

# **Class Executive Boards**

## **Mission Statement, Constitution and Bylaws**

Established: September 1<sup>st</sup>, 2008

Updated: September 4<sup>th</sup>, 2009

### **Mission Statement**

The purpose of the four Class Executive Boards is to provide programming and to facilitate the University's greatest traditions in order to instill pride in our community and unity among our classmates. As a member of Penn Student Government, the Class Executives Boards also represent the voice of their respective classes to the University and its community.

### **Constitution**

**Preamble** – In order to instill pride in our University and unity among our classmates, and to represent the voice of our fellow students to the University and its community, we do hereby establish this Constitution for the Class Executive Boards of the University of Pennsylvania.

**Article I** – The name of this organization shall be the Class Executive Boards of the University of Pennsylvania.

#### **Article II – Membership**

- I. All full-time undergraduates at the University of Pennsylvania shall be eligible for membership of their class' respective Class Executive Board

#### **Article III – The Class Executive Board**

- I. There shall exist four Class Executive Boards that each exclusively represents one of the Freshmen, Sophomore, Junior, or Senior Classes of the University of Pennsylvania.
- II. Each of the four Class Executive Boards shall be comprised of a President, Vice-President, Treasurer, Secretary, Vice-President of Corporate Sponsorship, as well as one or more school representatives from each of The College of Arts and Sciences, the School of Nursing, the Wharton School, and the School of Engineering and Applied Sciences. *(See Amendment for changes to position titles effective 9/4/2009)*
  1. The number of seats for each school's representatives shall be calculated by the Nominations and Elections Committee before the end of the fall semester proceeding the spring elections
  2. Each Class Executive Board may appoint positions which carry out specialized functions that are different than those of the original membership (ref. bylaws).
- III. The function of the Class Executive Boards shall be to plan and implement class events and the University's traditions, form opinions and act on matters pertaining to their class, and to advocate on behalf of their peers
  1. Each of the Class Executive Boards shall have formal meetings no less than once a month

- during the fall and spring semesters.
- IV. A Class Event is any event that is targeted for the class and endorsed or sponsored by the Class Executive Board
    - 1. Each Class Executive Board shall sponsor at least two Class Events every semester
    - 2. The Class Executive Boards will be responsible for hosting and maintaining the integrity of the University's traditions including but not limited to the Econ Scream, Sophomore Skimmer, Hey Day, and Ivy Day
    - 3. Each Class Executive Board shall maintain an Events Registry, which is a database of all Class Events executed in a given year that shall be handed down to the incoming class board at the end of the academic year.
  - V. The Class Executive Boards shall make such Bylaws as are necessary for its own proceeding subject only to such restrictions as are detailed in this Constitution

#### **Article IV - Finances**

- I. The Class Executive Board shall receive its yearly budget from the Undergraduate Assembly.
- II. The Class Executive Board maintains the right to find alternative means for funding class events, which include but are not limited to fund-raising and seeking corporate donations
  - 1. The Class Executive Boards maintains the right to retain residual money attained through means other than the Undergraduate Assembly.

#### **Article V – Amendments**

- I. Amendments to the Constitution or Bylaws can originate from either a Class Executive Board President or other Class Executive Board Members
  - 1. An amendment shall pass by consensus of all class Presidents.
  - 2. A 70% majority among all members of all Class Executive Boards excluding class presidents shall overturn a presidential consensus
  - 3. Class presidents must notify their respective boards of any amendments that have been voted on and allow for a board override vote at the request of any board member.

