



# **AUP Student Body Constitution**

**Student Government Association**

Last amended: September 2023

# Preamble

We, the Student Body of the American University of Paris (Student Body), 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 (“SGA”) 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.

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## **Article I – Student’s Rights**

All students under this Constitution have equal rights to:

1. Representation by the SGA officers;
2. Attend and speak at all open SGA meetings;
3. 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 the University Catalog);
4. Run for any elected position within the SGA, provided that the candidate is a registered student and maintains a minimum GPA of 3.0 throughout the process, as per university policy. It should be noted that first semester students circumvent academic standing requirements;
5. Serve on SGA Committees as articulated in the constitution;
6. Equal and reasonable access to resources, services, and information provided by the SGA.

## **Article II – Objectives of the SGA**

1. The authorities and responsibilities of the Student Government Association are to:
  - 1.1 Coordinate, encourage, and fund student group activities;
  - 1.2 Assist in the resolution of students’ grievances;
  - 1.3 Act as an advocate for students’ concerns;
  - 1.4 Ensure the fair distribution and transparent use of all funds given to student clubs and organizations;
  - 1.5 Provide the opportunity for the expression of students’ opinions;
  - 1.6 Organize social, cultural, and educational activities that cater to the diverse needs of the Student Body;
  - 1.7 Maintain student representation at all relevant University decision- making sessions.

## **Article III – Composition of the SGA**

1. The governing bodies of the SGA are the Executive Board and the Senate;
2. The Executive Board is composed of an Undergraduate Student Council (USC) President, a USC Vice-President (USC VP), a USC Communications Director, a USC Social Director, a Graduate Student Council (GSC) President, a GSC Vice-President (GSC VP), a GSC Communications Director, and a GSC Social Director. In addition, an undergraduate or graduate Treasurer will be elected by the student body who shall serve both councils;
3. The Senate is composed of Undergraduate Academic Department Representatives, two Representatives for each undergraduate class, one Graduate Student Representative and one Visiting Student Representative;

- 3.1 The First Year Class Representatives shall represent all full-time, degree-seeking students who have completed 0 to 31 credit hours;
- 3.2 The Sophomore Class Representatives shall represent all full-time, degree-seeking students who have completed 32 to 63 credit hours;
- 3.3 The Junior Class Representatives shall represent all full-time, degree-seeking students who have completed 64 to 95 credit hours;
- 3.4 The Senior Class Representatives shall represent all degree-seeking students who have completed more than 95 credit hours;
- 3.5 The Graduate Class Representative shall represent all degree-seeking students enrolled in a Graduate Program;
- 3.6 The Visiting Student Representative shall represent all visiting students;
- 3.7 Undergraduate Department Representatives shall represent all degree-seeking students who have declared a major or minor in or within a Representative's department;
4. The Senate must not exceed 25 senators. An academic department offering 2 majors or fewer shall be allocated 1 senator position. An academic department offering more than 2 majors, but fewer than 5 majors, shall be allocated up to 2 senator positions. An academic department offering 5 or more majors shall have up to 3 senator positions.
5. Committee Co-Chairs and Club leaders are non-governing officials of the SGA.
6. Any change to the composition of the SGA must be approved by a two-thirds vote in the Senate and submitted for approval by a two-thirds 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 are open to the entire Student Body, and shall:

1. Be required to adhere to the following guidelines to be maintained:
  - 1.1.Membership - Membership of all committees is open to any current student on a volunteer basis. Each committee should ideally be comprised of between 5-15 members at any given point.
  - 1.2.Each committee shall be headed by 2 chairs. One student body member appointed by the relevant SGA Executive, and one Senator (See Art. IV, 1.5)
    - 1.2.1. Nomination and Election Procedures: The SGA Executive will appoint one chair for each committee (see Art. IV, 2). Senate will elect the other co-chair for each committee once a quorum is reached. The VPs will call for candidates and invite them to give a short speech which will be immediately followed by a simple majority election.
    - 1.2.2. Senate will vote on the Senator Chair. If there is more than one person interested in the position, they will give an oral statement to the

senate explaining why they are interested and fit for the position.

Senate will hear the statements and then make an anonymous vote.

1.3.Meetings - All committees must maintain a minimum level of activity to be considered active. As such, all committees will be expected to maintain one class period of working hours per week.

1.3.1. Work Hours shall be defined as the one class period a week that members dedicate to the committee. This time can be used for meetings, committee work, or however the chairs see fit. The scheduling of Work Hours shall be set at the beginning of every semester and recorded in the committee's Activity Report.

1.4.Activity Report - All committees will be expected to maintain an activity report that will be written on a monthly basis, and be comprised of that semester's achievements, current projects, and future undertakings. This document should be readily accessible in the committee's folder in the AUP shared drives. Additionally, at least once per semester each committee must present to the senate.

1.5.Senator Involvement - All senators will be expected to be involved in at least one committee. Involvement can either be chairing or standard membership. Each committee must have a minimum of three senators per semester. There can be no more than seven senators per committee per semester. These memberships are to be defined at the beginning of each senator's term.

2. The committees that are currently active as follows:

2.1.Judiciary Committee

2.1.1. One Chair to be nominated in tandem by the USC and GSC Vice-Presidents, and then approved by Vice-President and Dean of Student Affairs.

2.1.2. The committee is charged with the maintenance of the AUP Student Body Constitution.

2.1.3. Chairs should be present during all senate sessions to help maintain proper constitutional procedures.

2.2.Events and Communications Committee (ECC)

2.2.1. One chair is to be nominated in tandem by USC and GSC Social and Communications Directors.

2.2.2. The committee is charged with assisting the Social Directors in the execution of any events that require it. This includes maintaining a list of volunteers, as well as being physically present at any and all events possible.

