



STUDENT UNION

Brandeis University

Brandeis Undergraduate Student Union Constitution

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Article I: Supremacy

Section 1

The Brandeis University Undergraduate Student Union shall be referred to as the “Union,” and shall be governed by this Constitution.

Section 2

The Student Union shall represent all currently registered and enrolled undergraduate students.

Section 3

All elected or appointed members of the Student Union must accept their positions in written or electronic form before assuming their position in office. Upon written or electronic acceptance of any role in the Student Union, elected or appointed members will be held to the rights and responsibilities and Code of Conduct as stated in this Constitution and its Bylaws.

Section 4

The Constitution shall be regarded as superior to the Bylaws or funding scope(s) if a vagueness or inconsistency is present.

Article II: Union Senate

Section 1 – Legislative Powers

The legislative powers of the Union shall be vested in the Union Senate. The Senate shall:

1. Represent and reflect the views of the members of the undergraduate student body.
2. Enact legislation consistent with the purposes set forth in this Constitution.
3. Maintain Senate Bylaws to specify the means through which the Senate will fulfill its Constitutional duties.
4. Recognize and charter clubs.
5. Confirm Presidential appointments to Executive Board positions.
6. Advocate for students by serving on Senate Committees, as specified in the Bylaws.

Section 2 – Senate Composition

The Union Senate shall be composed of Class Year Senators and Senators at-Large. The representative members of the Senate shall be:

1. Union Vice President, in a non-voting capacity;
2. Five Union Senators at-Large, elected by the membership of the entire undergraduate student body;
3. Three Senators from each of the four class years, elected by the members of their class;

4. Two Multicultural Senators, elected by the membership of the entire undergraduate student body;
 - a. A student is eligible to run if they have received the endorsement or support of a member of the Executive Board of an Intercultural Center (ICC) Club or an ICC staff member;
5. One Senator for the Myra Kraft Achievers Program, elected by the current members of the MKAP;
6. One Senator for Midyear Students, elected by the most recent Midyear class to matriculate as of January that academic year;
7. One Union Senator for International Students, elected by undergraduate international students.

Section 3 – Terms of Office

The term of each position shall be one academic year, as defined below and in the Bylaws.

Section 4 – Executive Senator

The Executive Senator shall be the Clerk of the Senate and assist the Vice President in running the Senate. The term of the Executive Senator shall be one year. The Executive Senator shall:

1. Be elected by a plurality vote of the Senate;
2. Be responsible for the training of new Senators;
3. Write and distribute the weekly agenda for the Senate;
4. Oversee the Committee Chairs;
5. Maintain the minutes and attendance log of the Senate;
6. Manage the budget of the Senate and prepare all financial documents;
7. The Executive Senator can be replaced by a $\frac{2}{3}$ (two-thirds) vote of the Senate at any time.

Article III: Union Executive Board

Section 1 – Executive Powers

The executive powers of the Union shall be vested in the Executive Board. The Executive Board shall:

1. Consist of:

- a. the President, Vice President, Co-Head Treasurers, Secretary, Chief Judicial Officer; and two Student Union Representatives to the Board of Trustees, Alumni Association, and Undergraduate Curriculum Committee (BAC Reps), who are elected by the entire student body for a term of one year;
 - b. the Chief of Staff, if one is appointed;
 - c. the Co-Chairs of the Allocations Board;
 - d. the Executive Senator;
 - e. members appointed by the President and confirmed by the Senate, called “Directors.”
2. Manage the overall operations of the Union by collectively representing and communicating across all the Union branches.
 3. To carry out university-scale initiatives consistent with student concerns.
 4. Maintain partnerships with administration and campus departments relevant to the officers’ responsibilities.

Section 2 – President

The Union President shall preside over the Executive Board and serve as the Chief Executive Officer of the Union. The President shall:

1. Represent the Brandeis University Student Body in the larger community;
2. Have the power to authorize expenditure on behalf of the Union;
3. Have the power to appoint students to serve on the Union Executive Board and University Committees;
4. Communicate a State of the Union message to the student body at the end of each semester;
5. Must have at least two semesters of experience on any branch of the Student Union;
6. Preside over at least one intra-Union meeting per semester, one of which being the Student Union Retreat, at which attendance by every Union elected or appointed representative is required;
7. Meet with the Student Union Advisor monthly or establish an alternate method of communication;

8. Shall have veto power over Bylaws amendments, can be overturned by a $\frac{2}{3}$ (two-thirds) majority vote of the Senate.

