Article I: Name

The name of this organization shall be the University Student Senate of Saint Joseph’s University. Hereafter, the University Student Senate shall be known as USS.

Article II: Derivation of Authority

The authority of the USS shall be derived from the consenting majority of the registered Saint Joseph’s University day students.

Article III: Purpose

The purpose of the USS shall be to provide full representation of the views and opinions of the students; it shall act as a conduit between the students, faculty, staff and administration, as well as strongly and vehemently advocate the sentiment and interests of the students in both University and community affairs. The USS shall also incorporate the student voice in the policy and decision-making processes of the University.

The USS shall serve as the leading student organization on campus, and shall seek to organize and coordinate all other student groups and activities.

Article IV: Membership

The membership of the USS shall be composed of elected and appointed students enrolled in the Saint Joseph’s University undergraduate day program.

Article V: Governance

The governance structure of the USS shall provide for an Executive Board and an Administrative Board, the composition and function of which shall be as follows:

A. Executive Board

1. The Executive Board shall set the general direction for the USS based upon its purpose and goals and coordinate the efforts and activities to achieve the same.

2. The body of the Executive Board shall be composed solely of the following members of the USS:
   a. Student Body President
   b. Student Body Vice President
   c. Student Body Treasurer
   d. Secretary for Academic Affairs
   e. Secretary for Communications
f. Secretary for Student Affairs

g. Secretary for Mission

h. Speaker of the Senate

B. Administrative Board

1. The Administrative Board shall carry out the directives set forth by the Executive Board, further its own initiatives and shall provide an official voice for the student body.

2. The Administrative Board shall be comprised of the following positions:

   a. Twenty-eight class senators – seven representatives directly elected from each of their respective classes.

   b. Up to six at-large senators who will be nominated by the Student Body President and become official representatives following the confirmation of the elected USS Administrative Board.

   c. Non-elected committee members who shall be voting members of their respective committees and non-voting members of the USS Administrative Board.

3. A simple majority of members of the Administrative Board is required to establish a quorum for a vote of the Administrative Board.

Article VI: Power, Duties, and Responsibilities

The USS holds within its powers the recognition of all student organizations, as outlined in the student handbook.

The powers, duties, and responsibilities of the governance structure of the USS shall be defined as follows:

A. Executive Board

1. Members of the Executive Board shall act as the steering committee for the USS.

2. Shall have the full responsibility for all activities and affairs of the USS and/or all those actions taken under the auspices of the USS.

3. Shall preside over USS meetings. The Speaker of the Senate shall be the chief presiding officer. In the absence of the Speaker, the Student Body President shall assume the role of chief presiding officer.

4. Shall be responsible for overseeing subcommittees as designated by the Student Body President.

5. Shall be able to form and/or chair ad hoc subcommittees in order to achieve general or specific purposes.

6. The specific powers, duties, and responsibilities of the members of the Executive Board shall be as follows:

   a. Student Body President

      i. The Student Body President shall preside over the USS, any convention of recognized student organizations and the student body.
ii. Shall serve as a member of the University’s Budget Advisory Committee, the University Council, Executive Council, Alumni Relations, and Institutional Planning.

iii. Shall serve as the chief officer of the Executive Board and shall vote only in case of a tie.

iv. Shall appoint individuals to all appropriate University governing and advisory bodies that affect the quality of the students’ academic, social and spiritual life.

v. Shall serve as chief representative of the USS and the Saint Joseph’s University student body inside and outside the University community.

vi. Shall strive to uphold the provisions of the USS Constitution and its by-laws and delegations of any additional responsibilities.

vii. Shall have the final responsibility to accept any passed legislation or resolution.

viii. Shall have the ability to veto any USS legislation or resolution. The Student Body President shall within one week publicly present the veto to the Administrative Board and is subject to an overriding two-thirds vote.

ix. Shall be ultimately responsible for the implementation of all USS legislation.

x. Shall oversee the internal elections of the Speaker, Executive Assistant, and Parliamentarian by the Administrative board as well as the internal elections of Secretaries.

xi. Shall make recommendations to fill any vacancies on the USS, select at-large senators, and oversee creation of USS subcommittees in order to achieve general or specific purposes.

b. Student Body Vice President

i. Shall assume the title and all attendant rights, duties and responsibilities of the Student Body President in case of vacancy.

ii. Shall be responsible for overseeing the Secretaries.

iii. Shall work with the Student Body President to cover all executive duties.

iv. Shall be directly responsible for and shall oversee the chairs of miscellaneous subcommittees as need arises.

v. Shall serve as chief officer of the Administrative Board and shall only vote at USS meetings if his or her vote is necessary to meet quorum.

