

# THE CONSTITUTION OF THE SENATE OF COLLEGE COUNCILS

Updated: April 1, 2013

## ARTICLE 1: Purpose

1. The Senate of College Councils (hereafter Senate) is one of three Legislative Student Organizations (LSOs) at The University of Texas at Austin. Senate serves as the official voice of students in academic affairs. Senate was recognized as a student association by the Board of Regents of the University of Texas System on July 27, 1973.
2. The College Councils serve as the official voices of students in their respective colleges and schools by (1) working to improve the academic experience of students in each college and school, (2) providing programming to promote academic excellence, and (3) fostering interaction between students and faculty.
3. Senate serves as a forum for communication between the College Councils and facilitates the operations of the College Councils by distributing funds made available by the Student Services Budget Committee.
4. In addition, Senate (1) works to improve academic services for students across the university, (2) appoints students to various university-wide committees, (3) provides funding to registered student organizations, and (4) implements programming initiatives that enrich academic life at the university.

## ARTICLE 2: The College Councils

1. The College Councils serve as the official voices of students in their respective colleges and schools by (1) working to improve the academic experience of students in each college and school, (2) providing programming to promote academic excellence, and (3) fostering interaction between students and faculty.
2. The General Assembly, as described in Article 9, may approve a registered student organization or sponsored student organization as a College Council, provided that the respective dean supports the status of the organization as a College Council, by amending Article 2(3). A registered student organization or sponsored student organization must maintain its status as such in order to retain its status as a College Council.

3. New College Councils immediately receive a vote in the General Assembly. New College Councils are eligible for funding from the Senate of College Councils at the beginning of the following fiscal year.
4. In accordance with Article 2(1), the official College Councils of the Senate of College Councils are: (1) Association of Nurses in Graduate School, (2) Communication Council, (3) Education Council, (4) Fine Arts Council, (5) Graduate Business Council, (6) Graduate Engineering Council, (7) Graduate Public Affairs Council, (8) Liberal Arts Council, (9) Master in Professional Accounting Council, (10) Natural Sciences Council, (11) Pharmacy Council, (12) Social Work Council, (13) Student Association for the School of Information, (14) Student Bar Association, (15) Student Engineering Council, (16) Undergraduate Architecture Student Council, (17) Undergraduate Business Council, (18) Undergraduate Geological Society, (19) Undergraduate Studies Council, (20) UT Nursing Students Association.
5. The General Assembly may revoke the status of a registered student organization or sponsored student organization as a College Council of the Senate of College Councils, provided that the respective dean approves of such an action, by amending Article 2(3).

#### ARTICLE 3: Membership Structure

1. Senate is organized into internal and external Senate. Internal Senate refers to the Senate Leadership Team, as described in Article 4, and At-Large Representatives, as described in Article 8. External Senate refers to all members of the College Councils, as listed in Article 2(3).
2. The General Assembly, as described in Article 9, is composed of: (1) the Senate Leadership Team, as described in Article 4; (2) At-Large Representatives, as described in Article 8; (3) the College Council delegations, as defined in Article 3(3); (4) the President of Student Government; and (5) the President of the Graduate Student Assembly.
3. Each College Council sends a delegation to the General Assembly. Each delegation includes the President, Financial Director, and Senate Representative.
4. Each College Council selects a Senate Representative in accordance with the procedure outlined in its own constitution.

#### ARTICLE 4: The Leadership Team

1. The Senate Leadership Team is composed of: (1) the Executive Board, as defined in Article 5; (2) Committee Chairs, as defined in Article 6; and (3) ad hoc Leadership Team members, as defined in Article 7.
2. Members of the Leadership Team may neither hold an officer position in Student Government or the Graduate Student Assembly nor serve as a Council President, Council Financial Director, or Council Senate Representative.
3. The Senate Leadership Team meets every two weeks during the fall and spring semesters, opposite Executive Board meetings. The Senate Leadership Team does not meet on university holidays or during the weeks of finals.

#### ARTICLE 5: The Executive Board

1. The Executive Board is composed of (1) the President, (2) the Vice President, (3) the Financial Director, (4) the Policy Director, (5) the Executive Director, (6) the Administrative Director, (7) the Communications Director, (8) and the Membership Director.
2. The Executive Board meets every two weeks during the fall and spring semesters, opposite Leadership Team meetings.
3. The President, Vice President and Financial Director are elected by the General Assembly, in accordance with the provisions of the Election Code of the Senate of College Councils.
4. The incoming Policy Director, Executive Director, Administrative Director, Communications Director, and Membership Director are appointed by the incoming President, Vice President, and the Financial Director.
5. Non-elected members of the Executive Board must be confirmed by the General Assembly, in accordance with Article 9(5).
6. The President is the chief executive officer of Senate and presides over General Assembly meetings, Executive Board meetings, and Presidents Committee meetings. The President represents Senate to the university.