## Bylaws

### **Article I – Operation**

Role of Officers (*See Amendment for changes to position titles effective 9/4/2009*)

1. President
  - a. The President is responsible for conducting all meetings, initiating correspondence with the class, and directing the work of the executive board.
  - b. The President must appoint an Historian from among the five Class Chairs of his or her Class Executive Board.
2. Executive Vice President (*formerly: Vice President*)
  - a. Responsible for filling in for the President in his or her absence.
  - b. In the absence of any Vice President, the Executive Vice President is responsible for fulfilling his/her duties.
3. Vice President of External Affairs (*formerly: Vice President of Corporate Sponsorship*)
  - a. The Vice President of External Affairs is responsible for all external business including building relationships with corporate sponsors and submitting requests for funding from external sources.
4. Vice President of Internal Affairs (*formerly: Secretary*)
  - a. The Vice President of Internal Affairs is responsible for all internal correspondence and establishing decorum at the start of the board meeting.
  - b. He or she is responsible for keeping a record of the executive board meeting minutes and submitting the minutes to the remainder of the board within 48 hours of the meeting close.
  - c. The Vice President of Internal Affairs will send out the meeting agenda no later than 24 hours prior to the meeting start time.
  - d. At the beginning of each term it is the Vice President of Internal Affairs will schedule a common executive board meeting time for his or her respective board.
  - e. He or she must take attendance at the start of every meeting.
5. Vice President of Finances (*formerly: Treasurer*)
  - a. The Vice President of Finances must create a yearly budget submitted to the board at the beginning of each term.
  - b. He or she should submit a request for a pro-card from the Office of Student Life for all expenditures above \$25.
  - c. He or she is responsible for working with the Vice President of External Affairs and other board members in regards to monetary issues
  - d. At each meeting, he or she is responsible for tracking all incoming revenues or outgoing expenses from the budget and to give recommendations to the board to maximize the Undergraduate Assembly's monetary allocation.
  - e. The Vice President of Finances will attend the Undergraduate Assembly allocation meeting to vote or petition for additional funding
6. Class Chairs (*formerly: Class Representatives*)

- a. The Class Chairs will voice the concerns of their respective constituents to the Executive Class Board, promote Class Events to their respective constituents, and deal with class issues in their respective schools.
- b. At the start of the year, the Class Chair is responsible for attending and completing the D.A.R.T Training for his/her respective class board.
- c. One Class Chair shall be appointed as a Historian of the board
  - 1. The Historian is responsible for updating the Events Registry and must ensure that there is a photographer present at each event

## II. Meetings

- 1. Regularly scheduled Class Executive Board meetings shall occur at a frequency determined by the President
- 2. Meetings called outside of the standard schedule set and agreed upon by the board at the beginning of the semester are not subject to Article III.
- 3. A Quorum is needed in order for a Class Executive Board meeting to take place
  - a. A Quorum is defined as the presence of at least 50% of the board
- 4. Major decisions should be carried by motion subject to a vote
- 5. Meeting should follow Robert's Rules of Order
  - a. The presiding officer will entertain motions at the conclusion of discussion
  - b. A board member may move for or against the motion on the floor
  - c. Any additional motions can be put on the floor at this time
  - d. Motions need a proper second from another board member
  - e. Each motion will be voted on individually
  - f. Motions shall be passed only in accordance with voting procedures described in Bylaws Article I Section IV

## III. Agenda

- 1. The President shall call the meeting to order at the time designated on the agenda.
- 2. The Vice President of Internal Affairs shall read the minutes from the prior meeting and request acceptance.
- 3. The Vice President of Finances shall submit a statement of the current balance with the most up to date expenses and revenues as of the meeting date
- 4. All unfinished business should have immediate priority.

## IV. Voting

- 1. Each Executive Class Board member has the power of one vote for an exercisable motion on the floor.
- 2. An absent member can proxy their vote to another present member. No voting member can hold more than one proxy vote.
- 3. If a member is unable to attend a Class Executive Board meeting, permission to proxy must be stated in writing (ie. e-mail) to the President, Secretary and holder of the proxy vote.

4. Only active members may vote.
  5. Exercisable motions will pass by majority vote only.
- V. Appointments
1. Upon resignation or termination of membership, a vacancy must be occupied through an appointment process.
  2. With a unanimous vote and oversight from the Nominations and Elections Committee, each Class Executive Board may appoint positions which carry out specialized functions that are different than those of the original membership.
  3. An email should be sent to the class to inform students of any appointment opportunity.
  4. Candidates should fill out the appointment application and interviews should be conducted by the entire executive board to make a final selection. The voting protocol as outlined in Article 1.iv must be followed.
  5. A current Class Executive Board member may hold a concurrent appointed office in the event of a vacancy.

