AUP Student Body Constitution

Preamble

We, the Student Body of the American University of Paris, in order to:

- Guarantee effective representation of our diverse community;
- Promote global citizenship in the articulation of our rights and our values;
- Reinforce our commitment towards the highest standards of academic rigor and integrity;
- Define the responsibilities of our Student Government in cultivating a forum for the expression of student views and interests;
- Encourage student involvement at all levels of our University's shared governance;

Do hereby establish this Constitution.

Contents

Article I – Student Rights

All students under this Constitution have equal rights to:

A) Representation by Student Government Association (hereafter SGA) officers;

B) Attend and speak at all open SGA meetings;

C) Form and join any club or publication and request funding and support from the SGA, provided its goals conform with University policy (understood hereafter as policy contained within University Catalog);

D) Run for any elected position within the SGA, provided that the candidate is a registered student and in good academic standing as per University policy[1];

E) Serve on SGA Committees;

F) Equal and reasonable access to resources, services and information provided by the SGA.

Article II – Objectives of the SGA

The authorities and responsibilities of the Student Government Association are to:

A) Coordinate, encourage and fund student group activities;

B) Assist in the resolution of students' grievances;

C) Act as an advocate for students' concerns;

D) Ensure the fair distribution and transparent use of all funds given to student clubs and organizations;

E) Provide the opportunity for the expression of students' opinion;

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[1] As of Fall 2012, minimum GPA required as per University Policy is 2.5.

F) Organize social, cultural and educational activities that cater to the diverse needs of the Student Body;

G) Maintain student representation at all relevant University decision-making sessions.

Article III – Composition of the SGA

A) The governing bodies of the SGA are the Executive Board and the Senate;

B) The Executive Board is composed of an Undergraduate Student Council (hereafter USC) President, a USC Vice-President, a USC Communications Director, a USC Social Director; a Graduate Student Council (hereafter GSC) President, a GSC Vice-President, a GSC Communications Director, a GSC Social Director. In addition an undergraduate or graduate Treasurer will be elected by the Student Body who shall serve both councils;

C) The Senate is composed of a Freshman, a Sophomore, a Junior, and a Senior Class Representative, as well as undergraduate Academic Department Representatives, a Visiting Student Representative, and Graduate Program Representatives;

D) Committee Co-Chairs and Club leaders are non-governing officials of the SGA;

E) Any change to the composition of the SGA must be approved by a two-third vote in the Senate and submitted for approval by a two-third vote in the Executive Board. Any changes in structure are subject to review by the Judiciary Committee, which has the power to veto the process in case of unconstitutionality.

Article IV – Committees

SGA Committees promote and discuss pertinent issues within the student body community. Committees are open to the entire Student Body, and shall:

A) Renew and revise by-laws at the beginning of each academic year;

B) Be co-chaired by students nominated by the USC and GSC Presidents and then approved by the Senate;

C) Be vice-chaired by a member of the Senate as determined by the Senate.

Article V – Finance & Budget

A) Overall distribution of the Student Activities Budget shall be submitted to Senate by the Executive Treasurer during the first full quorum Senate meeting, subject to a two-thirds majority. The breakdown needs to include at minimum:
   i. Executive Board Budget;
   ii. Senate Budget;
   iii. Clubs & Organizations Budget;
   iv. Social Activities Budget;

B) The Executive Board has full competence over their own budget (i) and the Social Activities budget (iv);

C) The Senate has full competence over their own budget (ii) and the Clubs & Organizations budget (iii), following voting procedures outlined in Annex III.

Article VI – Replacement & Impeachment Procedures

A) The following are grounds for initiating the impeachment process of SGA officers:
   i. Violations of any article or combination of articles in this Constitution;
   ii. Incompetence or bad faith in filling a position;
   iii. For senators, three absences in a semester from scheduled Senate meetings.

B) The impeachment process is as follows:
   i. If a member of the Student Body wishes to commence the impeachment process, he/she must present a written explanation to the Vice-President to be formally addressed at the next regular Senate meeting, in the event that complaint is about the Vice-President, the student must inform his/her class representative or graduate program representative;

ii.   The Vice-President shall inform by written means all Senators, the SGA officer in question, and Dean of Students Affairs of the complaint filed against the officer before the next Senate meeting, keeping the complainant anonymous unless approached by the Dean of Students Affairs;

iii.   At the next Senate meeting, a motion must be made for a vote of no confidence. The officer in question will not have a vote;

iv.   If a vote of no confidence is reached by a majority, the officer in question shall be allowed to defend his/her position immediately following the vote;

v.   If the officer in question presents his/her defense immediately following the vote of confidence, the Senate must then move to vote on the impeachment of the officer in question, effective with a three-fourths majority. If the officer in question does not present his/her defense, the Senate will move immediately to vote on the impeachment of said officer. The officer in question will not have a vote, and the impeachment is subject to a three-fourths majority;

vi.   Once an SGA officer is impeached, replacement procedures articulated in Art. VI(C) may commence immediately;

vii.   If an SGA officer wishes to resign, he/she shall submit a formal letter of resignation to the Executive Board Vice-President(s) with two weeks' notice. In the case that a Vice-President wishes to resign, he/she shall submit a formal letter of resignation to the Executive Board President(s). Replacement procedures articulated in Art. 6C may commence upon receipt of the letter of resignation.

