

CONSTITUTION

OF

THE BOSTON UNIVERSITY UNDERGRADUATE CLASSICS ASSOCIATION

(as adopted 4/29/09)

ARTICLE I. GENERAL PROVISIONS

Section 1. Name and Affiliation

1. This organization shall be named the Boston University Undergraduate Classics Association, hereafter referred to as the UCA.
2. The UCA shall be affiliated with Boston University as a student organization, and with the University's Department of Classical Studies, College of Arts and Sciences.

Section 2. Mission

The purpose of the UCA shall be to promote the appreciation and study of the classics and classical scholarship, literature, history, culture, societies, art, architecture, and archaeology in post-secondary education and to provide a forum for the discussion of such interest. The UCA shall also serve to facilitate interaction between the students and faculty, as well as other classicists.

Section 3. Emblem

1. The emblem of the UCA shall be the initials "UCA" encircled by a laurel wreath above the words "Universitas Bostonienis". All decoration and lettering shall be in gold on a field of red.
2. The emblem shall be used on all official communications of the UCA and on all posters, flyers, newsletters or other publications of the UCA.

ARTICLE II. MEMBERSHIP

Section 1. Members' Authority

1. The authority of the UCA resides in its members, who shall have the power to amend this Constitution and its bylaws in order to better serve the membership.
2. The members' authority shall be bounded by the rules and policies of Boston University and the University's Student Activities Office (SAO).

Section 2. Qualifications for Membership

1. A member must be a full-time, undergraduate student at Boston University and have paid annually the full amount of the Undergraduate Student Fee (USF). He/she is not required to have either a major or minor concentration in the Classics or a related field in order to be eligible for membership.
 - a. A member shall be entitled to all rights and privileges of membership within the UCA, including the right to hold office and vote.

Section 3. Nondiscrimination

1. Neither membership in, nor services provided by, the organization will be denied to anyone on the basis of race, religion, national origin, physical or mental handicap, age, sex, sexual preference, ancestry, or medical condition.

ARTICLE III. GOVERNANCE

Section 1. Executive Board

1. The UCA shall be administered by an Executive Board which shall consist of the elected officers as well as the Faculty Advisor, freshman representative, BUSCL President, and the chairmen of any such ad-hoc committees as may be deemed necessary by the President.
2. Voting on matters before the Executive Board shall be limited to the elected officers, the BUSCL President, and the freshman representative.
3. The Executive Board shall vote on and manage all business other than the selection of officers and amendments to this Constitution and its bylaws, subject to the authority of the members and Boston University.

4. Meetings of the Executive Board shall occur a minimum of once per month, with a majority of voting members providing a quorum at such a meeting.
5. Any officer or the advisor may call a special meeting of the Executive Board should the need arise.

Section 2. Officers and Officials

1. The four officers elected annually shall be the President, Vice-President, Secretary, and Treasurer.
2. All elected officers must be full-time, undergraduate students in good standing with the University and must be able to complete, at the least, the entirety of the Fall semester for the academic year in which he/she has been elected to hold office unless this restriction is suspended by a majority of the voting members of the previous Executive Board.
3. Election of officers for the next academic year shall occur at the last meeting of the Spring semester during the current academic year and must occur before the last day of final exams.
4. The officers shall all serve a term of one year, comprising a Fall and Spring semester as recorded annually on the Boston University academic calendar. Terms shall begin immediately following the elections.
5. No member may be elected to the same position in two consecutive years unless exempted from this restriction by a two-thirds vote of the members present at the election.
6. No member may hold more than one elected office concurrently.
7. As a prerequisite, any member wishing to run for the office of President must previously have held a voting position on the Executive Board.
8. An officer may be removed from his/her position for failing to maintain good standing with the group, for abusing his/her position, or for being neglectful of the duties of his/her office. Removal shall occur in the manner described in the organizational bylaws.
9. Should the office of President be vacant for any reason, the Vice President shall assume all duties and responsibilities of the office, unless he/she expresses to the Executive Board an opinion that he/she would be unwilling to successfully manage that authority. In that case, or in the case of any other officer's position being vacant for any reason, the voting members of the Executive Board may appoint a replacement for the duration of the term, also filling any other vacant officer position that might arise from such an appointment.
10. The membership of the UCA shall elect annually, at the first meeting of the Fall semester, a freshman representative, who shall hold a voting position on the Executive Board.

