BOARD OF TRUSTEES
UNIVERSITY OF THE DISTRICT OF COLUMBIA
UDC Resolution No. 95-12

SUBJECT: Charter of the Undergraduate Student Government Association

WHEREAS, on January 18, 1983, the Board of Trustees adopted UDC Resolution No. 83-2, in which the Board approved the Constitution and Bylaws of the Undergraduate Student Government Association ("USGA"); and

WHEREAS, the Board of Trustees recognizes that the USGA charter adopted in 1983 no longer meets the needs of the undergraduate student body for a viable student government organization and that the USGA has been unable to conduct valid student government elections under the provisions of the existing charter; and

WHEREAS, the President, with the assistance of interested students, the Provost, and the Dean of Students, has recommended that the Board of Trustees adopt a new charter for the undergraduate student government organization;

THEREFORE, BE IT RESOLVED that the Board of Trustees hereby adopts the attached Charter of the Undergraduate Student Government Association of the University of the District of Columbia ("USGA") and establishes the USGA as the recognized undergraduate student government organization for the University with the functions and responsibilities set forth in the charter; and

BE IT FURTHER RESOLVED, that UDC Resolution No. 80-33 ("Compensation for Student Government Association Officers"), UDC Resolution No. 80-34 ("Student Government Association Elections Board"), UDC Resolution No. 83-2 ("Undergraduate Student Government Association Constitution"), UDC Resolution No. 87-17 ("Financial Assistance for USGA Work Intensive Positions"), UDC Resolution No. 92-25 ("Reimbursement of Tuition and Other Educational Expenses for Student Government Officers and Designated Students Performing Beneficial Services for the University"), and all other prior inconsistent rules, resolutions, procedures, customs, and practices are hereby repealed; and

BE IT FURTHER RESOLVED that the President of the University, with the assistance of the Provost and Vice President for Academic Affairs and the Dean of Students is hereby authorized and directed to provide for the election of the initial officers and representatives of the USGA;

Submitted by: Committee of the Whole
Date: November 6, 1995

Approved by the Board of Trustees
November 6, 1995
Date

Michele V. Hagans
Chairman of the Board
Charter of the
Undergraduate Student Government Association
University of the District of Columbia

PREAMBLE

The undergraduate students of the University of the District of Columbia (UDC), recognizing the need for a governing body to promote the concerns and welfare of the undergraduate student community and to assure undergraduate student representation pertaining to student life and development hereby propose to the Board of Trustees this Charter.

ARTICLE I - NAME AND PURPOSE

Section 1  Name

The name of this organization shall be the Undergraduate Student Government Association of the University of the District of Columbia (USGA).

Section 2  Purpose

The purpose of the USGA shall be:

A. To provide a centralized organization which functions with the University administration, faculty, and staff for the development, coordination, and representation of the undergraduate student body to promote the best interests of all students at the University.

B. To establish an elective and appointive process for student representation, in accordance with the provisions of this Charter.

C. To advise the Dean of Students of the needs and interests of the undergraduate student body and to work to assure capable student representation in all campus and University organizations and committees dealing with the needs and interests of students.
D. To maintain channels of communication on University policies between undergraduate students and the administration.

E. To participate in the establishment and allocation of activity fees for the support of undergraduate student activity programs through a budget approved by the Student Activity Fee Allocation & Utilization Committee.

F. To sponsor activities to enhance the intellectual, cultural, political, and social development of the undergraduate student community.

G. To advocate the advancement and well-being of the undergraduate student community.

H. To serve as a learning opportunity through which undergraduate students can acquire and apply technical and functional skills in the democratic process of student self-governance.

I. To recommend student organizations for charter by the Board of Trustees in accordance with rules established by the Board of Trustees.

ARTICLE II - MEMBERSHIP

Section 1 All undergraduate students who are currently enrolled and who have paid the student activity fee are members of the Undergraduate Student Government Association and have the right to vote in USGA elections.

Section 2 All eligible members have the right to seek and hold office in the USGA, as specified in this Charter.

