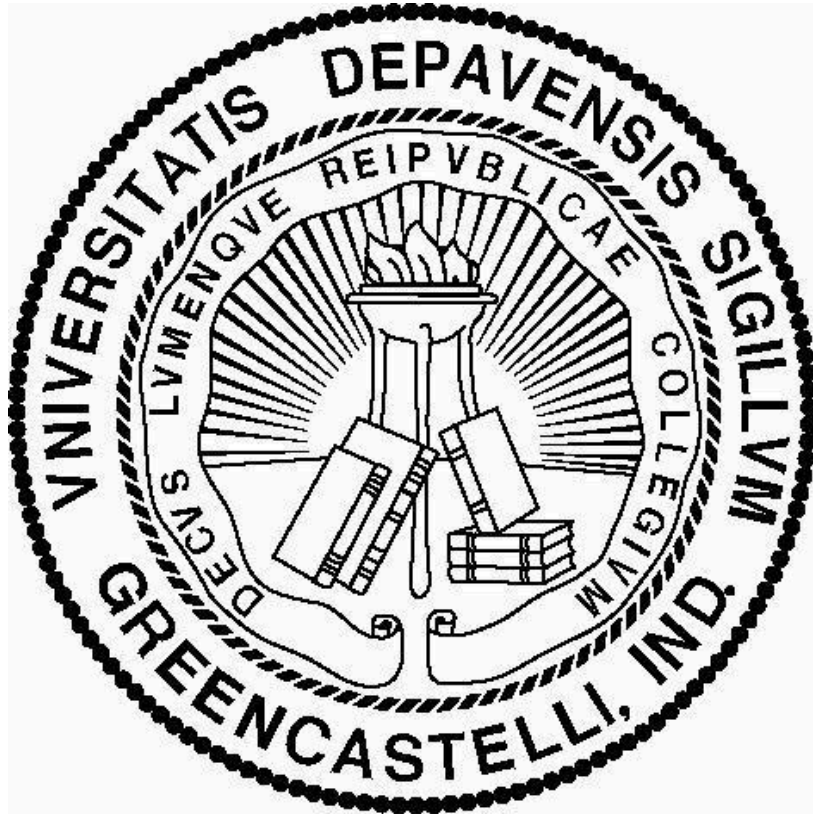


**DePauw Student Government**

# **Constitution**



*Ratification Date: September 28, 2022*

## **Non-Discrimination Clause**

DePauw Student Government is committed to fostering a campus community where every student is welcomed, valued, and supported. We uphold the principles of diversity, equity, inclusion, and belonging by advocating for an environment that respects and celebrates the unique experiences, identities, and perspectives of all students. Our work is dedicated to ensuring that every member of the DePauw community has equitable access to opportunities and resources that enhance their college experience.

DePauw Student Government prohibits discrimination based on race, color, ethnicity, national origin, religion, sex, gender identity, sexual orientation, age, disability, or any other protected status under federal, state, or local law. Student organizations are open to all DePauw students. We are also committed to providing reasonable accommodations to those with disabilities or religious needs. All members of DSG will be treated with dignity and respect, and we will not tolerate any discriminatory behavior.

DSG-recognized organizations are open to all DePauw students.

## **Article I: Preamble**

We, students of DePauw University, to provide a united student voice, advocate for student concerns, ensure safety, and improve the academic and social atmosphere on campus, endorse and establish this Constitution for the DePauw Student Government.

## **Article II: Mission**

The mission of DePauw Student Government is to act as the chief advocate for the students of DePauw University, to implement changes to improve the quality of the DePauw University experience, and to affect positive change through involvement and communication with the Student Body, administration, and the faculty.

## **Article III: Structure of DePauw Student Government**

DePauw Student Government (DSG) shall be made up of three (3) distinct bodies: The Executive Board, the Student Senate (“Senate”), and the General Assembly. Each body shall operate in compliance with this Constitution and the accompanying Bylaws [\[1\]](#) of DSG.

## **Section 1. Constituency**

1. All persons registered as a student of DePauw University shall constitute the constituency of DSG. Students shall be enrolled as full-time students as deemed by the Office of the Registrar to serve as an Officer of DSG.
2. DSG and all related organizations shall not discriminate based on the following: creed, race, age, sex, religion, national origin, pregnancy, accessibility requirement, genetic information, sexuality, gender identity, veteran status, associational preferences, or any other classification. DSG shall provide equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all members of the Student Body.

