



RTC

STUDENT GOVERNMENT CONSTITUTION

August 31, 2009

RTC Student Government Constitution

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Article 1: The Purpose of the Student Government

The purpose of the Student Government is to enrich students' academic, social and personal experiences at RTC by:

- 1.1** Serving as the liaison between students and RTC's administration, faculty, and staff by bringing students' suggestions and concerns to the attention of appropriate RTC authorities,
- 1.2** Implementing initiatives that will foster students' academic, social and personal development,
- 1.3** Building school spirit and an inclusive close knit RTC community,
- 1.4** Providing opportunities for students to build their leadership skills and to gain experience in democracy,
- 1.5** Allocating Student Assembly Fund and the Student Activities Fund funds to activities that will enrich students' experiences and build school spirit,
- 1.6** **When requested to do so by RTC administrators,**
 - Carrying out, at its discretion, all other functions requested of it by RTC faculty, administration, and students.

Article 2: Student Government Duties and Responsibilities:

- 2.1** All members of the student government, hereafter referred to as the Student Assembly (S.A.), have multiple responsibilities. Each is expected to:
 - 2.1.1** Perform certain kinds of tasks and/or to represent a specific constituency, as described in Articles 3.1 and 3.3.
 - 2.1.2** Attend S.A. meetings regularly,
 - 2.1.3** Help determine the issues, on which the S.A. will focus,
 - 2.1.4** Participate in the broader activities and deliberations of the S.A., taking initiative and accepting assignments related to specific issues that may not fall in areas related to their specific individual tasks or constituency,
 - 2.1.5** Assist each other in implementing activities,

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- 2.1.6** Keep the welfare of the entire RTC student body clearly in mind in all their S.A. work.
- 2.1.7** To fulfill these functions, S.A. meetings will normally be held roughly every two weeks. At times, meetings of sub-committees focusing on specific responsibilities may be substituted for full S.A. meetings and, if needed to fulfill the S.A.'s responsibilities, more frequent meetings may be held.

Article 3: Branches of the Student Assembly

3.1 Executive Committee: This committee consists of the S.A. President, Secretary and Treasurer. In addition to having the specific responsibilities related to their office described below, the President, Secretary and Treasurer jointly comprise the S.A. Executive Committee. They will also serve as voting members of the S. A. (see below), although the President will vote only in case of a tie. Members of the Executive Committee are responsible for taking initiative on issues that need to be addressed by the S.A. as a whole, for assuming or delegating responsibility for work on issues that do not fall within the purview of other members of the S. A., and for the smooth and productive functioning of the S. A. Finally, the Executive Committee is responsible for discussing, modifying if necessary, and approving a budget prepared by the Treasurer and the Events Coordinators for the Student Assembly Fund (See Articles 4.3.2 and 4.4.1) which will then be discussed, modified if needed, and voted on by the S. A. The specific role descriptions of members of the Executive Committee and the rest of the S.A. follow:

3.1.1 President: The President has overall responsibility for the successful functioning of the S.A. The President will work with other members of the S.A. to ensure that RTC students are provided with an array of appealing events and activities designed to enrich their academic, social and personal development. In addition, the President will be responsible for working constructively with RTC administrators, faculty and staff to represent student opinion regarding the functioning of RTC and ways in which it can be improved. The President serves as chairperson of the S. A. Executive Committee and of the full S. A., described later in this document. In both capacities, the President is responsible for making sure that all members' views have a chance to be presented and considered. The President shall serve as the official representative of the S.A. However, he or she may designate another person as a substitute in that capacity for various events. The President is also responsible for ensuring that the S. A. upholds its ratified constitution and follows agreed upon procedures in amending it.

