

THE CONSTITUTION OF THE CLASS OF 2013

Rensselaer Polytechnic Institute

Ratified September 13th, 2010 by the Class of 2013
Approved September 17th, 2010 by the Undergraduate Council

ARTICLE I – 2013 Council

Section I:

This document will be the Constitution of the Class of 2013, hereinafter referred to as the Class, at Rensselaer Polytechnic Institute. The governing body of the Class will be the Class Council, hereinafter referred to as the Council.

Section II:

The Council will be governed by the guidelines put forth in the Constitutions of both the Class and the Rensselaer Union. It will be responsible for initiating all legislative action pertaining exclusively to the students of the Class of 2013.

ARTICLE II – MEMBERSHIP

Section I:

Upon payment of the activity fee, a student listed on the Institute's records to graduate in the year 2013 or enrolls as an undergraduate for the first time during the Fall 2009 or Spring 2010 semester will become a member of the Class.

Section II:

The Council will be represented by a President, Vice-President, Treasurer, Secretary, Historian, Chief Information Officer, Publicity Director, four (4) Senators, eight (8) elected Representatives and any At-Large members.

Section III:

A person seeking to become an At-Large member will be given the right to vote upon attendance of his/her fourth consecutive meeting, not counting excused absences, upon approval by the Council at the end of the fourth meeting. The member in question will be asked to leave the room during the approval process. He/she must also choose a minimum of two (2) committees of which he/she will be a member, unless granted an exception by a majority vote of the Council.

ARTICLE III – OFFICERS

Section I:

- a) The President will call and administer all meetings of the Council.
- b) The President or his/her appointee will attend and direct all activities held by the Council for the Class.
- c) The President will oversee all internal elections and interviews.
- d) The President will be responsible for all necessary appointments.
- e) The President will be an ex-officio member of all committees.
- f) The President will be responsible for the official announcement to the class for any events pertaining to the Council.
- g) The President will delegate the responsibilities of the Secretary, if the Secretary is absent, to a voting member of the Council.

Section II:

- a) The Vice-President will assume the President's responsibilities in his/her absence for as long as that position is vacant. During this time, the Vice-President will assume the same voting rights as the President.
- b) The Vice-President or his/her appointee will attend and assist the President in directing all activities held by the Council for the Class.
- c) The Vice-President will be an ex-officio member of all committees.

Section III:

- a) The Secretary will record and be responsible for the minutes and attendance of all meetings and post and circulate copies of the minutes.
- b) The Secretary will keep a long-term record of all minutes and attendance, and bring them to all meetings.
- c) The Secretary shall create a year-end report, which shall assist the next council in its duties. This report shall be submitted to the council at the last meeting before GM week.
- d) The Secretary will be in contact with the heads of all committees and help coordinate their meetings.
- e) The Secretary will reserve meeting rooms for the Council and help heads of committees to reserve rooms for their own committee meetings.

Section IV:

- a) The Treasurer will keep an accurate financial record for the Class, in accordance with the procedure set forth by the Rensselaer Union, and be responsible for all financial transactions of the Council. He/She will obtain a majority approval of the Council for any expenditure exceeding thirty five (35) dollars.
- b) Only Presidential approval will be needed for expenditures not exceeding thirty five (35) dollars.
- c) The Treasurer will submit a complete financial report, at least once a month.

Section V:

- a) The Historian will maintain records of Class activities.
- b) The Historian will be the yearbook committee chair and go to all related meetings.

Section VI:

- a) The Chief Information Officer will create, as necessary, a Council website.
- b) The Chief Information Officer will be responsible for maintaining and updating the website regularly.
- c) The Chief Information Officer will use his/her own discretion for all matters pertaining to the website, however the council may request by majority vote the replacement, rearrangement or removal of all material pertaining to the Council website.
- d) The Chief Information Officer will be responsible for managing an online calendar containing information about events, meetings and other information pertaining to the Council.
- e) The Chief Information Officer will be charged with aiding all members with any needs pertaining to advanced technology directly relating to Council business.

Section VII:

- a) The Publicity Director will be responsible for publishing and advertising events and opportunities pertaining to the class.
- b) The Publicity Director will advertise class events through Concerto, paper signage and/or other means.
- b) The Publicity Director will be the chair of the publicity committee.

c) The Publicity Director will have their actions directed by a vote of the Council.

Section VIII:

Each year, four (4) members will be elected by the Class to serve as representatives to the Student Senate. The four (4) will serve as the liaisons between the Class and the Senate, informing each council of the other's proceedings.

Section IX:

Each year, two (2) members will be appointed, by vote of the Council, to serve as representatives to the Undergraduate Council. These two (2) will be liaisons between the Council and the Undergraduate Council, informing each council of the other's proceedings.

ARTICLE IV – COMMITTEES

Section I:

- a) The appointed chairperson of each committee must be a voting member of the Council.
- b) Aside from the committee chairperson each committee must have at least one other voting member of the council.
- c) When votes are to be brought up before a committee, all committee members possess the right to vote.
- d) The Council will possess veto action over a committee by two-thirds (2/3) vote.
- e) At the discretion of the committee chair, any committee member who has missed two consecutive meetings may be removed from the committee. If the committee member would like to contest his/her removal, it can be brought in front of the Council for a vote.

Section II:

- a) At the start of the sophomore academic year, the Council will appoint, by a majority vote, a Ring Committee Chair who will select members of the Class for the committee. This committee will be responsible for awarding the Class' ring contract to a company and designing the Class ring. The Committee will submit a progress report, at regular intervals, to be approved by the Council. The Ring Committee Chair will maintain their positions for the duration.
- b) In the event that the Ring Committee Chair is no longer available to fulfill his/her duties, the President and two-thirds (2/3) of voting members of the Council may appoint a new Chair.

