CONSTITUTION OF THE ASSOCIATED STUDENTS OF NOTRE DAME DE NAMUR UNIVERSITY

We, the students of Notre Dame de Namur University, Belmont, California, in order to represent student rights, enhance growth, heighten involvement in the community, support the stated mission and aims of the University through self-government, and uphold the rights and responsibilities of the students of Notre Dame de Namur University as designated in the Statement of Student Rights, Freedoms, and Responsibilities do ordain and establish this constitution for the Associated Students as the fundamental right of self-government for the student body. As such, the Board of Trustees recognizes the Associated Students of Notre Dame de Namur University as the official governing board of Notre Dame de Namur University. The official abbreviation of the Association shall be ASNDNU.

ARTICLE I: NAME OF ORGANIZATION
This organization shall be known as the Associated Students of Notre Dame de Namur University (ASNDNU).

ARTICLE II: MEMBERSHIP
Section A: Membership Qualifications
Any undergraduate or graduate student currently registered and enrolled in the College of Arts and Sciences, School of Education and Leadership, School of Business and Management is a member of the Associated Students of Notre Dame de Namur University.

Section B: Nondiscriminatory Practices
No member of the ASNDNU shall be denied full and equal opportunities in the Association on the basis of race, religion, color, creed, disability, age, sexual orientation, national and/or ethnic origin.

Section C: Rights and Privileges
The rights and privileges of members of ASNDNU shall be:
1. The right to vote in all ASNDNU elections for which they are eligible.
2. The opportunity to participate in all Association organizations, committees, activities, and programs for which they are eligible.
3. The opportunity to run for and hold elected positions in ASNDNU, providing all requirements for that position are met.

ARTICLE III: PURPOSE AND FUNCTIONS
The purpose of ASNDNU is to provide for the general welfare of the Association and the University. In so doing, ASNDNU will be given powers and responsibilities as follows:
1. To be recognized as the official voice of the Association membership.
2. To promote student interest in all areas of life at the University.
3. To raise and allocate funds.
4. To coordinate and support Association activities.
5. To review, advise, and make recommendations, as appropriate, to the University Administration regarding the establishment and implementation of University policies and procedures.
6. To be an active participant on University boards, committees and councils, as designated by University Administration.
7. To hold elections and meetings to discuss and vote on important issues related to student life.
8. To uphold and honor the mission of the University, recognize the mission of the Sisters of Notre Dame de Namur: peace, social justice, and education for all.

ARTICLE IV: THE ASSOCIATION STRUCTURE
In providing for its responsibilities, ASNDNU shall implement by-laws, codes, and other policies and procedures, which are consistent with this constitution.

Section A: Executive Branch
The Executive Branch shall be responsible for the coordination, implementation, and evaluation of all Association activities, programs, and services. The Executive Branch will work cooperatively with the Senate to formulate and present a descriptive summary of student life at the University. This report shall be sent to the University President, Administration, Office of Student Activities, and to each member on the Board of Governance. There shall be four (4) executive offices elected in accordance with Article V: the President, the Vice-President, Treasurer, and Secretary.

1. The ASNDNU President shall serve as the Chief Executive Officer and official spokesperson for the Associated Students of Notre Dame de Namur University. The President shall support the mission of the University, the Catholic roots of the University and Sisters of Notre Dame de Namur, and to uphold the Statement of Student Rights, Freedoms, and Responsibilities. The President shall endorse a comprehensive report that reflects the status of the Association in the fall and the spring. The President shall: be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the President shall serve as a member of the President’s Cabinet, serve as chair of the ASNDNU Executive Board.

   a. To be an ex-officio, non-voting member of all Association bodies.
   b. To serve as an ex-officio member of the student senate.
   c. To serve as chair of the ASNDNU Executive Board.
   d. To serve as a member of the President’s Cabinet, serve as a non-voting member of the Board of Governance and other ad-hoc committees as needed.
   e. To perform all other duties deemed necessary by the Student Senate or Executive Board.
   f. To propose and recommend legislation to the Senate after discussing proposals with the other members of the Executive Board.
   g. To veto a measure passed by a majority of the Senate. If notice of veto is not delivered within seven (7) days after passage by senate, then such legislation shall be considered approved. The Senate may override any presidential veto by at least a two-thirds (2/3) vote of the total Senate.
   h. To hold regular Executive Board meetings no less than three times per month.
   i. To appoint special committees to assist him/her at his/her discretion.
j. To make appointments to any Association elective office that has been vacated or vacant with Senate confirmation.

