



## **Jones Student Association Charter**

## **Executive Summary**

Students adopted the JSA Charter in a special election that concluded on April 22, 2004. This Charter formalizes the roles and responsibilities of the Board of Directors (the Board) of the Jones Student Association (JSA). The purpose of the JSA is to represent Jones School students before the administration, faculty, and staff on any and all issues the students deem important. Further, the JSA should act as liaison between students and the administration, faculty, and staff, fostering communication and an open exchange of thoughts, concerns, suggestions, and ideas.

The principal objectives of this governance structure include: (1) accountability of elected officers, (2) transparency of all JSA activities, and (3) responsibility to student representation.

### **Basic Terms:**

- Shareholders can set a referendum vote on any JSA issue, including amendment of this Charter and removal of Directors, by presenting a petition signed by 20 percent of Shareholders.
- All referenda are decided by a simple majority of Shareholder votes cast, without the need of approval from the Board.
- The Board of Directors must hold at least monthly meetings.
- The Board is "directly accountable to JSA (student) Shareholders," and Shareholders may enforce that accountability via referendum elections.

### **Officers & Duties:**

- JSA student "Shareholders" elect a 12 member Board of Directors (six members per election).
- The Board must divide up responsibility and roles to individual Directors. Several Liaison positions and committees must be filled.
- The Board may form additional ad hoc committees at will.
- The Board must maintain a website containing all relevant JSA documentation.
- The Board must maintain an issues list detailing all issues that have been brought to the Board for resolution. Upon resolution, a summary must be written to document the steps taken and outcome.

### **Election process:**

- For at-large Board seats, Shareholders declare their candidacy by filing a one page "campaign statement" and receiving three Shareholder nominations.
- In the Board of Directors election, each Shareholder has six votes and may give up to three of those votes to any one candidate. The six Shareholders with the most votes become new members of the Board on a predetermined date.
- Elections occur in October & March of each year with a transition period until the next November 1 & April 1, respectively, when the six Shareholders with the most votes take office.

## **SECTION 1**

### **UNDERLYING PURPOSES AND POLICIES OF THIS CHARTER**

#### **1**

- 1.1** We the students of the Jesse H. Jones Graduate School of Management at Rice University (JGSM) do hereby establish the Jones Student Association (JSA).
- 1.2** The JSA mission is to:
- 1.2.a** Represent Shareholder interests among the JGSM administration, faculty, and staff.
  - 1.2.b** Create an atmosphere at the JGSM conducive to fellowship and camaraderie that will promote interaction between and among students, and between students and the academic, business and JGSM alumni communities.
  - 1.2.c** Facilitate a constructive dialogue and foster communication between Shareholders and JGSM administration, faculty, and staff.

## **SECTION 2**

### **SHAREHOLDER RIGHTS**

#### **2**

- 2.1** Each JGSM day-program MBA student is hereby deemed a JSA Shareholder.
- 2.2** Shareholders shall enjoy the following rights:
- 2.2.a** Vote in JSA elections and referenda as outlined in Section 6 herein.
  - 2.2.b** Hold elected office in the JSA.
  - 2.2.c** Participate in any or all JSA sponsored or funded activities.
  - 2.2.d** Serve on JSA Board committees, as outlined in Section 4.3 herein.
  - 2.2.e** By written petition of at least 20 percent of JSA Shareholders, demand a referendum vote on any matter.

## **SECTION 3**

### **BOARD OF DIRECTORS**

#### **3**

- 3.1** JSA Shareholders do hereby delegate day-to-day operating authority to the Board of Directors.
- 3.2** Each JSA shareholder is eligible to serve on the Board of Directors.
- 3.2.a** The Board shall consist of six members elected for one year in the Fall semester, and six additional members elected for one year in the Spring semester.
  - 3.2.b** Each JSA member is eligible to serve as a member of the Board of Directors, or as Chairman.
  - 3.2.c** If a Board seat becomes vacant for any reason (including a situation where a seat goes unfilled during a seasonal election) then:
    - 3.2.c.1** If the vacancy occurs within 30 days of the next seasonal (Fall or Spring) election, it will remain vacant.
    - 3.2.c.2** If the vacancy occurs and the next season election is more than 30 days away, a special election must be held to fill the vacant seat, per the terms of Section 6.

