THE CONSTITUTION OF THE PENNSYLVANIA STATE UNVERSITY COUNCIL OF COMMONWEALTH STUDENT GOVERNMENTS

Article I: NAME

A. This organization shall be known as The Council of Commonwealth Student Governments of the Pennsylvania State University, and shall constitute the official representative voice of students attending the Abington College, Altoona College, Behrend College, Berks-Lehigh Valley College, Capitol College (comprised of the following campuses: Harrisburg and Schuylkill) and the Commonwealth College (comprised of the following campuses: Beaver, Delaware County, DuBois, Fayette, Hazleton, McKeesport, Mont Alto, New Kensington, Shenango, Wilkes-Barre, Worthington Scranton, and York.) For the purpose of the Council, the term "Commonwealth Locations" shall refer to the colleges and campuses listed above.

Article II: PURPOSE

A. The general purposes of the Council of Commonwealth Student Governments are:

1. To represent the concerns of the students attending the Locations in matters of a University-wide nature, as well as those issues impacting the combined interests of the Locations.

2. To provide a forum for the exchange and development of ideas in various areas of student concerns.

3. To represent the interests of the Student Government Associations (SGAs) of the Locations.

Article III: MEMBERSHIP

A. Voting Members

1. Each Location shall designate two voting members that will maintain a seat on Council. These seats shall consist of the following:

   a. The SGA President of each Location.

      i. In the absence of the President from the Council meeting, proxy will follow the Location's SGA chain of command.

b. A full-time representative from each Location selected by the SGA.

i. At the time of his/her selection, this representative shall not have less than one academic year remaining as an undergraduate student at the Location by which he/she was selected.

ii. Shall represent their respective campus for the entire Council meeting, beginning Friday and ending on Saturday.

iii. In the event of an emergency the SGA President may appoint a proxy for the remainder of the meeting.

c. Every member of CCSG Central Staff shall be a member of Council but not vote in Council transaction.

B. Non-Voting Members

1. Elected Non-Voting Members

a. Council President

i. Shall be a former Location student and have knowledge and experience in Location affairs.

ii. Shall be a full-time student attending the University Park Campus during his/her term of office.

iii. The President shall be elected by the Council during the last Council meeting of the academic year.

iv. Duties:

a. Shall attend all meeting of the Council and act as Parliamentarian.

b. Prepare, approve, and distribute the agenda for the Council meetings five days prior to the upcoming meeting in cooperation with the Vice President.

c. Conduct all necessary communications for the Council.

d. Maintain an office at the University Park Campus.

e. Shall maintain a file open to all Penn State Students of all actions taken by the current administration.

f. Prepare an outline of goals and programs for the upcoming year to be presented at the Summer Leadership Conference.

g. Actively pursue the discussion and involvement of the Council in issues of concern. Fulfillment of this duty should be accomplished through close cooperation and communication between the President, Vice President, Central Staff, Council representatives to University Committees, Caucus Directors, and the respective SGA delegates from each Location.

h. In the event of an emergency, shall advise the Campus Chair on approval or disapproval of a Location's request for proxy.

i. Shall be the Board of Trustees Representative.

j. Shall meet with his/her respective USG counterpart as frequently as needed to maintain a successful working relationship.

k. Shall advise committee directors and assist in the performance of their duties.

l. In conjunction with the Vice President, shall appoint all Central Staff positions no later than the Summer Leadership Conference.

m. Shall approve or veto all legislation passed by Council.

n. Shall submit and end of the year report upon completion of his/her term.

b. Vice President

i. Shall be a former Location student and have knowledge and experience in Location affairs.

ii. Shall be a full-time student attending the University Park Campus during his/her term of office.

iii. The Vice President shall be elected by the Council during the last Council meeting of the academic year.

iv. Duties:

a. Shall aid the President in fulfilling his/her duties.

b. In the absence of the President, or the inability of the President to perform his/her duties, shall assume the duties of the President.

c. Shall head/serve on committees as the President may direct.

d. Shall advise Caucus Directors and assist in their performance of their duties.

e. Shall assist in the preparation of the agenda for all Council meetings.

f. Shall carry out other duties as the Council or President may direct.

g. Shall be the Chairperson of the Constitutional Review Committee. He/She shall only vote in case of a tie.