Section 3 Qualifications for Elected Office

In order to be a candidate for and serve in an elected USGA office, a student shall:
1. Be currently enrolled in the University as an undergraduate student with a course load of at least nine (9) credits;
2. Be in good financial standing with the University;
3. Have earned at least twenty-four (24) credits at UDC; and
4. Have and maintain at least a 2.5 cumulative grade point average.

Section 4 Term of Office

A. Elected Positions

1. The elected members of the USGA shall serve for a term of one (1) year from noon Commencement Day of the year they are elected to noon of the following Commencement Day.

2. Elected officials shall serve no more than two (2) full terms in the same position.

3. An undergraduate elected to a USGA position may continue to serve in a position until a replacement is elected.

B. Appointed Positions

1. Undergraduate positions which are subject to appointment are not restricted to one term.

2. An undergraduate appointee who serves at the pleasure of the appointing USGA branch or committee may be removed from the position at anytime unless otherwise specified by this Charter.

3. An undergraduate appointee may continue to serve in a position until a replacement is appointed and confirmed.
ARTICLE III - ORGANIZATION

The USGA shall be organized into three (3) branches: The Executive Council, the Student Senate, and the Judiciary Council.

Section 1 Executive Council

A. The Executive Council shall be composed of four (4) elected members as follows: President, Vice-President, Treasurer, and Secretary.

B. The Executive Council shall implement legislation passed by the Student Senate. The Executive Council may delegate functions to committees. The Executive Council shall carry out student government functions according to University policies and procedures and the USGA Charter.

C. The Executive Council shall be responsible for the daily operations of the student government and oversight of USGA committees.

D. The Executive Council shall ensure that the affairs of each committee of the student government functions according to University policies and procedures and the USGA Charter.

E. The Executive Council shall develop a budget and establish expenditures for the various categories of USGA spending for submission to the Student Senate, the Student Activity Fee Allocation & Utilization Committee, and the Dean of Students for approval.

F. The Executive Council shall adopt procedures not in conflict with the USGA Charter that will ensure the effective operation of the USGA.

G. The Executive Council may create ad hoc committees as it deems necessary to discharge functions that are not in conflict with Standing Committees.

H. Office and Duties - The President of USGA shall:

1. Have the authority to veto legislation enacted by the Student Senate within fifteen (15) calendar days of passage with justification in writing.
2. Be available to attend standing committee meetings on an emergency basis.

3. Upon presentation of a requisition for an expenditure to implement an approved budget, sign the requisition and forward it to the Office of Student Life and Development within three (3) calendar days. If the USGA President does not sign, then he or she shall indicate in writing the reason(s) for not having done so to the requester, Dean of Students, and the Judiciary Council.

4. Be the official spokesperson for the USGA, chair the Executive Council, and be responsible for the day-to-day operations of the USGA.

5. Appoint USGA members as chairpersons with the concurrence of the Executive Council to the following Standing and Quasi-Independent Committees within twenty (20) calendar days after installation to office and forward the names of the nominees to the Student Senate for approval.

   a. Chartering and Recruitment Committee
   b. Elections Board
   c. Evening Students Committee
   d. Freshman Students Advisory & Orientation Committee
   e. Homecoming Committee
   f. International Students Committee
   g. Public Affairs Committee
   h. Off-Campus Site Committee
   i. Student Activities and Special Events Committee
   j. Student Services Committee
k. UDC Student Beautification Committee

6. Make temporary appointments to fill vacant elected positions when rules for succession do not apply.

7. Appoint student representatives as needed that are not in conflict with Standing and Quasi-Independent Committees.

I. Office and Duties - The Vice-President of the USGA shall:

1. In the event the USGA President resigns, becomes incapacitated, or for other reasons is unable to complete the term of office, assume the Presidency and complete the unexpired term.

2. Have the right to debate agenda items during discussion in regularly scheduled Student Senate meetings, but shall vote only in the event of a tie of Student Senate members.

3. Prepare semi-annual reports on recommended changes to improve the operations of the USGA for the Executive Council and the Student Senate.

4. Coordinate training programs for students serving on the various committees.

5. Sign requisitions in the documented absence of the USGA President.

6. Assume other duties or responsibilities as assigned by the USGA President which are not in conflict with this Charter.