## **Section 2. Rights and Power of the Student Body**

1. Students shall retain all rights and protections provided by the Constitution of the United States of America and the Constitution of the State of Indiana.
2. Students shall retain the right to amend the DSG Constitution and the DSG Bylaws, remove any elected member of DSG, and put forth initiatives for the consideration of the Student Body.
3. Any member of the Student Body may attend DSG meetings that have an open forum policy. All DSG meeting records shall be accessible to all students per request sent to the DSG Chief of Staff. Faculty, staff, and others who are not members of the Student Body may request meeting records and the ability to attend meetings through a request to the DSG Chief of Staff.

## **Section 3. Executive Clause**

1. The DSG Constitution shall be the preeminent document of DSG.
2. The executive authority shall be vested in the President, who shall serve as the Chief Executive Officer of DSG.
3. The executive authority of the Legislative Branch (Senate) shall be vested in the Executive Vice President (EVP).
4. In the absence of the President, the EVP shall be the executive authority of DSG. In the absence of the EVP, the Chief of Staff shall be the executive authority of DSG.

## **Section 4. Advising**

1. DSG shall have two staff/faculty advisors.
  - a. The Assistant Vice President for Student Affairs shall advise the President, EVP, and Elections Chair. They shall attend Executive Board meetings.
  - b. The Campus Activities Coordinator shall advise the VP of Allocations and VP of Student Life. They shall attend the monthly General Assembly meetings and Allocations Board meetings.

## **Article IV: The Executive Branch**

### **Section 1. Purpose**

The Executive Branch outlines the current direction, provides unified representation, and coordinates the actions of the three (3) bodies of DSG toward that direction.

### **Section 2. Executive Authority**

The executive authority in DSG shall be vested in the Student Government President and the Executive Vice President, who shall serve as the chief executive officers.

### **Section 3. Duties of Executive Board Officers**

All Executive Board members must have previously been an enrolled member of DePauw University for at least one semester. Other requirements or recommendations for specific positions are listed below the duties of the officer. Specific requirements can be bypassed with a vote of the Executive Board, if needed. Executive Board members must remain on campus for the duration of their term (excluding extended studies during Winter or May term) unless otherwise given clearance to work remotely by the DSG President.

#### **Student Government President**

The duties of the Student Government President shall be, but are not limited to:

1. Represent and advocate for the needs, concerns, and desires of the DePauw Student Body to the administration, faculty, and community.
2. Interpret ambiguity and conflict in this Constitution and the accompanying Bylaws.
3. Make themselves available to hear individual student concerns and appropriately represent those concerns to DSG Officials.
4. Determine the agenda for and preside over all meetings of the Executive Board.
5. Report to the Assembly on the happenings of the Executive Board.
6. Appoint members of DSG to all committees and boards that require DSG-appointed student representatives in accordance with university policy.
7. Create and define ad-hoc Boards and appoint their presiding officers.
8. Serve as a voting member of the Student Academic Life Board or designate a replacement.
9. Attend monthly faculty meetings as an ex officio member and a representative of the Student Body.
10. Assign Executive members to coordinate all DSG-sponsored campus festivities such as Monon Bell, Old Gold Weekend, and Little 5.
11. Manage all financial responsibilities of the DSG Executive Budget, including collaboration on budgetary spending with the Vice President of Allocations and the rest of the Executive Board.

*This position recommends at least one semester of previous experience in any DSG position, particularly one semester of experience within the Executive Board if possible. These can be fulfilled simultaneously.*

#### Executive Vice President (EVP)

The duties of the Executive Vice President shall be, but are not limited to:

1. Oversee operations of the Senate.
2. Coordinate Senator appointments to Student Life and Allocations Board
3. Provide/Facilitate training for resolution writing.
4. Determine the agenda for and preside over all meetings of the Senate.
  - a. In their absence, the Chief of Staff presides and determines an agenda if one does not exist.
  - b. If both are absent, the President presides and determines an agenda if one does not exist.
5. Undertake the duties of the DSG President in their absence.
6. Serve as a voting member of the Curricular Policy and Planning Committee.
7. Attend monthly faculty meetings as a representative of the Student Body.
8. Relay relevant information from the Senate Chamber to the Executive Board and vice versa.
9. Work closely with the President and Chief of Staff to determine the DSG Executive Board budget.
10. Publish a semi-annual written overview of the work of the Senate, and present it to the Executive Board.

