

THE COLLEGE OF LIBERAL ARTS

THE LIBERAL ARTS UNDERGRADUATE COUNCIL CONSTITUTION

September 1975

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Article I. Purpose

- A. The purpose of the Liberal Arts Undergraduate Council is threefold:
 - 1. To act as the representative body of the students in the College of the Liberal Arts to the College, the University, and the Commonwealth Campuses;
 - 2. To establish and maintain in programs and activities that further students' awareness of issues pertinent to the College of the Liberal Arts;
 - 3. To improve and maintain academic excellence within the College of the Liberal Arts.

Article II. Membership

- A. Membership shall be classified as either active or associate.
 - 1. Active membership shall consist of those students enrolled in the College of the Liberal Arts and who have attended over half of the meetings of the Council. Only currently registered students shall be eligible for active membership. The majority of the active members, that is 50% +1, must be currently registered undergraduate students.
 - 2. Associate membership includes all those students, faculty, staff, and alumni of the University who have an interest in the Council and/or who have not attended over half of the Council meetings. Associate members may not hold office, vote, preside, officiate, or solicit funds on the behalf of the Council. If any voting member misses over half of the meetings in a semester without a legitimate excuse, he/she shall become an associate member. He/She may regain active membership status by attending three consecutive meetings.
- B. Currently registered students must be admitted as active members.
- C. Only active members may vote, preside, officiate, or solicit funds for the Council.

- D. There must be at least ten active student members in the Council at all times.
- E. New Membership and Recruitment
 - 1. Any and all new members will be given full disclosure during recruitment. An orientation and information pertaining to the LAUC will be provided for all new members. This disclosure will include, but is not limited to:
 - a. Access to The Liberal Arts Undergraduate Council Constitution
 - b. Information pertaining to Council events and activities
 - c. A copy of the University Hazing policy, prescribed by Policies and Rules for Student Organizations (These document will be available upon request by the Office of Student Activities).
- F. Rights and Rules
 - 1. All members, including but not limited to new members and recruits, reserve the right to refrain from participating in any activities without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member.
 - 2. Any and all interaction/activity between members and/or new members will be limited to guidelines state by university policy, as well as local, state, and federal laws.
- G. Membership Removal
 - 1. The Council reserves the right to expel a member who is not following the policies of the organization as determined by the Executive Committee and with a super-majority vote of attending members.
- H. Office of Student Activities Rules Requirement
 - 1. "No organization may restrict membership based on characteristics of a student, which are intrinsic to the identity of that student, and are not essential to the potential value of that student as a member of that organization and the Penn State University Community at large. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity or veteran status. Discrimination or harassment against faculty, staff or students will not be tolerated at The Pennsylvania State University."

Article III. Officers

- A. All officers of the Council must be full-time, officially registered students to be eligible to serve as appointed or elected officers of the Liberal Arts Undergraduate Council. All officers are responsible to the Council as members of the Executive Committee. Officers are responsible for attending all open and Executive Council meetings of the Council. Any officer who fails to fulfill his/her duties as defined in the Constitution or who abuses the powers of office may be subject to impeachment proceedings and subsequent removal.
- B. Offices

1. President: shall preside at all formal meetings of the Council and the Executive Committee. He/she shall appoint student representatives to faculty committees with Executive Committee approval. He/she shall approve formation of all committees considered necessary and appropriate to conduct the business of the Council unless over-ruled by a majority vote of voting members present at the next open meeting after he/she takes action. The president shall also have the power of veto on any action taken by the Council. This veto must be presented and explained at the next formal meeting of the Council. This veto may be overridden by a two-thirds (2/3) majority of voting members at that meeting. The president shall act as chief administrator of the Council's programs, projects, activities, and office. He/she shall be an ex-officio member and assist in the coordination of all committees. At the end of his/her term in office, the President shall produce a report of the Council's activities during his/her administration.
2. Vice-President: shall assume the duties of the President if he/she is unable to do so. He/she is responsible for coordinating and maintaining active representation from the departments throughout the academic year.
3. Treasurer: shall be responsible for the accounting of all monies appropriated to and by the Council. He/she shall report on the finances of the Council at all formal sessions of that body. The Treasurer, in conjunction with the Executive Committee, is responsible for the budget for each year. The Treasurer shall be a permanent member of the Fundraising Committee.
4. Secretary: shall keep comprehensive minutes of all Open and Executive meetings. Said minutes shall be available to all Council members no later than forty-eight (48) hours before the next regularly scheduled meeting. He/she is responsible for keeping attendance records at all Open and Executive meetings. He/she is responsible for the typing of assignments delegated by the President concerning the business of the Council.
5. Representative of the College of the Liberal Arts to the Faculty Senate of the University: shall report to the Council the business of the meetings of that body. He/she is a permanent member of the Executive Committee of the Council. He/she shall attend the regular meetings of the University Park Undergraduate Association Academic Affairs Committee as the delegate of the College of the Liberal Arts and shall follow all Academic Assembly guidelines as such a member. He/she shall be governed by the rules of the Faculty Senate should this Constitution conflict.
6. Representative of the College of the Liberal Arts to the University Park Undergraduate Association General Assembly: shall report to the Council the business of the meetings of that body. He/she is a permanent member of the Executive Committee and the Council.

