Student Leadership Council Constitution (2017-2018)

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.
  - 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.