CONSTITUTION OF THE

"UNIVERSITY OF LA VERNE GRADUATE AND ADULT STUDENT GOVERNMENT"

Preamble

We, the members of the "University of La Verne Graduate and Adult Student Government," establish this Constitution so that our purpose is realized to its fullest extent.

Article I – Name

The organization's name will be "University of La Verne Graduate and Adult Student Government," henceforth referred to as "GASG."

Article II – Purpose

The University of La Verne recognizes GASG as the overarching graduate and adult student body government. GASG serves a role in developing leadership skills, raising awareness around individual social responsibilities, and encouraging graduate and adult students to participate in public affairs. GASG will foster connectivity through in-person and virtual social events. GASG understands and is committed to fulfilling its responsibilities of abiding by the University of La Verne policies.

Section 1. Vision. The GASG organizational vision:

1. Providing, distributing, and otherwise facilitating resources and support services to individual graduate and adult students and graduate and adult student organizations that are in good standing and recognized as student organizations by the Office of Student Leadership & Engagement; and
2. Providing social and service-based activities available to all graduate and adult students; and
3. Advocating for Graduate and Adult student needs and facilitating the creation of programs and services to meet them by creating a space of inclusivity; and
4. Fostering and encouraging positive relationships collectively within and outside the ULV Community.

Article III – General Body Membership

Section 1. Membership. The eligible membership of GASG shall consist of all currently enrolled full and part-time ULV graduate and adult students.

Section 2. Non-Discrimination Statement. GASG shall not discriminate based on race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or based on rights secured by the First, Fifth, and Fourteenth Amendment of the United States Constitution.

Section 3. Proposed GASG Activity Fee. Fully enrolled and part-time graduate and adult students at the La Verne campus will be assessed a Graduate and Adult Student Activity Fee for their participation. The GASG Activity Fee will support Graduate and Adult club funding requests, social and network events for Graduate and Adult students, Campus Activity Board (CAB) events, requests for support for conference travel by Graduate and Adult Students, operational costs, and officer stipends. The GASG Activity Fee may be changed as a constitutional amendment and as approved by the University of La Verne Board of Trustees.

Section 4. Fundraising. GASG may hold fundraising opportunities each semester to supplement the organization's budget.

Article IV – Officers

Section 1. Executive Board Composition. The Executive Committee for the GASG will be composed of the following elected officers: President, Vice President, Secretary, Treasurer, and Director of Digital Media.

Section 2. President. The GASG President shall be an elected member and be held accountable to the students for proper conduct and efficient administration of all GASG responsibilities. To serve as GASG President, the student must be an active organization member for at least one semester. The GASG President is authorized to:

1. Chair and be a non-voting ex-officio of the GASG Senate. The President may only vote in case of a tie; and
2. Appoint Executive Officer positions with a two-thirds (2/3) affirmation vote from the GASG Senate when positions are not filled during the election process or become vacant; and
3. In coordination with the Executive Board, establish annual goals and objectives for GASG and share them with the GASG Senate; and
4. In coordination with the Secretary, develop and disperse meeting agendas; and
5. Sign or veto all measures the GASG Senate adopts within (5) business days after being adopted; and
6. Call for special meetings of the GASG Senate if deemed necessary; and
7. Execute all graduate and adult student government affairs and/or delegate responsibility to GASG Executive Officers; and
8. Have such powers as necessary for the fulfillment of the duties of the office and are consistent with other provisions of this Constitution.

Section 3. Vice President. The GASG Vice President shall be an elected member of the GASG. To serve as GASG Vice President, the student must be an active organization member for at least one semester. The GASG Vice President has the authority and responsibility to:

1. Act in place of the GASG President during a leave of absence, incapacity, or resignation; and
2. Be a voting ex-officio member of the GASG Senate; and
3. Assume such executive functions as may be delegated by the GASG President; and
4. Assist the GASG President in establishing annual goals and objectives for the GASG; and
5. Appoint members of the GASG and Senators to various internal standing and ad hoc committees; and
6. Assign GASG Senators to be liaisons to various on-campus constituencies; and
7. Coordinate the selection of GASG Senators when positions are not filled during the election process or become vacant. Specific duties include narrowing down the applicants to qualified candidates to bring in front of the GASG Senate at a GASG meeting for review and selection voting; and
8. Maintain records of all University committees with student representation and establish committee appointees.

