

11-16-1965

UA3/3/1 Memo Re: Proposed Western Student Organization

Charles Keown

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WESTERN KENTUCKY STATE COLLEGE
BOWLING GREEN, KENTUCKY

OFFICE OF THE DEAN OF STUDENTS

November 16, 1965

MEMORANDUM TO: President Kelly Thompson
SUBJECT: Proposed Western Student Organization

Please find attached a proposed constitution for the Western Student Organization and other related information.

I would like to meet with you at your earliest convenience to discuss the various parts of the attached proposed constitution. With some refinement, I believe this proposed constitution can be made a basis for a sound working relationship with the students.

The Organizational Committee has scheduled regular meetings every Tuesday from 7:00 p.m. to 10:00 p.m. We will meet Tuesday, November 23 with the entire committee in attendance for the purpose of selecting a chairman, vice-chairman, secretary and whatever other leaders are needed.

I would like to be able at that meeting to cover in outline form what should be contained in this constitution; therefore, if it is possible, it would be helpful to get your thinking before that meeting so that the outline could be presented to the committee. I am free to meet at your convenience.


Charles A. Keown
Dean of Students

CAK:ec

Attachment

WESTERN KENTUCKY STATE COLLEGE
BOWLING GREEN, KENTUCKY

OFFICE OF THE DEAN OF STUDENTS

November 13, 1965

MEMORANDUM TO: President Kelly Thompson

SUBJECT: Organizational Committee for Western Student Association

The following persons make up the committee to study and draw up a constitution for a Western Student Association.

1. Jack Britt, Senior, Bowling Green, Kentucky
President Senior Class
2. Reed Morgan, Senior, Corbin, Kentucky
Senior Class
3. Louis Tonini, Junior, Louisville, Kentucky
President Junior Class
4. Joe Cook, Junior, Bowling Green, Kentucky
Junior Class
5. Mike Lewellyn, Sophomore, Kokoma, Indiana
President Sophomore Class
6. Earl Edmonds, Sophomore, Covington, Kentucky
Vice President Sophomore Class
7. Perry Allen Shaver, Freshman, Bremen, Kentucky
President Freshman Class
8. Barry Simon, Freshman, Louisville, Kentucky
Vice President Freshman Class
9. Marilee Jensen, Junior, Anchorage, Kentucky
Women's Residence Halls
10. Michael Joe Willett, Sophomore, Lewisport, Kentucky
Men's Residence Halls
11. Arthur C. Park, Senior, Owensboro, Kentucky
Departmental Clubs
12. John Lovett, Junior, Benton, Kentucky
General College Clubs

13. Bobby Melton, Senior, Monroe, North Carolina
Professional and Honor Groups
14. Marshall Peace, Junior, Hopkinsville, Kentucky
Social Fraternities (Interfraternity Council)
15. Mary Louise Jones, Senior, Cadiz, Kentucky
Social Sororities (Panhellenic Council)
16. Married Students - representative yet to be selected.


The above group met Tuesday, November 9 at 7:00 p.m. for a get-acquainted session. The group will meet every Tuesday evening from 7:00 until 10:00. There will be one or more extra meetings during each week with those who are free to meet until the project is completed. [The meeting scheduled for November 16 will be concerned with organizing the committee, and general discussion concerning the objectives, with an effort being made to formulate an outline of what should be covered in the constitution.] *This meeting has been cancelled.*

Listed below in outline is what I believe should be contained in the constitution.

1. Preamble or Introductory Statement
2. Name of Organization
3. Officers
President, Vice-President, Secretary and Treasurer
4. **An Assembly - 33 members**
The Assembly would consist of thirty three (33) persons. How the Assembly is arrived at is shown in the proposed constitution.
5. **Executive Council - 7 members**
The Executive Council would consist of the four (4) officers plus three (3) persons elected from the Assembly.
6. **Judicial Committee - 5 members**
The Judicial Committee of five (5) persons would be selected by the Executive Council and approved by the Assembly.
7. **Standing Committees**
 1. Committee on Elections
 2. Committee on recognized student organizations

President Kelly Thompson, November 13, 1965, Page # 3.