*This position recommends at least one semester of previous experience in any DSG position, particularly one semester of experience within the Executive Board if possible. These can be fulfilled simultaneously.*

#### Chief of Staff

The duties of the Chief of Staff shall be, but are not limited to:

1. Act as a strategic advisor to the DSG Executive Board.
2. Oversee internal elections.
3. Collect attendance records for each meeting of the Executive Board
4. Ensure that Student Life Board, Senate, Assembly, and Allocations Board meetings meet quorum.
5. Distribute the minutes for each meeting of the aforementioned groups promptly. Dispatch attendance warnings to individuals and organizations in each body of DSG as directed by the Constitution.
6. Attend Student Life Board, Senate, and Allocations upon request of VPSL, EVP, and VPA.
7. Assist the VP of Public Relations with letters, emails, reports, and other correspondence upon request.
8. Support the DSG President in meetings by taking notes and uploading them to the DSG database.

9. Collect, maintain, and file the documents of DSG.
10. Participate in strategic planning, policy development, and decision-making with the DSG Executive Board.
11. Ensure timely and effective completion of projects and initiatives of the DSG Executive Board.
12. Research and recommend new and revised policies and strategies, including systems and processes to streamline DSG operations in all branches.
13. Coordinate university board assignments with the DSG President.

*This position recommends at least one semester of previous experience in any DSG position.*

#### Vice President of Student Life

The duties of the Vice President of Student Life shall be, but are not limited to:

1. Oversee and coordinate all initiatives related to student life.
2. Meet regularly with corresponding administrators once a quarter.
3. Determine the agenda for and preside over all Student Life Board meetings.
4. Determine the agenda for and preside over all General Assembly meetings.
5. Serve as the principal liaison between DSG and all student organizations.
6. Oversee the application process for recognition of student organizations.
7. Serve as a voting member of SAL.
8. Additional duties and responsibilities as assigned by the DSG President.
9. Oversee the Tiger Transit program.

*This position requires at least one semester of previous experience in any DSG-recognized student organization.*

#### Vice President of Academic Life

The duties of the Vice President of Academic Life shall be, but are not limited to:

1. Oversee and coordinate all initiatives related to academic life.
2. Meet regularly with the Vice President of Academic Affairs, the Deans of the College of Liberal Arts and Sciences, the School of Business and Leadership, and the Creative School at least once a semester.
3. Serve as a voting member of the Curricular Policy and Planning Committee, Advising Committee, Student Academic Life Committee, Course and Calendar Oversight Committee.
4. Attend monthly faculty meetings as a representative of the Student Body.
5. Maintain and organize the DSG library once a semester or as needed.
6. Organize an annual academic fair.

#### Vice President of Community Relations

The duties of the Vice President of Community Relations shall be, but are not limited to:

1. Oversee and coordinate all initiatives about community relations.

2. Meet with a representative of the Putnam County Chamber of Commerce once a semester to facilitate the relationship between Greencastle businesses and DePauw Student Government.
3. Serve as an informational liaison between DePauw and the Greencastle community. Facilitate opportunities for students to communicate with the broader community and vice versa.
4. Attend Greencastle City Council meetings and return to the Executive Board with a report of issues and opportunities for DePauw students.
5. Organize a “DSG Week of Service” during the year designed for both the Executive Board and Senate to engage and give back to the Greencastle community.
6. Coordinate volunteer opportunities in Putnam County for DePauw students. Work with the Vice President of Public Relations to ensure information is well-communicated with students.

#### Vice President of Public Relations

The duties of the Vice President of Public Relations shall be, but are not limited to:

1. Oversee and coordinate all initiatives about public relations.
2. Meet regularly with corresponding administrators once a quarter.
3. Serve as the primary liaison and point of contact between DSG, the campus community, families, and prospective students.
4. Create and distribute news releases to the Student Body via student-led news outlets and social media platforms regarding current issues, decisions, and news from all chambers.
5. Serve as a resource for Student Orgs to promote and advertise events and other campus relations.
6. Document and record all media appearances concerning DSG.
7. Publish a bi-weekly DSG newsletter to distribute to the DePauw Community.
8. Develop and maintain a content calendar to ensure consistent, strategic communication and promotion of DSG activities.
9. Maintain a working relationship with The DePauw Student Newspaper.
10. Organize the Monon T-Shirt competition and distribution.
11. Regularly solicit and gather feedback from the student body through media platforms to enhance engagement and address community concerns.

#### Vice President of Allocations

The duties of the Vice President of Allocations shall be, but are not limited to:

1. Oversee and coordinate all initiatives about allocations.
2. Effectively manage the Allocations Board through a semesterly Budget Review and Event-By-Event meetings as determined by the Allocations Guidelines.
3. Determine the agenda for and preside over all meetings of the Allocations Board.
4. Provide support regarding student organization finances and appropriately represent those concerns to DSG or the Allocations Board.

5. Host multiple information sessions at the start of each semester, required for all Student Organizations to attend.
6. Submit a financial report for DSG to the Executive Board, Senate Chamber, and General Assembly at the end of each academic semester.
7. Submit finalized Allocations outcomes and Event-By-Event allocations to the DSG Executive Board and the Student Body.