J. Office and Duties - The Treasurer of the USGA shall:

1. Prepare and make available to students a monthly USGA financial report.

2. Sign checks for expenditures of the USGA approved budget. If the Treasurer does not sign a check within three (3) calendar days, the Treasurer shall submit a reason in writing to the requester, the USGA President, and the Executive Council.
3. Chair the Executive Council’s Committee on Budget and Finance.

4. Participate as a member of the Student Activity Fee Allocation & Utilization Committee.

5. Develop and maintain procedures to be utilized when revenue is generated from the use of student activity fees by the USGA and ensure that financial accountability reports on such ventures are prepared and made available to the student community.

6. Review canceled checks, paid requisitions, and invoices drawn against the USGA account to reconcile the accuracy of expenditures.

7. Upon installation, secure an internal University audit of the prior year’s use of student activity fee revenues and expenditures by the USGA.

8. Be available to attend standing committee meetings on an emergency basis for the purpose of signing requisitions.

9. Receive and review requisitions from various entities. Upon approval, forward requisitions within three (3) calendar days to the USGA President for signature.

10. Upon rejection of any requisition, return it to the respective entity with written justification within three (3) calendar days after receipt of the requisition.

K. Office and Duties - The Secretary of the USGA shall:

1. Be the archivist for USGA records and coordinate the official correspondence of the USGA.

2. Prepare, maintain, and distribute minutes of Executive Council meetings and actions taken by the Executive Council in accordance with enabling legislation of the Student Senate.

3. Sign checks in the absence of the Treasurer.
4. Maintain a current Directory of all USGA elected, appointed, and volunteer students.

5. Provide for the orderly management of the USGA offices, order supplies, oversee student volunteers, and provide for the efficient operation of the USGA office.

Section 2  Student Senate

A. The Student Senate shall be comprised of two (2) students elected by the students from each School and each elected class President.

B. The functions of a Student Senator are:

1. To serve as the liaison between the undergraduate students he or she represents and the Student Senate.

2. To maintain liaison with the college deans and department chairs for the purposes of promoting student interests and welfare.

3. To conduct monthly meetings with constituents.

C. The Student Senate shall pass legislation that will enable the Executive Council to conduct the business of the USGA, and has the authority to override, by a two-thirds (2/3) majority vote of the full Senate, legislation vetoed by the USGA President.

D. The Student Senate may, by a two-thirds (2/3) majority vote of the full Senate remove any member of the Executive Council or the Student Senate.

E. The first meeting of the Student Senate shall be conducted by the Vice President, at which time the Chairperson and Vice-Chairperson of the Student Senate will be elected.

F. The Student Senate shall create the following standing committees to discharge its functions: (1) the Elections Committee, (2) the Confirmation Committee, and (3) the Charter Review Committee. Additional committees, not in conflict with standing committees, may be
created by vote of the Senate if deemed necessary.

G. Adopt election procedures for use in conducting USGA elections.

H. The Student Senate shall receive the comprehensive USGA budget from the Executive Council, take action on approval of the budget, and resubmit the USGA Budget to the Executive Council for transmittal to the Dean of Students and to the Student Activity Fee Allocation and Utilization Committee.

I. Student Senate Officers and Duties

The Student Senate shall be comprised of the following officers with the indicated duties:

1. The chairperson of the Student Senate shall:
   a. Conduct meetings of the Student Senate and serve as its official spokesperson.
   b. Appoint and dismiss Student Senate committee chairpersons with the approval of the Student Senate.
   c. Transmit legislation to the Executive Council and monitor the progress of all Standing Committees of the Senate.
   d. Appoint a Secretary to perform clerical duties for the Senate. The appointed person shall not have voting privileges unless said person is appointed from among the elected membership of the Student Senate.

2. The Vice Chairperson of the Student Senate shall:
   a. Conduct meetings during the absence of the Chairperson.
   b. In the event the Student Senate Chairperson resigns, becomes incapacitated, or for any other reason is unable to complete the term of office, assume the position of Chairperson and complete the unexpired term.
c. Prepare fiscal reports to indicate accurately the decisions of the Student Senate.

d. Assume other duties as assigned by the Chairperson.

