

CONSTITUTION

**OF THE
BOSTON UNIVERSITY
UNDERGRADUATE CLASSICS ASSOCIATION**
(updated April 14, 2020)



ARTICLE I: NAME

Section 1. Name and Affiliation

1. This organization will be named the Boston University Undergraduate Classics Association (UCA).
2. The UCA will be affiliated with Boston University (BU) as a student organization through the Student Activities Office (SAO), and with BU's Department of Classical Studies (the Department), the Core Curriculum (Core), and the BU Center for the Humanities (BUCH), in the BU College of Arts and Sciences.

ARTICLE II: PURPOSE

Section 1. Purpose

1. The UCA promotes the appreciation and study of all aspects of the classical world in the BU community. The UCA also facilitates interaction between students, faculty, and other classicists.

ARTICLE III: MEMBERSHIP

Section 1. Qualifications for Membership

1. A member must be a full-time, undergraduate student at BU and have paid annually the full amount of the Undergraduate Student Fee (USF). There is no requirement to have either a major or minor concentration in Classics or a related field in order to be eligible for membership; however, by default, any major or minor within the Department is a member of the UCA.
 - a. A member will be entitled to all rights and privileges of membership within the UCA, including the right to hold office and vote.
 - b. There will be no further requirement of dues to join the UCA.

Section 2. Nondiscrimination

1. In accordance with University policies, there will be no discrimination on the basis of race, religion, political views, sexual orientation, nationality, handicap, sex, etc.

Section 3. Student Roster

1. Because all students within the Department are members by default, the mailing list within the department, obtained by the Secretary, will serve as the basis for the roster.
 - a. Additionally, the email list compiled at SPLASH will be added to the roster.

ARTICLE IV: MEETINGS

Section 1: Membership Meetings

1. The general membership will have an annual meeting during the spring semester at which new officers will be announced. This meeting must occur before the last day of final exams.
 - a. This meeting will generally coincide with the Department's spring undergraduate reception, and will therefore abide by the Department's determined time and location if it does coincide.
2. The general membership will also have an annual meeting during the fall semester. This meeting ought to occur by the end of September and should be scheduled as early as possible in order to avoid losing membership to other activities.
 - a. This meeting may coincide with the Department's fall undergraduate reception, if appropriate. In such a case, the UCA will abide by the Department's determined time and location.
3. The Executive Board may also schedule such other membership-wide meetings as necessary, to 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.
5. The President will call all meetings.

Section 2: Executive Board Meetings

1. The executive board will meet as necessary to discuss upcoming events, ideas, concerns, etc.
2. At least three of the four SAO-registered officers must be present at such a meeting.
 - a. Both the President and Secretary, or a proxy, must be present at all executive board proceedings.

3. These meetings will be held at whatever time and location is most convenient for those able to attend.
4. The President will call all meetings.

ARTICLE V: EXECUTIVE BOARD STRUCTURE

Section 1. Executive Board Overview and Requirements

1. The UCA will be administered by an Executive Board, which will consist of the elected officers. The four student officers registered with SAO annually will be the President, Vice President, Secretary, and Treasurer.
 - a. In addition, student advisors may be considered acting members of the Executive Board though they cannot be officially registered with SAO. These positions may include but are not limited to Graphic Designer, Senior Advisor, and Ambassador to related programs such as Core Curriculum or BU Philhellenes.
 - b. Acting members outside of the positions of President, Vice President, Secretary, and Treasurer are eligible for the offices of President and Vice President in the following academic year because they are officials elected by the community.
2. The Faculty Advisor, no longer required by SAO, may also be added if so desired.
3. All officers must be full-time, undergraduate students in good standing with the University and must be able to complete an entire academic year in which he/she has been elected to hold office.
 - a. No student who will be studying abroad during the time in office may run.
4. In order to hold an Executive Board position, a member must be a major within the Department.

5. No officer may hold more than one position at a time, except in extreme necessity.
6. As many officers as possible must be available to man a table at SPLASH with the BU Philhellenes (BUPh).

