

CONSTITUTION OF THE COLLEGE OF LIBERAL ARTS  
AND SCIENCES STUDENT COUNCIL

OF THE  
UNIVERSITY OF FLORIDA

(January 2004)

ARTICLE I - NAME

The name of this organization shall be the “College of Liberal Arts and Sciences Student Council” and shall hereafter be referred to in this constitution by the letters CLASSC.

The CLASSC is a not-for-profit, non-commercial political subdivision of the Student Government of the University of Florida, and is run by students, funded by students, and operates under the laws of the United States, the State of Florida, and the Student Body.

ARTICLE II - OBJECTIVES

The objectives of the CLASSC shall be:

1. To initiate and promote effective communication between the students and the administration of the College of Liberal Arts and Sciences, its faculty, and the students and administration of the University of Florida.
2. To represent the interest of Liberal Arts and Sciences students in both the university administrative and the student decision-making process.
3. To act as a liaison between the student body of the College and the College Dean and administration.
4. To promote the highest quality of education for all Liberal Arts and Sciences students.
5. To sponsor and coordinate projects that will recognize, improve, and inspire the quality of education of all Liberal Arts and Sciences students.
6. To allocate approved monies to member societies.

ARTICLE III - MEMBERSHIP IN THE CLASSC

Section 1:

The CLASSC shall consist of 1) one representative with voting privileges per society, 2) ex-officio members such as College of Liberal Arts and Sciences senators without voting privileges,

3) CLASSC Officers, 5) non-voting members who wish to participate (any student). All members must be University of Florida students.

Section 2:

All voting representatives shall be selected according to the rules specified in Article IX of the Bylaws. In addition, there shall be at least one alternate selected according to the rules specified in Article IX, Section 2 of the Bylaws.

Section 3:

All members are free to leave or dissociate without fear of retribution or harassment.

## ARTICLE IV - EXECUTIVE OFFICERS

Section 1:

The executive officers of the CLASSC shall include the President, the Vice President, the Treasurer, the Secretary, and three Executive-at-Large Members. In addition, the President-Elect, and the Treasurer-Elect shall serve as non-voting members of the Executive Board. The President-Elect and Treasurer-Elect may concurrently hold another CLASSC office. Election and duties of officers shall be as provided for in Article VI of the Constitution and in the Bylaws.

Section 2:

A faculty advisor will be appointed by the Dean of the College of Liberal Arts and Sciences and approved by a 2/3 majority of the CLASSC General Body.

Section 3:

A Senior Advisor, a former member of the CLASSC Executive Board, may be appointed by the Executive Board.

Section 4:

Terms of office shall last one year. Terms will begin on the last day of the spring semester in which elected and shall continue through to the end of the following spring semester.

## ARTICLE V - QUALIFICATIONS OF OFFICERS

Section 1:

All members of CLASSC shall be eligible to serve as officers of the organization provided that:

1. They shall have a minimum 2.0 average for all college work completed as of the date of their election.
2. They will be registered full-time undergraduate, post-baccalaureate or graduate students at the University of Florida for the Fall and Spring semesters of the term of office.
3. They shall be free of any academic and/or conduct probations.

## ARTICLE VI - DUTIES OF THE OFFICERS

### Section 1: President

The President shall:

1. Have general supervision of the affairs of the CLASSC and preside at all meetings.
2. See that the other CLASSC officers perform their duties in accordance with the CLASSC Constitution and Bylaws.
3. See that standing committees are performing their duties as described in the CLASSC Bylaws; act as an ex-officio member of these committees.
4. Appoint ad-hoc committees necessary to perform special functions; act as an ex-officio member of these committees and standing committees.
5. Prepare a written end-of-term report of all CLASSC activities, which occurred during term of office; submit a copy of this report to the faculty advisor and President-Elect.
6. Be authorized to submit to Student Government and BOCC proper forms for the allocation of CLASSC funds for projects, which have been approved by CLASSC.
7. To act in accordance with the Treasurer of CLASSC and the BOCC Finance Manual on all financial matters.
8. Arrange the time and location of all CLASSC meetings.
9. Appoint students to College of Liberal Arts and Sciences Committees.
10. Approve line item transfers for CLASSC member organizations.
11. Serve two office hours per week during semesters in which CLASSC holds meetings.
12. Work with the Senior Advisor to facilitate the training and transition of new officers.

