**
 - This requires drawing up a clear set of what the Task Force wishes to accomplish, what its final objectives are, and what changes or new policies it would like to see implemented. In order to achieve this to the best of its ability, the Task Force should draw up comprehensive strategy, outlining what the issue is, how it will be addressed, what the objectives are, and what steps and procedures will be taken.
- **Phase II: Information Gathering**
 - This involves research into the diverse aspects of the issue, including:
 - legality
 - feasibility and potential obstacles
 - sustainability – is this something that can be maintained into the future?
 - costs – define costs and give estimated figures
 - potential benefits and possible disadvantages
 - Teams should consult relevant sources, including:
 - legal documents
 - policies of other universities and past precedents
 - Students
 - Is this something students want and/or need, and will continue to take advantage of/benefit from into the future?
 - Faculty
 - Staff and Administration
 - Helpful in determining the feasibility, sustainability, and costs of an initiative. Task Force teams should consider that speaking with one member of the Staff or Administration may not present an exhaustive inquiry into the entire issue. Often it will be necessary to speak with multiple administrators in different offices.
- **Phase II – Information Analysis**
 - Once a Task Force has gathered as much information as possible, analysis of the information will help make sense of the issue, as well as the possible solutions. Teams should sit down to work through solutions together.
- **Phase III – Presentation to the Assembly**
 - This entails a presentation of a report of the Task Force's findings to the Assembly so that Student Government can make an informed decision about the issue at hand. It should outline what the issue is, what obstacles it involves, what sources were consulted, and propose a series of responsible solutions and plans of action to then be voted on by the Assembly.

Transparency Regarding Task Forces: Task Forces should maintain active contact with team members, as well as the Executive Board so as to work through any obstacles, as well as to ensure that findings are presented with enough time to properly address the issue. This involves regularly notifying the Executive Board as to what research has been conducted and what Administrators have been contacted and/or consulted.

Article 5

Role of Student Clubs and Organizations

Each student club or organization is encouraged to send a member of its Executive Board to each SG Assembly meeting. One of the primary purposes of SG is to promote and advocate for student interests, including those of student clubs and organizations.

In order to qualify for funding from SG, a student club or organization must present a proposal to the Student Government Assembly. The proposal will go through the Student Government voting procedures. If approved Student Clubs will receive funding for projects or events from the Student Government.

Article 6

Advisor to Student Government

The Advisor to the Student Government shall be as follows:

1. A Faculty Advisor chosen by the Assembly from the full or part time members of the John Cabot University Faculty, dependant upon the approval by the President of the University.

The faculty advisor will serve as ex officio member of the student assembly with no voting privileges. Broadly conceived, the role of the advisor to Student Government is one of guidance.

The Faculty Advisor shall be primarily concerned with matters relating to academics and shall serve as the liaison between the Student Government members of the Faculty. The Faculty Advisor shall have the responsibility of maintaining communication with the Student Government and staying informed of Student Government's projects, events and initiatives. The Faculty Advisor shall be the primary source for Student Government to arrange chaperones as needed for its events.

The duties of Faculty Advisor:

1. To offer advice, as needed or deemed necessary, regarding agenda items or discussions related to academic affairs, University events and University policy in order to maintain and ensure the integrity of Student Government.
2. To be present, whenever willing and able, at events organized by the Student Government.

Article 7

Electoral Procedures

All candidates for election to the Senate must meet the following requirements:

1. All candidates wishing to run for office must display good academic standing by possessing a grade point average at or above 2.5.
2. Candidates for offices of President, Vice-President and Treasurer should have Junior or Senior standing at the commencement of their term.
3. Candidates for the office of President should previously have served on the Senate. If the situation arises that only one candidate meets this criterion then the position will be open to all who meet the remaining requirements. Similarly if there are no candidates that fulfill the criteria then the same provision applies.

The election process for the Executive Board shall be presided over by the Electoral Commission. The Electoral Commission will comprise both student government advisors, and two Senate members not wishing to run for re-election. This commission functions as a standing committee and as such must adhere to the procedures and responsibilities outlined in Article 4.

Executive Board Elections:

The commission has the responsibility of establishing the electoral guidelines and the timetable of the election and the conduct of the election process. In addition, the commission must inform the student body of the electoral guidelines and timetable within the course of the spring semester allowing for sufficient time for campaigning and the election process. Act 009, passed by Student Government outlines different guidelines that determine timetable and the information process for elections.

Elections for the Executive Board will be held during the Spring Semester, at a time sufficiently early to allow the new Board to familiarize itself with the operation and procedures of the Senate.

Candidates must submit a completed platform for candidacy to the Electoral Commission to be reviewed in line with guidelines of eligibility and the discretion of the Commission.

