

# **RIT KOSOVO STUDENT GOVERNMENT CONSTITUTION**

## **PREAMBLE**

We, the students at the Rochester Institute of Technology – Kosovo Campus (RITK) establish the Student Government of the RITK as a self-governing organization of, and for, the students of RITK. The Student Government works to improve the quality of students' life at RITK and shall serve as the instrument through which the student body may collectively influence decisions about student activities, roles, curriculum, and other interests. The RITK Student Government represents all undergraduates enrolled in RITK.

## **GENERAL PROVISIONS**

### **Article 1**

#### **Name**

The student body representative organization shall be known as the RITK Student Government (RITK SG). The student body includes all registered undergraduate students of RITK.

### **Article 2**

#### **Logo**

1. RITK SG shall have its logo.
2. The 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 3**

#### **Structure**

The Student Government shall be comprised of the Student Senate (legislative branch) and the Executive Committee (executive branch).

## **Article 4**

### **Purpose**

The purpose of the SG shall be:

1. To represent the students of RITK 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 RITK and the RITK community, as a whole.
3. To protect academic freedom and student rights.
4. To represent the students of RITK to persons or groups outside of the RITK 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 RITK community.
7. To discuss, deliberate, and vote on questions relating to or affecting undergraduate life at RITK, 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.

## **STUDENT SENATE**

### **Article 6**

#### **The Student Senate**

1. The Student Senate shall consist of the following:
  - a) Two Freshman Senators, one representing the Liberal Arts Program and one representing the CIT Program
  - b) Two Sophomore Senators, one representing the Liberal Arts Program and one representing the CIT Program
  - c) Two Junior Senators, one representing the Liberal Arts Program and one representing the CIT Program

- d) Two Senior Senators, one representing the Liberal Arts Program and one representing the CIT Program
  - e) One Senator representing all students that identify as female
  - f) One Senator representing all students that identify as belonging to a Kosovo minority community
  - g) One senator representing all students who are Kosovo Security Force Cadets.
2. There shall be a voting representative from the Faculty Senate and the Staff Council, whose attendance is non-mandatory for quorum calculations.
  3. Senators shall be elected for one-year term, with the right of running for a second term. A senator shall not be able to run for a third term.
  4. The Senate shall be directed by a Chair of the Senate who shall be elected from among the Senators by two-thirds majority vote. The Senate shall, by majority vote, designate one Senator as the Senate's Secretary.

## **Article 7 Election**

1. The Senators shall be elected by their respective constituencies. Candidates for Senate elections shall meet the requirements set out in Article 16.3, with the exception that items a), b), and c) shall not apply to candidates for Freshman Senators.
2. The Student Senate Elections shall occur within the first three weeks of the Fall Semester.
3. If only one candidate applies for the senator position of a constituency, the candidacy shall be confirmed by a referendum of all members of the respective constituency by a majority vote.
4. The candidate who reaches the highest number of votes of their respective constituency will be elected Senator.
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 a Senate Election Committee composed of a member appointed by the Academic Senate, one appointed by the outgoing Student Senate, and one representing the RITK administrative staff. The Senate Election Committee shall immediately report any irregularities and violations of the SG Constitution and the RITK policies and regulations to the RITK President

and the Academic Senate, which may take disciplinary action in accordance with applicable RITK policies and regulations, including the suspension of elections or barring individual candidates from election. The Senate Election Committee shall publish the elections term sheet three days before elections days where it shall set out the election and vote counting process.

## **Article 8**

### **Duties of the Senate**

1. The Senators shall
  - a) represent their respective constituencies in the Student Government.
  - b) adopt policy proposals, policies, rules, and regulations that serve the interests of the RITK students and RITK community in general for approval by the Academic Senate.
  - c) confirm all appropriate Executive appointments.
  - d) manage the budget of the Student Senate as approved by the RITK President.
  - e) exercise any other functions and responsibilities set out in the Constitution.
  - f) at all times respect the SG Constitution and RITK policies and regulations.
2. The documents adopted by the Student Senate are public and shall be made accessible to all students.
3. Policy proposals, policies, rules, and regulations shall be adopted by the Students Senate upon proposal by the Executive Committee or on its own initiative.
4. All Senators are equal in their rights and responsibilities.

