Jurisdiction & Purpose

This document, enacted on 15 October 2015, shall establish and govern the activities on the CalArts Students’ Union.

Credo

To provide for the student body a fully interdisciplinary, just and diverse, and enriching experience. We seek to advocate for the needs and desires of the student body.

Membership

The Students’ Union, hereafter referred to as the “Union”, shall be made up of three active branches: Council, Staff, and Advisors. All active enrolled students make up the collective Union of the institute and support its operation through the Student Activity Fee.

Council

Officers

The Officers include representatives that are elected/appointed/confirmed from the pool of the Embassy or student body. The roles include President, Trustee, Secretary, and Treasurer.

Embassy

The Council shall be made up of students representing the individual schools, these members who do not hold an Officer position are known as Ambassadors and collectively made up an Embassy. Duties include:

- The collection of student opinion to report to the Council on a weekly basis on all related topics of discussion
- Reporting news from the Union back to constituent bodies
- Regular meetings with their school’s dean/admin
- Represent the Union at various institute committees, task force, or events

The seats of all school must be filled at all times. In the case that there exist no representative for a school, a special election/appointment will be held to fill that seat as described in the election guidelines. Additional seats may be created upon the resolution of the council and based on need from a specific constituency. Such seats may include representatives from Integrated Media, BFA/MFA/MA/DMA Specific, identity-based groups, or otherwise and must be elected to be considered part of the Voting Body for the Passing of Resolutions and Budget Appropriation.
Staff & Special Members

Staff positions may be filled at the discretion of the council. Such positions include, but are not limited to, webmaster, graphic designer/advertising, producers, and event/vendor managers.

Additional positions deemed necessary by the Council may be created and shall be administered by the following:

a) Official Roles may be granted by appointment from the pool of current Senators, or from the student body to fulfill duties based upon a particular skill set. Staff positions may not be held by Officers. This membership may include but is not limited to: Webmaster, Official Graphic Artist, Outreach Liaison, Sustainability Chair. Appointed individuals in special roles shall not be granted any voting power unless they also hold an elected seat.

b) Special Embassy Membership may be granted through the special election process or council appointment when voting power is to be given and the member represents a specific constituency and programs that may fall out of the jurisdiction of any one specific school. Elections should be limited to the targeted constituency.

c) Special Membership may be revoked or reassigned by consensus at any time and is not subject to the Removal From Office guidelines.

d) These positions are not mandatory but may be filled, administered, and defined at the discretion of the President.

Advisors

Advisors hold no provisory or administrative role over the Union, but act as resources to provide feedback and sit in on Council meetings.

The Dean of Student Affairs shall be the de facto Chief Advisor of the Union and oversee the fiduciary and ethical responsibility of the Council while not imposing on the autonomy of there group. The Chief Advisor will appoint additional advisors at their discretion and based on the recommendation of the Union. Additional advisor appointments may be blocked by a two-thirds vote of the Council.

Union Voting Bodies & Election Procedures

SECTION 1 Election of Ambassadors and the Student Trustee

The Voting Body shall be the constituent body of the office (i.e. Music Students for Music Ambassador, IM students for Integrated Media ambassador, etc.). Voting for the Student Trustee will be done in an institute-wide election including all currently enrolled students who are expected to be enrolled during the term of office. Students on leave may vote in an election only if they are expected to return during the term of office under reasonable circumstances.

SECTION 2 Election procedures & Terms of Office

SUBSECTION 1 Seats can be won only by a candidate who has acquired at least 50% of the voting body, and who meets all the requirements for the office held. Voters will use a single-transferrable-vote system to eliminate the need for run-offs.
The position of Trustee will be filled by election each year and hold a term of four semesters.

The position of Ambassador will be filled by election in the event of a vacant seat at the beginning of the semester due to the incumbent graduating, stepping down, being removed from office, or reaching the end of their term. Ambassadors will hold a term that does not exceed four semesters, at which time they may run for re-election.

**SUBSECTION 2** Candidates must submit a nomination in writing that must carry approval from their mentor to be considered. Candidates must be in good standing and will be approved by the Advisor(s).

Elections will be held for seats expected to be vacant starting on Monday of the week preceding spring break, and will conclude by Friday of the same week. At the following open meeting, the newly elected council members will be announced and be privileged to all closed meetings and begin training for at least three weeks prior to the end of the year. Departing members are to return keys, vacate office by the Monday following graduation. New members begin in full-capacity the day after graduation.

**SECTION 2 Voting for Officer Appointment**

At the beginning of each year, if the office is vacant, the Council shall elect its President from the current pool of ambassadors. The President shall serve for no more than four semesters in that role or until the end of their term on council, whichever is less. Should a President run to be re-elected to their seat on the Council, they may also choose to run again for the Presidency at the next start of term; the end of their term on council will also end their officer term, requiring a new appointment.

