



ASDU CONSTITUTION

PREAMBLE

We, the students of the Associated Students of Dominican University of California, as an independent body, do ordain and establish this Constitution in order to represent student interest, needs and welfare within the college community at large on issues affecting student life; to initiate the coordination of student activities; to develop in the students an appreciation and understanding of democratic values and processes; and to provide a physical and social environment in which to achieve the above objectives.

ARTICLE I. MISSION STATEMENT

The mission of the Associated Students of Dominican University of California (ASDU) is to enhance the quality of life for the student body at large by addressing student concerns, promoting student morale, and encouraging participation and community through social and cultural programming. ASDU is the governing body which represents the voice of students and advocates for all student rights regardless of sex, race, creed, nationality, sexuality, disability, and religion. It is the mission of ASDU to uphold and build upon the traditions, values and ideals of the University. ASDU exists as a knowledgeable and professional entity who actively serves as a catalyst for student development. ASDU works toward cultivating strong relationships among the students, faculty, staff and administration of Dominican University as well as the greater Marin community.

ARTICLE II. TITLE

The name of the organization under the constitution is Associated Students of Dominican University, hereafter referred to as ASDU or General Council. Hereafter, Dominican University of California will be referred to as the University.

ARTICLE III. MEMBERSHIP

Section 1. Structure and Duties

All regularly admitted and enrolled, full-time and part-time undergraduate students of the University, and only such persons, will be members of ASDU. Subject to other applicable qualifications, all members shall be eligible to hold office in the ASDU or any of its subordinate organizations. As such, the elected officers are voting members, hold office in the ASDU student government as General Council members, and exercise the various rights and privileges granted with membership.

ASDU is composed of an eighteen (18) member General Council, divided into two separate boards listed as Executive Board and Senate Board, and one cabinet listed as the Executive Cabinet.

- A. The Executive Board consists of six (6) members to include:
 1. President (1);
 2. Vice President (1);
 3. Treasurer (1);
 4. Director of Programming (1);
 5. Director of Communications (1); and
 6. Director of Inter-Club Council (1).
- B. The Senate Board consists of eight (8) members to include:
 1. Senior Class Representatives (2);
 2. Junior Class Representatives (2);
 3. Sophomore Class Representatives (2); and
 4. Freshmen Class Representatives (2).
- C. The Executive Cabinet consists of four (4) members, who serve as representatives to other University organizations and auxiliaries, to include:
 1. Athletics Liaison (1);
 2. Campus Ministry Liaison (1);
 3. Resident Advisor Liaison (1); and
 4. Executive Secretary (1).
- D. A member of the Student Life Staff (Director of Student Activities & Leadership) serves as a non-voting advisor to the General Council.

Section 2. Eligibility and Qualifications

In order to serve as a member of ASDU, students must meet and adhere to the following eligibility requirements. If the officer does not meet the qualifications at any time within the term of office for which they have been elected, the officer will relinquish any powers or rights that come with the current office held.

- A. All officers must have a minimum cumulative Grade Point Average (GPA) of 2.75 at the time of election or appointment; and must maintain a minimum GPA of 2.75 throughout the duration of office term.
- B. Officers may not be on academic or disciplinary probation at the time of election and throughout the duration of office term.
- C. The President, Vice President, and Treasurer must have no less than Junior standing at the beginning of office term and must have attended the University for at least one academic (fall or spring semester).
- D. May not be a Student Ambassador captain, Resident Advisor, or member of the Residence Hall Association.

Section 3. Attendance Policy:

Once elected, ASDU officers are required to attend all regularly scheduled ASDU General Council meetings and office hours, and make a good faith effort to attend ASDU activities and events. Meetings are traditionally held on Friday afternoons.

- A. Excused Absences: Officers are limited to no more than two (2) excused absences per semester, which include the following:
 1. Illness or medical appointment;
 2. Family emergency;
 3. Participation as an athlete at a regularly scheduled game (excludes practice);
 4. Attendance at a mandatory academic event, as required by the instructor, and to also include; clinicals, internship training, and other required academic events.

- B. Unexcused Absences: Officers are limited to no more than two (2) unexcused absences per semester. If an officer is found to be in violation of this policy, s/he may be asked to reevaluate her/his commitment to the General Council. The officer may;
 - 1. Be asked to leave office immediately upon violation;
 - 2. Have stipend reevaluated and/or revoked completely.
- C. Office Hours: Members of the Executive Board and Senate Board are required to complete at least two (2) office hours per week in the ASDU office. The schedule of hours can be discussed at a regularly scheduled ASDU General Council meeting. A partner system will be enacted so that the time of hours overlap with another officer to ensure both officers are fulfilling hours.
- D. Accountability System
 - 1. Attendance at ASDU General Council meetings will be recorded by the Executive Secretary, and if an officer is found to be in violation of the Attendance Policy probation or impeachment may be enacted (Article XI).
 - 2. It will be mandatory to attend at least 2 major ASDU events per semester, excluding week long programming (i.e. Welcome Week), and attendance will be recorded.