Section 4. Treasurer. The GASG Treasurer shall be an elected member of the GASG and has the authority and responsibility to:

1. Be a voting ex-officio member of the GASG Senate; and
2. Receive, process, and maintain all budget requests and funding for GASG; and
3. Draft, maintain, and distribute bi-weekly updates for the GASG financial accounts; and
4. Have final authority on all recommendations to the Senate on annual budget allocations; and
5. Present the annual and semiannual GASG budget to the GASG Senate; and

6. Serve as a liaison to the University Budget Office; and
7. Chair the GASG Finance Committee.

Section 5. Secretary. The GASG Secretary shall be an elected member of the GASG. The Secretary has the authority and responsibility to:

1. Be a voting ex-officio member of the GASG Senate; and
2. Maintain all attendance records at all official meetings, office hours, and mandatory events; and
3. In collaboration with the President, develop and disperse meeting agendas; and
4. Serve as the official record keeper of GASG Senate and GASG Executive Board Meetings; and
5. Disperse emails and other forms of communication with GASG members; and
6. Maintain records (i.e., forms, documents, minutes, agendas, etc.); and
7. Approve all postings, surveys, or fliers displaying the GASG logo; and
8. Organize GASG booths at club fairs, homecoming, etc.; and
9. Serve as the liaison to the Office of Strategic Communication.

Section 6. Director of Digital Media. The GASG Director of Digital Media shall be an elected member of the GASG. The Director of Digital Media has the authority and responsibility to:

1. Be a voting ex-officio member of the GASG Senate; and
2. Create marketing materials and promotional items for GASG-related issues or events (Instagram, Facebook, X, etc.) to encourage student engagement; and
3. Create, update, and maintain GASG Campus Labs, ULV Banner, ULV GASG Discord channel, as well as other social media owned by GASG; and
4. Design, draft, distribute, and manage subscriptions to the bi-weekly GASG e-newsletter
5. Write, distribute, and manage GASG press releases.

Article V -Senate

Section 1. Composition. The GASG Senate will be composed

1. One (1) to Two (2) senators from the College of Arts and Sciences
2. One (1) to Two (2) senators from the College of Business
3. One (1) to Two (2) senators from the La Fetra College of Education
4. One (1) to Two (2) senators from the College of Community Health & Wellbeing
5. One (1) to Two (2) senators from the College of Law & Public Service
6. One (1) to Two (2) senators from Regional, On-Line, & CAPA (ROC) programs
7. One (1) to Two (2) senators at large that may be graduate and/or adult students
8. The Entire GASG Executive Board, including the President, Vice President, Secretary, Treasurer and Director of Digital Media

Section 2. Senator Responsibilities. GASG Senators have the following responsibilities:

1. Voting member of the GASG Senate; and
2. Must act with vested legislative authority with GASG; and
3. Have the authority to determine the general policies of GASG; and
4. Have the authority to override a GASG Presidential veto by a two-thirds (2/3) vote of the GASG Senate; and
5. Approve the GASG annual budget by two-thirds (2/3) vote; and
6. Serve as a representative to appointed committees, programs, and/or departments; and

7. Be responsible for researching advocacy issues relating to their constituency and sharing information with the GASG senate for legislative action; and
8. Collect input data from surveys about pertinent student issues on campus; and
9. Ratify by two-thirds (2/3) vote executive officers appointed by the President when positions are not filled or become vacant; and
10. Elect senators when positions are not filled or vacant, as presented by the Vice President.

Section 3. Attendance. All Executive Committee and Board and Senate members will be required to attend at least 75% of all meetings during a given semester and actively participate in at least 50% of all activities sponsored by GASG unless the activity interferes with scholastic or financial constraints.

