



A.U.K
STUDENT GOVERNMENT

CONSTITUTION

Prishtinë, 2015

PREAMBLE

We, the students of the A.U.K., establish the Student Government of the A.U.K. as a self-governing organization of, and for, the students of A.U.K. The Student Government works to improve the quality of students' life at A.U.K. and shall serve as the instrument through which the student body may collectively influence decisions about student activities, roles, curriculum, and other interests. The A.U.K. Student Government represents all undergraduates enrolled in A.U.K..

SECTION I. NAME, EMBLEM, STRUCTURE, AND

PURPOSE Article I. Name

The organization shall be known as the A.U.K. Student Government (A.U.K.SG).

Article II. Emblem

The emblem/logo of the organization shall only be used by the Student Government. Any usage of this emblem/logo needs to be approved by the president, the vice president, or a responsible delegate as decided by the president.

Article III. Structure

The Student Government shall be comprised of the Student Senate and the Executive Committee.

Article IV. Purpose

The purpose of the SG shall be:

1. To represent the students of A.U.K. to the Faculty, Administration, and Trustees of the University;
2. To advocate for and propose policies, rules, and regulations that serve in the interests of the students of A.U.K. and the A.U.K. community, as a whole;
3. To protect academic freedom and student rights;
4. To represent the students of A.U.K. to persons or groups outside of the A.U.K. community (university) whenever such representation is called for;
5. Promote, monitor, and supervise student activities, clubs, and organizations which benefit both the students and the university;
6. To provide services for the members of the A.U.K. community;
7. To discuss, deliberate, and vote on questions relating to or affecting undergraduate life at A.U.K., or any other question of interest to the student;
8. Help the faculty and staff in their decisions, if such assistance is sought by faculty and staff, by informing them about student issues and interests;
9. Coordinate and expand student involvement in all areas of campus life.

SECTION II. THE STRUCTURE OF THE STUDENT GOVERNMENT

Article I. The Student Government

1. The Student Government, in its entirety, shall consist of:
 - a. The Executive Committee
 - b. The Student Senate

Article II. The Executive Committee*

1. The Executive Committee shall consist of the following:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Coordinators (All of whom must be specified prior to elections)

*The total number of the Executive Committee members shall be odd. Hence, there shall be 1, 3, or 5 Coordinators.

2. The Executive Committee shall be elected to one year term.

Article III. The Student Senate

1. The Student Senate shall consist of the following:
 - a) Two Freshman Senators
 - b) Two Sophomore Senators
 - c) Two Junior Senators
 - d) Two Senior Senators

2. Senators shall be elected to one year term, with the right of running for a second term. A senator shall not be able to run for a third term.

SECTION III. ELECTIONS

Article I. The Executive Committee

1. The executive committee shall be elected by the student body at large;
2. Each candidate for President shall run on a joint ticket with candidates for Vice President, Secretary, Treasurer, and Coordinators.
3. Any regular student enrolled at the American University in Kosovo, at the time of the election, may vote in the election for the Executive Committee;
4. The elections shall occur during the last two months of the Spring Semester;
5. Elections for the new Executive Committee shall be run by the outgoing Executive Committee and an appointed representative from the faculty; If any of the outgoing Executive Committee members decides to run in the next elections, he/she shall not be part of the Election Committee, in cases of which another Student Government representative elected by the senate substitutes the former in the Election committee.
6. If only one team runs for the Executive Committee, a referendum shall be organized.
7. The Executive Committee shall be elected if the requirements for a referendum to pass are accomplished as regulated by Article 4, Section VIII of this Constitution;
8. In the event that the running team for the Executive Committee does not accomplishing the requirements to pass, the existing Senate will run the Student Government until September of the new academic year, and then the Senate shall organize elections for both the Executive Committee and the Senate.
9. The Executive Committee shall serve a one year term that begins on the day after Commencement and ends on the day of the following Commencement;

10. The newly elected Executive Committee Members may and are encouraged to attend general Student Government meetings with the outgoing administration, but they may not vote, unless they are holding positions in the outgoing administration. During this period, the outgoing administration is encouraged to provide training to the incoming administration.