*This position requires at least one semester of previous experience in any DSG-recognized student organization. This position recommends at least one semester of previous experience in any DSG position, particularly one semester of experience within the Allocations Board if possible. These can be fulfilled simultaneously.*

#### Vice President of Equity and Justice:

The duties of the Vice President of Equity and Justice shall be, but are not limited to:

1. Oversee and coordinate all initiatives regarding equity and justice.
2. Meet with the Vice President for Inclusive Engagement at least once a quarter.
3. Serve on the Diversity and Equity Committee
4. Serve as the liaison between DSG and all external diversity initiatives and campus entities promoting equity and inclusion.
5. Be responsible for DSG-led collaborative programming for History and Affinity Months. The VPEJ must plan or collaborate on at least 2 events per semester.
  - a. The DSG President must set aside an amount of money per History and Affinity Months as agreed upon by the Executive Board.
6. The VPEJ will be in charge of coordinating planning meetings between organizations and facilitating events. The VPEJ will also be responsible for other programming, if desired.
7. Serve as the mentor to the DSG Executive Board on issues regarding campus equity, inclusion, and justice.

## Section 4. Powers

1. The President shall have the power to call for a rewrite and review of an item submitted by the Senate. The President is not able to veto legislation. The President must sign and notify all relevant parties of all legislation passed by both the Senate Executive Board within 10 business days
2. The President shall have the power to call a Special Session of the Senate with a minimum of twenty-four (24) hours of given notice.
3. The President shall have the power to negotiate all agreements between DSG, the University, and other entities.
4. The EVP shall have the power to cast a tie-breaking vote on Student Legislation if the Senate finds itself equally divided on a vote.
5. The EVP shall assume the responsibility as Speaker of the Senate
6. For Executive Board officers to propose legislation, they shall work in tandem with a current Student Government Senator to co-write proposed legislation.

## Section 5. Succession

1. On the occasion that the President is unable to fulfill their duties, the EVP shall assume the role of President. If the EVP assumes the role of President, the Executive Board shall distribute campus-wide applications to fill the vacancy in accordance with the Chief of Staff, who shall remain in charge of elections. The applications shall be live for five (5) business days, and the Senate and Executive Board shall meet the following week to confirm the appointment of the new EVP with a two-thirds ( $\frac{2}{3}$ ) Senate and Executive Board vote.

2. If the President and the EVP cannot fulfill the President's duties, the Chief of Staff shall assume those duties until a special election occurs to elect a new President and EVP. The Chief of Staff shall remain in charge of the elections process during this time.

## Section 6. Attendance

### Excused Absence

1. Excused absences must be communicated to the President and Chief of Staff 24 hours in advance, save in emergencies. If this timeline is not met, the absence will be counted as unexcused.
  - a. Excused absences include unavoidable academic obligations or scheduled work shifts, athletics participation, religious observances, emergencies, or special circumstances.
  - b. The President will determine if the specifics of the absence meet the above criteria.

### Unexcused Absence

1. If one (1) absence is not due to an approved exemption in one semester, the board member shall receive a written warning from the President or Chief of Staff as appropriate.
2. If two (2) absences are not due to approved exemptions, the member shall be required to meet with the President to discuss their absences and performance in the role.
3. If three (3) absences are not due to approved exemptions, the member shall have their continued service in DSG determined by the rest of the Executive Board.
  - a. If removed from office, the member may re-apply for the position, or other positions with DSG, at the time of an election.

## Section 7. Stipend

1. DSG Executive Board officers are entitled to compensation paid out at the beginning of the semester. Payment shall be processed as a financial aid stipend derived from the Executive Budget.
2. The DSG President has the right to reject payment to individuals of the Executive Board if determined that they are not completing the work required. The DSG President can have their pay revoked with a majority vote from the Executive Board. A high number of absences (specific number depending on the number of meetings during the semester) requires a written warning before pay can be revoked.
3. The following positions shall receive \$700 (seven-hundred) per semester:
  - a. Student Body President
  - b. Executive Vice President

- c. Chief of Staff
- d. Vice President of Student Life
- e. Vice President of Allocations
- 4. The following positions shall receive \$500 (five-hundred) per semester:
  - a. Vice President of Academic Affairs
  - b. Vice President of Community Relations
  - c. Vice President of Public Relations
  - d. Vice President of Equity and Justice

## **Section 8. Additional Duties for All Executive Board Officers**

All DSG Executive Board officers shall carry out these duties along with those regularly assigned to them:

1. Remain on campus for the duration of their term (excluding extended studies during winter or May term) unless otherwise given clearance to work remotely by the DSG President and the Executive Board.
  - a. Individuals accepted into Spring Semester off-campus programs may continue their work at the discretion of the DSG President and the Executive Board.
  - b. Individuals accepted into partial-semester internship, travel, or similar programs may continue their roles at the discretion of the DSG President and the consideration of the rest of the Executive Board.
  - c. Only the VP of Public Relations can maintain their role while off of campus for an entire semester.
2. Assist in determining and upholding the goals and initiatives of the Executive Board and the direction of DSG.
3. Uphold and protect this Constitution of DSG and the accompanying Bylaws.
4. Be present and on time for all meetings of the Executive Board, including the student General Assembly.
5. Participate in transitional training sessions for newly-elected or appointed officers.
6. Sit on at least one faculty and governance committee.
7. Refer all queries for information regarding DSG to the VP of Public Relations.
8. Maintain and pass on any pertinent materials to newly-elected or appointed officers.
9. Fill vacancies as outlined in Article VI of the accompanying Bylaws.
10. Approve amendments to this Constitution as outlined in Article IX.
11. Approve amendments to the accompanying Bylaws as outlined in Article VIII: Section 2 of the accompanying Bylaws.

## **Article V: Student Organization Recognition Types**

### **Section 1. Purpose**

DePauw is a host to various student organizations with varying interests and needs. Two categories of recognition define every DePauw University recognized organization: Assembly Organization (AO) and Non-Assembly Organization (NAO). These categories encompass all student organizations on campus, defining organizations through specific requirements, qualifications, responsibilities, and needs.

### **Section 2. Assembly Organization (AO)**

This recognition category consists of those organizations that receive funding from the Allocations Board and are required to attend monthly General Assembly Sessions.

These organizations shall meet and maintain the following requirements for recognition:

1. Fulfill the needs of an Assembly Organization.
2. Receive approval from the Student Life Board in the recognition/re-recognition process as an Assembly Organization.
3. Complete a yearly virtual form located on Campus Labs to update contact information and establish compliance with recognition requirements.

The duties and responsibilities of Assembly Organizations include:

1. Attend and maintain an active voice in General Assembly meetings.
  - a. Students can only represent one organization at a time in the General Assembly.
    - i. Missing 1 (one) meeting results in a formal warning issued by the Chief of Staff.
    - ii. Missing 2 (two) meetings results in EBE requests to not be processed between the missed meeting and the next meeting. A meeting with the VPSL can be set to discuss revoking this outcome on a case-by-case basis.
    - iii. Missing 3 (three) meetings results in the inability to use any funds for the rest of the semester.
    - iv. Missing 4 (four) meetings results in a formal re-evaluation of organization recognition status by the VPSL.
2. Vote on constitutional amendments.

### **Section 3. Non-Assembly Organization (NAO)**

This category of student organizations consists of those organizations that do not receive funding from the Allocations Board and do not participate in the General Assembly.

These organizations shall meet the following requirements for recognition:

1. Continued compliance with recognition requirements for Non-Assembly Organizations:
  - a. Possess a written constitution including a mission statement.
  - b. Maintain a faculty advisor.
  - c. Maintain compliance with the DePauw University Student Handbook.
2. Complete a yearly virtual form located on the DSG webpage to update contact information and establish compliance with recognition requirements.

## **Section 4. Applying for Recognition**

1. All organizations that seek DSG recognition as an Assembly Organization or Non-Assembly Organization shall submit an application to the DSG VP of Student Life.
2. Applications consist of the following:
  - a. Constitution outlining organizational procedures
  - b. Mission Statement
  - c. Faculty Advisor
3. There is no minimum participant amount requirement for membership outside of required student executive positions (President and Treasurer, or equivalent roles).

# **Article VI: Student Senate**

## **Section 1. Purpose**

The Student Senate shall represent the needs, desires, and voice of the Student Body to the greater campus community and public and propose and enact programs, procedures, and legislation to fulfill these needs and desires of the DePauw Student Body.

## **Section 2. Membership**

Membership of the Senate shall consist of

1. Two (2) students from each academic class (i.e., first-years, sophomores, juniors, seniors).
2. One (1) representative from each academic school (i.e., Creative School, College of Liberal Arts and Sciences, School of Business and Leadership).
  - a. In line with the 2027 Strategic Plan, an established academic school elects its Senator when established. Senators representing the academic school shall have a declared major within that school.
3. Any student who is not a Senator is entitled to a voice without a vote in the Senate.

