



**chatham undergraduate
student government**

CONSTITUTION

PREAMBLE

We, the undergraduate student body of Chatham University, to provide an orderly system of scholastic governance; to promote the general welfare and advocate the common interests of the students to the administration and other bodies; to encourage vigilant and enthusiastic civic engagement on and off campus; and to foster cooperative relationships with the Chatham and outside communities, do hereby establish the *Chatham Undergraduate Student Government Constitution* to empower and authorize Chatham Undergraduate Student Government to act on the behalf of the undergraduate student body.

ARTICLE I: APPELLATION

The name of this organization shall be “Chatham Undergraduate Student Government,” which may hereinafter be referred to as “CSG.”

ARTICLE II: CHARGE

SECTION A: The purpose of CSG shall be to promote the general welfare and advocate the common interests of the undergraduate student body at Chatham University by

SUBSECTION 1: legitimizing and overseeing undergraduate student organizations,

SUBSECTION 2: facilitating interactive and co-beneficial relationships between the undergraduate student body and the Chatham and outside communities,

SUBSECTION 3: raising and/or allocating funds via the Undergraduate Budget Committee for the undergraduate student body and undergraduate student organizations,

SUBSECTION 4: addressing campus-wide, local, state, and national student issues,

SUBSECTION 5: participating in the university policy-crafting process and proposing initiatives regulating student conduct in accordance with the Chatham University Honor Code,

SUBSECTION 6: representing the majority of the undergraduate student body while protecting the interests of the minority and to stand for all undergraduate students at Chatham University

ARTICLE III: MEMBERSHIP

SECTION A: All enrolled full-time undergraduate students, as so defined by the Office of Student Affairs, may file for and campaign for a position of elected office in CSG. A student in their final semester of a baccalaureate program or equivalent may hold office while enrolled less than full-time provided that they are enrolled in courses necessary for graduation.

SECTION B: CSG shall not deny membership to individuals based on ability, age, color, creed, disability, economic class, gender, gender expression, gender identity, income, marital status, nation of origin, nationality, political affiliation, race, religion, sex, sexual orientation, veteran status, etc. All bona fide members shall maintain good academic, attendance, conduct, discipline, and ethics statuses, as so defined by the Office of Student Affairs, while in office.

SECTION C: All CSG terms of elected office shall last one (1) year. The term shall be set forth in the *CSG Bylaws*.

ARTICLE IV: THE EXECUTIVE BOARD

SECTION A: The Executive Board shall function as the chief executive decision-making body of CSG. The Executives shall serve as the official representatives of the undergraduate student body to organizations at the Chatham community, local, state, and national levels.

SECTION B: The Executive Board shall be composed of nine (9) Executives, including five (5) Executive Row Officers elected by the undergraduate student body at-large and four (4) Class Presidents elected by and from their respective undergraduate student Classes.

SECTION C: The Executive Board and its members

SUBSECTION 1: shall abide by and enforce the *CSG Constitution* in its entirety,

SUBSECTION 2: shall abide by and enforce the *CSG Bylaws* in its entirety and shall have the authority to revise, with the advice and consent of the Senate, the bylaws Thereof,

SUBSECTION 3: shall abide by and enforce the *CSG Executive Code* in its entirety and shall have the authority to revise the code as necessary,

SUBSECTION 4: shall take all necessary measures to ensure the faithful and swift execution of Senate actions,

SUBSECTION 5: may call the Senate into auxiliary sessions in times of urgency,

SUBSECTION 6: may propose legislation to the Senate,

SUBSECTION 7: may issue executive directives to campus administrators, departments, and offices on behalf of CSG,

SUBSECTION 8: may form, with the advice and consent of the Senate, Executive Board substructures for administrative, advisory, delegatory, exploratory, investigative, and other purposes as set forth in the *CSG Bylaws* and the *CSG Executive Code*, and

SUBSECTION 9: shall maintain a GPA of no less than 2.8

SECTION D: The Executive President, as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as head of CSG,

SUBSECTION 2: shall serve as primary advocate and spokesperson of the undergraduate student body,

SUBSECTION 3: shall serve as chair of the Executive Board and shall serve as chief executive to any and all substructures thereof,

SUBSECTION 4: shall appoint undergraduate students, with the advice and consent of the Senate, to vacant Row Officer and Class President positions, Executive Board substructure positions, and university-wide committees, task forces, etc.,

