

# MINUTES

## COMMISSION ON UNDERGRADUATE STUDENT AFFAIRS

December 1, 2022 @ 3:30 PM

CID, Multipurpose Library (Room 104)

**Present:** Seungchan Jeong, Alice Fox, Anahi Sanchez-Moya, Avery Lee, Daniel Pena-Salazar, James Bridgeforth for Frances Keene, Kat Nelson for James Bridgeforth, Kiera Schneiderman, Kim O'Rourke, Lauren Surface, Monica Nguyen, Noor Tasnim for Ben Beiter, Sarah Zulfiqar, Shahed Sanuri, Susanna Rinehart, Terri Pecora, Zachary Schmidt for Katie Minutillo

**Absent:** Jalen Neal, Jennifer Pike, Kimberly Smith, Nick Whitesell

**Absent with Notice:** Ally Jett, Crasha Townsend, Shirin Mohammadian, Tamara Cherry-Clarke

**Guests:** Ainsley Cragin, April Myers, Carlos Dubon Hinojosa, Caroline Lohr, Christian Ramos, Sam Yuzbashev, Scott Nachlis, Tal Kalderon

Seungchan Jeong called the meeting to order at 3:30pm. A quorum was present.

### 1) Attendance

### 2) Adoption of Agenda

- A motion was made and seconded to adopt the agenda. The motion carried.

### 3) Team Builder

### 4) Unfinished Business

- Alice Fox presented the Student Allocation Policy Review Subcommittee for CUSA and CGPSA for a second reading. See attached.

Alice clarified the role of the subcommittee is not to allocate funds, but rather to focus on approving the allocation policies and procedures. Issue was raised concerning undergraduate, versus graduate student, representation within the committee, as well as how voting will work. It was stated that the intent behind this reading was to get approval to move forward with creating the subcommittee; and that further details and amendments can be introduced at a future meeting once it has been formed.

A motion was made and seconded to approve the creation of the Student Allocation Policy Review Subcommittee. The motion passed.

### 5) New Business

- a. Christian Ramos shared the first reading of the Latino Association of Student Organizations Constitution. See attached.
- b. Tal Kalderon shared the first reading of the Jewish Student Union Constitution. See attached.

**6) CUSA Announcements**

- a. Seungchan Jeong reviewed the CUSA Work Plan for 2022-2023, along with Roberts Rules. See attached. In addition, documents can also be found on the CUSA SharePoint site: <https://virginiatech.sharepoint.com/sites/UniversityGovernance/CUSA>
- b. Seungchan Jeong encouraged all members to verify their membership info is listed correctly on the official Governance Roster to ensure accurate reporting. See attached. In addition, the roster can be accessed here: <https://virginiatech.sharepoint.com/sites/UniversityGovernance/CUSA/Lists/Roster/AllItems.aspx>

**7) University Council and Commission Updates**

- a. Seungchan Jeong stated the approved University Council minutes from the September 19 meeting have been voted on and uploaded to the Governance website: <https://governance.vt.edu/BodyDetails/UC>
- b. Seungchan Jeong shared that all University Commissions and Committees are filled out

**8) USS VP for Finance**

- a. Due to a lack of time, the Appropriations Committee Update was not presented during the meeting. The presentation has been uploaded to the CUSA SharePoint site for viewing. See attached.

**9) Adjournment**

- There being no further business, a motion was made to adjourn the meeting at 4:35pm.

**\*\*Next Meeting: Thursday, January 19, 2022 @ 3:30 to 5:00pm\*\***

This will be a joint, *ad hoc* subcommittee between the Commission on Undergraduate Student Affairs (CUSA) and the Commission on Graduate & Professional Student Affairs (CGPSA). This joint subcommittee will be responsible for reviewing proposals and major amendments to the funding policies, strategies, and any policy-related matters that pertain to general student financial plans (both undergraduate and graduate) that are recommended to them from the Appropriations Committee, the Graduate Student Budget Board (GSBB), or the chairs or vice-chairs of these entities.

The composition of SAPRC will be five CUSA and five CGPSA members. At least three of the five members nominated to this role from each commission must be students. Members must be voted in by majority from their respective commission.

# **The Constitution of the Latinx Association of Student Organizations**

## **Preamble**

We, as representatives of organizations at Virginia Polytechnic Institute and State University, recognize the need to unite the various Latinx organizations in order to adequately represent and serve our community to provide a forum for our voices to be heard.

### **Article I – Name**

The name of the organization shall be the Latinx Association of Student Organizations of Virginia Polytechnic Institute and State University.

### **Article II – Objectives**

The objectives of LASO shall be:

1. To act as an umbrella organization encompassing Latinx student organizations.
2. To sponsor large venue entertainment and educational programs focused on
  1. Latinx culture that unites member organizations and community to promote awareness and knowledge to the general campus community.
  2. To address, support, and promote the issues and concerns of the Latinx community by serving as a liaison among member organizations, as well as between the university administration and the general student body.
  3. To coordinate events involving participation of member organizations.
3. To represent the Latinx community of Virginia Tech at commissions and board meetings that include leadership of the university

### **Article III – Membership**

#### **Section I**

Membership and participation shall be free from discrimination on the basis of sex, gender, race, religion, ethnic group, national origin, and political affiliation.

#### **Section II**

General membership shall be extended to all full- time or part- time undergraduate and graduate students as well as faculty and staff of Virginia Tech who are in good standing with the university.

