



UNIVERSITY of ROCHESTER  
**STUDENTS' ASSOCIATION**  
GOVERNMENT

## **Students for Equitable Transportation**

### **ARTICLE I - ESTABLISHMENT**

We the students, faculty, and staff of the University of Rochester hereby establish the Students for Equitable Transportation (SET) of the University of Rochester and enact this constitution for its governance. Failure to follow this constitution could result in penalties or revocation of Students' Association recognition of this organization.

### **ARTICLE II - MISSION STATEMENT**

We are students passionate about the critical role that transportation plays in addressing the issues of climate change, historical injustice, safety, and accessibility. We believe that transportation policy and investments should reflect the diverse needs of all members of the campus community. All people have a right to be and feel safe when moving between places, regardless of ability, mode choice, socioeconomic status, or identity. We raise awareness of these issues and advocate for the creation of systems which reflect these priorities, both on and off campus.

### **ARTICLE III - MEMBERSHIP**

#### **SECTION ONE - MEMBERSHIP**

- A. Eligibility - All Students' Association (SA) members shall be eligible for membership. An SA Member is a University of Rochester undergraduate of the College who has paid their SA activities fee. All members and associate members shall be listed on the organization's Campus Community Connection site. Membership is automatically renewed yearly unless the member graduates, requests to cancel their membership, or fails to meet membership requirements.
- B. Definition of active member - Active Members must attend at least 50% of meetings each semester.
- C. Definition of associate member - All University of Rochester faculty, staff, graduate students and Eastman students shall be eligible for associate membership but not eligible to hold an officer position. Graduate students, faculty, and staff are not eligible to perform, compete, nor travel as part of a college student organization.

## ARTICLE IV - MEETINGS AND VOTING

### SECTION ONE - QUORUM

- A. A meeting shall be valid if a quorum is present. Quorum is defined as ½ of the active membership plus one officer.

### SECTION TWO - VOTING

- A. Voting on any issue shall be official only if the meeting is valid.
- B. All members shall have equal voting power.
- C. Procedure – All decisions shall be arrived at by simple majority using a hand vote unless otherwise specified by the presiding officer. The President shall only vote to break a tie.

## ARTICLE V - OFFICERS AND QUALIFICATIONS

### SECTION ONE - OFFICER POSITIONS

- A. Officer Positions
  - a. President of University Advocacy
  - b. President of Community Advocacy
  - c. Director of Operations
  - d. Programming Chair
  - e. Promotions Chair
  - f. Business Manager
- B. Officers may be re-elected to their positions; there are no term limits.
- C. Individuals are permitted to hold multiple officer positions concurrently (except as described below) in the event of vacancies.
  - a. Individuals may not hold the position of *Business Manager* concurrently to holding either President position, unless allowed under SA policy.

### SECTION TWO - DUTIES OF OFFICERS

- A. All officers shall be members of the Students' Association.
- B. All officers shall promote active recruitment of new members.
- C. All officers shall enforce this constitution.
- D. All officers shall be responsible for knowing the sections of the Students' Association constitution and bylaws that apply to this organization.
- E. All officers shall be responsible for passing forward their knowledge to incoming officers during the transition period, and for creating detailed transition documents.
- F. The President of University Advocacy and the President of Community Advocacy shall preside over the meetings and shall maintain organization within the club, communicate with other officers and delegate duties to maintain a functioning club that fulfills the purposes set forth above.
- G. The President of University Advocacy shall be the spokesperson and primary contact for SET within the University of Rochester.

- a. The President of University Advocacy shall establish and maintain connections to, and lead advocacy efforts directed towards University departments and administrative offices.
  - b. The President of University Advocacy shall establish and maintain connections to, and coordinate with undergraduate and graduate students associations and organizations at all University of Rochester schools.
  - c. The President of University Advocacy shall establish and maintain connections to staff and faculty leadership organizations.
  - d. The President of University Advocacy shall work with the Director of Operations to create, maintain, and ensure the accuracy of a database of primary contacts for stakeholders within the University of Rochester.
- H. The President of Community Advocacy shall be the spokesperson and primary contact for SET outside of the University of Rochester.
- a. The President of Community Advocacy shall establish and maintain connections to, and lead advocacy efforts directed towards local and regional government institutions and public authorities.
  - b. The President of Community Advocacy shall establish and maintain connections to non-University affiliated organizations, such as nonprofits and neighborhood associations.
  - c. The President of Community Advocacy shall lead the creation of, sign off on, and be ultimately responsible for all public comments submitted on behalf of SET.
  - d. The President of Community Advocacy shall work with the Director of Operations to create, maintain, ensure the accuracy of, and facilitate access to a calendar of relevant public engagement opportunities.
  - e. The President of Community Advocacy shall oversee and facilitate student attendance at public engagement opportunities.
  - f. The President of Community Advocacy shall work with the Director of Operations to create, maintain, and ensure the accuracy of a database of primary contacts for stakeholders outside of the University of Rochester.
- I. The Director of Operations shall be responsible for the maintenance and organization of all SET databases and files, including transition documents.
- a. The Director of Operations shall be responsible for maintaining a current copy of this constitution open to inspection by all members of this organization, Senators, and all members of the Students' Association.
  - b. The Director of Operations shall take roll call at all meetings, tally votes, keep an accurate list of organization members and take and maintain meeting minutes.
  - c. The Director of Operations shall keep a database of and maintain contact with SET alumni.

