Adult Undergraduate Student Advisory Council

All Article references refer to the Augsburg Student Body Constitution.

ARTICLE I. THE AUGSBURG STUDENT BODY

Section I. The Augsburg Adult Undergraduate (AU) Student Body:
1. Consists of all AU Students that are registered and pay the AU Student Activity Fee at Augsburg College.
2. Includes Weekend and Evening College (WEC) students still in that program, provided they are registered and pay the AU Student Activity Fee. Article I, Section I, Part 2 shall be automatically taken out of these Bylaws after May 31, 2017.

Section II. Rights and Responsibilities of the AU Student Body:
1. Each member of the AU Student Body shall be entitled to one (1) vote during campus-wide elections and referenda.
2. The AU Student Body shall have the power to:
   a. Rescind any action of the AU Student Advisory Council (henceforth “AU Council”) through a referendum.
      i. A referendum may be called by submitting a petition signed by ten percent (10%) of the AU Student Body to the AU Council Chair.
      ii. In order to rescind the action, the referendum must pass by a two-thirds (2/3) majority of the AU Student Body.
   b. Elect AU Student Advisory Councilmembers, including the AU Council Chair and AU Council Vice Chair.
3. Any member of the AU Student Body shall have the right to attend meetings of the AU Council.

ARTICLE II. STRUCTURE OF AUGSBURG STUDENT REPRESENTATIVE BODIES

Section I. The AU Council:
1. Aims to represent the AU Student Body by supporting and advocating for AU Student ideas, concerns, needs, and activities.
2. Does not discriminate for or against any person for reason of age, ancestry or national origin, class or socio-economic status, color, creed or religion, ethnicity or race, gender expression or gender identity, marital status, mental or physical disability, parental status, sex, or sexual orientation.
3. Is comprised of up to ten (10) voting members, or Councilmembers, appointed by the AU Council Advisor.
   a. The AU Council Chair and AU Council Vice Chair are considered Councilmembers.
4. Holds meetings in accordance with these Bylaws.
5. Has the following rights and responsibilities:
   a. To grant and rescind official recognition of all AU Student Organizations.
   b. To allocate the AU Student Activity Fee in conjunction with the AU Council Advisor.
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c. To organize committees as deemed necessary.
d. To provide input, feedback, and concerns to the staff, faculty, and administration of Augsburg College on behalf of the AU Student Body.

Section II. AU Council Officers.
a. Two of the AU Council members will be elected by the AU Student Body to hold Executive Positions. These include:

   i. The AU Council Chair (henceforth “Chair”):
      1. Acts as the official liaison between students, faculty, staff, and the administration of Augsburg College.
      2. Reports to the AU Council on all business as the head representative of the AU Student Body.
      3. Meets regularly with the President of Augsburg College.
      4. Has all of the voting rights of a Councilperson, without the act of voting.
      5. Determines, in conjunction with the AU Council Advisor, the agenda for each AU Council meeting.
      6. May have one’s Chair position revoked by a three-fourths (3/4) majority vote of the AU Council; this vote does not affect one’s position as a Councilmember.
      7. Receives a stipend each semester, the amount of which is reviewed and approved by the AU Council Advisor.

   ii. The AU Council Vice Chair (henceforth “Vice Chair”):
      1. Takes minutes at every AU Council meeting and other meetings, as needed.
      2. Distributes typed minutes of AU Council meetings to all members of the AU Council.
      3. Has all of the voting rights of a Councilperson.
         a. The Vice Chair cannot vote when facilitating an AU Council meeting in the Chair’s absence.
      4. Works in conjunction with the AU Council Advisor to manage grant requests from Student Organizations and balance the AU Student Activity Fee budget.
      5. May have one’s status as Vice Chair revoked by a three-fourths (3/4) majority vote of the AU Council; this vote does not affect one’s position as a Councilmember.
      6. Receives a stipend each semester, the amount of which is reviewed and approved by the AU Council Advisor.

Section II. Meetings of the AU Council:

1. Are facilitated by the Chair, or by the Vice Chair in the Chair’s absence.
2. Are conducted at least three (3) times per semester, except during break weeks or final weeks.
   a. The day and time of meetings shall be determined by the AU Council Advisor in conjunction with the Chair and Vice Chair.
b. All members must have at least seventy-two (72) hours notice before a meeting is called.
c. All members must have timely notice (twenty-four [24] hours preferred) before a meeting is canceled.