h. Shall meet with her/her respective USG counterpart as frequently as needed to maintain a successful working relationship.

i. Shall serve as coordinator for all matters concerning CCSG involvement in the Association of Big Ten Students.

j. Shall submit all Constitutional Review Committee's minutes and the latest copy of the Constitution to the CCSG Advisor at the completion of his/her term.

k. Shall submit and end of the year report at the completion of his/her term.

c. Campus Chair

i. Shall be elected during the last Council meeting of every academic year.

ii. Shall be a full-time student from any Location during his/her entire term of office.

iii. Shall serve until the adjournment of the last Council meeting of the Spring semester.

iv. Duties:

a. Preside over all meetings of the Council.

b. Review the agenda for all Council meetings.

c. Aid the CCSG Central Staff in maintaining open channels of communication between Location SGAs and University Park Staff.

d. Shall approve or disapprove of a Location's request for a proxy.

e. Shall serve as a member of the Student Activity Fee Board during his/her term.

f. Shall submit an end of the year report upon completion of his / her term.

v. Shall be a member of Council but not vote in Council transactions, unless in case of a tie.

vi. CCSG Central Office shall not be responsible for expenses incurred by the Campus Chair.

d. Student Activity Fee General Board Representative

i. Shall be elected during the last Council meeting of the Spring Semester.

ii. Shall be a full-time student from a Location during his/her entire term of office.

iii. Shall serve until the adjournment of the last Council meeting of the Spring semester.

iv. Duties:

a. Shall represent Council at the Student Activity Fee General Board Meeting.

b. Shall present a report to Council at each Council meeting following an SAF meeting.

c. Shall submit an end of the year report upon completion of his/her term.

v. CCSG Central Staff shall not be responsible for expenses incurred by the SAF General Board Representative.

2. Appointed Non-Voting Members

a. Chief of Staff

i. Shall be a former Location student and have knowledge and experience in Location affairs.

ii. Shall be a full-time student attending the University Park Campus during his/her period of appointment.

iii. Duties:

a. Shall serve as a communication liaison between the CCSG President and Vice President, and the Central Staff of CCSG.

b. Shall address individual concerns of CCSG Staff members and inform the CCSG President and Vice President of any ensuing situations.

c. Shall aid the development of staff leadership initiatives and techniques through internal programming and workshops.

d. Shall serve as an information resource for CCSG Central Staff.

e. Shall conduct all CCSG Central Staff meetings.

f. Shall advise all department heads and assist in the performance of their duties.

g. Shall submit an end of the year report upon completion of his/her term.

iv. Shall be appointed by the CCSG President and Vice President.

v. Shall report to the CCSG President and Vice President, and advise them in matters involving CCSG Central Staff.

b. Financial Manager

i. Shall be a former Location student and have knowledge and experience in Location affairs.

ii. Shall be a full-time student attending the University Park Campus during his/her period of appointment.

iii. Duties:

a. Shall be responsible for keeping accurate financial records of all Council monies.

b. Shall be directly responsible to the President and Vice President.

c. Shall submit and end of the year report upon completion of his/her term.

c. Secretary

i. Shall be a full-time student attending the University Park Campus during his/her period of appointment.

ii. Duties:

a. Shall be responsible for keeping records of all official meetings of the organization, and distributing such records to the President, Vice President, and Council for approval.

b. Will carry out other duties as the President may direct.

c. Shall submit and end of the year report upon completion of his/her term.

d. Caucus Directors

i. President and Vice President shall appoint as a Caucus Director a former member of a Location. Each Location shall be informed of this selection at the Summer Leadership Conference.

ii. Shall be a full-time student attending the University Park Campus during his/her period of appointment.

iii. A Director may be replaced through action taken by the President or a majority vote of the Location(s) concerned. A replacement will be named as soon as possible by the President, and the Locations involved will be promptly notified. Directors may be removed for failure to appropriately perform their duties as listed below.

iv. Duties:

a. Maintain a steady flow of correspondence with his/her Locations, inform the Vice President of the significant events within his/her Locations, and take steps to insure that his/her Locations are informed of University-wide matters.

b. Shall be available to his/her Locations at specified times to provide requested or other information, to refer his/her Locations to the proper sources and generally assist his/her Locations.

c. Will serve on Council committees in such capacities as directed by the President, Vice President, or Council.

