

DEREE Student Association Constitutional By-laws

I. The Legislative Branch

Standing Rules of the Council of Representatives

RULE ONE – The members of the Council of Representatives (also referred to as CoR) shall:

- A. Complete a minimum of three office hours per business week.
 - i. Senate Leadership shall hold an additional five office hours.
- B. Convene every other Tuesday from 1:45 p.m. to 3:00 p.m.
- C. Act as a liaison between the student body and the DERE Student Association.
- D. Advocate for the student body through presentation of legislation.
- E. Participate in at least two (2) community service events a semester, one of which must be DSA sponsored.
- F. Maintain a minimum C.I. of 2.5/4.0.
- G. Serve as a member of one of the two Executive Committees: the Finance Committee or the Government Operations Committee.
- H. Serve on at least one Standing Committee
- I. Attend all General Assembly meetings of the DERE Student Association.
- J. Exercise voting power in all legislative sessions unless there is evident conflict of interest.
- K. Approve all Presidential appointments to the Executive Cabinet and the CoR by a two-thirds vote of the entire CoR.
- L. Approve all Vice Presidential appointments to the CoR by a two-thirds vote of the entire CoR.
- M. Elect a Senior Chairperson from within the CoR by a 2/3 majority vote
- N. Elect a CoR Administrative Officer from within the Council of Representatives by a 2/3 majority vote. The CoR Administrative Officer will be responsible for recording, documenting, and appropriately distributing all CoR meeting minutes.
- O. Attend student club workshops, Treasurer's Workshops, Budget Hearings and Leadership College sessions.

RULE TWO – Council of Representatives Committee Duties

Government Operations Committee – Senators who serve on the Government Operations Committee must:

- A. Attend bi-weekly meetings established by the chair to discuss and give recommendations on constitutions and proposals for the next meeting of the Council of Representatives.
- B. Exercise voting power in all closed-door meetings of the Government Operations Committee. In case of a split vote, the chair will decide upon a recommendation.
- C. Present recommendations at the request of the Vice President at meetings of the Council of Representatives.

Finance Committee – Council persons who serve on the Finance Committee must:

- A. Attend weekly or bi-weekly meetings as established by the chair to discuss and give recommendations on finance bills and budget changes for the next meeting of the Council of Representatives.
- B. Exercise voting power in all closed-door meetings of the Finance Committee. In case of a split vote, the chair will decide upon a recommendation.
- C. Heed advice of the Treasurer, an ex-officio member of the Finance Committee, in making decisions upon legislation.
- D. Present recommendations on request of the Vice President at meetings of the Council of Representatives.

RULE THREE – Rules Committee

The Rules Committee will have Council of Representatives representation and will be the body responsible to review and edit official DSA documents. This includes but is not limited to the DSA Constitution, its bylaws, and financial policies. This committee will be chaired by the *Council of Representatives Chairperson*.

RULE FOUR – Directorial Committees

- A. The Academic Affairs Committee shall:
 - i. convene bi-weekly, or whenever the DSA Academic Affairs representative deems necessary.
 - ii. promote academic involvement.
 - iii. gain student feedback from their respective schools on academic issues to bring forward to the DSA Academic Affairs Representative.
- B. Athletic Affairs Committee shall:
 - i. convene bi-weekly, or whenever the Director of Athletic Affairs deems necessary.
 - ii. participate in the planning and organization of Athletics related student events and initiatives;
 - iii. help the Director of Athletic Affairs promote student spirit activities with the DERE Office of Athletics and Student Affairs.
- C. Community Involvement Committee shall:
 - i. convene bi-weekly, or whenever the Director of Community Involvement deems necessary.
 - ii. participate in the planning of Community Involvement events and initiatives.
 - iii. assist in creating internal service opportunities for the DSA
- D. Student Groups Committee shall:
 - i. convene bi-weekly, or whenever the DSA Secretary deems necessary.
 - ii. assist in the production and composition of the student group newsletter.
- E. Communications Committee shall:
 - i. convene bi-weekly, or whenever the Director of University Communications deems necessary.
 - ii. participate in the planning of DSA Days and other DSA promotional events.
 - iii. assist in maintaining all DSA communication media.

RULE FIVE – Legislation Generally:

- A. **SGA Budget Bill** Legislation that establishes or modifies the SGA budget.
- B. **Finance Bills** Legislation that authorizes or instructs the expenditure of funds. This includes Allocating supplemental funds to budgeted and affiliated student groups. This money is used for the purchasing of goods for the operation of their student group.
- C. **Budget Changes** Legislation that authorizes a change in funds of a student group's previously approved budget, if the budget change request is less than fifty euro (50.00 €) the Executive Board may approve the request directly.
- D. **CR Bill** Legislation concerning amendments to the DSA By-laws.
- E. **Proposals** Legislation that establishes the will of the undergraduate student body on issues relevant to the undergraduate student experience. Additionally, this legislation states the DSA position on State and Federal legislation concerning issues affecting Students in Higher Education. Proposals also concern the nomination of appointees, including freshman and undecided representatives, and replacements for vacant offices.
- F. **Special Proposals** Legislation that concerns the impeachment of officers within the Executive or Administrative Branch.