The President shall nominate the Secretary and the Treasurer, both of which must be confirmed by consensus of the Council and approved by the Advisor(s).

**SECTION 3 Voting for Passing of Resolutions and Budget Appropriation**

The Voting body shall include the entire Council. Voting will be done by consensus and during council meetings, open meetings, and electronic correspondence in situations where the council cannot meet in person or when an issue’s time-sensitivity warrants an expedited vote.

To value dissenting opinions, consensus will decide the outcome of decisions that are voted on in the Council, and is equal to unanimous minus two, meaning that any motion may be blocked if three members vote against it or abstain, at which point a discussion may take place to address concerns and make changes. No voting may take place unless at least six council members are present and representing at least four different schools.

**References and Responsibilities**

**Officer Responsibilities**

A. Each Officer will perform the following:

1. Attend the weekly Council meetings
2. Vote on all matters before the Students’ Union on behalf of the student body
3. Actively engage in at least one subcommittee, task force, or action group per year
4. Reserve no less than two hours per week for office hours.

B. The President: It is the duty of the President of the Council to manage the Council and oversee operations therein. The President, among duties as an Ambassador and Officer, shall be responsible for reporting the decisions of the Council to the other councils/committees on which they hold a seat such as: Academic Council, Staff Council, Academic & Campus Affairs, and the Institute Planning Committee. The President will function as the liaison between the Union and these other groups, and shall report to the Union via the Council as outlined in WORKFLOW. The President will perform the following:
1. Sign check requests, purchase orders, and work orders accompanied by an Advisor's signature
2. Prepare an annual plan for the Council that establishes objectives and strategies
3. Prepare agendas for and facilitate all Council meetings
4. Prepare a budget outline at the beginning of each semester with the Treasurer
5. Represent the student voice on various Institute committees
6. Sign off on events/groups using a heading of or advertising sponsorship by Student Council
7. Meet with the Dean of Students once a week
8. Deliver a report on the state of the institute to the student body on a regular basis
9. Approve timesheet used for council payroll based on Secretary reports and under the supervision of the Office of Student Affairs
10. The President shall also act as Controller, reviewing and updating purchases and budget specifications. This duty may or may not be delegated to the Treasurer.

C. The Secretary: It is the duty of the Secretary to record and distribute information at Union meetings and assist the President in all Union-related correspondence. The Secretary will perform the following:
1. Handle all external correspondence of the Student Union
2. Inform (via email) recipients of awarded funding
3. Take detailed and accurate minutes of every Union meeting
4. Have recorded minutes of Union meetings available to all Council members, and members of the student body via email within 48 hours
5. Produce digital copies of all meeting minutes and archive them, making them available on the Union website

D. The Treasurer: It is the duty of the Treasurer to keep clear and accurate records of all financial information, expenses including revenue/purchase details and to advise the Council on all financial decisions by providing clear information on the state of the budget on a regular basis. They will assist the President in creating a budget outline and allocating funds at the beginning of each term and shall have training from and regular correspondence with the Office of Accounting. The position of deputy-treasurer may be filled by a prospective treasurer so that they may assist the Treasurer and gain experience in preparation for being appointed at a later term. The treasurer will perform the following:
1. Sign check requests, purchase orders, and work orders accompanied by an Advisor's signature
2. Keep an updated account of the Students’ Union budget
3. Prepare and present a budget outline at the beginning of each semester with the President
4. Prepare a weekly spending report and make it available upon request
5. Produce digital copies of all treasury reports and archive them, making them available on the Union website
E. **The Trustee** will do the following:

1. Represent the Students’ Union at the meetings of the Board of Trustees as well as Academic and Campus Affairs
2. Prepare and present to the Council a detailed report on the Board of Trustees and Academic and Campus Affairs Committee meetings, excluding any confidential information
3. Produce digital copies of all reports from Board of Trustees meetings and Academic and Campus Affairs Committee meetings and archive them, making them available on the student council website
4. Represent the student voice on various Institute committees
5. Facilitate the election of a new President if the position is vacant

**Removal From Office**

Staff members may be removed from their position should they fail to execute the agreements in their job description or no longer provide a need to the Union. Removal shall be initiated by the President and may be blocked by consensus of the Council. Ambassadors who hold staff positions will retain Embassy/Council seats unless removed through procedures below.

**Council:** In the event that any Council Officer or Ambassador fails to perform the duties of their office, they may be removed by consensus of the Council. Motions for removal should be submitted in writing at least 72 hours prior to the next Council 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.

Impeachment may be initiated by the student body on the grounds of eroding the trust of their constituent body, high treason, or culpable violation of the bylaws. A petition signed (names, signatures, and mailbox numbers) by at least 50% of the body of their constituent school. For Officers, impeachment can be initiated only by a petition signed (names, signatures, and mailbox numbers) by at least 15% of each of the six schools. Petitions signed by students enrolled in an inter-school program may represent only one school of their own choosing.