#### **Article II – Inter-board Collaboration**

- I. The Executive Class Boards are mutually responsible for ensuring the success of one another.
- II. Presidents must meet bimonthly as well as discuss best-practices at the beginning of each term.
- III. At least one representative from each board shall be required to attend a regularly scheduled meeting of each of the three other boards no less than once a semester.
- IV. Within a month of the conclusion of fall elections, the senior holding a specific position should meet with the three other officers in the corresponding position on the other class boards.
  1. The senior class officer of the Class Executive Board is responsible for hosting and conducting this meeting.
- V. For events that involve all four class boards, at least one meeting shall occur that includes all four boards in their entirety subject to Quorum rules.

#### **Article III - Attendance**

- I. All elected or appointed members are bound by the duty and expectation of active participation to their office and their respective executive boards.
- II. All Class Executive Board events are mandatory for Class Executive Board members. Absence is permitted only in the case of extreme, unforeseen circumstances or religious holidays and must be communication prior to the event to both the President and Secretary. Apart from emergencies, an unexcused absence from an event will consider the member inactive.
- III. Apart from religious holidays, membership absences are limited to a total of three meetings per semester. Members will be considered inactive after the recording of the third absence at the following executive board meeting.
- IV. A special attendance policy will be set in the case of Class Executive Board commitments lasting more than one day or held in consecutive days (i.e. Feb

- Club).
- V. Inactive members are subject to Article IV, Section II.

#### **Article IV – Membership**

- I. Students whose status changes from that of a full-time undergraduate midway through the academic year are allowed to remain on the board as long as they are able to uphold their commitment as outlined in the bylaws.
- II. Inactive members will be notified about a violation to Article III. Their membership will remain temporarily suspended until the Membership Quorum (see Article VI, Section II) has made a formal decision on the state of the violator's membership.
  1. Violators of Article III must submit a letter to the members of the Membership Quorum listing the dates and reasons for absences within twenty-four hours of the infraction notification.
  2. Membership Quorum
    - a. Consists of at least 50% of all active executive board members and, if deemed necessary by the president, a representative from the Nominations and Elections Committee to oversee the Quorum. No proxy voting can occur in this situation.
    - b. A Membership Quorum will hear the case of the board member in violation of Article III and determine the violator's membership status within 24 hours of the meeting. The Violator may not be present during the vote.
    - c. A Membership Quorum must be held within 7 days of the submission of an infraction notification.
    - d. A decision to reinstate the member must be approved by a 75% vote of all board members on the violator's board.
    - e. Violators are encouraged to attend the Membership Quorum before the final vote is submitted.
    - f. Failure to submit an Infraction Form to the president and secretary will automatically terminate the violator's membership.
- III. Member Resignation
  1. Any board member may resign from their duties by formal letter to the President of their board.
  2. The Executive Vice-President will assume office as President upon the submission of the resigning President's letter of resignation to the board.
  3. Termination of membership will be granted upon receipt of a letter of resignation to the President.
  4. Vacancies must be filled within 30 days of member resignation/termination as stipulated by the appointment process (see Article I. Section V.)

#### **Article V – Funding**

- I. The Undergraduate Assembly Budget Allocation Meeting
  1. All Executive Class Board Presidents and Treasurers must be present at the Undergraduate Assembly Budget Allocation Meeting

- II. The Vice President of Finances duties
  - 1. The Vice President of Finances must follow the duties laid out in Article I.I.5.
  - 2. It will be the responsibility of the Vice President of Finances to keep accurate records of all expenses and surpluses and present a budget update at each board meeting highlighting any changes.
  - 3. All reimbursements shall be coordinated through the Vice President of Finances and shall be submitted within one week of receiving them.
  - 4. At the beginning of each term, all four Class Board Vice President of Finances shall schedule a meeting in order to discuss best practices and other relevant issues to the office. This meeting shall be conducted under the leadership of the Senior Class Vice President of Finances.