d. Will assist the President in fulfilling his/her duties.

e. Shall submit an end of the year report upon completion of his/her term.

v. Shall be a member of Council but may not vote in Council transactions, except when approved as a proxy.

vi. May represent a Location(s) he/she attended.

vii. The following is a guideline for the number and placement of Caucus Directors:

a. Two Location Caucus (Berks-Lehigh Valley and Capitol Colleges): 1 Caucus Director.

b. Southeast (Abington, Delaware County, Mont Alto, York): 1 Caucus Director.

c. Northeast (Hazleton, Wilkes-Barre, Worthington Scranton): 1 Caucus Director.

d. Southwest (Beaver, Fayette, McKeesport, New Kensington): 1 Caucus Director.

e. Northwest (Altoona, Behrend DuBois, Shenango): 1 Caucus Director.

viii. During Council meetings the Caucuses will meet together with their respective Caucus Directors.

e. Committee Directors

i. President and Vice President shall appoint as a Committee Director a former member of a Location. Each Location shall be informed of this selection at the Summer Leadership Conference.

ii. Shall be a full-time student attending the University Park Campus during his/her period of appointment.

iii. A Director may be replaced through action taken by the President or a majority vote of the Committee concerned. A replacement will be named as soon as possible by the President, and the Locations involved will be promptly notified. Directors may be removed for failure to appropriately perform their duties as listed below.

iv. Duties:

a. Maintain a steady flow of correspondence with his/her Committee, inform the President of the significant events within his/her Committee, and take steps to insure that his/her Committee is informed of University-wide matters.

b. Shall be available to his/her Committee at specified times to provide requested or other information, to refer his/her Committee to the proper sources and generally assist his/her Committee.

c. Will serve on Council committees in such capacities as directed by the President, Vice President, or Council.

d. Will assist the President in fulfilling his/her duties.

e. Shall submit an end of the year report upon completion of his/her term.

f. Programming Director.

i. Shall be a former Location student attending the University Park Campus during his/her period of appointment.

ii. Duties:

a. Shall plan and coordinate All-University Days.

b. Shall be responsible for organizing the annual Eric A. Walker Memorial Banquet following the last Council meeting of the year.

c. Shall be responsible for securing appropriate facilities for Council meetings.

d. Shall be responsible for CCSG's involvement in IFC/Panhellenic Homecoming traditions and events.

e. Shall coordinate and oversee the selection process for the "Friend of the Commonwealth Award."

f. Will carry out other duties as the President may direct.

g. Shall submit an end of the year report upon completion of his/her term.

g. Additional Appointed Central Staff Positions

i. Appointed positions shall include, but are not limited to the previously mentioned Central Staff positions.

ii. All additional Central Staff Appointed positions shall be filled by a former Commonwealth Location student, and will be informed of his/her appointment by the Summer Leadership Conference.

iii. Shall be a full-time student attending University Park during his/her period of appointment.

iv. President/Vice President may replace or remove an appointed member of staff if they fail to fulfill their duties as follows.

v. Duties:

a. Shall carryout duties as deemed necessary by the President and Vice President.

b. Shall submit an end of the year report.

3. Term of Office

a. The term of office for the President and Vice President shall consist of one year starting in the fifteenth (15^{th}) week of the spring semester and ending in the fifteenth (15^{th}) week of the following spring semester.

b. All appointed CCSG Central Staff positions shall begin upon appointment by the President and Vice President and shall end the fifteenth (15^{th}) week of the following spring semester.

4. Invited Non Voting Members

a. The Undergraduate Student Government President shall be offered a non-voting *ex-officio* seat on Council throughout the duration of his/her term.

b. The student member of the Board of Trustees shall be offered a non-voting *ex-officio* seat on Council throughout the duration of his/her term.

c. The University Faculty Senate Representatives for the following colleges have a non-voting *ex-officio* seat on Council: Abington College, Altoona College, Behrend College, Berks-Lehigh College, Capitol College and the Commonwealth College.

Article IV: MEETINGS

A. Council meetings

1. Shall be held no less than four times during the year and shall be called at the discretion of the President and Vice President.

    a. At the first Council meeting of the spring semester, the meeting dates shall be approved by Council.

    b. Additional meetings of the Council may be called at the request of a simple majority of the Locations.