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3.1.2 Secretary: The Secretary will document in both hard copy and electronic form decisions made by the Executive Committee and the S. A., promptly submitting this record for review and approval by those groups and preserving such records and all prior records of S.A. decisions in a form useful to and available to the person succeeding him/her as S.A. Secretary. Included in this record will also be a listing of the members of the S.A. who attended each meeting as well as of those who were absent, and of all formal votes taken by the S.A. including information on the vote of each member of the S.A., except in cases in which this constitution mandates a secret ballot. Such minutes of the Executive Committee and Student Assembly meetings will be posted on college notice boards and/or circulated to all students by e-mail within two days of their approval. In addition, the Secretary is responsible for notifying all members of the S. A. as well as the S.A. Advisor (See Article 12) of meetings and making sure they are scheduled at times when S.A. members and the Advisor can attend. The Secretary will also assist the President as needed and be responsible for preparing the agenda for Executive Committee and S.A. meetings, and sending any announcements, letters etc. needed to ensure the efficient functioning of the S.A. and the notification of appropriate individuals regarding the decisions and activities of both the Executive Committee and the full S. A. The Secretary will run S.A. meetings, when the President is temporarily absent.

3.1.3 Treasurer: The Treasurer has the responsibility of working with RTC staff to handle S.A. funds, including keeping track of expenditures, getting proper receipts for expenditures from those implementing S.A. events, making sure that the students responsible for various activities stay within proposed budgets, providing financial reports to the Executive Committee and S.A. etc. The Treasurer shall prepare a draft budget for the Student Assembly Fund in cooperation with the two Events Coordinators (See Article 4.4). The Treasurer shall also manage the Student Activities Fund proposal process (See Article 4.5) in close cooperation with the two Events Coordinators. With the active assistance of the Events Coordinators, the Treasurer shall prepare needed announcements, collect proposals, call necessary meetings, and promptly notify applicants of S. A. decisions regarding the proposals, etc.

3.2. Powers of the Executive Committee

3.2.1. The Executive Committee may veto a decision of the full S.A. if all members of this committee vote in favor of doing so. A written explanation for the veto must be provided to the S. A. However, the S.A. may override a veto of the Executive Committee if three-fourths of all members of the S.A., excluding members of the Executive Committee, vote to do so.

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3.2.2 The Executive Committee has the right to hold meetings of its own without other members of the S.A. However, a vote of the full S.A. is required before any decision, action, or position can be considered as an official decision, action, or position of the S.A.

3.3 Other Members of the Student Assembly

3.3.1 Events Coordinators (one male, one female): The Events Coordinators have the responsibility of working with the Student Services Department to develop a broad set of cultural, sports and other activities that will appeal to RTC students, encourage them to expand their horizons, and build school spirit. It is important that in planning these activities the events coordinators consider what will appeal to students broadly. Activities with less broad appeal can also be planned as long as the cost and resources devoted to them are reasonable and no one set of interest's gets unreasonably disproportionate support. Responsibilities will include systematic efforts (such as student surveys) to find out the kinds of activities most appealing to students, making sure that all students know of the various activities planned, fostering an inclusive atmosphere regarding participation, and assisting the other members of the S.A. with activities they initiate. The Events Coordinators are also responsible for serving as liaisons with RTC Clubs as these clubs prepare proposals for funding through the Student Activities Fund. In addition, the Events Coordinators will jointly prepare a proposal for allocation of Student Activities Funds that they recommend to the Student Activities Fund Committee based on proposals received in response to a call for proposals (See Article 4.4.1). This proposal will categorize each proposal received into one allocation category (e.g. sports, culture, literary etc., see Article 4.4.1g).

3.3.2 Student Services Coordinators: The Student Services Coordinators (one male and one female) have responsibility for meeting regularly and working cooperatively with RTC management and relevant contractors to provide feedback about how RTC facilities and services are meeting students' needs and to explore feasible options for improving these services. It is important that in carrying out these duties the coordinator initiate and use mechanisms to become well aware of broad student opinion. These individuals will also be a ex officio members of the Mess Committee.

