

CONSTITUTION OF THE COLLEGE OF ARTS AND SCIENCES DEAN'S ADVISORY BOARD OF THE UNIVERSITY OF PENNSYLVANIA

Article I.: Name

This organization shall be known as the "College of Arts and Sciences Dean's Advisory Board," and hereafter referred to as the "DAB."

Article II.: Purpose

The purpose of this organization is to provide a student voice on issues pertinent to the College of Arts and Sciences (CAS), its student body, faculty and administration to the Dean of CAS in an attempt to improve the quality of education and academic life of CAS students.

Article III.: Membership

Any freshman or sophomore student in the CAS of the University of Pennsylvania is eligible to apply for membership in the DAB. Once accepted, students' terms last for the duration of their enrollment in the CAS, conditional on their performance.

Article IV.: Officers

Section 1: The Officers of the DAB shall be: Co-Chairs, Secretary.

Section 2: The term of one Chair shall be for the period from the first meeting of the calendar year in January until the final meeting of the year in December. The term of the other Chair shall be for the period from the first meeting of the academic year until the final meeting of the academic year. The Co-Chairs shall set the term of the Secretary, and the Secretary's term shall be assigned at their discretion. All Officers, except Officers in their year of graduation at the University, are eligible for re-election. In the event of the incapacity, removal, or resignation of an Officer, the remaining Officer of highest rank shall conduct a vote among the membership to fill the unexpired term.

Section 3: Elections, to be conducted by the Co-Chairs, will be held during the final month of the fall and spring semesters. Election shall be determined by a simple majority vote of the ballots received. Other election procedures are at the discretion of the Co-Chairs.

Section 4: An Officer can be removed from office by a vote of no-confidence. The procedures for a no-confidence vote are as follows: A simple majority vote of the DAB members present and voting at a general meeting is required to conduct a vote of no-confidence. If it is agreed that a vote shall be conducted, the Officer in question must leave the meeting for the duration of the no-confidence process; however, the Officer is given the opportunity to the Board on their own behalf before they leave. A discussion concerning the reasons for the vote shall then take place with a simple majority required to end discussion. A 2/3 majority vote (secret ballot) of those present shall carry the motion of no-confidence, and the Officer shall be removed

effective immediately. This process should be used only if absolutely necessary. Impeachment should take place if the Officer is not conducting his/her duties properly, and his/her actions are seriously impairing the purpose of the DAB.

Article V.: Duties of Officers

Section 1: It shall be the duty of the Co-Chairs to preside at all meetings of the DAB and to call general meetings of the DAB during the academic portions of their tenures. They shall also be responsible for maintaining ties with the University administration and shall act in the best interests of the DAB at all times. They will also be responsible for maintaining ties with other student organizations in order to avoid conflicts between activities of the DAB and those of other student groups.

Section 2: It shall be the duty of the Secretary to record the minutes of the meetings of the DAB, send them electronically within 48 hours of the meeting, and keep them for future reference. He/she will maintain the membership list by updating phone numbers, e-mails, and addresses as necessary.

Article VI.: Committees

Section 1: Within the DAB, there will be committees formed by the Co-Chairs to address selected DAB initiatives. Each committee will have a leader to be appointed by the Co-Chairs. The committee leaders will be responsible for regularly reporting to the Co-Chairs as to the progress of the committee projects. The committee leaders may be also required to meet periodically with the Co-Chairs at their discretion.

Article VII.: Meetings

Section 1: Regular weekly or bi-weekly general meetings of the DAB shall be held during each of the academic semesters, at a time and place to be determined by the Officers.

Section 2: Officers or committees may decide to hold their own regular meetings, as well.

Section 3: The Co-Chairs may call Special meetings of the DAB and/or the Officers when necessary, including meetings with the CAS Dean.

Article VIII.: Attendance

Section 1: All DAB members are required to attend all meetings called by Officers or committee heads with the exception of excused absences outlined in Section 2.

Section 2: Committee heads must notify the Co-Chairs of any committee member absences.

Section 3: Members can miss no more than three meetings per semester. Should a member miss his/her second meeting in a semester, that member will receive a warning from the

Co-Chairs. If the member then misses a third meeting, he/she must voice his/her reasons for absences at a general body meeting. At this point, a vote shall take place to determine the member's future status on the DAB, needing a 2/3 vote of those present and voting for removal. However, if a Chair vetoes the dismissal (and either chair may veto), another vote must take place, with a _ vote of those present and voting needed to override the veto and dismiss the member. A vote will occur after every subsequent absence should the member not be dismissed during previous referendums.

Article IX.: Quorum

Section 1: A simple majority of the members of the DAB present and voting at any meeting shall constitute a quorum during elections or other referendums.

Section 2: Abstentions, when a vote is called, shall be counted as non-voting.

Article X.: Amendments

Section 1: Amendments to the Constitution of the DAB may be proposed by a) submitting such amendments in writing to the members at least 14 days before a vote on the amendment is to be conducted and b) by reading such a proposed amendment at a regular meeting of the DAB in the interim.

Section 2: A 2/3 vote of those present and voting shall be necessary for the adaptation of any amendment. Upon adaptation, such amendment shall immediately become part of the Constitution and shall be placed on file with the OSL. It is the responsibility of an Officer to follow through with the updating process.

Article XI.: Ratification and Suspension of the Constitution

Section 1: If, during the amendment process, proposed changes to the Constitution alter more than one section of the text, and if the authors of the proposed amendments wish to have all of their amendments considered simultaneously, a vote shall take place, requiring 2/3 of those present and voting at a general body meeting to ratify the whole of the proposed amendments in their entirety. If certain amendments are disputed, and therefore prevent a 2/3 approval of the whole of the proposed changes, then each disputed section shall be discussed and voted upon independently, until the remainder of the proposed changes can be ratified in their entirety or separately.

Section 2: A _ vote of those present and voting at a general body meeting is required to suspend the entirety or a section of the Constitution temporarily for the conduct of DAB business. This procedure should be used sparingly.