

**CONSTITUTION OF THE
BOSTON UNIVERSITY SCHOOL OF HOSPITALITY ADMINISTRATION STUDENT GOVERNMENT**
Ratified March 17, 2015

**ARTICLE I
PURPOSE**

Section 1. The Boston University School of Hospitality Administration Student Government (hereinafter referred to as “SHA Student Government”) is formed by and for the student body of the Boston University School of Hospitality Administration. The SHA Student Government shall: empower, promote, and advocate for the individual and collective initiatives of students within the school, across Boston University, and beyond; foster collaboration between the student body, the faculty, and administrators of the school; coordinate the programs, initiatives, and interrelationships of the extracurricular trade associations and student activities organized within the school; conduct school-wide programming to strengthen the learning community; execute public relations for the school and its students within the hospitality industry and across Boston University; and, generally, promote and advance the quality of life of the student body.

**ARTICLE II
LAWS**

Section 1. The laws of the SHA Student Government shall consist of all federal, state, and municipal laws and regulations, the academic and nonacademic policies of Boston University, and this Constitution. Unless otherwise defined in those laws, the SHA Student Government will obey parliamentary procedures according to Robert’s Rules of Order, newly revised.

Section 2. The SHA Student Government may enact rules and regulations for its operations, providing such rules and regulations are consistent with all federal, state, and municipal laws and regulations, the academic and nonacademic policies of Boston University, and this Constitution.

**ARTICLE III
MEMBERSHIP**

Section 1. Full membership in the SHA Student Government shall be equally and automatically extended to all undergraduate students pursuing degrees granted by the Boston University School of Hospitality Administration. Students pursuing minors or general coursework in the school under other circumstances shall be represented by the Government as Affiliate Members and may participate in its programming but shall not have the right to vote. The level of membership (or lack thereof) of a student shall be assessed with records maintained by the Office of the University Registrar.

Section 2. No Member in good standing shall be discriminated against, such as by having the right to vote or hold office denied or abridged, in accordance with the Equal Opportunity and Affirmative Action Policy of Boston University. Discrimination against any individual on the basis of race, color, religion, sex, age, national origin, physical or mental disability, sexual orientation, gender identity, genetic information, military service, or because of marital, parental, or veteran status is explicitly prohibited.

Section 3. The membership of a Member shall terminate upon his or her graduation or upon his or her resignation from the course of studies outlined in Section 1 of this article.

**ARTICLE IV
EXECUTIVE BOARD**

Section 1. In accordance with the policies of the Boston University Student Activities Office, the Officers of the SHA Student Government shall minimally consist of a President, a Vice President, a Treasurer, and a Secretary. The student body shall also be represented in the Boston University Undergraduate Student Government by Senators whose number shall be decided by that central student government based on the student enrollment in the School of Hospitality Administration.

A. The President shall be the chief executive officer of the SHA Student Government and shall preside over its meetings and shall have the power to call special meetings when considered necessary. The President shall enforce strict observance of this Constitution and the rules and edicts of the SHA Student Government, shall decide points of order, shall have the power to appoint any directorships or committees not provided by this Constitution, and shall have authority to preside over any committee of the SHA Student Government or to name the Chair of such a committee. The President, along with the Vice President of Finance, shall hold signatory authority for fiscal matters of the SHA Student Government pursuant to the policies of the Boston University Student Activities Office. The President shall hold final authority on all matters including, but not limited to, financial expenditures, program and initiative undertaking, and relations with the students, student organizations, faculty, and administration of the School of Hospitality Administration, as well as with Boston University, industry partners, and other entities. The President shall be chiefly responsible for the management and leadership of all other Officers, and he or she may perform other duties and responsibilities as necessitated for the general furtherance of the organization.