Article II. The Student Senate

1. The senators shall be elected by their respective constituencies (i.e. Freshman, Sophomore, Junior, and Senior);
2. The Student Senate Elections shall occur within the first three weeks of the Fall semester;
3. If only one, two, or three candidates apply for the senator position of a constituency, the application deadline will be extended for two more days. Elections shall not proceed unless there are at least four candidates for each senator position. If the situation does not change, the President of the Executive Committee shall have the power to propose candidates in an additional two-day deadline.
4. The two candidates who reach the highest number of votes will assume the position;
5. Senators shall serve from the day they are elected until the day of the next Student Senate Elections;
6. Elections for Senators shall be coordinated by an appointed Coordinator.

Article III. Committees

Academic and Research Committee

1. The Academic and Research committee leads initiatives and events that aim to improve the academic and professional life at A.U.K.

2. The committee shall include up to two committee chairs who work with the committee members to organize particular initiatives and projects. The members of the committee shall be proposed and appointed by current members of the committee while the first original members are appointed by the Executive Committee.
3. The AR Committee is responsible for carrying projects which seek to develop the academic life within A.U.K. The committee shall be comprised of students who have high academic achievement and who are able to be advocates of academic developments within the A.U.K. community. Projects of the committee shall be proposed by the Executive Committee and carried by the Academic and Research Committee.
4. These two joint-committees shall be consistently supported by the other members of the Student Government in any of its undertakings.

Inter-Club Council

1. The Inter-Club Council (ICC) is a committee of recognized A.U.K clubs which serves as a venue for clubs to highlight club activities, coordinate event schedules, offer support and guidance to each other, seek solutions to common problems, and express concerns related to student-related issues within A.U.K.
2. The ICC's mission shall be creating and supporting A.U.K club based activities and events that enrich the campus life experience of the students, faculty, and staff within A.U.K.
3. The ICC shall be responsible for monitoring club activity and creating a communication bridge between club leaders and the Student Government.
4. The Inter Club council leadership shall be responsible for facilitating the needs of the A.U.K Students' Clubs.
5. The leader of the Inter Club Council shall be shall be appointed by the President of the Executive Committee.

Article IV. Campaign Rules

1. Campaigning is defined as “publicly promoting one’s candidacy. This includes but is not limited to posters, email, chalking, speeches, and campaign websites;
2. Rules are meant to ensure fairness, keep order, and preserve the integrity of the election. In general, candidates should try to maintain the “spirit of the campaign” which is an atmosphere of friendly competition with others and respect for the election process;
3. All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them. It is the responsibility of all candidates to know the campaign rules and to ensure that their campaign helpers follow the rules;
4. Campaigns shall not violate any AUK rule or policy or destructively interfere with the outgoing Student Government’s job to run the election and preserve its integrity;
5. Campaigns shall not destructively interfere with the other candidate’s campaigns;
6. No candidate shall begin campaigning before the time as the start of official campaigning is made public;
7. The Campaign will begin immediately after the deadline for application is closed and the candidates are announced; the campaign shall last for a period of three to ten days;
8. Campaigns shall not remove or post over other posters, except for out of date posters;
9. Campaigns shall not chalk or otherwise graffiti bulletin boards, walls, windows, chalkboards, whiteboards, etc.;
10. All campaign materials must be removed before the pre-election silence day begins;
11. The pre-election silence day is the day before the elections;
12. Candidates and campaign helpers shall not campaign during the voting day;

13. During the voting, candidates may only approach the voting place to vote and when they pass through for the classes, but cannot stay closer than 10 meters from the voting place;

14. Campaigns may not bribe voters. Bribery is defined as the application of such influences [giving or accepting money or some other reward] in exchange for votes.

15. The candidates running for elections shall present themselves as teams of the leading executive positions (i.e. President, Vice-President, Secretary, Treasurer, and Coordinators); The entire cabinet must be presented during the campaign.

Article V. General Requirements

Candidates for any elected position on the Student Government must meet all of the following requirements.

1. He or she must be a full time student, meeting all of the minimum credit requirements of the American University in Kosovo;
2. All candidates for any elected position must adhere to the campaign rules in the Student Government Constitution as determined by Section III, Article IV;
3. A candidate may formally complain about a violation of the campaign rules via email to the President, Vice President, and faculty coordinator of Student Government. The President, Vice President, and faculty coordinator of Student Government shall meet to determine the appropriate remedy within one week time. The complaining parties and the parties against whom the complaint is made shall attend the meeting to orally present their arguments. After the hearing, the parties shall leave to allow The President, Vice President, and faculty coordinator of Student Government to independently determine the appropriate remedy.