vi. Shall assist in the appointment of candidates for vacancies on the USS, select at-large senators and oversee creation of USS subcommittees in order to achieve general or specific purposes.

c. Student Body Treasurer

i. The Student Body Treasurer shall be directly responsible for and shall oversee the chairs of the subcommittees as need arises.

ii. Shall chair the Student Budget Allocations Committee (SBAC) and appoint two Senators to this committee.

iii. Shall keep accurate records of all USS finances and present current standings monthly to the Administrative Board and weekly to the Executive Board. Funds may only be dispersed with either the consent of the Student Body President, by vote of the Executive Board or by vote of the Administrative Board.

iv. Shall be responsible for reporting any expenditure or income of USS operational funds at the request of the Administrative Board.

v. Shall provide guidance and advice to the USS on all financial matters.

vi. Shall serve as a member of the University’s Budget Advisory Committee.

vii. Shall be responsible for making student requests for money from the University’s Budget Allocations Committee.
viii. Shall complete a summary of the Annual Budget Reviews conducted by the SBAC for submission to the Student Body President and the Administrative Board.
ix. Shall serve as a voting member of the Executive Board and Administrative Board.
x. Shall serve as chair of the Student Activity Fee Committee on a bi-annual basis, beginning year 2008.
xi. Shall annually create a financial plan for the subsequent USS term.

d. Secretary for Academic Affairs
   i. The Secretary for Academic Affairs shall be directly responsible for and shall oversee the chairs of the subcommittees as need arises.
   ii. Shall oversee all organizations and initiatives pertaining to academic affairs in student life.
   iii. Shall serve as a voting member of the Executive Board and Administrative Board.
   iv. Shall serve on University academic committees (i.e. University Council and Honors Council).
   v. Shall maintain ongoing communication with academic leadership on campus.
   vi. Shall work to maintain student academic resources.

e. Secretary for Communications
   i. The Secretary for Communications shall be directly responsible for and shall oversee the chairs of the subcommittees as need arises.
   ii. Shall be responsible for the public relations of the USS.
   iii. Shall be responsible for facilitating all internal correspondence of the USS, including, but not limited to, reports of subcommittees, USS social media, and electronic correspondences.
   iv. Shall be responsible for facilitating all external correspondence of the USS, and publications of the USS.
   v. Shall serve as a voting member of the Executive Board and Administrative Board.
   vi. Shall serve as a USS Representative on the Organizational Presidents Association.

f. Secretary for Student Affairs
   i. The Secretary for Student Affairs shall be directly responsible for and shall oversee the chairs of the subcommittees as need arises.
   ii. Shall be responsible for reviewing before the Administrative Board those matters affecting the quality of the student environment at the University.
   iii. Shall be responsible for overseeing all subcommittees, meetings and forums addressing the concerns of the student body. These include, but are not limited to Dining Services, Facilities, Residence life and Public Safety.
   iv. Shall serve as a voting member of the Executive Board and Administrative Board.
   v. Shall serve on the University Council.

g. Secretary for Mission
i. The Secretary for Mission shall be directly responsible for and shall oversee the chairs of the subcommittees as need arises. These include but are not limited to diversity and sustainability.

ii. Shall serve as the official liaison between Student Life and Campus Ministry.

iii. Shall oversee the coalition of mission-minded organizations on campus.

iv. Shall oversee any USS service-related initiatives, as well as be a point person for any student with a service initiative.

v. Shall monitor the actions of the USS to ensure they are in line with the ideals of Saint Joseph’s University.

vi. Shall be responsible for finding new ways to incorporate the Jesuit Mission into the lives of SJU students through outreach, service and related activities.

vii. Shall serve as a voting member of the Executive Board and Administrative Board.

h. Speaker of the Senate

i. The Speaker of the Senate shall provide an official voice for the Administrative Board to the Executive Board.

ii. Shall assume the title and all attendant rights, duties and responsibilities of the Student Body President in case of vacancy after the Student Body Vice President.

iii. Shall determine when legislation and resolutions are presented to and considered by the USS.

iv. Shall be responsible for creating the agenda for each USS meeting.

v. Shall oversee and manage the minutes of each USS meeting.

vi. Shall be responsible for maintaining the USS Office.

vii. Shall serve as a voting member of the Executive Board.

viii. Shall serve as the presiding officer of the USS and shall only vote in case of a tie.

i. Executive Assistant

i. The Executive Assistant shall be hired by the USS as a Student Worker employee.

ii. The Executive Assistant is not a standing member of the Executive Board.

iii. The Executive Assistant reports directly to the Speaker of the Senate.

iv. Shall be responsible for recording accurate minutes at each weekly meeting, managing USS archives, and all other administrative responsibilities.

v. Employment matters will be resolved by a majority vote by the executive board and approval by the advisor.