11. The UCA shall maintain a standing committee, the membership of which shall be comprised of all members of the Boston University Senior Classical League (BUSCL), which shall conduct its business, maintain records of membership, and elect officers as provided for in the BUSCL Constitution. The President of the BUSCL shall be a regular member of the UCA Executive Board.
12. The President, as deemed necessary and with the consent of a majority of the voting members of the Executive Board, may appoint any number of members-at-large to be the chairs of ad-hoc committees. Such members shall be considered non-voting members of the Executive Board.

Section 3. Advisor

1. The advisor shall be a member of the Boston University faculty with either a professional or personal interest in the Classics or a closely related field.

Article IV. Procedural Matters

Section 1. Meetings

1. The general membership shall have an annual meeting during the Spring semester at which new officers shall be elected. This meeting must occur both before the last day of final exams.
2. The general membership shall also have an annual meeting during the Fall semester at which the freshman representative shall be elected. This meeting must occur by the end of September and should be scheduled as early as possible in order to avoid losing membership to other activities.
3. The Executive Board may also schedule such other meetings as determined will better accomplish the purposes of the UCA or to enhance the activities offered to the membership.
4. Notice of all regular meetings must be given at least three days in advance of the scheduled meeting time.

Section 2. Voting

1. All UCA members in good standing shall have an equal vote in matters pertaining to the group.

- a. Good standing is granted to all members of the group who have attended at least one other event during the academic year (or who has informed the Executive Board of reasons preventing attendance and been granted good standing by a majority of the voting members in that body.)
2. Unless otherwise specified, all voting shall be determined on the basis of a strict majority of members present.
 - a. A member may vote in absentia only if he/she has given at least two days' notice to the Executive Board of a valid reason for being unable to attend and has been granted the ability to vote by proxy or absentee ballot by a majority of the voting members of the Executive Board.

Section 3. Amendment

1. Procedure for amendment:
 - a. Any member may propose an amendment to this Constitution or its bylaws by submitting a copy of the proposed changes to the President at least two weeks before the annual Spring semester meeting for review.
 - b. Once the amendment has been reviewed to insure that it complies with the rules and policies of the University, a copy shall be delivered in person and/or electronically to all members and the item added to the agenda of the next general membership meeting.
 - c. At the meeting, the President shall report to the membership the possible effects of the amendment and recommend whether to pass, reject, or modify the amendment and then open the floor for discussion.
 - d. A three-fourths vote by members present is required for ratification.
 - e. Any amendment so ratified must then be delivered to the Boston University Director of Student Activities for approval.
2. Any amendment that has been ratified and approved shall take effect immediately, unless the impact would be such that the voting membership also passes a majority vote in favor of postponing adoption until a specified future date (i.e. the end of an academic year).
3. The ratified amendment shall then be appended to the Constitution with its date of adoption and a new copy of the Constitution shall be placed on record with the SAO and distributed to all members either in person or electronically.
4. As specified by the policies of the SAO, this document must and shall be reviewed and resubmitted after a set period of years as described in the current edition of the SAO Planning Handbook.

BYLAWS

Provision I. Officers and Officials

Section 1. Nomination and Election of Officers

Nominations shall occur at the annual Spring semester meeting and shall be undertaken in the following manner:

1. The current President shall solicit open nominations from among the membership for the position of President. Any nominated member who meets the qualifications for the office shall then be asked if he/she wishes to accept the nomination. If he/she accepts, the member must then be seconded in order to be added to the list of candidates.
 - a. A member need not be present to be nominated, in which case the nominated member may appoint a proxy to speak on his/her behalf, providing prior notice of such an occurrence has been given to the President.
2. Once the President has asked if there are further nominations and received no answer, he/she shall close nominations for the office and open the floor to the candidates (or their proxies), who may each speak briefly about their qualifications and intents. Questions may be taken from the general membership at this time.
3. Once all candidates have spoken, they shall leave the meeting and papers shall be distributed for the purpose of conducting a secret (written) ballot.
 - a. All members in good standing may participate, with the exception of the President, who shall conduct the election as its chairperson.
 - b. Should the President be a candidate for the current office, he/she shall appoint an alternate chairperson to administer the election for that office.
4. The chair and Advisor shall then count the votes and, if a majority of votes have been reached, declare the person who has received such a majority the winner.
5. Should a majority of votes not be reached, the chair shall remove the name(s) of the candidate(s) who received the single lowest number of votes and repeat the process as described above until a majority decision has been reached.