7. The Vice President oversees the activities of all Senate committees and serves as the liaison between the Executive Board and Council Senate Representatives. The Vice President co-chairs the Senate Representatives Committee. In the absence of the President, the Vice President executes all responsibilities of the President.
8. The Financial Director is the chief budget officer of the Senate and serves as the official liaison between the Executive Board and the council financial officers. The Financial Director develops and maintains the Senate budget, keeps detailed records of expenditures incurred by Senate and the Councils, and manages the appropriations process.
9. The Policy Director is responsible for preparing Senate legislation and for conducting research on university policy. The Policy Director provides current information on the status of pending Senate bills and resolutions, reports on past legislative activities of Senate, and updates the General Assembly on the implementation of Senate legislation.
10. The Executive Director is responsible for supporting the activities College Councils and for fostering collaboration between the College Councils and the Leadership Team. The Executive Director co-chairs the Senate Representatives Committee.
11. The Administrative Director is responsible for keeping minutes at General Assembly meetings, supporting the functions of Senate committees, Senate agencies, and university-wide committees, and facilitating the organization of the Senate Leadership Team.
12. The Communications Director is responsible for promoting Senate and the College Councils to the university, keeping the university up to date on Senate initiatives and accomplishments, and clearly articulating the mission of Senate.
13. The Membership Director is responsible for coordinating the process of selecting At-Large Representatives and for overseeing their involvement in Senate. The Membership Director works to foster leadership development and cohesion among At-Large Representatives and to encourage a sense of community in Senate.
14. The Executive Board votes to make important, non-routine decisions. Each member of the Executive Board receives one vote, and a simple majority is needed to take action. The President breaks any ties.

15. Each member of the Executive Board attends General Assembly meetings, Leadership Team meetings, and any other relevant meetings. Each member holds at least two office hours per week.
16. Members of the Executive Board may be removed from office by the General Assembly, in accordance with Article 9(5), for (1) unethical behavior or (2) failure to perform the responsibilities of their positions.
17. Members of the Executive Board may resign from office by submitting a signed letter to the President of Senate. The President may resign by submitting a signed letter to the Dean of Students and the Vice President.
18. Vacant elected Executive Board positions must be filled in accordance with the provisions of the Election Code of the Senate of College Councils.
19. Vacant non-elected Executive Board positions may be filled by the President, Vice President, and Financial Director through a public application process. Appointments must be confirmed by the General Assembly, in accordance with Article 9(5).
20. The President-Elect, Vice President-Elect, and Financial Director-Elect may resign their positions by submitting a signed letter to the President of Senate.

#### ARTICLE 6: The Committee Chairs

1. Committee Chairs co-chair the internal standing committees listed in Article 11(2). There are two co-chairs for each internal standing committee.
2. The incoming President, Vice President, and Financial Director select Committee Chairs through a public application process immediately after taking office. Committee Chairs serve one year terms.
3. Committee Chairs attend General Assembly meetings, Leadership Team meetings, internal standing committee meetings, and any other relevant meetings. Each Committee Chair holds at least two office hours per week.
4. Committee Chairs may be removed with the approval of two-thirds of the Executive Board for (1) unethical behavior or (2) failure to perform the responsibilities of their positions.

5. Committee Chairs may resign from office by submitting a signed letter to the President and Vice President of Senate.
6. Vacant Committee Chair positions may be filled by the President, Vice President, and Financial Director through a public application process.

#### ARTICLE 7: Ad Hoc Leadership Team Members

1. The incoming President, Vice President, and Financial Director may elect to appoint individuals to the ad hoc Leadership Team positions listed in Article 6(2). Ad hoc positions may be left vacant.
2. The incoming President, Vice President, and Financial Director select Ad hoc Leadership Team members through a public application process. Ad hoc Leadership Team members serve one year terms.
3. Ad hoc Leadership Team positions include: (1) Legislation Implementation Coordinator.
4. The Legislation Implementation Coordinator is responsible for assisting the Policy Director, coordinating legislation implementation efforts, assisting committee chairs with legislative follow-up, helping Committee Chairs to schedule meetings with university administrators, and documenting previous legislative implementation efforts.
5. Ad hoc Leadership Team members attend General Assembly meetings, Leadership Team meetings, and any other relevant meetings. Ad hoc Leadership Team members hold at least two office hours per week.
6. Ad hoc Leadership Team members may be removed with the approval of two-thirds of the Executive Board for (1) unethical behavior or (2) failure to perform the responsibilities of their positions.
7. Ad hoc Leadership Team members may resign from office by submitting a signed letter to the President and Vice President of Senate.
8. Vacant ad hoc Leadership Team positions may be filled by the President, Vice President, and Financial Director through a public application process.