2.2.3. The committee is charged with directly assisting the Communications Director in any and all required endeavors.

2.3.Merchandise Committee

2.3.1. One chair is to be nominated in tandem by the USC and GSC Communications Directors and approved by the Director of Communications.

- 2.3.2. One chair is to be voted on by Student Senate.
- 2.3.3. The committee is tasked with meeting with the
- 2.3.4. Communications Department throughout the semester and work on the development and design of new merchandise.
- 2.3.5. The committee is tasked with being in charge of setting up and/or conducting the sales of school merchandise.
- 2.4. Executive Service Committee (ESC)
  - 2.4.1. One chair is to be nominated in tandem by the USC and GSC Presidents.
  - 2.4.2. One chair is to be voted upon by the Student Senate
  - 2.4.3. The committee is charged with supporting the USC and GSC Presidents in achieving their agendas and goals that pertain to the improvement or extension of service to the AUP campus and community. It could also promote off-campus service opportunities for AUP students.
  - 2.4.4. The committee will aid U.S. voter registration initiatives each election year (during the fall semester) in tandem with the Student Leadership Office.
- 2.5. Activities and Clubs Committee (ACC)
  - 2.5.1. One chair is to be nominated by the SGA Treasurer.
  - 2.5.2. See Annex IV for a full list of responsibilities and functions.
- 3. Be charged by students nominated within the committee based on majority voting by the committee members.
  - 3.1. Exception of Judiciary Chair to be nominated by the Executive Council Presidents.
  - 3.2. A Graduate Student Committee, consisting of the GSC and members of the graduate student body, will be a complimentary entity operating at the discretion of Graduate Vice-President.

## **Article V – Finance and Budget**

1. Overall distribution of the Student Government Budget shall be submitted to Senate by the SGA Treasurer during the first full quorum Senate meeting, subject to a two-thirds majority. The breakdown is to include at minimum:
  - 1.1 Executive Board Budget:
    - 1.1.1 A portion to be evenly split and reserved for both Councils to use at their discretion.
  - 1.2 Senators’ Budget;
  - 1.3 Clubs’ Budget;
  - 1.4 Activities and Social’s Budget;
  - 1.5 Independent Student Projects Budget.
2. The Executive Board is the body in charge of deciding how to use the executive budget,

- 2.1 Expenditures by the Executive Board shall still follow the budget rules and regulations as outlined in the financial code;
  - 2.2 Expenditures by the Executive Board shall still be subject to Judicial review. Concerns about Executive Board expenditures shall be submitted in writing to the Judiciary Chair and Vice-President of Student Affairs;
  - 2.3 Any student, club, or organization requesting funds from the Executive Budget, must attend one board meeting(s), USC or GSC, pertaining to the budget they are requesting (both if pertaining to the shared budget;
  - 2.4 In cases where the VP or the Dean of Student Development feels that a budget voted on by the Executive Team(s) should be reconsidered, a special meeting of the aforementioned Executive Team(s) shall be convened to review and vote a second time on the budget in question.
3. Senators have autonomous authority over their individual share of the Senator's Budget.
    - 3.1 Expenditures by Senators shall still follow the budget rules and regulations as outlined in the Financial Code;
    - 3.2 Expenditures by Senators shall still be subjected to Judicial review. Concerns about Senator Budget expenditures shall be submitted in writing to the Judiciary Chair and Vice-President of Student Affairs;
    - 3.3 Allocations approved by Senate shall receive witness signatures from the Vice-Presidents, Treasurer, the sitting Communications Director, and the dean of Student Development before they are implemented;
    - 3.4 Concerns regarding possible breaches in the Finance Code shall be submitted in writing to the Judiciary Chair and the Vice-President of Student Affairs.
4. The Finance Code shall be applicable to all entities that receive, use, and/or distribute money from the SGA Budget.
    - 4.1 The standing committee assigned the responsibility for reviewing the periodic update of the policies expressed in the Finance Code shall be known as the Activities and Clubs Committee. Said updates shall be approved by the Senate following the voting procedures outlined in Annex III.

## **Article VI – Resignation, Impeachment, and Replacement Procedures**

1. 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, which will then be shared with Senate. 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 Article VI.3 may commence upon receipt of the letter of resignation.
2. The following are grounds for initiating the impeachment process of SGA officers:
  - 2.1. Violations of any article or combination of articles in this Constitution;

- 2.2. Incompetence or bad faith in filling a position;
- 2.3. For senators, three absences in a semester from scheduled Senate meetings.
3. The impeachment process is as follows:
  - 3.1. If a member of the Student Body wishes to commence the impeachment process, he/she must present a written explanation to the USC VP to be formally addressed at the next regular Senate meeting;
  - 3.2. In the event that the complaint is about the USC VP, the student must inform his/her class representative or graduate program representative, and a written explanation must be presented to the USC President;
  - 3.3. The USC Vice-President shall inform, by written means, all Senators, the SGA officer in question, and the Vice-President of Security, Operations and Student Services of the complaint filed against the officer before the next Senate meeting, keeping the complainant anonymous unless stated by the Vice-President of Security, Operations and Student Services;
  - 3.4. 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;
  - 3.5. 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;
  - 3.6. If the officer in question presents his/her defense immediately following the vote of no 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;
  - 3.7. Once an SGA officer is impeached, replacement procedures articulated in Article VI.4 may commence immediately.
4. Replacement Procedures
  - 4.1. In the event that a Senate position is vacant, the USC and/or GSC Vice-President(s) may present any number of candidates to the Senate, based on the same requirements stated in Annex I. 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 Article II until the next election period, at which time the position will be open for re-election.