- d. The Director of Operations shall work with university archivists and historians to ensure that all key documents are preserved in the University Archives.
- e. The Director of Operations shall send announcements to SET members, as requested by other officers.
- J. The Programming Chair shall facilitate events and programming.
  - a. The Programming Chair shall plan and lead educational and recreational events.
  - b. The Programming Chair shall facilitate access to educational resources, such as design guides, books, and articles. They shall work with the Director of Operations to create, maintain, and facilitate access to a database of such materials, including information on how they can be accessed. They shall also submit requests for the University Library to purchase relevant materials as needed.
  - c. The Programming Chair shall work with the Director of Operations to create, maintain, and facilitate access to a database of academic courses related to SET's mission, including when those courses are offered.
- K. The Promotions Chair shall be responsible for managing SET's online presence (e.g. social media and CCC website) and publicizing SET events and activities.
- L. The Business Manager shall be responsible for maintaining all finances and keep detailed records of all transactions.

### **SECTION THREE - NOMINATIONS AND ELECTIONS**

- A. Term of Office - The terms of all officers shall be one full year, beginning the day after the final day of the Spring final exams period (unless elected via a Special Election). A transitional period shall occur between the election and the final day of the Spring final exams period, wherein newly elected officers shall shadow the officer currently holding the position.
- B. Normal Elections
  - a. Nomination and Elections Procedure - Any member of SET can nominate themselves and/or any other member of SET for any number of officer positions.
  - b. Timing of Normal Elections - Normal elections shall occur between the fifth and eighth week of the Spring Semester. Normal election meetings shall be scheduled and announced by the executive board no later than the end of the second week of classes in the Spring semester.
  - c. Normal election meetings should take place in-person whenever possible.
  - d. Prior to the start of a normal election meeting, the executive board shall select an election supervisor. The election supervisor shall be responsible for running election meetings.
    - i. The election supervisor shall be selected on the merits of being trusted to run elections fairly and having the ability to maintain

order during election deliberations. They should not be a candidate for any officer position if at all possible.

- ii. The election supervisor is permitted to be an officer, but does not have to be.
- iii. If there are concerns about the integrity or ability of an election supervisor, the election supervisor can be dismissed and replaced at the start of or during a normal election meeting by a  $\frac{2}{3}$  majority non-anonymous vote of all attendees of an election meeting.
- e. Voting shall occur at normal election meetings by secret ballot after discussions.
- f. If individuals are elected to multiple officer positions, they shall be allowed to select their preferred position.

C. Special Elections

- a. Special elections are to occur whenever a position is declared vacant, as outlined in *Article V, Section Four*, or if an officer resigns. The time, place, and manner of special elections shall be determined by the executive board.

**SECTION FOUR - VACANCIES, RESIGNATIONS, AND REMOVALS**

- A. At the first valid meeting following a vacancy of an office, the position is to be filled by the same manner described in *Article V, Section Three*.
- B. A vote of no confidence is a vote to remove an officer. Such a vote shall require a  $\frac{2}{3}$  majority of the entire active membership to pass. Any member of the organization may call for a vote of no confidence.
- C. If a vote of no confidence on any officer is to take place, they must be notified one week in advance.
- D. An office shall be declared vacant as the result of a vote of no confidence.

**ARTICLE VI - RESOURCES**

**SECTION ONE - RESOURCES**

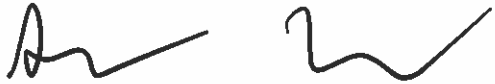
- A. Students for Equitable Transportation of the University of Rochester will abide by their Resource Agreement.

**ARTICLE VII - HAZING POLICY**

Hazing, defined as the harassment of one individual by another individual or organization, is not permitted by Students for Equitable Transportation. Behavior prohibited under this rule includes actions threatening substantial risk of physical or mental injury; actions exposing the individual to distressing, repulsive, or alarming situations or sensations; forced consumption of alcohol or drugs; actions in the form of social pressure which might cause harm to an individual.

**ARTICLE VIII - NONDISCRIMINATION POLICY**

Students for Equitable Transportation abides by the nondiscrimination policy of the University of Rochester.



3/27/2024

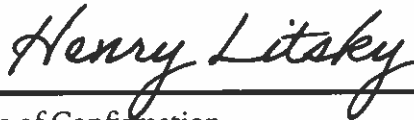
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Signature of Confirmation

Date

Aaron Weiner

**Co-President, Students for Equitable Transportation**



3/27/2024

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Signature of Confirmation

Date

Henry Litsky

**Co-President, Students for Equitable Transportation**



4/1/24

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Signature of Approval

Date

Evan Ji

**Chair, Student Organization Administration & Review Committee**