3.3.3. Academic Program Representatives: One student each from the Business programmes (BBA/Bcom), the Bsc.Environmental Management programme and the non-business BA programmes(Social Sciences/Humanities) has the responsibility of providing feedback to the RTC management and faculty

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regarding students' common and unique academic experiences in those programs and the ways in which these experiences can improve.

One student each from the Business programs (BBA/ BCOM), the IT program (BCA), and the B.A. Social Sciences/Humanities programs has the responsibility of providing feedback to RTC management and faculty regarding students' common and unique academic experiences in those programs and the ways in which these experiences can be improved. Representatives shall seek out systematic ways of obtaining feedback from students in their programs. In addition, representatives shall plan and execute events designed to enrich students' academic and intellectual experiences. The program representatives will serve as ex officio members of the College Academic Committee (a committee including administrators, faculty and students).

3.3.4 Day Scholar Representative: One individual has the responsibility of representing day scholars. In addition to bringing any issues of particular interest or concern to the day scholars to the attention of the RTC management, RTC faculty, and the S. A., this individual will work with other members of the S.A. to promote activities that will enrich the experiences of the entire RTC student body.

3.3.5 First-Year Class Representatives: In the fall of 2010-2011, following the change in election timing described in Article 5.1, two individuals (one male, one female) will be elected to represent first-year students, on a time line also described in Article 5.1. In addition to bringing any particular issues of interest or concern to this group to the attention of the RTC management, faculty, and the S. A., these individuals will initiate events that will appeal to students, encourage them to expand their horizons and build school spirit, and support the efforts of other S.A. members to do the same. These individuals shall also coordinate the election of their successors in the fall of the following year.

Article 4: Responsibilities of the Student Assembly (S.A.):

4.1 The Student Assembly consists of the S.A. President, who heads it and runs its meetings, as well as the Secretary, Treasurer, the Events Coordinators, the Student Services Coordinators, one representative from the Business programs (BBA/BCOM jointly), one representative from the IT program (BCA), one representative from the Social Science/Humanities BA programs, and (as of August 2012) two first-year class representatives.

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4.2 The S.A. shall:

- 4.2.1 Set priorities regarding the issues on which it will focus attention,
- 4.2.2 Plan and execute the campus events in a safe, enjoyable, inclusive, and productive manner which reflects student interests and preferences,
- 4.2.3 Provide input to the Executive Committee regarding the issues which the Student Assembly sees as highest priority,
- 4.2.4 Consider petitions/requests submitted by members of the student body who are not members of the S.A in a manner described in Article 9,
- 4.2.5 Make decisions regarding the expenditure of Student Assembly Fund and the Student Activities Fund (See Article 4.4 below).

4.3 Student Assembly Financial Powers, Responsibilities, and Procedures

Because one of the responsibilities of the S. A. is to enrich student life by organizing academic, cultural and social events, it will control two funds, which are described below, to carry out this mission.

4.3.1. Student Assembly Fund

This fund is intended to support the functioning of the Executive Committee and the full S. A. and to cover the cost of S.A. sponsored events. Events funded from this source should be of broad interest to the RTC student community and be open to all members of it.

- 4.3.2 The allocation of money within the Student Assembly Fund to various activities for a given semester or year shall be decided by a majority vote of the S.A on a budget prepared jointly by the Treasurer and the two Events Coordinators and presented to the S.A. after approval by a 2/3's vote of the Executive Committee. The S.A. has the power to amend this proposed budget, as long as 2/3's of the Executive Committee and at least one of the Events Coordinators approve the proposed amendment and a majority of other S.A. members voting (excluding Executive Committee members and the Events Coordinators) approve it as well, given a quorum. The first semester or annual budget shall be presented to the S.A. within one month of the beginning of the academic year (with the exception of 2009-2010 when the budget shall be prepared and presented to the S.A. by Oct.1, 2009). The second semester budget, if prepared separately, shall be presented to the S.A. before the end of the first semester.

