

University of Redlands Student Government (RSG) Constitution

Article I: Name

This organization shall be known as the Redlands Student Government, hereinafter referred to as the RSG.

Article II: Mission/Purpose

We, the RSG, serve as the official governance body representing the rights, needs, and interests of College of Arts and Sciences (CAS) undergraduate students at the University of Redlands. Driven by open communication, innovative ideas, and a commitment to an accessible and discrimination-free educational environment, our mission is to advocate for the needs and interests of the students we represent, in collaboration with other student governance structures, campus leadership, and allies from across campus.

Article III: Governance Structure

The structure of the RSG is intended to allow the maximum amplification of student voices, to assure elected representatives are positioned to be seen and heard, and to regularly seek support, insights, opinions, and guidance from those they represent.

All elected positions are for a one-year term. Members are eligible for reelection to the same position for a total of two terms. Installation of newly elected RSG representatives will occur at the final RSG meeting of the Spring semester. Those who assume an office role during the Fall term will assume their role at the next regularly scheduled meeting of the RSG Cabinet and/or Senate. Elected officers cannot hold more than one position at a time. Standing committees will include one elected Senator, or designee, from each of the four classes, First-year, Sophomore, Junior, and Senior. General Council members may be asked to serve on committees, as needed.

Cabinet Positions:

The cabinet, which is led by the RSG President, is comprised of the Senior Vice President, Vice President of Legacy and Logistics, Treasurer, Diversity, Equity, and Inclusion Chair, Sergeant at Arms, and Public Relations Officer. All positions are elected by CAS undergraduate students.

Senate:

The Senate is comprised of twelve elected representatives, three from each of the four classes, first-year, sophomore, junior, and senior. Senators will be appointed to one of three standing committees: Finance, Outreach and Involvement, and Accountability. Each senator can rank their preferred committee assignment; however, the Sergeant at Arms, at their sole discretion, responsible for all committee appointments. .

Article IV: Voting/Participation Rights of CAS Undergraduate Students

All CAS undergraduate students at the University of Redlands are considered general members and are welcome to participate in the activities of the RSG. The absence of a formal membership procedure or process is intentional. It clears all barriers to participation and is in line with RSG's commitment to assuring all student voices have the opportunity to be heard. Membership in the organization will not be denied to anyone on the basis of race, color, national origin, gender identity, disability, age, marital status, sexual orientation, or other legally protected characteristics. In pursuit of social justice and equity for all students, the RSG stands as a safe and brave space to voice all concerns from the student body without fear of retaliation. All perspectives are encouraged to participate through collaborative means.

General Membership applies to all CAS undergraduate students and is differentiated from elected cabinet members and officials as they have no formal terms and may choose to participate in student governance. General Membership participation involves attending General Council Forums, RSG-sponsored events, exercising the capacity to vote in RSG elections, and requesting meetings with RSG representatives to share ideas or concerns.

Article V: Elected Representatives

All CAS undergraduate students at the University of Redlands are welcome to run for office to become an elected representative of the RSG provided they are in good academic and social standing. Elected officers bear responsibility to the students they represent as well as the University of Redlands community. Elected officers required to attend RSG Meetings, as well as other meetings, when needed or expected.

Candidates running for elected positions must have, at the time of elections, and if elected, throughout their term no less than a 2.7 grade point average for verification of GPA and social standing. In order to run for office, a nomination OR letter of recommendation from a faculty or staff member must be submitted. The nomination period by faculty will last for two weeks, followed by two weeks of a self-nomination period.

President:

- Preside over Cabinet and General Council meetings, as well as other meetings as necessary.
- Hold elected representatives accountable, to assure they are meeting expectations, and effectively representing those they serve.
- Actively identify opportunities to enhance impact and engagement in collaboration with key stakeholders across campus and in the broader Redlands community.
- Meet no less than twice a semester with the University President, the Provost, and the CAS Dean to relay updates and advocate on behalf of CAS undergraduates. Meets on a regular basis with the RSG advisor(s).
- Attend other student governance organization meetings as needed. Represent the student voice at meetings of the Board of Trustees.
- Represent the CAS undergraduate student body at campus and community events.

Senior Vice President:

- Attend meetings in place of the RSG President, as needed.
- Meet weekly with the RSG President to develop meeting agendas, review progress on tasks assigned, and discuss strategies for areas of concern or opportunity.
- Work with university administration and student support functions, as well as the Dean of the College of Arts and Sciences to serve as a supportive resource for student academic success.
- Represent the CAS undergraduate student body at campus and community events.
- Should the President position be vacated, assume leadership of the RSG.

Vice President of Legacy and Logistics:

- Take minutes at all RSG meetings to be submitted for approval at the next meeting, and archive documents to preserve historical information and context.
- Assume oversight of a student government calendar that is reflective of relevant meetings and locations, campus events, to include sporting events, community programming, and campus traditions.
- Secure meeting/gathering rooms, and manage all associated logistics, to include timely notice of meetings to RSG members and general members. Responsible for meeting attendance.
- Serve as organizational liaison to the Event Services team.

