

Associated Student Government Constitution (Ratified September 1989)

Preamble

We, the students of the Institute of American Indian Arts, viewing our primary goal as the pursuit of education, do hereby establish this association of students to provide a forum for student representation in matters of concern to the Institute of American Indian Arts. This document is, therefore, created in the spirit of improving student educational, cultural, social, and physical welfare through advancing student involvement in the formulation of those policies which guide our institute's community and we do hereby ordain and adopt this constitution.

Article I: Name and Responsibility

Section 1. This organization shall be known as the Associated Student Government of The Institute of American Indian Arts (ASG/IAIA)

Section 2. The Associated Student Government shall be responsible for the effective function of student life within the framework of established policy as determined by the Institute of American Indian Arts governing board and shall be advised by the Dean of Students and two community sponsors.

Article II: Membership

Section 1. All students registered in any semester for credit shall be members of the Associated Student Government during that semester.

Section 2. Members of the ASG shall be entitled to all rights and privileges granted in this constitution. The responsibility of membership involves the support of said constitution and voluntary participation in the affairs and activities of the ASG.

Article III: Officers

A. Associated Student Officers are:

1. Associated Student Government President
2. Associated Student Government Vice-President
3. Associated Student Government Secretary
4. Associated Student Government Treasurer
5. Associated Student Government Public Relations Officer

B. Qualifications and Requirements

1. Officers must be enrolled at the Institute of American Indian Arts as a full-time student during the Fall and Spring semesters during their term.
2. Upon entering ASG, students must have and maintain a cumulative G.P.A. and a semester G.P.A. of 2.50 or better; failure to fulfill this requirement during term of office will result in probation with a possibility of termination.
3. Each member is required to attend all scheduled business meetings.
 - a. An un-excused absence of three or more business meetings will result in termination of membership.
 - b. Excused absences are as defined: work related, school related, other IAIA activities or a family emergency.
 - c. For an absence to be excused, the president or advisor must be notified prior to the meeting. If prior notice is not possible, verbal or written excuses are due no later than twenty-four (24) hours after the said meeting.
4. Each officer is required to provide a minimum of five (5) hours of services to the organization per week. Regularly scheduled meetings, committee meetings and administration meetings are inclusive.
5. Each officer shall be compensated \$600.00 per semester for council meetings and manning the ASG Office.

ARTICLE IV: Student Body Representatives

A. Student Body Representatives are considered voting members of the ASG.

B. The student body representatives shall be comprised of the following members:

1. One representative from each Major;
2. One representative from each class (Freshman, Sophomore, Junior, Senior)
3. Additional representative positions may be opened by the newly elected officers and before mentioned representatives, who may choose the following procedures to fill these positions.
 - a. Representatives for these positions may be appointed by the voting members of the ASG.
 - b. These positions may be opened to the student body for elections.

C. Student body Representatives qualifications and requirements:

1. Shall serve as the student's primary student ambassador representing IAIA as a whole.
2. Shall be responsible for:
 - a. Reporting matters of concern from one's representative group to ASG.
 - b. Reporting ASG proceedings back to one's representative group.
3. Representatives must maintain a cumulative G.P.A. of 2.50 or better. Failure to fulfill this requirement will result in probation with possibility of impeachment.
4. Each representative is required to attend meetings as designated in Article III, Section B, Part 3.

ARTICLE V: Duties of Officers

A. PRESIDENT

1. Shall preside and maintain general supervision over all business meetings and activities of the organization.
2. Shall be the official representative and spokesperson for the ASG of IAIA and be able to appoint an officer to replace him/ her at any Board of Trustees meeting.
3. Supervise other officers in the performance of their duties.
4. Shall serve on at least one Institutional Committee.
5. Appoint and establish any necessary committees.
6. May vote only in the event of a tie.
7. Shall establish communication with faculty, staff and the Board of Trustees.
8. Shall be a non-voting member of the Board of Trustees and be present at all board meetings.
9. Appoint interim officers as required to temporarily fill vacancies of elected officers until the Election committee conducts an election to fill the vacancy.
10. Upon resignation from his or her position, notify appropriate authorities and student government in writing.
11. Shall meet with Academic Dean, Dean of Students, and President of the College once a month

B. VICE-PRESIDENT

1. Share all responsibilities of the ASG President, but only as delegated to him/her by the President of ASG.
2. Shall serve on at least one Institutional Committee.
3. Succeed to the office of Interim President of the ASG upon the resignation or disqualification of the President, until such time as an election can be had for a new President.
4. Shall act as the Student Liaison when the need arises, and will be regulated by the Student Life Confidentiality Contract by signing and abiding by this contract.
5. Upon the resignation from his/her position, notify the Election Committee and the President in writing, requesting that an election be held to fulfill the vacancy.