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4.3.3 The allocation of Student Assembly Funds to specific events/projects may be done on a rolling basis over the course of a semester or year, although a general budget for various kinds of activities for the semester or year should be indicated in the budget initially prepared by the Treasurer and the Events Coordinators (See Article 4.3.2).

4.4 Student Activities Fund

4.4.1 This fund is intended to support student activities and initiatives proposed by interested RTC clubs and students (not by the Student Assembly or its members) in response to a publically announced call for proposals developed by the Treasurer with input from the Events Coordinators. At a minimum this call shall include:

- a) The kinds of activities that will be funded,
- b) The criteria that will be used in allocating money from this fund,
- c) The elements that should be included in the proposals,
- d) A deadline (or set of rolling deadlines) for the receipt of proposals,
- e) The day (or days) on which those submitting proposals will be notified regarding the decision on their proposals,
- f) The total amount of money available in the Student Activities Fund for various categories of activities (e.g. sports, cultural activities, etc),
- g) The budget allocation to different categories of activities referred to in 4.4.1 shall directly reflect the categories and the budget allocation decisions of RTC administrators, who supply the money for this fund,
- h) In order to be responsive to students' needs and desires, with the approval of both Events Coordinators, up to 20% of the annual funding amount in each category may be reallocated to one or more other existing categories without RTC management's approval. Should the Events Coordinators agree upon a plan for a more major reallocation of funds, they must gain the support of the S.A. President and then prepare a proposal justifying the desired reallocation for presentation to the RTC management for its decision on the matter?

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i) Proposals from all RTC clubs will be considered to be in the category in which that club falls (e.g. if the Cultural Club wishes to sponsor an archery competition, funding would come from the culture rather than the sports category).

4.4.2 The Treasurer will convene and preside over the Student Activities Fund Committee. He or she shall make sure that minutes of this committee's meetings are written and then passed on to the S.A. Secretary for preservation.

4.4.3 The Student Activities Fund Committee shall consist of 7 members of the S.A. including the President, the Treasurer and the two Events Coordinators. The 3 other members of this committee will be elected by the full S.A. from among its other members, including possibly the Secretary.

4.4.4 Using the announced criteria, funding categories and allocation decisions referred to in 4.4.1f and 4.4.1g the Student Activities Fund Committee will review the proposed Student Activities Fund Budget prepared by the Events Coordinators. In this document, each request for funding submitted to the Committee shall be briefly described and placed within a funding category. This document shall also recommend a specific set of activities to be funded. The budget submitted to the committee shall not exceed the amount of money in the Student Activities Fund for the semester or year in question and it will reflect the criteria, funding categories, and allocation decisions referred to in Article **4.4.1f** and **4.4.1g**. The decision of the Student Activities Fund Committee on this budget will be considered the final decision of the S. A. This committee's decision shall be made by the vote of a simple majority when a quorum is present. A quorum for this committee is more than 50% of its members.

4.4.5 The Student Activities Fund Budget presented to and/or passed by the Student Activities Fund Committee may recommend funding of a specific activity at a level that is less than the proposed one those preparing or approving the budget believe that the originally proposed budget is excessive, recognizing that the proposer may decide not to proceed with the event under this condition.

4.4.6 At the end of the first semester, the Student Activities Fund Committee will present a report to the S.A. on the kinds of proposals submitted during the semester and the specific proposals it funded, soliciting

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direction and advice on the kind of activities that the S.A. would like to see funded in the second semester.

4.4.6 If 2/3's of the S. A. members voting wish, a new Student Activities Fund Committee can be elected for the second semester. However, the President and Treasurer are permanent members of this committee as are the two Events Coordinators.

4.4.7 if a Student Activities Fund Budget for at least the first semester has not been approved within one month of the announcement of S.A. election results, the Registrar may begin to disburse money from this fund in response to proposals from clubs, individual RTC students or groups of students until such time as a Student Activities Fund budget is approved, in order not to delay the implementation of activities desired by the student body. Any funds obligated and/or given out before the passage of a Student Activities Fund Budget due to such circumstances will be deducted from the amount available for obligation in that budget for activities in the same category when that budget is prepared and voted on.