SUBSECTION 5: shall have the authority to sign or veto Senate binding legislation, subject to override,

SUBSECTION 6: shall attend and participate in regular Senate sessions as an ex-officio member,

SUBSECTION 7: may attend and participate in any and all open Senate committees as an ex officio member,

SUBSECTION 8: must attend and participate in at least one (1) meeting of each class and committee meeting a semester, and

SUBSECTION 9: shall hold no less than five (5) office hours every week

SECTION E: The Executive Vice President, as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as chair of the Student Organization Forum and shall appoint, with advice and consent of the Executive Board, all general Committee members Thereto,

SUBSECTION 2: shall serve as acting Executive President if and when the Executive President is ever rendered incapable of fulfilling their duties and/or when deemed necessary by the Executive Board,

SUBSECTION 3: shall assume the Executive Presidency if and when a vacancy in the office ever occurs and/or when deemed necessary with the advice and consent of the Senate,

SUBSECTION 4: shall facilitate correspondence between CSG and student Organizations,

SUBSECTION 5: shall implement, as specified, all Senate legislation relating to student life,

SUBSECTION 6: may attend and participate in regular Senate sessions as a non-voting member, and

SUBSECTION 7: must attend and participate in at least one (1) meeting of each class and committee meeting a semester, and

SUBSECTION 8: shall hold no less than four (4) office hours every week

SUBSECTION 9: shall facilitate the preparation of Senate calendars and agendas,

SUBSECTION 10: shall serve as presiding officer during all Senate sessions,

SUBSECTION 11: shall cast one (1) vote on all pending resolutions, bills, and other actions only in the event of a tie,

SECTION F: The Vice President for Student Communications, as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as chair the Communications and Engagement Committee and shall appoint, with the advice and consent of the Executive Board, all general committee members thereto,

SUBSECTION 2: shall serve as publicist of CSG,

SUBSECTION 3: shall serve as secretary of the Executive Board and may serve as clerk of the Senate,

SUBSECTION 4: shall serve as chief of community and public relations,

SUBSECTION 5: shall implement, as specified, all Senate legislation relating to student Communications,

SUBSECTION 6: may attend and participate in Senate meetings as a non-voting member, and

SUBSECTION 7: shall hold no less than four (4) office hours every week

SUBSECTION 8: shall approve excused Senate absences,

SECTION G: The Vice President for Student Finances, as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as chair of the Undergraduate Budget Committee and shall appoint, with the advice and consent of the Executive Board, all general Committee members thereto,

SUBSECTION 2: shall serve as auditor of CSG,

SUBSECTION 3: shall serve as treasurer of the Executive Board and may serve as accountant of the Senate,

SUBSECTION 4: shall serve as chief of fundraising and monetary operations,

SUBSECTION 5: shall implement, as specified, all Senate legislation relating to student Finances,

SUBSECTION 6: may attend and participate in Senate meetings as a non-voting member, and

SUBSECTION 7: shall hold no less than four (4) office hours every week

SECTION H: The Vice President for Student Diversity and Inclusion, as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as chair of the Diversity and Inclusion Committee and shall appoint, with the advice and consent of the Executive Board, all general Committees members

thereto,

SUBSECTION 2: shall review all legislation and, with the advice of the committee, provide recommendations to the Executive Board as to ensure social equity and Inclusivity,

SUBSECTION 3: shall implement, as specified, all Senate legislation relating to student diversity and inclusion,

SUBSECTION 4: may attend and participate in Senate meetings as a non-voting member,

SUBSECTION 5: shall serve as a liason to the Diversity and Inclusion Council, and

SUBSECTION 6: shall hold no less than four (4) office hours every week

SECTION I: The Class President(s), as instructed by the *CSG Bylaws* and the *CSG Executive Code*,

SUBSECTION 1: shall serve as head(s) and chair(s) of their respective Class Council(s)

SUBSECTION 2: shall serve as deputy advocate(s) and spokesperson(s) of their respective class,

SUBSECTION 3: shall serve as chair(s) of their respective Class Council(s),

SUBSECTION 4: shall appoint undergraduate students, with the advice and consent of the Senate, to vacant positions on their respective Class Council(s),

SUBSECTION 5: shall implement, as specified, all Senate legislation relating to their respective class,

SUBSECTION 6: shall serve in the Senate as (a) voting member(s), subject to additional guidelines set forth in the *CSG Bylaws*, and

SUBSECTION 7: shall hold no less than three (3) office hours every week

SECTION J: The Executive Board shall meet no less than twelve (12) times each semester.

