

CALIFORNIA INSTITUTE OF THE ARTS STUDENT COUNCIL CONSTITUTION

This document is officially enacted as of September 22nd, 2008.

Article 1: Jurisdiction and Purpose

This document shall establish and govern the activities of the CalArts Student Council.

Article 2: Basis of Unity

CalArts Student Council represents the CalArts student body by providing an open forum for students to express concerns about the Institute; serving as student advocates to the Board of Trustees, Administration, Faculty, and Staff; and providing for the student body by using and distributing funds collected through the student activity fee. The Student Council unites the student body in order to foster a fully interdisciplinary, progressive and creative environment.

Article 3: Membership

Section 1: Officers

The five Officers of the Student Council are President, Vice President, Secretary, Treasurer, and Trustee. The term of office for each Officer shall be one academic year, starting immediately upon the posting of election results, and ending with Commencement at the end of the Academic Year. Each Officer shall be elected in an all-school student body election. Election guidelines for the Officers of Student Council are outlined in Article 7, Section 3.

Section 2: Senate

The thirteen senators of the Student Council will consist of two (2) peer-elected representatives from each of the five schools (Art, Music, Theatre, Dance, and Critical Studies) and (3) three peer-elected representatives from Film/Video. The term of office for each senator shall be one academic year. Only the constituent student body of that specific school of which he/ she is a member will be eligible to elect the senator for that school. Guidelines for the election of the Senate are outlined in Article 7, Section 3.

Article 4: Duties

Section 1: Duties of Officers

A. Each Officer will:

- i. Attend the weekly joint Senate and Council meeting, the weekly open meeting, and the weekly closed meeting with the Dean of Students.
- ii. Spend an additional 4.5 hours per week working on Council duties or related activities such as sub-committees. These hours are transferable week to week (large functions such as the Halloween party may take up extra hours in the week, so time can be allocated as necessary).
- iii. Vote on all matters before the Student Council on behalf of the student body.

iv. Actively engage in at least one subcommittee or action group per semester.

B. The President will:

i. Sign check requests, purchase orders, and work orders.

ii. Prepare an annual plan for the Council and Senate that establishes objectives and strategies.

iii. Prepare an agenda for and facilitate all meetings of the Student Council.

iv. Represent the student voice on various Institute committees, including but not limited to Diversity Committee, Academic Council, and Security Council.

C. The Vice President will:

i. Assist the President in all business pertaining to the Student Council, and fulfill the duties of the President in the President's absence.

ii. Represent the student voice on various Institute committees, including but not limited to Diversity Committee, Academic Council, and Security Council.

iii. Monitor and facilitate the activities of all committees and action groups. He or she shall submit bimonthly reports of these activities and shall provide recommendations to ensure the overall productivity of all committee functions.

D. The Secretary will:

i. Handle all correspondence of the Student Council.

ii. Inform via email recipients of awarded funding.

iii. Take detailed and accurate minutes of every Student Council meeting, and have the minutes available to all Council and Senate members via email within 72 hours, and available to all students by the next open meeting.

iv. Archive all meeting minutes in a concise manner, make both digital and hard copies, and make them available in the Student Council Office to all students for the following years.

v. Track Council and Senate member attendance at all Council and Senate meetings.

E. The Treasurer will:

i. Sign check requests, purchase orders, and work orders.

ii. Keep an updated account of the Student Council's budget.

iii. Prepare a budget outline at the beginning of the year, and present it to Council and Senate and then at the next open meeting.

iv. Prepare a short weekly report and present it at the closed Council meeting with the Dean of Students.

- v. Prepare a detailed monthly report and present it to the joint Senate and Council.
- vi. Archive all treasury reports in a concise manner, make both digital and hard copies, and make them available in the Student Council Office to all students for the following years.

F. The Trustee will:

- i. Represent the Student Council at the meetings of the Board of Trustees and Academic and Campus Affairs Committee.
- ii. Prepare and present to the Council a detailed report on the Board of Trustees meeting and Academic and Campus Affairs Committee, excluding any confidential information.
- iii. Archive all reports from Trustee meetings and Campus Affairs meetings in a concise manner, make both digital and hard copies, and make them available in the Student Council Office to all students for the following years.
- iv. Represent the student voice on various Institute committees, including but not limited to Diversity Committee, Academic Council, and Security Council.