B. The Executive Vice President (“Vice President”) shall serve as the chief operations officer of the SHA Student Government and shall oversee the development and execution of any and all programs that the organization undertakes. The Executive Vice President shall report to the President. The Executive Vice President shall have the power to nominate Members for subordinating directorships and may assemble committees, pending approval and authorization from the President, to execute the general programs and initiatives of the organization. In the event of an absence or disability of the President, the Executive Vice President shall temporarily assume the powers and duties of the presidency. In the event of the permanent vacancy of the presidency, the Executive Vice President shall immediately assume the presidency for the duration of the current term.

C. The Vice President of Finance (“Treasurer”) shall serve as the chief financial officer of the SHA Student Government and shall oversee all aspects of the financial organization of the Government. The Vice President of Finance shall report to the President. The Vice President of Finance, along with the President, shall hold signatory authority for fiscal matters of the SHA Student Government pursuant to the policies of the Boston University Student Activities Office. The Vice President of Finance may authorize financial expenditures, though the President reserves the right of refusal. The Vice President of Finance shall be responsible for maintaining the budget and statements of financial position and cash flow for the organization, as requested by the President or administrators. The Vice President of Finance shall have the power to nominate Members for directorships of fundraising, accounting, or related fiscal matters and may assemble committees for related purposes, pending approval and authorization from the President.

D. The Vice President of Administrative Affairs (“Secretary”) shall serve as the chief administrative officer of the SHA Student Government and shall report to the President. The Vice President of Administrative Affairs shall keep accurate and complete minutes of all meetings of this Government, shall be the custodian of all records, files, and documents of this organization (except the financial books of account, maintained by the Vice President of Finance), shall be responsible for the correspondence and internal communications with the general membership, and shall keep a record of the membership of the SHA Student Government. The Vice President of Administrative Affairs shall have the power to nominate Members for directorships of organizational continuity, history, or related administrative matters and may assemble committees for related purposes, pending approval and authorization from the President.

E. The Vice President of Marketing shall serve as the chief marketing officer of the SHA Student Government and shall report to the President. The Vice President of Marketing shall be responsible for all public relations and external communications from the organization, shall direct all promotional and advertising campaigns supporting the programs and initiatives of the Government, shall oversee all social media channels of the group, and shall be responsible for maintaining the equity of the SHA Student Government brand. The Vice President of Marketing shall have the power to nominate Members for directorships of social media management, advertising, public relations, or related marketing matters and may assemble committees for related purposes, pending approval and authorization from the President.

F. The Senator(s) shall independently represent the student body of the Boston University School of Hospitality Administration in the Boston University Undergraduate Student Government and shall abide by the policies, duties, and responsibilities expected thereof. The Senator is expected to attend all meetings of the Boston University Undergraduate Student Government. In anticipation of his or her absence from such a meeting, the Senator(s) shall nominate to the President a temporary proxy who shall be entitled to act and vote with full authority in the absence of the standing Senator. Other than the approval of such a proxy, neither the President nor any other Officer of the SHA Student Government shall have authority over the Senator(s).

Section 2. The Executive Board of the SHA Student Government shall consist of the President, the Executive Vice President, and the Vice Presidents of Finance, Administrative Affairs, and Marketing and shall be collectively responsible for maintaining and furthering the organization and mission of the SHA Student Government.

A. The Executive Board shall have the right to pursue any action or cause consistent with this Constitution and within its jurisdiction. The Executive Board holds jurisdiction over the activities and affairs of the student body of the Boston University School of Hospitality Administration in its entirety.

B. The President may determine the occurrence and frequency of all meetings of the Executive Board and shall determine the agenda and preside over any such meeting. Notice of the date, time, and location of each meeting must be distributed in writing to all Members of the Board at least twenty-four (24) hours in advance of the meeting, except in rare cases of emergency.

B. In matters of voting, each Member of the Board shall hold a single vote, although the President may only exercise his or her vote in the event the other Officers cast a tie vote. The Senator(s) shall be recognized as Members of the Board *ex officio* and shall not have the right to vote on Board matters but shall reserve the right to be present and to speak. Quorum shall be at least fifty percent plus one of the voting Members of the Board and must exist to make the proceedings of the meeting valid. Simple motions and actions shall be passed by a simple majority vote, conditional that a quorum is present.