- 3.3** Before the first Board of Directors meeting held after Fall and Spring elections, the Board shall elect officers.
- 3.3.a** Only the six board members remaining on the board through the next term may cast a ballot. Officers must be elected by simple majority vote of Directors in an anonymous ballot.
- 3.3.b** If a vote for officers results in a tie, the six departing members of the Board shall cast a ballot to resolve any dispute.
- 3.3.c** This election should fill the following officer positions:
- 3.3.c.1** Chairperson
- 3.3.c.2** Vice Chairperson or Co-Chairpersons
- 3.3.c.3** Secretary
- 3.3.c.4** Treasurer
- 3.4** At the first Board of Directors meeting held after Fall and Spring elections, the Directors shall allocate among themselves responsibility for each JSA role, responsibility, and committee identified in Section 4.
- 3.4.a** After these are allocated, a responsibility roster must be kept by the Board.
- 3.4.b** The Board shall publish this responsibility roster within three days after it has been established.
- 3.5** Each Director shall have one vote on each issue put before the Board of Directors. A Director may not vote absentee or by proxy. The Board shall take no official action at a meeting absent a quorum of at least seven of the total number of Directors.
- 3.6** Each Director shall serve for a term of one year.

## **SECTION 4**

### **ROLES, RESPONSIBILITIES, & COMMITTEES**

#### **4**

##### **4.1 Officer Roles**

- 4.1.a** Chairperson or Co-Chairpersons of the Board shall have the following duties:
- 4.1.a.1** Preside over the Board of Directors.
- 4.1.a.2** Ensure that periodic Board of Directors meetings prescribed by the Charter are held.
- 4.1.a.3** Call meetings of the Board of Directors whenever requested by 25 percent of sitting Directors, or by petition signed by ten percent of Shareholders, or on his or her own initiative.
- 4.1.a.4** Ensure proper publication of the JSA Charter and all additional public Board documentation.
- 4.1.a.5** Submit to the Office of Student Activities the paperwork required to maintain the JSA's good standing as a student organization at Rice University.
- 4.1.a.6** At least once during their term, distribute a State of the JSA memorandum to all Shareholders detailing JSA actions, achievements and activities since the pervious memorandum was distributed.
- 4.1.a.7** Ensure that the JSA is properly documenting and archiving its activities for future JSA generations.
- 4.1.a.8** Ensure Director compliance with the JSA Charter.

- 4.1.b** Vice Chairperson or Co-Chairpersons of the Board shall have the following duties (N.B. in the case of Co-Chairpersons, the Co-Chairpersons will have all duties outlined in Sections 4.1.a and 4.1.b):
  - 4.1.b.1** Preside over the Board of Directors when the Chairperson (or other Co-Chairperson) of the Board is not present at a Board meeting, or has resigned or been removed from office.
  - 4.1.b.2** Plan a changeover party at the end of the Board's term and deliver all JSA property and records to the new Board of Directors.
- 4.1.c** Treasurer of the JSA shall have the following duties:
  - 4.1.c.1** Working with the Treasury Committee, the JGSM MBA Program Office, and the Office of Student Activities at Rice University, develop a proposed budget that will be submitted at the first meeting of a newly elected Board of Directors.
  - 4.1.c.2** Supervise all finances of the JSA and maintain a complete and accurate record of all income and expenditures.
  - 4.1.c.3** If the JSA is funded with a student activities fee that appears on the JGSM tuition statement, ensure that the JSA complies with all appropriate JGSM and Rice University policies.
  - 4.1.c.4** Publish monthly JSA financials within 30 days after the end of each calendar month.
  - 4.1.c.5** Maintain an up-to-date record of all dues-paying JSA members and publish it.
  - 4.1.c.6** Deposit all JSA funds from all sources into an appropriate JSA bank account.
  - 4.1.c.7** Maintain all banking relationships and up-to-date signature cards. Co-sign, along with another authorized JSA Director, all checks drawn against the funds of JSA.
- 4.1.d** Secretary of the JSA shall have the following duties:
  - 4.1.d.1** Keep accurate minutes for all Board of Directors meetings, including matters discussed and votes taken, and attendance of each Director
  - 4.1.d.2** Preserve all JSA documents in an appropriate format to include, but not be limited to all relevant meeting minutes, correspondence, and election notices.
  - 4.1.d.3** Update the Charter with any amendments that may be ratified.