Section 2: Duties of Senators

Each senator will:

- A. Attend the weekly joint Senate and Council meeting.
- B. Spend an additional 2.5 hours per week working on Senatorial duties or related activities such as sub-committees or action groups. These hours are transferable week to week (large functions such as the Halloween party may take up extra hours in the week, so time can be allocated as necessary).
- C. Bring forth ideas, issues, concerns, and requests on behalf of his/ her constituent student body before the entire Student Council.
- D. Vote on all matters before the Student Council on behalf of the Student Body at joint meeting of the Officers and Senate.
- E. Provide a collaborative support system for major Student Council productions, such as the Halloween party, by utilizing Institute resources exclusively available to members of his/ her specific school.
- F. Actively engage in at least one subcommittee or action group per semester.
- G. Review all decisions made by the Council.

Article 5: Meetings

Section 1: Open Meetings

The Student Council will have a regularly scheduled open meeting once each week during

both semesters. Any member of the student body attending an open meeting must be given a chance to speak about issues concerning the Institute. Open meetings also provide a forum for administrators and other guests to come and discuss issues with students and the Student Council. All members of Council should attend these meetings. Any absence should be communicated to the Secretary or President prior to the start of the meeting. Any decisions suggested at these meetings will be forwarded to the next closed meeting and decided by consensus, see Article 5, Section 3. Chronic absence may result in removal from office, as written in Article 7, Section 5. This meeting shall be advertised. This meeting will be facilitated informally, to allow for free expression of voices.

Section 2: Closed Meetings

A. Council Closed Meeting:

The Student Council Officers will have a regularly scheduled closed meeting with the Dean of Students once each week during both semesters. All members of Council should attend these meetings. Any absence should be communicated to the Secretary or President prior to the start of the meeting. Chronic absence may result in removal from office; see Article 7, Section 5. All matters shall be decided by consensus, see Article 5, Section 3.

B. Joint Council and Senate Closed Meeting:

The entire Student Council, both Officers and Senators, will have a regularly scheduled closed meeting every week during both semesters. All members of Council and Senate shall attend these meetings. Any absence should be communicated to the Secretary or President prior to the start of the meeting. Chronic absence may result in removal from office, as written in Article 7, Section 5. All matters shall be decided by consensus, see Article 5, Section 3.

Section 3: Consensus

A. At all closed meetings of Council and Senate, all decisions will be made using the process of consensus as outlined in this Section.

B. In order to initiate consensus for joint Council and Senate closed meetings, at least 3 Officers and 7 Senators must be present.

C. In order to initiate consensus for Council closed meetings, at least 3 Officers must be present.

D. Council meetings use the consensus process of U-1 (unanimity minus one), meaning that agreement by all but one (1) member is considered consensus.

E. The joint Council and Senate meetings use the consensus process of U-2 (unanimity minus two), meaning that agreement by all but two (2) members is considered consensus.

D. Consensus is used as an alternative to voting, as it is less competitive and values dissenting voices.

E When full consensus cannot be reached, a dissenting member has three (3) options.

i. Declare Reservations: This applies to members who are unsure of their support for a motion. They may need more information, or the motion can be altered in a way that everyone can agree on. Either way, anytime a member declares reservations, the

discussion should continue until consensus can be reached or the member chooses another course of action. This process should be documented clearly in the minutes.

ii. Stand Aside: This applies to members who have a serious personal disagreement with a proposal, but are willing to let the motion pass. This does not halt a motion, but should lead to further discussion as to how to make the proposal work for everybody

iii. Block: Blocking should be used only when a member feels that a proposal endanger(s) the organization or its participants, or violate(s) the Basis of Unity. Decisions can be blocked through the process as defined as follows:

a. The Council meetings use U-1 (Unanimity minus one). This means that the individual dissenter cannot block the decision, although he or she may be able to prolong debate. The decision can be blocked if he or she convinces a second member to join the block.

b. The joint Council and Senate meetings use U-2 (Unanimity minus two). Dissenting pairs can present alternate views of what is wrong with the decision under consideration. The decision can be blocked if the pair can convince a third member to join the block.

Article 6: Budget

Section 1: Budgeting

By the end of the second week of the Fall Semester, the budget for the year should be outlined, as well as the procedure by which students may apply for funding, and the process by which funds are allocated. These will be presented for discussion at an open meeting of the Student Council and publicized.

Section 2: Allocations

The Student Council operating budget is funded by the Student Activity Fee and is typically used to fund supplies, events, projects, receptions and Senators' and Officers' stipends. All allocations are open to discussion in all meetings of the Council. Allocations shall be approved by consensus of the Officers in a closed meeting. In order to be eligible for funding, all allocations are required to benefit the student body and/or the institute as a whole, as judged on an individual basis by the Council. Officers' stipends shall not exceed \$2,200 per Officer, per year. Senators' stipends shall not exceed \$1,100 per Senator, per year.

Article 7: Elections and Removal

Section 1: Eligibility of Candidates

A. Only currently registered students in good academic standing (academic standing is determined by Student Affairs, and its relevance to eligibility is to be determined by the current Student Council on an individual basis) may seek election. This is to be determined by the Cleared Student List published by the Institute Registrar.