Section 3. The election of the Officers of the SHA Student Government shall occur annually and prior to the last day of classes in the Spring semester via an online poll distributed to all Full Members of the SHA Student Government.

A. Each Full Member (excluding Affiliate Members) shall have the right to cast one (1) ballot in the election, which shall last for a full week of seven (7) consecutive voting days from the distribution of the voting link.

B. All candidates must be Full Members of the SHA Student Government and must be in good standing with Boston University. No candidate may pursue more than one (1) office in any election.

C. A candidate anticipating a leave of absence from the university (i.e. to study or work abroad) for a single semester may pursue candidacy for an officership if he or she identifies and obtains mutual agreement from a running mate who shall serve in that role during the semester of anticipated absence; both candidates shall jointly share the same ballot option. If candidates on such a ticket are elected, each must hold the office in question for the term for which they were elected.

1. If a candidate elected to serve for the Fall term only resigns or becomes disqualified from holding office, a special election shall be held to name the Officer for that particular semester; the Spring candidate originally elected shall assume the role upon the start of the Spring semester.

2. Even if a candidate elected to serve for the Fall term only becomes eligible to continue service through the Spring term, the Spring candidate originally elected shall assume the role upon the start of the Spring semester.

3. If a candidate elected to serve for the Spring term only resigns or becomes disqualified from holding office, a special election shall be held to name the Officer for that particular semester.

D. For all offices, the winner of each election shall be the recipient of the plurality of the total votes for that officership.

E. The election shall be organized and executed by the President. The Faculty Advisor shall verify the results of the election before the President announces them. If the standing President is a candidate for any office of the Government, the seniormost ranking Officer of the SHA Student Government not pursuing candidacy for office in the SHA Student Government shall organize and execute the election in the place of the President.

Section 4. If any of the empowered Officers desire to establish a directorship or committee, the objective and term of that director or committee must be approved by the President, as must be approved nominees for directorships of committee chairs.

Section 5. In the event of the permanent vacancy of the presidency, the Executive Vice President shall assume the role for the duration of the current term. In the event of the permanent vacancy of any other office, a special election shall be held as soon as possible after the vacancy occurs to name a successor.

Section 6. Neither candidates for elected office nor any elected or appointed Officer shall be on probation by Boston University or be in arrears for any Council obligation. If any elected or appointed Officer temporarily or permanently withdraws from Boston University, that elected or appointed Officer shall be automatically disqualified from holding office or directorship and that specific position shall be declared vacant.

Section 7. An elected or appointed Officer of this Government may be removed from office for disciplinary circumstances as a result of a “vote of no confidence,” which must be approved by four-fifths of the Members of the Board present at a meeting of the Executive Board at which a quorum is present or by three-fifths of the Full Members of the Government present at a General Session at which a quorum is present. The Officer removed shall not be allowed to serve in said office or any other elected or appointed office of the Government in the current term. If an elected or appointed Officer is removed from office, that office shall be declared vacant and an election shall be held as soon as practical to fill the vacant office.

Section 8. It shall be the responsibility of all outgoing Officers of to personally give to their successors all written materials, records, reports, and assets pertaining to the conduct and duties of their respective office and also to personally instruct their successors in the proper administration of that office. All written information shall be retained for a minimum of two (2) years. Incoming Officers of will share the responsibility to seek out and receive all written materials, records, reports, and assets as well as the counsel of the outgoing officer that preceded him or her in office.

ARTICLE V

BOSTON UNIVERSITY SCHOOL OF HOSPITALITY ADMINISTRATION PRESIDENTS COUNCIL

Section 1. The Boston University School of Hospitality Administration Presidents Council (hereinafter referred to as “Council”) is an association of the Presidents of the respective student activities within Boston University School of Hospitality Administration. The Council shall: foster collaboration between the various student groups of the school; share amongst its members best practices of student organizations and group management; and, empower, promote, and advocate for the collective initiatives of the student activities on behalf of the student body.