ARTICLE V: THE SENATE

SECTION A: The Senate shall be composed of at least twenty-four (24) members. Each Class shall be allotted five (5) Senators, elected among and by their respective classmates within the undergraduate student body. These Senators are the Class Officers of their respective classes and hold the titles of Class Vice President, Class Secretary, Class Treasurer, and two (2) Class Representative(s). Additionally, the four (4) Class Presidents shall be granted membership in the Senate and shall be subject to the privileges, duties, and responsibilities thereof.

SECTION B: The Senate and all of its members

SUBSECTION 1: shall hold no less than ten (10) legislative business meetings each semester,

SUBSECTION 2: shall serve on and attend all meetings of the Senate and may have no more than one (1) unexcused absence each semester and two (2) excused absences,

SUBSECTION 4: members must inform the Vice President of Communication if they shall be late or absent by 5 pm the day prior of an upcoming Senate meeting,

SUBSECTION 5: shall serve on and attend all meetings of no less than one (1) Senate Committee and may have no more than one (1) unexcused absence each semester,

SUBSECTION 6: If a member is tardy in excess of five (5) or more minutes twice, this will be recorded as an absence if not excused

SUBSECTION 7: shall author and/or co-author resolutions and/or bills,

SUBSECTION 8: shall internally elect Senate Officers, including a Parliamentarian, Committee Chairpersons, etc. after the First-Year elections,

SUBSECTION 9: shall adopt and follow internal rules of governance, methods of order, and formal conduct,

SUBSECTION 10: shall cast one (1) vote on all pending resolutions, bills, and other actions,

Article VI: COMMITTEES

SECTION A: Committees shall be composed of internally appointed Senators and community members as approved by Committee Chairs who will be nominated and elected by the Senate.

SECTION B: Ad-hoc Committees

SUBSECTION 1: shall be formed to discuss and resolve current needs and issues of the student body for one academic year

SUBSECTION 2: shall be approved by the Senate by a simple majority of quorum

SUBSECTION 3: shall meet as necessary throughout the academic year

SUBSECTION 4: shall be chaired by a voting member of the Senate

SECTION C: Undergraduate Budget Committee

SUBSECTION 1: shall hold fiscal responsibility for the Senate

SUBSECTION 2: shall be chaired by the Vice President of Student Finance

SUBSECTION 3: shall be composed of all Class Council Treasurers

SUBSECTION 4: shall be governed by the Undergraduate Budget Committee Methods of Order. Amendments to the Methods of Order shall be presented to the Senate and approved by a simple majority

SUBSECTION 5: shall present a budget proposal to the Senate for the use of CSG funds

SECTION D: Student Organization Forum

SUBSECTION 1: shall hold the responsibility to voice student organization ideas and concerns and facilitate programming needs for all recognized Student Organizations

SUBSECTION 2: shall be chaired by the Vice President of Student Life and attended by no less than one (1) representative from each Class Council

SUBSECTION 3: shall be governed by the Student Organization Forum Methods of Order. Amendments to the Methods of Order shall be presented to the Senate and approved by a simple majority

SUBSECTION 4: shall hold no less than three (3) meetings each semester

SECTION E: Election Committee

SUBSECTION 1: shall govern every annual CSG election, and all CSG student referendums, recall elections, special elections and constitutional changes requiring a vote of the student body

SUBSECTION 2: shall be chaired by a Senate member in good standing who will not be running in the upcoming election

SUBSECTION 3: shall work in conjunction with and under the advisement of the Office of Student Affairs in all matters of operation

SUBSECTION 4: be governed by the Election Code. Amendments to the Election Code shall be presented to the Student Senate and voted on by a simple majority of quorum

SECTION F: Communications and Engagement Committee

SUBSECTION 1: shall hold the responsibility to control and maintain the social media accounts of all CSG Class Councils, the Executive Board, and related accounts by drafting and posting approved images, flyers, and messages from the Senate and Executive Board Meetings and shall alert the community of events, meetings, and happenings of CSG

SUBSECTION 2: shall be chaired by the Executive Vice President of Communications

SUBSECTION 3: shall be composed of the Secretary from each Class Council

SUBSECTION 4: shall be governed by the Communications and Engagement Committee Methods of Order. Amendments to the Methods of Order shall be presented to the Senate and approved by a simple majority