8. Elections
9. Vacancies
10. Amendments
11. Adoption


Charles A. Keown
Dean of Students

CAK:ec

SUBJECT: Proposed Structure of Western Student Organization

Preamble

We, the students of Western Kentucky State College, by authority of the President of Western Kentucky State College, in order to provide for the promotion, maintenance, and regulation of such matters as are delegated by him or his representative, to the Student Association do ordain and establish this constitution.

Explanation: I believe an introductory statement or preamble should be used. It should state in broad terms the purpose of the organization and make clear the source of authority and include the statement "such matters as are delegated". A clearly understood introduction to the Constitution will help keep the organization in proper relationship to the administration and the rest of the College.

Article I Name and Membership

Section 1. Name

The name of this Association shall be the Student Association of Western Kentucky State College, hereinafter called the Student Association.

Section 2. Membership

Any person duly registered as a full-time undergraduate student at Western Kentucky State College shall be a member of the Student Association. All members shall hold equal voting rights in the Student Association except as otherwise provided in this Constitution. Subject to other applicable qualifications, all members shall be eligible to hold office in the Student Association.

Article II Officers (duties, qualifications, term of office)

Section 1. Officers

The elected officers of the Student Association shall be a President, a Vice-President, a Secretary, and a Treasurer. The Student Association officers shall hold the same offices in the Assembly.

Section 2. Term of Office

Each elected officer of the Student Association shall serve for one year taking office the day of Spring Commencement.

Section 3. President

a. Qualifications

1. The President of the Student Association must be a member of the Junior or Senior classes during his term of office.
2. He must have been in attendance at Western Kentucky State College two regular semesters as a full-time undergraduate student immediately preceding his candidacy for office.
3. He must have a cumulative academic standing of 2.3 or above at the time he becomes a candidate for office and otherwise be in good standing with the College.
4. He must be elected by a majority vote of the voting members of the Student Association in a general election during the Spring semester each year.

b. Duties

1. To serve as chief executive of the Student Association.
2. To preside at the meetings of the Assembly.
3. To preside at the meetings of the Executive Council.
4. To call a meeting of the Assembly or the Executive Council provided that the members of the Body shall be notified.
5. Establish committees (except standing committees) and appoint members to committees subject to the approval of the Assembly.

Section 4. Vice-President

a. Qualifications

The Vice-President shall have the same qualifications and be elected in the same manner as the President.

b. Duties

1. To assume the duties of the President in his absence.
2. To act as President pro tempore, in case the Presidency is vacant, until the Assembly elects a new president, which must be done by the second meeting after the vacancy occurs.
3. To coordinate the activities of all committees, and to serve as chairman pro tempore when a Standing Committee chairmanship is vacant.
4. To perform other duties specified by the Assembly.

Section 5. Secretary

a. Qualifications

The Secretary is to have the same qualifications and be elected in the same manner as the President and Vice-President except that a person is qualified for this office with a sophomore standing or above.

b. Duties

1. To take minutes of the Assembly and Executive Council meetings.
2. To keep a file of bills, Committee reports, minutes and other necessary documents.

Section 6. Treasurer

a. Qualifications

The Treasurer is to have the same qualifications and be elected in the same manner as the Secretary.

b. Duties

1. To supervise with assistance from the Executive Council and the Dean of Students the financial affairs of the Student Association.
2. To serve as chairman of any financial committee that may be established.
3. To make complete and detailed financial reports to the Assembly at the end of each semester.

4. To expend funds as authorized by the Assembly.
5. To keep complete records on all financial transactions.

Article III The Assembly

Section 1

The Assembly shall be composed of the four (4) Student Association officers, three (3) at-large representatives and two (2) representatives from each of the group listed below. (Total - 33) Representatives shall assume their duties on the day of Spring Commencement.

The four Student Association officers, President, Vice-President, Secretary and Treasurer and the three at-large representatives shall be elected in a campus-wide election.

All other representatives shall be elected by their respective coordinating groups.

Senior Class	2
Junior Class	2
Sophomore Class	2
Freshman Class	2
Men's Residence Halls	2
Women's Residence Halls	2
General College Club	2
Fraternities	2
Sororities	2
Departmental Clubs	2
Honor and Professional Clubs	2
Married Students	2
Off-Campus Students	2

Section 2. Qualifications of Representatives

Except as set forth in other parts of this constitution, representatives shall have the following qualifications.