Section 2. The Council shall be comprised of Members duly elected as the current President(s) of each student activity recognized within Boston University School of Hospitality Administration. Each student activity recognized by the Council shall be equally represented when voting. The President of the SHA Student Government shall Chair the Council, and the SHA Student Government shall only have the right to vote in the event of a tie; the President shall, however, retain the right to veto actions decided upon by the Council.

Section 3. The Council shall be empowered to initiate action within its jurisdiction, which shall be limited to affairs that relate to the intersection of the extracurricular organizations that constitute the Council. The Council does not have jurisdiction over individual student organizations or over student affairs beyond those student organizations eligible to vote in the Council.

Section 4. The Council shall establish Bylaws for its formation and operation, which shall not conflict with the Laws of the SHA Student Government as expressed in Article II of this Constitution.

ARTICLE VI GENERAL SESSIONS

Section 1. The SHA Student Government shall hold at least one (1) General Session per month during the academic year.

Section 2. General Sessions of the SHA Student Government shall be held on the second Tuesday of each month of the academic year at 5:30 PM EST. Members shall meet at the Boston University School of Hospitality Administration, 928 Commonwealth Avenue, Boston, Massachusetts in the Sopher Family Auditorium (SHA 110). Changes to the meeting date, time, or location must be communicated to all Members by the Vice President of Administrative Affairs at least forty-eight (48) hours in advance of the usual meeting time.

Section 3. The order of business at General Sessions shall be as follows: call to order; roll call; report from the President; reports from the Officers; reports from special committees; unfinished (or old) business; new business; announcements; and, adjournment. This order of business may be adjusted by the President as necessary and appropriate.

Section 4. In the absence of the President, the Executive Vice President may call a General Sessions to order and shall preside for the duration of that meeting, until the arrival of the President who shall preside whenever present.

Section 5. Quorum at General Sessions shall be defined as the fifty percent plus one of the average number of Full Members attending each General Session held in the preceding six months (as recorded by the Vice President of Administrative Affairs). This quorum shall constitute the minimum number of Full Members necessary for the proceedings of a General Session to be deemed valid.

Section 5. If a matter requiring a vote is brought before Members attending a General Session, the Vice President of Administrative Affairs must determine the number of Full Members with eligibility to vote (Full Members, as outlined in Article II, Section 1, are undergraduate students pursuing a degree from the Boston University School of Hospitality Administration) and must ensure that count satisfies the quorum threshold. For general motions and actions, only a simple majority is required for passage. For proposed amendments to this Constitution, as noted in Article IX, Section 1, at least two-thirds of the present Full Members must vote in favor of the passage of the proposed amendment in order for it to enter into effect.

ARTICLE VII AMENDMENTS

Section 1. This Constitution may be amended at any General Session when a quorum of Full Members approves of a proposed amendment with a two-thirds vote.

Section 2. In no case shall the SHA Student Government have the right or power to change, alter, or amend any federal, state, and municipal laws and regulations, or any requirements of the academic and nonacademic policies of Boston University.

ARTICLE VIII RATIFICATION AND ADOPTION

IN WITNESS WHEREOF, the standing Officers and Members of the SHA Student Government hereto have executed this Constitution on March 17, 2015.

/s/ Alec N. Dalton
Alec N. Dalton, President

/s/ Maura Feltault
Maura Feltault, Vice President

/s/ Sara Szymanski
Sara Szymanski, Treasurer

/s/ Carol Jimenez Chinfong
Carol Jimenez Chinfong, Secretary

/s/ Olivia Sequin
Olivia Sequin, Chair, Community Service & Events

/s/ Jocelyn Thames
Jocelyn Thames, Chair, Marketing & Public Relations

/s/ Tania Davila
Tania Davila, Senator, Boston University Undergraduate Student Government