#### ARTICLE 8: At-Large Representatives

1. The Senate Leadership Team appoints up to fifty first-year At-Large Representatives and twenty returning At-Large Representatives each year. At-Large representatives are selected at the beginning of the fall semester through a public application process.
2. At-Large Representatives serve on internal standing committees. Each At-Large serves on at least one standing committee. At-Larges hold two office hours per week and attend all General Assembly meetings.
3. At-Large Representatives may be removed with the approval of two-thirds of the Executive Board for (1) unethical behavior or (2) failure to perform the responsibilities of their positions.
4. At-Large Representatives may resign from office by submitting a signed letter to the Membership Director and the President of Senate.

#### ARTICLE 9: General Assembly Meetings

1. The General Assembly meets every two weeks during the fall and spring semesters, except on university holidays and during the weeks of finals. The President sets the schedule by the first class day of each semester. The schedule posted online, in accordance with the Texas Open Meetings Act.
2. The President presides over all General Assembly meetings. All meetings observe Robert's Rules of Order.
3. The President may call a special session of the General Assembly. Legislation may be adopted during a special session.
4. The General Assembly may pass (1) resolutions and (2) bills. A piece of legislation must be on the agenda before the General Assembly can vote on it. The President and the Policy Director share the authority to put legislation on the agenda.
5. The General Assembly may pass a bill in the following situations: (1) to amend the Constitution of the Senate of College Councils, (2) to adopt or amend official governing documents, (3) to confirm non-elected members of the Executive Board, and (4) to remove members of the Executive Board from office, and (5) to nullify elections in which the Election Committee has violated the provisions of the Election Code.

6. The General Assembly may pass a resolution in all cases not mentioned in Article 9(5). Resolutions do not create obligations or rights for any individual, group, or entity.
7. Legislation is introduced in the General Assembly by the authors. The authors may speak for a maximum of ten minutes. This period may be extended by a majority vote of the College Councils present.
8. A ten minute question and answer period follows the introduction of a piece of legislation. This period may be ended early or extended by a majority vote of the College Councils present.
9. The General Assembly holds a twenty-minute period of discussion and debate immediately before voting on each piece of legislation. This period may be ended early or extended by a majority vote of the College Councils present.

#### ARTICLE 10: Voting Procedures

1. Each College Council receives one vote in the General Assembly. College Councils may abstain from voting. For a Council to cast a vote, at least one of its three delegates must be present at the meeting. Proxy voting is not permitted.
2. Legislation cannot be passed unless a quorum is achieved. A majority of the College Councils must have at least one delegate present at the meeting in order for a quorum to be achieved. College Council attendance is determined by roll call at the beginning of each meeting.
3. Unless fast-tracked, the General Assembly may not vote on a piece of legislation at the same meeting at which it is introduced. Legislation may be fast-tracked by a majority vote of the College Councils present.
4. Unless otherwise determined by the governing documents of each College Council, the vote cast by the President, Financial Director, and the Senate Representative of a College Council must reflect the vote decision of the College Council.
5. For a resolution to pass, a simple majority of the College Councils present must vote in favor of the resolution, provided that a quorum is achieved. For a bill to pass, a two-thirds majority of the College Councils present must vote in favor of the bill, provided that a quorum is achieved. The President break any ties.



6. The Policy Director certifies and records the outcome of each vote. The voting records of the College Councils for all General Assembly meetings must be published online and updated regularly.