## **Article 9**

### **Impeachment and Dismissal of a Senator**

1. A Senator shall be dismissed if he/she:
  - a) misses three consecutive meetings without notifying and receiving permission by the Senate Chair.
  - b) is consistently unavailable or uninterested
  - c) violates the SG Constitution or any RITK policies and regulations.
2. Every Senator shall have the right to initiate an impeachment against a Senator. An impeachment may also be initiated by the President of the Executive Committee or upon petition signed by at least 50 students. The initiative for impeachment shall be submitted in writing to the Senate.

3. A written notice from the Student Senate 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 Senate by:

- a) Indicating acceptance of dismissal from the Student Senate as Senator.
- b) Requesting a hearing to counteract impeachment and possible dismissal.

4. 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.

5. A senator can be automatically dismissed from Student Government by the Senate vote if he or she commits a major disciplinary offence or a criminal offence.

6. 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 RITK policies, rules, and regulations, then s/he will be subject to the applicable disciplinary procedures.

## **Article 10**

### **Student Senate Committees**

1. The Senate shall have the power to establish committees as it sees fit, both standing and ad-hoc.

2. The Chair of a committees shall be a member of the Senate who has been appointed by the Senate by majority vote.

3. Committee membership shall be open to all students, faculty, or staff as deemed appropriate by committee chair.

4. The Senate shall have the authority to approve a new committee chair, should the acting chair be unable to exercise his/her functions for whatever reason.

## **Article 11**

### **Student Senate Meetings**

1. All Student Senate meetings shall be open and publicized to the RIT community, with the exception of a closed session deemed appropriate by the Senate Chair

2. The Student Senate shall meet at least once a month at a regularly scheduled meeting time, excluding university recess and summer semester.
3. Meetings may be canceled at discretion of the Senate Chair.
4. The Senate shall adopt its rules and procedures.

## **Article 12**

### **Student Senate Voting**

1. Two-thirds of the Senators must be present to achieve a quorum for a decision at Student Senate meetings. A member who is late to the meeting without an excuse will be counted as absent at the discretion of the Senate Chair. Non-student voting representatives (Faculty Senate & Staff Council) do not affect quorum calculations
2. All resolutions presented before the Senate shall pass by a simple majority unless otherwise determined in this Constitution.
3. All voting must take place at a meeting open to the public unless otherwise specified by this Constitution. There shall be no absentee voting of any kind.
4. Voters shall have the right to delegate their vote to a member of the constituency subject to approval by the Senate Chair (known as a proxy).
5. The voting session of the Student Senate shall be during the normal University academic semester. No vote may be conducted during semester breaks. Voting Sessions shall not be declared during the summer semester.

## **Article 13**

### **Student Petitions**

1. The student body shall have the right to petition the Senate in writing.
2. The Chair of the Student Senate shall be responsible for reviewing petitions and managing responses to student petitions.
3. Petitions that reach the threshold of 50 signatures must be responded to by the Student Senate and be submitted at a Senate meeting for discussion.

4. Petition responses must be approved by a majority of votes of the Student Senate within two weeks from the receipt of the petition. The petition response may include an approval, rejection, or modification of the petition.
5. The Student Senate shall reject a petition, which is in violation of the SG Constitution or RITK policies and regulations. The Senate shall also reject any petition which is capable of creating an intimidating, hostile or abusive environment for any member of the RITK community, or any obscene, defamatory, threatening, or otherwise harassing petition.

## **EXECUTIVE COMMITTEE**

### **Article 14**

#### **Executive Committee**

1. The Executive Committee shall consist of elected and appointed positions.
2. The elected positions of the Executive Committee are
  - a. President
  - b. Vice President
3. The following positions of the Executive Committee are appointed positions.
  - a. Secretary
  - b. Treasurer
  - c. Coordinators
4. The total number of Coordinators shall not exceed five (5).
5. The Executive Committee shall be elected for one year term.
6. A student elected to the Student Senate cannot be elected or appointed as a member of the Executive Committee for the term following Student Senate elections.

### **Article 15**

#### **Election of President and Vice-President**

1. The President and the Vice President of the Executive Committee shall be elected by the Student Body.
2. Each candidate for President shall run on a joint ticket with the candidate for Vice President who shall be designated by the President-Candidate. Prospective members of the cabinet shall not be disclosed.