Section 2. Duties and Responsibilities of Officers

1. **President:** Preside over all meetings of the Executive Board and the membership. Convene the membership or Executive Board as needed. Set the agenda for all meetings of the membership and Executive Board in conjunction with the Advisor and the Department. Serve as a link to the SAO and the Department. Oversee and facilitate the efforts of the other officers. With the Treasurer, attend workshops run by SAO and Allocations Board (AB) to maintain student group compliance. With the Secretary, create promotional materials for events, including posters, flyers, and Facebook events, as necessary. Follow the necessary steps to reregister the UCA with SAO. Revise the Constitution as necessary.
2. **Vice President:** Stand in for the President at meetings and events when necessary. Promote membership growth and alumni relations in conjunction with the Secretary. Promote outreach and joint events with relevant undergraduate associations, including but not limited to the BUPh, Art History Association, Undergraduate Philosophy Association, and the BU Linguistics Association, and their relevant departments. Organize with the Secretary and attend all events and report on the status of such events to the Executive Board at each meeting. Reach out to the relevant departments (Classical Studies, Core, BUCH, et al) for dispersion of promotional materials for said events.
3. **Secretary:** Maintain the UCA student roster email list and send notifications, including obtaining the email list of majors and minors from the Department. With the Vice President and President, organize events and create promotional materials for events. Work to maintain a presence on social networking sites

like Facebook and update events regularly. Take minutes of all meetings and update the membership after meetings.

4. Treasurer: Report on the current state of the UCA account to the Executive Board. With the President, attend workshops run by SAO and Allocations Board (AB) to maintain student group compliance. Request AB funding for activities and events each semester as appropriate. Work with the Department administration to secure further funding for activities and events. Manage paperwork on all funding requests and payment disbursements.
5. Faculty Advisor: Oversee and advise the Executive Board. Work with BU to maintain compliance with all rules and policies of the University. Assist the Executive Board in scheduling and reserving space for meetings and events as needed. Assist the Executive Board in setting and managing a regular budget as needed.

Section 3. Board Meetings

1. Voting on matters before the Executive Board will be limited to the elected officers.
2. The Executive Board will vote on and manage all business, subject to the authority of the members and Boston University.
3. Meetings of the Executive Board will occur approximately once per month, with at least three members in attendance (see Article IV, Section 2).
4. The advisor may call a special meeting of the Executive Board, should the need arise.

Section 4. Removal of Officers

1. Should a member of the Executive Board, either on personal recognition of the issue or as the recipient of a complaint by a general member, determine that an officer has failed to fulfill duties, the complainant may call an emergency session of the Executive Board in order to discuss the matter.
2. The Executive Board, finding such a failure on the part of the officer in question, will then hold a discussion with that officer to remedy the situation.

3. If the situation has not been resolved by the next meeting of the Executive Board, a hearing for the officer in question will be undertaken as part of the business of the board meeting.
 - 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 will be given time to make a statement and to answer any questions from members of the review panel.
 - d. The officer will then be asked to leave the meeting and the Executive Board will discuss.
4. The hearing will resolve in one of two ways:
 - a. Should the Board determine that extenuating circumstances are the cause of the actions of the offending officer, or that the officer is making an effort to resume duties appropriately, they may allow the officer additional time to fulfill any obligations of the position. Should the officer fail to make any necessary corrections by that time, he/she will immediately be removed from office and a current member of the Executive Board will execute the duties until the Board finds and appoints a suitable replacement.
 - b. Should the review panel find that the officer has not made an attempt to resume his/her duties satisfactorily, he/she will immediately be removed from office and a current member of the Executive Board will execute the duties until the Board finds and appoints a suitable replacement.

ARTICLE VI: EXECUTIVE BOARD ELECTIONS

Section 1. Officer Selection

1. Traditionally, the current Executive Board will select the next year's officers as vacancies arise. However, elections may be held at the last meeting of the spring semester during the current academic year, if so desired by the membership.
 - a. As with any other membership meeting, this would be called and run by the President. See Sections 2 & 3 below for voting provisions.
2. In the spring semester, upon being aware of vacancies for the following year and provided that a membership-wide election will not be held, the President will search out replacements for the vacant positions, informing interested candidates who conform to the requirements for Executive Board (see Article V, Sections 3-5) of the duties and responsibilities expected from that position.
3. The selected officers will all serve a term of one year, comprising a fall and spring semester as per the BU academic calendar.
4. No member may hold more than one elected office concurrently.
5. As a prerequisite, in order to assume the office of President, one must have previously held an acting position on the Executive Board such as Vice President, Secretary, Treasurer, or another elected office as described in Article V, Section 1a.
6. As a prerequisite, any officer must be a major within the Department.
7. Any officer may be removed from the position for failing to maintain good standing with the UCA or BU, for abusing the position, or for being neglectful of the duties of the office.
8. Should the office of President be vacant for any reason, the Vice President will assume all duties and responsibilities of the office, unless 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 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.