Section III:

- a) Before the second semester of junior year, the Council, by majority vote, will appoint a Chair of the Senior Week Committee. The Senior Week Committee Chair must be a voting member. The Committee will be responsible for providing customary entertainment for the Class members during the week after final examinations and prior to Commencement. The Committee will work with the Institute in connection with the activities of Commencement. The Senior Week Committee Chair will maintain their positions for the duration.
- b) In the event that the Senior Week Committee Chair is no longer available to fulfill his/her duties, the President and a vote of two-thirds (2/3) of voting members of the Council may appoint a new Chairperson.

Section IV:

All Council members must join at least two (2) committees. Exceptions include Senators due to their Senate committee requirement. Anyone who feels they have an adequate excuse or extenuating circumstances may make a request to have this responsibility waived by a two-thirds (2/3) vote of the council.

ARTICLE V – MEETINGS AND ORGANIZATIONS

Section I:

- a) The Council will arrange a weekly meeting time by the third week of each fall and spring semester.
- b) Additional meetings may be called by the President, Vice President, or by three (3) or more Council members with a signed written request to the President. The meeting must be held within twenty four (24) hours of the request.
- c) The Secretary will be responsible for communicating with Council members between meetings; this includes notifying the Council of extra meetings and business that the President wishes Council members to know.
- d) The Secretary will be responsible for arranging a meeting room and for emailing the Council members a notice of each meeting.

Section II:

- a) A quorum will consist of two-thirds (2/3) of the voting membership. The President will not be included in counting the quorum.
- b) All other legislation will be passed by a simple majority of all voting members present.

Section III:

- a) Every Council member will have one (1) vote except for the President, who will only vote in the case of a tie.
- b) The order of presiding officers will be as follows: the President, Vice-President, Secretary, and Treasurer. If any officer is absent, the highest presiding officer present at the Council meeting will preside. If no officer is present, the meeting may not preside.
- c) If the President is absent, the presiding officer will assume the President's voting rights.

Section IV:

- a) The President or presiding officer will preside over all Council meetings.
- b) The President or presiding officer will give equal time to opposing sides in debate.
- c) The President or presiding officer will acknowledge all motions brought to the Council. All motions will be recognized and voted upon if seconded.

ARTICLE VI – ELECTIONS AND APPOINTMENTS

Section I:

Undergraduate elections will be in accordance with the rules and procedures set forth in the Rensselaer Union Constitution.

Section II:

- a) The President, Vice-President, four (4) Class Senators, and eight (8) Class Representatives will serve one (1)-year terms and will be elected or appointed at a time and place set by the Rensselaer Union Constitution.
- b) All members holding an appointed position will continue to hold their position until the following semester when new elections take place. These positions include, but are not limited to, Secretary, Treasurer, Chief Information Officer, Publicity Director, and Historian. It is highly encouraged that the council appoints committee chairs during the first meeting of the new academic year.

Section III:

Filling of Secretary, Treasurer, Historian, Chief Information Officer, Publicity Director, Senator, or Class Representative vacancies created by resignation or removal will be approved by a majority vote of the Council. This action is to be taken only after proper publicity for the vacant

positions has been made for two (2) weeks. Interested candidates for the positions listed above will be interviewed by the Council. A majority vote of the Council will then determine who will fill the positions. In the case of extreme irregularities, the Undergraduate Council President will be consulted for further action.

ARTICLE VII – REMOVAL

Section I:

Upon a Council member's second consecutive unexcused absence, or any total of three unexcused absences per Council year, a warning of removal from the Council will be delivered within forty-eight (48) hours by the secretary to the member- in-question. If he/she fails to attend the next scheduled meeting and fails to give a valid excuse for an absence to that meeting, his/her membership will be revoked, without self-representation, , unless a two thirds (2/3) vote of the Council less the member(s) subject to membership revocation vote against the revocation. Otherwise, the member must present a reason to retain their membership. Then a two thirds (2/3) vote of the Council less the member(s) subject to membership revocation will vote upon retaining the member(s)'s membership. An unexcused absence will consist of not attending a meeting without notification of absence to any presiding officer within 6 hours of the absence. It is at the discretion of the president to determine if an excuse is valid if given at least 6 hours before a scheduled meeting, with exception to extenuating circumstances.

Section II:

- a) Any Council member may move that another Council member be removed from the Council. A two-thirds (2/3) vote of the Council will mean that the actual vote for removal will be held at the next meeting.
- b) The removal vote will be held in the absence of the member- in-question.
- c) Removal of Senators will be brought up before the Senate after following the procedures outlined in Section I.

Section III:

The Class will have the power to recall its Officers and Representatives, excluding Senators. Recall is accomplished by a two-thirds (2/3) vote of the constituents voting in the removal election. A valid removal election is one in which at least thirty (30) percent of the constituency votes. A class removal election may be called for by a two-thirds (2/3) vote of the Council, less the member(s) being voted upon for removal, or by a petition signed by at least twenty (20) percent of the Class.

Section IV:

Any removed Council member may appeal the removal to the Rensselaer Union Judicial Board. The removal will remain in effect until overturned by the Judicial Board.

ARTICLE VIII – RATIFICATION AND AMENDMENTS

Section I:

- a) The Constitution will be effective immediately upon ratification by a two-thirds (2/3) majority of voting members and subsequent approval by the Undergraduate Council.
- b) By-laws necessary for the Council's operation and amendments to the Constitution must be approved by two-thirds (2/3) of the voting council followed by subsequent approval of the Undergraduate Council.

In the event that the Council's constitution comes in conflict with any Rensselaer Union or Rensselaer Polytechnic Institute rule or standard, then the constitution will be superseded by that rule or standard.