RULE SIX – Senate Procedure:

- A. **Order of Business:**
 - i. Call to Order
 - ii. Roll Call
 - iii. Approval of the Minutes
 - iv. Amendments to the Agenda
 - v. Guest Speakers
 - vi. Committee Reports
 - vii. Special Committees
 - viii. Opinions of the Court

- ix. Public Participation
- x. Student Concerns
- xi. Unfinished Business
- xii. New Business
- xiii. Communication from Officers and Cabinet
- xiv. Advisor's Remarks
- xv. Announcements
- xvi. Adjournment

- B. **Method of Order:** Meetings will be conducted according to Roberts Rules of Order (<http://www.rulesonline.com/index.html>).

RULE SEVEN – Meeting Attendance:

- A. The DSA shall assemble once every week during the Fall and Spring semesters of the legislative term. No DSA member may miss more than 1 weekly meeting without the prior approval of the Executive Board. The DSA Secretary is to keep a record of all minutes for each meeting, which will be readily available to any DERE – The American College of Greece student.

II. The Executive Branch

Student Body Officers

RULE ONE – DSA President The DERE Student Association President shall:

- A. ensure the faithful execution of all acts of the Council of Representatives, these By-laws, and the Constitution;
- B. facilitate the transmission of information between the administration and the DSA;
- C. recommend students for appointment to College committees and boards in all cases;
- D. encourage the Council of Representatives, through its standing committees, to investigate the issues of student concern;
- E. coordinate the selection of delegates for any conferences the DSA may occasionally attend;
- F. sit on any special committees designated by the Dean of Students, the Vice President of Enrollment and Administration, the Provost or the President of The American College of Greece;
- G. meet monthly with the Dean of Students and the Vice President of Enrollment and Administration;
- H. meet weekly with a member of the Office of Student Affairs;
- I. nominate directors to the administrative cabinet;
- J. participate in at least two (2) community service events a semester, one of which must be DSA sponsored;
- K. complete a minimum 20 office hours each week

RULE TWO – Vice President The Vice President shall:

- A. develop and chair the new Representatives Selection Committee;
- B. coordinate and arrange appointed Council of Representatives applications and interviews;
- C. have semesterly meetings (one-on-ones) with individual Representatives;
- D. assess Representative performance and participation;
- E. coordinate new Representative training;
- F. meet weekly with a member of the Office of Student Affairs;
- G. participate in at least two (2) community service events a semester, one of which must be DSA sponsored;
- H. complete a minimum of 20 office hours a week.

RULE THREE – Treasurer The Treasurer shall:

- A. serve on Financial Policy Committees;
- B. review the governing Financial Policy of the DSA each semester;
- C. keep and maintain financial records for Student Groups;
- D. schedule FAC meetings;
- E. act as an advisor during Budget Hearings;
- F. meet weekly with a member of the Office of Student Affairs;
- G. participate in at least two (2) community service events a semester, one of which must be DSA sponsored;
- H. complete a minimum of 15 office hours a week.

RULE FOUR – Secretary The Secretary shall:

- A. serve as head of the Student Group Committee;
- B. meet with all Student Group governing bodies each semester;
- C. communicate DSA activities and information to all Student Groups weekly via e-newsletter
- D. keep and maintain DSA Executive Board minutes;
- E. coordinate and organize one Student Group Summit each semester;
- F. be responsible for organizing office hours for each student group in the CSO office;
- G. maintain an updated active student group list;
- H. monitor the Student Group responsibilities for each Student Group Committee member.

- I. meet weekly with a member of the Office of Student Affairs;
- J. participate in at least two (2) community service events a semester, one of which must be DSA sponsored;
- K. complete a minimum of 20 office hours a week.

RULE FIVE – Academic Affairs Representative The Academic Affairs Representative shall:

- A. serve as head of the Academic Affairs Committee;
- B. meet monthly with the Provost, Academic Deans and Dean of Students.
- C. meet weekly with a member of the Office of Student Affairs;
- D. participate in at least two (2) community service events a semester, one of which must be DSA sponsored;
- E. complete a minimum of 15 office hours a week.

RULE SIX – Administrative Cabinet Composition

- A. Director of Athletic Affairs shall:
 - i. disseminate important dates and initiatives within the Athletic Department to the DSA;
 - ii. plan and implement programs to increase student attendance at sporting events;
- B. Director of Social Affairs shall:
 - i. plan and implement broad section programming for the DERE Student Activities Board;
 - ii. perform all duties as designated by the SAB Constitution.
- C. Director of Community Involvement shall:
 - i. coordinate and organize the DSA's involvement, as well as student group involvement, in community service projects;
 - iii. be a resource to all student groups for opportunities in community service.
- D. Director of Public Relations shall:
 - i. be responsible for DSA outreach events
 - ii. update all DSA communication media;

RULE SEVEN – Administrative Cabinet Work Requirement

- A. All directors shall complete a minimum of 10 office hours a week.
- B. Representatives are not required to complete a specific number of office hours unless specified by the DSA President.
- C. All directors must submit a semesterly report to the DSA President.
- D. All members of the cabinet must attend weekly Administrative Cabinet meetings at a date and time agreed upon by the Administrative Cabinet members at the beginning of each semester and session
- E. All members of the cabinet must participate in at least two (2) community service events a semester, one of which must be DSA sponsored.

III. Disciplinary Action

RULE ONE – Ethics and Standards

- A. All members of the SGA shall be held to the standards outlined in the DERE Undergraduate Catalog and Student Handbook.