The Constitution

College of Liberal Arts Student Board

PREAMBLE

The College of Liberal Arts Student Board is a Campus Life Organization dedicated to fostering academic excellence, building community, promoting artistic expression, and preparing students for post-college aspirations while representing the College of Liberal Arts student body.

ARTICLE I: INCORPORATION

The official name of this organization shall be The College of Liberal Arts Student Board. This organization shall operate as a non-profit organization and a Campus Life Organization. This board shall operate in accordance with University of Minnesota policies. This board shall adhere to the guidelines set by the College of Liberal Arts, and the Student Unions and Activities Office of the University of Minnesota.

ARTICLE II: MEMBERSHIP

Section 1. Representation
The CLA Student Board shall have the following positions: Executive Officer, Officer, General Member, Adjunct Member.
Members must be College of Liberal Arts students when applying to and being accepted on the College of Liberal Arts Student Board.

Section 2. Duties
All non-adjunct members must attend at least ⅔ of all weekly meetings and fulfill the event point requirements set up by the Executive Board prior to each semester.
Failure to meet attendance and event requirements will result in a member’s removal from the CLA Student Board with the opportunity to appeal to the Executive Board.
Failure to meet attendance and event requirement for an Executive Board member will result in the stripping of their position and removal from the CLA Student Board with the opportunity to appeal to the general assembly to keep membership.

Section 3. New Member
Recruitment of new members of the CLA Student Board shall occur at the beginning of each semester only if active membership (including returning adjunct members) does not exceed 35 individuals.
New members will sign the record book to verify their membership and receive a copy of the Constitution upon admittance.
New members must attend at least three weekly meetings before voting in elections.
Section 3. Eligibility
All members must be University of Minnesota undergraduate students.
All members must meet accountability requirements set by the Executive Board.
Any member found by the University to be in violation of University policy shall no longer be eligible for the College of Liberal Arts Student Board.

Section 4. Adjunct Members
The Student Board may also have non-voting members called adjunct members.
Adjunct members shall be those who have served for at least one semester, but who temporarily choose or are unable to carry out the duties of a full member yet wish to remain associated with the College of Liberal Arts Student Board. Members must sign an agreement to become adjunct.
Adjunct members who are adjunct for two consecutive semesters shall be removed from the CLA Student Board with the option to reapply as a new member.
Adjunct members may be adjunct for two consecutive semesters in the case that he or she is studying abroad for one year.
Adjunct members need not be present at weekly meetings.
Adjunct members may be given access to the CLA Student Board office by approval of the President.

ARTICLE III: EXECUTIVE BOARD

Section 1. The Executive Board shall have the following positions: President, Vice President, Secretary, and Treasurer.

Section 2. Executive Officers shall attend weekly officer meetings, unless they have a class conflict.

Section 3. The CLA Student Board shall have a Dean’s Representative (adviser) assigned by the College of Liberal Arts.

Section 4. Executive Officers shall be elected by an instant run-off vote by the active members of the CLA Student Board. The vote shall be overseen and facilitated by the standing President.

Section 5. Executive Officers must currently be enrolled and registered in at least six University of Minnesota credits.

Section 6. President:
1. Shall oversee the entire operation of the CLA Student Board.
2. Shall run weekly meetings.
3. Shall work with administration and other student groups to further the College of Liberal Arts Student Board interests.
5. Shall facilitate all elections.
6. Shall be responsible for group registration.
7. Shall be responsible for new member communication.
8. Shall appoint representatives to all special boards and committees.
9. Shall work with the Vice President to establish a long-term vision for the CLA Student Board.
10. Shall, in collaboration with the Treasurer, develop a budget prior to each semester.
**Section 7.** Vice President:
1. Shall assist the President in running weekly meetings.
2. Shall work with administration and other students groups to further the College of Liberal Arts Student Board’s interests.
3. Shall work with the President to establish a long-term vision for the CLA Student Board.
4. Shall serve as interim President if the President can no longer serve.
5. Shall form a constitution review committee prior to resubmission to Student Unions and Activities Board.