6. In the event that a tie occurs in the last possible round of voting, the chair shall report the results and declare the ballot deadlocked. He/she shall then allow a brief discussion and take a final vote. Should the ballot remain deadlocked, the chair shall cast a vote for the candidate of his/her choice.
7. Nominations shall then be taken for the offices of Vice President, Secretary, and Treasurer and elections conducted in the same manner as described above for each office.
8. Any candidate for a previous office who has not won that election may be nominated for additional offices in turn if he/she so desires.

Section 2. Nomination and Election of a Freshman Representative

1. At the annual Fall semester meeting, a member of the new freshman class shall be elected as a member of the Executive Board in the manner described in Provision II, Section 1 (Nomination and Election of Officers).

Section 3. Duties and Responsibilities of Officers and Officials

1. *President*
 - a. Preside over all meetings of the Executive Board and the general membership.
 - b. Convene the membership, Executive Board, or any committee as needed.
 - c. Set the agenda for all meetings of the membership and Executive Board in conjunction with the Advisor.
 - d. Serve as chair during any vote being taken. If the vote is open (i.e. not a secret ballot), he/she may also cast a personal vote unless otherwise specified. In the event that a tie occurs in two consecutive rounds of voting, the President shall cast the deciding vote.
 - e. Appoint a chair for and serve as member ex officio of any committee deemed necessary by the Executive Board.
 - f. Serve as a link to the SAO and Boston University Department of Classical Studies.
 - g. Attend and manage all UCA activities and events.
 - h. Promote membership growth and alumni relations in conjunction with the Secretary.
 - i. Assist the BUSCL President in coordinating with local high schools in order to further the reputation of the University's Department of Classical Studies.
 - j. Oversee and facilitate the efforts of the other officers.
 - k. Maintain the Constitution and its bylaws, including review of proposed amendments.

2. *Vice President*

- a. Stand in for the President at meetings and events when necessary.
- b. Organize all events and report on the status of such events to the Executive Board at each meeting.
- c. Work with the Secretary to retain status as a student group at Boston University.
- d. Work with the Treasurer to balance financial discrepancies and to develop and propose an annual budget to the Executive Board.
- e. Attend consortium meetings (or equivalent gatherings) or appoint a member to do so in his/her place.

3. *Secretary*

- a. Maintain the roll of members and update personal information and membership status as necessary.
- b. Maintain the UCA student group email list and send notifications.
- c. Work with the Department of Classical Studies administration to notify majors/minors and faculty of upcoming events and to seek help with activities and events.
- d. Maintain a contact list for alumni and work with the President to keep graduates involved.
- e. Work to maintain a presence on social networking sites like Facebook and update events regularly.
- f. Take minutes of all meetings and distribute copies to the Executive Board before the next board meeting.
- g. Publish copies of meeting minutes on the UCA website.
- h. Maintain an ongoing historical record of the UCA, including (where possible) copies of event notices, posters, etc.

4. *Treasurer*

- a. With the Vice-President, develop and present an annual budget.
- b. Report on the current state of the UCA account to the Executive Board at each meeting.
- c. Attend workshops run by the SAO and Allocations Board (AB) to maintain student group compliance.
- d. Request AB funding for activities and events each semester as appropriate.
- e. Work with the Department of Classical Studies administration to secure further funding for activities and events.

- f. Manage paperwork on all funding requests and payment disbursements.
5. *Freshman Representative*
 - a. Work with the Vice President to learn how the UCA conducts activities and events.
 - b. Help plan future events and goals.
 - c. Encourage support of new members for activities and events.
 - d. Work with the BUSCL President on showcasing the UCA for high school students.
 6. *Advisor*
 - a. Oversee and advise the Executive Board.
 - b. Work with Boston University to maintain compliance with all rules and policies of the University.
 - c. Assist the Executive Board in scheduling and reserving space for meetings and events as needed.
 - d. Assist the Executive Board in setting and managing a regular budget as needed.
 - e. Serve as an ex officio member of any committee established by the Executive Board.