2. The ASNDNU Vice President shall assist the President in the management of the Association. The Vice President shall handle all Senate internal affairs and development. The Vice President shall be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Vice President shall be in excellent disciplinary standing throughout his/her tenure in office. The Vice President shall have the power:
   a. To serve as chair of the Senate, with voting power only in the case of a tie. He/she shall chair all meetings of the Senate and act as the liaison between the Executive Board and the Senate.
   b. To serve as a voting member on the Executive Board.
   c. To assume the office of President should that position become vacant.
   d. To appoint special committees to assist him/her at his/her discretion.
   e. To perform all other duties deemed necessary by the Student Senate or Executive Board.

3. The ASNDNU Treasurer shall assure adherence to the fiscal policies and procedures of ASNDNU and the University. The Treasurer shall be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Treasurer shall be in excellent disciplinary standing throughout his/her tenure in office. The Treasurer shall have the power:
   a. To record all financial transactions and to maintain accurate financial records of the ASNDNU.
   b. To serve as a voting member of the Senate.
   c. To serve as a voting member of the Executive Board.
   d. To keep the Senate informed of the financial policies and status.
   e. To disburse funds in accordance with the student Senate approval.
   f. To create and enforce financial procedures including collecting fines.
   g. To perform all other duties deemed necessary by the Senate or the President.

4. The ASNDNU Secretary shall be responsible for maintaining the records, minutes, and archives of the Association and for creating a promotional campaign that markets ASNDNU to the campus community, including residents, commuters, Graduates, Evening Degree students. He/she shall also be responsible for advertising all Senate and other elected positions that become vacant throughout the year. The Secretary shall act as liaison between the University’s newspaper, magazines, and other media. In addition, he/she shall act as liaison for other Association’s student governments and Universities. The Secretary shall call roll at the start of all Senate meetings and formulate a list to be entered into the minutes and for the President. The Secretary shall be at least a sophomore standing and shall have a cumulative grade point average of at least 2.5 at the time of the election, while maintaining at least a 2.5 each semester. In addition, the Secretary shall be in excellent disciplinary standing throughout his/her tenure in office. The Secretary shall have the power:
   a. To serve as a voting member of the Senate.
   b. To serve as a voting member of the Executive Board.
   c. To maintain written records of the official proceedings at regularly scheduled Senate, Executive board meetings, and any other meetings deemed necessary by the Senate or the President.
   d. To provide written monthly reports of ASNDNU activities.
   e. To maintain a current roster of Senators and their attendance.
   f. To maintain and update an archive for ASNDNU which shall include the information of its members who have completed their term.
   g. To perform all other duties deemed necessary by the Senate or the President.

Section B: The Senate

The Senate shall be the primary legislative body of the ASNDNU. Senators have the primary responsibility for the fiscal matters of the ASNDNU. Senate members shall be responsible primarily to their respective constituent community and secondarily to the affiliated organization. Each Senator is required to serve on at least one University committee or council for the entire academic year, to be determined at the first AS meeting of the Fall Semester.

The Senate shall have the power to:

1. Have access to the reporting of activities put on by constituencies funded by the Student Activities Fee.
2. Grant charters to clubs and organizations of the Association for funding purposes only and may revoke them for just cause.
3. The Senate may appoint a member of the ASNDNU to serve as the Sergeant at Arms, if deemed necessary.
4. The Senate shall have the power to appoint students to University committees and councils in the event a Senator cannot fulfill the duty.
5. School Senators are required to attend School meetings.
6. Upon invitation to the Senate, Staff, Faculty, Administrators, or other pertinent people will discuss decisions affecting the determination of University policies and fees directly affecting the student community before these decisions are approved.
7. Senators will also hear reports from committees and councils representatives regarding University affairs that directly relate/affect the student community.
8. The Senate shall have the power to create advisory committees.
9. Senators shall have a cumulative GPA of 2.0, while maintaining at least a 2.0 during his/her term in office.
10. All Senators shall be in good disciplinary standing throughout elections and his/her term in office.

The members of the Senate shall include:

1. Two (2) representatives from the School of Education and Leadership and School of Business and
ARTICLE V: THE RESIDENCE HALL ASSOCIATION
The Residence Hall Association (hereinafter RHA) is the resident decision-making body which offers residents the opportunity to affect the community in which they live. RHA operates as an effective cohesive group that encourages individual members to develop their own personal, cultural, and educational programs throughout the year. It is the responsibility of the officers to follow and carry out the duties specified in the RHA Constitution. RHA shall report all activities to the Senate at least twice per semester.

ARTICLE VI: THE PROGRAMMING BOARD
The Programming Board shall consist of the Special Events Coordinators and will target many programming aspects of student life. The Programming Board will be selected and supervised by the Director of Student Activities. Any change, including the supervision of Programming Board is the duty of Student Activities. One (1) Programming Board member shall be selected to serve as a Senator as specified in Article IV. The Programming Board shall report all activities to the Senate at least twice per semester.