In the event that a Council member accrues three unexcused absences they will be dismissed from office unless the President makes an exception on their behalf. If the President has accrued three unexcused absences the Council will elect a new President unless the Trustee makes an exception on the President’s behalf. The President will approve absences of the Council, and the Council (excluding the President) will approve (by consensus) the absences of the President.
Meetings

The Council of the Union will host two kinds of meetings on a regular basis.

OPEN Meetings

These open discussions will take place in a public space and welcome all Students, Staff, and Faculty of the Institute to participate in the discussion of needs and priorities of the schools and departments. The focus might include brainstorming ideas for how to solve institutional needs, express the desires of the student constituency, and ask/provide answers about events and policies to be directed into the WORKFLOW. Details minutes will be taken by the Secretary and provided publicly following the meeting without redacted information. The Embassy may position a vote to the Students’ Union, and any enrolled students who attend the meeting will be eligible to vote in these informal decisions. The decisions positioned should not exceed the Embassy's scope and will deal mostly with the collection of student opinion to be used in forthcoming resolutions. Open meetings should happen no less than once monthly during the academic year.

Closed Meetings

These closed meetings will provide the council opportunity to discuss sensitive information without compromising student privacy. Voting to approve grant applications should occur in this meeting. This will give the Council a chance to reflect on Embassy meetings and to come to decisions in an efficient and time-sensitive manner. Information discussed in these meetings will have minutes taken by the Secretary and released publicly and may redact information that may compromise any student's privacy.

WORK-FLO (WORKing Information FLOWchart)

The following illustrates the flow of information in the institute centering around the Union:

Amendment

I. Amendment by Council Initiative
To amend these Bylaws during the academic year, a proposal must be presented in writing at a Council meeting. The proposal must pass by a unanimous vote of the Council. The amendment will then enter a seven day waiting period before taking effect. After seven days the amendment will be ratified unless any registered student brings to the Council a petition requesting a referendum vote with names, signatures, and mailbox numbers (to be privately reviewed by Facilities) of no less than one-hundred registered students.

II. Amendment by Union Initiative

Any registered student may bring forth a petition to amend these Bylaws with names, signatures, and mailbox numbers (to be approved by Facilities) of no less than one-hundred registered students. At such time, the Council must hold a vote on the proposed amendment. The measure will be decided by a majority vote of the Voting Body for the Passing of Resolutions and Budget Appropriation (i.e. the Council).

Operations and Interactions

The following will be an ongoing set of materials describing precedents and procedures for various Union and Council interactions and will continue to be altered and refined. Changes to any of the following will be done by simple consensus vote by council. Votes at meetings which deal with ongoing operations of the Union will be recorded in this section of the Bylaws.

Article I
Halloween and other Events

The Union shall elect to maintain a client relationship with TEA@calarts for the production of large scale events, specifically for Halloween. The President of TEA will hold a seat Ex Officio on the Union Council and attend meetings to report the ongoing progress of planning the event(s) and to maintain approval on student-experience related plans, such as food, alcohol, safety & security, and broader theming and planning.

Article II
Joint Meetings

The Council may elect to host or attend a joint meeting with groups including but not limited to the Academic Council, Staff Council, or Dean’s Council.

Article III
Visibility

Embassy and Officers’ bios and contact informations should be displayed in the display case located outside of the Council office, and made available on the website.

Article IV
Training

Once the new Embassy has been elected at the end of the year they should begin shadowing their predecessors, they will begin in full capacity during the final week that meetings are held and assume full responsibility the day following graduation.
The first meeting of the year should be dedicated to budget approval, goal and work-load setting, and orientation with institute issues. Opening meetings may provide an opportunity for guests such as the Provost or CFO to deliver reports on issues and institute status.

Article V

The Union shall budget no less than 5% of the total budget for contingency. Once the contingency has dropped below 2.5% is is unable to maintain, the Union will suspend payroll for all members immediately.

Articles VI-VIII

Staff Positions

Chief of Staff
Serves at the pleasure of the president. Directly responsible for handling internal correspondence and being the hub of communication for committee chairs and the embassy. Reports and manages staff duties. Works directly on the planning and execution of Halloween, Spring Event, and Graduation. Acts as president pro tempore to preside over Union in the president's absence.

Media and Communications
Oversees the operations of the Station Manager(s)/Executive Director of radioKCIA and the editor(s) of the CalArts Eye, as well as the graphic designer(s). Responsible for distributing posters/flyers and updating display case outside of the Union office. Acts as Web Master—ensuring all information is made available to the public on the Hub.

Public Relations
Drafts/manages all mass communications to be sent out to the greater CalArts community. They would also create, catalog and review any data taken from polls or censuses of the CalArts community. They would be responsible for reporting this information to the Union.