C) Replacement Procedures

i.   In the event that a Senate position is vacant, the USC and/or GSC Vice-Presidents may present any number of candidates to the Senate, based on the same requirements stated in Art. V b). The Senate will hear each candidate and their interim status will be voted upon, requiring a two-thirds majority. Upon confirmation, they shall be held to the same responsibilities as outlined in Art. IV c) until the next election period, at which time the position would be open for reelections.

ii.   In the event that an Executive Board position is vacant, an interim member may be appointed at the discretion of the Executive Board, based on the same requirements stated in Annex A. Each candidate will be heard by the floor and their interim status will be voted upon, requiring a two-thirds majority. Upon confirmation, they shall be held to the same

responsibilities as outlined in Art. IV b) and in Annex A until the next election period, at which time the position would be open for re-election.

Article VII – Amendments to the Constitution

The Constitution shall be reviewed each year by the Judiciary Committee or the Executive Board in the case that a Judiciary Committee has not been approved. Amendments to the Constitution shall be made according to the following procedures:

A) Any student may propose an amendment to this Constitution through the Judiciary Committee, which shall decide upon the constitutionality of proposed changes and accordingly issue a recommendation to the Senate;

B) Once the Senate has heard the proposal, a motion will be made to vote on the proposed amendment. The amendment shall pass if it obtains the affirmative vote of two-thirds of the Senate;

C) If the aforementioned vote passes in the Senate, the Vice-President shall present the proposed amendment to the Executive Board. The amendment shall pass if it obtains the affirmative vote of two-thirds of the Executive Board.

D) Finally, any change to the Constitution must be approved by the Dean of Students in order to enter into force.

Article VIII – Annexes to the Constitution

A) Whereas the Constitution pertains to the rights and responsibilities of the Student Body at large, Annexes shall articulate those of specific interest groups or constituencies. Annexes are similar in nature to the main body of the Constitution, the only difference being that the aforementioned group(s) become responsible for the evolution and yearly revision process under the supervision of the Judiciary Committee:
   i.   Annex I pertains to the SGA Executive Board. It shall be revised yearly by the Executive Board;

ii.   Annex II pertains to the responsibilities of SGA Senators. It shall be revised yearly by the Executive Board;

iii.   Annex III pertains to the SGA Senate procedures. It shall be revised yearly by the Senate Chair(s);

iv.   Annex IV pertains to Clubs and Organizations. It shall be revised yearly by the Clubs Committee.

B) The aforementioned interest groups may suggest changes to the Annexes through the Judiciary Committee, which must decide upon the Constitutionality of said changes, and accordingly issue a recommendation to the Senate. Changes to Annexes are held to a two-thirds majority vote;

C) SGA officers may propose the creation of a new Annex through the Judiciary Committee, which must decide upon the Constitutionality of said proposal, and accordingly issue a recommendation to the Senate. The creation of a new Annex is held to a two-thirds majority vote;

D) SGA officers may propose the omission of an existing Annex through the Judiciary Committee, which must decide upon the Constitutionality of said proposal, and accordingly issue a recommendation to the Senate. The omission of an existing Annex is held to a two-thirds majority vote.

ANNEXES

to the Student Body Constitution

Annex I – Responsibilities of the Executive Board

A) The Executive Board is charged with updating and revising SGA job descriptions and voting schedules prior to elections. Changes to a job description must be referred to in Annex I of this constitution. Any changes to job descriptions are subject to review by the Senate and must pass by a two-third vote prior to the first day of elections.

B) A change to the structure of the Executive Board must be approved by a two-third vote in the Executive Board and submitted for approval by a two-third vote to the Senate.

C) The transition from the outgoing SGA Executive Board to the newly elected Executive Board shall begin as soon as the elected candidates accept their positions. The transition must be completed by Graduation and includes the handover of keys, passwords, codes, files, and any other relevant information. The outgoing Executive Board will introduce the newly elected members to any administrator relevant to their SGA functions.