Section 4. Removal of Officers

1. As described in Article III, Section 2, Item 8 of the Constitution, an officer may be removed for failure to properly fulfill his/her duties in any of the specified ways.
2. Should a member of the Executive Board, either on personal recognizance of the issue or as the recipient of a complaint by a general member, determine that an officer has failed to fulfill his/her duties in such a way, the complainant may call an emergency session of the voting members of the Executive Board in order to discuss the matter.
3. The Executive Board, finding such a failure on the part of the officer in question, shall then hold a discussion with that officer to remedy the situation and maintain the efficiency of the Executive Board.
4. If the situation has not been resolved to satisfaction by the next meeting of the Executive Board, a hearing for the officer in question shall be undertaken as part of the business of the board meeting and that portion of the meeting's agenda shall be closed to all but the Advisor and the voting members of the Executive Board, who shall comprise a review panel.
 - a. The officer in question will be apprised of the situation within 24 hours of the meeting and asked to appear.
 - b. If the officer in question is unable to appear, he/she may designate a proxy to speak on his/her behalf, provided that prior notice has been given to the President.
 - c. The officer (or his/her designated proxy) will be given time to make a statement and to answer any questions posed by members of the review panel.

- d. The officer (or proxy) will then be asked to leave the meeting and the President will open the floor for discussion by the members of the review panel.
 - e. Once discussion is complete, the President (acting as chair of the panel) shall take a vote of the remaining student members. In the event that a tie is possible and occurs, the President shall cast the deciding vote.
5. The hearing shall resolve in one of two ways:
- a. Should the review panel find that extenuating circumstances have been a factor in the actions of the officer in question, or that the officer is making an effort to resume his/her duties appropriately, they may allow the officer additional time to fulfill any obligations of his/her position. Should the officer fail to make any necessary corrections by that time, he/she shall immediately be removed from office and replaced in a manner consistent with the requirements of Article III, Section 2, Item 9 of the Constitution.
 - b. Should the review panel find that the officer has not made an attempt to resume his/her duties satisfactorily, he/she shall be immediately removed from office and replaced in a manner consistent with the requirements of Article III, Section 2, Item 9 of the Constitution.

Provision II. Meetings and Events

Section 1. Open Sessions

- 1. All meetings of the general membership shall be open to any member of the Boston University community who wishes to participate or to any guest of a UCA member in good standing.
- 2. All regular Executive Board meetings shall be open to UCA members and their invited guests.

Section 2. Closed Sessions

- 1. All emergency sessions of the Executive Board shall be restricted to members of the Executive Board and to those whose presence has been deemed necessary for completing the business on the agenda.
- 2. All committee meetings shall be restricted to members of that committee, including the President as an ex officio member, unless otherwise specified by the committee chair.

Section 3. Meeting Agendas

1. As described in Provision I, Section 3, Item 1c, the President shall set the agenda for all meetings of the membership and Executive Board.
2. Any member may introduce items to the agenda of either a membership or Executive Board meeting as needed by informing the President of the matter to be discussed beforehand.
3. The agenda for any committee meeting shall be set by the chairperson of that committee.
4. Any member may introduce items to the agenda of a committee meeting by informing the chair of the matter to be discussed beforehand.

Provision III. Amendment

Section 1. Authority

1. The Executive Board shall be responsible for all amendments to the bylaws of the UCA in order to facilitate quickness of response to changes in policy by the university or the demands of the membership.

Section 2. Procedure

1. Procedure for amendment:
 - a. Any member may propose an amendment to these bylaws by submitting a copy of the proposed changes to the President at least one week before a regular Executive Board meeting at which he/she would like to propose the amendment.
 - b. The President shall then review the proposed amendment to insure its compliance with the rules and policies of the University and add the item to the agenda for the next Executive Board meeting, as well as notifying the membership of the proposed amendment either in person or electronically at least two days before such meeting is to occur.
 - c. At the meeting, the President shall report to those present the possible effects of the proposed amendment and recommend whether to pass, reject, or modify the amendment and then open the floor for discussion by all members present.
 - d. Three-fifths of the present, voting members of the Executive Board (not including the President, who shall chair the ballot) is necessary for ratification of the amendment.
 - e. Any amendment so ratified must then be delivered to the Boston University Director of Student Activities for approval.

2. Any amendment that has been ratified and approved shall take effect immediately, unless the impact would be such that the voting membership also passes a majority vote in favor of postponing adoption until a specified future date (i.e. the end of an academic year).
3. The ratified amendment shall then be appended to the bylaws with its date of adoption and a new copy of the bylaws shall be placed on record with the SAO and distributed to all members either in person or electronically.