Treasurer:

- Serve as a co-Chair of the Student Fee Allocation Advisory Committee (FAAC)
- Creates budget proposals for RSG funding.
- Leads fundraising efforts for RSG.

Diversity, Equity, and Inclusion Chair:

- Conduct advocacy work to increase the representation and inclusion of underrepresented communities on campus.
- Lead efforts to create a welcoming and safe campus for all people, regardless of color, gender, religion, ethnicity, sexual orientation, social or economic class, ability, and nationality.
- Host monthly meetings with all diversity organizations on campus and serve as their liaison to RSG.
- Work with the Office for Inclusion and Community (OIC) to host, at least once-a-year, a Town Hall meeting to discuss the current campus climate and how RSG can or should respond to areas of concern.
- Meet with the Hispanic Serving Institution Committees individually once a semester.
- Serve as the RSG liaison to the International Student Office.

Sergeant at Arms:

- Chairs the Accountability Committee
- Maintains a list of tasks assigned to Cabinet members and the deadline for completion.
- Assign senators to committee positions, lead efforts to replace vacancies, and communicate with each committee chair relative to these appointments.
- Audit attendance of those appointed to represent the student voice on standing or ad-hoc committees.
- Ensure meetings stay on track and are efficient.

Public Relations Officer:

- Chair the Outreach and Involvement Committee.
- Take lead on marketing and communication efforts to include notice of RSG standing meetings, as well as sponsored or hosted events.
- Serve as RSG liaison to Doing Activities With Great Spirit (DAWGS) reporting on-scheduled events at all RSG standing and hosted events, and via established RSG marketing pathways.
- Collaboration with the Bulldog Athletics Sports Information Director, as well as the Director and Coach of Bulldog Esports to assist with marketing of sporting events.

Article VI: Committee Operations

Student Fee Allocation Advisory Committee Responsibilities:

Uphold their fiduciary duty to responsibly and ethically manage funds allocated to RSG, to operate with full transparency, and within the best interest of the student body in partnership with designated personnel at the University of Redlands. Ensure student fees are utilized responsibly and effectively and in compliance with eligibility criteria and accountability standards.

Accountability Committee: Serve as a means of culpability for those in elected and appointed positions throughout the RSG structure, as well as University representatives and Senior Leadership, acknowledging that an ethos and commitment to responsible leadership and service among the committee will be imperative for their success. This committee may also discuss and address community concerns of the General Council and consult with the Director of Community Standards in addition to the Vice President of Student Affairs and/or the Dean of Students.

Outreach and Involvement Committee: Ensures consistent collaboration with DAWGS representatives to provide resources and support, and also assists with marketing and publicizing of campus events. This committee creates mechanisms for gathering student feedback including surveys and other methods of input, and is also responsible for planning, marketing and execution of General Council Forums.

Article VII: Meetings

General Council Forums

The Outreach and Involvement Committee of the RSG will host no less than four General Council Forums per academic year, to include a campus climate forum in collaboration with the RSG DEI Chair. Notice of each forum must be provided no less than ten days in advance. Forum topic(s) are determined by a simple majority of Cabinet and Senate members, informed by recommendations and guidance from respective student constituencies. Forums will be hosted in person, and accessible through an online platform. In-person attendance of all elected officials is expected. Notice of absence and rationale must be provided to the Sergeant at Arms at least three days prior to the event. If an unforeseen circumstance were to occur, remote attendance is expected.

Attendance by General Council members is not mandatory but strongly encouraged to share ideas and updates, hear constituency concerns, and gather feedback. Constitutional amendments must be proposed at these meetings by the cabinet, senate, or general council. Generally, these forums are open to all members of the University community; however, by majority vote of Cabinet and Senate members, they can be for General Council members only, particularly those that involve urgent issues.

Student Governance Collaborative Meetings

The RSG will host at least one meeting during the CAS fall and spring semesters, with student governance structures across campus including the Student Athlete Advisory Committee (SAAC), and the School of Education Graduate Student Association (GSA); as appropriate. Attendance requirements are determined by the Sergeant at Arms in consultation with the President.

Cabinet Meetings

Cabinet members are expected to attend all RSG Cabinet meetings which are open to all General Council members. General Members can petition the Cabinet to be seated at the meetings. Cabinet meetings will cover administrative concerns, policy and legislation creation, and other business related to the student experience. RSG reserves the right to host closed-door Cabinet (?) meetings requiring three days' notice. General Members can petition the Cabinet to be seated at these closed meetings. Votes taken at Cabinet meetings require a simple majority to pass. Meetings will have a remote option available when needed/possible.

Cabinet and Senate Combined Meeting

The Cabinet and Senate combined meetings will occur at a date after the cabinet convenes. Led by the President, these meetings bring committees together to discuss all agenda items and to ensure interconnectedness across Cabinet and Senate members. Meetings of each of the respective Senate committees will follow the Combined Meeting, as appropriate, once adjourned. Once the Senate reviews new and old business they will break out into their respective committees to discuss matters related to their purpose and function.

