

# LSSA Constitution

## Constitution of the La Follette School Student Association

Amended October 16, 2013

### **Article I – Name and definitions.**

#### *Section 1. Name.*

The name of this organization is the La Follette School Student Association.

#### *Section 2. Definitions.*

1. “Association” means the La Follette School Student Association.
2. “Executive board” means all of the officers of the association.
3. “Member” or “student” means a student enrolled in any of the degree programs of the La Follette School.
4. “Officer” means the president, vice president, secretary, treasurer, program liaison, fundraising coordinator, alumni coordinator, community service and outreach coordinators, social coordinators, and graduation coordinators.

### **Article II – Purpose.**

The purpose of the association is to maintain and improve the academic, social, and professional qualities of life for students of the Robert M. La Follette School of Public Affairs.

### **Article III –Membership.**

The association may not require payment of dues as a condition of membership.

### **Article IV – Officers.**

*Section 1.* The officers of the association are a president, vice president, secretary, treasurer, program liaison, fundraising coordinator, alumni coordinator, two community service and outreach coordinators (one representing first-year students and one representing continuing students), two social coordinators (one representing first-year students and one representing continuing students), and two graduation coordinators (one representing first-year students and one representing continuing students).

*Section 2.* Except for the first-year officers, officers shall be members who have completed at least nine credits of La Follette School coursework. The first-year officers shall be members in their first year of study of La Follette School coursework.

*Section 3.* All officers shall attend full membership and executive board meetings; inform the president of planned absence from an executive board meeting, at least one day in advance; and meet with their successors to discuss their responsibilities and transfer records, no later than fourteen days after the graduation ceremony.

*Section 4.* The president shall preside over meetings and chair the executive board; develop the budget with the treasurer; and excuse the absence of officers.

*Section 5.* The vice president shall gauge and communicate the opinions of first-year students,

representing their interests on the executive board; lead executive board initiatives not included in officer duties; and support the activities of other officers.

*Section 6.* The secretary shall record full membership and executive board meetings; conduct elections; preside over meetings or chair the executive board in the absence of the president; and temporarily assume the duties of the president, if the president is unable to do so.

*Section 7.* The treasurer shall maintain the association's financial records; maintain and develop the budget with the president; and make expenditures as directed by the executive board.

*Section 8.* The program liaison shall attend La Follette School faculty meetings; gauge and communicate the opinions of students, representing their interests to faculty and staff; and communicate the perspectives, initiatives, and priorities of faculty and staff to students.

*Section 9.* The fundraising coordinator shall raise funds in support of association activities.

*Section 10.* The graduation coordinators shall plan the graduation ceremony, including finding a venue, choosing a speaker, and distributing tickets; solicit input from graduating members on the graduation ceremony. The first-year coordinator shall conduct the election for student speaker at graduation.

*Section 11.* The alumni coordinator shall plan at least one annual networking event with La Follette School alumni, members, and faculty; and foster communication between members and alumni.

*Section 12.* The community service and outreach coordinators shall connect members with service opportunities on the UW-Madison campus and throughout the Madison area; and promote the service of students through La Follette School faculty and staff.

*Section 13.* The social coordinators shall organize extracurricular activities to promote the development of personal and professional relationships among members.

## **Article V – Officer Transitions.**

*Section 1.* Election of officers.

1. An election shall be held for all officers except the first-year officers during the spring semester, beginning no earlier than March 1 and concluding no later than fourteen days before the date of the graduation ceremony.

2. An election for the first-year officers shall be held during the fall semester. The nomination process for first-year officers shall begin no later than fourteen days after the first day of the semester. The final election shall be held no later than twenty-eight days after the first day of the semester. If no first-year student accepts a nomination for an open first-year position before the twenty-eight day deadline, any current officer may nominate a first-year student for an open position. Any first-year student that accepts a nomination will be voted on by members during the subsequent executive board meeting. Nominees win the position by plurality vote.

3. Special elections shall be held as provided by this article.

4. Candidates for first-year officers may be nominated and voted upon only by first-year members.

5. The executive board shall establish policies for the conduct of elections. These policies shall be consistent with this constitution.

6. For an office with one holder, members may cast one vote, and only one person may be elected. For an office with multiple holders, members may cast as many votes as there are individuals to be elected.

7. Officers shall be elected by plurality vote of the members continuing the following year. Unopposed candidates shall be automatically elected.