Article VI - GASG Advisors

Administrative Advisor. The GASG Administrative Advisor has the authority and responsibility to:

1. Be appointed by the Dean of Students Office and act as a non-voting unofficial member; and
2. Act as an observer and ensure that the University's policies are being adhered to; and
3. Attend GASG Senate Meetings, GASG Executive Board Meetings, and GASG-run programs and/or events; and
4. Support the student body; and
5. Oversee the budget and the expenditures of GASG and provide a signature on the payroll and any other expenditure forms; and
6. Provide student leadership training for GASG members; and
7. Maintain records on Amendments, Bylaws, and/or Constitutional changes; and
8. Act as the liaison between students and the University

Article VII – Voting

Section 1. Senate Voting Eligibility. All Executive Board Members and Senators, except for the President, present at meetings, are eligible to vote.

Section 2. President's Role in Voting. The role of the President is to facilitate meetings and voting opportunities. As a facilitator, it is essential for the President to remain objective, and thus is not allowed to vote. The president may vote in the case of a tie.

Section 3. Quorum. A quorum (50% +1) of the Senate is required for a vote.

Article VIII - Elections

Section 1. GASG Officer and Senator Eligibility. Eligibility for all candidates and incumbents for any elected or appointed office shall meet the University of La Verne regulations, as determined by the Office of Student Leadership and Engagement. This includes:

1. Meet and maintain (semester and cumulative) a grade point average of at least:
    a. Graduate Students 3.00
    b. Undergraduate Students 2.50
    c. Law Students 2.30
2. Be a full-time or part-time enrolled graduate and adult student with at least one semester/term of enrollment at the University of La Verne; and
3. Be and maintain good student conduct standing with the University and/or not have any pending student conduct cases under review/investigation; and
4. Be and maintain good financial standing with the University; and

5. Elected officers may be elected to a maximum of two (2) one-year terms for the same office; and
6. Candidates not meeting the criteria are ineligible to run for the position(s) from which they were disqualified.

Section 2 – Election Procedures. GASG elections and referendums shall be conducted utilizing an approved format accessible to all full-time and part-time graduate and adult students enrolled at the University of La Verne. Elections will take place within the following format:

1. Elections will take place over three (3) consecutive weekdays (Monday-Wednesday) in the 9th week of the Spring semester (not including Break); and
2. Elections are held electronically using campus labs; and
3. Election voting will start at 8 a.m. on the first day and continue until 5 p.m. on the third day; and
4. Each currently enrolled graduate and adult student (full-time and part-time) shall be eligible to vote for the following offices:
    a. President
    b. Vice President
    c. Secretary
    d. Treasurer
    e. Director of Social Media
    f. Senators from their respective College
    g. Senators at Large
5. All Election votes will be counted and confirmed by three (3) independent ULV staff members and announced on the third day after voting closes by 9 p.m. All results and documentation shall be retained by the Office of Student Leadership and Engagement for one (1) calendar year.

Section 3 – Elections Packets/Orientation Meeting. Completed Elections packets will include the following information:

1. The candidate's full name, student identification number, address, contact information (email and phone), the current semester grade point average and cumulative grade point average; and
2. The candidate statement (150 words or less) outlining the candidate's goals, ideals, or important on-campus issues; and
3. All Candidates must attend a candidate orientation meeting during the 6th week of the semester (not including Break). The meeting shall consist of an explanation of the Elections Code, an overview of the Election's timeline, and a question-and-answer period. Absences from candidates will disqualify them from running for an elected office.

Section 4 – Elections Promotions/Campaigning. All General Election promotions and campaigning materials must adhere to the University of La Verne Posting Policy and the following guidelines:

1. All candidates, including write-ins, shall conduct their campaign in accordance with the provisions included within this Elections Code; and
2. All candidates shall be listed on the ballot under the name specified in the candidate application packet. All subsequent literature, including signs, fliers, buttons, stickers, advertisements, and other campaign materials, must read the candidate's name exactly as it appears on the ballot; and
3. Harassment, as defined within the University of La Verne Code of Conduct, is prohibited. This includes verbal, written (print or electronic), and physical abuse by any candidate(s); and
4. Advertising or campaigning, which is libelous or slanderous, is prohibited; and