Section 3 – Vice President

The Vice President shall be the President of the Senate. The Vice President shall:

1. Preside over the Senate;
2. Serve as the liaison between the Senate and the Executive Board;
3. Set the schedule for Senate meetings for the academic year, and call special meetings of the Senate as necessary;
4. Oversee the Senate Committees and appoint Senate Committee Chairs, as specified in the Bylaws;
5. Must have at least one semester of experience on Senate;
6. Assume the duties of the President in the absence of the President, or in the event that the office becomes vacant.

Section 4 – Head Treasurers

The Union Head Treasurers shall serve together as the comptroller of all Union funds with the support of a staff member from the Department of Student Engagement (DSE), in accordance with this constitution and Union Allocations Board decisions. There shall be two co-Head Treasurers at all times. One Treasurer shall be elected by the undergraduate student body. The other shall be appointed by the Union President and confirmed by a $\frac{2}{3}$ (two-thirds) vote of the Senate.

The Head Treasurers shall:

1. Ensure the DSE staff member is maintaining financial records of the Union, including club allocations;
2. Share a semesterly Student Activities Fund (SAF) budget report from the DSE staff member with the President, Vice President, and Allocations Board co-chairs;
3. The Treasurer shall not have the authority to initiate any expenditures not previously authorized by the Senate or the Union Allocations Board and the DSE staff member;
4. Served for at least one semester on the Union Treasury and/or Allocations Board;
5. Have the power to appoint students to serve as Assistant and Deputy Treasurers;
6. Create the budget for the Union to be confirmed by a $\frac{2}{3}$ (two-thirds) of the Senate.

Section 5 – Secretary

The Union Secretary shall oversee the daily operations of the Union. The Secretary shall:

1. Oversee all Union elections, petitions, and amendments;
2. Maintain an accurate record of amendments to this Constitution and the Bylaws, and update both documents accordingly, in conjunction with relevant Union officials;
3. Be responsible for the facilitation and upkeep of the Student Union Constitution. Upon approval of an amendment, the Secretary shall be empowered to make changes regarding structure, formatting, and grammar in other parts of the Constitution for consistency. These changes must be approved by the Senate by $\frac{2}{3}$ (two-thirds) vote;
4. Regularly update the student body;
5. Oversee the proper functioning of the Union Office and Resource Room.

Section 6 – Chief Judicial Officer

The Chief Judicial Officer shall serve on the Executive Board as the Student Union’s chief policy advisor and source of Constitutional interpretation. If a controversy arises that requires a hearing, the Chief Judicial Officer will impanel individuals from within the Student Union to serve as “Jurors” to hear and adjudicate the matter(s). The collective assembly of jurors will hereinafter be referred to as “the Court”.

The Chief Judicial Officer shall:

1. Act as an impartial advisor and/or mediator for all Union members and between branches when called upon;
2. Advise branch heads and branches on their responsibilities under this governing language;
3. Administer training material for the Student Union about the Constitution and Bylaws;
4. Have served on the Student Union for two or more semesters;
5. Have the power to assemble a Court to hear and decide cases, such as impeachments, constitutional disputes, etc:
 - a. the Chief Judicial Officer is tasked with overseeing all proceedings and functions of the Court when it is in operation;
 - b. the Chief Judicial Officer must create a random process of selecting which Union members will serve on the Court, except in the case of an impeachment trial,

when Senators must be excluded;

- c. All other details about the Court will be enumerated in the Bylaws.

Section 7 – Directors

1. The President shall appoint no more than four Directors to the Executive Board, with each appointed Director requiring confirmation by the Senate. The Senate must approve any additional Director positions beyond the permitted 4 Directors, prior to a separate Senate vote on appointments to those additional positions.
2. There are three required Director positions:
 - a. Director of Diversity, Equity, and Inclusion (DEI), who is charged with:
 - i. ensuring the Allocations Board is giving equitable treatment to clubs representing, or devoted to, marginalized groups;
 - ii. ensuring Student Union itself is a diverse, equitable environment;
 - iii. communicating with the Division of DEI and its reporting offices, such as the Intercultural Center and Gender & Sexuality Center;
 - iv. other duties as assigned by the President.
 - b. Director of Public Relations, who is charged with:
 - i. representing the Union in all external capacities, such as meeting with business partners, governmental organizations, Boston Intercollegiate Government, etc;
 - ii. working with the Secretary on social media and the Union website;
 - iii. answering press inquiries and making sure the Union is well represented in student newspapers;
 - iv. other duties as assigned by the President.
 - c. Director of Academic Affairs, who is charged with:
 - i. serving on the Undergraduate Curriculum Committee;
 - ii. working with the Office of Academic Services and its subdivisions, including Academic Advising, Student Accessibility Services, the MLK Fellows Program, the FirstGen Network, etc;
 - iii. work with the Library, the Office of Undergraduate Research, and any other offices devoted to student academic success;
 - iv. Assist the President in meeting with the Provost and Dean of Arts and Sciences;