## **4.2 Director Roles**

- 4.2.a** Communications Director of the JSA shall have the following duties:
  - 4.2.a.1** Publish the meeting minutes within three days after each Board meeting.
  - 4.2.a.2** Provide other JSA updates to Shareholders, and generally publicize JSA activities.
  - 4.2.a.3** Maintain the JSA website and email lists.
  - 4.2.a.4** Coordinate communications between Shareholders and the JSA Board.
- 4.2.b** Curriculum Liaison of the JSA shall have the following duties:
  - 4.2.b.1** Communicate Shareholder concerns about curriculum issues to the appropriate faculty and administration officials.
  - 4.2.b.2** The Curriculum Liaison may sit on the Curriculum Review Committee (or similar committee established by the JGSM MBA Program Office), as agreed to by the Committee.
  - 4.2.b.3** Work with professors and administration to improve curriculum from year to year.
- 4.2.c** Career Placement Center Liaison of the JSA shall have the following duties:

- 4.2.c.1** Communicate Shareholder concerns about Career Placement Center (CPC) issues to the appropriate CPC and administration officials.
- 4.2.c.2** Work with the CPC Director, Assistant Director, and CPC staff to develop an annual evaluation and feedback process to allow Shareholders to communicate feedback directly to the CPC.
- 4.2.d** Honor Council Liaison of the JGSM shall have the following duties:
  - 4.2.d.1** Act as primary liaison between the JGSM and the Rice University Honor Council. If possible, this person should serve on the Rice University Honor Council.
  - 4.2.d.2** Work with the Rice University Honor Council to communicate to Shareholders, professors and administrators at the JGSM the importance of the Rice University Honor Code.
  - 4.2.d.3** Meet individually and collectively with faculty (especially visiting faculty) before the start of each semester to educate them about Rice's honor system traditions. Deliver them a copy of The Role of the Faculty in the Honor System of Rice University, which is published by the University's Office of Academic Advising. Encourage each professor to (a) explicitly define the limits of collaboration on group projects and homework, and (b) include a definitive statement of these requirements in his/her course syllabus. The Honor Code pledge is regarded as a statement that the student understands and has complied with the requirements of an assignment as expressed by the professor. The committee will encourage the faculty to express these requirements clearly.
  - 4.2.d.4** Present honor system portion of first year orientation. Encourage the administration to include a broader description of the Rice honor system in the Jones Student Handbook distributed at orientation. Also, counsel incoming students concerning the Rice honor system and its application to JGSM coursework.
  - 4.2.d.5** Act as focal point for Shareholder/faculty concerns about Honor Code implementation.
  - 4.2.d.6** Take steps to encourage creation of a JGSM tradition of sending up a nominee each year for a graduate student seat on the Rice University Honor Council.
  - 4.2.d.7** Publish all Honor Council publications to all Shareholders and faculty (see Section 5.4 of the JSA Charter for the definition of "publish.")
- 4.2.e** Rice University Graduate Students Association (GSA) Liaison shall have the following duties:
  - 4.2.e.1** Act as primary liaison between the JGSM and the GSA. If possible, this person should serve on the GSA Board.
  - 4.2.e.2** Help develop and maintain Shareholder relationships between the JGSM and the University community at Rice.
  - 4.2.e.3** Suggest ways for Shareholders, faculty, and administration to interact with the Rice community.
  - 4.2.e.4** Send a representative to attend all meetings of the GSA and publish available minutes of all meetings.
  - 4.2.e.5** Keep Shareholders informed of all GSA sponsored events and activities (and vice versa). Monitor the GSA newsgroup and listserv for information of interest to Shareholders.