### Section III

Regarding LASO executive board elections:

1. Every member organization has the right to vote represented by their current president. All votes coming from member organizations will account for 30% of the total result.
2. Every member of LASO's current executive board (with exception of the president) has the right to vote. All votes coming from LASO's current executive board will account for 70% of the total result.
3. In the case of a tie in the first place after voting, LASO's current president has the right to vote for a simple majority.

### Section IV

An organization showing interest in LASO must submit a written proposal and present it to the executive board by a representative of the organization. Membership shall be granted upon receiving a two-thirds majority vote of the present executive board members after a trial period of one academic semester. During this trial period, the members of the interested organization are encouraged to attend both executive board and general body meetings, as well as LASO sponsored events.

### Section V

Each member organization will elect, appoint, or otherwise designate at least one officer to represent their respective organization at all student leadership meetings. The member organizations who are present will be able to vote on issues pertaining to LASO. Quorum will be defined as at least two-thirds of the member organizations, in addition to three executive board members. If quorum is not met, voting on university issues cannot take place.

### Section VI

Existing member(s) of LASO are:

1. Latin American and Iberic Graduate Student Association (LAIGSA)
2. Sigma Delta Pi, National Collegiate Spanish Honor Society
3. Latin Link
4. Association of Latino Professionals for America

5. Society of Hispanic Professional Engineers Undergraduate Chapter (SHPE)
6. The Brasil Club
7. Students Helping Honduras (SHH)
8. SalsaTech

## Section VII

A member of the Hispanic Latinx Faculty/Staff Caucus is invited to serve as a Faculty Representative at all LASO meetings.

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## Article IV – Officers and Elections

### Section I

The executive officers of LASO shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Public Relations Chair
6. Events Coordinator

### Section II

The offices of president, vice-president, secretary, treasurer, public relations chair, and events coordinator shall comprise the LASO executive board. If it is seen as fit, a second, parallel, vice-president may be elected in office.

### Section III

The voting members of the executive board are the vice-president, secretary, treasurer, public relations chair, and events coordinators. Then the President does not vote except in the case of a tie.

#### Section IV

The executive board may form ad hoc committees temporarily when it is deemed necessary for certain events or purposes.

#### Section V

Any student of Virginia Tech may pursue an executive board office as long as they meet the following criteria:

1. Provide two endorsements from executive board members from member organizations
2. President and vice-president must maintain a 3.0 GPA; all other executive board candidates must maintain a 2.5-
3. Complete a simple application and undertake an interview process prior to the date of the election to verify the above information and state qualifications for the position, as well as seeing if the candidate is an appropriate fit for the executive board.

#### Section VI

Nominations for officers for the coming term shall take place at the beginning of March; elections shall take place at the end of March at an open meeting.

#### Section VII

Voting for (president and vice-president) elections shall take place by secret ballot. A simple majority is required to determine the elected candidate. All LASO's executive board members are required to vote for an election to take place. Majority shall be defined as 50% +1. Should the case occur that there is not one candidate with a majority of votes there shall be a run-off between the two candidates who received the most votes. Other executive board positions will be discussed and chosen by LASO's current executive board.

#### Section VIII

If a candidate cannot be found for an office during the nomination period, the President may nominate a candidate, with board approval.

#### Section IX

Upon conclusion of elections, all elected officers shall be required to attend all LASO meetings held within the remainder of the semester. Newly elected officers shall be installed no later than the last week in April.

## Section X

An officer can remain in the same position for only two consecutive terms.

## Section XI

Should a vacancy occur in the office of president, the vice-president shall fill the position.

Should a vacancy occur in any remaining positions, the vice-president will temporarily fulfill the duties of the vacant office until an election can be held at the next general body meeting. Any person wishing to run shall submit an application before the election date to the executive board stating their qualifications.

## Section XII

For a candidate to run for president, they must have held a previous LASO executive board position.

## Section XIII

An upcoming president for one of the member organizations cannot run for the office of president of LASO.

# Article V – Meetings

## Section I

The date, time and place of meetings shall be decided upon and announced at the beginning of each year with the consent of the executive board.

## Section II

Executive board meetings shall be held at a minimum of monthly. The executive board shall be defined in Article IV, Section II. General body meetings will be held accordingly.

## Section III

Special meetings may be called as needed by the president after consultation with the executive board.

## Section IV



Meeting attendance is mandatory by all executive board members barring extenuating circumstances in which case the officer must notify the other executive board members prior to their absence.

## Section V

General body meetings shall be open to the public. Executive board meetings are closed meetings except to executive board members and all parties interested in a LASO position.

# **The Bylaws of the Latinx Association of Student Organizations**

## Article I – Powers and Duties of Officers

### Section I – President

The powers and duties of this office shall be:

1. To preside at and facilitate LASO meetings.
2. To be a spokesperson for the organization and to act as a liaison as well as to be a voice for the Latinx community
3. Represent LASO at various university-wide committee meetings or designate a representative as needed.
4. To assist and organize officers in the execution of their duties.
5. Perform any miscellaneous duties as assigned or deemed necessary.

### Section II – Vice-President

The powers and duties of this office shall be:

1. To assist the Chairperson in the performance of their duties as mentioned in Bylaws Article I, Section I.
2. To perform the duties and fulfill the responsibilities of the office of Chairperson in the absence of said officer or in the event that the Chairperson is unable to perform their duties.
3. Temporarily fulfill any vacant position until an election can be held and the position is filled.
4. To represent LASO in the Commission of Student Affairs or designate a representative, as needed.
5. Perform any miscellaneous duties as assigned or deemed necessary.