- v. other duties as assigned by the President.
3. There shall be a maximum of four Director positions, counting those described above;
 - a. Therefore, the President is entitled to appoint one Director in an area of their choice.
4. If a President wishes to appoint more than four Directors, they must secure permission from the Senate.
5. The President shall be entitled to appoint a Chief of Staff, provided they are confirmed by the Senate, to assist in managing their Directors.

Article IV: Allocations Board

Section 1 – Allocations Board Purpose

The Allocations Board shall establish the budgets from the Student Activities Fund for Probationary, Chartered, and Secured Clubs in accordance with this Constitution and its Bylaws, and shall publish their allocations each funding period, henceforth referred to as Marathon, to the Student Union and the student body at the end of each funding period.

Section 2 – Allocations Board Composition

The Allocations Board shall consist of:

1. The co-Head Treasurers as non-voting members;
2. Nine voting members, one of which shall be a representative from the Student Union Senate. The representative from the Student Union Senate is internally appointed by the Union Vice President, while the eight additional members are elected for a one-year term by the student body;
 1. Four of the eight additional members shall be elected during Spring elections, which happen at the end of the academic year. The remaining four members shall be elected in the Winter election, which happens at the beginning of spring semester in the following academic year.
3. A representative from the Brandeis administration, in a non-voting, advising capacity;
4. By majority vote, the members of the Allocations Board shall also establish rules of order and policies in accordance with this Constitution and the Bylaws. This set of rules will henceforth be referred to as the Funding Scope. The current rules of order and policies must be shared with the President and Senate once per funding period, in writing. Any updates to the Funding Scope must be shared with the President in writing, including a justification, within three days of the policy being voted on by the Allocations Board.

Section 3 – Co-Chairs of Allocations Board

The Co-Chairs of the Allocations Board shall preside over all meetings of the Board. The Chairs shall:

1. Serve a renewable term of one semester;
2. Be elected by a majority vote of the members of the Allocations Board;
3. Have previously served on the Allocations Board for at least one semester;
4. Not also serve as a Union Treasurer or Union Senator;
5. Be responsible for the operations of the Allocations Board;
6. Publish policies and allocation decisions to the student body at least once per funding period;
7. Meet regularly with the President and attend weekly Executive Board meetings;
8. Meet regularly with the designated DSE staff member to provide updates on the Allocations Board and coordinate communication to clubs;
9. Publish to the student body a review of the distribution of the Student Activities Fee (SAF) within one week of its distribution to clubs.

Section 4 – Campus Sustainability Fund (CSF)

1. The Allocations Board shall manage the Campus Sustainability Fund, defined below; more details regarding the CSF can be found in the Bylaws.
2. The Campus Sustainability Fund shall provide financial support for Brandeis undergraduate students to undertake projects and/or activities to improve Brandeis's environmental sustainability.
3. Undergraduate students can access this funding by submitting a project proposal to A-Board.
4. The CSF shall be governed by a section of the A-Board Funding Scope devoted to the CSF, which can be amended by a two-thirds majority vote of the Senate or a majority vote of the Allocations Board;

Section 5 – Community Enhancement and Emergency Fund (CEEF)

1. The Allocations Board shall manage the Community Enhancement and Emergency Fund, defined below; more details regarding the CSF can be found in the Bylaws, Article IV.

2. The Community Enhancement and Emergency Fund, also referred to as CEEF, shall exist to ensure the stability of Union funds, provide the Brandeis community a place to propose projects for community enhancement, and help address any university emergencies or safety concerns.
3. Undergraduate students can access this funding by submitting a project proposal to the Allocations Board.
4. CEEF shall be governed by the current section of the A-Board Funding Scope devoted to CEEF, which can be amended by a two-thirds majority vote of the Senate or a majority vote of the Allocations Board.