2. Meetings of the Council shall be convened at the University Park Campus.

    a. The Council may make exceptions to this rule under any circumstances that deem appropriate.

3. Two-thirds of the total number of voting members of the Locations, twenty-six, shall constitute the quorum necessary to transact business.

4. All meetings of the Council shall be open to the public unless otherwise directed by the President and Vice President.

5. Methods of Voting:

    a. Each Location will have two voting members.

    b. The Campus Chair shall cast the deciding ballot in the event of a tie vote.

    c. In the event that a Campus has one or both voting members absent, the elected Executive from that Campus may request that one or two representatives act as authorized proxies.

        i. Proxies must be a student from the Locations they are voting for or have attended that Location and are currently a full time student at The Pennsylvania State University.

ii. The President gives his/her recommendation on proxy request to the Campus Chair, who will decide if the reasons for such request to the Campus Chair maybe replaced by the Council.

B. Central Staff Meetings

1. Central Staff meetings shall be held on a regular basis when deemed necessary by the President, Vice President, and Chief of Staff.

Article V: COMMITTEES

A. Committee members shall be members of each location's delegation, unless otherwise approved by council.

B. Standing Committees:

1. Constitutional Review Committee

a. Will review and update the constitution as deemed appropriate by the President or Council.

i. Will upkeep the constitution in numerical and grammatical formats, known as housekeeping, as necessary.

ii. The chairperson of the CRC committee will notify council of all housekeeping changes within reasonable means, no later than one week prior to the upcoming Council meeting.

b. Will review and submit constitutional Amendments to the Council for approval.

c. Will advise the Council of all matters pertaining to the constitution.

d. Will have the authority to empower and interpret the constitution.

e. Will assume other functions as the President or Council may direct.

f. Will be chaired by the Vice President and comprised of at least four, but not exceed eight, full time staff members appointed by the Vice President.

g. The Vice President shall be a non-voting member of the committee, unless in case of a tie.

2. Academic Affairs Committee

a. Will review and implement programs related to academic affairs that concern the Commonwealth Location students.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student at the University Park Campus with experience in academic issues to facilitate communication.

3. Student Affairs Committee

a. Will review and implement programs related to student affairs that concern the Commonwealth Location students.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student at the University Park Campus with experience in student issues to facilitate communication.

4. Governmental Affairs Committee

a. Will review and implement programs related to governmental affairs that concern the Commonwealth Location students.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student at the University Park Campus with experience in governmental issues to facilitate communication.

5. Diversity Affairs Committee

a. Will review and implement programs related to diversity affairs that concern the Commonwealth Location students.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student at the University Park Campus with experience in diverse issues to facilitate communication.

6. Dance Marathon Committee

a. Will coordinate the involvement of Locations with the IFC/Panhellenic Dance Marathon and the Four Diamonds Fund.

b. Will prepare a list of goals at the first fall meeting, which will be presented to the Council for approval, and will serve to direct the efforts for the year.

c. Will submit a report to Council each meeting.

d. Will be directed by the student at the University Park Campus with experience in Dance Marathon issues to facilitate communication.

C. Ad Hoc Committees

1. Shall be organized / dissolved as deemed necessary by the President, Vice President, or Council.

2. Shall be assigned tasks by the President, Vice President, or Council.

D. Committee will give regular reports of progress to the President and Council through the Committee Chairperson.

Article VI: ELECTIONS

A. General Guidelines

1. The positions of President/Vice President, SAF Representative, and Campus Chair will follow this format:

a. Nominations will be opened on the night before elections except when a vacant position must be filled immediately.

b. Nominations must be made and seconded by voting Council members, and then accepted by the candidates.

c. Nominations will be reopened the morning of elections, before each position is elected.

d. All elections shall be conducted by secret ballot, which shall be counted outside the meeting room by the Council secretary, with the CCSG advisor or his/her representative.

B. President and Vice President

1. Shall be elected by the council during the last Council meeting of the academic year.

2. The President/Vice President shall be nominated and run as a ticket.

3. Candidates must have a cumulative GPA of at least 2.50 to be eligible for nomination.

   a. Proof of the above GPA requirement must be approved by the CCSG advisor.