- 4.2.e.6** Keep Shareholders informed about University-wide awards that are presented to students or faculty and for which Shareholders are eligible.
- 4.2.e.7** Work to develop GSA voting procedures that are more equitable to the JGSM.
- 4.2.e.8** Assemble teams of Shareholders to participate in GSA sponsored social events (such as Beer Bike and picnics) held throughout the year.
- 4.2.f** Alumni/Student Committee Liaison shall act as primary liaison between the JSA Board and the Alumni/Student Committee formed by the JGSM Alumni Affairs Office.
- 4.2.g** Shareholder Relations Director of the JSA shall have the following duties:
  - 4.2.g.1** Oversee all issues and action items that come before the Board.
  - 4.2.g.2** Maintain a comprehensive listing of all action items and issues, their origin, and their status toward resolution.
  - 4.2.g.3** Working with the JSA Board, identify the Director who will take ownership of each action item. Follow up with each Director on their action items.
  - 4.2.g.4** Require Directors to briefly summarize the resolution of each of their action items.
  - 4.2.g.5** Coordinate and communicate with the Communications Director for publication of the master issues/action item list and resolution summaries as prepared by Directors.
- 4.2.h** Student Clubs Liaison of the JSA shall act as primary liaison between the JSA Board and the individual student clubs and presidents and officers of these clubs.

### **4.3 Committees**

#### **4.3.a Social Committee**

- 4.3.a.1** This committee should consist of one JSA Director acting as committee chairperson, and at least two Shareholders (who can also be Directors). Committee membership is determined by the committee chairperson.
- 4.3.a.2** The committee has the following responsibilities:
  - 4.3.a.2.1** Schedule and plan "Partios" (sponsored and unsponsored), organize an annual Holiday Party, an End-of-Year Party, and any other gatherings that the budget or opportunities will allow.
  - 4.3.a.2.2** Ensure compliance with all Rice University and JGSM policies regarding social activities.
  - 4.3.a.2.3** Register social activities with the JGSM and Rice University and ensure their placement on appropriate calendars.
  - 4.3.a.2.4** Maintain procedures documents to detail processes for the planning and execution of social events.
  - 4.3.a.2.5** Communicate social schedule to the JSA Communications Director.

#### **4.3.b Treasury Committee**

- 4.3.b.1** This committee should consist of the JSA Treasurer (acting as committee chairperson), the JSA Chairperson (or one of the Co-Chairpersons), and one other Director.
- 4.3.b.2** The committee has the following responsibilities:
  - 4.3.b.2.1** Ensure integrity of budgetary processes, record keeping, and accounting of all income and expenditures.
  - 4.3.b.2.2** Develop the JSA annual budget.

**4.3.b.2.3** Ensure accurate record-keeping.

**4.3.c** Election Committee

**4.3.c.1** This committee should consist of the one Director acting as committee chairperson and one other Director.

**4.3.c.2** The committee has the following responsibilities:

**4.3.c.2.1** Execute all elections including general Board elections, officer elections, and referenda that may come before the Board.

**4.3.c.2.2** Ensure compliance with Section 6 of this Charter.

**4.3.c.2.3** Maintain the integrity of the JSA elections process.

**4.3.c.2.4** Communicate election results to the JSA Board of Directors and to Shareholders.

**4.3.c.2.5** Actively publicize opportunities for service in the JSA Board and encourage Shareholders to run for office.

**4.3.c.2.6** Ensure the announcement of dates and filing deadlines of all elections.

**4.3.c.2.7** Present to the Board of Directors a sample ballot to be used in the election or referendum.

**4.3.c.2.8** Be responsible for the printing, supervision, counting, and disposition of all ballots.

**4.3.c.2.9** Present to the Board of Directors at least two weeks before each election of each year any necessary regulations governing elections.

**4.3.c.2.10** Verify before each election the eligibility of each candidate and notify any ineligible candidates that they are ineligible.