Undergraduate Student Council (USC) President

What it's all about: Representing the undergraduate student body both within the University and beyond

"Being at the helm of the SG is a unique opportunity to give back to this great community and help it fulfill its potential!" – **USC President Pierre Bach (2011-2012)**

The Main Responsibilities:
- Manage and support all SGA undergraduate executives;
- Define broad SGA vision and goals with the GSC President; organize a weekly team meeting together (including all SGA Executives and Assistant Dean of Student Affairs);
- Play a leading role in shared governance, participating at Faculty Senate, Board or Trustees meetings and Student Senate meetings;
- Consult and coordinate regularly with the Assistant Dean of Student Affairs;
- Interact directly with the President of the University and Dean of Student Affairs;
- Engage and interact with staff, faculty and trustees, always striving to represent the study body and in particular undergraduate student concerns;
- Attend and work at all SGA-sponsored events, determined at the start of each semester;
- Serve on the Coup de Pouce committee;
- Hold five office hours in the SGA office each week during the academic year;
- Participate in Fall and Spring Orientation and Orientation training;
- Participate in SGA trainings and retreats and transition training with new SGA team in May;
- Nominate SGA-mandated committee co-chairs in collaboration with the GSC President;
- Maintain information and transition manual for present and future SGA.

The Perks:
- €400 stipend each semester;
- €500 Orientation payment each semester;
- Monthly phone stipend;
- Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- Strong organizational skills;
- Good public speaking;
- Team player;
- Willingness to learn from mistakes and take chances;
- Ability to delegate efficiently;
- Good standing with faculty, staff and fellow students.

What it's all about: Supporting the USC President and presiding over the Student Senate

"You will be a leader…be ready to make many mistakes and to learn and adapt from them." – **USC VP Mohammed Bourji (2011-2012)**

The Main Responsibilities:
➢ Organize and chair regular Senate meetings throughout the semester. This includes preparing the agenda, taking attendance and ensuring the smooth running of these meetings;
➢ Work closely with student senators to help them best represent their respective constituencies and fulfill their responsibilities toward the student body;
➢ Regularly update the Student Body of the Senate's activities, writing summaries on the SGA Web site;
➢ Coordinate with the USC Communications Director to publish Senate meeting minutes after each meeting on the SGA Web site;
➢ Chair the Elections Taskforce to organize student government elections in the fall and spring;
➢ Coordinate with Clubs Committee to ensure that the Senate is fully informed of club activities and that senators are prepared to allocate club budgets with all relevant information;
➢ Support class representatives with their respective duties (Freshman: Thanksgiving, Sophomore: Majors Fair, Junior: Worlds Fair, Senior: Graduation Gala);
➢ Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
➢ Attend and work at all SGA-sponsored events, determined at the start of each semester;
➢ Hold five office hours in the SGA office each week during the academic year;
➢ Participate in Fall and Spring Orientation and Orientation training;
➢ Participate in SGA trainings and retreats and transition training with new SGA team in May;
➢ Maintain information and transition manual for present and future SGA.

The Perks:
➢ €400 stipend each semester;
➢ €500 Orientation payment each semester;
➢ Monthly phone stipend;
➢ Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
➢ Strong organizational skills;
➢ Good public speaking;
➢ Willingness to learn from mistakes and take chances;
➢ Capacity to build consensus with tact and diplomacy;
➢ Capacity to lead assertively when necessary;
➢ Deadline oriented;
➢ Basic knowledge of Excel.

Undergraduate Student Council (USC) Communications Director

What it's all about: Managing the SGA's communication strategy and spreading the word about all student-led events and initiatives

*"This is your chance to make a lot of people angry by not including their info in your campus-wide communication." – **USC Communications Director Patrick McDermott (2011-2012)***

The Main Responsibilities:
➢ Collaborate with the GSC Communications Director, the Office of Student Affairs, the University's Communication and PR units and other departments across campus to centralize and streamline news;
➢ Broadcast information about student news and events, using e-mail, posters and the SGN (screens on campus);
➢ Share responsibility with Clubs Committee for a Master Calendar of student events, posted on MyAUP and the SGA Web site;
➢ Provide content for SGA Web site and social media tools to GSC Communications Director;
➢ Attend regularly scheduled Senate meetings;
➢ Take minutes at Senate meetings and coordinate with the USC Vice President to ensure these are posted in a timely manner after each meeting on the SGA Web site;
➢ Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
➢ Attend and work at all SGA-sponsored events, determined at the start of each semester;
➢ Hold five office hours in the SGA office each week during the academic year;
➢ Participate in Fall Orientation and Orientation training;
➢ Participate in SGA trainings and retreats and transition training with new SGA team in May;
➢ Maintain information and transition manual for present and future SGA.

The Perks:
➢ €400 stipend each semester;
➢ €500 Orientation payment in the Fall;
➢ Monthly phone stipend;
➢ Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
➢ Able to collaborate with actors across campus and prioritize requests;
➢ Comfortable and skilled at creating posters for student events
➢ Basic knowledge (or willingness to learn) of design software;
➢ Sense of marketing and advertising;
➢ Team player.