### Section III – Treasurer

The powers and duties of this office shall be:

1. To keep up to date financial records for LASO.
2. To collect and disperse all money on behalf of LASO with the direction of the executive committee and of the members.
3. To work with executive committee members in developing and preparing a budget for the following school year and present said budget for review by the Student Budget Board.
4. To represent LASO in the Student Budget Board or designate a representative, as needed.
5. Perform any miscellaneous duties as assigned or deemed necessary.

### Section IV – Secretary

The powers and duties of this office shall be:

1. To record minutes of all meetings.
2. To keep a permanent record of all minutes and have them present at all meetings.
3. To report the minutes of the previous general and executive committee meetings to the general body.
4. To create and send LASO's weekly newsletter with upcoming events or important announcements to the general community.
5. Perform any miscellaneous duties as assigned or deemed necessary.

### Section V - Public Relations

The powers and duties of this office shall be:

1. To manage social media content and activity (i.e. Instagram, Facebook, and/or Twitter).
2. To represent LASO at any social event as deemed necessary.
3. To develop constant and frequent communication with Events Coordinators to perform the necessary marketing campaigns for events.
4. To perform any miscellaneous duties as assigned or deemed necessary.

### Section VI - Events Coordinators

The powers and duties of this office shall be:

1. To plan, organize and execute events hosted by LASO with the approval of the executive board.
2. To lead creative discussions during meetings about upcoming events.
3. To maintain communication with external parties for potential collaboration.
4. To represent LASO at any social event as deemed necessary.

5. To perform any miscellaneous duties as assigned or deemed necessary.

## Section VII – Organizational Representatives

The powers and duties of this office shall be:

1. To represent the respective organization's interests at LASO meetings as agreed upon execution.
2. To bring concerns or issues pertaining to their organization and address them at meetings.
3. To attend all general body as well as executive board meetings.

## Section VIII - Faculty Advisor

The powers and duties of this office shall be:

1. To serve as an advisor and resource individual in the implementation of actions of this organization.
2. To be a member of the Virginia Tech Administrative staff.
3. To have a final say with consultation of board members in financial and programmatic issues.
4. To not have a vote during general business meetings and general elections.

## Section IX

Current office holders shall advise newly elected officers of their duties and responsibilities as well as train them for their respective office.

# Article II – Amendments

## Section I- Constitution

Amendments to the constitution must be approved by a two-thirds majority of the executive board and by the Commission of Student Affairs.

## Section II- Bylaws

Amendments to the bylaws must be established by the executive board or general members and must be approved by a two-thirds majority of the voting members.

## Article III- Removal of Officers

### Section I

Any person in office may be removed for failure to fulfill all duties and responsibilities outlined in the constitution and bylaws.

### Section II

Allegations that a person in office is not fulfilling the duties of that office may be brought up at the end of a LASO meeting. If enough evidence exists to support said allegations, then and only then may a motion be made for an impeachment hearing. Only when the motion is seconded may impeachment hearings be conducted.

### Section III

The person in question shall be given the opportunity to resign from the office. If they decline, then impeachment hearings shall proceed as scheduled. The person in question will meet with the faculty advisor in order to determine whether impeachment procedures can be avoided. The president will then meet with the advisor and they will make the decision whether to continue with the impeachment procedures. In case of president impeachment, the vice-president will meet with the advisor.

### Section IV

The impeachment hearings shall be conducted in the following manner:

1. Each organization president shall bring one representative of said organization. The representative must be an active member of that organization and therefore, shall act as a constituent only.
2. A quorum, which is defined as two-thirds of the organizations represented in addition to half of the executive board members, must be present in order for impeachment hearings to proceed.
3. The person in question shall be given an opportunity to present their case and are therefore subject to questions asked by members.
4. Voting shall take place by secret ballot only. The person in question shall be given the right to vote. A two-thirds vote is needed in order to remove the person from office.

### Section V

Once the person has been removed from office, elections shall be held to fill that office. Any candidate must abide by the laws of this Constitution. A person who is currently holding office in LASO may also choose to run for the new vacant office if they choose to. The new vacancy would be filled using the LASO election protocol.

# **The Constitution of the Latinx Association of Student Organizations**

## **Preamble**

We, as representatives of Latinx Registered Student Organizations (RSO) at Virginia Polytechnic Institute and State University, recognize the need to unite the various Latinx RSO's in order to adequately represent and serve our community to provide a forum for our voices to be heard.

## **Article I – Name**

The name of the University Chartered Student Organization (UCSO) shall be the Latinx Association of Student Organizations of Virginia Polytechnic Institute and State University.

## **Article II – Objectives**

The objectives of LASO shall be:

1. To act as an umbrella organization encompassing Latinx student organizations.
2. To sponsor large venue entertainment and educational programs focused on Latinx culture that unites Latinx RSOs, our constituents, and the Virginia Tech community to promote awareness and knowledge to the general campus community.
3. To address, support, and promote the issues and concerns of the Latinx community by serving as a liaison among constituents, as well as between the university administration and the general student body.
4. To coordinate events involving participation and possible collaboration with constituents.
5. To represent the Latinx community of Virginia Tech at commissions and board meetings that include leadership of the university.

## **Article III – Membership**

### *Section I*

LASO Executive Board membership and student body participation shall be free from discrimination on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, and veteran status.

### *Section II*

Attendance to LASO sponsored events shall be extended to all full-time or part-time undergraduate and graduate students as well as faculty and staff of Virginia Tech who are in good standing with the university.