## **Section 3. Duties of Senators**

The duties of Senators shall consist of:

1. Hear and represent student voices.

2. Attend weekly meetings of the Senate and monthly General Assembly meetings.
3. Solicit student input from and relay information from their respective classes to the Senate chamber.
4. Advocate for the interests and rights of students in University, State, and Federal policy via resolution writing, meetings with appropriate faculty or staff members, etc.
5. Serve either on the Student Life or Allocations Board.
6. Strive to improve the DePauw student experience through enacting programs, procedures, legislation, and policies.
7. Remain on campus for the duration of their term (excluding extended studies during Winter or May term) unless otherwise given clearance to work remotely by the DSG Executive Vice President.
  - a. Individuals accepted into second-semester study abroad programs, partial-semester internships, travel, or similar programs may continue their work at the discretion of the DSG Executive Vice President and the consideration of the rest of the Senate.

## **Section 4. Powers**

The powers of the Senate shall be to:

1. Draft and introduce legislation.
2. Establish and maintain both standing and ad-hoc boards.
3. Remove elected Executive Board officers by majority vote.
4. Amend the DSG Constitution or DSG Bylaws according to the procedures outlined in the governing documents.
5. Set its rules of order.
6. The Senate shall not have the power to suspend the DSG Constitution or the DSG Bylaws.
7. The EVP shall only vote on legislation to break a tie vote.
8. The Senate shall evaluate the number of Senators at the end of each semester, proposing an increase, decrease, or no change based on stated needs.
  - a. The EVP may propose an emergency increase in Senator positions even among all class years at any point within the semester, which will be evaluated by the Senate at the end of the semester to analyze the effectiveness of the change, as well as propose necessary amendments to this Constitution if a change is agreed upon. The Student Body President may reject an emergency declaration to add Senators at any time. Senators added through an emergency increase must submit an application that will be approved or denied through an internal appointment between the Senate and the Executive Board.

## **Section 5. Student Senate Boards**

The standing Boards for Senate shall consist of the following:

1. Student Life Board [\[2\]](#)

The Student Life Board shall support the recognition process for existing student and campus organizations. The purpose of the Student Life Board is to oversee the process of granting and revoking the status of Student Government Recognition to student organizations/clubs.

a. Membership

- i. The VP of Student Life shall chair the Student Life Board.
- ii. Five (5) Senators from the current Senate shall serve on the Student Life Board.
- iii. Two (2) non-DSG students shall be selected through an application sent to the entire Student Body. These students will not be formally recognized as Senators. More than two (2) non-DSG voting students may be recognized by the Executive Board, but only two (2) non-DSG students can vote at a meeting.

b. Duties

- i. Review and recognize new organizations.
- ii. Assign student organizations one of two tiers (Assembly Organization or Non-Assembly Organization).
- iii. Inform the VP of Allocations and the DSG President when revoking or changing the status of a student organization.
- v. Determine if a student organization has violated University and DSG policies and procedures, including the Student Code of Conduct (SCC).
- vi. Place student organizations on DSG recognition probation.
- vii. Revoke all funding privileges pending approval from the VP of Allocations, Allocations Board, and the DSG President.
- viii. Pass a verdict on student organization or club recognition with a three-quarters ( $\frac{3}{4}$ ) majority.

c. Voting and Operating Procedures

- i. A quorum consists of a two-thirds ( $\frac{2}{3}$ ) majority of the Student Life Board.
- ii. The VP of Student Life shall vote only to break ties or create a quorum.

2. Allocations Board [\[3\]](#)

The DePauw University Allocations Board shall be responsible for the disbursement and oversight of the Student Activity Fee while ensuring all use of funds to further a positive campus community, following the philosophy of the Student Activity Fee.

a. Membership

- i. The VP of Allocations shall chair the Allocations Board.
- ii. Five (5) Senators from the current Senate shall serve on the Allocations Board.
- iii. Two (2) non-DSG students shall be selected through an application sent to the entire Student Body. These students will not be formally recognized as Senators. More than two (2) non-DSG voting students may be recognized by the Executive Board, but only two (2) non-DSG students can vote at a meeting.

b. Duties

- iv. Solicit budgets from all recognized student organizations and the DSG Executive Board.
- v. Review all student budget requests.