Section 4. Representation

The ASDU student government is representative of the entire student body in both non-university affairs occurring outside the institution and events within the University.

Section 5. Compensation

Upon election onto the General Council, the officers become eligible for a stipend to be paid at the end of each academic semester during term of office that cannot be increased. The Executive Board receives \$500.00 and the Senate Board and Executive Cabinet receive \$300.00 per semester upon completion of duties. The stipend may be revoked if an officer is removed from office through the impeachment process (Article XI) or resignation. Any surplus stipend amount from an officer that has been removed from office or that has resigned will go into an emergency fund to be spent at the discretion of the Treasurer.

ARTICLE IV: Authority, Rights, and Jurisdiction

Section 1. Authority

- A. ASDU has the authority to assess and collect student body and student government fees designated as the "Student Activity Fee" listed in the University's Tuition.
- B. The amount of the "Student Activity Fee" is determined by ASDU in conjunction with the President's Executive Council and approved by the Board of Trustees.
- C. ASDU has the authority to make its own by-laws, amend the Constitution, and create its own policies.
- D. ASDU may request information on University matters that affect the student body.

Section 2. Rights

All ASDU meetings are open to the public except for special closed sessions as designated by the President or Vice President or by a two-thirds (2/3) vote of the General Council. Any individual may be heard at the meeting if recognized by the presiding officer.

Section 3. Jurisdiction

ASDU agrees to hear the concerns, ideas, or suggestions of all currently enrolled students and will take appropriate action whenever possible.

- A. ASDU will regularly report back to the student body with updates on concerns or issues raised by students. Reporting can be done via written notices or through town-hall meetings. Each officer of ASDU will be required to contribute to this report.
- B. ASDU disperses funds to University organizations in accordance with generally accepted accounting principles and pertinent University business policies, and will hold those organizations accountable for the appropriate use of those funds.

ARTICLE V: Executive Board

The Executive Board supports, upholds, and maintains the daily and overall operations of the General Council. The Executive Board shall be responsive to the needs of the greater student body as well as to the Senate Board members. The Executive Board shall also provide a check on the powers and actions of the Senate Board members. The Executive Board will meet regularly to discuss issues taken up by ASDU and to plan and program events. The Executive Board will follow and uphold the University Student Code of Conduct and abide by all University policies.

Section 1. President

A. Role of the President

The ASDU President shall have the responsibility to oversee and regulate the operations and conduct of the General Council. The President shall be the commanding and presiding officer of the Executive Board and the Executive Cabinet. The President shall preside over the Council's regularly scheduled ASDU General Council meetings. The President shall regulate and properly investigate all internal affairs in an unbiased manner and shall be the mediator to bring about order and justice thereafter. The President shall oversee all external affairs, including but not limited; to meetings with the Senior Administration, Alumni Board, Board of Trustees, and other bodies not expressly stated. The President shall be responsible for the general welfare, safety, and action of the General Council. The President shall ensure that all duties of each office are executed appropriately and in full-faith.

B. Presidential Powers

1. May initiate mandated actions of the General Council as long as the actions' purpose fulfills the goals expressed in this Constitution's Preamble or Mission Statement (Article 1), and falls within the scope of the Student Handbook. If the mandate does not meet such requirement, the mandate is therefore null and void.
2. May veto any motion or any official action taken after motion was voted upon. A momentary explanation must be provided when veto is presented and a formal write-up explanation is required and due at the next regularly scheduled meeting. A super-majority vote (2/3 plus 1) of the Senate, and the unanimous vote of the Executive Board are required to overturn a veto.
3. May appoint other willing officers to sit on University Committees.
4. Establish official relations with other University and Community College student government associations with the purpose of fulfilling the University's mission.
5. Declare public meetings into closed-session.
6. In the event that the office of the President is vacant, the Vice President shall temporarily assume the duties of the Presidential office until a special election shall be held (Article X).
7. A vote may be given only to break a tie.

8. Shall have the power to initiate discussion to add and remove positions within this Constitution with a super-majority vote (2/3 plus 1) of the General Council.
9. Ensures the welfare and safety of the student body during events.

Section 2. Vice President

A. Role of the Vice President

The ASDU Vice President shall have the responsibility of overseeing and regulating the operations, affairs, and conduct of the Senate Board, as well as assist the President in his or her duties. In General Council Meetings, the Vice President shall maintain order among all members as session proceeds, which includes but is not limited to; maintaining the use of Robert's Rules of Order at meetings.