#### ARTICLE 11: Internal Standing Committees

1. Internal standing committees conduct research, write legislation, and implement programming initiatives. Internal standing committees consist of two Committee Chairs and At-Large Representatives. Committee Chairs share all responsibilities assigned to their respective committees.
2. The internal standing committees are: (1) Academic Enrichment Committee, (2) Academic Integrity Committee, (3) Curriculum Committee, (4) Faculty Affairs Committee, (5) Multimedia and Press Committee, (6) Outreach and Development Committee, (7) Recruitment and Retention Committee, and (8) Undergraduate Research Committee.
3. The Academic Enrichment Committee is responsible for promoting educational experiences that go beyond the classroom. The committee researches unique learning environments that allow students to apply what they have learned while gaining practical knowledge and experience. Issues examined by this committee include academic service-learning, study abroad, technology, and internship opportunities.
4. The Academic Integrity Committee is responsible for increasing the visibility of the Honor Code and incorporating integrity into university culture. The committee researches integrity at various universities and work with Student Judicial Services and university administrators to writing legislation and implement university-wide programs, including IntegrityUT Week, in order to promote integrity at the university.
5. The Curriculum Committee is responsible for articulating the student voice in curricular and instructional issues at the university. The committee explores avenues to better academic life at the university by working with other students, faculty members and university administrators. The committee also conducts research on curriculum issues and writes legislation in order to improve academic services.
6. The Faculty Affairs Committee is responsible for fostering a closer relationship and a deeper appreciation between UT students and their faculty through various programs designed to showcase

professors. The committee hosts Faculty Appreciation Week and organizes the Professor of the Year award. Additionally, the committee researches student-faculty relations at other universities.

7. The Multimedia and Press Committee is responsible for working with the Communications Director to help publicize all Senate and College Council programming initiatives. The committee designs advertisements, creates videos, writes blogs, and uses any other forms of publicity needed to adequately inform the university community about Senate and its initiatives.
8. The Outreach and Development Committee is responsible for expanding the relationship between Senate and student organizations, corporations and non-profit organizations, and Senate alumni. The committee hosts an annual Alumni Gala, maintains an alumni database, and reaches out to local businesses. The committee works with the Membership Director and Executive Director to help promote Senate to prospective members and the student body.
9. The Recruitment and Retention Committee is responsible for addressing issues dealing with recruiting and retaining top students at the university. The committee works with the Office of Admissions and the School of Undergraduate Studies to organize the Ready, Set, Go! College Readiness Workshop and the Longhorn School Bus program.
10. The Undergraduate Research Committee is responsible for promoting research opportunities to undergraduates and enhancing the undergraduate research experience at this university. The committee focuses on exploring ways to integrate research into the curriculum while continuing to make opportunities and information more accessible to students. The committee fosters an undergraduate research community by working closely with programs on campus that support and facilitate undergraduate research.
11. Internal standing committees meet every two weeks during the fall and spring semesters, opposite General Assembly meetings. These committees do not meet on university holidays or during the weeks of finals.
12. The Executive Board may create ad hoc committee to address specific issues. Ad hoc committees may be composed of (1) members of the Executive Board, (2) Committee Chairs, (3) At-Large Representatives, and (4) members of the College Councils.

#### ARTICLE 12: Assembly Standing Committees

1. The Presidents Committee, the Senate Representatives Committee, and the Financial Directors Committee meets every two weeks during the spring and fall semesters, opposite General Assembly meetings. These committees do not meet on university holidays or during the weeks of finals.
2. Members of the Presidents Committee include: (1) all Council Presidents, and (2) the President of Senate, who chairs the committee. The Presidents Committee discusses (1) university-wide academic issues, (2) current Senate legislation, and (3) university-wide appointments, and (4) any other topics deemed relevant by the Committee.
3. Members of the Senate Representatives Committee include: (1) Council Senate Representatives, (2) the Vice President of Senate, the (3) the Executive Director of Senate. The Vice President of Senate and the Executive Director of Senate co-chair the committee. The Senate Representatives Committee discusses (1) current Senate Legislation, (2) College Council events, (3) the work of the standing committees, and (4) any other topics deemed relevant by the Committee.
4. Members of the Financial Directors Committee include: (1) Council Financial Directors, and (2) the Financial Director of Senate, who chairs the committee. The Financial Directors Committee (1) administers appropriations to registered student organizations in accordance with the rules and limitations contained in the Internal Spending Rules of the Senate of College Councils, (2) discusses the budget of Senate, and (3) discusses any other topics deemed relevant by the Committee.
5. The Financial Directors Committee has the discretion to appropriate funds to registered student organizations, in accordance with the rules and limitations contained in the Internal Spending Rules of the Senate of College Councils. The Council Financial Directors vote on all appropriations decisions. The Financial Director of Senate breaks any ties.
6. In the event that a Council Financial Director is unable or unwilling to attend an appropriations meeting, the respective Council President may vote on behalf of the Financial Director with the approval of the Financial Director of Senate.

#### ARTICLE 13: The Senate Budget

1. Senate receives an annual budget from the Student Services Budget Committee (SSBC), which is housed in the Office of the Vice President of Student Affairs. The Financial Director is responsible for allocating the Senate Budget.