SUBSECTION 5: shall hold no less than three (3) meetings each semester

SECTION G: Diversity and Inclusion Committee

SUBSECTION 1: shall hold the responsibility to provide cultural and historical context to any initiative enacted through CSG and provide recommendations to CSG to

ensure the fair and equal treatment of all members of the student body of Chatham University

SUBSECTION 2: shall be chaired by the Vice President of Student Diversity and Inclusion and one (1) appointed Co-Chair from the student body and composed of members from the Senate and student body

SUBSECTION 3: shall be governed by the Diversity and Inclusion Committee Methods of Order. Amendments to the Methods of Order shall be presented to the Senate and approved by a simple majority

SUBSECTION 4: shall hold no less than three (3) meetings each semester

ARTICLE VII: ADVISOR TO THE SENATE

SECTION A: The Senate shall have at least one (1) advisor.

SECTION B: The Advisor(s) must

SUBSECTION 1: be a current Chatham University faculty or staff member

SUBSECTION 2: be able to attend regularly scheduled Senate and Executive Board meetings

SECTION C: The Vice President for Student Affairs and Dean of Students shall have the first consideration for an advisory role.

SECTION D: Advisor(s) shall be confirmed by a simple majority vote of the Senate.

ARTICLE VIII: IMPEACHMENT, RESIGNATION, AND APPOINTMENT OF OFFICERS

SECTION A: Impeachment

SUBSECTION 1: Any member of CSG may be impeached on the following grounds:

CLAUSE A: Failure to fulfill the duties of their office as defined by this Constitution and Bylaws

CLAUSE B: Conviction of the member by a campus judicial body, on items outlined in the Student Code of Conduct and Honor Code

CLAUSE C: Violation of the Bylaws, the election code of the CSG, the Student Code of Conduct or Honor Code, or some other official document or a legislative mandate.

SUBSECTION 2: An impeachment motion must be sponsored and presented to the Senate by a voting member of the Senate

CLAUSE A: The motion must be approved by a simple majority of present Senators.

CLAUSE B: In the event the motion passes, a removal hearing shall take place, according to the CSG Bylaws, in the next Senate meeting as the first order of business.

SUBSECTION 3: An impeachment shall be confirmed by a three-fourths (3/4) majority of voting Senators and shall be taken by secret ballot.

SUBSECTION 4: Any confirmed impeachments shall result in immediate removal of the CSG member from the Senate or Executive Board.

SUBSECTION 5: Impeachment does not disqualify a student from running for office in the next academic year or serving by appointment in the next academic year.

SECTION B: Resignation

SUBSECTION 1: Any CSG member who wishes to resign for any reason, must write a formal resignation letter no later than twenty-four (24) hours before the next scheduled Senate meeting and submit it to the CSG Advisor(s), Executive President, and their Class President.

SUBSECTION 2: Resignations must be approved by a simple majority of voting Senators.

SUBSECTION 3: An approved resignation does not disqualify a student from running for office in the next academic year or serving by appointment in the next academic year.

SECTION C: Appointment

SUBSECTION 1: In the event of an empty seat on a Class Council, the Class President of that class shall appoint a student in good standing with the University to fill the empty seat until the next election.

SUBSECTION 2: Appointments shall be confirmed by their respective Class Council

SUBSECTION 3: An approved appointee shall adhere to the requirements outlined in ARTICLE V and the CSG Bylaws.

ARTICLE IX: REFERENDUM AND RECALL

SECTION A: The undergraduate student body of Chatham University reserves the power to initiate a petition calling for the dissolution of the Senate or propose an amendment to the Constitution or Bylaws. The undergraduate student body may also adopt or reject any measure, act, or motion passed by the Senate by petition.

SECTION B: Any petition presented by the student body must be signed by at least thirty (30) percent of the enrolled undergraduate student body at Chatham University.

SUBSECTION 1: All petitions shall be filed with Parliamentarian of the Student Senate, the Executive President of CSG, the Executive Vice President, and Dean of Students.

SUBSECTION 2: The Parliamentarian shall verify petitions within two weeks of filing.

SUBSECTION 3: Petitions shall be voted on by the undergraduate student body within one (1) month of filing. Two (2) full school weeks notice shall be given and provided at a minimum on all official campus bulletin boards and in University press. The Election Committee with advisement of Office of Student Affairs shall be responsible for the notification of the electorate.