**4.3.c.2.11** Publish the campaign statements submitted by candidates.

**4.3.c.2.12** Organize a "candidates forum" for discussion of questions relevant to the election.

**4.3.d** Orientation Committee

**4.3.d.1** This committee should consist of one JSA Director acting as committee chairperson, and at least two Shareholders (who can also be Directors). Committee membership is determined by the committee chairperson.

**4.3.d.2** The committee has the following responsibilities:

**4.3.d.2.1** The committee shall coordinate first year student orientation and Pre-Term activities in cooperation with the JGSM administration and MBA Program Office.

**4.3.d.2.2** Coordinate with student clubs on presentations during Pre-Term.

**4.3.d.2.3** Conduct the annual Airplane Game during Pre-Term.

**4.3.e** Technology Committee

**4.3.e.1** This committee should consist of one JSA Director who may or may not act as committee chairperson, and three additional Shareholders (one of which may be the committee chairperson and who can also be Directors). The representing JSA Director shall be determined by the Board of Directors. Additional committee membership, other than the JSA Director, is determined by the committee chairperson.

**4.3.e.2** The committee has the following responsibilities:

**4.3.e.2.1** Hold regular meetings regarding the implementation, strategy, and use of JGSM technology with the JGSM Director of Technology, the MBA Program

- Director, and the committee. The committee may hold other meetings as deemed necessary by the chairperson.
- 4.3.e.2.2** Represent student interests in technology issues at the JGSM.
  - 4.3.e.2.3** Collect student feedback and ideas for how to maximize the effectiveness of the use of technology at the JGSM.
  - 4.3.e.2.4** Regularly communicate with the Board of Directors about the activities and progress of the committee.
  - 4.3.f** The Board of Directors may form special purpose ad hoc committees or dissolve existing committees at its discretion by a simple majority vote of the members of the Board, and shall form a specific ad hoc committee or dissolve an existing committee if 20 percent of shareholders sign a petition requesting it.

## **SECTION 5**

### **BOARD OF DIRECTORS ACTIVITIES**

#### **5**

- 5.1** Elections. Section 6 shall govern the procedures for elections.
- 5.2** Board of Directors Transition
  - 5.2.a** Spring elections shall be held in March of each year. The term in office of the new Directors shall begin on March 31.
  - 5.2.b** Fall elections shall be held in October of each year. The term in office of the new Directors shall begin on October 31.
  - 5.2.c** During the gap between elections and the start of the new term, the incoming Board of Directors shall develop the coming year's JSA budget and plan of action, including performance milestones, with input from shareholders.
- 5.3** Meetings of the Board of Directors.
  - 5.3.a** Directors shall hold a meeting of the Board of Directors at least once a month during the Fall and Spring semesters.
  - 5.3.b** Special meetings of the Board of Directors shall be held whenever requested in writing by two or more of sitting Directors, whenever requested by petition of 20 percent of Shareholders, or at the instance of the Chairman.
  - 5.3.c** At the first Board of Directors meeting held in the Fall, the Board shall invite a faculty sponsor for the coming academic year.
- 5.4** Transparency
  - 5.4.a** The Board shall publish all JSA documents. To "publish" means to post to the JSA website or keep in JSA files for Shareholder recall.
  - 5.4.b** JSA documents include election results, meeting minutes, budgets, agendas, notices, correspondence, e-mails, etc.
  - 5.4.c** The Board shall also publish the JSA Charter heighten Shareholder awareness of JSA activities.
  - 5.4.d** The Board must publish a list of active issues and action items in process of being resolved by the JSA. Further, as issues and items are resolved, a brief resolution summary must also be published.
- 5.5** Accountability

- 5.5.a** The Board of Directors, each individual Director, and each JSA committee is directly accountable to JSA Shareholders.
- 5.5.b** The Board shall develop appropriate ways to render themselves accountable for the performance of the JSA functions described herein.
- 5.5.c** At the first Board of Directors meeting held after Spring and Fall elections, each Director must sign the JSA Statement of Commitment.
- 5.5.c.1** The JSA Statement of Commitment shall bind each Director to the terms of this Charter.
- 5.5.c.2** The JSA Statement of Commitment shall read as follows: "I hereby agree to serve as a Director on the Jones Student Association Board of Directors. By signing below, I agree to faithfully uphold the terms of the Jones Student Association Charter and represent the interests of Shareholders. I understand that any failure to serve as outlined could result in my removal from the Board."

