



Constitution of the Utah Student Association

Ratified and Enacted April 14, 2017

Updated on April 4, 2018

ARTICLE I: MISSION & PURPOSE

The mission of the Utah Student Association (USA) is to represent and preserve the rights and interests of all students in the system of higher education in the state of Utah. USA also aims to promote civic engagement and responsibility among students statewide and to foster the educational goals of the students of Utah.

The USA is dedicated to working with the Utah State Board of Regents, the Commissioner of Higher Education, the Utah State Legislature, the Institutional Presidents of the Utah System of Higher Education (USHE), the Utah Professionals in Student Involvement and Leadership (UPSIL), and the Chief Student Services Officers (CSSOs) at each institution. In working with these entities as well as other community and governmental agencies to initiate positive change, the USA serves as a voice for the students of Utah. The USA aims to promote civic responsibility among students statewide.

ARTICLE II: MEMBERSHIP

Accredited state or private institutions of higher education in Utah are eligible for membership. An institution will be admitted or removed by a three-fourths vote of the USA Board.

SECTION I: VOTING & NON-VOTING MEMBER INSTITUTIONS

- A. Voting member institutions will be defined as those institutions that pay full dues as determined by the USA Board.
- B. Non-voting member institutions will be defined as those institutions that pay an annual fee determined by the USA Board.

SECTION II: MEMBERSHIP DUES

- A. Dues shall be determined based upon the previous year's average full time enrollment (FTE). Public institution FTE will be provided as reported by the Commissioner of the USHE. Private institutions will be responsible for providing an FTE report in determining the amount due.

- B. Presidents must submit payment of dues no later than August 31 of each year in order to retain voting rights on the USA Board.

ARTICLE III: ORGANIZATION

SECTION I: USA BOARD

- A. The USA Board will be comprised of student body presidents from each of the member institutions. The student body presidents will represent the interests of the students from their respective institution.

SECTION II: USA BOARD POWERS, DUTIES & RESPONSIBILITIES

- A. Each voting member institution will be given one vote on the USA Board. Only the student body president, or their appointed proxy, may have voting power.
- B. Determine and direct USA initiatives.
- C. Develop and implement policies and procedures for the USA.
- D. Actively communicate the actions of the USA Board to necessary entities, organizations, and/or individuals on their respective campuses.
- E. Attend all USA Board meetings.
- F. Attend all conferences, seminars, trainings, and retreats where student fee dollars are used.
- G. Recommend Student Regent candidates to the Utah State Governor in accordance with state law in §53B-1-104 of the Utah Code Annotated.
- H. Ratify the appointment of the USA Chief of Staff.
- I. Collaborate with other state student associations and organizations on issues of importance.
- J. Any other responsibilities as they arise.

SECTION III: USA PRESIDENCY

- A. The Presidency is comprised of the following positions:
 - 1. President
 - 2. Executive Vice President
 - 3. Legislative Vice President
- B. The USA Presidency shall be elected by the USA Board during the July USA meeting preceding the semi-annual UPSIL conference. The election process will be facilitated by selected UPSIL advisors.

- C. USA Presidency nominees must be from voting members institutions as outlined in Article II, Section II, Subsection B. Those from non-voting member institutions are not permitted to fill USA Presidency positions.
- D. The President shall be elected first followed by the Executive Vice President, and then the Legislative Vice President through the following election procedure:
 - 1. The USA Board will open for nominations until voting is closed by a simple majority vote.
 - i. All member institutions, voting and non-voting, will be permitted to participate in the elections of the USA Presidency.
 - 2. The USA Board will determine the length of time each nominee is permitted to speak regarding the nomination. The board may also determine a length of time for questions and answers of each nominee. All candidates will be allotted equal time.
 - 3. After each nominee has spoken, the USA Board will move to vote. Voting will be performed by secret ballot.
 - 4. In the case that more than two candidates are nominated; a vote will be held to narrow the candidate field to two nominees by having each board member vote for two candidates. The top two candidates will move on to a final vote.
 - 5. The candidate receiving a simple majority vote will be elected to the designated USA Presidency position.