SECTION IV. DUTIES OF THE MEMBERS

Article I.

Paragraph 1. Duties and Responsibilities of the Executive Committee

The Executive Committee

1. Mutual Duties of All Executive Committee Members:

- a. Upholding the Student Government Objectives as defined in Section I, Article IV of the AUKSG Constitution;
- b. Establish the Student Government long-range goals;
- c. Organize and maintain the proper functioning of the Senate and student clubs;
- d. Manage the Student Government financial affairs;
- e. Prepare the budget and disbursement requests for funds to student clubs;
- f. Certify new clubs and student organizations;
- g. Deal with suggestions and issues raised by the students regarding programs, classes, and curriculum;
- h. Establish relationships that are beneficial for A.U.K. students.
- i. Attend Student Government meetings;
- j. Review of the absenteeism of Executive Committee members and Senate members quarterly.
- k. If the senate votes with three-fourths for the dismissal of the President from his/her position due to any inconsistency of his/her behavior with respect to this Constitution or the AUK rules and regulations, the president shall be dismissed.
- l. Other members of the executive committee shall also be prone to dismissal if the senate votes with three-fourths for their dismissal.

2. The President

- a. Supervises the Student Government objectives as defined in Section I, Article IV of the AUKSG Constitution;
- b. Speaks on behalf of the student body and the Executive Committee;
- c. The President shall preside over Student Government meetings and functions, voting only when his or her vote would break a tie;
- d. Appoints project coordinators of AUKSG;
- e. Makes necessary announcements at meetings;
- f. Authorizes correspondence;
- g. Assigns duties, along with the Vice President, to elected members of the Executive Body;
- h. Represents the AUK Student Government, or designates a representative, to all official meetings and greets official visitors and guests;
- i. Invites the faculty coordinator of Student Government, faculty members, and students to Student Government meetings;
- j. Stays in contact with all institutional bodies of AUK;
- k. Acts as the Student Government representative to the Academic Senate.

3. The Vice President

- a. Performs the duties in cooperation with the president;
- b. Takes over the duties in temporary absence of the president;
- c. Co-signs financial transactions with the treasurer;
- d. Chairs the first meeting of the Senate;
- e. The Vice President shall preside over meetings in the President's absence;
- f. Votes in the meetings of the executive committee.

4. The Secretary

- a. Keeps record of attendance at Student Government meetings;
- b. Keeps times of Student Government meetings;
- c. Maintains a file of all Executive Committee business;
- d. Makes all non-confidential files public at the end of each quarter;
- e. Archives all files for the Student Government;
- f. Records the attendance of all members, and reports to the Executive Committee and Senate when absenteeism occurs.
- g. Votes in the meetings of the executive committee.

5. The Treasurer

- a. Receives receipts of all spending;
- b. Keeps record of all financial transactions;
- c. Submits cumulative monthly and year-end financial reports to the Executive Committee and the Student Senate;
- d. Co-signs financial transactions with the vice president
- e. Votes in the meetings of the executive committee.

5. Coordinators

- a. Shall have specific tasks as presented during the election campaign, based on the objectives and program of the Executive Committee.
- b. Attend meetings of the Student Government.
- c. Vote in the meetings of the executive committee.

Paragraph 2. Dismissal and Replacement of an Executive Committee member

1. Grounds for dismissal for any member of the Student Government:

- Violations of the Code of Conduct
- Community infractions where dismissal may be deemed appropriate by the Senate
- Violation of the Student Government Constitution

2. Formal complaints may be levied against any member of the Student Government by any student of the American University in Kosovo.

3. A decision will be made by the Executive Committee in conjunction with the Student Senate as how to proceed in the event that the charges are not Code of Conduct or Student Government Constitution violations.

4. In the event that a Student Government head is dismissed from office, the remaining members are responsible for the appointment of a replacement head approved by the Student Senate. In the event of the dismissal of the President, the Student Government Vice President assumes the role of the President.

5. The Senate decides whether an Executive Committee member or senator who has three or more absences will stay in the Student Government.