B. Vice Presidential Powers

1. May issue verbal warnings to General Council during General Meetings due to, but not limited to, disruptive behavior, inattentiveness, absences, etc.
2. Shall sit on University committees as designated by the President or Advisor.
3. Responsible and accountable for the Senate Board's actions, including inaction.
4. Shall act as chair during Senate Board meetings and is granted allowance to vote in order to break a tie.
5. Shall assume the duties of the Presidential office, if office is vacant, with a two-thirds (2/3) approval of the General Council. If the Vice President refuses to assume the office, a special election shall be held (Article X).
6. Holds full voting rights on Executive Board and General Council.
7. Ensures the welfare and safety of the student body during events.

Section 3. Treasurer

A. Role of the Treasurer

The ASDU Treasurer serves as the custodian of all ASDU funds. The Treasurer is elected to ensure all monetary concerns are being met. The Treasurer shall work closely with the Executive Board and Student Life staff to ensure all fiscal impacts are properly reviewed.

B. Treasurer Powers

1. Shall maintain all financial records, and present monthly budget reports during General Council meetings.
2. Present semester accounts of the financial status of the ASDU budget, including an expenditure report at the last General Council meeting of each semester.
3. Has the power to adjust otherwise unallocated amounts within the budget no larger than \$500 a month upon unanimous approval of the Executive Board officers, but must report any allocations at the next General Council meeting.
4. Assists with development of short and long term strategic planning for successful events.
5. The remaining stipend amount from an officer(s) that has been removed from office will go to an emergency fund to be spent at the discretion of the Treasurer.
6. Shall assume the duties of the Vice Presidential office, if office is vacant, with a two-thirds (2/3) approval of the General Council. If the Treasurer refuses to assume the office, a special election shall be held (Article X).
7. Holds full voting rights on Executive Board and General Council.
8. Ensures the welfare and safety of the student body during events.

Section 4. Director of Programming

A. Role of the Director of Programming

The ASDU Director of Programming shall have the responsibility for the implementation, regulation and general oversight of major ASDU-sponsored activities and student-run programs within the University. The Director of Programming shall consult with the Senate Board and receive reports on Senate-sponsored programs. The Director of Programming shall work closely with the Executive Board and Student Life staff to develop, plan, and coordinate a master calendar of activities.

B. Director of Programming Powers

1. Shall have full autonomy researching, expanding, and executing new activities and events to build and grow a more dynamic campus culture and environment.
2. Declare to the General Council that advertising may begin regarding current and upcoming ASDU activities and events.
3. May delegate programming tasks to all General Council members when necessary.
4. Shall collaborate with University organizations to host joint events.
5. Shall oversee the management of events and activities on site at all events, or delegate a designated event coordinator if unable to attend.
6. Shall serve as chair of the Programming Board and will work with Advisor to appoint students to positions on board through application and interview process.
7. Shall assume the duties of Director of Communications, if office is vacant, and hold all powers entitled to that office while maintaining current role as Director of Programming, unless otherwise directed by the Council or Advisor. If the Director of Programming refuses to assume the duties of the Director of Communications office, the position may be opened to the general student body for an appointment process (Article X).
8. Holds full voting rights on Executive Board and General Council.
9. Ensures the welfare and safety of the student body during events.

Section 5. Director of Communications

A. Role of the Director of Communications

The ASDU Director of Communications shall have the responsibility and authority to oversee all official ASDU announcements and correspondence. The Director of Communications shall create a visual representation of the current General Council for the full term of office, and update as needed. The Director of Communications shall be responsible for and oversee the publicity and advertisement of all ASDU-sponsored events, announcements and correspondence via social media, electronic communication, physical postings, word-of-mouth, etc. Shall have the graphic design skills to create the publicity materials for ASDU.

B. Director of Communications Powers

1. Shall be responsible for the production, distribution, and oversight of publicity materials regarding ASDU events and announcements in collaboration with Advisor and work-study employees.
2. Shall oversee all forms of communication and advertisement regarding ASDU, including social media platforms, website updates, and physical postings. May delegate communication tasks to General Council when necessary.
3. Shall be responsible for overseeing and updating the ASDU Information Bulletin Boards in collaboration with the Director of Programming and Resident Advisor Liaison.

4. Shall be responsible for posting reminders to all ASDU members regarding scheduled meetings, any changes regarding meeting times, and major ASDU events in collaboration with the President and/or Director of Programming.
5. Shall assume the duties of Director of Programming, if office is vacant, and hold all powers entitled to that office while maintaining current role as Director of Communications, unless otherwise directed by the General Council or Advisor. If the Director of Communications refuses to assume the duties of the Director of Programming office, the position may be opened to the general student body for an appointment process (Article X).
6. Holds full voting rights on Executive Board and General Council.
7. Ensures the welfare and safety of the student body during events.

Section 6. Director of Inter-Club Council (ICC)

A. Role of the Director of Inter-Club Council

The ASDU Director of Inter-Club Council serves as a liaison between student clubs and the Council, upholds all ICC and ASDU guidelines and supports the mission of ASDU.

The Director of ICC serves as the commanding and presiding officer of the ICC General Assembly meetings.