## **Article VII – Amendments to the Constitution**

1. 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:
  - 1.1. 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.
  - 1.2. Amendments cannot be presented and voted on within a single Senate session. Voting is subject to a one-week delay and the approval of an amendment requires a two-third majority. This delay may be circumvented in extraordinary circumstances, provided that both the Executive Board and the Vice-President of Security, Operations and Student Services have been consulted beforehand and have given their assent for such a procedure.
  - 1.3. 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.
  - 1.4. Finally, any change to the Constitution must be approved by the Vice- President of Security, Operations and Student Service in order to enter into force.

## **Article VIII – Annexes to the Constitution**

1. 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:
  - 1.1 Annex I pertains to the SGA Executive Board. It shall be revised yearly by the Executive Board;
  - 1.2 Annex II pertains to the responsibilities of SGA Senators. It shall be revised yearly by the Executive Board;
  - 1.3 Annex III pertains to the SGA Senate procedures. It shall be revised yearly by the Vice-President(s);
  - 1.4 Annex IV pertains to Clubs and Organizations. It shall be revised yearly by the Activities and Clubs Committee.
2. 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.
3. SGA officers may propose the creation of a new Annex through the Judiciary Committee, which must decide upon the Constitutionality of said changes, and accordingly issue a recommendation to the Senate. The creation of a new Annex is held to a two-thirds majority vote.

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

# ANNEXES

To the Student Body Constitution

## Annex I – Responsibilities of the Executive Board

1. 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-thirds vote prior to the first day of elections.
2. A change to the structure of the Executive Board must be approved by a two-thirds vote in the Executive Board and submitted for approval by a two-third vote in the Senate.
3. 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 while leading the dynamic SGA team.

*"The president role requires just as much if not more listening than leading. Things may feel overwhelming at the beginning but lean on your executive team and feel confident in your decisions. This mindset can make it all possible."* USC President Morgan Smith (2023)

#### The Main Responsibilities:

- Manage and support all SGA Undergraduate Executives with their event responsibilities;
- Maintain and encourage a positive team dynamic;
- Define broad SGA vision and goals with the GSC president; organize a weekly team meeting together (including all SGA executives and Dean of Student Development);
- Play a leading role in shared governance, participating at Faculty Senate, Board of Trustees meetings, and, when called upon, Student Senate Meetings;
- Consult and coordinate regularly with the Dean of Student Development;
- Interact directly with the President of the University and Vice-President of Security, Operations and Student Services;

- 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 a minimum equivalent to four class periods designated as office hours in the SGA office a 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;
- Coordinate the selection process for the USC Honorary Award for a faculty member, staff member, and undergraduate student and present award at the Commencement Ceremony;
- Nominate SGA-mandated committee co-chairs in collaboration with the GSC President;
- Maintain information and transition manual for present and future SGA.

#### **The Perks:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40
- Access to the SGA Office, including a workstation, printing rights, and a university phone line.

#### **The Recommended Skills:**

- Good public speaking;
- Strong organizational skills;
- Team player;
- Willingness to learn from mistakes and take charges;
- Ability to delegate efficiently;
- Ability to problem solve and mediate effectively between SGA members;
- Good standing with faculty, staff, and fellow students;
- Enthusiastic leadership skills;
- Time management and scheduling discipline;
- Strong communication (both written and oral) skills.

## **Undergraduate Student Council (USC) Vice-President**

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

*“Although Senate sessions are constant and prescribed, Senators, Clubs, fellow Executives, and your peers across campus will always keep things ever-changing and interesting. You have a unique opportunity to be the thread that links together different groups on campus. Just remember to stay curious and listen attentively to those around you.”* USC Vice-President Sarah Salama (2022-2023)

### **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 Senators of both SGA activities and school wide activities;
- Regularly update the Student Body of the Senate's activities;
- Coordinate with the USC Communications Director to publish Senate minutes after each meeting on the SGA website;
- Chair the Elections Task Force to organize student government elections in the fall and spring;
- Coordinate with Activities and 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 (First Year: Thanksgiving, Sophomores: Majors Fair, Junior: World's Fair, Senior: Graduation Gala);
- Meet with entire SGA Team and the Dean of Student Development 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;
- Assist the other executives with their activities;
- Hold a minimum equivalent to four class periods designated as office hours in the SGA office a week during the academic year;
- Participate in Fall and Spring Orientation and Orientation training;
- Participate in SGA trainings and retreats and transitions training with new SGA team in May;
- Maintain information and transition manual for present and future SGA.

### **The Perks:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, printing right, 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 orientated;
- Team player;
- Basic knowledge of Excel.

## **Undergraduate Student Council (USC) Communications Director**

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

*"SGA is the foundational pillar of the AUP community, and you are the reason why everyone knows how special it is."* USC Communications Director Annalisa Cabral-Sanchez (2022-2023)

### **The Main Responsibilities:**

- Collaborate with the GSC Communications Director, the Office of Student Development, the University's Communication Department 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 broadcast content for SGA website and social media tools;
- 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 website;
- Meet with entire SGA Team and the Dean of Student Development 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 a minimum equivalent to four class periods designated as office hours in the SGA office a 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:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, printing right, and a university phone line.

**The Recommended Skills:**

- Able to collaborate with actors across campus and prioritize requests;
- Very strong written and oral communication skills, sharp and concise English grammar, French is helpful;
- Comfortable and skilled at creating posters for student events;
- Basic knowledge of (or willingness to learn) design software;
- Sense of marketing and advertising; • Time management and scheduling discipline;
- Team player.

