

SAMPLE

Constitution

Student Association of Williams (SAW)

The University of Louisiana Monroe

Edited and Clarified, January 30th, 2017

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PREAMBLE

We, the Williams of The University of Louisiana Monroe, in order to promote the general welfare of all those who are given the name William at birth or by legal changing of name, to craft a most meaningful exchange of ideas and goals between Williams of all regions, to create a foundation of governing ourselves through the Path of William and to assume the maximum powers while also preserving the dignity and ideals of the University of Louisiana Monroe and the United States of America, do hereby establish this constitution.

Article I – Names, Purposes, and Membership

Section 1. Name

The name of this organization shall be the Student Association of Williams of the University of Louisiana Monroe.

Section 2. Purposes

The purposes of the Student Association of Williams are as follows:

- A. To represent all Williams who follow the Path of William, especially in expressing and conveying their ideas, opinions, wishes, and needs to one another.
- B. To serve as a support network for all who follow the Path of William, and to govern one another in accordance with the University policies, parish, state, and federal laws.
- C. To promote the well-being of all those with the name William, especially those who follow the Path.
- D. To provide service to the community and foster peace and prosperity between Williams, students, and all people.
- E. To share and educate others about the Path of William

Section 3. Membership

The membership of the Student Association of Williams is limited to those with the name William, Will, Willy, Willard, or any variation of the aforementioned names. If one does not have one of these names, one will be bestowed with a name that is a variant of William upon entry, as the Path of William recognizes and welcomes all peoples with open arms.

- A. Any full time student may apply to join the organization. As a member of the Student Association of Williams, a student obtains the right to vote in all organizational matters, including elections, policies, and changes to the constitution (See Article X). It is the responsibility of all members of the Student Association of Williams to attend every regularly scheduled meeting, and all mandatory events.
- B. Students who are enrolled at the university and who are in at least 12 credit hours are eligible for membership. To be eligible, one must also have a cumulative GPA of at least 2.5 on a 4.0 scale. Shall not be on scholastic or disciplinary probation. Shall pass a written exam on the Constitution.
- C. Applications for membership will be available in the office of Student Life and Leadership at the beginning of each semester. Filling out the application does not guarantee membership.
- D. **Membership shall not be denied on the basis of race, color, religion, sexual orientation, national origin, age, gender, or disability.**
- E. Activities that result in undue physical stress or any subtle or covert technique that will impair, make captive, or destroy an individual's freedom of thought will not be tolerated. This organization will adhere to all policies and regulations of the University of Louisiana at Monroe, specifically noted in the current **Student Policy Manual and Organizational Handbook**.

Article II – Executive Branch

Section 1. Powers

The executive powers herein granted shall be vested in the Executive Branch of the Student Association of Williams.

Section 2. Officers

1. Willord (President)
2. Herald of William (Vice President)
3. Scribes of the Bills (Secretary)
4. Handlers of the Bills (Treasurer)
5. Willite Prefect (Chairman, Grand Vizier)
6. Willite Ambassador (PR Chair)
7. Willites (Senate/Congregation/Electoral College)

Section 3: Duties of the Willord (President)

- A. Serve as the President of the Student Association of Williams, and serve as the official spokesperson for SAW.
- B. Represent the congregation of SAW at all times and serve as a dignified example that all members of the organization should strive to be. Present at interest meetings and Willite meetings, but does not vote.
- C. Supervises the Herald (Vice President) and is the top of the chain of command within the organization.
- D. Creates any additional committees deemed necessary to fulfill related tasks.
- E. Vetoes any measure or item within a measure which is deemed inconsistent or detrimental to the purposes of the Student Association of Williams. This power must be exercised within nine (9) days, or a Bill Week, of the original passage of the bill.
- F. Attends all meetings and recommends measures deemed beneficial to the organization.
- G. Calls special meetings within the executive branch when deemed necessary (2/3 of the executive body must be present to establish quorum for special meetings).
- H. Represents the schoolwide branch when attending regional, state, and national Student Association of Williams conclaves.
- I. Works at least 12 hours per week in the office. In the event of an out of town meeting, the Willord shall receive 4.5 office hours per day while in attendance, excepting that said meeting surpasses that time. In this case, the Willord shall receive due compensation for the hours worked.
- J. Accepts all resignations from any SAW Executive Member.
- K. Formulates a budget with the collaboration of the Handler of the Bills (Treasurer), Herald (VP), and the Willite Prefect. Budget is to be approved by the congregation by majority vote.
- L. Assumes Heraldic duties in the absence of the Herald.
- M. Notifies in writing any Executive Member or Willite who has been relieved of his/her duties.