- a. Must be enrolled as a full-time undergraduate student.
- b. Must be in good standing with the College (not on any kind of probation)
- c. Except Freshman Class Representatives, a representative shall have been in attendance at Western Kentucky State College two semesters immediately preceding candidacy for the Assembly.

- d. Except freshmen all representatives must have a 2.25 academic standing or higher.
- e. Representatives for the three upperclasses shall have the following minimum semesters hours to qualify to represent their respective classes: Sophomore - 30 hours, Junior - 60 hours, Senior - 90 hours.

Section 3. Meetings

- a. The Assembly shall meet at least once a month during the regular academic year, the place, day and time to be established for the year at the first meeting of the Assembly.
- b. The President or the Executive Council may call a meeting provided notification is sent to all members one week prior to the meeting.
- c. The first meeting of a new Assembly shall be held not later than Thursday after the first Monday of classes in the fall semester.

Section 4. Duties and Powers of the Assembly

- a. It shall establish a program in harmony with the ideals, objectives, and policies of the College, and in accordance with the principles embodied in the Constitution.
- b. It shall rule on petitions from student organizations seeking recognition by the College. A two-thirds vote of the Assembly favorable to the petition ~~for consideration~~ recommends to the College that the group under consideration be recognized.
- c. It shall establish policies necessary for the proper functioning of the Student Association. Such proposed policies when they extend beyond the identifiable areas of authority set forth in this constitution shall be presented to the Dean of Students for review before final consideration by the Assembly.
- d. It may delegate executive power to the Executive Council for fixed periods and within fixed areas of authority by a three-fourths vote of the Assembly

Article IV Executive Council

Section 1

The Executive Council shall be composed of the four (4) officers of the Student Association and three (3) members elected from the Assembly.

Section 2. Responsibilities

- a. It shall carry out the policies of the Assembly in accordance with the constitution.
- b. It shall make proposals on matters of programs and policies and shall propose plans of action for the consideration of the Assembly.
- c. It shall have other functions as designated by the Assembly.
- d. A majority of the members of the Executive Council may convene the Council.

Article V Judicial Committee

Section 1

The Judicial Committee shall consist of five (5) members appointed by the Executive Council and approved by the Assembly and the Dean of Students.

Section 2. Qualifications

- a. Must have Junior or Senior classification at the time they assume duties.
- b. Must have been in attendance at Western Kentucky State College one academic year as a full-time undergraduate student preceding appointment.
- c. Must have an academic standing of 2.3 or higher.
- d. Must be in good standing with the College and have no previous record of serious difficulties.
- e. Shall not be members of, nor have been a candidate for the Assembly or a general office during the year in which appointed to serve.

Section 3. Terms of office - vacancies

- a. Members of this committee shall be appointed to take office the first Wednesday after fall registration and shall serve for one year.
- b. Vacancies shall be filled in the same manner that appointments to the committee are made.

Section 4. Responsibilities

- a. Interpret and clarify the constitution and bylaws upon request of the Executive Council or the Assembly.
- b. Act as a review board for any contested enactment or decision that might arise within the Assembly.
- c. Review proposed constitutions and bylaws of petitioning student organizations that seek recognition by the College.
- d. Hear and adjudicate all election disputes that arise under this constitution.
- e. Hear and adjudicate election disputes for any student organization voluntarily submitting the disputes to the Committee for settlement.
- f. In consultation with the Dean of Students, hear and pass on the contested qualifications of any candidate for office in the Student Association or the Class Organizations.
- g. Hear student traffic violation cases that may be referred by the Dean of Students or requested by the offending student.
- h. To hear all cases involving offenses by student organizations that are referred to it by the Dean of Students, the Assembly or the Executive Council except:
 1. The jurisdiction of the Committee shall not extend to any case involving the Interfraternity Council or the Panhellenic Council if such cases arises from any matter subject to the governing powers granted to these Councils by the office of the Dean of Students, which is deemed by the office to be wholly internal to the respective Councils and their constituent organizational members.
 2. The jurisdiction of the Committee shall extend to all cases involving the Interfraternity Council, the Panhellenic Council or any other governing council providing the subject matter of the case is deemed to be of college-wide importance and thus external to the area of governmental power granted to the respective Councils. The final interpretation of "internal" and "external" as above used, in the case of any dispute as to their meaning shall be left to the judgment of the Dean of Students whose decision shall be binding on all parties to the dispute.