**Undergraduate Student Council (USC) Social Director**

**What it's all about:** Organizing or creating social and cultural events to bring the AUP 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, International Student Soirée;
- Work with the Social Committee and the GSC Social Director to bring AUP students a variety of social and cultural events throughout the year;

- Provide support to class representatives and other SGA senators as they organize their own events (World's Fair, Graduation Gala, etc.);
- Meet with entire SGA Team and the Dean of Student Development 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 a minimum equivalent to four class periods designated as office hours in the SGA office a week during the academic year;
- Participate in Fall Orientation and Fall 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:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, printing right, 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 Chaudry (2011-2012)



### **The Main Responsibilities:**

- Process ALL budget requests for student activities budget;
- Keep accurate records of all activities; available online in the shared drive for any to see;
- Record expenses when they occur (i.e. within one day of making a check request), including the Petty Cash box;
- Support the Activities and Clubs Committee by maintaining and providing accurate records of all requests, allocations, and expenses;
- Attend all Activities and Clubs Committee meetings and provide budget recommendations for all requests;
- Provide weekly budget request summaries to the stakeholders (i.e. Student Body, Faculty, Staff). In addition, budget summaries should be posted weekly on the SGA website;
- Guide the Student Senate in budgetary decisions;
- Chair the Coup de Pouce Committee in the Fall and Spring, collaborating closely with the Cultural Program Coordinator;
- Meet with entire SGA Team and the Dean of Student Development 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 a minimum equivalent to four class periods designated as office hours in the SGA office a week during the academic year;
- Participate in Fall and Spring Orientation training provided one's participation during orientation;
- 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;
- Create contracts for any budget allocations for trips abroad, with the agreement of the Dean of Student Development, and enforce the conditions agreed upon;
- Meet with the Dean of Student Development once a week to go over any budgetary concerns and sign all necessary forms
- Manage the lending out of all SGA cash boxes.

### **The Perks:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;

- Access to the SGA Office, including a workstation, printing right, and a university phone line.

**The Recommended Skills:**

- Strong organizational skills;
- Enjoy working with numbers;
- Able to balance budgetary constraints with short- and long-term goals;
- Comfortable with Excel and basic accounting practices (to that end, candidates are strongly encouraged to take the Financial Accounting course before considering this position).

**Graduate Student Council (GSC) President**

**What it's all about:** Governing with the utmost 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 SGA Graduate Executives;
- Define broad SGA vision, goals with USC President; organize weekly team meeting together (including SGA Executives and the Dean of Student Development);
- Play a leading role in shared governance, participating at Faculty Senate, Board of Trustees meetings and Student Senate meetings (when needed);
- Consult and coordinate regularly with the Dean of Student Development;
- Interact directly with the President of the University and Vice-President of Security, Operations and Student Services;
- Engage and interact with staff, faculty, and trustees, always striving to represent the student body and in particular graduate student concerns;
- Collaborate with GSC to plan graduate-student-specific academic and social events;
- Host Town Hall meetings, inviting administration, faculty, and students;
- Nominate SGA-mandated committee co-chairs in collaboration with USC President;
- Hold a minimum equivalent to four class periods designated as office hours split between the 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 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:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, 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 publicly.

### **Graduate Student Council (GSC) Vice-President**

**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:**

- Collaborate with the USC Vice-President to prepare for, run, and report on the Student Senate;

- Contribute to the orchestration of GSC-specific events;
- Meet with GSC on a weekly basis;
- Assist the GSC President to represent the graduate constituency when s/he is unavailable;
- Meet with entire SGA Team and the Dean of Student Development 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 a minimum of 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:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, 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 Communication Director, the Office of Student Development, 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 initiative via online social media networks, including Facebook, Instagram, and Twitter;
- Attend regularly scheduled Senate meetings, coordinating with USC Communications director;
- Coordinate social and academic events specific to graduate students such as 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 the entire SGA Team and the Dean of Student Development 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 a minimum equivalent to four class periods designated as office hours split between the SGA office and Graduate Student Lounge each week during the academic year;
- Participate in SGA trainings and retreats and transition training with the new SGA team in May;
- Maintain information and transition manual for present and future SGA.

**The Perks:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40
- Access to the SGA Office, including a workstation, 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 with budget constraints;
- Fluency in English is helpful.

### **Graduate Student Council (GSC) Social Director**

**What it's all about:** Managing logistics and planning needs 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:**

- 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 email accounts and manage group accounts;
- 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 Dean of Student Development weekly (time to be determined each semester based on academic schedules);
- Work all joint USC / GSC co-sponsored events,
- Hold a minimum of 5 office hours 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:**

- A stipend each semester, to be determined by the Dean of Students and Vice Dean of Students;
- An additional stipend for each semester one participates in orientation;
- Monthly phone stipend; up to €40;
- Access to the SGA Office, including a workstation, printing rights and a university phone line.

### **The Recommended Skills:**

- Good interpersonal skills to collaborate with a wide network of offices and constituencies;
- Interested in event planning;
- Comfortable speaking French;
- Self-motivated and inquisitive to seek solutions and ask for help from outside vendors.

## **Annex II – Responsibilities of the SGA Officers**

### **Undergraduate/Graduate Student Council (USC/GSC Senator)**

#### 1. Purpose

1.1. The Student Senate shall serve the students of the American University of Paris by passing budgets and amendments on their behalf. The Senate shall represent students on global, national, local, or university-wide concerns as their elected representatives. The Senate works together with the Executive Board to manage committees, guaranteeing that: The Constitution is upheld; students' rights are observed; student voices are heard.