Section 4. Duties of the Herald of William (Vice President)

- A. Presides over all Willite meetings, voting only in case of tie.
- B. Assumes Willord duties during the absence of the Willord or at the request of the Willord.
- C. Collaborates with the Willord, Handler of the Bills, and the Willite Prefect on the annual budget.
- D. Works at least (9) hours per week in the office.
- E. Coordinates the activities of all Willite departments and committees.
- F. Shall hold weekly meetings with the Willites and included departments and committees.
- G. Report any Willord vetoes to the Willites at the next regular meeting following such action.

Section 5. Duties of the Scribe of the Bills (Secretary)

- A. Keeps the minutes of Willite meetings and Executive meetings and files copies with all members of the Willite congregation and Executive Members.

- B. Keeps a record of all absences strictly for membership purposes. Executive Members and Willites are required to provide excuses for absences. In the case of five (5) unexcused absences, an Executive Member or Willite must be dropped from the roster.
- C. Keeps records of all legislation, agendas, and minutes on file. Access to aforementioned files are to be made accessible to all members of the organization.
- D. Does not vote in Willite meetings.
- E. Works at least seven (7) hours per week in the office.
- F. Keeps a permanent, typed register of all legislative action of the Executive Branch.
- G. Prepares an Agenda for each regularly scheduled Willite meeting and Executive meeting.
- H. Reviews minutes with the Willites and Willite Prefect before making them accessible to the general members.
- I. All group events are to be registered with Student Life and Leadership.

Section 6. Duties of the Handler of the Bills (Treasurer)

- A. Formulates a budget with collaboration by the Willord, Herald, and Willite Prefect to be approved by the Willite general membership.
- B. At every scheduled meeting, the Handler shall report to the Willites the exact balance on hand of the SAW general fund.
- C. At every other regularly scheduled meeting, the Herald shall present a written itemized report of the Willite financial condition.
- D. All unspent or uncommitted funds allocated to a department, committee, or project shall be returned to the general fund at the conclusion of the semester.
- E. Does not vote in Willite meetings.

Section 7. Duties of the Willite Prefect (Assistant to the VP)

- A. Formulates a budget with collaboration by the Willord, Herald, and Handler of the Bills to be approved by the Willite members.
- B. Attends every scheduled meeting, serving as the main advisor to the Herald.
- C. Serves as a mediator between the Herald and the Willite members.
- D. Reviews minutes with the Scribe.
- E. Aids the Herald in general business and duty.

Section 8. Duties of the Advisor

- A. There will be an advisor appointed for the organization. The advisor shall be the official representative of the university.
- B. The advisor shall not have a vote.
- C. The advisor shall be the custodian for maintaining yearly records of SAW minutes, election results, referendum proposals, and changes in the Constitution.
- D. The advisor may attend weekly meetings if they desire. The advisor's approval will be needed for any event planned by the executive branch.

Section 9. Executive Discipline

- A. If an Executive Member fails to satisfy the duties required of that position, the Willite congregation may, by a 2/3 vote, withhold all or part of the officer's salary.
- B. For further disciplinary action – i.e., impeachment, see Article V.

Section 10. Qualifications for Executive Officers

To be eligible to hold an Executive Member position in the Student Association of Williams, one must be a member of the Student Association of Williams, and must meet the following qualifications.

- A. Shall have at least a cumulative and previous semester or six (6) hours in summer session earning at least a GPA of 2.5 on a 4.0 scale.
- B. Shall not be on scholastic or disciplinary probation.
- C. To be eligible for the office of Willord (President), one must have completed sixty (60) hours at the time of application. To be eligible for the office of Herald (Vice President) one must have completed forty-five (45) hours at the time of application. To be eligible for the office of Handler of the Bills (Treasurer) or Scribe of the Bills (Secretary), one must have completed fifteen (15) hours at the time of application.
- D. Shall meet all qualifications in the Student Policy Manual and Organizational Handbook.

Section 11. Term of Office for Executives

- A. Term of office for each Executive Member shall run from the date of installation to the date of the successor installation, except in the case of dismissal or resignation. New Executive Members shall be sworn in by the close of the Spring Semester.
- B. Any Executive Member whose previous semester GPA falls below a 2.5 shall be removed from office, unless that person completes six (6) hours of summer credit earning a 2.5 GPA or higher prior to the service in Fall semester. For information concerning the executive branch between semesters, see Article VII.
- C. No student may serve more than two terms in the same Executive position of the Student Association of Williams. In the event of resignation or removal of the Willord or Herald, the person assuming the vacated office shall be allowed to serve two additional elected terms only if less than one full semester remains in the expired term of the office assumed. If more than one semester remains at the time of accession, the person assuming the vacated office shall be limited to one additional elected term of office.
- D. In the case of impeachment or vacancy, see Article VIII.
- E. For election information, see Article IV.