3. To declare an organization guilty or not guilty of specified offenses.
4. To recommend to the College one or more of the following disciplinary measures.
 - a. Censure and a directive to the offending organizations which would allow it the opportunity of taking corrective steps to remedy the condition.
 - b. Probation, subject to probationary terms, for a period not to exceed the balance of the academic year in which decision reached.
 - c. Probation (when offense is in spring semester), subject to probationary terms, for a period that may extend into a new academic year.
 - d. Suspension of recognition for a specific period.
- i. To convene itself at times necessary to transact its business.

Article VI Standing Committees

1. The Committee on Elections
 - a. To recommend election policies and procedures for consideration by the Assembly.
 - b. To carry out election policies as directed in this constitution and as directed by the Assembly.
2. Committee on Recognized Student Organizations

To receive petitions from student organizations seeking recognition by the College and to study and make recommendations to the Assembly on such petitions.

Article VII Elections

Section 1. General Officers and At-Large Representatives

- a. A nominating session and elections shall be held during the Spring Semester between April 15 and May 15.
- b. Voting shall be by secret ballot.
- c. Candidates for office shall be nominated at a special nominating session to be announced two weeks prior to the meeting. A person may also become a candidate for office by presenting a list bearing 50 names of duly enrolled students supporting his candidacy, to the Dean of Students the first class day following the nominating session.

- d. A primary election shall be held the week following the nominating session but allowing at least a six day period for campaigning. The two candidates for each office receiving the greatest number of votes shall become candidates in the general election.
- e. A general election shall be held the week following the primary election with a period of at least six days between the two elections. The candidate for each office receiving the greatest number of votes shall be declared elected.
- f. Ballots shall be printed by the office of the Dean of Students assisted by the Election Committee and shall be kept by that office until the hour voting is to start.
- g. The Election Committee shall be responsible for setting up voting places, appointing election workers, and tabulating ballots. They shall be assisted at the polling places and in the tabulation of votes by two members of the office of the Dean of Student's staff.

Section 2. Representatives from Groups

- a. Representatives from various student groups making up the Assembly shall be elected by their respective groups between May 1 and May 15.
- b. Each group's representative in the Assembly shall have the responsibility of calling together the presidents of the various clubs in his group for the purpose of electing an Assembly Representative for the succeeding year.
- c. The method of selecting the Representative must have the approval of two-thirds of the clubs in the group. The plan must be filed for record with the Secretary of the Assembly.
- d. The names of persons being considered for the Assembly must be filed with the Election Committee and the office of the Dean of Students for certification of qualification.
- e. The names of persons elected to the Assembly shall be submitted to the Election Committee and the office of the Dean of Students within three days following elections.

Article VIII Vacancies

All vacancies except as otherwise specified in this constitution shall be filled by the Executive Council subject to approval by the Assembly.

Article IX Amendments

This constitution may be amended upon application in writing of any five (5) members of the Assembly. The proposed amendment shall be submitted to the College Administration for approval before being considered by the Assembly. The proposed amendment upon passage by the Assembly by a two-thirds vote shall be resubmitted to the next regular meeting. The proposed amendment shall become effective upon passage by two-thirds vote of the Assembly at the second meeting.

Article X Adoption

This constitution shall become effective upon approval by the College Administration and a two-thirds majority of the presidents of all student organizations and groups represented in the Assembly.

Article XI Implementation

Once a Student Organization Constitution has been approved by the College and by the student representatives as set forth above, the Dean of Students shall move immediately to set up dates for elections and bring into being the necessary machinery for elections. It is anticipated that the work of this Committee will not be completed until February. Elections will, therefore, be held in the spring perhaps in March for this first election. Persons elected will serve the remainder of this spring semester and continue in office until June 1967.

END