B. Director of the Inter-Club Council Powers

1. Shall facilitate all ICC General Assembly meetings.
2. Shall monitor the ICC Budget in collaboration with the Treasurer.
3. Shall be responsible for mediating inter-club issues if University and ICC regulations are not followed and meet with the Advisor to resolve these issues.
4. Provides vision and support for ICC-sponsored events and delegates duties to ICC Representatives.
5. Plan and host a club fair in the Fall semester.
6. Shall oversee the ICC Secretary position.
7. May only cast a vote in ICC meetings to break a tie.
8. Holds full voting rights on Executive Board and General Council.
9. Ensures the welfare and safety of the student body during events.

ARTICLE VI: Senate Board

The ASDU Senators shall serve as the primary liaison between their individual constituencies and ASDU, and shall communicate regularly with the student body in order to perform their designated duties. The Senate Board shall respond to the needs of the student body, which may include, but is not limited to, ensuring awareness of ASDU events and major University issues if already made public knowledge, and creating programming specifically for class senators' constituents. The Senate Board shall also provide a check on the powers and actions of the Executive Board members. Each Senate Board member shall plan and execute at least one program or event per semester. The Senate Board will meet regularly to discuss issues taken up by ASDU and to plan and program events. The Senate Board will follow and uphold the University Student Code of Conduct and abide by all University policies.

Section 1. Senior Class Senators (2)

A. Role of the Senior Class Senator

The ASDU Senior Class Senators shall have the responsibility to serve as the primary liaison between the senior class constituency and ASDU, and will communicate regularly with the constituent group. The Senior Class Senators shall work closely with Student Life staff in the planning of traditional University events such as Shield Day,

Convocation, Commencement, etc. The Senior Class Senators will have the responsibility of creating class-directed programming under the direction of the Vice President.

B. Senior Class Senator Powers

1. Responsible for design and theme of the Freshmen Class shield for Shield Day.
2. Shall be a member of the Commencement Committee.
3. Shall work with Alumni Relations to support the Senior Class gift campaign.
4. Shall advertise ASDU-sponsored events to constituents after clearance by Director of Communications and Director of Programming. If not given clearance within one week of scheduled event, Senators have the authority to advertise given information produced so far.
5. Holds full voting rights on Senate Board and General Council.
6. Ensures the welfare and safety of the student body during events.

Section 2. Junior Class Senators (2)

A. Role of the Junior Class Senator

The ASDU Junior Class Senators shall have the responsibility to serve as the primary liaison between the junior class constituency and ASDU, and shall communicate regularly with the constituent group. The Junior Class Senators will have the responsibility of creating class-directed programming under the direction of the Vice President.

B. Junior Class Senator Powers

1. Reports to the Director of Programming in scheduling and/or planning events and programs on campus.
2. May serve as a member of any committee with the appointment of the President.
3. Shall advertise ASDU-sponsored events to constituents after clearance by Director of Communications and Director of Programming. If not given clearance within one week of scheduled event, Senators have the authority to advertise given information produced so far.
4. Holds full voting rights on Senate Board and General Council.
5. Ensures the welfare and safety of the student body during events.

Section 3. Sophomore Class Senators (2)

A. Role of the Sophomore Class Senator

The ASDU Sophomore Class Senators shall have the responsibility to serve as the primary liaison between the sophomore class constituency and ASDU, and shall communicate regularly with the constituent group. The Sophomore Class Senators will have the responsibility of creating class-directed programming under the direction of the Vice President.

B. Sophomore Class Senator Powers

1. Reports to the Director of Programming in scheduling and/or planning events and programs on campus.
2. May serve as a member of any committee with the appointment of the President.
3. Shall advertise ASDU-sponsored events to constituents after clearance by Director of Communications or Director of Programming. If not given clearance within one week of scheduled event, Senators have the authority to advertise given information produced so far.
4. Holds full voting rights on Senate Board and General Council.
5. Ensures the welfare and safety of the student body during events.

Section 4. Freshman Class Senators (2)

A. Role of the Freshman Class Senator

The ASDU Freshman Class Senators shall have the responsibility to serve as the primary liaison between the freshman class constituency and ASDU, and shall communicate regularly with the constituent group. The Freshman Class Senators will have the responsibility of creating class-directed programming under the direction of the Vice President.

B. Freshman Class Senator Powers

1. Reports to the Director of Programming in scheduling and/or planning events and programs on campus.
2. May serve as a member of any committee with the appointment of the President.
3. Shall advertise ASDU-sponsored events to constituents after clearance by Director of Communications or Director of Programming. If not given clearance within one week of scheduled event, Senators have the authority to advertise given information produced so far.
4. Holds full voting rights on Senate Board and General Council.
5. Ensures the welfare and safety of the student body during events.