Section 6 – Presidential Veto

The President shall have the power to veto any Allocations Board policy or rule of order within the semester it was passed by the Allocations Board or any specific allocation decision made by the Allocations Board prior to the beginning of the semester in which the allocation is designated to. Any such veto may be overturned by a $\frac{2}{3}$ (two-thirds) vote of the Senate.

Article V: Union Clubs

Section 1 – Recognized Clubs

A Union Recognized Club shall be defined as an organization run by and for undergraduate students, that is geared towards a particular interest, initiative, theme, or activity, is beneficial to the student body, and is accredited by the Senate. Recognized Clubs shall:

1. Be organizations whose membership is inclusive and open to every undergraduate student;
2. Not contain a discriminatory provision against any person;
3. Show that they are geared toward a particular interest, initiative, theme or activity, and are organized, efficient and beneficial to the student body;
4. Be approved by the Senate following provisions in the Bylaws.

Section 2 – Chartered Clubs

A Chartered Club is defined as a Recognized Club that is eligible to receive funding from the Allocations Board during marathon. A Chartered Club shall be approved by the Senate following provisions in the Bylaws.

Section 3 – Secured Clubs

1. A Secured Club is hereinafter defined as an organization recognized by students as sufficiently important to necessitate annual funding, eligibility to office space in the

Shapiro Campus Center, and an advisor, and thus attain secured status through the Student Union Constitution. A Secured Club must:

- a. have been established for at least 5 consecutive years;
 - b. have a specific purpose of serving the entire Brandeis student body, whether in the form of community service, physical/mental health, elected representation, or another widely received benefit to the Brandeis student body; and
 - c. demonstrate the impacts of said service by developing an annual impact assessment report to be submitted to the Department of Student Engagement and to the Student Union Senate.
2. Secured Clubs, they shall be entitled to the following privileges:
- a. The ability to submit budgets and budget adjustments to the Allocations Board ahead of Chartered Organizations.
 - b. The ability to budget on an annual basis through the Allocations Board.
 - c. Security as Secured Clubs must be removed from the Constitution via Constitutional Amendment in order to de-secure and before the Senate can consider a motion to de-charter or de-recognize.
 - d. Eligibility to receive funding from the Allocations Board, as is outlined in Article VII.

Section 4 - Club Criteria

The criteria that Recognized, Chartered, and Secured clubs must meet, and the process by which they become accredited shall be established in the Bylaws. The Senate may establish additional regulations regarding unsecured clubs and may, per the Bylaws, dissolve any such club.

Article VI: Student Activities Fee

Section 1 – Student Activities Fund (SAF)

1. The University shall confer to the Union a Student Activities Fund. The Student Activities Fund shall consist of:
 - a. The Student Activities Fee, equal to the amount that the University and Board of Trustees establish in the annual tuition rates;
 - b. The Campus Sustainability Fund fee, equal to \$7.50 per undergraduate student per semester;
 - c. Remaining funds from previous years' Student Activities Funds;

2. The Student Activities Fee shall be used to fund the activities and operations of the Union and all Union Clubs, and shall be used only to further the stated purpose of such clubs;
3. At the conclusion of each fiscal year, all Student Activities Fund (SAF) allocations that remain unspent, and/or unallocated to Union Clubs, shall be deposited into the Community Enhancement and Emergency Fund until a cap of \$250,000 is reached. Any additional remaining funds shall be rolled over into SAF for the following academic year;
4. Specifications for how the SAF is managed can be found in the Bylaws, Article IV and Allocations Board Funding Scope;
5. The Student Union President, Allocation Board Chairs, and Head Treasurers will all receive a standard budget report about the SAF from the DSE Staff Representative and Student Engagement at the beginning of each semester. This report will include the total expenditures of the last semester, total amount of rollover funds, the amount currently in the SAF, a breakdown of all off-the-top costs, disclosure of anything the SAF is being used for, funding going toward the Campus Life Fund, and current balance available for the Allocations fund to distribute. Additionally, any available Union gifts and fundraising funds should be disclosed. This report must be sent to the Union within the first month of the semester.