Article III – Legislative Branch

Section 1. Powers

The legislative powers of the SAW shall be vested in the Willites, who are to make up the congregational senate of the SAW.

Section 2. Composition

The Senate of Willites shall consist of: The Herald of William (Vice President), who is the presiding officer. Elected representatives from the general membership will comprise the body of the senate.

Section 3: Duties of the Willites(General Membership/"Senate")

Willites shall perform the following duties:

- A. Enact and/or draft bills, resolutions, and recommendations that are deemed necessary for proper representation of the general members.
- B. Consider and take action on all matters referred to it by the general members or ULM Administration.
- C. Override any Willord veto by a 2/3 vote of the Willites present when such action is deemed beneficial to the general members.

Section 4. Term of Office for Willites

- A. The term of office for Willites shall run from the date of installation until the Willite elections, which are held at the end of the spring semester. Willite elections will be held at least three times per year to fill vacancies.
- B. Any Willite whose previous semester or previous two summer semesters or cumulative GPA falls below a 2.3 shall be dropped from the roster.
- C. The process for applying is simple. A written application must be filled out and turned in. This will place the candidate on the roster for potential Willite membership.

Section 5. Quorum

The presence of a majority of the duly elected or appointed voting members of the Willites shall constitute a quorum.

Section 6. Procedural Control

- A. Any Willite or Executive member may propose House rules or policies. They must be established by a majority vote of the Willites. The rule or policy shall exist for the remainder of the semester in which it is passed. These temporary rules may not contradict or break University policy or parish, state, or Federal laws.

Section 7. Meetings

- A. The time and place for Willite meetings shall be established by that body by the second meeting of each semester.

- B. Meetings may be postponed for a period no longer than one week at the request of the Willord and with a 2/3 vote of the Willites.

Article IV – Elections

Section 1. Number of Offices

No member of SAW shall simultaneously hold more than one office. No member may run for more than one office per election.

Section 2. Oath of Office

An inaugural ceremony shall be held after the elections and before the end of the semester. The retiring Willord or his appointed representative shall administer the oath of office. The oath of office follows: “I, (birth name, followed by William given name), do solemnly promise that I will faithfully execute / the office to which I have been elected / to the best of my ability / and uphold the Constitution / of the Student Association of Williams / of the University of Louisiana at Monroe. / So it is said, so it shall be / in the name of the One True William / and the Way of the Will / Where there is a Will, there is a Way.

Article V – Impeachment

Section 1. Initiation of Proceedings

- A. Any member of the Willites has the right to initiate impeachment proceedings against any other member of the Willites or an Executive member if, in the opinion of the accusing party, the accused party has been derelict in the performance of duties.
- B. Dereliction of duty shall be defined as any act or acts, or failure to act, which will be considered detrimental to the working or prestige of the University of Louisiana at Monroe’s Student Association of Williams. Violating this Constitution, and/or not performing the appropriate duties, as outlined in Articles III, IV, and V, may constitute dereliction of duties.

Section 2. Introducing Impeachment to the Willites

- A. Any member of the Willites or an Executive member has the right to initiate impeachment proceedings against any Executive member in either of two ways:
- By making a written charge(s) and submitting them to the Advisor. 5 out of 6 executive officers must vote for the impeachment to be enacted.

OR

- By presenting a petition containing any specific charges signed by at least ½ of the total membership of the Willites. This petition is to be presented to the SAW Advisor and directly to the Willites at any regularly scheduled meeting. A vote will be held regarding impeachment. 2/3 of the membership must vote for the impeachment to be enacted.
- B. A specific charge shall be an alleged offense; the date the offense occurred, and the portion of the Constitution that was violated must be noted in writing.
- C. The Scribe shall notify the accused by mail within forty-eight (48) hours.
- D. The Advisor shall notify the accused by mail within forty-eight (48) hours after the matter has been brought to the Willites. The opportunity to resign shall be offered to the accused at the time of the notification.

Section 3. Disposal of Impeachment

- A. Upon the meeting of either of the above two criteria for presenting the matter of impeachment to the Willite Senate, the Willites must bring the accused party to a hearing before the Research and Judicial Affairs Committee no later than the second regularly scheduled meeting after the petition for impeachment reaches the Willite Senate.
- B. The hearing shall be presided over by a neutral Willite or Executive Officer who is accepted by both parties involved. If no agreement on a presiding officer is reached, then the Willites shall appoint one (from the Willites or Executive Branch) by a 2/3 vote. The Book of William shall be the parliamentary basis of order at these proceedings.
- C. A 2/3 vote of the Willite membership shall be required to find the accused responsible.