### *Section III*

Regarding LASO Executive Board elections:

1. Every constituent has the right to one vote for each LASO executive board position, represented by the President of the current academic term. All votes coming from constituents will account for 30% of the total result.
  - a. Each constituent's President will be encouraged to talk to their own executive board to come to a final decision on their one vote per LASO executive board position. Final votes shall be submitted by the respective constituent's President.
2. Every member of LASO's current executive board, with the exception of the president (see Article III, Section III.3), has the right to vote. All votes coming from LASO's current executive board will account for 70% of the total result.
3. In the case of a tie for any position, LASO's current president will vote to break the tie.
  - a. If the current president is re-running for President and there is a tie for the Presidential position, the current President shall not be the tie-breaker. LASO Executive Board must convene to come to a unanimous decision to break the tie.

### *Section IV*

Each constituent will elect, appoint, or otherwise designate at least one officer to represent their respective organization at all student leadership meetings. The constituents who are present will be able to vote on issues pertaining to LASO. Regardless of the number of representatives per constituent present, each constituent shall only be granted one vote. Quorum will be defined as the attendance of at least two-thirds of the constituents, in addition to at least three LASO Executive Board members. If quorum is not met, voting on university issues cannot take place.

### *Section V*

Existing member(s) of LASO are:

1. Latin American and Iberic Graduate Student Association (LAIGSA)
2. Sigma Delta Pi, National Collegiate Spanish Honor Society
3. Latin Link
4. Association of Latino Professionals for America (ALPFA)
5. Society of Hispanic Professional Engineers Undergraduate Chapter (SHPE)
6. Brazilian Student Association at Virginia Tech (BRASA)
7. Students Helping Honduras (SHH)
8. SalsaTech

### *Section VI*

An organization showing interest in LASO must submit a written proposal and present it to the executive board by a representative of the organization. Membership shall be granted upon receiving a two-thirds majority vote of the present executive board members after a trial period of one academic semester. During this trial period, the members of the interested organization are encouraged to attend LASO sponsored events and will be considered conditional constituents of LASO. After the trial period of one academic semester, LASO Executive Board members will vote to approve or deny the conditional constituent to become part of LASO.

### *Section VII*

A member of the Hispanic Latinx Faculty/Staff Caucus is invited to serve as a Faculty Representative at all LASO meetings.

## **Article IV – Officers and Elections**

### *Section I*

The executive officers of LASO shall be:

1. President
2. Vice President(s)
3. Secretary
4. Treasurer
5. Public Relations Chair(s)
6. Events Coordinator(s)

### *Section II*

The offices of President, Vice President, Secretary, Treasurer, Public Relations chair, and Events Coordinator shall comprise the LASO executive board. If it is seen as fit, a second, parallel, vice president may be elected in office.

### *Section III*

The executive board may form ad hoc committees temporarily when it is deemed necessary for certain events or purposes.

### *Section IV*

Any student of Virginia Tech may pursue an executive board office as long as they meet the following criteria:

1. The President and Vice President applicants must maintain a 3.0 GPA and also must hold or have previously held a position on LASO Executive Board.
2. All other executive board candidates must maintain a 2.5 GPA.
3. Complete a simple application and undertake an interview process prior to the date of the election to verify the above information and state qualifications for the position, as well as seeing if the candidate is an appropriate fit for the executive board.

### *Section V*

LASO Executive Board applications will take place at the beginning of April, elections shall take place at the end of April.

### *Section VI*

Voting for President and Vice President elections shall take place by secret ballot. A simple



majority is required to determine the elected candidate. All LASO Executive Board members are required to vote for an election to take place. Majority shall be defined as 50% +1. Should the case occur that there is not one candidate with a majority of votes there shall be a run-off between the two candidates who received the most votes. Other Executive Board positions will be discussed and chosen by LASO's current executive board.

#### *Section VII*

If a candidate cannot be found for an office during the nomination period, the President may nominate a candidate, with board approval.

#### *Section VIII*

Upon conclusion of elections, all elected officers shall attend LASO transitional meetings held within the remainder of the semester. Newly elected officers shall be installed no later than the last week in April.

#### *Section IX*

An officer can remain in the same position for only two consecutive terms.

#### *Section X*

Should a vacancy occur in the office of President, the Vice President shall fill the position.

Should a vacancy occur in any remaining positions, the Vice President will temporarily fulfill the duties of the vacant office until an election can be held at the next board meeting. Any person wishing to run shall submit an application before the election date to the executive board stating their qualifications.

#### *Section XI*

An upcoming president for one of the member organizations cannot run for the office of President of LASO.

### **Article V – Meetings**

#### *Section I*

The date, time and place of official board meetings shall be decided upon and announced at the beginning of each semester with the consent of the executive board.

#### *Section II*

Executive board meetings shall be held at a minimum of monthly. The executive board shall be defined in Article IV, Section II.

#### *Section III*

Special meetings may be called as needed by the President after consultation with the executive

board.

#### *Section IV*

Meeting attendance is mandatory by all executive board members barring extenuating circumstances in which case the officer must notify the other executive board members prior to their absence.

#### *Section V*

LASO sponsored events shall be open to the public. Executive board meetings are closed meetings except to executive board members and all parties interested in a LASO position.

### **The Bylaws of the Latinx Association of Student Organizations**

#### **Article I – Powers and Duties of Officers**

##### *Section I – President*

The powers and duties of this office shall be:

1. To preside at and facilitate LASO meetings.
2. To be a spokesperson for the organization and to act as a liaison as well as to be a voice for the Latinx community
3. To represent LASO at various university-wide committee meetings, such as Undergraduate Student Senate and Order of the Gavel, or designate a representative as needed.
4. To assist and organize officers in the execution of their duties.
5. Perform any miscellaneous duties as assigned or deemed necessary.