ARTICLE VII: CHARTED CLUBS AND ORGANIZATIONS
To be charted by ASNDNU, clubs and organizations shall go through the following process:

A. Application
Obtain an application from ASNDNU and establish a mission of the club. A motion shall be made to the Senate to approve the application of the club. If approved by the Senate, the club shall go through a probationary period.

B. Probationary Period
The activity movement of the club shall be monitored by the Executive Board of ASNDNU. During which time, funding may only be requested through the Senate. Probation is for the duration of one full year to the date of their probation, after this period a budget may be requested by the Senate.

C. Chartership
After the probationary period, the club can make a motion for chartership providing appropriate background about club events, actions, activities, fundraisers, and contributions to the University. The Senate shall review and approve or deny the motion for chartership. A club or organization’s charter can be revoked by the Senate if it fails to uphold its responsibilities to ASNDNU.

D. Inter-Organiizational Committee
An Inter-organizational Committee consisting of the presidents of all the University’s chartered clubs or their appointed representatives shall meet no less than once per month. This committee shall approve funding for clubs. The committee shall be chaired by the ASNDNU Treasurer.

ARTICLE VIII: GENERAL ELECTIONS
All registered undergraduate and graduate students of Notre Dame de Namur University shall have the right to vote.

Section A: Elections
There shall be an ASNDNU election held no later than the third week of April to elect all student members of the Senate. The Election Rules Committee (ERC) shall supervise the general election according to its codes and regulations. Each academic year the ERC shall be organized by the ASNDNU President. The ERC will establish and conduct election procedures and publish election results. The ERC will abide by and enforce Election Rules Guidelines approved by the Senate each year. See ERC Constitution.

Section B: Constituency
The President, Vice-President, Secretary, and Treasurer shall be voted on by all members of the Association and shall be elected by a majority of those students voting for each position. All Senators shall be elected by a majority of those students officially enrolled and/or registered in each school or category voting in the election.

ARTICLE IX: AMMENDMENT, REFERENDUM, & RECALL

Section A: Referendum and Amendment
There shall be two (2) methods of proposing a constitutional amendment or referring an issue to the general student body:

1. A vote of approval of at least two-thirds (2/3) of the total Senate membership will place an amendment or any item before the Association membership in the form of a referendum.

2. Submission of a petition signed by at least ten (10) percent of the Association members and presented to the President or Senate will place any item before the Association members in the form of a referendum.

A special election shall be called by the President, unless otherwise specified to be held during the general election. A
A majority vote of approval by the students voting will be required to implement an amendment/referendum.

**Section B: Nonsubstansive Changes**
The Senate may amend the Constitution for nonsubstansive purposes to remove inconsistencies and ambiguity, achieve consistency with applicable law or policy, and correct obsolete terms, names, or titles.

**Section C: Recall and Removal from Office**

1. **Recall**
   All elected positions of the Association shall be subject to recall by their respective constituencies. Presentation of a petition to the Senate bearing twenty-five (25) percent of the constituency’s signatures or a 2/3 vote of the Senate will warrant whether a special election should be held. In the case of a special election, the ERC will be responsible for conducting it in accordance with Article VIII Section A. Any elected official of the ASNDNU shall be removed from office in the event he/she receives a 2/3 majority of NO votes cast in a recall election.

2. **Removal**
   A senator or executive board member may be removed from office by a 2/3 affirmative vote from the Senate. The following acts would qualify a senator or executive officer for removal:
   1. The person is declared on academic probation by the University.
   2. Failure to attend 3/4 of each semester’s senate meetings.
   3. Inappropriate behavior, including, but not limited to: harassment, racial slurs, dishonesty, abuse of power.
   4. Failure to fulfill their duties outlined in this constitution.

**ARTICLE X: POLICIES**
Policies are standing rules that the ASNDNU Senate enacts to fulfill its specific objectives. The policies are governed by the ASNDNU Constitution and By-laws. The policies of the ASNDNU can be established/amended/revoked by a 2/3 vote of the Senate.

**ARTICLE XI: STIPENDS**
Executive officers of the organization shall receive the following stipends payable during the academic year (September-May):

**A. Stipend Amounts**
   1. President $2,000
   2. Vice President $2,000
   3. Treasurer $1,500
   4. Secretary $1,500

**B. The Senate shall have the power to amend/revoke/suspend stipends with a 2/3 affirmative vote of the Senate.**

**ARTICLE XII: BY-LAWS**
By-laws are standing rules that the ASNDNU enacts to fulfill its specific objectives. These rules are governed by the Constitution itself. The By-laws of ASNDNU can be established/amended/revoked by a 2/3 vote of the Senate.