3. The elections shall be held two weeks following the elections for the Student Senate.
4. Elections for the new Executive Committee shall be managed and overseen by a Student Senate representative, appointed by majority vote by the Student Senate, a representative of the Academic Senate (Elections Committee) and a representative of the RITK administrative staff. The Elections Committee shall immediately report any irregularities and violations of the SG Constitution and the RITK policies and regulations to the RITK President and the Academic Senate, which may take disciplinary action in accordance with applicable RITK policies and regulations, including the suspension of elections or barring individual candidates from election. The Elections Committee shall publish the elections term sheet three days before elections days where it shall set out the election and vote counting process.
5. There shall be at least two competing candidates for President.
6. The President and the Vice-President shall be elected if half of the Student Body has voted for them, provided that at least 50% of the Student Body has participated in the elections.
7. The term of the Executive Committee begins on the day following the election of the President and the Vice-President and ends on the day new elections are held.
8. In the event that there is only one candidate for President, or in the event that elections have to be repeated because of lack of quorum or lack of the required vote threshold, the Student Senate shall designate by majority vote a member of the outgoing Executive Committee as interim President to exercise the functions of the Executive Committee ad interim until a new President and Vice-President are elected.

## **Article 16**

### **Confirmation of Appointed Positions**

1. Following elections for President and Vice-President, the elected President shall submit to the Student Senate the candidates for Secretary, Treasurer, and Project Coordinators. The proposals for Project Coordinator shall include a platform with projects that will be initiated and managed by each proposed Project Coordinator during the term of the Executive Committee.
2. The Student Senate shall vote on the proposed candidates within one week from the receipt of the proposal by the President.



3. The Student Senate shall reject a candidate if the candidate does not fulfill the following requirements:

- a) have completed at least two semesters at Rochester Institute of Technology
- b) have a cumulative grade point average of 2.5 or higher
- c) be in good academic standing
- d) must not be going on long-term study abroad or on co-op for the duration of the academic year (Fall and Spring semesters) during their term
- e) be in good judicial standing and have no criminal or disciplinary record
- f) be a full-time student.

4. The Student Senate may reject, by majority vote, a candidate for Project Coordinator if it deems that the project platform is not convincing, unreasonable, not implementable or for any other reason not in the interest of the Student Body, or if it deems that that proposed candidate is not capable of implementing the platform. In such event, the President may veto the decision of the Student Senate within two days from the Student Senate's decision or propose a new candidate with a new project platform.

5. The Student Senate may overrule the President's veto within one week from the filing of the veto by a two-thirds majority of all Senators. In such event, the President shall submit a new candidate for the respective Project Coordinator position with a new project platform who shall be subject to confirmation by the Student Senate. If the Student Senate does not overrule the President's veto within one week, the proposed candidate shall be considered approved.

## **Article 17**

### **Duties and Responsibilities of the Executive Committee**

1. The Executive Committee shall
  - a) Uphold the Student Government Objectives as defined this Constitution and ensure at all time compliance with the SG Constitution and the RITK policies and regulations.
  - b) Establish the Student Government policies and objectives.
  - c) Organize and maintain the proper functioning of student clubs

- d) Manage the budget of the Executive Committee as approved by the RITK President.
  - e) Prepare the budget and disburse 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 students.
  - i) Attend meetings of the Academic Senate and the Student Senate as a non-voting participant.
2. The President shall
- a) Ensure and supervise the implementation the Student Government objectives as defined in the SG Constitution.
  - b) Set the policy and policy objectives of the Executive Committee and ensure their implementation.
  - c) Represent the Student Body in relation to the Academic Senate and other non-RITK parties.
  - d) Chair Executive Committee meetings and functions.
  - e) Ensure the implementation of project platforms by the respective project coordinator.
  - f) Authorizes correspondence on behalf of the Executive Committee.
  - g) Assigns duties, along with the Vice President, to appointed members of the Executive Committee.
  - h) Invites the faculty coordinator for student government affairs, faculty members, and students to Executive Committee meetings.
  - i) Communicates and coordinates with all institutional bodies of RITK.
  - j) approves budget allocations and disbursement, which must be signed by the President, Vice-President, and Treasurer.
3. The Vice President shall
- a) Perform the duties in cooperation with the President of the Executive Committee.
  - b) Take over the duties in temporary absence of the President.
  - c) Co-sign financial transactions with the treasurer.
  - d) Preside over meetings in the President's absence.
  - e) Vote in the meetings of the executive committee.
  - f) Promote Tech-Projects to the benefit of the student body.
4. The Secretary shall
- 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 semester.
- 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 shall

- 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 shall

- 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.