3. The Secretary of the Student Senate shall:

   a. Record, maintain and disseminate copies of the minutes of each session to the Senate membership.

   b. Maintain minutes for public review.

   c. Notify members of the time and place of legislative proceedings.

   d. Be responsible for the secure maintenance of all records relating to legislative proceedings.

Section 3 Judiciary Council

A. The Judiciary Council shall be composed of one student representative elected by each school, each class (excluding class presidents), and one ex-officio non-voting representative from both the Executive Council and the Student Senate.

B. The Judiciary Council shall elect from among its voting members a Chief Justice, Associate Chief Justice, and Recorder in its first meeting which shall be convened by the USGA Election Board Chairperson.

C. The Arbitrator and Assistant Arbitrator will be appointed by the Student Senate and confirmed by the Judiciary Council.

D. The Judiciary Council may issue rulings and decisions on the interpretation of the Charter and By-Laws as they relate to the implementation of the student government processes by the Executive Council and Student Senate.

E. The Judiciary Council has authority to settle conflicts between the Executive Council and the Student Senate as it relates to the USGA Charter and the By-Laws.
F. The Judiciary Council can intercede only upon written request from one of the conflicting branches to settle disputes. Such requests must specify the nature of the problem needing resolution.

G. The Judiciary Council, in resolution of a conflict, may declare an emergency, suspend the Charter provisions for that branch and any other student procedures of that branch, and take whatever corrective actions it deems appropriate to resolve the problem or conflict.

H. The Judiciary Council may dismiss the Student Arbitrator and Assistant Arbitrator for cause.

I. The Judiciary Council shall establish guidelines for hearings, and the role of the Student Arbitrator and the Assistant Student Arbitrator.

J. The Judiciary Council receives proposed Charter amendments, conducts hearings and reviews, and makes recommendations and comments to the Dean of Students.

K. Office and Duties - The Chief Justice of the Judiciary Council

1. Shall be the official spokesperson for the Judiciary Council and preside over all judiciary hearings.

2. Shall convey all decisions in writing to the Dean of Students.

3. Shall preside over meetings, hearings, and Charter interpretations.

L. Office and Duties - The Associate Chief Justice


2. Assume other duties as assigned by the Chief Justice.

M. Office and Duties - The Recorder

1. Shall record, maintain, and disseminate copies of all proceedings of each session of the council to all Judiciary
members.

2. Shall notify members and disputing parties of the time and place of Judiciary Council sessions.

3. Shall be responsible for the secure maintenance of all records related to judicial proceedings.

N. The Student Arbitrator of the Judiciary Council

1. Shall accept or reject consideration of issues presented in accordance with the established guidelines of the Judiciary Council.

2. Shall share reports of all reviews for the Judiciary Council’s information prior to the determination of a hearing before the Judiciary Council.

3. Shall observe any meeting and/or activities of the USGA branches and committees.

O. The Assistant Student Arbitrator of the Judiciary Council

1. Shall in the event the Student Arbitrator resigns, becomes incapacitated, or for any other reason is unable to complete the term of office, temporarily assume the position of Student Arbitrator until a replacement appointed by the Student Senate is confirmed by the Judiciary Council.

2. Shall provide support services to the Student Arbitrator.

3. Shall assume other duties as assigned by the Student Arbitrator.

Section 4 USGA Standing Committees

The functions of the USGA Standing Committees are as follows:

A. The Chartering and Recruitment committee shall:

1. Assist with the organization of student clubs, organizations
and classes.

2. Develop recruitment strategies to assist with soliciting student volunteers.

3. Make recommendations to the USGA President on student group requests for charter by the USGA.

4. Annually review all student organization charters to ensure compliance with procedures governing the operations of such chartered clubs and organizations.

5. Act as liaison to the Assistant Dean of Students.

B. The Evening Students Committee shall:

1. Organize and recruit students to address the particular needs and interests of evening students.

2. Survey evening student opinions.

3. Identify and develop proposals for evening student services.

C. The Freshman Students Advisory & Orientation Committee shall:

1. Consist of members who have a cumulative GPA of 2.5 or higher.

2. Serve as peer advisory leaders to incoming freshman and assist the Office of Student Life and Development during freshman orientation week.