Undergraduate Student Council (USC) Social Director

What it's all about: Organizing social and cultural events to bring the entire community together

"Your job is to ensure your fellow students are having fun." – ***USC Social Director Loraine Ong (2011-2012)***

The Main Responsibilities:
➢ Organize and manage traditional SGA social functions, including Back-to-School parties;
➢ Co-chair the Social Committee with the GSC Communications Director to bring students a variety of social and cultural events throughout the year;
➢ Provide support to class representatives and other students as they organize their own events (Worlds Fair, Graduation Gala, etc.);
➢ Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
➢ Attend and work at all SGA-sponsored events, determined at the start of each semester;
➢ Hold five office hours in the SGA office each week during the academic year;
➢ Participate in Fall Orientation and Orientation training;
➢ Participate in SGA trainings and retreats and transition training with new SGA team in May;
➢ Maintain information and transition manual for present and future SGA.

The Perks:
➢ €400 stipend each semester;
➢ €500 Orientation payment in the Fall;
➢ Monthly phone stipend;
➢ Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
➢ Fluency in French;
➢ Knowledge of social venues in Paris;
➢ Able to communicate with outside promoters (club owners, caterers, etc.);
➢ Team player;
➢ Sense of marketing, advertising, business and communication.

SGA Treasurer (USC/GSC Combined)

Position open to graduate and undergraduate students alike

What it's all about: Managing the SGA budget, from recommending allocations to processing receipts and refunds

"Creative ideas are great, but without money and details on how they can be implemented, ideas remain ideas." – **SGA Treasurer Monik Chaudhry (2011-2012)**

The Main Responsibilities:
- ➢ Process ALL budget requests for student activites budget;
- ➢ Keep accurate records of all activities and produce regular reports for USC & GSC;
  - o Record expenses when they occur (i.e. within one day of making a check request), including the Petty Cash box;
  - o Support Clubs Committee by maintaining and providing accurate records of club requests, allocations and expenses;
- ➢ Provide any and all financial records to the stakeholders (i.e Student Body, Faculty, Staff) at all times. In addition, financial reports should be posted and updated monthly on the SGA Web site;
- ➢ Guide the Student Senate in budgetary decisions;
- ➢ Chair Coup de Pouce Committee in the Fall and Spring, collaborating closely with the Cultural Program Coordinator;
- ➢ Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
- ➢ Attend and work at all SGA-sponsored events, determined at the start of each semester;
- ➢ Hold five office hours in the SGA office each week during the academic year;
- ➢ Participate in Fall Orientation and Orientation training;
- ➢ Participate in SGA trainings and retreats and transition training with new SGA team in May;
- ➢ Maintain information and transition manual for present and future SGA.

The Perks:
- ➢ €400 stipend each semester;
- ➢ €500 Orientation payment in the Fall;
- ➢ Monthly phone stipend;
- ➢ Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- ➢ Strong organizational skills;
- ➢ Enjoys working with numbers;
- ➢ Able to balance budgetary constraints with short- and long-term goals;
- ➢ Comfortable with Excel and basic accounting practices.

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Graduate Student Council (GSC) President

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What it's all about: Governing with the upmost consideration for the advancement and success of academic, social, and professional graduate student initiatives; liaising between graduate students and all University constituents to voice their needs, opinions, and requests.

"Be the change you want to see in this University. Embrace this opportunity to engage the graduate student community and to encourage, reward, and launch graduate initiatives." – **GSC President Sarah Finnigan (2011-2012)**

The Main Responsibilities:
- Manage and support all SGAgraduate executives;
- Define broad SGA vision, goals with USC President; organize weekly team meeting together (including SGA Executives &Assistant Dean of Student Affairs);
- Play a leading role in shared governance, participating at Faculty Senate, Board or Trustees meetings and Student Senate meetings;
- Consult and coordinate regularly with the Assistant Dean of Student Affairs;
- Interact directly with the President of the University and Dean of Student Affairs;
- Engage and interact with staff, faculty and trustees, always striving to represent the study body and in particular graduate student concerns;
- Collaborate with GSC to plan graduate-student-specific academic &social events;
- Host Town Hall meetings, inviting administration, faculty, and students;
- Nominate SGA-mandated committee co-chairs in collaboration with USC President;
- Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year;
- Coordinate the selection process for the GSC Honorary Award for a faculty member, staff member, and graduate student and present award at the Commencement Ceremony;
- Coordinate selection process for the GSC Leadership and University Advancement Award to present at the New Alumni Cocktail;
- Coordinate nomination process and election of Graduate Commencement Speaker;
- Work all joint USC/GSC co-sponsored events, including Back-to-School party, determined at the start of the year;
- Participate in Fall and Spring Orientation and Orientation training;
- Participate in SGA trainings and retreats and transition training with new SGA team in May;
- Maintain information and transition manual for present and future SGA.