### Section 2: Vice President

The Vice President shall:

1. Perform all duties of the President in the event of the President's absence.
2. Oversee and assign duties to the Executives-at-Large.
3. Perform duties assigned by the President.
4. Act as the Board of College Councils (BOCC) representative for CLASSC or find a replacement from the CLASSC Executive Board.
  - a. Attend all meetings of the BOCC.
  - b. Serve as a liaison between the BOCC and the CLASSC through reports to the CLASSC Executive Board after each BOCC meeting.
5. Serve one office hour per week during semesters in which CLASSC holds meetings.

### Section 3: Secretary

The Secretary shall:

1. Accurately record the minutes of the CLASSC meetings and place on the CLASSC webpage.
2. Take a verbal roll call of society members at each meeting of the CLASSC and advise the President on the status of the quorum.
3. Keep a roll of all CLASSC members.
4. Assist the presiding officer in counting votes during elections.
5. Count votes in non-electoral processes.
6. Keep and announce accurate records of membership, attendance, and to report any violations of the attendance policy to the Executive Board.
7. Execute all CLASSC correspondence as directed by the President.
8. Make and photocopy the Meeting Agenda for each meeting.
9. Coordinate the CLASSC Organization Events Calendar.
10. Serve one office hour per week during semesters in which CLASSC holds meetings.

#### Section 4: Treasurer

The Treasurer shall:

1. Advise the President and general assembly of the current financial status of CLASSC.
2. Chair the Finance Committee as provided in the CLASSC Bylaws.
3. Fully acquaint the President-Elect and Treasurer-Elect with financial activities.
4. Be authorized to submit to Student Government and BOCC proper forms for the allocation of approved CLASSC funds.
5. Compile a written end-of-term report covering all phases of the Treasurer's activities; include all pertinent recommendations or suggestions that would improve CLASSC operations; submit this report to the President and President-Elect.
6. Serve two office hours per week during semesters in which CLASSC holds meetings.

#### Section 5: Executive-at-Large Members

The Executive-at-Large Members shall:

1. Accomplish any assignments delegated to them by the President or Vice-President.
2. Serve as a liaison between CLASSC and the member societies assigned to them by the Vice-President.
3. Serve one office hour per week during semesters in which CLASSC holds meetings.

#### Section 6: President-Elect

The President-Elect shall:

1. Be a non-voting member of the Executive Board.
2. Attend all general meetings and meetings of the executive board.
3. Assist the President in the preparation of the end-of-term report.
4. Be present at other events or meetings as the President sees fit.

#### Section 7: Treasurer-Elect

1. Be a non-voting member of the Executive Board.

2. Attend all general meetings and meetings of the executive board.
3. Assist the Treasurer in the preparation of the end-of-term report.
4. Be present at other events or meetings as the Treasurer sees fit.

#### Section 8: CLASSC Faculty/Administrative Advisor

The CLASSC Faculty/Administrative Advisor shall:

1. Be a non-voting member of the Executive Board.
2. Act as a source of reference and objectivity.
3. Be responsible for hiring and firing any person for a salaried or wage position for CLASSC programming based upon the recommendation of the Executive Board.
4. Represent CLASSC interests to the College Faculty and Administration.
5. Attend at least one General and one Executive meeting per semester.

#### Section 9: CLASSC Senior Advisor

The CLASSC Senior Advisor shall:

1. Assist the President in facilitating the training and transition of new officers.
2. Contribute general advice and recommendations to the Executive Committee.
3. Attend at least one General and one Executive meeting per semester.

### ARTICLE VII - ELECTION OF OFFICERS

#### Section 1: Nominations

1. Nominations for all offices shall open at least one General Meeting prior to elections and shall close one minute prior to elections beginning.
2. All nominations must occur during General Meetings or the day of elections.
3. Candidates must meet all University requirements for officers of student organizations, and must be classified by the University as a Liberal Arts and Sciences student (LS).