4.6 Reimbursement from Student Assembly and Student Activities Funds for Costs Incurred

In order to receive reimbursement for costs incurred in organizing events sponsored through either of these funds, individuals must present appropriate receipts to the Treasurer. These receipts must be presented in a timely manner, and in no event later than the end of the semester in which the cost was incurred or one month after the event for which it was incurred, whichever is later.

4.7 Limitations on Powers of the Student Assembly:

4.7.1 Because money for the Student Assembly Fund and the Student Activities Fund comes from the Registrar's Office, procedures for expenditures of these funds must be approved by the Registrar and CFO before funds are obligated or expenditures are made.

4.7.2 In accounting for all S.A. expenditures, disbursing S.A. funds and all other financial matters, the Treasurer and other S.A. members shall follow procedures developed by RTC's CFO.

4.7.3 Because money for the Student Assembly Fund and the Student Activities Fund comes from the Registrar's office, plans for S.A. sponsored events

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must be approved by and coordinated with the Registrar in advance of their implementation.

4.7.4 The S.A. and individual members of it shall not:

Appropriate any funds for a time period beyond that for which this particular S.A. was elected or for purposes inconsistent with broad benefit to the RTC student body

Violate the secrecy of ballots in any elections or in any S.A. votes that this constitution mandates be taken by secret ballot

Deny speaking privileges to a college official

Misappropriate funds for personal gain or use or for other inappropriate purposes.

Article 5: Elections

5.1 Timing: For academic years 2009-2010 through 2011-2012 as RTC is moving from having only first-year students to having a full complement of students, elections for all S.A. positions will be held roughly one month after the beginning of the academic year. However, starting in the spring of 2012, elections for all positions except the two new positions of First-Year Class Representatives will be held roughly one month before the end of the academic year in order to ensure a smooth transition between newly elected officials and those who may be graduating and leaving RTC at the end of the spring semester.

5.2 The election for Executive Committee positions will be held roughly 4 days before the election for the other posts and its results will be announced within one day of the election. However, the election for the First -year Class Representatives will be held roughly one month after the start of the relevant academic year starting in 2012 when these positions become part of the S.A.

5.3 Eligibility to Run for Office: All RTC students may run for any post for which they qualify (e.g. the female students services representative or the male events coordinator), except for students who have received a disciplinary sanction (including warning letters as well as more serious sanctions such as probation or suspension for academic or behavioral problems) in the 12 months preceding the election. A student may not simultaneously run for more than one office. However, candidates for

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Executive Committee posts who are not elected to such posts may subsequently run for other posts in the same year.

- 5.4 Candidacy:** Students who wish to run must submit their name, the position for which they want to run, a passport size photo and a brief (no more the 125 words) candidacy statement (covering topics such as their qualifications, their reasons for interest in the position, what they would like to accomplish, etc) to the Registrar by a date announced 10 days in advance. They must have the signatures and student ID numbers of 10 students who sign a petition asking that this student be allowed to run for the office specified. Students may sign no more than one petition supporting a candidate for a given office.
- 5.5 Lack of Candidates:** If no student submits the material needed to run for a specific office by the deadline for filing such materials, the deadline for submitting one's name for that position will be postponed by 4 days and advisors, faculty, S.A. members etc will be asked to encourage individuals to run for this position.

Voting when one candidate only: If only one student runs for a given position, voters shall be given the option of voting "yes" or "No" on this candidate. If half or more of the voters vote "Yes" the candidate is elected. If more than half vote "No" Student Government members will attempt to encourage another candidate to come forward. If one comes forward, a new election will be held with "Yes" and "No". If no new candidate comes forward the original candidate assumes office. If the second candidate also receives more "No" than "Yes", the candidate with the largest number of "Yes" votes assumes office (amended on 16th September, 2011)

Article 6: Campaign Procedures:

- 6.1** No campaigning is allowed before the official announcement regarding the elections.
- 6.2** Campaign material may contain positive information about candidates' qualifications, positions or the like. However, negative personal attacks on other candidates are not permitted.
- 6.3** Candidates are allowed to organize gatherings of the RTC student body to explain their positions and further their candidacy. However, candidates shall not use such events to cast aspersions on others or to

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incite others to work against other candidates. Such behavior could result in disqualification to run.