- vi. Allocate the Student Activity Fee as outlined in Article IV of the accompanying Bylaws.
- vii. Hold pre-allocations meetings that all treasurers or equivalent positions are required to attend to receive information on the following:
  - 1. Necessary components of any budget proposal as outlined in Article IV, Section 5 of the accompanying Bylaws.
  - 2. General information about the allocation process.
- v. Make approved budgets available for the Student Body.
- vi. Has the right to audit groups that receive funding from the Allocations Board
  - 1. The Board shall question the financial responsibility of the Student Assembly Organization.
  - 2. Student Assembly Organizations shall be required to present receipts of their activities.
  - 3. Funded organizations may meet with the Allocations Board for clarification of their expenses.
  - 4. If found to be financially irresponsible, the Allocations Board may take the following actions:
    - a. A formal warning shall be issued.
    - b. The Student Assembly Organization shall be subject to auditing the following semester.
    - c. Account shall be inaccessible to the Student Organization for one month. Consider the violation when approving the following semester's budget request.
    - d. Account shall be inaccessible to the Student Organization for the current semester.
    - e. Organizations with 3 number of violations within one academic year will be subject to dismissal from DSG recognition
- vii. Review requests for Event-By-Event funds as outlined in Article IV: Section 6 of the accompanying Bylaws.
- viii. Remove funds from accounts of organizations presumed to be inactive at the end of the semester.
- ix. Operate in compliance with the current Allocations Board Guidelines.
- c. Voting and Operating Procedures
  - i. A quorum is a two-thirds ( $\frac{2}{3}$ ) majority of the Allocations Board.
  - ii. The VP of Allocations shall vote only to break ties or create a quorum.
  - iii. Decisions of the Allocations Board are pending approval until the Office of Campus Activities receives a valid and signed contract for events/items/services.
  - iv. The Allocations Board may personally question representatives from organizations requesting money as deemed necessary for further consultation.

- v. Organizations shall receive notification of allocations no later than the final week of classes of each semester.

## **Section 6. Voting**

Voting for Senate shall consist of:

1. A quorum of two-thirds ( $\frac{2}{3}$ ) of members of the Senate.
2. Regular votes in the Senate require a simple majority.
3. The EVP shall vote in the case that there is a tie or to establish a majority vote or quorum.
4. Any student who is not a Senator is entitled to a voice without a vote in the Senate.

## **Section 7. Attendance**

Excused Absence

1. Excused absences must be communicated to the EVP and Chief of Staff 24 hours in advance, save in emergencies. If this timeline is not met, the absence will be counted as unexcused.
  - a. Excused absences include unavoidable academic obligations or scheduled work shifts, athletics participation, religious observances, emergencies, or special circumstances.
  - b. The EVP will determine if the specifics of the absence meet the above criteria.

Unexcused Absence

1. If one (1) absence is not due to an approved exemption in one semester, the Senator shall receive a written warning from the EVP or Chief of Staff as appropriate.
2. If two (2) absences are not due to approved exemptions, the Senator shall be required to meet with the EVP to discuss their absences and performance in the role.
3. If three (3) absences are not due to approved exemptions, the Senator shall have their continued service in DSG determined by the Executive Board.
  - a. If removed from office, the Senator may re-apply for the position, or other positions with DSG, at the time of an election.

## **Section 8. Stipend**

1. Senators shall receive \$300 (three-hundred) at the beginning of each semester. Payment shall be processed as a financial aid stipend derived from the Executive Budget.

# **Article VII: Elections**

## **Section 1. Elected Offices**

Annual elections for the following offices shall be concluded by April 15th.

The new executive board shall assume their roles annually on May 1st.

1. All-Campus Elections

- a. Student Government President
  - b. Executive Vice President
  - c. Vice President of Student Life
  - d. Vice President of Allocations
  - e. Vice President of Equity and Justice
  - f. Senators
    - a. For sophomore, junior, senior, and 3 School positions only.
  - g. Graduate Member of the Alumni Board
  - h. Graduate Member of the Board of Trustees
  - i. Graduate Member of the GOLD Alumni Board
2. Executive Board Appointments
- The application process for appointments shall be open to all students. The newly elected members of the Executive Board shall make the appointments.
- a. Vice President of Academic Life
  - b. Vice President of Community Relations
  - c. Vice President of Public Relations
  - d. Chief of Staff
3. First-Year Senator shall be determined by appointment, which shall occur within 30 days of the start of Fall Term.
- a. First-Year Senator appointments shall be determined by the Executive Board.

## **Section 2. Elections Board**

The composition of the Elections Board and requirements are as follows:

- 1. Five (5) or more members appointed by the Elections Chair.
- 2. The Chief of Staff appoints an Elections Board Chair, and the Senate votes to confirm the appointment. No officers of the Elections Board are eligible to run for office during the election in which they are working as board members. Members of the Elections Board are eligible to be appointed for any open positions after the conclusion of the election.
- 3. All Elections Board officers shall remain neutral and fair to all applicants in the elections process.
- 4. The Elections Board shall enforce all rules and regulations concerning elections and appointments specified in this Constitution and the accompanying Bylaws fairly and equally.
- 5. The Elections Chair is responsible for publishing election results to the Student Body, with accompanying vote totals.