ARTICLE VII: Executive Cabinet

The Executive Cabinet shall serve as the primary liaison between their individual constituencies and ASDU, and shall represent the interests of their respective organizations. Under the discretion and counsel of the President, the Executive Cabinet shall work toward developing close relationships with the General Council in order to effectively represent their respective organizations to the student body. The Executive Cabinet will follow and uphold the University Code of Conduct and abide by all University policies.

Section 1. Athletics Liaison

A. Role of the Athletics Liaison

The ASDU Athletics Liaison works with the Athletics Department, the Assistant Director of Athletics Administration (Advisor), and the Penguin Student-Athlete Advisory Committee (PSAAC) to plan and implement various co-sponsored events and activities in line with the mission of ASDU. The Athletics Liaison shall be the official representative of PSAAC. The Athletics Liaison shall ensure transparency between both ASDU and PSAAC affairs. The term of office for the Athletics Liaison shall be determined by PSAAC.

B. Athletics Liaison Powers

1. Works closely with the Director of Programming and the Director of Communications when scheduling and/or planning events and programs on campus.
2. Shall be the spokesperson on ASDU regarding the events and activities of PSAAC.
3. Shall advertise events co-sponsored by ASDU and PSAAC.
4. If office is vacant, PSAAC and their Advisor will be responsible for appointing a new representative to the position.
5. Holds full voting rights on General Council.
6. Ensures the welfare and safety of the student body during events.

Section 2. Campus Ministry Liaison

A. Role of the Campus Ministry Liaison

The ASDU Campus Ministry Liaison works with Campus Ministry, Assistant Director of Campus Ministry (Advisor) and the Siena Leadership Team to plan and implement various co-sponsored events and activities in line with the mission of ASDU. The Campus Ministry Liaison shall be the official representative of Campus Ministry as a member of the Siena Leadership Team. The Campus Ministry Liaison shall ensure transparency between both ASDU and Campus Ministry affairs. The term of office for the Campus Ministry Liaison shall be determined by the Siena Leadership Team.

B. Campus Ministry Liaison Powers

1. Works closely with the Director of Programming and the Director of Communications when scheduling and/or planning events and programs on campus.
2. Works with Campus Ministry to develop, plan, and coordinate service and spirituality-based projects and community outreach activities.
3. Shall be the spokesperson on ASDU regarding the events and activities of Campus Ministry.
4. Shall advertise events co-sponsored by ASDU and Campus Ministry.
5. If office is vacant, the Siena Leadership Team and their Advisor will be responsible for appointing a new representative to the position.
6. Holds full voting rights on General Council.
7. Ensures the welfare and safety of the student body during events.

Section 3. Resident Advisor Liaison

A. Role of the Resident Advisor Liaison

The ASDU Resident Advisor Liaison works with the Residence Life Department and the Director of Residence Life (Advisor) to plan and implement various co-sponsored programs and activities for resident students. The Resident Advisor Liaison shall be the official representative of the Residence Life Department as a Resident Advisor. The term of office for the Resident Advisor Liaison shall be determined by the Residence Life Department.

B. Resident Advisor Liaison Powers

1. Works closely with the Director of Programming and the Director of Communications in scheduling and/or planning events and programs on campus.
2. Shall be the spokesperson on ASDU regarding the events and activities of the Residence Life Department.
3. Shall advertise all campus-wide events to residents by publicizing activities throughout the residence halls.
4. If office is vacant, the Resident Advisor Team and their Advisor will be responsible for appointing a new representative to the position.
5. Holds full voting rights on General Council.
6. Ensures the welfare and safety of the student body during events.

Section 4. Executive Secretary

A. Role of the Executive Secretary

The ASDU Executive Secretary is appointed by the President in consultation with the General Council. The Executive Secretary shall be responsible for recording and archiving the minutes from all Senate Board, Executive Board, and General Council meetings.

B. Executive Secretary Powers

1. Shall keep record of all agendas and meeting minutes.

2. Shall assist the General Council in creating the agenda for the next meeting.
3. Will be selected through an application and appointment process to include an interview with the General Council.
4. If office is vacant, the General Council will be responsible for appointing a new Executive Secretary.
5. Does not hold full voting rights on General Council.

ARTICLE VIII: Enumerated and Implied Powers

All ASDU offices and their enumerated duties shall be exercised at the discretion of the officeholder. Although some duties may not be enumerated, members may exercise further powers that are in line with their description(s), which are explicitly expressed as “implied powers.”

ARTICLE IX: Elections Process

The Election Code (APPENDIX I) shall provide guidance for the election process. This Constitution gives authority to the Election Code to be utilized for the purposes of electing new officers to the General Council.

Section 1. Election Mandates

- A. The General Council shall conduct at least two elections:
 1. One general election shall be in the fall semester and one general election shall be in the spring semester.

Section 2. Election Commission

The Election Commission shall be responsible for ensuring the legitimacy of the election candidates, procedures, and results, in accordance with the Constitution and Election Code.