C. SECRETARY

1. Shall assist in the preparation of the agenda of the ASG.
2. Shall record the minutes of the ASG meetings and see that copies of all minutes are sent to required parties.
3. Shall organize, maintain and supervise ASG files and materials.
4. Shall assist the ASG officers in communication areas and handle all official ASG correspondence.
5. Shall serve on at least one Institutional Committee.
6. Shall succeed to office of Vice-President upon the vacancy of that position.

D. TREASURER

1. Keep and maintain all records of financial activity of the Institute of American Indian Arts ASG.
2. Maintain a set of books for regular and special accounts, which shall be audited by the officers and advisors before the office is relinquished.
3. Present a report of finances at each business meeting.
4. Monitor financial expenditures in accordance with the IAIA requirements on purchasing policies and procedures.
5. Shall countersign all vouchers and requisitions in coordination with the ASG President. In the absence of the President the Vice-President may sign.
6. Prepare with the ASG President a budget for approval by the ASG.
7. Shall serve on at least one Institutional Committee
8. Succeed to the office of Interim Secretary upon the vacancy of that position.
9. Must sit on the Proposal Advisory Committee

E. PUBLIC RELATIONS OFFICER

1. Provide press releases and develop and post any promotional material concerning ASG activities and events with the approval of the Institute's Communications and Marketing Director.
2. Maintain the ASG website and be responsible for electronic correspondence.
3. Announce and post all ASG meetings in accordance with Article IV.
4. Shall have a working relationship with the Development Officer for fundraising purposes.
5. Will monitor all posting locations on campus for only approved material.
6. Shall serve on at least one Institutional Committee.
7. Succeed to the office of Interim Treasurer upon the vacancy of that position.

ARTICLE VI: Meetings

- A. The Associated Student Government of I.A.I.A. shall meet once a week while classes are in session during Fall and Spring Semesters
 1. Notice of scheduled meetings must be posted 48 hours in advance.
- B. ASG officers may choose to hold additional closed meetings.
- C. All matters being voted on, requires a minimum quorum and a majority vote.
 1. A quorum shall consist of a simple majority of ASG voting members.
- D. All meetings shall be governed by a rule of order as determined by newly elected ASG members.
- E. An ASG Advisor is required to be present in order for a meeting to be official.
- F. Committees formed by the ASG of I.A.I.A. may schedule meetings at the convenience of the committee members.

ARTICLE VII: Election Procedures

- A. All candidates meeting eligibility requirements set forth in this constitution shall declare in accordance with the regulations established and approved by the I.A.I.A./ASG.
- B. Nominations for all elective officers shall be made in the form of a Declaration of Candidacy.
- C. The election for the ASG of I.A.I.A. offices shall be held after the second week of April.
- D. Special elections may be called by the President for emergency situations.
- E. All elections shall be conducted by secret ballot. Voting shall be by preferential voting.
- F. The location of elections polls shall be determined by the ASG of I.A.I.A. Advisor.
- G. The counting of ballots shall take place no more than twelve (12) hours after the polls close.
- H. The terms of an officer shall consist of one (1) calendar year, June to May.
- I. Officers may be required to work a predetermined amount of time during the Summer.

ARTICLE VIII: Removal of Officer/or Representative

A. REASON FOR REMOVAL OF OFFICER

1. An Officer/Representative of the ASG may be removed from office for seriously violating the ASG Constitution, a law duly passed by the ASG, the IAIA Student Code of Conduct, or the Institute's Policies and Regulations.
2. Person guilty of violation of any of the above, as left to a petition of at least twenty five (25%) percent of Student Body for removal, will result in suspension with the possibility impeachment.
3. If an occupied representative position is to be removed, and the representative is in good standing with the ASG, an officer majority may decide to place that representative in another available ASG position.

B. IMPEACHMENT

If an officer fails to fulfill the duties of office, they may be removed from that office as follows:

1. A special meeting of the organization, with the approval of the advisor, in order to present evidence for impeachment and to initiate impeachment proceedings.
2. The officer/representative in question will receive written notification within five days (5) academic days of impeachment proceedings.
3. The officer/representative in question has the right to have non-legal council of his choice to advise the officer/representative at the proceedings.
4. An impeached officer/representative may submit a written appeal to the Dean of Students in five (5) academic days of notification of impeachment.
5. A simple majority vote of the total votes cast is required to remove an officer from his elected office.
6. The officer/representative in question shall receive written notification of impeachment results within seventy-two (72) hours after the proceedings.
7. If an officer/representative is impeached or resigns during impeachment, he/she will never hold office on the ASG again.

8. Voting during impeachment proceedings will be done by ballot and the officer/representative in question cannot be present or vote.