##### *Section II – Vice President*

The powers and duties of this office shall be:

1. To assist the President in the performance of their duties as mentioned in Bylaws Article I, Section I.
2. To perform the duties and fulfill the responsibilities of the office of President in the absence of said officer or in the event that the President is unable to perform their duties.
3. Temporarily fulfill any vacant position until an election can be held and the position is filled.
4. To represent LASO in the Commission of Student Affairs or designate a representative, as needed.
5. Perform any miscellaneous duties as assigned or deemed necessary.

##### *Section III – Treasurer*

The powers and duties of this office shall be:

1. To keep up to date financial records for LASO.
2. To collect and disperse all money on behalf of LASO with the direction of the executive committee and of the members.
3. To work with executive committee members in developing and preparing a budget for the following school year and present said budget for review by the Student Budget Board.
4. To represent LASO in the Student Budget Board or designate a representative, as needed.
5. Perform any miscellaneous duties as assigned or deemed necessary.

#### *Section IV – Secretary*

The powers and duties of this office shall be:

1. To record minutes of all meetings.
2. To keep a permanent record of all minutes and have them present at all meetings.
3. To create and send LASO's weekly newsletter with upcoming events or important announcements to the general community.
4. Utilize the LASO email to send updates as necessary.
5. Perform any miscellaneous duties as assigned or deemed necessary.

#### *Section V - Public Relations*

The powers and duties of this office shall be:

1. To manage social media content and activity (i.e. Instagram, Facebook, and/or Twitter).
2. To promote constituent events through social media as necessary.
3. To develop constant and frequent communication with Events Coordinators to perform the necessary marketing campaigns for events.
4. To represent LASO at any non-constituent social event as deemed necessary.
5. To perform any miscellaneous duties as assigned or deemed necessary.

#### *Section VI - Events Coordinators*

The powers and duties of this office shall be:

1. To plan, organize, and execute events hosted by LASO with the approval of the executive board.
2. To lead creative discussions during meetings about upcoming events.
3. To maintain communication with external parties for potential collaboration.
4. To represent LASO at any non-constituent social event as

deemed necessary.

5. To perform any miscellaneous duties as assigned or deemed necessary.

#### *Section VII – Organizational Representatives*

The powers and duties of this office shall be:

1. To represent the respective organization's interests at LASO meetings as agreed upon execution.
2. To bring concerns or issues pertaining to their organization and address them as necessary

#### *Section VIII - Faculty Advisor*

The powers and duties of this office shall be:

1. To serve as an advisor and resource individual in the implementation of actions of this organization.
2. To be a member of the Virginia Tech Administrative staff.
3. To have a final say with consultation of board members in financial and programmatic issues.
4. To not have a vote during general business meetings and general elections.

#### *Section IX*

Current office holders shall advise newly elected officers of their duties and responsibilities as well as train them for their respective office.

### **Article II – Amendments**

#### *Section I- Constitution*

Amendments to the constitution must be approved by a two-thirds majority of the executive board and by the Commission of Student Affairs.

#### *Section II- Bylaws*

Amendments to the bylaws must be established by the executive board or general members and must be approved by a two-thirds majority of the voting members.

### **Article III- Removal of Officers**

#### *Section I*

Any person in office may be removed for failure to fulfill all duties and responsibilities outlined in the constitution and bylaws.

#### *Section II*

Allegations that a person in office is not fulfilling the duties of that office may be brought up at the end of a LASO meeting. If enough evidence exists to support said allegations, then and only then may a motion be made for an impeachment hearing. Only when the motion is seconded may impeachment hearings be conducted.

### *Section III*

The person in question shall be given the opportunity to resign from the office. If they decline, then impeachment hearings shall proceed as scheduled. The person in question will meet with the faculty advisor in order to determine whether impeachment procedures can be avoided. The president will then meet with the advisor and they will make the decision whether to continue with the impeachment procedures. In case of President impeachment, the Vice President will meet with the advisor.

### *Section IV*

The impeachment hearings shall be conducted in the following manner:

1. Each constituent shall assign one representative from their Executive Board to the impeachment hearing.
2. A quorum, which is defined as two-thirds of constituents, in addition to at least half of LASO Executive Board members, must be present in order for impeachment hearings to proceed.
3. The person in question shall be given an opportunity to present their case and are therefore subject to questions asked by members.
4. Voting shall take place by secret ballot only. The person in question shall be given the right to vote. A two-thirds vote is needed in order to remove the person from office.

### *Section V*

Once the person has been removed from office, elections shall be held to fill that office. Any candidate must abide by the laws of these Bylaws. A person who is currently holding office in LASO may also choose to run for the new vacant office. The new vacancy would be filled using the LASO election protocol.

CONSTITUTION  
JEWISH STUDENT UNION  
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY



**Preamble**

In order to make a more consistent and unified voice for Jewish students of Virginia Tech, in addition to providing resources and aid to the various constituent organizations that comprise the Jewish Student Union for both advocacy and programming, we, the members of the Jewish Student Union, do hereby adopt and establish this constitution as the guiding instrument of our organization.

**Article I — Statement of Nomenclature**

The name of this organization shall be the Jewish Student Union of Virginia Tech, hereafter referred to as JSU.

**Article II — Statement of Purpose**

JSU shall be charged with:

- Supporting RSOs within its membership
- Coordinating external programming
- Educating the Virginia Tech community on Judaism and combating antisemitism
- Advocating on behalf of all Jewish students to the university
- Hosting the Aliyah Jewish Achievement Ceremony for graduating students
- Fostering cooperation between the Jewish RSOs
- Educating Jewish students about university government and happenings

**Article III — Definition of Membership**

**Section I**

Membership shall be free from discrimination on the basis of sex, race, religion, gender identity, ethnicity, disability, national origin, sexual orientation, and political affiliation.