#### **Article VI - External Organizations**

- I. The President of each board shall be responsible for attending the Undergraduate Assembly and Penn Student Government Steering. In his/her stead, the VPEA is to fulfill these duties.
- II. The President has the authority to appoint or elect a Tangible Change Representative from the Board. The VPEA is responsible for filling this position in the stead of the President should he/she not be able to serve as a Tangible Change Representative
- III. The Class Executive Boards have the ability to work with external organizations if and only if it is in accord with the Class Board mission statement.

#### **Article VII - Branding and Protocol for Communication**

- I. The Class Executive Boards shall use a cohesive logo.
  - 1. The logo shall consist of the “Year-Crest” contained within the right most zero of a class’s year.
  - 2. In the event that a class year does not contain a zero, the class boards shall consider redesigning the logo for that specific year and any following year.
- II. The Class Boards are responsible for creating a website for their respective class.
  - 1. The Class boards have the ability to appoint a webmaster in order to create said website.
  - 2. The website should be completed no later than the beginning of the term for which they are elected.
  - 3. Each board website must use a similar domain name
    - a. All class websites must use “penn” followed by the last two digits of their class year.
    - b. All websites should be a “.com” address.
      - i. In the event that a given domain name is not available, a “.org” address may be used.
    - c. The webmasters of each board shall meet no less than once a semester to discuss layout designs and other improvements that can be made to each individual site.
    - d. Each website should have a cohesive format and color scheme.

- e. The Class Board website should be created with the intent of informing the class of the Class Executive Board's past, present, and future activities.
  - f. The Website must include:
    - i. A biographic sketch of its members.
    - ii. A means of contact and communication with the Class Executive Board.
    - iii. Photos from events and of Class Executive Board members.
    - iv. A Calendar or Schedule of Events.
    - v. A Note from the President.
    - vi. The Class Executive Boards Mission Statement, Constitution, and Bylaws.
    - vii. A link to the PSG website
4. Listservs
- a. The class listserv must be signed with either "the 20-- Class Board" or with every member's name rather than any individual member.
  - b. The listserv shall be used to provide specifics about events and to update the class on relevant topics.
  - c. The listserv cannot be used in any way to promote an external cause or organization other than that of the Class Board, except in the case in which the Class Executive Board partners with other members.
    - i. This includes but is not limited to other Penn Clubs, businesses, nonprofit organizations, and political campaigns.
  - d. In the event that the class listserv is abused, the issue will be immediately addressed by an ad-hoc meeting of the four class presidents and advisors.
5. External Communication
- a. The Vice President of Corporate Sponsorship is responsible for directing external communication to organizations outside of Penn Student Government
  - b. The Class Boards shall uphold a one voice policy in all external communication unless otherwise discussed by the Class Executive Board on a case by case basis.
  - c. A Class Board letterhead shall be used in all written external communication
    - i. To be created and distributed by each Vice President of External Affairs
    - ii. Must contain the class logo.
    - iii. Must contain a list of all members of the Executive Board and their contact information.
  - d. The Class Board shall be responsible for maintaining contact with the Administration throughout the year and facilitating a dialog.

## Amendments

### AMENDMENT I.

*(Amendment to Bylaws Article I.I)*

Effective September 4<sup>th</sup>, 2009, the following Class Board roles have changed.

- a. The position of Vice President shall be renamed “Executive Vice President”
- b. The position of Treasurer shall be renamed “Vice President of Finances”
- c. The position of Secretary shall be renamed “Vice President of Internal Affairs”
- d. The position of Vice President of Corporate Sponsorship shall be renamed “Vice President of External Affairs and Corporate Sponsorship”
- e. All Class Representatives shall be renamed “Class Chairs”

The purpose of this Amendment is to:

1. Distinguish the roles of all officers from positions in other PSG branches.
2. Create a non-hierarchical structure that reflects a higher accountability across all functions of the class boards.

### AMENDMENT II.

*(Amendment to Bylaws Article I.I.c)*

The role of Vice President of External Affairs is as follows:

The VPEA is responsible for all external relations that include and are not limited to funding, corporate sponsorship and public relations with outside vendors, companies and organizations.