The Perks:
- €400 stipend each semester;
- €500 Orientation payment each semester;
- Monthly phone stipend;
- Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- Delegates work effectively;
- Interested in meeting with and coordinating with all University constituencies;

- ➢ Manages multiple tasks well and efficiently;
- ➢ Open-minded and innovative;
- ➢ Welcomes opportunities to address groups and speak publically.

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Graduate Student Council (GSC) Vice President

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What it's all about: Contributing to the collective objectives of the GSC, supporting the GSC President, serving as executive liaison between graduate and alumni affairs, contributing to the success of SGA Committees and overseeing the processes at student Senate meetings

"Be enthusiastic. Use the office of vice president as an instrument to harness the talent and energy of your peers to benefit the community." – *GSC Vice President Timothy Capener (2011-2012)*

The Main Responsibilities:
- Manage and report to Senate about SGA Committees and lead monthly SGA Committee Co-Chair meetings;
- Collaborate with the USC Vice President of the Undergraduate Student Council (USC) to prepare for, run and report on the student Senate;
- Contribute to the orchestration of GSC-specific events;
- Meet with GSC Senators, and Committee Co-Chairs on a monthly basis;
- Collaborate with Alumni and Career Offices to establish networks between current students and alumni and professionals, promoting graduate participation in Alumni-to-Student Mentoring Program, networking receptions, brunches, and career fairs;
- Coordinate Graduate Awards Ceremony at the New Alumni Cocktail;
- Distribute nomination forms for GSC Community Advancement Award and lead selection process with GSC Senators;
- Assist the GSC President to represent the graduate constituency when she/he is unavailable;
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
- Work all joint USC/GSC co-sponsored events, including Back-to-School party;
- Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year;
- Participate in Fall and Spring Orientation and Orientation training;
- Participate in SGA trainings and retreats and transition training with new SGA team in May;
- Maintain information and transition manual for present and future SGA.

The Perks:
- €400 stipend each semester;
- €500 Orientation payment each semester;
- Monthly phone stipend;
- Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- Good time management skills;
- Diligent project management skills;
- Keen sensitivity for team dynamics and ability to harness them towards collective goals;
- Inclination towards creative approaches for innovative outcomes.

Graduate Student Council (GSC) Communications Director

What it's all about: Encouraging the AUP graduate student community to actively participate in various social events both on campus and in Paris

"I enjoyed my time as an SGA council member working with my cohorts and planning both professional, networking events and enjoyable social activities, including this semester's weekly grad student Happy Hour. I have been able to meet and engage a large percentage of my graduate class." - *GSC Communications Director Michelle McAdams (2011-2012)*

The Main Responsibilities:
- Collaborate with the USC Communications Director, the Office of Student Affairs, the University's Communication and PR units and other departments across campus to centralize and streamline news;
- Manage all content on the SGA website;
- Promote all SGA events and initiatives via online social media networks, including Facebook and Twitter;
- Attend regularly scheduled Senate meetings;
- Coordinate social and academic events specific to graduate students including the GSC Alumni Networking Reception and Brunch, the NGO Awareness Holiday Fair, the Graduate Garden Party and the Graduation Gala;
- Co-chair the Social Committee with the GSC Communications Director to bring students a variety of social and cultural events throughout the year;
- Promote transparency and access to information via email, social media, and contributions to "The Graduate" newsletter;
- Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
- Work all joint USC/GSC co-sponsored events, including Back-to-School party;
- Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year;
- Participate in SGA trainings and retreats and transition training with new SGA team in May;
- Maintain information and transition manual for present and future SGA.

The Perks:
- €400 stipend each semester;
- Monthly phone stipend;
- Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- Strong interpersonal skills to collaborate with a wide network of offices and constituencies;
- Talented at networking among both students and professionals;
- Resourceful and creative when planning events – able to improvise to work within budget constraints;
- Fluency in French is helpful.

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Graduate Student Council (GSC) Social Director

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What it's all about: Managing equipment, technology, and logistical needs for student common areas and for USC- and GSC-sponsored events

"I am the person behind the scenes, ensuring that SGA events and initiatives run smoothly."
GSC Social Director Robert Barnes (2011-2012)