Article VIII: Voting Procedures

Voting Rights: All members of the General Council, to include elected representatives(?), are granted equal voting rights, one vote per member when electing representatives.

Elected representative of the RSG may be asked to vote during General Council Forums, Cabinet meetings, Student Governance Collaborative Meetings, and/or Special Council meetings. Only when general members are given advanced notice of three business days or more, can voting take place during General Council Forums. To pass a vote through any meeting formats, a simple majority is needed.

Election Procedures

The election process is a sequence of events: nominations, campaigns, and voting which will begin no later than the last Monday of the spring semester. Names of nominated candidates who meet the required criteria will be shared with all RSG General Council members by no later than the first Monday in March. Campaigning, to include an RSG Presidential Candidate Forum, and other agreed upon forums, should follow. This notice will also extend an invitation to attend a President and Senior Vice-President forum hosted by RSG leadership, which will allow candidates to share their priorities, and answer questions posed by those in attendance. Participation in this event is required by all applicable candidates. Public speeches are not limited to candidates for President and Senior Vice-President and may be used by other candidates upon request. Elections will be held the week following the end of the campaign period. Voting will take place over a 48-hour period. A plurality vote shall be required for all offices.

Article IX: Vacancies/Resignation/Removal Procedures

Resignations

Should an elected officer decide to resign from their position before the end of their term, a letter of resignation should be submitted to the RSG Advisor, President, and Sergeant at Arms. Once accepted, the President will report the officer's departure plan to the Cabinet and Senate and seek nominations for the departing officer's post. The resigning officer is expected to provide a detailed document of current responsibilities and projects, as well as relevant information, points of contact and key stakeholders.

Removal

Any elected member may be removed from their position by a **two thirds (2/3) majority** vote of the Cabinet and Senate prompted by evidence of a violation of published Community Standards, Federal and California law, severe negligence of duties or an abuse of power. A bill of impeachment outlining the charges against a member may be prepared, introduced, and passed at any time. If a member is removed, the General Council will be notified, and the Cabinet has the responsibility to fill the vacancy based on RSG operating procedures. Should the expectation of a 2.7 GPA not be met at the end of the Fall semester, a meeting with the RSG advisor will be held to determine the best course of action, to include removal from office.

Vacancies

Should a position become vacant, the Cabinet shall assume the responsibility of appointing a CAS undergraduate student to fill the elected role. The Cabinet can accomplish this by calling a Special Council and voting on the recommended candidate. The Cabinet can also call a General Council to vote on filling a vacant position. In either case, an approval to fill the position will require a (3/4) passing vote.

Short-Term Absence

A RSG cabinet or senate member may request a leave of absence if they are unable to serve their position. The members will be notified via email to inform them of their potential replacement if their break is more than 2 months. Cabinet members will be given 1 week to respond to the email. During the interim, the Senior Vice President will hold the position. If a cabinet member does not respond to the email and/or is unable to serve in their position for more than 2 months, RSG will request a letter of resignation and hold a special election to elect a new member for this role.

Article X: Constitutional Amendments

All amendments to the constitution will be cast as follows:

- a. All proposed amendments must be introduced during a scheduled General Council forum by a member of the Cabinet, Senate or General Council to begin the voting process.
- b. Vote must first pass the Cabinet and Senate with a simple majority vote in order to proceed to the Council.
- c. The Cabinet must pass the vote on a 2/3 majority to be ratified.

Article X Campaigning Rules

1. Active Campaigning

- A. Active campaigning shall begin on a date and at time determined by
- B. Active campaigning shall not interfere with the academic life or integrity of the student body or the individual students.
- C. Active campaigning includes all activity on social media that promotes any campaign, advertisement in campus news or radio, email, phone/video calls, or any other media where the candidate is asking for support from voters.

2. Prohibited Conduct

- A. No candidate, nor agents of candidates, shall bribe or coerce students into voting. Bribes include but are not limited to the promise or exchange of goods, services, favors, and/or drawing entries for raffles for promised votes.
- B. It is the responsibility of the candidate to inform their respective constituents of the RSG election rules.

3. Campaign Violations

The RSG Accountability Committee shall determine and enforce all rules regarding RSG elections. Candidates will be notified of alleged violations and have an opportunity to appear before the committee and present a written statement/explanation regarding an alleged violation prior to a ruling by the Accountability Committee.

- A. Warning: If a candidate is found guilty of a Campaign Violation, the candidate will be given a warning and must meet with the advisor. This period will stand for the duration of campaigning until election polls close.
- B. Disqualification: Within a probationary period, if the candidate is found violating the rules again before the final decision is determined, the candidate is disqualified.
- C. If the Accountability Committee finds evidence of campaign violations, the candidate will be immediately disqualified from the election.

4. Campaigning Procedures

Candidates must:

- A. Not cover the signs of other candidates with your own.
- B. Check the status of their signs to ensure intended messages are displayed.
- C. Dispose of campaign signs within two days after the election.
- D. Check with SIS to ensure university posting policies are followed.
- E. Not manipulate or cause the manipulation of other candidates to include but not limited to verbal and physical threats, bribes, etc.