Article VII: Union Elections

Section 1 – Eligibility for Office

1. To be eligible to run for an elected Union office, a student must:
 - a. Be a currently registered, full-time undergraduate student of Brandeis University;
 - b. Be enrolled at Brandeis for the full duration of the desired office;
 - c. Agree to uphold the Student Union Code of Conduct as detailed in the Bylaws Article IX.
2. The following are candidate requirements for individual positions:
 - a. President and Chief Judicial Officer: Must have at least two semesters of experience serving on any branch of the Student Union.
 - b. Vice President: Must have served on the Student Union Senate for at least one semester.
 - c. Head Treasurer: Must have at least one semester of experience on the Student Union Treasury or Allocations Board.

Section 2 – Regular Elections

There shall exist three regular elections for Union offices during the academic year.

1. Fall Elections, happening at the beginning of the academic year, shall include:
 - a. Three First-Year Class Senators;
 - b. Any vacant elected positions;
2. Winter Elections, happening at the beginning of the spring semester, shall include:
 - a. Four Allocations Board Members to a two-semester seat, which expires at the conclusion of the following Winter Elections;
 - b. The Midyear Senator shall be elected in Winter Elections and shall serve for the duration of the calendar year;
 - c. And any vacant elected positions;
3. Spring Elections, happening at the end of the spring semester, shall include:
 - a. President and Vice President, who must run on a ballot together;
 - b. Secretary;
 - c. Head Treasurer;
 - d. Chief Judicial Officer;
 - e. Two representatives to the Board of Trustees (BOT), Alumni Association, and Undergraduate Curriculum Committee (UCC), also known as the “BAC Representatives”;
 - f. Five Senators at-Large;
 - g. Three Class Senators from each non-graduating class;
 - h. Two Multicultural Senators;
 - i. Four Allocations Board Members to a two-semester seat, which expires at the conclusion of the following Spring Elections;

Section 3 – Endorsements

1. Candidates for a position on the Allocations Board or the Chief Judicial Officer seat may not give nor receive endorsements. Any current Allocations Board members and the Chief Judicial Officer may not give endorsements;

2. Endorsements are defined as displays of overt support for specific candidates or campaigns for Student Union positions. Endorsements include reposting campaign graphics, making commentary on campaign-related social media content, or using one's name, likeness, and/or current organizational affiliation to support a candidate.
 - a. Endorsements do not include "likes" or "follows" on social media platforms.

Section 4 – Terms of Office

1. The length of office of Union positions are as follows:
 - a. The term of office for the Union President, Vice President, Secretary, Treasurer, Chief Judicial Officer, BAC Representatives, and Senators shall be one year. The term starts at the Spring Inauguration and ends at the Spring Inauguration of the next academic year;
 - b. The term of an Allocations Board member elected during Spring Elections shall be two semesters and end on the last day of class at the end of the following academic year;
 - c. The term of an Allocations Board member elected during Winter Elections shall be two semesters and end at the conclusion of the next round of Winter Elections;
2. No person may hold more than one elected office simultaneously, nor may one person be a candidate for two positions in the same election.
3. Those occupying the positions of President, Vice President, Secretary, Head Treasurer, and Chief Judicial Officer may not study abroad during their term, excluding the summer;
4. Any other candidates planning to study abroad or transfer during their elected term year must communicate their plans to the Secretary prior to an election;
 1. If such plans are organized or altered during a member's term, they must communicate such with the Secretary and their Branch Head.

Section 5 – Ballot Counting

1. Students will have one vote per open seat on any ballot;
2. If any candidate receives a plurality of votes, that candidate shall be declared elected. If there are multiple seats open, the next candidate with a plurality of votes shall be declared elected. This process will repeat itself until there are no more open seats;
3. "Abstain" shall be an option on all Union election ballots. Abstentions are counted and noted, but not as a "yes" or "no" vote. An abstention does not affect the voting result.

Section 6 – Elections Coordinator

The Secretary shall coordinate all Union Elections.

1. If the incumbent Secretary is a candidate for office in a given election, or unable to coordinate the elections process for any other reason, the Secretary shall transfer this duty to a member of the Student Union Executive Board, chosen through an internal election, and approved by the Senate. They shall assume all election powers granted to the Secretary herein.
2. The Secretary shall establish and make public additional rules and guidelines as necessary for an election campaign according to the Constitution and Bylaws. These rules and guidelines shall be binding over all Union members and all candidates participating in the Union Elections.
3. The Secretary shall be empowered to resolve all election disputes in consultation with the incumbent Student Union President.

Section 7 - Special Elections

The procedures for special elections shall be enumerated in the Bylaws, Article VIII, Section 8.

Section 8 - The Appointments Committee

The Appointments Committee shall be charged with appointing individuals to fill vacant positions.