9. The following year's Executive Board will be announced at the Department's spring undergraduate reception. The subsequent term will begin at this time.

Section 2. Voting Requirements

1. All UCA members in good standing will 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 with the permission of the Executive Board).
2. Unless otherwise specified, all voting will be determined on the basis of a simple majority (greater than 50%) of members present.
3. All members who wish to vote must be present at the meeting. No member may vote by proxy or by absentee ballot, unless by explicit previous permission from the President.

Section 3. Voting Process

If desired by the membership, elections will occur at the annual spring semester meeting and will be undertaken in the following manner:

1. The current President will solicit open nominations from among the membership for the position of President. Members may nominate themselves. Any nominated member who meets the qualifications for the office will then be asked to accept the nomination.
 - a. A member must be present to be nominated, unless by previously granted special permission.
 - b. A member may be nominated for more than one office.
2. Once the President has heard no more nominations, nominations are closed. The floor is open to the candidates, who may each speak briefly about their qualifications and intents. Questions may be taken from the general membership at this time.

3. Items 1 and 2 will be repeated for Vice President, Secretary, and Treasurer, in that order.
4. Once all candidates have spoken, they will leave the meeting and papers will 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 will conduct the election as its chairperson.
 - b. Should the President be a candidate for the current office, he/she will appoint an alternate chairperson to administer the election for that office.
5. The chair will then count the votes and, if a simple majority of votes have been reached, declare the person who has received such a majority the winner.
 - a. Should a majority not be reached, the chair will remove the name of the candidate receiving the single lowest number of votes and repeat the process as described above until a majority decision has been reached.
 - b. In the event of a tie, the President will cast the deciding vote.
 - c. If a member wins the majority of more than one office, he/she will win the office with the highest authority, and the second-place winner will be granted the other office.
 - d. If there are no other candidates for the second position, nominations will be reopened for that office and will be conducted as outlined above, after all other offices have been filled.

ARTICLE VII: STUDENT GROUP ADVISOR

Section 1. Faculty Advisor

1. The Advisor is no longer required, as per SAO's new group designations.
2. The Advisor will be a member of the BU faculty with a vested interest in the Department.

- a. It is highly encouraged, but not required, that the Advisor be a faculty member within the Department itself.
3. The Advisor will act as a liaison between the UCA and any relevant faculty (the Department, Core, etc.) in promotion of events.
4. Any member of the Executive Board may report to the Advisor as necessary with comments, questions, concerns, or anything of that nature.
5. In unresolved disputes of the Executive Board, the Advisor will make the final decision.

ARTICLE VIII: AMENDMENTS

Section 1. Revisions

1. The President is in charge of revising the Constitution at the end of the academic year with reregistration, as appropriate.
2. The President is in charge of adding ratified amendments to the Constitution.
3. Time between revisions is subject to the discretion of the President, or as needed as proposed amendments arise.
4. The dates on the title page of the Constitution and in the bottom left corner should reflect the date of the most recent revision.

Section 2. Amendments & Ratification

1. If a member would like to propose an amendment:
 - a. Any member may propose an amendment to this Constitution or other amendments 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 ensure that it complies with the rules and policies of BU and is feasible for the UCA, a copy will be dispersed to the other officers.

- c. At the meeting, the President will 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 led by the proposing member.
 - d. A three-fourths open vote by members present is required for ratification.
- 2. Any amendment that has been ratified and approved will take effect immediately, unless provided differently in the amendment.
- 3. The President must add any ratified amendment to the Constitution for submission during reregistration. The ratified amendment will be appended to the Constitution with its date of adoption and a new copy of the Constitution should be made available to all members either in person or electronically.
- 4. The list of amendments should follow this article, and should be appended in numbered, chronological order.