#### 2. Requirements and Duties of the Senate

##### 2.1. Basic duties of all Senators shall be:

- 2.1.1. To attend every regularly scheduled Senate meeting;
- 2.1.2. To attend every regularly scheduled training day;
- 2.1.3. To consider, write, propose, amend, and vote on amendments and budgets necessary and proper for the AUP Student Body;
- 2.1.4. To serve as a liaison between the SGA, student constituents, and respective academic departments/class cohorts. Senators are required to communicate with their constituents on a regular basis-- bi-monthly at minimum-- via e-mail or another method deemed appropriate. All Senators are to represent the interests of all their constituents by bringing concerns to respective committees, and departments. This includes researching issues before SGA meetings and following up on any actions or changes.
- 2.1.5. To communicate with their constituents on a regular basis, bi-monthly at minimum, via e-mail or another method deemed appropriate.
- 2.1.6. To check in on a monthly basis with their faculty advisor and co-representative (if applicable) in addition to the USC and GSC Vice-President(s).
- 2.1.7. To actively check in with their faculty/staff member on the frequency set upon in the Senator Start of Semester Check-In;
- 2.1.8. To actively seek opportunities to improve constituent and greater Student Body life at the American University of Paris;

- 2.1.9. To serve on at least one (1) standing committee, attending weekly committee meetings as outlined in Article IV;
- 2.1.10. To read and understand meeting materials before every Senate meeting;
- 2.1.11. To vet and confirm all qualified Senate or Executive Board nominations;
- 2.1.12. To organize at least one event for respective departments or class.

### 3. Senator Terms

#### 3.1. The terms of Student Senators shall be:

- 3.1.1. If elected for Fall Semester, a full academic year;
- 3.1.2. If elected for Spring Semester, one semester.

### **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; as outlined in Annex III - Quorum and Attendance);
- Represent students in the academic department in question for a full academic year;
- Become familiar with all majors and minors offered by their department;
- Communicate and collaborate with fellow department representatives;
- Remain visible and available, and organize activities both for constituents and the entire Student Body;
- 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 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 for meetings;
- Exclusivity over a part of the SGA budget for events.

### **The Recommended Skills:**

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



## Senior and Graduate Speakers

**What it's all about:** Every year, one senior Class Representative and one Graduate Class Representative are 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?

- Candidates must graduate either in December of the previous academic year or in May or July of the current academic year (seniors and graduates).
- Candidates are required to attend speech night (or to send a 3-5-minute video to [sga\\_elections@aup.edu](mailto:sga_elections@aup.edu) by 3pm Paris time on the date of Speech Night in order to meet the eligibility requirements). Each candidate must explain why she or he is a suitable candidate to deliver a graduation speech, providing an overview of the themes they would like to develop in the speech (not a draft of the speech).
- The minimum GPA is required to apply for these positions. See the Election Task Force for more information;
- The Speakers must be present the morning of the Commencement Ceremony and arrive at the venue at 8:30 am.

### 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/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 effectively and orderly, they will be chaired by the Vice-President of the Undergraduate Student Council (USC), who will keep order 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](mailto: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 held on 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 inforamatory questions during meetings.

## **Committees**

Aiding the Senate in their endeavors to change 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. A full list of 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 or GSC Communications Director and can be found on the website of the Student Government Association ([www.sga.aup.edu](http://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:

1. Introducing business
  - 1.1 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 chairperson, after which the debate will be opened.
2. Obtaining the Floor
  - 2.1 To gain the right to speak, senators must raise their hand, after which the chairperson will add them to the speaker's list or allow them to speak straight away. When allowed to speak, one addresses the chair after which speech should be directed at the chair, to keep discussion formal. To second a motion, one does not need to stand up. While a senator speaks, he/she may not be interrupted, except by a Question of Order or a

Question of Privilege. Personal attacks should be avoided when speaking; it is not the person but the motion that is the subject of the debate.

### 3. The Previous Questions

- 3.1 To demand the Previous Question is to move to end the debate on an issue. It requires a two-thirds majority and puts the motion discussed 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.

### 4. Voting

- 4.1 Voting, unless indicated otherwise, happens by simple majority and a show of hands. A simple majority is defined as 50% plus 1 of all senators present for the vote. 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.

### 5. Changing a Motion

- 5.1 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.

### 6. Objection

- 6.1 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.

### 7. Reconsideration

- 7.1 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.

### 8. Question of Order

- 8.1 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.

### 9. Question of Privilege

- 9.1 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.

## 10. Written Motions

- 10.1 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 the Senators object.

## 11. Debate Decorum

- 11.1 Senators are expected to dress formally for every Senate meeting. During debate and while the chair is speaking or while 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.

## 12. Open and Closed Senate Sessions

- 12.1 The Senate's de facto operation is to be open to everyone, but the Chair can decide to close Senate at their discretion. A closed Senate consists of Senators only and those persons allowed by the Chair.
- 12.2 The duration of the closed Senate will be decided by the Chair.

## **Quorum and Attendance**

Senate meetings will begin at the request of the Chair. To bring a vote, quorum must be met before the vote. Quorum is a simple majority of the present elected Senate, and quorum will be assumed to hold until the Senate meeting ends unless a Senator or the Chair requests a new call for quorum before a vote. Senators themselves must report a 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 – Activities, Clubs & Organizations (ACC)**

### 1. Committee Functions and Formation

#### 1.1 The Activities and Club Committee:

- 1.1.1. The Activities and Club Committee (ACC) exists to support and enforce the regulation of student initiative at the American University of Paris;
- 1.1.2. The ACC helps clubs prepare budget requests and presentations. The ACC also maintains a record of regular open club meetings;
- 1.1.3. The ACC shall have on file and maintain each club's necessary information for meeting funding guidelines as outlined in Annex IV, Section 3;

- 1.1.4. Members of the ACC are chosen voluntarily;
- 1.1.5. The SGA Treasurer shall act as a voting Executive Chair to the ACC;
- 1.1.6. All ACC members shall be required to attend the open ACC meetings and assist in preparing all necessary documents for Senate. Members of the ACC shall adhere to the same attendance policies as Senators. ACC impeachment proceedings shall take place during scheduled ACC meetings and shall be voted upon by ACC voting members;
- 1.1.7. The ACC serves to make students and clubs accountable for their purchases and budget requests. Students are required to sign contracts for trips paid for by the Senate as outlined in Annex VI;
- 1.1.8. Concerns regarding decisions made by the ACC may be brought to the attention of the Judiciary committee by the student or club that made the request.