SECTION IV: USA PRESIDENCY POWERS, DUTIES & RESPONSIBILITIES

- A. Approve any distributed materials or public statements.
- B. Interpret this Constitution when questions of constitutionality arise.
- C. Review and approve any expenditures made by the USA.
- D. Actively strive to maintain involvement of all USA Board members.
- E. A two-thirds vote will be required for any passing action made by the USA Presidency.
- F. Duties of the USA President:
 - 1. Chair the meetings of the USA Board and USA Presidency.
 - 2. Act as the spokesperson for the USA.
 - 3. Maintain communication with and direct the activities of the USA Chief of Staff.
 - 4. Communicate the opinions and decisions of the USA Board and any pertinent information regarding The Board of Regents with the Student Regent.
 - 5. Coordinate meetings between the USA Presidency and the Commissioner's Office.
 - 6. Assign board member to committees and/or meetings as needed.
 - 7. Provide the UPSIL Presidency, the Commissioner's Office, the Utah State Board of Regents, and each institution's Student Associations Director or respective position, with monthly evaluations on the progress of the association's strategic plans and any pertinent updates, meeting minutes, etc.

G. Duties of the USA Executive Vice President:

1. Perform the duties of the President in their absence.
2. Develop and implement a statewide campaign for designated USA initiatives.
3. Be responsible for the finances and budget of the USA with the assistance of an UPSIL advisor.
4. Fulfill any other duties as assigned.

H. Duties of the USA Legislative Vice President:

1. Perform the duties of the Executive Vice President or President in their absence.
2. Plan and execute any events or efforts sponsored by the USA Board (ie: Higher Ed Day).
3. Coordinate the development of the state legislative platform and position statements from USA.
4. Serve as parliamentarian in the USA Board meetings.
5. Fulfill any other duties as assigned.

SECTION V: SUCCESSION OF USA PRESIDENCY POSITIONS

- A. Should the position of the USA President become vacant due to impeachment or personal choice, the USA Executive Vice President will succeed as President. If the USA Executive Vice President cannot or will not to accept the position of USA President, the USA Legislative Vice President will succeed as President. If both vice presidents cannot or will not accept the office of USA President, the USA Board shall elect a new USA President as outlined in Article III, Section III, Subsection C.
- B. If a Vice President position becomes vacant, protocol outlined in Article III, Section III, Subsection C will be followed to elect the new official.

SECTION VI: IMPEACHMENT

- A. Any member of the USA Executive Board may be removed from office by a three-fourths vote of the USA Board.
- B. In the case of impeachment of the USA President the newly appointed USA President may appoint a new Chief of Staff whose name will brought forth to be ratified by the USA Board.

SECTION VII: USA CHIEF OF STAFF

- A. The newly elected USA President will appoint a Chief of Staff from their institution whose name will be brought forth for ratification by the USA Board.
- B. Duties of the USA Chief of Staff:
 1. Assist the USA President in the management of administrative duties of the USA.
 2. Coordinate and assist the members of the USA in managing and implementing any advocacy efforts.

3. Fulfill weekly office hours as authorized by the USA President.
4. Organize, coordinate, and provide support for all USA meetings.

SECTION VIII: COMPENSATION

- A. A scholarship will be given to the USA Executive Board and the USA Chief of Staff to compensate their time and efforts on behalf of the Utah Student Association.
 1. The USA President shall receive a scholarship of \$1,500 per year; \$750 per semester.
 2. The USA Executive Vice President shall receive a scholarship of \$1,000 per year; \$500 per semester.
 3. The USA Legislative Vice President shall receive a scholarship of \$1,000 per year; \$500 per semester.
 4. The USA Chief of Staff shall receive a scholarship of \$1,000 per year; \$500 per semester.