8. In the event that an election ends in a tie, an immediate runoff will be held between the tied candidates. If top candidates remain tied after the runoff, the candidates may serve as co-officers of the position at the discretion of the Executive Board.

*Section 2. Term of office.*

1. The term of all officers except the first-year officers begins with the conclusion of the previous term and spans the following academic year.
2. The term of the first-year officers begins with their election.
3. The term of all officers concludes no later than fourteen days after the graduation ceremony, on a date determined by the executive board; notwithstanding the definition of “member” provided in article I, officers remain members until that date.

*Section 3. No member may hold more than one office at a time.*

*Section 4. Vacancy of office.*

1. Offices are vacated by removal or resignation.
2. If the office of president is vacated, the secretary shall temporarily assume the office of the president until a new president is elected by the continuing students from among the continuing students.
3. An office vacated during the summer or fall semester shall be filled by a special election, held along with the election for first-year officers for summer vacancies, or beginning no later than fourteen days after the date of vacancy for fall vacancies, except that a special election for vacancies occurring less than twenty-one days before fall exams shall be held within fourteen days of the start of the spring semester.
4. An office vacated after the fall semester shall be filled on a temporary basis until the next regular election. The executive board shall select a member to fill the office.
5. Members elected to fill a vacancy shall serve the remainder of the term of office.

*Section 5. Removal.*

1. Excessive absence from executive board meetings, ineligibility to hold an office, or loss of membership, shall result in automatic removal from office. “Excessive absence” means five or more excused absences, two or more unexcused absences, or three consecutive absences.
2. Officers may be removed with cause under the procedure described below.
3. Any member may petition for removal of an officer. Petitions shall be in writing and shall include justification for removal. Petitions shall be submitted to the president, except that petitions for removal of the president shall be submitted to the secretary.
4. Within three days, the president or secretary shall accept the petition, or deny it for insufficient cause. A denial shall be presented to the petitioner in writing within three days. A majority of the executive board, not including the officer who is the subject of the petition, may override a denial by agreeing in writing to accept the petition.
5. Accepted petitions shall be presented to the officer who is the subject of the petition within three days and considered by the executive board at its following meeting. The president or secretary may not preside over a meeting which is to consider a petition for his or her removal.
6. Petitions shall be considered in executive session with only the executive board and petitioner present. Both the petitioner and officer who is the subject of the petition may present their case. Petitions may not be acted upon in executive session.

7. The executive board shall vote on adopting the petition immediately following the executive session in which it is considered. An officer who is the subject of the petition may not vote on the petition. A two-thirds vote of the executive board is required to adopt the petition, which results in removal of the petitioned officer.

#### *Section 6. Resignation.*

1. An officer wishing to resign shall submit his or her resignation in writing to the president, except the president shall submit his or her resignation to the vice president and the secretary.
2. The president or secretary shall inform the executive board of the resignation within three days.
3. The resigning officer shall continue to serve until a replacement is elected under section 4, subsection 3 or selected under section 4, subsection 4, or for no more than fourteen days, whichever is later.

### **Article VI – Full membership meetings.**

*Section 1.* The executive board may call a meeting of the full membership when it deems necessary to involve the full membership in a vote. The executive board shall specify the items of business for such meetings in writing. Such a meeting may be conducted via e-mail, and is limited to items of business contained in its call.

*Section 2.* Quorum for meetings held under this article is one-third of the membership. A majority vote of those voting shall decide.

### **Article VII – Executive Board Meetings.**

*Section 1.* The executive board shall meet at least once a month during the fall and spring semesters, or no less than nine times during the academic year. Members shall be informed of any executive board meetings at least one day in advance of the scheduled meeting time.

*Section 2.* A special meeting may be called by the president. Officers may request the president to call a special meeting. Notice of the special meeting shall be distributed to members at least one day in advance of the meeting.

*Section 3.* Quorum for meetings held under this article is two-thirds of the executive board.

*Section 4.* The executive board may adopt policies further governing the association. Except as provided in article X, policies adopted by the executive board may not conflict with this constitution.

### **Article VIII – Committees.**

*Section 1.* Any officer may create a committee on an ad hoc basis.

*Section 2.* There are no restrictions on members' participation on committees.

### **Article IX – Parliamentary authority.**

The current edition of Robert's Rules of Order Newly Revised governs this association to the extent it is applicable and consistent with this constitution and other rules or policies adopted by the association.

### **Article X – Amendment.**

This constitution may be amended by majority vote at an executive board meeting, where any member present may vote. The meeting shall be announced with at least seven days notice to all members.