j. Parliamentarian

i. The Parliamentarian is appointed by the Executive Board and elected with a majority vote of the Administrative Board.

ii. The Parliamentarian is not a standing member of the Executive Board.

iii. The Parliamentarian reports directly to the Speaker of the Senate.

iv. The Parliamentarian shall assist the Speaker of the Senate on the issue of following parliamentary procedure.

v. If at any time parliamentary procedure is not followed, the Parliamentarian shall halt the meeting.

   i. If the Parliamentarian halts the meeting on the issue of parliamentary procedure, the Parliamentarian will inform the Administrative Board of the parliamentary infraction and immediately resume the meeting.
vi. The Parliamentarian will be responsible for holding a presentation on Robert’s Rules of Order once per term for the Administrative Board.

vii. The Parliamentarian will answer all questions of the Administrative Board regarding parliamentary procedure.

viii. In the absence of the Speaker of the Senate during a meeting of the Administrative Board, the Parliamentarian shall assume all responsibilities of the Speaker of the Senate.

B. Administrative Board

1. The Administrative Board shall serve as the functional body of the USS responsible for the passage of legislation and resolutions reflecting student opinion.

2. Shall be the final decision-making body of the USS.


4. Shall be responsible for nominating and electing a Speaker of the Senate from among the class and at-large senators by a simple plurality of votes.

5. Shall have the power to override any veto by the Student Body President with a two-thirds vote.

6. Shall have the ability to suspend dispersal of USS operational funds with a two-thirds vote.

7. Each class senator and at-large senator shall serve as a voting member of the Administrative Board.

8. Each class senator and at-large senator shall complete a required amount of office hours mandated by the Executive Board at the beginning of each term.

**Article VII: Meetings**

A. Except as otherwise noted, the USS shall conduct its business according to Robert’s Rules of Order.

B. The Administrative Board shall meet at least once per week and the Executive Board at least once per month.

1. Unexcused absences are a dereliction of duty. Three such absences shall be grounds for impeachment.

2. University Student Senators are responsible for notifying the Speaker of the Senate of any expected absences.

C. The Executive Board, acting as a steering committee, shall set the meeting dates and time.

D. Non-members petition for the privilege of addressing the members of the USS shall be submitted to the Speaker of the Senate prior to the meeting of the USS.

E. Committees shall meet as necessitated by their chairs.

**Article VIII: Elections**
At the end of each term, a school-wide election shall be held to select the next administration.

A. The positions to be elected shall be the Student Body President, the Student Body Vice President, the Student Body Treasurer, and the twenty-eight class senators.

B. During the first session of each Senate, the Administrative Board shall be responsible for establishing guidelines regulating the elections for the next term.

**Article VIII: Term of Office, Impeachment, and Vacancies**

A. Term of Office

1. The term of office for all elected members of the USS shall begin the second Monday in April.

2. The term of office for an outgoing member shall end upon installation of his or her successor, providing that the individual does not resign, become disqualified, or is impeached.

B. Impeachment

1. Any elected member may be impeached for failure to perform the duties and responsibilities of that office, as outlined by the Constitution and its by-laws.

2. Any elected member may be impeached only during the academic year.

3. Any elected member may be impeached in the following manner:
   a. By three-fourths vote of the Administrative Board.
   b. By referendum called for by petition. This petition must be affirmed and supported by a simple majority of the student body enrolled during the particular term.

C. Vacancies

1. In case of vacancy in the Student Body President, the Student Body Vice President shall assume the title and all attendant rights, duties and responsibilities.

2. In case of vacancy in the position of any Senator who is a class representative, the Student Body President can appoint a replacement so long as he or she is from that class. This appointment is subject to the approval of a majority vote of the Administrative Board.

3. In case of vacancy in the position of Secretary for Academic Affairs, Secretary for Communications, Secretary for Student Affairs, or Secretary for Mission, the Administrative Board shall internally elect a Secretary.

4. In case of vacancy in the Speaker of the Senate, the Administrative Board shall internally elect a new Speaker.

5. Replacements shall complete the term of office of their predecessor.

**Article IX: By-Laws and Amendments**

By-laws and amendments to the USS Constitution may be introduced by a voting member of the USS.
A. By-laws require a majority vote of the Executive Board and Administrative Board for approval.

B. Amendments require a majority vote of the Executive Board and a two-thirds vote of the Administrative Board for approval.

C. Amendments to the by-laws are to be presented to the Executive Board and Administrative Board during a meeting of the Administrative Board and then immediately tabled for one (1) week for senators’ individual review of the amendments. After one (1) week, the amendments may be discussed and voted upon.

**Article X: Ratification**

This Constitution has been ratified by a two-thirds vote of the Administrative Board.