C. THE COURT OF IMPEACHMENT

The Court of Impeachment shall consist of the following:

1. The ASG including the member in question until the time of voting.
2. Advisor (non-voting).
3. Three (3) additional members of Administration (non-voting).

ARTICLE IX: Amendments

Section 1. Amendments herein will be defined as a legal revision or addition to this Constitution. Any student may propose an amendment.

- A. An amendment to this constitution can be proposed by the ASG officer/representative or a petition with at least ten (10%) percent of the IAIA enrollment.
- B. The proposed amendment shall pass by two-thirds (2/3) majority vote in referendum by ASG officers.
- C. All proposed amendments and revisions shall be published by the Public Relations Officer at least two (2) weeks prior to ASG voting and approval.
- D. Student body representatives positions may be added or removed at the discretion of current ASG officers and advisors. If the representative position to be removed is occupied, the representative must go through impeachment procedures. If a position is added, officers may decide to open an election or appoint a representative to fill that position.

ARTICLE X: Clubs and Organizations

- A. To obtain official recognition, clubs and organizations must present application for club recognition, which is reviewed and approved by the officers, representatives, advisors and the Dean of Students.
- B. In order to be recognized as an official club/organization, one representative must attend an ASG sponsored meeting and receive a Club Financial Account and Requisition Procedure Packet.
- C. Approved IAIA clubs and organizations will elect one representative to the ASG who attends the meetings of the student government. The representative cannot vote on issues of the ASG unless the representative is already a voting member of the ASG.
- D. All treasurers of IAIA clubs and organizations must report financial statements to The ASG Treasurer.
- E. Approval of IAIA clubs and organizations will receive initial funding of \$200 by the ASG. After this initial funding, clubs and organizations will be self-sustaining.
- F. No student can be excluded from joining a student club or organization.
- G. Student removal from a club is contingent upon ASG review. Unruly or disruptive behavior may be basis for removal.

ARTICLE XI: Club Funding

All student organizations borrowing funds from the ASG are required to reimburse ASG before the semester ends or forfeit the remainder of the account balance.

1. Club must present to ASG a report of what the club accomplished, in both written and oral form. The written report should also be accompanied by an expense breakdown. A simple spreadsheet with dates, amounts, and purpose.
2. ALL clubs are required to appoint a Treasurer as a single point of contact for financial matters, before any funds are disbursed.
3. A \$500.00 ceiling will be implemented for club proposals for the first semester of an active club, with a graduated system of an additional \$500.00 per semester up to \$1,500.00 total, if the club is in good standing and fulfills the proposal policies.
4. Any club not fulfilling the requirements set forth by the ASG would automatically become ineligible for funds for the next semester. Beyond that, it is required that the club write a corrective action plan, before being considered for funding again. If this plan satisfies the ASG, then they could be funded again, at the low, first year rate of \$500.00.
5. A club can be dissolved at any point if ASG deems necessary.

ARTICLE XII: Ratification

- A. To be effective, this constitution must conform to administration policy as defined in the Student Handbook.
- B. This constitution supersedes all previous constitutions and by-laws.
- C. Any changes in the ASG Constitution must be ratified by the simple majority vote of the student body in an open election before the new constitution can be put into force.
- D. This Constitution will be effective until superseded by the ratification of new constitution.

ARTICLE XIII: ASG Proposal Advisory Committee

This organization shall be known as the ASG Proposal Advisory Committee of The Institute of American Indian Arts (IAIA). This Committee shall be responsible for the effective Proposal function of ASG within the framework of established by ASG. The committee shall oversee and advise on ALL proposals given to ASG. ASG will utilize the advice and suggestions and may choose to adjust, approve, or deny any and all Proposal Advisory Committee suggestions. The Committee shall be composed of the Dean of Students, Financial Aid Director, ASG treasurer, and a student representative.

Amendment I: Budget

ASG shall operate on a budget from the previous semester's student fees. This budget shall be reported weekly to the students present at the weekly ASG meeting. The budget is percentage based since the total income from student fees varies from semester to semester.

45% - ASG Promotions: events or services provided by ASG to promote itself or IAIA

12% - Financial Services Emergency Fund: aid for students in emergency situations, dispersed by Financial Services

10% - Clubs: startup and incentive monies for student clubs or organizations

10% - AIHEC or Student Conferences sponsored by Student Life

10% - Savings: to ensure financial stability for future ASG administrations

10% - Discretionary: provide spending leeway for ASG

3% - ASG office: upkeep and food

Amendment II: Summer Session

- A. The ASG will hold at least three (3) conference calls during the summer to stay in contact and be prepared for the coming Fall semester.
- B. The Summer Semester, having a smaller student body population than the Fall or Spring semesters, will have a total spending budget of no more than 15% of the previous semester's incoming student fees.