All degree-seeking students enrolled in John Cabot University at the time of the elections shall be eligible to vote. Visiting students who have completed at least one full academic semester at John Cabot University are also eligible to vote.

Results of the election will be posted following due process and independent verification.

Executive Board members shall serve a term of one academic year beginning at the start of the Summer II academic session.

Elections of the remainder of the Assembly:

Appointments of Senators shall take place in the Fall Semester. Visiting Student appointments will take place based on semesters and is at the discretion of the Student Government.

The positions shall be advertised to the student body during the orientation week as well as during the first week of classes. Applications shall be due during the second week of classes.

The Executive Board, in close consultation with the Faculty Advisor, shall determine the criteria for the application. The Student Government Assembly shall vote to approve the candidates best qualified for the Senate and Visiting Student positions.

Two senate positions shall be reserved for the Incoming Student Class. The new students shall then immediately assume their positions.

Article 8

Procedures for Assembly Meeting

Meetings of the Assembly will be held weekly.

Meetings will be conducted according the guidelines presented by Robert's Rules of Order:

1. Call to order.
2. Roll call of members present.
3. Approval of minutes of last meeting.
4. Committee reports – Academic Affairs and Social Events Committees.
5. Executive Board reports
6. Reports from student organizations
7. Special orders --- Important business previously designated for consideration at this meeting.
8. Unfinished business.
9. New business.
10. Announcements.
11. Adjournment

Meetings will be presided over by the President; if the President is not in attendance then the Vice-President will assume this role. Likewise if both are unavailable the Secretary will assume presiding authority, and beyond this the discretion of the remaining Assembly will determine the presiding officer.

In order to conduct business a quorum of 75% of the voting members of the Assembly-must be in attendance. Voting rights are reserved for the Assembly.

Meetings will normally be open to the Student Body. If matters deemed sensitive by the President are to be discussed the President may rule that the meeting will be closed to all non-voting members. However at the conclusion of such a meeting, the Secretary will make detailed minutes available to all students.

Article 9

Resignation

In the event that a Senator resigns, a period of two weeks notice is required, unless exceptional circumstances apply. During this period, the outgoing Senator must accept the responsibility of advertising the upcoming vacancy of his/her position so another student may fill it. The outgoing Senator also has the responsibility of providing a reason

for resignation to the rest of the SG.

In the event that a Representative resigns, a period of two weeks notice is required, unless exceptional circumstances apply. During this period, the position will not be advertised as open because the student body elected the representative. The Student Government, Electoral commission can opt to host elections for the position, but the position cannot be filled based on appointment.

If the office of President is vacated and the Vice-President is willing and able to assume the responsibilities then with a two-thirds majority vote of the Assembly the Vice President can assume his/her new office.

If any office other than President on the Executive Board is vacated, nominations will be accepted from members of the Assembly. Eligible candidates can be drawn from the student body at large. In such a case that an eligible candidate is drawn from the Student Body, elections will be held in the Assembly and the nominated office must be elected by two-thirds of the Assembly.

Appointments and Removal from Office

The President may appoint members to positions that were uncontested in the previous election. The President may nominate a candidate and if voted upon by the Assembly and approved by a two-thirds majority, the member will be named to the position.

A Senator and/or Representative may be removed from office for lack of participation and failure to perform the duties of his/her office as outlined in Articles 2 and 3 of this document. There is a distinction between “excused” and “unexcused” absences. “Special circumstances” for an additional absence may apply only by a majority vote of the Executive Board and Faculty Advisor.

After two absences in a semester, the SG President Secretary shall issue a warning to the relevant Assembly member. Following any further absences, the Assembly member in question will be removed from SG immediately. Additionally, proceedings for removal from office can be initiated at the discretion of the President in matters regarding behavior unbecoming to an Assembly member.

The President may initiate the removal from office proceedings by issuing a warning to an Assembly member who is lacking in his/her duties. If the issue remains unresolved, the member can be brought before a review board comprised of the President and the Faculty Advisor. It will then be the decision of the review board whether to pursue the matter further. If the review board decides to pursue removal from office, a member of the Assembly must bring a motion. The Assembly shall vote on the matter and a two-thirds majority is required.

Article 10

Amendment of the Constitution

At the conclusion of each academic year the outgoing Assembly members are required to review the constitution to ensure that it is in line with the current environment and wishes of the student body.

Amendments and revisions to the constitution must be approved by a two-thirds majority of the Assembly. At the discretion of the Faculty and Staff Advisors, major amendments to the Constitution must then be presented to the Student Body of John Cabot University as a referendum and approved by majority vote.

Updated and Revised by:

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