Article II. The Senate

Paragraph 1. The Duties of the Senate

1. The Senators represent their respective constituencies in the Student Government;

2. All Senators are equal in their rights and responsibilities. All Senators have the obligation to vote at Senate meetings. All decisions of the Senate are legitimate when accepted by a quorum of the Senate;

3. All Meetings of the Senate have to be public and accessible by all members of the Student Body;

4. The Senate creates exclusively public documents, including policies, Academic Senate policy propositions, and meeting times;
5. The Senate may declassify documents previously classified by the president with the quorum;
6. At the first Senate meeting, the senators will voluntarily accept the function of researching and writing Student Senate policies and Academic Senate policy propositions, which shall be submitted, after a vote, to the president who will present these policy propositions to the Academic Senate in their next meeting;
7. Other duties of the Student Senate shall be recommended by the Student Government and decided by a majority vote from Senators.
8. If the Student Government views as necessary, it might appoint one of the Coordinators as the Head of the Senate.
9. The Head of Senate shall chair the meetings of the Senate. He or she can vote only if his or her vote breaks a tie.

Paragraph 2. Dismissal and Replacement of a Senator

1. A Senator shall be considered inactive and can be impeached if:
 - He or she misses three meetings in a row without notifying and receiving permission by the executive committee.
 - It is determined by other Senators or the Student Government and by majority vote that the Senator is consistently unavailable or uninterested.
2. A written notice from the Student Government shall be transmitted to an impeached Senator, informing him or her why he or she has been impeached. The impeached Senator must be allowed one (1) week from the date of notice to respond to the impeachment. An impeached Senator may respond in writing to the Student Government by:
 - Indicating acceptance of dismissal from the Student Senate as Senator.
 - Requesting a hearing to counteract impeachment and possible dismissal.

3. If an impeached Senator is nonresponsive after one week, a majority vote by all Student Senators and Student Government members can dismiss the impeached Senator.
4. A senator can be automatically dismissed from Student Government by the Senate vote if he or she commits a major disciplinary violation.
5. Dismissal from the Student Senate (as well as Executive Committee) in and of itself shall not have any disciplinary consequences associated with it. However, if the student is in violation of the Student Code of Conduct, then s/he will be subject to the disciplinary procedures as outlined in the Student Handbook.

Article III. Student Clubs

Paragraph 1. Duties of Student Clubs

1. Any regular student of American University in Kosovo with an idea and a number of followers can apply to found a student club;
2. Each club shall cooperate and coordinate its actions with AUKSG;
3. Founders of the clubs shall submit the official form to Student Government in order to get the approval of forming the club and become eligible to receive funds from the AUKSG budget;
4. Each active club is eligible to receive funds from the AUKSG budget;
5. The new club established after the First Semester, will require the approval of the senate;
6. Each club shall write and approve a legal framework
7. Legal frameworks of clubs shall comply with the Constitution of AUKSG
8. Each Club shall notify the AUKSG for their activities
9. Each Club shall have a faculty member as advisor
10. Elections for the new leadership of the clubs shall be organized at the beginning of the new academic year.
11. The mandate of the ingoing leadership begins immediately after being elected.

12. A person shall assume a maximum of two mandates of the same position in the club
13. Each club shall invite new members at the beginning of the new academic year by utilizing official channels of communication
14. Each club should be represented in all Inter Club Council meetings
15. Each club shall present a Tentative Plan of Activities in the second meeting of the Interclub Council of the academic year
16. Each club shall receive an amount of money proportional to their Tentative Plan of Activities subject to the approval of the Student Government
17. Each club shall meet each month with all its members.
18. Each Club shall keep meeting minutes and present them to the AUKSG
19. Maintain communications with all levels of the Club, Student Government as well as AUK Student Body and Faculty/Staff.
20. Each Club shall be transparent about their activities, election process, and financial transactions

Paragraph 2. Club/ Club Leadership Revocation

1. Recognition of a club may be revoked by a quorum of the Student Senate if:
 - a) A club fails to comply with paragraphs 1 to 20 of Article three, section IV
 - b. There is evidence that the club is not attempting in a dedicated manner to prove itself active abide by the objectives and regulations of its Club's Legal Framework, SG Constitution, Student Policy Manual and Tentative Plan of Activities
 - c. The club leadership may appeal within 48 hours after the notification for revocation has been sent
 - d) Evidence of failure to comply with Student Government/AUK regulations or procedures governing recognized club or individual students.
 - e) Failure to hold regularly scheduled meetings during the two semesters.
 - f) Failure to attend inter-club council meetings hosted by SG.

g) Failure to maintain membership of a minimum of ten students other than the club leadership.

2. Funds appropriated to a Student Club for which recognition is revoked will be automatically frozen until such a time that the Student Government will decide on the appropriate action.