Section 3. Procedure

Elections shall be conducted in accordance with the Constitution, Election Code, and Student Code of Conduct. If a situation arises where the previously stated documents are not applicable, the Election Commission may decide to grant the General Council full authority to provide a framework for any election.

ARTICLE X: Vacancy and Appointment Process

If a position is vacant after the sixth week of the Fall semester, and after the Fall Election is completed, candidates are chosen from the existing ASDU General Council members. If no existing member can be decided to fulfill a vacant office, then an appointment will be made. In the event that no officer accepts or is approved for nomination, eligible candidates are taken from within the student body in a special election.

Section 1. Appointment

Any vacant office eligible for appointment must be advertised to the general student body of the University. Appointments are an internal process of the General Council.

- A. Executive Cabinet Appointment
 1. Eligibility
 - a. All applicants must have the nomination of their respective organizations.
 - b. All applicants must complete an appointment application.

- c. All applicants must meet all requirements as stated in Article III Section 2.
 - 2. Interview
 - a. If nomination and application is accepted, applicants will be subject to an interview process by the General Council.
 - 3. Vote
 - a. A two-thirds (2/3) majority vote is required to affirm the decision.
- B. Executive Board, Senate Board and Executive Secretary Appointment

If there is a vacancy in the Executive Board, Senate Board or the Executive Secretary after the election process did not fill all positions, the General Council may enact this appointment process.

 - 1. Eligibility
 - a. All applicants must complete an appointment application.
 - b. All applicants must meet all requirements as stated in Article III Section 2.
 - 4. Interview
 - a. If application is accepted, applicants will be subject to an interview process by the General Council.
 - 5. Vote
 - a. A two-thirds (2/3) majority vote is required to affirm the decision.
- C. Special Appointment

It is within the President's discretion to appoint an existing member on the General Council to another position if there is a vacancy that takes precedence over the existing member's current office. Approval for appointment shall require a super-majority vote (two-thirds plus one) of the General Council members. If no decision can be made within the span of 3 regularly scheduled meetings, then a special elections shall be held or the challenger of the position in the previous election may be appointed by the General Council with super-majority vote (two-thirds plus one) in the Senate Board and a unanimous vote in the Executive Board.
- D. Special Election

It is within the General Council's discretion to enact a special election process if the offices of the President, Vice President or Treasurer are left vacant, and no current officer of the General Council accepts or is approved for nomination. Eligible candidates are taken from within the student body and must meet all the requirements of the position as stated in Article III Section 2. The special election process shall adhere to the Election Code, Sections 5, 6 and 8. All other electoral processes listed in the Election Code will remain void as said special election calls for swift action.

ARTICLE XI: Probation, Impeachment and Appeals

Section 1. Probation

- A. All officers of ASDU shall be subject to suspension for the failure to carry out responsibilities as defined in the Constitution, for Executive Officers (Article V) and for Senators (Article VI).
- B. The officer in question must provide an explanation for neglecting assigned duties and if no reasonable explanation is found, the Council may approve a probationary suspension of the officer with a two-thirds (2/3) majority vote of the officers present.
- C. The officer on probation will have three opportunities to prove they can still remain on the board. For each offence, the officer will receive;
 - 1. A written warning statement by the Advisor for the first offence.
 - 2. A deduction of stipend in correlation with neglected meeting(s), duties, etc. for the second offence.

- c. If the officer is an Executive Board member, their stipend will be reduced by \$30 for each week they have been found in dereliction of duties.
 - d. If the officer is a Senate Board member, their stipend will be reduced by \$20 for each week they have been found in dereliction of duties.
3. Removal from office for the third offence.

Section 2. Impeachment

- A. All officers of ASDU shall be subject to impeachment for the following reasons:
 1. Failure to carry out responsibilities as defined in the Constitution, for Executive Officers (Article V) and for Senators (Article VI);
 2. Failure to meet the requirements of membership as defined in the Constitution (Article III);
 3. Misfeasance and malfeasance;
 4. Action(s) that are detrimental to ASDU and/or the University; or
 5. Any action in violation of the University Student Code of Conduct.
- B. To impeach an Executive officer, a petition with one-tenth (1/10) of the student body's signatures shall be presented to the Senior Class Senators and must be approved by a two-thirds (2/3) majority vote of the officers present. To impeach a Senator, a petition with one-tenth (1/10) of the signatures of the members of his or her class shall be presented to the President and must be approved by a two-thirds (2/3) majority vote of the officers present.

Section 3. Appeals

- A. Upon notification of suspension or impeachment, the officer shall be allowed one week to prepare adequate defense. The removal proceedings shall commence in the General Council one week after the issuance of the order of suspension or impeachment to said officer. To remove an officer, the General Council must support the motion with a two-thirds (2/3) majority vote.
- B. If necessary for a fair hearing, the Advisor must facilitate the appeals process.
- C. If the decision of suspension or impeachment is upheld by the General Council, the officer must be notified in writing within one week of the final decision.

Section 4.