## **Article 18**

### **Dismissal and Replacement of an Executive Committee Member**

1. The President may dismiss an appointed member of the Executive Committee (Appointed Member) any time when he/she deems that the Appointed Member is inactive, fails to perform his/her duties, or has violated the SG Constitution or RITK policies and regulations. In such event, the President shall submit to the Student Senate a new candidate for confirmation in accordance with the procedure for the confirmation of appointed Executive Committee members. The same procedure shall be followed if an Appointed Member resigns.

2. The Senate may impeach an Appointed Member if it deems that he/she has failed to perform his duties, violated the SG Constitution or RITK policies and regulations, or otherwise damaged the interests of the Student Body. The Senate shall set out the reasons for the impeachment in writing and submit it to the Executive Committee. The impeached Appointed Member shall have the opportunity to respond to the allegations in writing within one week from receiving them.

3. After one week from submitting the impeachment to the Executive Committee, the Senate shall vote on the dismissal of the impeached member. The impeachment is successful, and the impeached member dismissed if a majority of all Senators

votes for the impeachment. The President may veto the decision of the Senate within two days of the decision of the Student Senate or submit a new candidate for confirmation by the Student Senate. The Student Senate may overrule the President's veto within one week from the filing of the veto by a two-thirds majority of all Senators. In such event, the President shall submit a new candidate for the respective Appointed Member position. If the Student Senate does not overrule the President's veto within one week, the proposed candidate shall be considered approved, and the impeachment closed.

4. Formal complaints may be submitted against any member of the Executive Committee by any student. Such complaint shall be submitted to the Student Senate which shall initiate an impeachment if it finds that the allegations are grounded and related to a failure to perform their duties as member of the Executive Committee, or a violation of the SG Constitution or any RITK policies and regulations.

## **GENERAL PROVISIONS ON ELECTION CAMPAIGNS**

### **Article 19**

#### **Campaign Rules**

1. The following rules apply to election campaigns for the Student Senate and the elected positions in the Executive Committee. Campaigning is defined as "publicly promoting one's candidacy. This includes but is not limited to posters, email, chalking, speeches, direct communication with students and campaign websites with the intent to promote one's candidacy.

2. Every campaign activity shall be undertaken in a manner that ensures fairness, keep order, and preserve the integrity of the election. Candidates shall maintain the "good spirit of the campaign" which is an atmosphere of friendly competition with others, respect for the personality and dignity of others, and respect for the integrity and fairness of the election process.

3. All candidates are responsible for their campaigns, which includes others whom they know are campaigning for them, and to ensure that their campaign is in accordance with the SG Constitution and RITK policies and regulations. It is the responsibility of all candidates to know the campaign rules and to ensure that their direct and indirect campaign helpers follow the rules.

4. Campaigns shall not interfere in an obstructive, malicious, or disrespectful manner with the other candidate's campaign. Campaign activities which are capable of creating an intimidating, hostile or abusive environment for any member of the RITK community, or are in any other form obscene, defamatory, threatening, or

otherwise harassing shall be prohibited and shall be subject to disciplinary sanctions in accordance with RITK policies and regulations.

5. No candidate shall begin campaigning before the time as the start of official campaigning is made public.

6. 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 five days.

7. Candidates and their direct and indirect supporters shall not remove or post over other posters, except for out-of-date posters or otherwise adversely interfere with the campaign material of other candidates.

8. Campaigns shall not chalk or otherwise graffiti bulletin boards, walls, windows, chalkboards, whiteboards and other RITK assets.

9. All campaign materials must be removed before the pre-election silence day begins.

10. The pre-election silence day is the day before the elections. No campaign activity is permitted during the silence day.

11. Candidates and their campaign helpers shall not campaign during the voting day.

12. During the voting, candidates may only approach the voting place to vote and when they pass through for the classes.

13. Campaigns may not bribe voters. Bribery is defined as the provision of any form of material benefit or reward to gain influence in exchange for votes.