## **Section II**

Membership shall be extended to all full-time or part-time Jewish undergraduate and graduate students as well as Jewish faculty and staff of Virginia Tech who are in good standing with the university.

## **Section III**

A Jewish Student Organization is defined as any RSO that espouses Jewish values within their mission statement or their actions. These organizations are automatically member organizations within the JSU.

## **Section IV**

Each member organization will elect, appoint, or otherwise delegate an officer to represent their respective organization at all JSU meetings. The JSU representative will be able to vote on issues pertaining to JSU business as long as the organization is in good standing with the university. If under the circumstances a representative cannot attend a meeting, and a replacement cannot be found, voting on university issues can still take place, so long as  $\frac{2}{3}$  of the General Body membership is present.

# **Article IV — Officers and Elections**

## **Section I**

### **Clause I**

The Executive Board is comprised of and defined as the following offices:

- President
- Vice President
- Treasurer

The Executive Board in addition to the Reps shall be collectively known as the Executive Officers.

### **Clause II**

Each Constituent Organization shall select one representative, hereafter collectively referred to as the Reps. A Rep's term lasts from April to April, and must be selected by an organization for the next academic year each April. Should a Rep step down or otherwise be removed from their office, the Constituent Organization they previously represented shall have their vote denied without appointing another JSU Rep.

### **Clause III**

The President may not be the president of a constituent organization.

#### **Clause IV**

The President cannot simultaneously be a Rep.

#### **Clause V**

Any other member of a constituent organization may run for or be considered for any position on the Executive Board, so long as Clauses II, III, and IV are followed.

### **Section II**

Voting membership shall be composed of the Reps, the Vice President, and the Treasurer. The President shall only have a vote in the event of a tie amongst the voting members.

### **Section III**

Should an individual hold both the role of Rep and either Vice President or Treasurer, in votes that require both positions, they may only be allowed to vote on behalf of their Constituent Organization as its Rep. The vote for the Executive Board office they also hold is null and void.

### **Section IV**

The Executive Board may form ad-hoc committees when deemed necessary.

### **Section V**

#### **Clause I**

Any student of Virginia Tech may pursue an Executive Board position, so long as that individual meets the following qualifications:

- Have an established affiliation with at least one or more member organizations
- Maintain a 2.5 GPA minimum
- Receive at least a 2.5 GPA in the semester before elections
- Complete a simple application prior to the date of the election to verify the above information

#### **Clause II**

Applications for candidacy for the coming term must be submitted by the end of March, with elections for the coming term being held at the second meeting in April.



### **Clause III**

The Vice President and Treasurer are elected via a ballot of the general membership of JSU. Should there be a tie between candidates, the current Executive Officers then cast their votes. If a tie occurs yet again, the current President can then cast their vote, forbidding abstention.

### **Clause IV**

The President of JSU may only be elected by the Reps. After all new Reps have been appointed from their respective Constituent Organization, each is to submit one candidate they feel would be best suited for President. Should a newly selected Rep be named as a candidate, should they pursue the position, they must then drop all JSU positions including Rep, and any Executive Board office held. Upon submission, each named candidate is to submit a brief application for why they would be the best fit for office. The Reps are then to have an election for the Executive Office of the President of JSU post-consideration of those applications.

### **Section VI**

Should an Executive Board position be vacant, the Reps must fulfill the roles of Vice President and Treasurer in the order of voluntary nomination, then forced nomination going down the alphabetized list of Constituent Organizations, as defined in the Bylaws Article III Section I.

### **Section VII**

An officer can remain in the same position for only two consecutive terms. An officer's term is defined as April until April, with any start after April counting as the whole first term as well.

### **Section VIII**

If an Executive Board vacancy occurs at some point throughout the semester, the voting membership may then appoint an individual to fulfill that role in meetings, effective until the next elective cycle.

## **Article V — Meetings**

### **Section I**

The date, time, and place of regular meetings shall be decided and announced at the beginning of each semester, with exact timing being communicated to all member organizations.

## **Section II**

The Executive Board shall meet at least four (4) times per semester. A special meeting may be called as necessary by the President after consultation with the rest of the Executive Board.

## **Section III**

Executive Officer meeting attendance is mandatory by all Executive Officers. Should a Rep be unable to attend a meeting, they must notify the Executive Board in advance, as well as send another representative of their organization in their stead. Should an Executive Board member be unable to attend, they must notify the current acting President of their absence; if the acting President is absent, the meeting must be postponed.

## **Section IV**

If any Executive Officer fails to attend  $\frac{3}{4}$  of the meetings, then the voting rights of that position shall be removed, until the next term. If the Executive Board believes it appropriate, the person may be impeached from office, in accordance with Bylaws, Article II.

## **Section V**

General Body meetings shall be made open to the public.

## **Section VI**

### **Clause I**

Any member of the JSU General Body may make recommendations for an amendment to this Constitution at any time. The recommendation must be presented along with a formalized note as to why the amendment is needed. Amendments may only be passed with a  $\frac{2}{3}$  majority vote of the JSU Executive Officers.

### **Clause II**

Any amendment proposed must adhere to all University Policies and Procedures.