Election Rules and Regulations:

- 1. The Elections Board shall post mandatory election information and hold candidate information sessions before campaigning begins.
- 2. The Elections Chair shall release an elections information packet [\[4\]](#), including dates, times, application materials, and other necessary information to applicants before campaigning begins.

3. Before they begin campaigning, candidates shall submit a two-hundred and fifty (250) word platform to the Elections Board.
4. Candidates cannot apply for two positions at the same time. Candidates can only have advertisements, platforms, and signatures collected for one potential position. Candidates may be appointed internally to other positions than the one they applied for during the election cycle.
5. Applicants for Student Government President and Executive Vice President positions shall collect and submit one hundred (100) signatures from members of the Student Body who are currently on campus as enrolled students. Applicants for all other positions shall collect and submit fifty (50) signatures from members with the same status as above.
  - a. Signatures shall be recognizable names in case the Elections Board decides to contact those individuals.
  - b. Signatures shall be on paper unless otherwise allowed by the Elections Board for reasons such as accessibility, living arrangement, or other approved reasons.
6. A withdrawal of an application can be made, at the latest, twenty-four (24) hours before the elections open. Applicants attempting to withdraw an application shall communicate a stated reason for withdrawal to the Elections Board. All withdrawal applications shall be reviewed by the Elections Board.
7. Campaigning begins at the discretion of the Elections Board and takes place after all applications have been processed and verified.
  - a. Campaigning held earlier than allowed by the Elections Board could result in the removal of the applicant at the discretion of the Elections Board.
  - b. If on social media platforms, campaigning shall be indicated and named clearly on the application when submitted to the Elections Board. These social media accounts shall be public during the campaigning period, and posts shall be removed or private after campaigning ends.
  - c. Campaigns may mention other candidates but shall not slander other candidates or violate the University Code of Conduct per the discretion of the Elections Board.
  - d. Campaign materials are to be removed in entirety when stated by the Elections Board after election results are released. Failure to remove these materials result in the termination of the elected position.

### **Section 3. Student Body Voting**

1. The Student Body can only vote for a Student Senator from their year.
2. All other positions, including Student Senator positions for academic schools, are to be voted on by the entire Student Body, regardless of their year, declared major, or other status.
3. Abstention votes are to be offered on the ballot but cannot count as a majority vote. If the majority of the Student Body abstains from voting, the most popular candidate shall assume their position within DSG.

## **Article VIII: Amendments**

### **Section 1. Submission**

1. Any member of DSG may request an amendment to this Constitution.
2. Those requesting an amendment shall submit their proposal in writing to the Executive Board.
3. The Executive Board shall have one week to review the amendment for validity and consistency with this Constitution and the accompanying Bylaws. The Executive Board shall not be empowered to change the amendment's intent. It may make suggestions for revision to the author to make the amendment valid and consistent with this Constitution and the accompanying Bylaws.

### **Section 2. Amendments**

1. The Student Senate shall first pass amendments affecting all bodies of DSG and then shall be passed by a two-thirds (2/3) vote of the General Assembly. A three-fourths (3/4) vote of the Senate overrides any veto of an amendment.
2. The Senate shall first pass amendments affecting a specific body of DSG with a two-thirds (2/3) vote. The amendment shall then be directed to the affected body as determined by the Student Senate for a two-thirds (2/3) approval. A three-fourths (3/4) vote of the Senate overrides any veto of an amendment.
3. Proposed constitutional amendments that affect an entire Section or more must be passed through the Senate, Executive Board, and General Assembly. Small proposed amendments must be passed through the Senate and Executive Board. Small amendments can be proposed to the General Assembly to review or vote on, but said action is not required for the passing of a small amendment.

## **Article IX: Ratification**

This Constitution shall be ratified by a two-thirds ( $\frac{2}{3}$ ) vote of each of the bodies, as outlined above, of the DePauw Student Government. Any denial of the ratification of the Constitution may be overridden by a three-fourths ( $\frac{3}{4}$ ) vote of the Senate.

Any contradictory Bylaws and Documents are now null and void.

### **Ratification:**

September 28, 2022.

For ratification details or to view other relevant documents, please contact the DSG Chief of Staff.

## Most Recent Update:

August 26th, 2026.

## Relevant Documents at the time of the last Ratification:

- [1] [Bylaws](#)
- [2] Student Life Board Information (contact DSG Chief of Staff if needed)
- [3] Allocations Board Information (contact DSG Chief of Staff if needed)
- [4] [Elections Packet](#) (update with current Constitution when used)