1. Membership shall be the Secretary, CJO, and Head Treasurer;
2. Appointments should be decided through a fair application system;
3. This Committee should meet regularly with the Department of Student Engagement or another staff advising office to ensure that appointments are being done in an equitable manner if such a situation arises.

Article VIII: Departure from Office

Section 1 – Recall

An elected official's constituency shall have the right to recall that official.

1. A petition signed by fifteen percent of an elected official's total constituency shall mandate a recall vote.
2. This petition shall be submitted in person to the Secretary, who will be charged with certifying the petition. If the recall petition is with respect to the Secretary, this responsibility shall shift to the President.
3. Once a recall petition is certified, a vote for recall shall then be held for that official whose name appears on the petition. This vote shall take place within ten academic days of certification of the petition. The official shall be recalled if they receive at least $\frac{2}{3}$ (two-thirds) of the numbers of votes they received when elected in favor of a recall. These votes must all be from the official's constituency.

Section 2 – Impeachment

1. It shall be the right of the Senate to impeach any elected Union official for breach of their Constitutional duties. Impeachment proceedings must be in accordance with the instructions outlined in the Bylaws, Article V, Section 13.
2. A $\frac{2}{3}$ (two-thirds) vote of the Senate is required to impeach an elected Union official.
3. The Union official shall be removed if the Court finds them guilty of the breach of Constitutional duty that was specified by the Senate.

Section 3 – Appointed Position Removal from Office

Any individual holding an appointed Union position may be removed by a $\frac{2}{3}$ (two-thirds) vote of the Senate. Such a vote shall be announced at a meeting of the Senate and the actual vote shall take place at the next regularly scheduled Senate meeting.

Section 4 – Censure

The Senate shall have the power to censure any Student Union official. The censured official shall appear before the Senate and have the Articles of Censure read to them. A $\frac{2}{3}$ (two-thirds) majority vote of the Senate is required for censure. Censures may be appealed to the CJO no more than seven days after the Articles of Censure are adopted by the Senate.

Section 5 – Resignation and Vacancies

If a Union official resigns and there is a vacancy in their seat, the official shall be replaced according to Bylaw procedures, except as otherwise provided in this Constitution:

1. In the event of a vacancy in the Presidency, the following shall be the line of succession to assume the office of President:
 1. Vice President;
 2. Secretary;
 3. Chief Judicial Officer;
 4. Representative to the Board of Trustees, Alumni Association, and Undergraduate Curriculum Committee
 1. If both Reps. want to assume the role of President, an anonymous vote of the Senate shall decide who assumes the office;
 5. Head Treasurer;
 6. Any Senator, internally elected by the Senate with a majority of the vote;
 1. In this contingency, there must be an election to replace the President within 15 academic days of their departure from office;
2. In the event of a vacancy in the Vice Presidency, the following shall be the line of succession to assume the office of Vice President:

1. The Executive Senator;
2. If the Executive Senator is unable or does not wish to serve, any Senate Committee Chair, internally elected by the other Committee Chairs, shall assume the office;
3. If an appointed Union official can no longer serve the remainder of a term for any reason, the official shall be replaced in the manner by which the original appointment was made at the discretion of the appointer.

Article IX: Amendments and Constitutional Review

Section 1

The Constitution can be amended at any time, provided the amendment meets the following qualifications and those in the Bylaws:

1. The amendment must be registered with and validated by the Secretary;
2. It must pass the Senate with a two-thirds majority;
3. It must pass a vote by the student body with a three-fifths majority;

Section 2

Every three years, there shall be a Constitutional Review. The Constitutional Review Committee will be charged with conducting a full review of all aspects of the Union Constitution and Bylaws. The committee shall be governed by its own rules and procedures, but must abide by the following guidelines and any additional ones set out in the Bylaws:

1. The committee must be composed of members of the Student Union, at least one from each branch;
2. The committee shall make a good faith effort to involve non-Union students, alumni, and faculty/staff in the process;
3. The President shall serve as the default Chair of the committee, unless they delegate the task to another member or another member wins a majority vote;
4. The committee must regularly update the Department of Student Engagement, Office of the Vice President of Student Affairs, and the Senate of its progress;
5. The committee must publish a full report after its work is done, describing the process by which it came to its final conclusions, the results of the campus-wide vote(s) on its proposals, and any substantive recommendations for future Constitutional Review committees.