Article 7: Voting Procedures

- 7.1 All students enrolled at RTC at the time of the election can vote. However, in cases in which candidates represent certain constituencies (academic program representatives, male or female Events Coordinators, etc.) only members of that constituency may cast a vote for that specific election contest.
- 7.2 The Election Commission of Bhutan will normally run elections. If they are not available to do so, a system will be set up and implemented to ensure fair secret balloting for all RTC students.
- 7.3 The candidate receiving the highest number of votes for each office shall be declared the winner by the Registrar.

Article 8: Term of Office

When elections are held in the fall, all S.A. members elected at that time shall assume their responsibilities one week after the announcement of the election results. However, when elections are held in the spring for the following academic year, winning candidates will not assume their new formal responsibilities until the start of the beginning of the following fall semester. Nonetheless, immediately after their election they will begin to work with their outgoing counterparts in order to learn about pending issues, coordinate the turning over of needed documents, etc.

Article 9: Petitions/Requests from Students Who Are Not Part of the S.A.

- 9.1 The S.A. has the obligation to consider formal requests/suggestions/petitions from RTC students who are not S.A. members if these requests etc. are submitted according to the following procedure:
 - a) At least 10 RTC students who are not members of the S.A. indicate their support of the proposed request/suggestion/petition etc. in a written document submitted to the Secretary and they agree on a spokesperson to briefly present their concerns to the S.A.

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In such cases, the requested issues and the designated spokesperson will be added to the agenda of an S.A. meeting held within 3 weeks of the receipt of the petition, assuming the petition was submitted at least 4 weeks before the beginning of the final exam period. If it is submitted later than that, the issue will be dealt with in the first S.A. meeting in the following semester.

Article 10: Student Assembly Voting Procedures

- 10.1** All members of the Student Assembly have one vote. The President shall vote only in case of a tie vote.
- 10.2** S. A. members must be present in order to vote. Absentee ballots will not be accepted.
- 10.3** No action or decision shall be considered an official action or decision of the S.A. without a vote on the issue. Before a vote can be taken, a written version of the resolution, decision, etc. must be made available to members of the S.A.
- 10.4** Except as indicated otherwise in this Constitution, a simple majority of the S.A. members present at a meeting will be sufficient for an action, resolution etc. to be considered the official position or decision of the S.A, assuming a quorum is present (See Article 10.5).
- 10.5** No official vote of the S. A. can be taken without a quorum. Normally a quorum is defined as the presence for the vote of a majority of the current members of the S.A. However, for changes in the Constitution or impeachment of a member of the S.A. a quorum is defined as the presence for the vote of at least 2/3's of the current members of the S.A. In addition, in all cases a quorum will not be declared unless at least two members of the Executive Committee are present.
- 10.6** Due to considerations related to accountability, all individual votes in the S.A. will be made public in the minutes of the S.A except in cases in which a secret ballot is mandated by the constitution (See Articles 11.6 and 13.2).

Article 11: Replacement of Student Assembly Members

- 11.1** Should a member of the S.A. decide to resign, that member must submit a written note of resignation to the President of the S.A. (or to the Secretary should the President resign).