## 2. Extracurricular Activities

- 2.1 Any student wishing to organize an activity to be funded by the SGA Activities budget or Clubs budget is required to meet with the Activities and Clubs Committee during their office hours before the Senate agenda has been compiled.
- 2.2 This is also applicable to sports teams and academic department events. Sports clubs at AUP have their own budget not governed by Senate. However, if they need more than what is allocated through that budget and want to request funds from SGA, they must first obtain an agreement from the sports coordinator, and then meet with the ACC. Academic departments who wish to host events financed by Senate should make an effort to contribute financially.

## 3. Clubs

### 3.1 Club establishment procedure

- 3.1.1. A student wishing to found, renew, or continue a club must complete: 1) an online registration form, including a mission statement, and 2) a plan of action online at the start of each semester in order for the club to be considered an active club. Within these forms, the club leader must provide:
  - 3.1.1.1 A list of members with their position and contact information;
  - 3.1.1.2 A schedule of planned activities/strategic plan for the semester;

- 3.1.1.3 The name of the faculty advisor(s) willing to be involved with the ACC then validates the form, approves the club and invites the club to meet with either the Student Leadership Office or the ACC during office hours.
  - 3.1.2. To be able to start up a club at AUP, the club must:
    - 3.1.2.1 Be open to all students;
    - 3.1.2.2 Hold regular meetings (weekly or every two weeks);
    - 3.1.2.3 Adhere to its mission statement and plan of action set out in the online application forms;
    - 3.1.2.4 Submit all budget requests to the ACC;
    - 3.1.2.5 Additionally, the club must not be in contradiction with the university's mission and values.
  - 3.1.3. 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 ACC and the Student leadership office of a change in leadership immediately.
  - 3.1.4. The leader of each club will be given access to an official AUP club email address as well as to the AUP club shared drives. Each club has its own folder on these shared drives and enables club leaders to see how their predecessors functioned and pass on their own organizing skills to the next leader.

### 3.2 Club Obligations

- 3.2.1. To maintain status as an official AUP organization, the club must participate in Clubs Night at the start of each semester; participate in the two to three annual events for all clubs; maintain a record of budgets, activities, events, membership, and inventory, all readily available to the ACC in their club's folder in the AUP shared drives.
- 3.2.2. Disbandment of a club can be initiated by the ACC, 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 a club activity and failure to attend

Activities and Clubs Committee meetings, to be voted on in a simple majority vote.

#### 4. General Procedure

4.1 Students are to present themselves during the ACC open office hours that are held two periods per week in the student lounge in Combes on the third floor. Meeting times will change per semester, based on the ACC members' class schedules. Prior to the meeting, students must fill out an online budget request form with the maximum possible detail including a proposed budget. For the meeting, they should be prepared to present their project to the ACC. This may include a demonstration of how student leaders and participants have personally put into their project.

4.2 Students are required to meet in person, during office hours or some other time agreed upon by members of the ACC, at least 48 hours before their requests are to be presented at Senate.

4.2.1. Anyone requesting funds greater than or equal to €1,500 must present their request to Senate at least one week prior to when the request shall be considered for final vote, therefore giving Senate at least one week to consider the request.

4.3 Any club wishing to request funds must be officially registered as an active club during the semester.

4.4 After meeting with the ACC, a student or club will always have the option to disagree with the committee's recommendations and can then present directly to the Senate. This should not be standard procedure, however, as the ACC's goal is to support student initiatives. In all cases, the senators make the final decisions on budget allocations. No student or club can present their proposal to Senate without having met with the ACC following their procedures and without having attempted to resolve any and all disagreements.

4.5 Students are required to meet in person, during office hours or some other time agreed upon by members of the ACC, at least 48 hours before their requests are to be presented at Senate.

4.6 Clubs or individuals are required to have at least one club member or associated student present their budget to the Senate. Students presenting budgets to the Senate will do so alongside ACC.

4.6.1. Exceptionally, clubs or individuals may submit a statement in writing to the Treasurer at least two (2) days before Senate. The ACC will present the club or individual's budget on their behalf.

#### 5. Budgeting Process

5.1 The ACC aims to help realize student activities, clubs, and events by

minimizing expenses and presenting these projects to the senators. Students with projects should expect the ACC to try to reduce costs when possible as well as demonstrate how the project benefits the AUP community as a whole.

5.2 If a requested or amended budget is approved at Senate, the Treasurer will follow up with the requestor to inform them of Senate's decision and inform them of subsequent procedures. If a request is denied by Senate, the Treasurer will inform the corresponding parties of the decision. Students requesting funds should note that funds will be provided (whether as a reimbursement or an advance) in a two-week period following the request and should plan accordingly in advance.

5.2.1. If the person that has submitted a budget request either for a club or for their department is a current member of the Student Government Association, they are allowed to speak on the behalf of this request at the Senate meeting once the Activities and Clubs Committee has presented it. They will also be allowed to vote on the passing of said budget request along with the other Senators.

5.3 Once the Treasurer has picked up the approved funds, he/she will send a notice to the recipients stating that their checks are ready. At this point it becomes the responsibility of the recipients to come at one of the times designated by the Treasurer.