3. Convene the first meeting no later than the beginning of the first summer session.

4. Develop programs and activities for freshman involvement in campus life.
D. The Homecoming Committee shall:

1. Identify types of homecoming events that maximize the involvement of students in the homecoming festivities.

2. Work with the students, administration, faculty, staff, and alumni in developing homecoming activities.

E. The International Students Committee shall:

1. Ensure that chartered, international undergraduate student clubs or organizations are annually organized and operating.

2. Study and recommend programs and services to encourage international student involvement.

F. The Off-Campus Site Committee shall:

1. Coordinate the sharing of information between the various off-campus sites.

2. Ensure the organization of students at their respective locations.

G. The Student Activities and Special Events Committee (SASE) shall:

1. Organize, plan, promote, conduct and evaluate student extra curricular and co-curricular, political, educational, social, recreational, and cultural programs.

2. Annually devise and implement a plan to recruit and utilize student volunteers.

3. Identify and coordinate community service events.

H. The Student Public Affairs Committee shall:

1. Compose and distribute information concerning University activities and events to the student community through the various media.
2. Prepare a monthly newsletter for distribution to the student community to inform students about the operations or changes in operations of various University services.

I. The Student Services Committee shall:

1. Receive, investigate, and seek to resolve complaints regarding University services.

2. Evaluate, assess, and recommend student service proposals.

J. The UDC Student Beautification Committee shall:

1. Assess the condition of classrooms, common areas, and grounds on a monthly basis to ensure cleanliness. This information shall be disseminated to all branches of the USGA, faculty, staff, and administrators.

2. Submit recommendations of ways to improve campus beautification in writing to the Dean of Students.

3. Sponsor programs involving students, faculty, staff, and administrators that promote the necessity of maintaining an aesthetically pleasing, clean, and safe environment.

K. Subcommittees

Each committee of the USGA shall create such subcommittees as it deems necessary to properly execute its duties and responsibilities.

Section 5 Quasi-Independent Committees

Quasi-Independent committees are intended to provide continuous operation without the day to day oversight of the USGA. Operations shall not be in conflict with this Charter. Creation of a Quasi-Independent Committee must have the approval of the Student Senate and the Executive Council prior to Charter amendment.
A. The Elections Board shall:

1. Be comprised of two (2) representatives from each College who are elected by the Student Senate. The chairperson of the Elections Board shall be appointed by the USGA President in consultation with the Dean of Students and the confirmation of the Student Senate. Members of the board shall be independent of the Executive Council and Student Senate, and can only be removed by a 2/3 majority vote of the full Senate.

2. Oversee the elections of the USGA in accordance with the elections procedures adopted by the Student Senate and provisions of this charter.

3. Participate in the certification of the eligibility of candidates with the assistance of the Office of Student Life and Development and the Office of the Registrar.

4. Oversee the conduct of referenda when approved by the Student Senate.

5. Recommend changes in the elections procedures for consideration of the Student Senate.

6. The Chairperson of the Elections Board shall sign requisitions of the Elections Board. Approved requisitions shall then be forwarded to the Dean of Students.

Section 6 Classes

A. Freshman Class
   Sophomore Class
   Junior Class
   Senior Class

1. Each class shall elect a representative (excluding class presidents) to serve on the Judiciary Council.

2. Each class president shall serve as a member of the Student Senate.
ARTICLE IV - FINANCES

All matters regarding the finances and budget of the USGA shall be governed by the Student Activity Fee, Allocation, Utilization & Requisition Procedures Manual.

ARTICLE V - MEETINGS

Section 1 USGA Meetings

Each component of the USGA may utilize the following types of meetings:

A. Regular Meeting - schedules shall be published and disseminated so that anyone may attend the meeting. Decisions that will be binding on the USGA, or on any of its committees, must be acted upon in a regular meeting.