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- 11.2** Should a member of the S.A. be suspended or expelled for academic or disciplinary reasons, that person will forfeit his/her position as a member of the S.A.
- 11.3** If a position in the S.A. becomes open a semester or more before the next S.A. will take office, the Secretary (or the President, should the Secretary resign) will announce the vacancy to the student body. The Student Services Coordinators will promptly coordinate an election to replace that S.A. member using procedures similar to the regular election procedures. If less than one semester remains in the term of the S.A. role that has been vacated, the S.A. will vote on whether to hold a new election to replace that person or not, after a plan has been presented about how to fill that persons' responsibilities should no new election be held.
- 11.4** Current members of the S.A. may not generally run for positions that become vacant during their term of office. However, should the Presidency become vacant, they may run, although they must resign their current S.A. position in order to do so. In such a case, an election will be held to replace any positions left vacant by such resignations, as well as to replace the initially vacant position.
- 11.5** A member of the S.A. may be impeached (removed from the position to which he or she was elected) by a 2/3's vote of the S. A. Impeachment of an Executive Committee member requires a vote of 3/4's of all the other members of the S.A, including other Executive Committee members.
- 11.6** Impeachment votes shall be by secret ballot. They shall occur in a S.A. meeting only after announcement of the vote to S.A. members at a prior S.A. meeting and after notification of all S.A. members, including the person to be impeached, at least 5 days in advance of the actual impeachment vote.
- 11.7** Impeachment must not reflect differences of opinions with regard to policy. Rather it must reflect factors affecting the individual's ability and willingness to perform the role to which they were elected and to adequately represent RTC students in dealing with other students, faculty and/or administrators. Impeachable offenses include but are not limited to:
- a) Repeated failure to attend meetings without adequate reason, such as verifiable health problems,

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- b) Gross failure to fulfill the responsibilities of the position,
- c) Misappropriation of funds,
- d) Behavior resulting in a formal sanction by RTC for violation of the student codes of conduct.

Article 12: S.A. Advisor

- 12.1 The RTC Student Government shall have an advisor selected from the RTC faculty or administration by the Registrar.
- 12.2 The advisor shall serve as a resource person, giving suggestions and opinions and offering guidance and support.
- 12.3 The advisor shall meet with the S.A. at least once a semester and will attend Executive Committee and S.A. meetings if requested to do so by the Executive Committee or the S. A. If the advisor wishes more frequent meetings with either body, he or she may request them occasionally and expect to have those requests honored.
- 12.4 The advisor shall be knowledgeable regarding the RTC student government constitution.

Article 13: Ratification of the Constitution

- 13.1 All members of the S.A. shall be provided by the Secretary with a copy of a constitution agreed upon by at least 2/3's of the Executive Committee at least 3 days in advance of a S.A. meeting at which ratification of a constitution is listed as an agenda item.
- 13.2 That constitution, or a revision thereof, shall be ratified when it is approved by a 2/3's vote of the Executive Committee and a 2/3's vote of the remainder of the S.A. in a secret ballot.
- 13.3 If no constitution is ratified by October 1, 2009 this constitution becomes effective as it now stands, until a new constitution is ratified through the process described in this article.

Article 14: Amending the Constitution

- 14.1 Changes in the RTC Student Government constitution can be made only under the following circumstances:

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- 14.1.1** A written proposal to amend the constitution is submitted to the President of the S. A. with any additions, deletions or other proposed changes clearly indicated. A petition endorsing this change in the constitution signed by at least 5% of the student body or 30 RTC students, whichever is smaller, must accompany the proposal.
- 14.1.2** Members of the S.A. are notified at least 72 hours in advance that an amendment to the constitution will be voted upon at a duly announced meeting.
- 14.1.3** This written proposal is discussed at the announced meeting of the S.A. with arguments both for and against the change being presented.
- 14.1.4** The amendment proposal is approved by 2/3's of the total members of the S. A. (rather than merely 2/3's of those present at the meeting).
- 14.1.5** Any amendments accepted must be reflected in the publically available minutes of the relevant S.A. meeting and a new version of the constitution which becomes the document handed down to the next S.A.
- 14.1.6** The amendment will take effect one week from the day it was passed unless otherwise specified in the amendment.
- 14.1.7** Amendments shall be structured as Articles and/or sub-articles to fit within the structure of the current constitution.