2. The Senate budget is divided into (1) the internal operating budget, (2) the Councils budget, and (3) the appropriations budget.
3. The internal operating budget may be spent by (1) the Executive Board, and (2) the internal standing committees. The Councils budget is allocated to the College Councils. The appropriations budget is distributed to registered student organizations.
4. The President, Vice President, Financial Director, and Policy Director are eligible to receive stipends, the funds for which come from the internal operating budget. The President is eligible to receive an annual stipend not to exceed \$375 per month. The Vice President is eligible to receive an annual stipend not to exceed \$250 per month. The Financial Director and Policy Director are eligible to receive annual stipends not to exceed \$125 per month.
5. Use of the Senate budget is subject to the rules and limitations contained in the Internal Spending Rules of the Senate of College Councils.

#### ARTICLE 14: Governing Documents

1. Senate may adopt official governing documents, which are equal in authority to the Constitution of the Senate of College Councils.
2. The official governing documents of Senate are: (1) the Internal Spending Rules of the Senate of College Councils, and (2) the Election Code of the Senate of College Councils.

#### ARTICLE 15: Agencies

1. Senate may support registered student organizations as sponsored Agencies. Agencies must advance the mission of Senate to represent students in academic affairs.
2. The official Agencies of the Senate of College Councils are: (1) Analecta, (2) the Undergraduate Research Journal, and (3) Democratic Education at Texas.

#### ARTICLE 16: University-Wide Appointments

1. The President, Vice President, and Financial Director may select students to fill positions on certain university-wide committees through a public application process.

2. All current students, including all members of internal and external Senate, are eligible to be appointed to university-wide committees.
3. Senate appoints one or more students to at least the following university-wide committees: (1) Faculty Council, (2) Education Policy Committee, (3) Research Policy Committee, (4) Student Life and Activities Committee, (5) University Academic Calendar Committee, (6) University of Texas Libraries Committee, (7) Information Technology Committee, (8) International Education Fee Scholarship Committee, (9) Student Library Council, (10) Student Health Center Advisory Committee, (11) Student Endowed Centennial Leadership Committee, (12) Student Conduct Advisory Committee, (13) Counseling and Mental Health Center Student Advisory Committee, (14) Spirit and Traditions Council, (15) ITS Advisory Committee, (16) Research and Education Technology Committee, (17) UT library Steering Committee, (18) Research Student Advisory Council, (19) Diversity and Equality Student Advisory Committee, (20) UGS Flag Committees (Global Cultures and Cultural Diversity, Writing, Ethics and Leadership, Independent inquiry, and Quantitative Reasoning), (21) President's Student Advisory Council, (22) Tuition Policy Advisory Council, and (23) Student Advisory Council to the Provost.

#### ARTICLE 17: College Tuition and Budget Advisory Committees

1. Senate may sponsor the creation of College Tuition and Budget Advisory Committees (CTBACs) in each of the colleges and schools at The University of Texas at Austin.
2. CTBACs serves as forums for students to discuss college-wide budgetary decisions and make budgetary recommendations to the deans of their respective colleges and schools.
3. The members of each CTBAC are selected according to a procedure approved by the relevant College Council(s).

#### ARTICLE 18: Invest in Texas

1. Invest in Texas is a coalition between each of the three Legislative Student Organizations at The University of Texas with the purpose of coordinating legislative advocacy efforts and encouraging student involvement in the legislative process.

2. Direction of Invest in Texas is shared between three Co-Directors: one Co-Director to be appointed by the President of Student Government, one Co-Director to be appointed by the President of the Senate of College Councils, and one Co-Director to be appointed by the President of the Graduate Student Assembly.
3. The Co-Directors of Invest in Texas may invite other registered student organizations to become members of the coalition as they deem appropriate and necessary.
4. By appointing a Co-Director, The Senate of College Councils agrees to adhere to the Memorandum of Understanding Regarding Invest in Texas.

Approved by the Board of Regents: July 27, 1973

Amended: June 1, 1979; February 15, 1985; March 19, 1987; March 9, 1995; March 21, 1996; February 10, 2000; November 16, 2000; April 17, 2003; May 1, 2003; March 25, 2004; December 2, 2004; March 8, 2007; March 20, 2008; August 28, 2009; May 23, 2010; September 16, 2010; March 10, 2011; March 24, 2011; May 5, 2011; September 15, 2011; April 5, 2012; April 19, 2012; May 3, 2012