5. “Campaigning” includes any verbal or non-verbal action that promotes the election of an official or write-in candidate(s). This includes any material(s) that promote the election of a candidate(s); and
6. “Verbal campaigning” shall be defined as persuasive speaking to a prospective voter(s) that promotes a candidate's election; and
7. "Active campaigning” shall be defined as the distribution of any material(s) which promotes the election of a candidate(s); and
8. Campaigning may begin no earlier than Monday at 8 a.m. on the 7th week of school in the semester (not including Break). The campaign period ends at 4 p.m. on the last Wednesday of elections on the 9th week of the semester (not including Break); and
9. No partisan election materials of any kind shall be worn or displayed by any person assisting in implementing the General Election, counting ballots, and/or working the election; and
10. There shall be no advertising or campaigning that interferes with classroom instruction without the consent of the professor or instructor; and
11. An original of all the printed and/or electronic campaign material(s) must be submitted to the Office of Student Leadership & Engagement before distribution to determine the ownership of the printed campaign material(s) and accountability of a candidate(s) for said material(s); and
12. There shall be no verbal or written campaigning (fliers, buttons, stickers, signs, etc.) during GASG Meetings.

Section 5 – Campaign Finances. Candidates must submit to the Office of Leadership & Engagement a campaign finance statement listing all his/her/their campaign expenses by 5 p.m., the day after the General Elections. This statement shall include the following:

1. The receipt(s) of all items purchased. This shall include the name and telephone number of the seller/company; and
2. A listing of all gifts, donations, and/or rental material(s); and
3. All professional labor costs; and
4. All previously owned material(s); and
5. All newspaper ads and classified ads that promote a candidate unless it can be shown that the candidate did not consent to the placement; and
6. Written estimates for any expense(s) without a receipt must also be attached. This includes estimates for donated item(s) and/or service(s); and
7. All candidates shall require an itemized campaign expense statement regardless of the amount of money spent, even if no money is spent; and
8. If a candidate receives any gifts, discounts, and/or donations, the retail cost shall be counted in the candidate’s expenditure statement; and
9. A candidate running under a GASG General Election shall be allowed to accumulate a maximum of $175 in gifts, discounts, and/or donations by businesses and/or organizations per person. It is not a requirement to use funds to campaign.

Section 6 – Violations of the Elections Code. All complaints of the Elections Code violations shall be presented, in writing, to the Administrative Advisor. All complaints shall be submitted by the first day of voting unless the complaint involves events after the first day of voting. After reviewing the complaint and determining its validity, the Administrative Advisor will coordinate the meeting of the GASG Review Committee. The GASG Review Committee will include the following individuals:

1. Administrator Advisor as an ad hoc member and chair of the committee; and
2. Four (4) non-GASG, non-partisan students selected by the Office of Student Leadership & Engagement; and

3. A faculty representative selected by the provost or designee.

Section 7 – GASG Review Committee Procedures. The GASG Committee shall rule on a complaint within two business days of its submission. A two-thirds (2/3) majority vote of the committee shall be required for a complaint of a violation to be upheld. All committee members must be present for review by the GASG Review Committee of complaints or violations to be official. To afford the accused candidate substantive due process, both the candidate and the complaint's author shall be invited to the review meeting, and both shall be allowed to speak for and against the accusation.

Section 8 – Penalties for Violations of the Elections Code. Violations shall range from the GASG Review Committee reprimand to disqualification from the General Election. Any candidate who accumulates three or more reprimands or does not comply with the conditions in the reprimand shall be disqualified from the election. If a candidate is disqualified, the candidate(s) with the next highest vote count for that seat shall assume the vacated seat.

Section 9 – Elections Personnel. The Office of Leadership & Engagement ensures that election workers are hired, supervised, and trained and that voting platforms are appropriately set up and taken down. All staff and workers shall maintain public neutrality for all candidates participating in the GASG General Elections.

Section 10 – GASG Endorsements. GASG may not endorse any candidates for elected office.

Section 11 – Election Decisions. A simple majority vote of eligible University of La Verne Graduate members and adult Student Government members shall elect all officers (executive board and senators). A simple majority means the candidate with the most votes is the winner.

Section 12 – Vacant Positions.

1. The President will appoint Vacant executive board positions, requiring a 2/3 ratification vote by the Senate; and
2. The Vice President will coordinate the selection of vacant senator positions. Specifically, The Vice President will narrow down the applicants to qualified candidates, in alignment with the GASG Constitution guidelines, to bring in front of the GASG Senate at a GASG Meeting for review and selection voting.