ARTICLE IV: POLICIES & PROCEDURES

- A. The USA Board shall meet as necessary to conduct business:
 - a. Two meetings will be held during the semi-annual UPSIL conference in order for advisors to conduct training and answer any questions that the USA Board may have. In addition, a mid-annual report will be given during the January conference.
- B. As determined by the USA Board, the meetings shall be conducted by parliamentary procedure according to Robert's Rules of Order, latest edition.
- C. Members of the USA Board may send a voting proxy in their absence.
- D. Members of the USA Board may be absent up to two meetings without sending a proxy in one academic year without penalty; however, any institution missing three meetings in the same academic year will lose voting rights. Voting rights will be reinstated only after that member has attended two consecutive USA Board meetings or has sent a proxy in their absence and the USA Executive Board votes to reinstate those voting privileges.
- E. The outgoing and newly elected student body presidents shall meet together at least once before interviewing the Student Regent applicants. This meeting should be a time to familiarize and training the new presidents on the operations, duties, and procedures of the USA.
- F. At least one member of the USA Presidency must be present to hold an official USA meeting.

ARTICLE V: FINANCES

- A. The USA budget will be housed at Utah State University per the recommendation of the UPSIL advisors and Chief Student Affairs Officers.

- B. The USA Executive Board shall create a budget proposal and present it to the USA Board for ratification prior by July 30 of each year.
 - 1. The budget must be ratified by a two-thirds vote of the USA Board.
 - 2. The amount of dues invoiced to each institution should be included in the budget proposal for ratification.
- C. The institutions are encouraged to build the USA dues into the institutions' fee structure and/or budget.
- D. The budget may be amended throughout the year at any meeting by a two-thirds vote of the USA Board.

ARTICLE VI: SELECTION OF STUDENT REGENT CANDIDATES

- A. As outlined in Article III, Section II, Subsection F the USA Board will recommend candidates for the Student Regent position to the Governor of the State of Utah in accordance with state law in §53B-1-104 of the Utah Code Annotated.
- B. The selection process will be as follows:
 - 1. Candidates will submit applications to the Regents' Office. This office will compile the applications and provide them to the USA Presidency for preliminary screening and interview selection.
 - 2. Outgoing student body presidents may be candidates for the Student Regent. Any presidential candidate may not participate in the selection process, including but not limited to other candidate presentations, questioning, or participation in USA discussion/deliberations regarding the position.
 - 3. The USA Board may allow candidates time to present. The length of the presentation, questions and answers will be determined by the USA Board. All candidates will be allotted equal time for both the presentation and question and answer portions.
 - 4. Each state member institution will have two members voting for the Student Regent position. In the absence of one of the voting members from an institution, the newly elected president will assign a representative from his/her institution to fill the voting position.
 - 5. The USA Board may request the current Student Regent be available during the interview process to clarify and answer questions or to be present during deliberation. However, in the event that the current Student Regent is part of the interview process, they must be excluded from these processes.
 - 6. Following the candidates' presentations and questioning, if any, the USA Board will deliberate.
 - 7. Each voting member will vote for three candidates to be considered for the Student Regent position. After the USA President (or designee) tallies the results, the one candidate receiving the fewest votes will be eliminated from further consideration. This process will continue until three candidates remain. The USA Board will consider the final three remaining candidates as their nominees for the Student Regent position.
 - 8. If any member of the USA Board is dissatisfied with a voting result, he or she may motion the USA Board for a reconsideration of its vote.
 - 9. The USA Board will submit the nominees to the Governor of the State of Utah no later than required by state law.

ARTICLE VII: AMENDMENTS

A. Once enacted, this Constitution may only be amended by a written proposal of a member of the USA Board and passed by a three-fourths vote.

B. Neither the USA Board, any subdivision thereof, nor any affiliated organizations may enact any rules, policies or procedures inconsistent with these Constitution Bylaws of the Utah Student Association.

ARTICLE VIII: ENACTMENT

A. Upon enactment of this Constitution and these Bylaws, all previous Utah Student Association Constitutions, Bylaws, and copies thereof are declared null and void. The hands of the undersigned members of the USA Board hereby enact this Constitution and these Bylaws enacted this fourteenth day of April 2017.

Michael Scott Peters, Utah State University

Aynoa Rincon, Salt Lake Community College

Ezra Hainsworth, Dixie State University

Hayden Carroll, Southern Utah University

Rob Smith, Utah Valley University

Zach Berger, University of Utah

Dillon Ostlund, Brigham Young University

Dean Thacker, Utah State University Eastern

Sabi Lowder, Westminster College

Lola Moli, Weber State University

Seth Robertson, Snow College