The Main Responsibilities:
- ➤ Manage and maintain SGA technology/printers/supplies/etc. in the Graduate Lounge, Undergraduate Lounge, Combes Computer Lab and SGA Office;
- ➤ Request equipment from ITS and coordinate installations;
- ➤ Assist and collaborate with clubs, committees, senators, students, faculty, and staff to request room reservations, order supplies or prepare for student-planned events;
- ➤ Assist student leaders to login to email accounts and manage group accounts;
- ➤ Report computer/technology problems and need for upgrades to ITS;
- ➤ Serve as the SGA executive liaison for logistical needs to various University departments, including Student Affairs, ITS, Building Services, Outreach and Advancement, Alumni and Registrar's Offices;
- ➤ Provide logistical services for GSC-specific events (Alumni Networking Event, NGO Fair, Graduate Garden/Boat Party, GSC Alumni Networking Brunch and Career Forum, New Alumni Cocktail and Graduate Awards Ceremony, Graduation Gala, etc.);
- ➤ Meet with entire SGA Team and the Assistant Dean of Student Affairs weekly (time to be determined each semester based on academic schedules);
- ➤ Work all joint USC/GSC co-sponsored events, including Back-to-School party ;
- ➤ Hold five office hours split between SGA Office and Graduate Student Lounge each week during the academic year;
- ➤ Participate in SGA trainings and retreats and transition training with new SGA team in May;
- ➤ Maintain information and transition manual for present and future SGA.

The Perks:
- ➤ €400 stipend each semester;
- ➤ Monthly phone stipend;
- ➤ Access to the SGA Office, including a work station, printing rights and a university phone line.

The Recommended Skills:
- ➤ Familiarity with Windows, installing software, and running upgrades;
- ➤ Good interpersonal skills to collaborate with a wide network of offices and constituencies;
- ➤ Interested in event planning and programming;
- ➤ Self-motivated and inquisitive to seek solutions and ask for help from outside vendors.

Annex II – Responsibilities of SGA Officers

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Undergraduate/Graduate Student Council (U/GSC) Senator

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The Student Senate is the Student Government Association's main decision-making body. The Senate plays a key function in the representative role of the SGA, and works together with the Executive Board to manage Committees and to uphold the Constitution; guaranteeing that Student rights are observed and their voices are heard. Senators are amongst the most involved Student Leaders of the AUP community, and are held to the highest standards of excellence and accountability.

The Main Responsibilities:
- Attend regularly scheduled Senate meetings (required), with the right to vote in person. (A limited number of absences are accepted, in which case Senators may vote by proxy);
- Represent students in the academic department in question for a full academic year;
- Remain visible and available and organize activities both for constituents and the entire Student Body;
- Serve as co-chair and participate in one or more SGA committees;
- Serve as a liaison between the SGA, student constituencies and respective academic departments;
- Attend their respective departmental meetings and inform constituencies of what transpired;
- Organize events for respective department's students and for the AUP community in conjunction with the Faculty.

The Perks:
- Invitation to departmental meetings and a chance to make a real difference;
- Access to the SGA Office as required, including a work station, printing rights and a university phone line;
- Exclusivity over a part of the SGA budget for events.

The Recommended Skills:
- Ability to convey ideas and opinions clearly and professionally;
- Good organizational & time management skills;
- Patience and a willingness to listen;
- Commitment to the Student Body.

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Senior and Graduate Speakers

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What it's all about:

Every year, one Senior Class Representative and one Graduate Class Representative is elected and charged with the privilege of addressing the audience during the Spring Commencement Ceremony. **These two highly sought after** positions offer the opportunity for two graduating students to speak directly to their graduating class and share parting words of inspiration and sentiment.

What's Required?

- All candidates are required to personally present a draft, 3-5 minutes max., of their proposed speech at Speech Night;
- Off-campus students are encouraged to run, and if they are unable to attend Speech Night, they must fulfill this requirement by submitting a film to sga_elections@aup.edu of themselves personally presenting a draft of their speech;
- All films must be submitted by 3PM, Paris time, on the day of Speech Night, in order to meet the eligibility requirements;
- A minimum GPA is required to apply for these positions. See the Election Taskforce for more information;
- The Speakers must be present the morning of the Commencement Ceremony, and arrive at the venue at 8:30AM.

Applications and Nominations

- Only seniors and graduating students are eligible to vote for their respective candidates.
- Graduating students and staff are encouraged to nominate graduating students to run for the Senior or Graduate Speaker positions.

Once Elected

- After each speaker has been elected, he or she has the opportunity to revise and edit his or her speech. Prior to the Commencement Ceremony, the speakers are asked to present their speech to a panel of coaches to practice his or her delivery, pace, and timing. The final speech can last a maximum of 7 minutes.

Annex III – Senate Procedures

To allow for AUP's student senate meetings to be effective and orderly, they will be chaired by the vice-president of the Undergraduate Student Council (USC), who will keeporder through the following set of regulations, based on the universal assembly guidelines of Robert's Rules of Order.

Agenda

Throughout the week up until Sunday, the chair(USC_VP@aup.edu) will receive topics for the agenda of the next meeting. This is a way for senators and committees to reserve speaking time to introduce certain issues or ideas. The agenda will be distributed on Mondays, two days before the senate meeting, which is heldon Wednesday mornings in the Grand Salon. Occasionally, this agenda will be accompanied by documents that senators are required to read in advance, in order to make informed decisions about student matters and to save time on informatory questions during meetings.