**Section 8.** Treasurer:
1. Shall, in collaboration with the President, develop a budget prior to each semester.
2. Shall oversee and facilitate all College of Liberal Arts Student Board purchases.
3. Shall maintain a ledger of all expenses.
4. Shall develop budget proposals when requested.
5. Shall collaborate with officers regarding the expenses of all events.

**Section 9.** Secretary:
1. Shall record meeting minutes and provide a copy to all current members.
2. Shall record a ledger of member attendance at weekly meetings.
3. Shall record a ledger of member attendance at events in collaboration with event officers.
4. Shall maintain the CLA Student Board filing system.
5. Shall update the Officer Handbook as needed.

**ARTICLE IV: OFFICERS**

**Section 1.** The CLA Student Board shall have the following officer positions: Communications Officer, External Relations Officer, Minnesota Student Association Representative, Data Analyst, and three Event Officers. Two optional officer positions may be created for the duration of a semester as designated by the President and approved by the Executive Board.

**Section 2.** Officers must attend the weekly officer meetings, unless they have a class conflict.

**Section 3.** Officers shall be elected by an instant run-off vote of the active members of the CLA Student Board.

**Section 4.** Officers must currently be enrolled and registered in at least six University of Minnesota credits.

**Section 5.** Communications Officer:
1. Shall be responsible for all advertising and communications with the college.
2. Shall oversee all CLA Student Board online activities.
3. Shall be responsible for CLA Student Board photography.

**Section 6.** External Relations Officer:
1. Shall act as a liaison between the CLA Student Board and the CLA administration.
2. Shall act as a liaison between the CLA Student Board and CLA alumni.
3. Shall coordinate events with administration and alumni.
Section 7. MSA Representative:
1. Shall attend MSA forums.
2. Shall act as a liaison between the CLA Student Board and MSA.

Section 8. Data Analyst:
1. The Data Analyst shall work in collaboration with Event Officers to develop post event surveys.
2. Shall, at the beginning of each semester, collaborate with the CLA Student Board to establish survey goals and a long-term vision.
3. Shall collect, analyze, and present data to the CLA Student Board.

Section 9. Event Officers:
1. Shall act as planners of events the CLA Student Board holds throughout the academic year.
2. Shall be responsible for forming committees to assist in the planning of events.

ARTICLE V: ELECTIONS

Section 1. Elected positions serve until the end of the academic year unless removed.

Section 2. Newly elected positions begin their term immediately following the incumbent’s term. The new officers shall be registered through Student Unions and Activities.

Section 3. Candidates must make a live speech to the CLA Student Board before the voting process begins.

Section 4. In the occasion that a position is vacated during the academic year, the CLA Student Board shall fill the vacant position at the soonest possible meeting. These newly elected officers will begin their term when election results have been determined.

ARTICLE VI: SCHOLARSHIP

Section 1. The CLA Student Board shall designate a recipient or a number of recipients for the endowment scholarship every academic year.

Section 2. The Executive Board shall determine the criteria for selection.

ARTICLE VII: DISSOLUTION OF THE BOARD

Section 1. All dissolution procedures set forth by Student Unions & Activities Board of Governors shall be followed in the event that this Student Life Organization is to be dissolved. In addition, any remaining funds in any accounts opened on behalf of this organization must be returned to the College of Liberal Arts.

ARTICLE VIII: AMENDING AND RATIFYING THE CONSTITUTION
Section 1. Ratification of the Constitution will be determined by a 2/3 majority vote and facilitated by the President.

Section 2. Ratification of the Constitution can be vetoed by a unanimous vote of the Executive Board.

Section 3. The newly ratified Constitution shall be signed by all editors of the Constitution.

LAST MODIFIED: _______ / _______ / _______

By signing this form, you agree that the CLA Student Board Constitution in its current form is correct and has been accepted by a 2/3 majority vote by the general members of the CLA Student Board.

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