

# SUA Constitution, Bylaws and Budget

By

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# Article I and Article II

- Student Union Assembly (SUA)
  - UCSC's Student Government
- Undergraduate Student Association (USA)
  - UCSC's Undergraduate Student Body

# Student Union Assembly Article II

- Composition
  - 6 SUA Officers
  - 4 non-voting members
  - 30 college representatives
  - 6 registered student organizations
  - Boards, Councils, Committees, Subcommittees (adhoc/special), Task Forces

# Standing Committees

- Student Committee on Committees
- Student Academic Senate
- Student Organization Funding Advisory Committee
- SUA Committees (Student power, Lobby Corp, Diversity Commission, Outreach & Student Life)

# SUA Task Forces

- Engaging Education
- Campus Sustainability Council
- Resource Center Programming and Operating Fund Council

# College Governments?

- Jurisdiction is given to the College Governments through Article IV
  1. Due to the expertise of the college governments on issues inside their colleges and the personal contact of the college government members to members of the college, the college governments shall continue to have full jurisdiction on the issues within their college.
  2. The college governments shall handle issues relating to their college activities and policies.
  3. The college government shall distribute college membership fees.
  4. The college governments shall appoint their representative to the Academic Senate.
  5. The college government may request assistance of the SUA on any issue to protect and assure the rights and needs of students.
  6. Authority of the Student Union Assembly is recognized by the Regents of the University of California, the Chancellor of the University of California, Santa Cruz. Membership is strengthened by the participation of the college governments and organizations to the Student Union Assembly.

# SUA Chair Constitutional Duties

- a. Leader and principal spokesperson of the Student Body.
- b. Chair the meeting of the Assembly.
- c. Ensure cohesive and effective interaction within the Assembly and the campus.
- d. Act as an ex-officio, non-voting member of all SUA committees, subcommittees, and task forces.
- e. Required to hold weekly office hours at the SUA office. Undergraduate Student Association Constitution
- f. Attend weekly officer meeting(s) to ensure communication and collaboration.
- g. Work in collaboration with the other officers, business manager, committees, subcommittees and taskforces to create a budget for the following academic year, which must be approved by the SUA in spring (Article VII, Section A).
- h. Prepares a monthly report evaluating the SUA, which provides constructive criticism, for the purposes of improvement.
- i. Carryout any other duties set forth in this constitution, the bylaws and/or as assigned by the Assembly.
- j. Appoints the Treasurer and the Recording Clerk by the last meeting of the Fall Quarter. The selection needs to be ratified for the Treasurer by the body by a simple majority vote.
- k. Shall meet once a quarter with the College Senate Advisor and the Organization Advisor in conjunction with the Council of Chairs and Leaders of the Organizations to ensure cohesiveness and explain happenings of the Student Union Assembly in order to establish transparency. The Chair does not adhere to any administration, unless stated in system wide or university policy.

# Article III Section A(1)(d)

- d. Act as an ex-officio, non-voting member of all SUA committees, subcommittees, and task forces. (unless otherwise stated in Bylaws, governing documents)
  - This would include all SUA committees, SOFA, SAS, SCOC, e<sup>2</sup>, C.A.R.E, CSC



# SUA Chair Powers and Responsibilities

- Article II Section E(1)
  - Each member of the Assembly, as specified in Article II, Section C shall each be given one vote and have the power to vote on all questions.
  - According to Robert Rules as long as I am presiding over the meeting I have to stay impartial. But I can make or break ties, or vote during secret ballot.

- Executive Order?
  - Authority to create or delegate duties to officers and representatives
    - Article III Section A(2-6)(i)
      - Carryout any other duties as set forth in this constitution, the bylaws, and/or as assigned by the Assembly and/or Chair.
    - Article III Section A(11)(f)
      - Carryout any other duties as set forth in this constitution, the bylaws, and/or assigned by the Assembly and/or Chair.
- Article II Section G: Procedures (5)
  - The Chair may convene the SUA for an "emergency" meeting at anytime. Other members of the Assembly may convene the SUA for emergency meeting at any time by petition of at least half of the voting membership (Article II, Section C).