4. The election process shall be as follows:

   a. In alphabetical order by the Presidential Candidate's last name, the tickets for President/Vice President will present a speech of no more than five minutes per candidate length. All other tickets for President/Vice President shall leave the room during the speeches.

   b. Following the speeches, all tickets shall enter the room. Members of the Council will have the opportunity to ask the tickets questions. All questions must be directed at all of the tickets, not one specific ticket. The tickets will answer in the same sequence as the presented speeches, but they will rotate after each question (i.e., the first tickets answers first; then for the second question, the second ticket answers first). The duration of the question and answer session will be determined by the Chair.

   c. All candidates will then leave the room and the floor will be open for discussion by Council. If a majority of Council wishes, candidates can be brought back for more questions.

   d. The secretary will distribute ballots, collect them, count them, and inform the Chair of the results.

   e. A two-thirds majority shall be required for election, but if there is not a President and Vice President elected by the end of the third ballot, the position will be filed by a simple majority, based on the results of the third ballot.

   f. In order for a ticket to advance to the next round of voting, a ticket must receive one vote more than the total number of voting members present divided by the number of tickets. Required numbers shall be rounded to the nearest whole number.

g. Required numbers for advancement not apply to the candidates with the two highest vote totals.

h. If a ticket is not elected, the Chair will entertain a motion for an additional question session, more discussion time, or another round of voting.

C. Campus Chair

1. Election of the Campus Chair shall take place at the last Spring meeting and shall follow the procedures set for the election of the President without the provisions for the Vice President.

D. Student Activity Fee General Board Representative

1. Election of the Student Activity Fee General Board Representative shall take place at the last Spring meeting and shall follow the procedures set for the election of the President without the provisions for the Vice President.

Article VII: REMOVAL PROCESS OF ELECTED OFFICIALS

A. Elected officials can be removed from office for neglect of duties.

B. Action against any elected official shall be taken and initiated from within Council.

C. The elected official with such actions being brought against them shall have no vote in these procedures.

D. Process of removal:

1. Motion for removal must be made by a voting member of Council.

a. At the time, reason for motion must be stated.

2. Motion must be seconded by a voting member of Council.

3. A specified time period of discussion will be determined by the Campus Chair.

a. At this time, said elected official will have the opportunity to speak on his/her behalf.

4. A two-thirds vote of Council is required for removal.

5. Voting shall be conducted by secret ballot.

Article VIII: VACANCIES OF ELECTED POSITIONS

A. Filling of vacancies will follow the Chain of Command set forth below.

1. In the event there is a vacancy in the President's position, the Vice President shall become President and the Chief of Staff shall become Vice President.

2. In the event that there is a vacancy in the Vice President's position, the Chief of Staff shall become Vice President.

3. In the event that there is a vacancy of both President and Vice President positions, the Chief of Staff shall become President and Council shall conduct an election from the remainder of CCSG Central Staff for the Vice President position.

4. All vacated positions must be filled no later than the next Council meeting.

B. Campus Chair

1. In the event of a vacancy, the filling of the position will follow general election procedures.

C. Student Activity Fee General Board Representative

1. In the event of a vacancy, the filling of the position will follow general election procedures.

Article IX: LEGISLATION

A. Any member of Council shall be able to sponsor legislation for Council's approval.

B. Upon approval of the legislation, the CCSG President shall veto or pass the legislation.

1. In the event that the CCSG President vetoes the legislation, it shall go back to Council and will require a 2/3's vote in order to pass.

   a. The President shall notify Council within 72 hours regarding the veto or approval of the legislation.

   b. The President shall be allowed one veto per legislation.

Article X: OATH OF OFFICE

A. Before entering office, all elected officials shall take the following oath:
"I (state your name) do solemnly swear that I will faithfully execute the office of (state your office) of Council of Commonwealth Student Governments of The

Pennsylvania State University, and that I will, to the best of my ability, preserve, protect and defend the Constitution of CCSG, the rules and regulations of the Pennsylvania State University, the laws of the state of Pennsylvania and the Constitution of the United States of America. I will constantly work towards the betterment of student life at all 19 Penn State locations."

Article XI: PARLIAMENTARY AUTHORITY

A. *Roberts Rules of Order, Newly Revised*, shall be the parliamentary authority in all cases not addressed by this constitution.

B. Parliamentary procedures shall be followed at all meetings of Council.

Updated April 1, 2003

Respectfully Submitted,

Nichole DeSimone
Vice President 2002-2003