3. May occur in person or may occur virtually through Augsburg Email, Moodle conversations, Skype, Google Hangout, or other means.
   a. Meetings that occur virtually:
      1. Must have approval to do so by the AU Council Advisor and Chair.
      2. Must have a designated end-time for discussion and voting to occur, which will be stated by the Chair at the beginning of any virtual correspondence.

4. Are conducted in accordance with the following rules:
   a. Quorum must be established in order for the AU Council to conduct business.
      This is defined as:
      a. One-third (1/3) of the current AU Council members for in-person meetings.
      b. One-half (1/2) of the current AU Council members for virtual meetings, meaning they have taken part in electronic correspondence during the timeframe the virtual meeting took place.
   b. All business shall be introduced by an AU Council member.
   c. The Chair may vote in the case that it will make or break a tie.
   d. In any instance not outlined in these Bylaws, the most recent Robert’s Rules of Order Newly Revised shall be followed.

**ARTICLE III. REGULATIONS AND RESPONSIBILITIES FOR ALL THE MEMBERS OF AUGSBURG COLLEGE REPRESENTATIVE BODIES**

Section I. Membership Requirements for AU Council.
1. All members of the AU Council shall be enrolled at Augsburg College—Minneapolis campus and maintain the academic standards outlined in the Augsburg Student Body Constitution.
   a. The academic standing of all candidates and every member of the AU Council shall be verified at the beginning of each academic term by the AU Council Advisor.
   b. Any violation shall be reported to the AU Council Advisor.

2. All members of the AU Council shall adhere to all Augsburg College policies, the Augsburg Student Body Constitution, the AU Student Advisory Council Bylaws, and all applicable state and federal laws.

3. Members found in violation of these policies may be dismissed by the discretion by the majority vote of the following: the AU Council Advisor, the Director of Campus Activities and Orientation, the Assistant Director of Campus Activities and Orientation, and the Vice President of Student Affairs.
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a. AU Council members dismissed as a result of violating policies may appeal to the AU Council for re-instatement. Two-thirds (2/3) of all current members must approve the re-instatement.

Section II. Attendance Policy.
1. All members of the AU Council must adhere to the following Attendance Policy.
   a. Any member of the AU Council who has two unexcused absences from either an in-person or virtual meeting shall be automatically dismissed from the AU Council.
   b. All members must notify the AU Council Advisor at least twenty-four (24) hours in advance of any absence and receive approval in order to obtain an excused absence.
      i. Grounds for an excused absence include illness, family emergencies, and conflicts with school activities approved by the AU Council Advisor.

Section III. Resignation of AU Councilmembers:
1. Any member of the AU Council may resign at any time by notifying the AU Council Advisor with a written resignation.
2. Positions shall be declared vacant immediately after receiving a written resignation.

ARTICLE IV. ELECTION AND RECALL OF MEMBERS

Section I. Election to AU Council.
1. A general election for the academic year shall be held before or during the second week of September.
   a. All Councilmember positions, including the Chair and the Vice Chair, will be up for election.
   b. Those elected in the general election begin their term at the first meeting following fall elections and end their term on the last day of spring semester.
   c. Members of the AU Student Body currently enrolled at Augsburg for fall semester will be eligible for participation in the general election.
2. All elections shall be online in coordination with Information Technology. The voting poll hours shall be determined by the AU Council Advisor.
   a. All members of the AU Student Body shall have access to online ballots.
   b. Candidates shall be listed in complete order on the ballot.
   c. A space on each election ballot shall be provided for write-in candidates. This shall consist of a blank line with the words “write-in” included.
3. Vacancies for Councilmembers shall be filled, upon their acceptance, by runners-up from the most recent election.
   a. If positions remain vacant they shall be appointed by the Chair and approved by a majority vote of the AU Student Council.
b. The AU Council Advisor shall oversee all elections and shall have full responsibility for interpretation of all election and campaign guidelines and regulations.

Section II. Candidate Requirements.
1. All candidates must be currently enrolled at Augsburg College—Minneapolis campus and shall adhere to the regulations in the Augsburg Student Body Constitution and the AU Council Bylaws.
2. All candidates, in order to appear on the ballot, shall inform the AU Council Advisor of their intent to run at least three (3) business days before elections are set to occur.
3. Chair and Vice Chair.
   a. Elections for the Chair and the Vice Chair positions shall occur on separate ballots, not as a ticket.
   b. The individuals who receive the highest number of votes for each position shall be elected Chair and Vice Chair, respectively.
   a. The individuals who receive the eight (8) highest vote counts shall be elected to the remaining Councilmember positions.