3. The Student Government shall be responsible for organizing the revoked clubs' projects until the new club leadership is established.

4. The Student Government shall assign a supervisor who is responsible for maintaining fluid communication with the Club Leaderships.

SECTION V. VACANCIES

Article I. In General

1. A vacancy occurs whenever an Executive Committee member or a Senator is unable to serve due to absence (refer to Section VII, Article 1), resignation, removal from office, or lack of student status.

2. If a senior member of the Student Government completes the required credit hours for graduation prior to the end of the mandate, he or she shall decide whether or not to maintain the position as determined by this constitution.

Article II. The Executive Committee

1. If the office of the President becomes vacant, the Vice President shall assume the position;

2. If the office of one of the Executive Committee members becomes vacant, the President shall propose a candidate. Any regular student of the American University in Kosovo is eligible to be proposed and he/she will assume the position after being voted by the Student Senate.

Article III. The Senate

1. If the position of one of the Senators becomes vacant, the next eligible candidate for the vacant position, as determined by the vote tally of the preceding election, shall assume the vacant position;
2. If there is no eligible candidate willing to serve as a senator, the President and Vice President shall propose a candidate. Any regular student of the American University in Kosovo is eligible to be proposed and he/she will assume the position after being voted by the Student Senate.

SECTION VI. ATTENDANCE

Article I. General Meetings

1. If a member of Executive Committee and Student Senate is absent from three Student Government meetings within a semester, without excuses, then the member must meet with the President and Vice President.
 - a. The President and Vice President may, but are not required to, recommend that the Senate vote on whether to retain that member;
 - b. If the member does not meet with the President and Vice President within two weeks' time, the President and Vice President may, without meeting with that member, recommend that the Senate vote on whether to retain that member.
2. If a member of Executive Committee and Student Senate is absent for three meetings within a semester, without excuse, then the Senate must vote on whether to retain that member.
 - a. The member shall have the opportunity to speak on his or her own behalf;
 - b. The member shall not be present during discussion and voting;
 - c. Three-fourth of votes of the Senate shall be required to remove that member from the Student Government.

3. A member of Student Government and Student Senate must be present for the shorter of half of the meeting or 30 minutes to be counted as present.

SECTION VII. MEETINGS

Article I. In General

1. The Student Government (Executive Committee and Senate jointly) shall meet at least twice a month during the academic year, except during vacations and exam periods;
2. The President shall determine the order of business for meetings;
3. All Student Government meetings shall be open to all members of the American University in Kosovo.
4. The Executive Committee shall organize separate meetings with coordinators and other students involved for specific events.
5. The Inter Club Council, as a separate entity of its own, shall meet once a month.
6. The Student Government must organize at least two general assemblies during its mandate.

Article II. Quorum

1. A quorum for the Student Government shall be defined as three out of fourth (3/4) present members in the meeting.

SECTION VIII. CONSTITUTIONAL AMENDMENTS

Article I. Enabling Act

This Constitution shall take effect upon approval by two-thirds of the total votes in the referendum.

Article II. Referenda: Methods of Calling for a Referendum

1. Referenda concurrent with AUK Student Government elections: Following a three- fourth vote of the Senate or upon petition of fifty undergraduates, a referendum will be placed on the ballot of the nearest upcoming AUKSG election;
2. Referenda held during the rest of the year. Within three weeks (excluding vacations) of a three-fourth vote of the Senate or receipt of a petition of fifty undergraduates, a referendum will be held. If an AUKSG election occurs during the three week period, the referendum will be held concurrently with the election;
3. If (1) or (2) has been fulfilled, the referendum may be brought up for review at a Senate meeting. If three-fourth of those present deems the referendum frivolous, then it will not appear on the ballot. In this case, a petition of fifty regularly-enrolled undergraduates will place the referendum on the ballot within three weeks (excluding vacations).

Article III. Procedure for Referendum-by-Petition

Any undergraduate wishing to petition for a referendum shall notify the Vice-President of this intention. The Student Senate shall determine the proper form for the referendum. Completed petitions must be submitted no later than four weeks after notification.

Article IV. Result of Referendum

- a. The referendum is successful if two-thirds of the students who voted are in favor of it.
- b. The referendum will be valid only if more than half of the active student body participates in the referendum.

SECTION IX. AMENDMENT

Article I. Amendment by Referendum

The Constitution may be amended by a referendum as provided by in Section VIII.