If an officer is removed, the President (or Vice-President in the event a President is removed) shall appoint an officer temporarily to assume the duties of the vacant office until an election or appointment for said office is held (Article IX and Article X).

Article XII: Procedure of Admission and Induction

Section 1. Oath of Office

Installation of newly elected officers occurs at a time and location determined by ASDU in consultation with Advisor. All ASDU elected officials shall take an oath of office before assuming their respective positions.

Section 2. Oath for the Executive Board Officers

The oath for those elected to serve as officers of the Executive Board shall be "I (state full name) agree to uphold the ASDU Constitution and the rules, regulations and policies of Dominican University of California and to the best of my ability, carry out all duties and responsibilities as an elected executive board officer of the ASDU."

Section 3. Oath for Senate Board Officers

The oath for those elected to the Senate Board shall be “I (state full name) agree to uphold the ASDU Constitution and the rules, regulations and policies of Dominican University of California, and to the best of my ability, carry out all duties and responsibilities as an elected officer of the ASDU.”

Section 4. Oath for the Executive Cabinet Officers

The oath for those elected to the Executive Cabinet shall be “I (state full name) agree to uphold the ASDU Constitution and the rules, regulations and policies of Dominican University of California, and to the best of my ability, carry out all duties and responsibilities as an elected officer of the ASDU.”

Section 5. Administering the Oath

The incumbent ASDU President will swear in new officers. This privilege may be delegated when the circumstance warrants it, such as the availability of a Dominican University of California Student Life staff member.

Section 6. Nihil Novi Doctrine

“Nothing of the New” Doctrine states that after the induction of officers, the new council, in its entirety, will carefully review the ASDU Constitution in a closed meeting in order to understand, discuss, and properly execute office duties.

ARTICLE XIII: Amendments

Section 1. Amendment

This constitution may be amended by two-thirds (2/3) majority of ASDU members voting in an all-campus election, providing:

- A. That the amendment was approved for the election by approval of the General Council by a three-fourths (3/4) majority of those voting, or;
- B. That fifteen percent (15%) of the registered members of the ASDU sign a petition requesting the amendment and present it to the Court. After the signatures have been verified, the Elections Commission will make provisions to place the amendment on the ballot at the next election.

Section 2. Initiative

Students may initiate legislation by filing a petition which would include the legislation and the signatures of five percent (5%) of ASDU members for a direct initiative, and ten percent (10%) for an indirect initiative. After the signatures have been verified, the Elections Commission will make provisions to place the measure on the ballot at the next election.

Section 3. Referendum

There will be two (2) types of referenda. One type may be initiated by the students, the other by the Council.

- A. The General Council, by a two-thirds (2/3) vote of members present, may resolve to place proposed legislation on the ballot for approval by the majority of votes cast.
- B. Students may seek to have an act of the Senate, with the exception of the approval of presidential appointments, placed on the ballot by filing a petition with the signatures of fifteen percent (15%) of the registered members of the ASDU. After the signatures have been verified, the Elections Commission will make provisions to have the legislation

placed on the ballot at the next election. Such a petition must be filed within four (4) weeks from the time a measure is acted upon.

Section 4.

All proposals to be placed on the ballot must be submitted to the General Council four (4) weeks prior to the next election.

ARTICLE XIV: Ratification of the Constitution

In order to ratify the ASDU Constitution, the General Council must approve the proposed amendments to the Constitution by a two-thirds (2/3) majority vote.

ARTICLE XV: Implementation

Upon ratification of this constitution as stated in Article X, the document will immediately become effective as the Constitution of the Associated Students of Dominican University, superseding the constitution currently in effect.

APPENDIX I: ASDU Election Code

Section 1. Application

The rules and procedures specified in this Election Code shall apply to all ASDU elections and are intended to supplement provisions of the Associated Students of Dominican University of California Constitution pertaining to the conduct of elections for offices in the Executive Board and Senate Board as well as any amendments, initiatives or referenda.

Section 2. Definitions

The following terms are defined to avoid ambiguity:

- A. An ASDU election is the process of choosing ASDU officers pursuant to the Constitution and Election Code. An election officially begins when candidacy applications become available and shall officially conclude when all results are published by the Election Commission.
- B. A campaign consists of all activities performed by a candidate with the intention of being elected to office.
- C. A candidate's constituency is defined as the body of students who are eligible to vote for that candidate in an election as defined in Article III Section 1 of the Constitution and Section 6 of the Election Code.

Section 3. Election Commission

The Election Commission shall be responsible for ensuring the legitimacy of the election candidates, procedures, and results, in accordance with the Constitution and Election Code. The Election Commission shall consist of ASDU officers who are not pursuing re-election with no more than 5 members.

Section 4. Schedule

- A. Candidacy applications shall be made available at least two weeks prior to the submission deadline.
- B. All candidates must complete a candidate application and declaration form by the deadline in order to run as an independent candidate or on a slate.