Committees

Aiding the senate in their endeavors of changing university life are the university's committees, which work throughout the year to provide the senate with information and recommendations on certain issues. The committees will be managed by the vice-president of the Graduate Student Council (GSC-VP@aup.edu), who will regularly report on their doings in senate meetings. A full list the committees can be found on the SGA website (http://sga.aup.edu/gov/committees).Whenever a committee reaches a conclusion on an issue, it hands a report to the senate assembly which, taking into consideration the committee's advice, can make an informed decision on the matter.

Meeting Minutes

Minutes will be kept of each meeting by the USC Communications Director and can be found on the website of the Student Government Association (www.sga.aup.edu), under the header 'Information'.

Senate Rules of Order

The following is a set of rules that all senators are required to know and respect.

Introducing business Before any subject is open to discussion, a motion must be made by a senator who has the floor. Then, the motion must be seconded by another senator and stated clearly by the chairman, after which debate will be opened.

Obtaining the floor To gain the right to speak, senators must raise their hand, after which the chairman will add them to the speaker's list, or allow them to speak straight away. When allowed to speak, one rises and addresses the chairman with 'Mr Chairman', after which speech should be directed at the chair, to keep discussionformal. To

second a motion, one does not need to stand up. While a senator speaks, he or she may not be interrupted, except by a Question of Order or a Question of Privilege.Personal attacks should be avoided when speaking: it's not the person but the motion that is the subject of debate.

The Previous Question   To demand the Previous Question is to move to end the debate on an issue. It requires a two-thirds majority and puts the discussed motion to an immediate vote. In the case of a committee report, if the motion carries, the chair will allow the reporting member to close the debate.

Voting   Voting, unless indicated otherwise, happens by simple majority and a show of hands. For principal motions, concerning important issues or constitutional matters, the chair may decide to order a vote by roll call, which allows for each senator's decision to show up in the minutes. In case of a tie vote, the motion fails.

Changing a motion   The person who puts forward a motion can choose to modify or withdraw it during the debate. If there is an objection to this, the chair will put the request to a vote.

Objection   When a motion carrying a new subject is first introduced, senators can object to having the assembly consider it. The objection can be made by directly addressing the chair. The chair will then immediately put the objection to a vote and if two-thirds of the senators vote in favor of the objection, the subject is dropped.An objection of consideration is only allowed when a motion is first made.

Reconsideration   A motion to reconsider a vote can be made before the end of the meeting and requires a two-thirds vote. If the meeting has passed, senators can put forward a motion to rescind, allowing the senate to annul a decision made in a previous meeting.

Question of Order   To put forward an objection concerning the violation of a rule, one may interrupt debate and rise, addressing the chairman with a request for a point of order. A motion under discussion is subject to a point of order if it conflicts with senate regulations or the senate's constitution.

Question of Privilege   Pertains to the rights and privileges of the assembly and can be put forward in case of disorder in the room (opened windows, loud noise or other

disturbances), in the same way that a Question of Order is put forward.

<u>Written motions</u>	Principal motions, such as amendments to the constitution or committee reports, should be submitted to the chair in writing, at least two days in advance of the meeting. Senators may ask to have these documents read once to the assembly before it votes on them, in which case the chair will call for the USC Communications Director to read them aloud, if none of thesenators object.
<u>Debate Decorum</u>	Senators are expected to dress formally for every senate meeting. During debate and while the chair is speaking or the assembly is engaged in voting, no one is allowed to disturb the assembly, either through whispering or other noises. The use of electronic devices is not permitted during senate meetings, unless allowed by the chair.

Quorum and Attendance.

To allow for the senate to vote, the quorum must be met, meaning that a majority of senators must be present. Senators themselves must report failure to attend meetings to the chair (USC_VP@aup.edu). Failure to attend a total of three senate meetings leaves the senator subject to expulsion by senate vote.

Annex IV – Clubs & Organizations

A) Club Establishment Procedure

    1) A student wishing to found or renew a club must complete an online registration form, including a mission statement, at the start of each semester. The USC Vice President then validates the form, approves the club and informs Clubs Committee.

    2) The student who completes the online registration form will be considered the club's leader unless the members of the club decide otherwise. They should notify the Clubs Committee of change in leadership immediately.

    3) Before requesting funds from Student Senate, the club leader must provide to Clubs Committee all of the following in a second online form:
        i.   A list of members with their contact information;
        ii.   A schedule of planned activities;
        iii.   A strategic plan for the semester;
        iv.   The name of any faculty advisors if relevant;
        v.   By-laws (at minimum, how the club leader is chosen and
        vi.   rules and regulations for any equipment.