#### **5.6 Issues List**

- 5.6.a** The JSA Board of Directors must maintain an active list of action items and issues that it is working toward resolution.
- 5.6.b** In its representation of Shareholders, the JSA must work to resolve issues, problems, questions, or actions that are brought to a Director by any Shareholder.
- 5.6.c** Upon resolution, a brief summary of the issue and steps that were taken toward resolution must be made available to all Shareholders.
- 5.6.d** The active list of action items and issues must be published for all Shareholders.

#### **5.7 Funding**

- 5.7.a** Every Spring semester the Board shall prepare and approve a JSA budget. Once prepared, the proposed budget must be published and made available for shareholder review.
- 5.7.b** The Board must conduct a referendum vote that seeks shareholder approval of any *changes* in student activities fees required to fund the budget. If approved by a simple majority of shareholders, such fee would appear on the JGSM tuition statement for the coming academic year.

#### **5.8 Awards.**

- 5.8.a** The JSA shall administer certain annual awards.
- 5.8.b** The JSA Board shall utilize appropriate procedures for selecting the recipient of each award, such as a nominating process, Shareholder evaluations and opinion polls.
- 5.8.c** The awards will be distributed during the end of the year party or investiture.

## **SECTION 6 ELECTIONS**

### **6**

#### **6.1 General Rules**

- 6.1.a** The Election Committee shall administer all JSA elections and referenda. It shall conduct an election or referendum under these rules whenever requested by the Board of Directors or by shareholder petition. The Election Committee shall utilize campaign rules and election procedures designed to produce fair elections

- with maximum voter turnout. Generally, elections shall be held over a period of two consecutive days during the Fall or Spring semesters. Notice of an election or referendum date shall be published at least one week before the election or referendum occurs.
- 6.1.b** Becoming a candidate for a seat on the Board of Directors is a two-step process.
  - 6.1.b.1** A candidate must be nominated for the position by at least three Shareholders. The nominations may include a short paragraph describing why the nominee would do a good job performing the JSA mission.
  - 6.1.b.2** A Shareholder shall declare his or her candidacy for the Board of Directors by submitting a one-page campaign statement to the Election Committee. The campaign statement shall include the candidate's name and a reference to how much time the candidate is willing to spend on JSA activities. The statement may also include any information the candidate wishes to offer regarding his or her election platform or qualifications for office, including the specific JSA functions in which the candidate has special interest.
  - 6.1.c** The required nominations and campaign statements shall be filed on or before the date published by the Election Committee. The Election Committee shall publish each nomination and each campaign statement that is received before the deadline and shall not accept late submissions.
  - 6.1.d** Voting procedures and results.
  - 6.1.d.1** Each shareholder entitled to six votes in any election for Directors. No more than three votes can be allocated to any one candidate. The six candidates with the most votes shall be elected as Directors.
  - 6.1.d.2** In case of a tie, a run-off election will be held, within one week of the general election, in accordance with the rules outlined herein. A run-off election shall be decided by a simple majority of votes cast. If the run-off involves two Board seats, the two remaining candidates who received the largest number of votes in the general election shall appear on the ballot.
  - 6.1.e** The Election Committee shall publish the election results for each Board of Directors general or run-off election race and for each issue submitted to an election vote within 48 hours after the election.
  - 6.1.e.1** Any Shareholder may inspect the vote tallies and results of each election in the presence of an Election Committee member within one week of the election. Such request must be made to the Election Committee in writing prior to this one week deadline.
  - 6.1.f** Conflicts of interest: If a member of the Elections Committee is a candidate or involved in an election or referendum respectively, the candidate must resign from the Elections Committee at least one week before the election/referendum.
- 6.2 Spring Elections**
- 6.2.a** The election shall occur during the month of March. The specific date shall be determined by the Election Committee in consultation with the JSA Board of Directors and shall be published at least one week before the election date.
  - 6.2.b** Any Shareholder registered for Spring classes who is not a member of the class graduating following this Spring semester shall be eligible to seek elective office and/or vote in the election for directors.
- 6.3 Fall Elections**