<u>Article IX Impeachment & Removal</u>

Section 1. Impeachment. If a GASG Senator or Executive Office is not performing or fulfilling his/her duties, members of the GASG Senate can make a formal complaint as follows:

1. Member(s) of the GASG Senate or Executive Board can formally complain to the GASG President. If the formal complaint is regarding the GSG President, the complaint will be sent to the GASG Vice President and Advisor; and
2. The President and/or the Vice President will request a meeting with the Officer or Senator to address their duties and desire to continue as a member of GASG. Participation in this meeting will include the Officer or Senator in question, the President or Vice President, and one of the Advisors; and
3. If the individual of concern would like to continue in their position, the GASG President or Vice President and Advisor will outline a plan to ensure that the individual is meeting responsibilities; and
4. If the individual of concern is unresponsive and does not show a willingness or ability to improve. In that case, the President or Vice President may bring the individual of concern to the GASG Senate

for discussion, whereupon GASG, by a two-thirds (2/3) vote, can immediately remove the person of concern from office; and
5. All Senators and Executive Board members are subject to impeachment process by GASG; and
6. The individual of concern has the right to resign at any point during the complaint and impeachment process.

Section 2. Administrative Suspension. Executive members or senators of GASG may be administratively suspended from the position for one of the reasons listed below. When a temporary suspension is enacted, the Advisor will notify the individual in writing.

1. Not maintaining the minimum cumulative grade point average as specified in Article VIII.Section1.1; and
2. Not being a full-time or part-time enrolled graduate and adult student at the University of La Verne; and
3. Not being in good student conduct standing with the University. A student is considered not in good student conduct standing when on probation, suspended, or expelled; and
4. Not maintaining good financial standing with the University

Section 3. Temporary Administrative Suspension. An Executive member or senator of GASG may be temporarily administratively suspended from a position while under administrative review or investigation for alleged student conduct violation or a student is in the process of appealing grade or enrollment status that would make the individual eligible for the position. When the temporary suspension is enacted, the following process will be followed:

1. The Advisor will notify the individual in writing of the Temporary Administrative Suspension; and
2. For student conduct investigations, the suspension will remain in place until there is a resolution; and
3. For enrollment or grade appeals, the suspension will be no longer than the census date for the semester. If the appeal is unresolved at that time, the individual will be moved to administrative suspension; and
4. In cases of temporary suspension, executive board positions will be filled according to the line of succession process temporarily. Appointments of positions will be made from the executive board and senate; and
5. In cases of temporary suspension, Senator positions that become vacant due to temporary action will remain vacant until a resolution is made; and
6. Upon resolution and provided the person of concern is not suspended or impeached, all will return to their original roles.

Article X Line of Succession

Section 1. President. In the event of a vacancy in the office of the President, the will be succeeded by the Vice President for the unexpired term of office. In the event the Vice President is not available, the President position will be assumed according to the line of succession listed below:

1. Treasurer
2. Secretary

Section 2. Executive Board. In the event of a vacancy in the Executive Board, the President will appoint individuals to the board following candidate interviews. Individuals must meet essential criteria outlined in the GASG Constitution and need 2/3 ratification by the board.

Section 3. Senate. In the event of vacancies in individual GASG Senate seats, the Vice President will coordinate an application process to fill all vacant positions. The Vice President will narrow down the candidates to qualified candidates in accordance with the GASG Constitution. Qualified candidates will be brought before the Senate during a GASG Senate Meeting.

Each candidate(s) will have three (3) minutes to state his/her position, followed by a five (5) minute question and answer period by the GASG Senate. After the question-and-answer period, all candidates will be excused from the meeting. A vote will follow a closed discussion. A simple majority vote must be attained to fill any vacant GASG Senate seats. The Vice President will inform all candidates and, if selected, must begin fulfilling GASG Senator responsibilities at the time of the next GASG Senate Meeting. If a simple majority vote is not attained, the Vice President will reopen the application process and follow the same guidelines until all vacant seats are filled.

Article XI Officer Transition and Leadership Training

Section 1 – GASG Student Leadership Training. The current GASG members shall plan one (1) transition meeting (scheduled during a GASG Senate Meeting) with newly elected and appointed GASG members in the 12th week of the Spring semester (not including Break) to observe the process of the meetings and receive student leadership training.