    4) To maintain status as an official AUP organization, the club must participate in Clubs Night at the start of each semester; participate in the annual Clubs Committee holiday event in December; maintain a record of budgets, activities, events, membership and inventory, all readily available to the Clubs Committee in the form of a Club binder or manual.

B) Once the club has been registered, the budget allocation procedures outlined in Article XI apply.

C) Disbandment of a club can be initiated by the Clubs Committee, the Executive Board, and/or SGA Senate. The Senate must have three-fourths approval for the disbandment of a club. Disbandment can take place after one month's absence of club activity and failure to attend Club Committee meetings, to be voted on in a simple majority vote.

Annex V – Elections Taskforce

A) All SGA Elections shall be organized by the Election Committee, which shall:
1) Not be open to those running for office;
2) Be co-chaired by a USC and GSC appointed representative, who must;
   i) In case he/she wishes to run for a position, give notice to the Senate and the Executive Board at least one week prior to the first voting day, in which case another member of the Executive Board shall serve as co-chair of the Election Committee;
   ii) Ensure a member of the Judiciary Committee and a representative from Student Affairs shall also serve on the Election Committee;
3) Ensure that elections are free from tampering and cheating;

B) Any candidate applying for a Senate position must:
1) Be in good academic standing, as defined in the University Catalog;
2) For the position of Class Representative, have the correct class standing at the time of recruitment;
3) For the position of Departmental Representative, have declared the correct major or minor for the position;
4) For the position of Masters Program Representative, have enrolled in the correct Masters Program at the time of recruitment.

C) The Election Committee will see to it that the campaigning rules are followed, in that:
1) No campaigning may begin before the first day of the campaigning period, or before validation by the Election Committee;
2) Publications and student media must give equal opportunity to all candidates;
3) Candidates will not be permitted to actively campaign in the voting areas during voting hours;
4) Candidates may publicly support other candidates, but candidates will remain independent on the ballot;
5) A proportionate course of action be taken in case of violation of these rules.

D) Pertaining to the Voting Process:
1) Election procedures are the responsibility of the Election Committee;
2) Every student is eligible to vote once for each position, according to his/her confirmed major(s), minor(s), and class standing;
3) Outcomes will be determined by a simple plurality of the voting students;
4) The Election Committee has the final say over the interpretation of all election procedures in the case of procedural disagreements;
5) Any ballot where the selection is unclear shall be deemed as spoiled and discounted;
6) The votes will be counted by the Election Committee on the final day of the voting period and the results will be made public within two school days;
7) In the event of a contestation of election procedures and/or results, a formal written complaint must be presented to the Election Committee Co-Chairs within two school days of the announcement of the election results. The complaint will be brought before the entire Election Committee, where it will be voted upon by a simple majority vote;
8) If an elected officer resigns before entering office, the Election Committee shall hold new elections as soon as possible.

E) Pertaining to multiple positions:
1) No SGA member may hold more than one elected position at any one time unless approved by the Senate;
2) Only one person may fill each SGA position.

F) Pertaining to the Senior and Graduate Speaker:
1) Candidates for the Senior and Graduate Speaker positions must follow the aforementioned application deadlines, campaign rules, and voting procedures;
2) Candidates for the Senior and Graduate Speaker positions must personally present a draft, or submit a video of themselves presenting a draft, of their speech at speech night, held during the campaign period in the Spring Semester;
3) On-campus and Off-campus graduating students are eligible to run for the Senior or Graduate Speaker positions, but must meet the following criteria:
   i) Be in good academic standing, as described in the University Catalogue, and meet the minimum G.P.A.

graduation requirement, as of the end of the semester prior to the election for both positions;

    ii) Graduating undergraduate students may run, and vote, for Senior Speaker, while graduating Masters students may run, and vote, for Graduate Speaker.

4) If the elected speaker is unable or ineligible to deliver the speech, then the runner-up shall take his/her place.

5) The Election Committee must inform all on-campus and off-campus students of the Senior and Graduate Speaker election rules and online voting procedures prior to the election period.

G) Unfilled GSC Executive Board positions and Senate elections follow the aforementioned election procedures, with the following specifications for Fall:

1) Candidate recruitment begins the first full week of the semester and lasts at least one full week, not including orientation;

2) The campaign period and the voting period will be determined by the Election Committee;

3) A mandatory speech night will take place during the campaign period;

H) The elections of the USC and GSC Executive Boards, and the Senior and Graduate Speakers follow the aforementioned election procedures, with the following specifications for Spring:

1) Candidate recruitment begins the first full academic week of April and lasts at least one full academic week;

2) The campaign period and the voting period will be determined by the Election Committee;

3) A mandatory speech night will take place during the campaigning period;

4) Newly elected Executive Board members must participate in the Graduation Gala and Fall Orientation of the following year;

Article VII elaborates on further guidelines on replacements and vacancies.