B. Special Meeting - may be called by the Chairperson with two (2) calendar days (not including weekends or holidays) written notice. The notice shall state the purpose of the special meeting.

Section 2 Meeting Requirements

A. The various branches and committees of the USGA shall conduct regular meetings at least once a month. The Judiciary Council shall also meet whenever deemed necessary.

B. The chairperson of a committee is required to communicate to committee members in writing the agenda, at least twenty four (24) hours in advance of all regular meetings.
C. The quorum for the Judiciary Council, Student Senate, and Executive Council shall be fifty percent (50%) plus one (1) of the branch's current membership.

D. Minutes of meetings must be recorded, duplicated, and disseminated to the members of the USGA branch or committee.

E. Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the USGA and organizations authorized and established except as otherwise provided in this charter.

ARTICLE VI - ELECTIONS

Section 1 General Elections

A. The general election of the USGA shall be conducted annually on the second Monday in April by the Elections Board.

B. The election shall be in accordance with procedures adopted by the Student Senate.

C. The general election shall be utilized to decide matters requiring the undergraduate student body approval via referenda and to elect the USGA Executive Council, Student Senate, and Judiciary Council.

Section 2 Judiciary Council Elections

A. The members of the Judiciary Council shall be elected as follows:

1. One (1) representative from each School via the USGA General Election.

2. One (1) representative from each class elected during Class Elections.
B. Elective office as a Judiciary Council member is limited to two (2) terms. An incumbent Council member may be elected to serve a second term.

C. If a member of the Judiciary Council (1) fails to attend two consecutive meetings without prior notification to the Chief Justice, (2) becomes incapacitated or is unable to complete the term of office, or (3) fails to discharge the duties of Judiciary Council member, by two-thirds (2/3) majority vote of the entire membership, the Council can declare the member inept and a replacement shall be elected within ten (10) calendar days.

Section 3 Special Elections

Special elections shall be conducted by the Elections Board when directed by the Student Senate in accordance with the elections procedures and this charter.

Section 4 Election Irregularities

A. The election procedures shall include process for making challenges to the Election Board.

B. Decisions of the Election Board may be appealed in writing within three (3) calendar days to the Judiciary Council, if in the opinion of the Chief Justice of the Judiciary Council, any or all of the following occurs:

1. New evidence is developed that could alter the decision of the Elections Board.

2. A documentable error was made in the Elections Board actions.
ARTICLE VII - AMENDMENTS

A. This Charter may be amended through the following process:

1. Any Student Senator may propose an amendment. An amendment must be adopted by a two-thirds (2/3) majority vote of the full Student Senate.

2. The proposed amendment is then reviewed by the Judiciary Council.

3. The Judiciary Council makes recommendations and comments to the Dean of Students on the appropriateness and efficiency of the Amendment.

4. Through a referendum vote, a 2/3 majority of voting undergraduate students is required to ratify an amendment to the Charter.

5. The Dean of Students will transmit the proposed amendment to the University President for approval of the Board of Trustees.

ARTICLE VIII - REFERENDUM

A proposed referendum must originate in the Student Senate. Upon a two-thirds (2/3) majority vote of the full Senate, a referendum will be conducted during the next general election or special election. The proposal will then be sent to the Dean of Students to be forwarded to the University President for approval by the Board of Trustees.
ARTICLE IX - BY-LAWS

Section 1 The USGA shall establish the By-Laws of the USGA as directed in this charter and as otherwise necessary to fulfill the responsibilities and functions of the USGA.

Section 2 The By-Laws of the USGA may be amended from time to time in accordance with the procedures for amendment of the Bylaws set forth in the Bylaws of the USGA.

Section 3 The initial By-Laws of the USGA and each amendment to the Bylaws shall be forwarded to the President of the University by the Dean of Students upon adoption by the USGA. Unless the President of the University determines that a provision of the Bylaws or an amendment to the Bylaws would exceed the authority of the USGA under this charter, or violate the University Rules or the laws of the District of Columbia, the action of the USGA shall be approved. The President of the University shall inform the USGA of the disposition of amendments to the Bylaws of the USGA. Approved amendments shall be effective upon receipt of notice of approval by the USGA.