Section 2 – GASG Officer Transition Training. Newly elected and appointed officers shall be trained in their new officer positions by the current officers, advisors, and the Office of Leadership and Engagement immediately following elections. GASG training shall be mandated for all GASG elected and appointed officers.

Section 3. Transition Period. Within the period following the GASG elections or appointment, the GASG officers shall contact the GASG officer-elect to initiate a transitional period to review the office's duties, procedures, and responsibilities. Transition topics may include, but are not limited to, incomplete projects or projects to be initiated, information considered pertinent to the effective operation of the GASG, and working effectively with university personnel, student groups, and the campus community.

Section 3 – GASG Officer Record Responsibilities. Officers must keep, file, and maintain all records of minutes, agendas, reports, contacts, budgets, Constitution/Bylaws, issues, activities, and/or programs that fall within their scope of the office and were initiated, developed, and/or created by said person. These records must be kept in the student officer's GASG handbook and passed on to the succeeding officer.

Article XII Structure and Operations

Section 1. GASG Senate Meetings

1. GASG Senate meetings will occur once every two weeks unless otherwise specified; and
2. Non-members may be invited to present to the GASG and may lead discussions or question-and-answer sessions limited to their presentation.

Section 2. GASG Executive Meetings

1. GASG Executive meetings will occur at least once every two weeks, at a date and time not in conflict with the GASG Senate Meetings; and
2. GASG Executive meetings will be "closed meetings" limited to GASG Executive Board and Advisors; and

3. As determined by the GASG Executive Board, non-GASG Executive Board members may be invited to meetings for discussion, question and answer, or presentations.

Section 3. Closed Sessions

All meetings of the committees covered in GASG bylaws shall be open to the public with the following exceptions: GASG committees may hold closed sessions to consider the appointment, dismissal, or sanctions of GASG Executive Board Member, GASG Senator, or individuals running for office; to hear complaints and/or charges against GASG Executive Board Member, GASG Senator, or individuals running for office.

Article XIII Committees

Section 1 – Standing Committees. The following are recognized (recommended) as GASG standing committees and their specific purposes:

1. Judicial Committee (JC)
    a. The Vice President chairs the JC; and
    b. Membership on the Judicial Committee will consist of a Senator representative from each college; and
    c. The JC shall be the judicial body of GASG responsible for interpreting the Bylaws, Constitution, and all other governing documents, policies, and operating procedures of GASG; and
    d. The JC shall have the power to declare as void acts found to be in violation or conflict with the above-mentioned documents; and
    e. The JC shall have the power to enforce legislated penalties; and
    f. The JC shall operate according to procedures in accordance with the University; and
    g. Any member of the GASG Senate or any ULV graduate and adult student may bring a case or appeal a GASG decision to the JC.
2. Finance Committee
    a. The GASG Treasurer chairs the Finance Committee; and
    b. The FC shall be empowered to make recommendations to the GASG Senate regarding the allocation of funds; and
    c. The FC shall maintain constant communication with the financial officers of the university; and
    d. The FC shall act as the preliminary approvers of fund allocation before final approval by the ASULV Senate.
3. Student Resources Committee
    a. The SRC shall pursue projects increasing on-campus resources -- academic and recreational -- for students; and
    b. The SRC shall attend administrative meetings regarding resources through campus offices; and
    c. The SRC shall communicate with GASG the changing statuses of resource availability on campus; and
4. Events Committee
    a. Shall pursue creating, implementing, and planning events intended to benefit graduate and adult students or provide networking social opportunities; and
    b. Shall work with Offices and organizations on campus to provide opportunities for engagement to graduate and adult students

ARTICLE XIX AMENDMENTS

Amendments to the GASG Bylaws may be offered by all GASG Senate or Executive Board members. These Bylaws shall be effective upon approval of a two-thirds (2/3) majority vote by the GASG Senate.

ARTICLE XX RATIFICATION

GASG Senate and GASG Executive Board member(s) shall have the authority to review and ratify the GASG Bylaws with a two-thirds (2/3) affirmation vote of the full-seated Senate. The GASG Constitution and Bylaws set all absolute precedents.