## **STUDENT CLUBS**

### **Article 20**

#### **Student Clubs**

1. Any full-time student with an idea and a number of followers can apply to establish a student club.

2. Each club shall cooperate and coordinate its actions with the Executive Committee.

3. Founders of the clubs shall submit the official form to the Executive Committee in order to get the approval of forming the club and become eligible to receive funds from the budget. The establishment of the club and the initial budget allocation shall be subject to confirmation by the Student Senate. Each club is entitled to a reasonable budget in accordance with its activity plan, which is subject to approval by the Executive Committee and the Student Senate.
4. A club shall have its rules and procedures, which shall be in accordance with the SG Constitution and RITK policies and regulations.
5. By the end of each semester, every Club shall submit to the Executive Committee and the Student Senate a written report on its activities and expenditures during that semester.
6. Each Club shall have a faculty member as advisor
7. Elections for the new leadership of the clubs shall be organized at the beginning of the new academic year. Failure to hold such elections will result in the termination of the club.
8. The mandate of the ingoing leadership begins immediately after being elected.
9. A student shall assume a maximum of two mandates of the same position in the club and may hold executive functions in not more than two clubs.
10. Each club shall invite new members at the beginning of the new academic year by utilizing official channels of communication
11. Each club should be represented in all Inter Club Council meetings
12. Each club shall present a Plan of Activities in the second meeting of the Interclub Council of the academic year
13. Each club shall meet at least each month with all its members.
14. Each Club shall keep meeting minutes and present them to the Executive Committee.
15. Each Club shall be transparent about its activities, election process, and financial transactions.

## **Article 21**

## **Club/ Club Leadership Revocation**

1. Recognition of a club may be revoked by the Student Senate if:
  - a) A club fails to comply with Article 20 of this Constitution.
  - b) there is evidence of failure to comply with the SG Constitution, the club's regulations, and or RITK policies and regulations.
  - c) Fails to hold regularly scheduled meetings during the two semesters.
  - d) Fails to attend three consecutive inter-club council meetings.
  - e) Fails to maintain a membership of a minimum of ten students other than the club leadership.
2. The club leadership may appeal within 48 hours after the notification for revocation has been sent.
3. Funds appropriated to a Student Club for which recognition is revoked will be automatically frozen until such a time that the Senate will decide on the appropriate action.
4. The Student Senate shall be responsible for managing the revoked clubs' projects until the new club leadership is established.

## **Article 22 Inter-Club Council**

1. The Inter-Club Council (ICC) is a committee of recognized RITK 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 RITK.
2. The ICC's mission shall be creating and supporting RITK club-based activities and events that enrich the campus life experience of the students, faculty, and staff within RITK.
3. The ICC shall be responsible for monitoring club activity, facilitating and supporting club activities, and creating a communication bridge between club leaders and the Executive Committee, the Student Senate, and the Academic Senate.
4. The chair of the Inter Club Council shall be elected by a majority vote of all clubs, with each club having one vote. The election of the chair of the Inter Club Council shall be organized by the Student Senate.

## **VACANCIES**

## **Article 23**

### **General Provisions on Vacancies**

1. A vacancy occurs whenever an Executive Committee member or a Senator is unable to serve due to absence, 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 24**

### **Vacancies in the Executive Committee**

1. If the office of the President becomes vacant, the Vice President shall assume the position.
2. If the office of the Vice-President of the Executive Committee members becomes vacant, the President shall propose a candidate who shall be subject to confirmation by the Student Senate. The rules on the confirmation of an Appointed Member shall be applied accordingly.
3. In the event that the office of the President and Vice-President become vacant, the Senate shall appoint a member of the Executive Committee as interim President to chair the Executive Committee until the next elections.

## **Article 25**

### **Vacancies in 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 Student Senate shall within one week organize new elections for the vacant position.

## **FINAL PROVISIONS**



## **Article 26**

### **Amendments**

1. Any amendment of the SG Constitution may be initiated by the Student Senate, the Executive Committee, the RITK President, the Academic Senate or by a petition signed by at least 100 registered full-time students.
2. Any amendment from the students not in Student Government must be presented in written form with reasons for the amendment to the Student Senate. In the event that the Student Senate declines the proposed amendments submitted by the students, the students may override the veto if they submit a petition supported by 200 votes for the same amendments.
3. Amendments to the SG Constitution shall enter into force if approved by two-thirds of all registered full-time students. The RITK President and the Academic senate may veto a constitutional amendment if it is in violation of RITK policies and regulations.

## **Article 27**

### **Entry into Force**

The present Constitution shall enter into force upon approval by 50% of all registered full-time students.