SUBSECTION 4: In the event of an approved petition, an all-campus referendum must be held within ten (10) class days

SUBSECTION 5: Should a majority of those voting approve the referendum, the current members of the Senate shall retain their positions and powers granted by this Constitution until a new constitution is drafted and approved by a majority of enrolled students

SUBSECTION 6: The new form of government must be in place by the end of the term in which the Senate has been dissolved.

SUBSECTION 7: The current CSG shall be responsible only for overseeing the vote on the referendum. The person(s) who present the petition for dissolution is/are responsible for presenting the Senate with a draft of a new Constitution.

SUBSECTION 8: Upon the approval of a new constitution, all CSG members and student representatives to committees are immediately removed from their Positions

SECTION C: Removal by petition does not disqualify a student from running for office in the next academic year or serving by appointment in the next academic year.

ARTICLE X: GENERAL PROVISIONS

SECTION A: CSG and all its members shall comply with all University rules and regulations. Failure to do so will result in dismissal or removal from the Senate and/or Executive Board.

SECTION B: No part of this Constitution shall be interpreted to mean adherence to it will relinquish one from any civil or criminal liability or disciplinary action by Chatham University. The provisions of this Constitution are intended to provide an orderly method of government representation of all undergraduate students at Chatham University. Failure to abide by any act or course of conduct is not to be interpreted as a license to act in a manner contrary to the laws of the United States of America, laws of the State of Pennsylvania, or the Student Honor Code of Chatham University.

SECTION C: All CSG financial accounts shall be kept up to date and open for inspection by any member of CSG or the undergraduate student body, on request.

SUBSECTION 1: No allocations shall be allowed that would result in a deficit in any CSG account.

SECTION D: Each official of the Student Senate and Executive Board, before entering the execution of their office, shall take the Student Senate Oath of Office.

SUBSECTION 1: The Oath of Office shall read, “I do solemnly swear (or affirm) that I will faithfully execute the responsibilities of Student Senator (or Executive Board Member), of the Chatham Student Government, and will, to the best of my ability uphold the Constitution of this organization.”

SECTION E: Two elected offices shall not be held simultaneously by the same person, nor shall two persons simultaneously hold the same elected office.

SUBSECTION 1: Internally elected positions are not considered a secondary elected office

SECTION F: The Student Senate and Executive Board may not make any endorsements or campaign for any candidate on behalf of CSG in any elections at the local, state, federal, or university level.

SECTION G: This Constitution supersedes all previous constitutions of the Student Senate and Executive Board, and its ratification nullifies all pending amendments to the current Constitution.

SUBSECTION 1: This constitution shall take immediate effect upon being ratified by a majority of ballots cast in an election by the members of the undergraduate student body.

SECTION H: All officials elected under the requirements of the previous Constitution shall remain in their corresponding offices if they do exist and shall exercise their corresponding duties and responsibilities as set forth in this Constitution until their terms of office have expired. Any new or open offices shall be filled at the earliest possible time.

ARTICLE XI: AMENDMENTS

SECTION A: Any amendment to this Constitution proposed within the Senate must be passed by a two-thirds (2/3) majority of the Student Senate.

SUBSECTION 1: Upon affirmation within the Senate, the amendment shall be presented to the student body and may be amended by a vote of two-thirds (2/3) of the voting student body provided a minimum of two (2) full school weeks notice is given to the electorate.

SECTION B: To be placed on the ballot, a proposed amendment must meet one of the following requirements:

SUBSECTION 1: be approved by a vote of three-fourth (3/4) of quorum of the Student Senate or

SUBSECTION 2: be a petition signed by thirty percent (30%) of the enrolled undergraduate student body at Chatham University

CLAUSE A: Amendments by petition must be voted on by the Student Body within one month of filing.

SECTION C: In order to be implemented, this Constitution must be ratified by a vote of two-thirds (2/3) of quorum at the Student Senate meeting in which it is presented.

SUBSECTION 1: Upon affirmation within the Senate, the Constitution shall be presented to the student body and shall be ratified by a vote of two-thirds (2/3) of the voting student body provided a minimum of two (2) full school weeks notice is given to the electorate.

SUBSECTION 2: Upon taking effect, this Constitution shall be considered binding and shall guide all CSG activities.