# Voting Rights

- Article II Section G(6)
  - The Chair shall require approval documentation needed by the first meeting of the quarter for the representative signed by both leaders of the college government or organization assuring their commitment and responsibilities of the SUA for the quarter.
- Suspend voting rights?
  - Robert Rules page 252 and 255
    - If one or more members have been denied the right to vote, or the right to attend which a vote was taken they have to call a point of order
    - As presiding officer, the assembly delegated both authority and duty to make necessary rulings on questions of parliamentary law,
    - Each representative is required to have signed documentation by first meeting in order to attain voting privileges

# Orders of Business

- Article IX Bylaws: Section C (1)(A)
  - The hours of general meetings shall be defined as published on the Student Union Assembly website, and the rulings of the Chair. Enforcing such hours shall not be subject to appeal.
- Section 3(A)
  - The Chair, or in their absence, the Internal Vice-Chair, shall take the chair precisely at the hour appointed for the meeting and shall immediately call the Assembly to order. In the absence of the Chair or the Internal Vice-Chair, the External Vice-Chair shall call the Assembly to order. The officer that calls the Assembly to order shall hereafter be referred to as the Presiding Officer.

# Objection to a motion

- As defined in the constitution, when a question requiring a vote is raised, the Presiding Officer shall call for consensus of the members present. If any present member objects to the question, they may call “Objection,” in which case the Presiding Officer shall call for a vote.
  - Objections may include any personal conflict of interest, or lack of information regarding said funding request, resolution or motion.
- Only members permitted by Article II. Section C. of the Constitution may vote. Any member of the Assembly may call for a recorded roll call vote.
- Once begun, the vote shall not be interrupted.

# Fiscal Authority

- Article VII. Section A(1): The SUA shall have authority over all the budgets of the SUA or any of its committees, subcommittees, and task forces.
- Under Chair Duties
  - Work in collaboration with the other officers, business manager, committees, subcommittees and taskforces to create a budget for the following academic year, which must be approved by the SUA in spring (Article VII, Section A).
  - Article VII. Section A(1)(b)
    - The Chair has overall responsibility for proper fiscal management of the Student Union Assembly.
      - Authorize all fiscal transactions and pay for every intern and officers(SUA/SCOC)
- Article VII. Section A(1)(f)
  - The SUA may specify in the bylaws restrictions on the use of SUA funds.
    - By university policy, in compliant with SUA Internal Audit Review SC-08-15 (January 23<sup>rd</sup>, 2008), definition of SUA Funds includes: Student Union Assembly, Campus Sustainability Council, Engaging Education

# Budget

- FOPAL (Fund, Org, Account and Program Code, Activity Code, Location)
  - Fund is an up to five character code describing the source of funding for a transaction
    - SUA '20185'
  - Organization is a numeric code describing the department or office of the University.
    - Org '680568'
  - Account is a six character code that describes the basic accounting classifications. (ie. '001253' would be linked to all purchase orders with student programming refreshments or decorations such as food or supplies)
  - Activity is reserved for departmental use. Activities may be established by units for cost-centering purposes. The first two characters of the activity code will be alphabetical, and will be assigned by the Planning and Budget office. (ie. We have an activity code for each line item. 'CHRPRG' = Chair Programming \$100
    - For Example. If I were to put in a purchase order to Woodstock's using chair programming, my FOAPAL would be '20185-680568-001253-CHRPRG'

- Measure 8: \$7 per student per quarter about \$300,000 a year. We started the year with a little over \$118,000 in carry forward funds
- 10% of funds will be allocated to Accumulated Reserve for Unanticipated Future Loss ~\$30,000
  - Article IX. Section E(1)(D)(III)
    - The Student Union Assembly can access money from the Accumulated Reserve for Unanticipated Future Loss Allocation only in the state of emergency where failure to access funds will prevent the Student Union Assembly from carrying out day to day operations or fulfilling constitutional obligations.
- UCSC Foundation: \$10,000 donation. Since its not student fees, it can be used for anything such as scholarships to students, or donation to charity
- SUA Funds, in all, exceeds \$1.2 million in Carry forward