Section 4. Results of the Hearing

Should a party be found responsible, an immediate resignation is to be obtained. In the event of a refusal to resign, the Student Association of Williams Scribe shall drop the student found responsible from the rolls.

Section 5. Appeals

- A. All appeals shall go to the Advisor to be discussed with Student Life and Leadership.

- B. A written letter of intent to appeal shall be filed within three (3) days to Student Life and Leadership office.
- C. Upon receipt of this letter, the results of the hearing shall be held temporarily pending the decision of the office of Student Life and Leadership.
- D. The decision of the Student Life and Leadership office shall be final.

Section 6. Basis for Appeal

- A. The following shall be the only basis for appeal:
 - 1. Procedural violations
 - 2. A vote taken in absence of a quorum
 - 3. Expiration of time limits
 - 4. Failure to properly notify accused of charges
 - 5. New evidence

Article VI – Assessment

Section 1

- A. Funds provided for the operation of the Student Association of Williams shall be appropriated by the general membership.
- B. At the time of entry, there will be a membership fee for all new members. The fee will be \$40. If the new member is unable to pay the full amount at the time of initiation, they may choose a payment plan of \$10 per month (August through November OR January through April). Fees must be paid once a semester. Any member who does not pay their dues will be inactive until they are paid.
- C. Any and all fees **must** be delivered directly to the Handler of the Bills (Treasurer) and to no other.

Section 2. Budget

- A. A budget shall be approved each semester by the Willite Senate showing income and expenditures.
- B. The Handler of the Bills, Herald Willord, and Advisor shall formulate this budget.

Section 3. Expenditures

- A. Expenditures for the Student Association of Williams activities shall be subject to Willite approval.
- B. All expenditures over fifty (50) dollars must be approved by a roll call vote of the Willites.

Article VII – Summer Willites (General Membership for the Summer)

Section 1. Membership

- A. The Summer Willites shall be composed of the Student Association of Williams Willite Prefect (chairman), Scribe, and no less than seven Willites.

- B. All current Willites, who are attending summer school, shall be given the right to serve during the summer.
- C. If there are less than 7 Willites, the the Willord shall appoint enough Willites to fill the required seven seats and no more.
- D. The appointed Willites must meet the qualifications A, B, and C as listed in Article III.

Section 2. Duties

- A. The Summer Willites (General Members) shall carry out the Student Association of Williams responsibilities during the summer session.
- B. The Summer Willites shall not make any proposed changes to the Constitution. Summer Willite expenditures shall not exceed each respective session's summer allocation.

Section 3. Willite Prefect (Chairman) and Scribe of the Bills (Secretary)

- A. The Prefect of the Summer Willites shall be held by the highest ranking Executive officer in attendance during each summer session. The ranking order shall be the following:
 - 1. Willord (President)
 - 2. Herald of William (VP)
 - 3. Scribe of the Bills (Secretary)
 - 4. Handler of the Bills (Treasurer)
- B. If none of the Executive members are attending summer school, then the President shall appoint the Willite Prefect. The appointee must be an elected Willite.

The Scribe shall be appointed by the Willord of the Student Association of Williams and must be an elected Willite member or Executive member.

Article VIII – Succession

Section 1. Presidential Vacancies

If the office of Willord should become vacant because of absence, resignation, removal or any other disability on the part of the Willord, the Herald of William shall become the Willord.

Section 2. Other Executive Vacancies

In the event of a vacancy in the office of Herald of William or Scribe the applicants must meet the qualification as outlined in the Constitution and must be a member of the Student Association of William Willite Senate. The vacancy shall be publicized. The filing and voting dates on the Willite Senate shall be recommended by the Elections Committee and approved by the Senate. An applicant shall be elected by a majority vote of the Willites, and during that meeting each applicant shall have the opportunity to speak once.

Section 3. Willite Vacancies

Willite vacancies will only be filled on the regular voting dates except in the case where a quorum is lost. If a quorum is lost, the Elections Committee shall make recommendations to the Willites concerning the possible election dates to fill the vacancies.

Article IX – Amendments

Section 1. Proposals

An amendment may be proposed by a 2/3 vote of the Willites.

Publicizing of the proposed amendment(s) shall be required for at least two weeks prior to the voting day/days.

Section 2. Ratification

A 2/3 vote of approval from all Student Association of Williams members voting shall enact a Constitutional Amendment.

Article XI – Ratification

Upon ratification of the Constitution by 2/3 of the SAW congregation voting, it shall supersede all prior Student Association of Williams Constitutions and shall become authority beginning with the following fall semester. A new copy of the constitution must be submitted to the office of Student Life and Leadership for approval.