B. Eligible candidates may, but are not required to, campaign as a group or party. Each member of the group or party must be elected individually.

C. A Candidate must intend to remain at CalArts for the duration of his/her term in office.

D. Candidates are not allowed to do, and will be disqualified if they do any of the following:

- i. Use the Student Council Office for campaign purposes.
- ii. Campaign within 15 feet of the voting location.
- iii. Send all-student e-mail for the purpose of campaigning.
- iv. Begin campaigning prior to the posting of the approved candidate list by the Student Council.
- v. Remove, vandalize, or tamper with another candidate's campaign materials, as covered by the Institute policy on publicly displayed artwork (see Student Handbook).
- vi. Run for more than one office in an individual election.
- vii. Participate in any part of the election process that may affect the outcome of the election (For example; handing out ballots, counting votes)

Section 2: Election Timeline

A. Elections are to be held each spring for all Student Council offices in accordance with the Election Procedure described in Section 1. By the first week after Spring Break nomination papers should be available and the dates of the nomination deadline and election should be publicized.

B. Voting for Officers should be completed by May 1st. Candidates who were not elected are automatically qualified and given the option to add their name to the ballot of Senators for their school.

C. Senate elections should take place one week following the announcement of the results of the Officer elections. For special elections, see Article 7, Section 4.

D. A transition meeting should be held in May of both the outgoing and incoming Student Councils to review ongoing business and the duties of each office.

E. The entire incoming Student Council should have one meeting prior to the close of the semester to set an agenda and begin planning for the coming year.

F. The outgoing Student Council Officers should vacate the Student Council office and return keys to the Facilities Management Office by June 30.

Section 3: Election Guidelines

A. Senatorial Election Guidelines

- i. Only currently registered students enrolled in a given school may vote during an election for that specific school's corresponding senators (for example, only Dance students can vote for Dance senators, etc.), as determined by the Cleared Student List published by the Institute Registrar.
- ii. A candidate must submit completed nomination papers to Student Affairs by the posted

deadline. In addition to the candidate's name, contact information, and office sought, the nomination papers include at least 2 (two) typed letters of recommendation from currently registered students, and the student's mentor's approval (Mentor's approval and its relevance to eligibility is to be determined by the current Student Council on an individual basis). All letters of recommendation should be no fewer than 50 words long.

iii. To vote for a Senator, a student of the corresponding school must display their CalArts student ID, at which time their name will be crossed off the master student list for that school. They may then be given a ballot that must be cast immediately and placed in the ballot box. Ballots may not be removed from the voting area. Each eligible student may cast only one ballot.

iv. Ballots will be laid out in a clear, legible, and easily understood manner. Candidates will be listed alphabetically.

v. The ballot box must be supervised at all times during voting hours, and kept in a secure location at all other times.

vi. Elections are to be held for three consecutive business days, with ballots available for no less than six hours each day. All Senatorial voting should take place in the Office of that specific school during business hours.

vii. Each Candidate must submit a written statement that will be posted at the balloting location.

viii. The Student Council will help to organize Senatorial elections in conjunction with the deans and administrative assistants in each of the six schools. Senatorial elections will be run at the specific office locations of each of the six schools and overseen by the office's administrative assistant. The Office of Student Affairs will assist with the voting process and supervise the tallying of votes. All dates and times should be cleared with that office before they are posted.

ix. The Student Council shall publicize the deadline for nominations and elections by posters and e-mail. No fewer than 60 clear, legible posters should be hung at least seven business days prior to the deadline for nominations or first day of elections. Posters should be hung throughout the institute and in central locations specific to each school. For special elections, see Article 7, Section 4.

x. For any election, the list of candidates on the ballot must be posted and the election publicized no later than seven business days before the start of voting. The nomination papers must be available and publicized no later than 7 business days before the deadline for nominations. The e-mail message publicizing elections and containing candidates' statements should be sent no later than 24 hours before the start of voting. For special elections, see Article 7, Section 4.

xi. In the event that there are no contested offices (only one valid candidate for each office), then no election will be held. The candidates will assume the responsibilities of their office in accordance with the regular or special election guidelines.