5.4 In order for any student to receive a reimbursement, he/she must provide the Treasurer with all receipts in a timely manner. Note that *carte bleue* tickets are not acceptable; the receipt must list every item purchased.

5.4.1. To receive reimbursement for expenses already incurred, the student must provide the Treasurer with all relevant receipts before anything is handed in to the accountants. It is the responsibility of the student to keep track of his or her receipts between the time the money is spent and the time the receipts are given to the Treasurer.

5.4.2. To receive an advance funding for expenses not yet made, the student must provide the Treasurer any possible quotes, e.g., online store prices, a *devis* or quote from a merchant, etc. After the advance funding has been approved and the student has spent the funds, he / she is obligated to keep track of all receipts and to give them to the Treasurer as soon as possible. [PK1] If less money is spent than was accorded, the student



must provide all the leftover funds to the Treasurer. If a student fails to give receipts and/or leftover funds to the Treasurer, the student's account will be blocked, barring him or her from receiving grades and registering for courses, among other penalties.

- 5.4.3. Once all documentation has been appropriately turned in, it is the obligation of the Treasurer to ensure that processing is completed in an orderly and timely manner. Students are expected to cooperate with the Treasurer if any complications or delays arise.

## **Annex V – Elections Task Force**

1. All SGA elections shall be organized by the Elections Task Force, which shall:
  - 1.1. Which shall meet before the first election round each semester;
  - 1.2. Not be open to those running for office;
  - 1.3. Be co-chaired by a USC and GSC appointed representative, who must:
    - 1.3.1. 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 Elections Task Force;
    - 1.3.2. Ensure a member of the Judiciary Committee and a representative from Student Development shall also serve on the Elections Task Force;
  - 1.4. Ensure that elections are free from tampering and cheating.
2. Any candidate applying for an elected SGA position (SGA Executive and Senators) must:
  - 2.1. Be in good academic standing, as defined in the University handbook;
  - 2.2. For the position of Class Representative, have the correct class standing at the time of application;
  - 2.3. For the position of Departmental Representative, have declared the correct major or minor for the position at the time of application;
  - 2.4. For the position of Graduate Representative, be enrolled as a for-credit graduate student at the time of application;
  - 2.5. For undergraduate students enrolled in a BA/MA program with confirmation of binding enrollment (via a letter from the program head), candidates are eligible to apply for a GSC position during the election period during their final full undergraduate semester;
  - 2.6. For positions on Graduate Student Council, be admitted and confirmed as an AUP Student in Graduate Program at the time of application.
3. Election Calendar
  - 3.1. The electoral cycle starts in March with the elections of the USC and GSC Executive Boards for the following academic year;

- 3.2. In April, the AUP student body elects the Departmental Senators. In case there are vacant Executive positions after March elections, the Elections Task Force may decide to rerun elections for these positions;
- 3.3. In September, elections are held for vacant USC and GSC Executive Board, Class Representatives, and vacant Senate positions;
- 3.4. In January, elections are held for the Senior and Graduate Speakers as well as any vacant positions on Senate and/or Executive Boards;
- 3.5. For each election cycle the following rules must be followed:
  - 3.5.1. Candidate recruitment lasts at least one full week before the start of the campaign. Recruitment can take place neither during the orientation week at the beginning of each semester nor during an official academic break;
  - 3.5.2. The campaign period and the voting period will be determined by the Elections Task Force;
  - 3.5.3. A mandatory speech night, organized by the Elections Task Force, will take place during the campaign, before the voting period starts. Failure to attend physically or remotely to speech night will automatically disqualify a candidate.
4. The Elections Task Force will see to it that the campaigning rules are followed, in that:
  - 4.1. No campaigning may begin before the first day of the campaigning period, or before validation by the Elections Task Force;
  - 4.2. Publications and student media must give equal opportunity to all candidates;
  - 4.3. Candidates will not be permitted to actively campaign in the voting areas during voting hours;
  - 4.4. Candidates may publicly support other candidates, but candidates will remain independent on the ballot;
  - 4.5. A proportionate course of action be taken in case of violation of these rules.
5. Failure to follow election rules might result in the disqualification of a candidate at any point.
  - 5.1. In case of disqualification of a candidate, the decision to organize a re-run or to validate the results is made on a case-by-case basis and is left to the discretion of the Elections Task Force, where it will be voted upon by a simple majority vote.
  - 5.2. In case a re-run is ruled out, the Elections Task Force validates the election of the candidate who secured the most votes. If the candidate who secured the most votes is disqualified, the Elections Task Force may decide to validate the election of the runner-up candidate.

- 5.3. Once the disqualification is voted by the Elections Task Force, every possible effort should be made to deactivate the possibility to vote for the disqualified candidate if technically possible.
- 5.4. Announcement of the disqualification should also be made public as quickly as possible by the Judiciary Chair or her/his representative.
6. Pertaining to the voting process:
  - 6.1. Election procedures are the responsibility of the Elections Task Force;
  - 6.2. Every student is eligible to vote once for each position, according to his/her confirmed major(s), minor(s), and class standing;
  - 6.3. Outcomes will be determined by a simple plurality of the voting students;
  - 6.4. The Elections Task Force has the final say over the interpretation of all election procedures in the case of procedural disagreements;
  - 6.5. Any ballot where the selection is unclear shall be deemed spoiled and discounted;
  - 6.6. The votes will be counted by the Elections Task Force on the final day of the voting period and the results will be made public within two school days;
  - 6.7. In the event of a contestation of election procedure and / or results, a formal written complaint must be presented to the Elections Task Force co- chairs within two school days of the announcement of the election results. The complaint will be brought before the entire Elections Task Force, where it will be voted upon by a simple majority vote;
  - 6.8. If an elected officer resigns before entering office, the Elections Task Force shall hold new elections as soon as possible.
  - 6.9. In the event of a tie, the candidates who are tied will be notified and the ballot will reopen *only* for that particular position. The ballot will be open for two full school days and the candidates can campaign for those two full school days. At the end of the two full school days, the ballot will close, the votes will be counted, and the results will be announced via social media and email;
  - 6.10. In the event of a second tie, the candidates will be brought in front of the next Senate meeting, where they can give a short two-minute speech explaining why they deserve the position, and the senators will do a secret ballot vote. The result will be announced immediately, and the winner will serve on the Senate starting that session.
7. Pertaining to multiple positions:
  - 7.1. No SGA member may hold more than one elected position at any one time unless approved by the Senate;
  - 7.2. Each SGA position may only be filled by a singular person; no two people can fill any given position.
8. Pertaining to the Senior and Graduate speaker:

- 8.1. The undergraduate senior student population and the graduate student population select potential speakers by means of a vote during the January election round.
- 8.2. Upon counting the ballots, the top three undergraduate and top three graduate candidates are selected.
- 8.3. The selected candidates then commit to attending a workshop before the end of March during which the guidelines of the speech will be explained as well as the support system at their disposal to prepare the final selection process.
- 8.4. By mid-April, the candidates must present a draft of their speech to the selection committee, which will choose the final speakers.
- 8.5. The Graduation Speakers Committee will comprise:
  - 8.5.1.1. 1 faculty/staff member appointed by the President of the University;
  - 8.5.1.2. 1 faculty elected by the Faculty Senate;
  - 8.5.1.3. 1 staff member appointed by the units of University Communication and Outreach and Advancement;
  - 8.5.1.4. The SGA Senior Senator (in case the Senior Rep cannot serve, he/she would be replaced by the Judiciary Chair, or a representative of the Senior class appointed by the USC following a majority vote);
  - 8.5.1.5. The GSC Social Director (in case the GSC Social Director cannot serve, he/she would be replaced by the GSC President, or a representative of the Graduating class appointed by the GSC following a majority vote);
  - 8.5.1.6. 2 undergraduate (graduating) seniors elected by Undergraduate Senators;
  - 8.5.1.7. 2 graduating graduate students appointed by the Graduate Student Council.
- 8.6. The three undergraduate elected students will vote for the selection of the undergraduate speaker only. The three appointed/elected graduate students will vote for the graduate speaker only.
- 8.7. Candidates for the Senior and Graduate Speaker positions must follow the aforementioned application deadline, campaign rules, and voting procedures.
- 8.8. 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 campaigning period in the Spring semester.
- 8.9. On-campus and off-campus graduating students are eligible to run for the Senior or Graduate Speaker positions, but must meet the following criteria:

- 8.9.1. Be in good academic standing, as described in the University Catalog, and meet the minimum GPA graduation requirement, as of the end of the semester prior to the election for both positions;
- 8.9.2. Graduating undergraduate students may run, and vote, for Senior Speaker, while graduating master's students may run, and vote, for Graduate Speaker.
- 8.10. If the elected speaker is unable or ineligible to deliver the speech, then the runner up shall take his / her place.
- 8.11. The Elections Task Force 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.
- 9. The elections for the USC and GSC Executive Boards and the Senior and Graduate Speaker follow the aforementioned election procedures, with the following specifications for Spring:
  - 9.1. Candidate recruitment begins by the first full academic week of April and lasts at least one full academic week;
  - 9.2. The campaign period and the voting period will be determined by the Elections Task Force;
  - 9.3. A mandatory speech night will take place during the campaigning period;
  - 9.4. 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.
- 10. Diversity Council Elections
  - 10.1. All Diversity Council student representative elections shall be organized by the SGA Elections Task Force.
    - 10.1.1. Although the election is organized by the SGA Elections Task Force, it is the responsibility of elected members of the Diversity Council to advertise and inform the AUP community regarding open positions.
  - 10.2. The elected student may not hold both an SGA and Diversity Council position.
    - 10.2.1. The elected student may not hold both an SGA and Diversity Council position as both serve the student body at large and are both too time-consuming positions to be held by a single individual.
  - 10.3. The student body will nominate fellow students or themselves during April elections.
  - 10.4. All Diversity Council members will serve for one academic year until the following election cycle.
  - 10.5. The newly elected representative will begin duties at the end of the academic year in which they were elected and must participate in Summer training and Fall orientation.

- 10.6. The student running for the position, cannot run for both an SGA and Diversity Council Position at the same time.

## **Annex VI – The Financial Code**

1. SGA can fund up to half of travel costs (transportation & accommodation combined) for activities involving travel *for academic or co-curricular endeavors* (i.e. a conference), if it does not exceed 800 euros per person per trip.
  - 1.1. For trips involving more than 3 people (and a faculty advisor), the funds per student shall not exceed 400 Euros;
  - 1.2. No single trip may receive funds exceeding 3,000 Euros;
  - 1.3. If 3 or more students are allocated funds for a trip, they must have a faculty or staff advisor accompany and advise them during the trip. Travel costs for the faculty advisor must be funded by SGA. Those costs therefore should be included in the budget request and approved by the Senate;
  - 1.4. Students allocated funds to go on trips must return allocated funds to the Senate if they cancel the trip. Senate may excuse cancellations due to unforeseen circumstances via the voting procedures in Annex III;
  - 1.5. Students allocated funds to go on trips must sign and respect the code of conduct. Students must sign the form with the Student Leadership Office before departure;
  - 1.6. Personal extensions to SGA-funded travel must be approved by Senate and the Vice-President for Student Affairs.