7. Liberal Arts Envoys Chairperson: This person will serve as the overseer of the Liberal Arts Envoys program (Envoys). This person will be elected by the Envoys. In addition to hosting bi-weekly Envoys meetings, the Chairperson will serve as a permanent member on the Liberal Arts Undergraduate Council Executive Board as a liaison between the two groups.
 8. Proxy: shall be appointed by the president to assume the duties of an officer who is unable to do so.
- C. All officers serve for a full year, beginning with the meeting after the elections and ending the next election-day meeting. The outgoing officers shall serve as advisers to the newly elected officers for the remainder of the Spring semester.
 - D. Filling unexpired vacancies: the proxy shall assume the duties of absent officers.
 - E. Any undergraduate Liberal Arts student elected or appointed to any University Park Undergraduate Association (UPUA) position must become an officer of the Council.

Article IV. Elections

A. Nominations for annual officer elections for the Council shall be taken no later than the 11th week of the Spring semester, elections to be held no later than the 13th week of the Spring semester. Officers completing terms in office for the preceding year are to continue in an advisory role as members of the Executive Committee until the end of the Spring semester.

B. Election Codes:

1. Quorum needed to conduct elections and nominations shall be a simple majority of voting members.
2. The majority required for elections is the largest percentages of votes for one person.
3. The majority is derived by the number of votes people received divided by the total number of people present.
4. The nominations shall be taken until the deadline established by the current Liberal Arts Undergraduate Council by an active member giving the name of the person to be nominated and another active member supporting the nomination. The nominated person must agree to serve in order to participate in the election. Elections shall be conducted by secret ballot.
5. The President of the Council shall be an active member for the current semester and have been an active member for the previous semester. The President may serve no more than two terms in office.
6. The Liberal Arts Undergraduate Council Representative to the Faculty Senate shall be elected at large by students enrolled in the College of the Liberal Arts during the Spring term.
 - a) At least two Liberal Arts students' names must appear on the ballot for the election to take place.

- b) The elections shall be directed by the Council through the Membership Committee.
 - c) The Representative must have attended at least seven Liberal Arts Undergraduate Council meetings prior to running for office.
7. The President is responsible for making any other appointments not covered in this Constitution, as deemed necessary, with the advice and the consent of the Council.
 8. Any other restrictions on office holding are subject to the approval of the University Park Office of Student Activities.

Article V. Committees

A. Permanent

1. The Executive Committee consists of all the officers listed in Article III and the chairpersons of all committees. It is responsible for the agendas of open meetings of the Council. This committee shall maintain a current list and responsibility guidelines for each office.
2. The Social Services Committee shall be responsible for organizing Council participation in community service related events at the College, University, and community levels. The service chair shall be the point of contact with any organization with which the council coordinates its service events.
3. The Fundraising Committee is responsible for all money raising activities of the Council. All funds must be deposited with the Associated Student Activities office. The Fundraising Chairperson shall be responsible for notifying the Treasurer of all such transactions that take place.

B. Temporary

1. Temporary Committees shall be established by the President with the majority approval of the LAUC. They shall be created in order to fulfill a specific task and shall be dissolved once their task has been completed.
2. Chairpersons may be required to attend meetings of the Executive Board at the Board's request.

Article VI. Meetings

- A. Meetings of the Liberal Arts Undergraduate Council shall be held twice a month during the fall and spring semesters when possible. The President shall have the power to call special meetings when necessary.
- B. Adequate advance notice of meeting dates must be given to membership.
- C. The quorum for meetings of the Council, in order to conduct business, is the attendance of a simple majority (50% + 1) of active members on the role.

Article VII. Voting

- A. Only active members may vote.
- B. Quorum for voting shall be a simple majority of active members.

- C. The majority is 50% + 1 of the active members present.

Article VIII. Finances

- A. All funds are to be deposited and handled through the Associated Student Activities office.
- B. The Liberal Arts Undergraduate Council shall not collect dues from members.

Article IX. Advisor

- A. The Council shall maintain one advisor from the faculty or administration of the College of the Liberal Arts. The advisor must be a member of the University community. He/she shall be accorded voting privileges.

Article X. Amendments

- A. Any amendment to this Constitution must be proposed during a general business meeting and voted on after suitable discussion at the next formal meeting.
- B. The quorum need to pass an amendment is a simple majority (50% +1) of voting members.
- C. The proposed amendment shall be in written form, submitted during a general business meeting, and voted on after suitable discussion at the next formal meeting.
- D. All amendments are subject to the approval of the University Park Office of Student Activities.

Article XI. Parliamentary Authority

- A. The proceedings of the Council meetings shall be governed by Robert's Rules of Order when specific cases are not covered by the Constitution.

Article XII. Copies of the Constitution

- A. Copies of this Constitution of the Liberal Arts Undergraduate Council will be available upon request.