Section III. Procedure for Counting Ballots.
1. In the event of a two-way tie, the winner shall be determined through the flip of a coin.
2. In the event of a multiple-way tie, a special election shall be held.

Section IV. Campaign Practices and Regulations.
1. The official dates of campaigning shall be established by the AU Council Advisor.
2. It is the responsibility of all candidates to obtain and abide by the most recent Augsburg posting policies found at the Information Desk in Christensen Center.
3. Fundraisers for candidates are not allowed.
4. All write-in candidates shall follow all regulations and election guidelines.
5. Any violation(s) of these election guidelines shall result in disciplinary action as deemed necessary by the AU Council Advisor not to exceed prohibition from office.
   a. Any decision made by the AU Council Advisor may be appealed to the Director of Campus Activities and Orientation and Assistant Director of Campus Activities and Orientation in the same manner as a contested election.

Section V. Contested Election.
1. The party contesting an election shall submit a request for a hearing to the Director of Campus Activities and Orientation and Assistant Director of Campus Activities and Orientation within five (5) business days following being notified of the election results.
a. The ballots shall be recounted to reassure what candidates had the majority of votes.
2. If Director of Campus Activities and Orientation and Assistant Director of Campus Activities and Orientation agree to hear the case, they shall have a hearing within five (5) business days following the receipt of the request.
3. The Director of Campus Activities and Orientation and Assistant Director of Campus Activities and Orientation shall announce their final decision within twenty-four (24) hours of the hearing.
4. In the event of a contested election, the seat in question shall remain open.
5. Should the Director of Campus Activities and Orientation and Assistant Director of Campus Activities and Orientation call for a new election, the new election shall be held within one (1) calendar week from the day it was determined a new election was necessary.

ARTICLE V. STUDENT ORGANIZATIONS

Section I. AU Student Organizations:
1. May be recognized by the AU Council through one of the following processes:
   a. The Chartering Process: For new AU Student Organizations who wish to receive funding from the AU Council.
   b. The Annual Chartering Review Process: For current AU Student Organizations who wish to receive funding from the AU Council.
2. Shall be open to all Augsburg students, faculty, and staff.
3. Shall abide by the Augsburg Student Body Constitution and the AU Student Advisory Council Bylaws.

Section II. The Chartering Process.
1. A new student organization that wishes to be recognized by the AU Council shall submit a New Student Organization Registration Packet and a copy of its constitution to Campus Activities and Orientation.
2. The AU Council:
   a. Receives the New Student Organization Registration Packet after Campus Activities and Orientation has reviewed and approved the packet.
   b. Shall invite the student organization to an AU Council meeting to review the application and recommend any changes.
   c. Shall approve the student organization as chartered by a majority vote.

Section III. The Annual Chartering Review Process.
1. Chartered AU Student Organizations shall re-register with Campus Activities and Orientation by the last day of Spring Semester.
   a. Those that do not re-register by this deadline shall be come unrecognized as AU Student Organizations.

Section IV. Recognized AU Student Organizations.
1. All AU Student Organizations shall be kept on record with Campus Activities and Orientation.

**ARTICLE VI. AUGSBURG STUDENT BODY FINANCE POLICY**

Section I. The AU Student Activity Fee:
1. Shall be allocated by the AU Council Advisor, with the advice and consent of the AU Council.
2. Shall be used in accordance with the Augsburg Student Body Constitution and AU Student Advisory Council Bylaws.

Section II. Grant Requests:
1. May be submitted by recognized Student Organizations, departments, or programs on campus for programs or activities that are open to or involve the AU Student Body
2. Shall be submitted to the AU Council Advisor.

**ARTICLE VII. AMENDMENT AND RATIFICATION OF AUGSBURG STUDENT BODY CONSTITUTION**

Section I. Amendment and Ratification of the AU Student Advisory Council Bylaws.
1. Proposed amendments to the AU Student Advisory Council Bylaws shall be:
   a. Presented in writing to the AU Council one (1) week in advance of voting.
   b. Ratified by a two-thirds (2/3) majority vote of AU Council.