- 6.3.a** The election shall occur during the month of October. The specific date shall be determined by the Election Committee in consultation with the JSA Board of Directors and shall be published at least one week before the election date.
- 6.3.b** Only first year Shareholders registered for Fall classes shall be eligible to vote in the Fall elections or to seek elective office.
- 6.4** Referenda and Other Special Elections
- 6.4.a** The Election Committee shall conduct an appropriate referendum or election within two weeks after receiving a petition that has been signed by 20 percent of Shareholders and that demands an election. To qualify for referendum vote, the petition must state the specific language of the proposition, issue or amendment that will appear on the election ballot and include a short written description of the amendment's intended affect on the JSA. If the specific language of the petition is in conflict with the charter, the Election Committee will resolve the conflict.
- 6.4.b** Referenda and other special elections may be held for any reason, including, but not limited to the following:
- 6.4.b.1** Use of JSA funds, or the proposed JSA budget.
- 6.4.b.2** Removal from office of one or more Directors.
- 6.4.b.3** Removal of the Chairperson, Co-Chairpersons, or Vice Chairperson of the Board.
- 6.4.b.4** Amendment of the JSA Charter and related documents.
- 6.4.c** The Election Committee shall conduct the appropriate election within two weeks after receiving notice from the Board requesting an election or referendum on any matter on which the Board may seek an election.
- 6.4.d** The results of a referendum vote are binding and shall overrule any actions of the Board that are inconsistent with the referendum outcome. The issue put up for referendum vote shall be decided by a simple majority of votes cast in the referendum election. The Board of Directors shall immediately comply with the election outcome.
- 6.5** If requested to conduct a referendum regarding shareholder approval of any change on the student activities fees, the ballot used for the election shall read as follows:
- 6.5.a** "The Board of Directors of the Jones Student Association recommends a change in the student activities fee from \$XX.XX to \$XX.XX for the coming academic year. This change in fee, if approved, will appear on next year's fee statement for all Jones School students. Do you support the Board's recommendation? Yes or No (circle one)."
- 6.5.b** Only shareholders who are eligible to vote under Section 6.2.b hereof shall be eligible to vote in this referendum. A simple majority of ballots cast will decide the referendum question.
- 6.6** An election may only be held during a Fall or Spring semester.
- 6.7** Elections, and any proposed referenda, shall be held under rules devised by an Election Committee appointed by the currently serving elected officers of the JSA. The overarching purpose of special election rules adopted by the Election Committee shall be to conduct free and fair elections given applicable time constraints. Procedures set by the Election Committee override any inconsistent provisions of this Election Code.

## **SECTION 7**

### **CHARTER AMENDMENT**

**7**

**7.1** Amendments to the JSA Charter may be proposed in either of the following ways

**7.1.a** A majority of the Board of Directors votes to set an election on a proposed amendment.

**7.1.b** A petition signed by 20 percent of Shareholders requests an election on a proposed amendment.

**7.2** In either case, the proposed amendment must state specifically which part of the Charter is to be amended, revised or replaced and shall state the specific wording of the proposed amendment. When the proposed amendment is submitted to the Board or to the Election Committee, proponents of a proposed amendment shall deliver a short written description of the amendment's intended affect on the JSA.

**7.3** An amendment shall take effect immediately after an election in which a simple majority of shareholders who cast a ballot approve it. Board of Directors approval of a Shareholder-initiated amendment is not required.

**7.4** The Election Committee shall set an election on the proposed amendment within two weeks after the occurrence of either event described in Section 7.1.

## **AMENDMENTS**

### **Amendment 1**

On October 1, 2004, the Board of Directors voted in favor of amending the JSA Charter to include the provision for a standing Technology Committee. Section 4.3.e was added to include this Technology Committee.