B. Officer Election Guidelines

i. Only currently registered students may vote during an Officer election, as determined by the Cleared Student List published by the Institute registrar.

ii. A candidate must submit completed nomination papers to Student Affairs by the posted deadline. In addition to the candidate's name, contact information, and office sought, the nomination papers include at least 3 (three) typed letters of recommendation from currently registered students, and the signature of the student's mentor (Mentor's approval and its relevance to eligibility is to be determined by the current Student Council on an individual basis). All letters of recommendation should be no fewer than 50 words.

ii. To vote, a student must display their CalArts student ID, at which time their name will be crossed off the master student list. They may then be given a ballot that must be cast immediately and placed in the ballot box. Ballots may not be removed from the voting area. Each eligible student may cast only one ballot.

iii. Ballots will be laid out in a clear, legible, and easily understood manner. Candidates shall be listed alphabetically by office.

iv. The ballot box must be supervised at all times during voting hours, and locked in a secure location in the Office of Student Affairs at all other times. During the lunch hour it is to be supervised by at least two people, one of whom should be a Student Council member that is not on the ballot.

v. Elections are to be held for three consecutive business days, with ballots available for no later than six hours each day. During the hour from Noon to 1 P.M. balloting should take place outside the entrance to the cafeteria in a clearly visible location. During the other hours balloting should take place in the Office of Student Affairs.

vi. Each Candidate must submit a written statement that will be posted at the balloting location and will be included in an e-mail to the student body sent by the Student Council.

vii. The Student Council will organize and run the nomination and election procedure. Student Council members seeking reelection may not participate in any part of the procedure that may affect the outcome of the election. The Office of Student Affairs will assist with the voting process and supervise the tallying of votes. All dates and times should be cleared with that office before they are posted.

vii. The Student Council shall publicize the deadline for nominations and elections by posters and e-mail. No fewer than 60 clear, legible posters should be hung at least seven business days prior to the deadline for nominations or first day of elections. Posters should be hung throughout the institute and in central locations specific to each school.

iix. For any election, the list of candidates on the ballot must be posted and the election publicized no later than seven business days before the start of voting. The nomination papers must be available and publicized no later than 7 business days before the deadline for nominations. Candidate statements must be submitted no later than 72 hours prior to the start of voting. The e-mail message publicizing elections and containing candidates' statements should be sent no later than 24 hours before the start of voting. For special elections, see Article 7, Section 4.

x. In the event that there are no contested offices (only one valid candidate for each office), then no election will be held. The candidates will assume the responsibilities of their office in accordance with the regular or special election guidelines.

Section 4: Special Elections

A. In the event that a Council position becomes vacant, had no candidates during an election, or the member has been removed from office, the remaining council members may nominate any elected member of the Senate into the vacant position. In the event that no Senate members accept the nomination or there are no eligible candidates in the Senate, a special election will be held in accordance with the Election Procedure as described in Section 4C. If an office is vacated during a school year, the election process should be initiated within one week of the vacancy occurring. Special elections for vacant office occurring at the beginning of the school year should be initiated by the second week of September. In a special election, the winning candidate shall take office immediately upon the posting of election results.

B. In the event that a Senate office becomes vacant, or had no candidates during an election, a special election will be held in accordance with the Election Procedure described in Section 4D. If an office is vacated during a school year, the election process should be initiated within one week of the vacancy occurring. Special elections for vacant office occurring at the beginning of the school year should be initiated by the second week of September. In a special election, the winning candidate shall take office immediately upon the posting of election results.

C. For a special election, the list of candidates on the ballot must be posted and the election publicized no later than two business days before the start of voting. The nomination papers must be available and publicized no later than 7 business days before the deadline for nominations. Candidate statements must be submitted no later than 48 hours prior to the start of voting. The e-mail message publicizing elections and containing candidates' statements should be sent no later than 24 hours before the start of voting.

D. Senate elections should take place two days following the announcement of the results of the Officer elections.

Section 5: Removal from Office

A. In the event that any Student Council member fails to perform the duties of their office, they may be removed by consensus, as written in Article 5 Section 3, of the council and senate.

B. Motions for removal should be submitted in writing at least 72 hours prior to the next closed meeting. All members must be notified in writing no later than 48 hours before the meeting at which the removal will be discussed. The final decision will be made without the member in question present.

Article 8: Amendment

Section 1: Amendment by Student Council Initiative

To amend this Constitution, a proposal must be presented in writing at an open Student Council meeting. The student body must be notified of the proposed amendment and given an opportunity to speak at the next open meeting. At the open meeting, all students must be given a chance to speak during the discussion and the vote is to be taken following the close of discussion. The proposal must win by a unanimous vote of the council and will then enter a 7-day waiting period. After 7 days, the amendment will be ratified unless any registered student brings to the Student Council a petition requesting a referendum vote with names, signatures, and mailbox numbers of no fewer than 100 registered students.

Section 2: Amendment by Student Body Initiative

Any registered student may bring forth to the Student Council a petition to amend this constitution with names, signatures, and mailbox numbers of no less than 100 registered students. At such time, the Student Council must hold an election in accordance with Section 3B. The measure will be decided by a majority vote of the entire student body.

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