- C. All candidates shall have at least three full days of formal campaigning prior to the beginning of the balloting.
- D. General electronic balloting shall take place during a three-day period, during hours prescribed by the Election Commission.
- E. Results shall be certified and posted by the Election Commission to all students via electronic means. Only after certification shall results be official. Certification shall be delayed until all challenges and recounts are settled.

Section 5. Eligibility of Candidates

- A. Must meet the requirements of eligibility in Article III Section 2 of the Constitution.
- B. Must attend one ASDU General Council meeting before campaigning period begins.
- C. Must meet with Elections Commission or Director of Student Activities & Leadership prior to campaign period.
- D. Candidates shall not hold more than one elected position at a time, and candidates may not run for more than one office in the same election.

Section 6. Campaign Rules

- A. Each candidate may create publicity materials for their campaign, however the candidate must abide by the following:
 - 1. Use bulletin boards titled "For Your Information" to post campaign materials
 - 2. Campaign posters may not be larger than 11"x17"
 - 3. Quarter-sheet flyers, stickers, buttons, etc. can be passed out in person
 - 4. Do not post campaign materials on doors, windows or walls in any academic building or residence hall on campus
 - 5. Do not remove or touch campaign materials that are not your own
 - 6. ONLY post Youtube videos, Facebook, Tumblr or Instagram posts, Tweets, Vines, and Snapchats on your personal accounts and pages; you CANNOT post campaign materials or brand-associate ASDU on Dominican-affiliated accounts, websites, and message boards
 - 7. Use only BLUE Painter's tape to post or hang any campaign materials
 - 8. You will not be reimbursed for any campaign materials you create and produce
- B. Each candidate must:
 - 1. Run a clean campaign and avoid slandering competitors
 - 2. Remain outside of Caleruega and any academic buildings when campaigning
- C. ASDU officers running for re-election must adhere to the following in addition to the previously stated Campaign Rules:
 - 1. Shall not ask a current member of ASDU to assist with your campaigning
 - 2. Shall not wear anything ASDU-related when campaigning
 - 3. Shall not wear anything ASDU-related in your campaign materials
 - 4. Shall not campaign at any ASDU-sponsored event or out of the ASDU Office
 - 5. Shall not use ASDU Moodle to send messages about your Elections campaign
 - 6. Shall not post flyers or posters on their own residential hall door (if living on campus) for other campaigning officers because you cannot endorse any member of the General Council in this way.

Section 7. Complaints

- A. Any formal complaint, destruction or theft of another candidate's property shall be reported to the Election Commission and Director of Student Activities and Leadership, and subsequently there will be an investigation of the allegations. The Director of Student Activities and Leadership will meet with all parties involved in the complaint and shall reach a decision when all parties have had their chance to explain the situation.

- B. The decision of the Director of Student Activities and Leadership is final.
- C. If the candidate is found responsible this could result in disqualification from the election process.

Section 8. Balloting

Balloting shall be conducted at the direction of the Election Commission and Director of Student Activities and Leadership, in accordance with the Constitution, University Student Code Conduct, and Election Code.

- A. Only members of the undergraduate student body may vote in any election.
- B. No voter shall vote more than once in a single election.
- C. All voting and ballots are done online.
 - 1. All voters will receive an electronic ballot via email.
 - 2. Polling stations are also available during the lunch hour of the three days of voting.

In the Fall Elections:

- A. Only student body members who are first year undergraduates at the time of the election may vote for freshman class leadership.
- B. Only student body members who are second year undergraduates at the time of the election may vote for sophomore class leadership.
- C. Only student body members who are third year undergraduates at the time of the election may vote for junior class leadership.
- D. Only student body members who are fourth year undergraduates at the time of the election may vote for senior class leadership.
- E. All student body members may vote for the Executive Board offices, except for the position of Director of ICC.
- F. The Election Commission shall conduct audits on the cast ballots when fraud is suspected or when deemed necessary.
- G. The Election Commission shall consult with campus partners to ensure fair and representative election processes. Any student body member who is unable to vote as a constituent may appeal to the Election Commission for special consideration.

In the Spring Elections:

- A. Only student body members who are recognized by the Registrar as first year undergraduates at the time of the election may vote for sophomore class leadership.
- B. Only student body members who are recognized by the Registrar as second year undergraduates at the time of the election may vote for junior class leadership.
- C. Only student body members who are recognized by the Registrar as third year undergraduates at the time of the election may vote for senior class leadership.
- D. All members of the student body may vote for Executive Board offices, except for the position of Director of ICC.
- E. The Election Commission shall conduct audits on the cast ballots when fraud is suspected or when deemed necessary.
- F. The Election Commission shall consult with campus partners to ensure fair and representative election processes. Any student body member who is unable to vote as a constituent may appeal to the Election Commission for special consideration.

Section 9. Vacancy and Appointment Process

Refer to Article XI in Constitution