

Student Leadership Council Constitution

Article I: Name

The name of this organization is the Hawkeye Community College Student Leadership Council.

Article II: Purpose

The purpose of the Student Leadership Council is to represent and promote the common interests and general welfare of the student body.

Article III: Membership

- The Council consists of up to 25 members.
- Council participation is open to students who:
 - Enroll in at least six credit hours.
 - Maintain good academic standing, (2.0 GPA minimum)
 - Pay activity fees.
 - Complete the Student Leadership Council application.
 - Receive approval of the Council.
 - Are able to represent the college without restrictions.
- Council membership begins the meeting immediately following selection and continues until the member resigns or fails to meet eligibility requirements.

Article IV: Executive Board

- The Executive Board consists of the President, Vice-President, and Secretary.
- Executive Board participation is open to students who:
 - Meet all general membership criteria.
 - Participated in Student Leadership Council at least one semester.
 - Complete the Executive Board Application by the first Monday of April.
 - Receive approval of application by the current Executive Board and Student Leadership Council advisor.
 - Are able to represent the college without restrictions.
- Executive Board terms begin June 1 after elections are held and end May 31 of the following year.
- Elections
 - Held during the final Student Leadership Council meeting in April.
 - Decided by simple majority of Council members, provided a minimum of 75% of the current Council members are present.
 - Results will be announced within five school days of the election.
- Board Duties and Responsibilities:
 - In any Executive Board member's absence, the Advisor will appoint an appropriate substitute.
 - President
 - The President represents the college and ensures the continued functioning of the Student Leadership Council.

- Council and Executive Board meetings
 - Sets meeting schedules and agendas.
 - Presides at Council meetings.
 - Sees that all carried motions are executed and Executive Board business is in order.
 - Campus/Community Representative
 - Acts as liaison among students, administration, and faculty.
 - Serves on any necessary college committees.
 - Serves as student representative when requested by the Dean of Students.
 - Attends community events when Student Leadership Council representation is requested.
 - Eligible to submit speech for graduation commencement ceremony.
 - Activities
 - Assures Student Leadership Council is meeting necessary requirements for funding.
 - Attends 90% of Student Leadership Council activities.
 - Vice-President
 - The Vice-President represents the college and ensures requirements are fulfilled for Student Leadership Council activities and clubs and organizations.
 - Council Meetings: Assumes President's role if the President cannot fulfill their job duties.
 - Campus/Community Representation
 - Acts as liaison among students, administration, and faculty.
 - Attends 75% of community events when Student Leadership Council representation is requested.
 - Eligible to submit speech for graduation commencement ceremony.
 - Activities
 - Monitors council and special committee progress on activities and projects through reports presented at Council meetings.
 - Attends 90% of Student Leadership Council activities.
 - Clubs and Organizations
 - Meetings
 - Sets meeting schedules and agendas.
 - Presides at meetings.

- Assures clubs and organizations have turned in needed paperwork to receive funding for current academic semester.
- Secretary
 - The Secretary represents the college and maintains documentation for the Student Leadership Council.
 - Council Meetings
 - Assumes role of President or Vice-President in their absence.
 - Takes roll.
 - Records meeting minutes.
 - Files Council records, including meeting minutes, constitution, roster, and event documentation.
 - Oversees marketing and promotion for Student Leadership Council.
 - Files clubs and organizations' paperwork in the Student Leadership Office.
 - Eligible to submit speech for graduation commencement ceremony.

Article V: Committees

- Formed as needed for projects, activities, and other duties of the Council.
- Members selected from volunteers or assigned by President from current Council.
- Report activities and progress at Council meetings.

Article VI: Council Meetings

- Schedule
 - Approximately 10 meetings will be held each Fall and Spring semester.
 - Additional meetings may be called if needed.
 - Location and time will be published on the college calendar by the advisor.
- Agenda
 - Adhere to Robert's Rules at all meetings.
 - Agenda Items
 - May be submitted by council members, the general student body, faculty, and staff.
 - Must be submitted in writing to the President by noon on Thursdays prior to council meeting.
 - President will submit agenda to the advisor by 8:00am on Fridays prior to council meetings.
 - Published in My Hawkeye 24 hours prior to council meetings.
- At-large participation
 - Meetings open to general student body, faculty, and staff.

- Discussion of open agenda items will follow the rules established in the *Student Leadership Council Handbook*.

Article VII: Activities

- Annual Activities: Council participation is required at annual activities as determined by the *Student Leadership Council Handbook*.
- Ad Hoc Representation: Council members may be needed to participate in special assignments, including media representation, student input in college-wide discussions, and appointments to special committees.

Article VIII: Clubs and Organizations

- Approval
 - Criteria for new and ongoing clubs and organizations are established by the *Clubs and Organizations Handbook*.
 - New clubs and organizations are approved by the Student Leadership Council by a simple majority vote.
 - Ongoing clubs and organizations retain active status by submitting documentation as required by the *Clubs and Organizations Handbook*.
- Monitor club activities as required by the *Clubs and Organizations Handbook*.
- Funding
 - Requests must meet guidelines as required by the *Clubs and Organizations Handbook*.
 - Requests are approved by a consensus of the Executive Board and the advisor.

Article IX: Finance

- Funds
 - Council funds are held in the Student Government Fund.
 - Monies are rolled over from year to year.
 - Reported monthly by the secretary.
- Budget
 - Executive Board creates the budget.
 - Approved at the second meeting of each semester.
- Expenditures
 - Approved by the Council.
 - Advisor fulfills purchase requests.
 - Advisor completes appropriate paperwork.

Article X: Amendments

- Proposed Amendments
 - Amendments to this Constitution may be proposed by any member of the Student Leadership Council.
 - The proposal must include the following:
 - The section of the Constitution of interest as it currently stands.

- Proposed changes.
 - Reasoning for change.
 - Proposed amendments must be submitted in writing to the Executive Board and the advisor.
 - All submitted amendment proposals will be recorded by the secretary.
- Provision Notice
 - If approved for consideration by the Executive Board and Leadership Council Advisor, the proposed amendment will be presented at the next Student Leadership Council meeting.
 - Council members will have until the following meeting to review the potential changes.
- Amendment Approval
 - At the Council meeting following the presentation of the proposal.
 - Voting shall be conducted by a roll call vote.
 - A minimum of 75% of the Council must be present to call a vote.
 - A 75% majority must vote in favor of the amendment for ratification.
 - All roll call votes on amendments must be documented for the permanent record.