## **The Bylaws of the Jewish Student Union**

## **Article I Defined Powers of the Executive Officers**

### **Section I The President**

The powers and duties of the President of JSU shall be:

- To preside at JSU executive and general body meetings

- To hold parliamentary authority over JSU
- To uphold the JSU Constitution and Bylaws
- To meet with representatives of RSOs as described
- To delegate appropriate authority and responsibilities to members
- To raise issues that concern the constituents of JSU
- To serve as a student model and voice for the Jewish community
- To serve or designate someone as the JSU representative at all University-related functions
- To ensure that all officers are performing their duties effectively
- To update the advisor on the progress of the organization
- To swear in all newly elected officers
- To oversee all Executive Board and general body meetings
- To attend or designate someone to represent JSU in the Commission on Student Affairs
- To attend or designate Undergraduate Student Senate meetings and act as the JSU representative to the USS
- To assist and direct officers in their duties, planning cultural events, and organizing fundraisers
- To execute the operations of JSU
- To manage projects and make sure deadlines are being achieved with the expectations outlined by voting members as a whole
- To continue past successful events and alter them if necessary
- To come up with new events that will meet the mission of JSU
- To administer events pertaining to the community
- To foster growth, learning, and shared experiences among Jewish students

## **Section II Vice President**

The powers and duties of the Vice President of JSU shall be:

- To act in all capacities in place of the President, when the position is vacant
- To act as recorder at meetings
- To keep records of the minutes of each Executive Board and General Body meeting
- To inform members of upcoming meetings as well as canceled and emergency meetings
- To maintain the JSU listserv
- To create plans and long-term goals for JSU with the President
- To maintain the GobblerConnect page
- To maintain a calendar of all Jewish events
- To make posts for social media
- To market events for JSU
- To market larger events for Jewish RSOs
- To recruit for JSU membership
- To inform members of announcements concerning JSU events as well as non-JSU events deemed relevant
- To take attendance at each JSU Executive Board meeting
- To lead the efforts on behalf of JSU on all day-to-day planning for JSU-sponsored events
- To seek out other organizations that could be potential sponsors when applicable

### **Section III Treasurer**

The powers and duties of the Treasurer of JSU shall be:

- To fill all responsibilities associated with the Appropriations Commission of USS
- To head the planning of the JSU budget
- To keep up-to-date financial records for JSU
- To collect and disperse all money on behalf of JSU with the direction of the Executive Officers
- To keep accurate financial records of the organization and pay all bills in a timely manner

### **Section IV Rep**

The powers and duties of the Reps shall be:

- To represent their respective Constituent Organization's interests at all JSU meetings
- To bring concerns or issues pertaining to their organization to JSU meetings
- To attend all meetings
- To serve as a voting member for their organization at general body meetings
- To meet once a month with the President

### **Section V Faculty Advisor**

The powers and duties of the Faculty Advisor shall be:

- To serve as an advisor and resource individual in the implementation of actions of this organization
- To be a member of the Virginia Tech Administrative staff
- To have final say with consultation of board members in financial and programmatic issues

### **Section VI**

Each office shall also be obligated to take on other duties unwritten within these bylaws, but which may come into existence at a certain time. The person in office shall also assist any other person in office when it is needed.

### **Section VII**

Each office shall uphold the JSU Constitution.

### **Section VIII**

The incumbent officer shall train the newly elected officer for the next term.

## **Section IX**

All changes to the Bylaws need to be proposed by an Executive Officer and approved by a  $\frac{2}{3}$  vote by the Executive Officers.

## **Article II Impeachment**

### **Section I**

Any person in office may be removed for a failure to fulfill all duties and responsibilities outlined in the Constitution and bylaws.

### **Section II**

Allegations that a person in office is not fulfilling the duties of that office may be brought up at any time during a meeting. If enough evidence exists to support said allegations, then and only then may a motion be made for an impeachment hearing. Only when the motion is seconded may impeachment hearings be conducted.  $\frac{2}{3}$  of the Executive Officers must be present.

### **Section III**

The person in question shall be given the opportunity to resign from the office. If they decline, then impeachment hearings shall proceed as scheduled.

### **Section IV**

The impeachment hearings shall be conducted in the following manner:

- The voting members of JSU and the JSU advisor must be present in order for impeachment hearings to proceed
- The person in question shall be given an opportunity to present their case and are therefore subject to questions asked by members
- Voting shall take place by secret ballot only. The person in question shall be given the right to vote. A  $\frac{2}{3}$  majority vote is needed in order to remove the person from office.
- Quorum for impeachment hearing is  $\frac{2}{3}$  of the Reps

## **Article III Member Organizations**

### **Section I**

The Member Organizations of JSU shall be:

- Hillel at Virginia Tech

- Hokies for Israel at Virginia Tech
- Chabad at Virginia Tech
- Peer Network Engagement Interns
- Zeta Beta Tau
- Alpha Epsilon Pi
- Nazun

2022-23 Proposed Goals	Commission on Undergraduate Student Affairs
Goal 1	Begin orienting the new chair for CUSA
Goal 2	Create inclusive culture of dialog
Goal 3	Review first generation student performance compared to other universities
Goal 4	Focus on international student experience
Goal 5	Improving the excessive work and treatment of members of the executive board (president, vice presidents, & directors) of the Undergraduate Student Senate
Goal 6	Advocate for the rights and safety of religious minorities on campus Improve residential well being leaders' working environment and treatment as well as strengthen quiet hours
Goal 7	Promote stable growth of Lavender House, a new LLP, an expand diversity and inclusion within Lavender House

**Goal 8**

Reinforcement of punishment for perpetrators of sexual violence within the campus



## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

### WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

# HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

## MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

## AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

## REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

## POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

## PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

## LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

## POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

### Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote


The slide features decorative orange dashed lines forming a circular path around the text. There are also solid orange corner brackets in the top-left and bottom-right corners.