## Section 2: Election

1. The election of all officers shall occur during the first General Meeting in February.
2. The order of elections for each office shall be in sliding order.
3. Opposing candidates for the same position shall not be present during a candidate's speech.
4. Voting shall be open to all full-time students registered in the College of Liberal Arts and Sciences.
5. The President of the CLASSC shall be present when the ballots are counted and shall announce the results immediately following completion of the ballot counting.
6. The person receiving the majority of votes for each office shall be elected. In the event a clear majority is not received, the two candidates receiving the most votes shall have an immediate run off election. The run off election shall be held by secret ballot. The presiding officer shall only vote in the event of a tie between the two run off candidates.
7. The President and members of the current executive board shall not endorse or oppose any candidate.

## Section 3: Format

The format (length of speeches, discussion, speakers) for a CLASSC Executive election shall be mentioned and approved in a CLASSC General meeting at least two weeks prior to the election.

## Section 4: Vacancies

Any executive office that has been vacated due to removal, impeachment, or resignation shall be subject to a vacancy election. If the office of President becomes vacant, the Vice President shall assume the office of President and a new Vice President will be elected.

1. All vacancies shall be announced by the President at the next General Board meeting.
2. Nominations shall be accepted according to the provisions herein.
3. Vacancy elections shall proceed under the election rules provided herein.

## Section 5: Special Elections

If the office of the President should become vacant during the term of office, the Vice President shall assume the office. All other vacated offices shall be filled by a majority vote at the next regularly scheduled meeting following the opening of nominations. If any elected officer should

resign before taking office, then the office will be reopened for nominations and filled by a majority vote as stipulated by Article VII Section 1 and Section 2 of the CLASSC constitution.

## ARTICLE VIII - MEETINGS

### Section 1:

Meetings of the CLASSC shall be held to conduct the necessary business of the student organizations and students of the College of Liberal Arts and Sciences.

### Section 2:

General Meetings shall occur every two weeks during the Fall and Spring Semesters. Executive Meetings shall occur every two weeks, alternating with the General Meetings. Special meetings shall be arranged by the Executive Board of the CLASSC.

### Section 3:

The current edition of *Robert's Rules of Order Newly Revised* shall govern matters of parliamentary procedure at all meetings of the CLASSC.

### Section 4:

All meetings of the CLASSC shall be open to the public.

## ARTICLE IX – SUMMER PROCEDURE

### Section 1:

The CLASSC Executive Board may operate on behalf of the General Council during the summer if there is a quorum of the Executive Committee. A representative to the BOCC will need to be appointed.

## ARTICLE X - AMENDMENTS

### Section 1:

Amendments to the CLASSC Constitution and Bylaws may be proposed by any voting member of the CLASSC. Proposals shall be referred to the Constitution Committee, which will verify adherence to University and Student Government rules and guidelines.

### Section 2:

After proposed amendments are reviewed and accepted by the Constitution Committee, the proposal shall be read in two regular general meetings. Immediately following the second reading, a vote by a quorum of CLASSC voting representatives shall be held. The amendment shall be adopted upon approval by a two-third vote of the present and voting quorum.

Section 3:

A record of the Constitution shall be maintained on the CLASSC website.

#### ARTICLE XI - RATIFICATION

Section 1:

This Constitution shall be in effect immediately upon ratification by the CLASSC, subject to the regulation of the University of Florida.

#### ARTICLE XII - HAZING

Section 1:

Hazing shall not be conducted as a criterion for membership into the CLASSC.

Section 2:

Hazing is not condoned by the CLASSC.

#### ARTICLE XIII – DISCRIMINATION

Section 1:

The CLASSC does not discriminate on any basis, including race, creed, color, sex, age, national origin, disability, or sexual orientation.

#### ARTICLE XIV - DUES

Section 1:

No dues shall be collected as a criterion for membership in the CLASSC.

#### ARTICLE XV - UNIVERSITY RULES AND REGULATIONS

Section 1:

All phases of the CLASSC are subject to and shall abide by the University of Florida rules and regulations.