# *Appropriations Presentation - 12/1/22*

**Presented on Behalf of the Appropriations  
Committee**



# *Recent Updates*

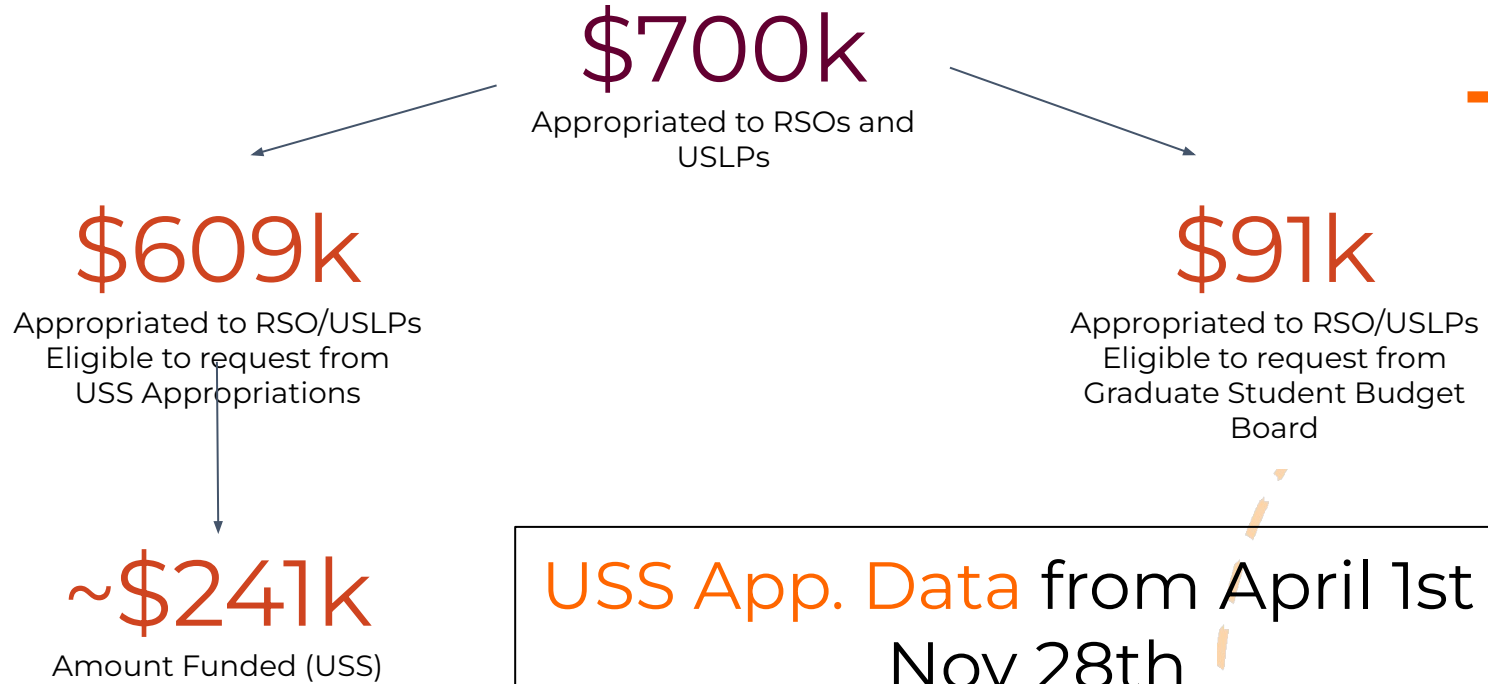
- 
- Gobblerconnect website has been closed
  - All requests will be finalized by the Dec. 5 meeting
- 

The background features several decorative orange elements: a dashed line in the top-left, a solid L-shaped bracket in the top-left, a dashed line in the top-right, a solid L-shaped bracket in the bottom-right, a dashed line in the bottom-right, and a dashed line in the bottom-left.

# *State of Committee*



# State of Committee



# Requests Heard by Committee: 11/7-11/28

49

Requests Heard

36

Approved Requests

34

Unique Organizations

~\$53K

Amount Funded

Competition 7 requests  
\$12,500

Conference 5 requests  
\$7,500

Major Event 0 requests  
\$0

Small Grant 4 requests  
\$5,000

Operational 7 requests  
\$7,000

General Program 13 requests  
\$21,000

# Total 2022-2023 USS Appropriations Year to Date (August 1st-November 28th)

257

Requests Received

159

Approved Requests

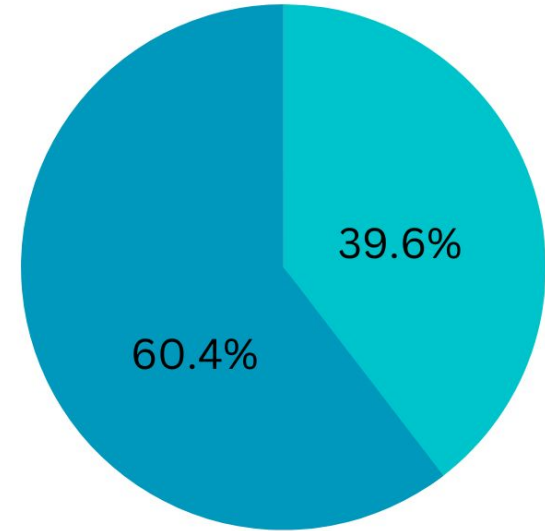
141

Unique Organizations

~\$241K

Amount Funded

Amount Remaining  
\$ 368,000



Amount Funded  
\$ 241,000

Total Approved for  
2022-2023 Events