



**Universities at Shady Grove
Student Council
9636 Gudelsky Drive Rockville Maryland 20850
Phone: 301.738.6337**

CONSTITUTION

Article I: Organization Name

This organization shall be named the Student Council and shall be referred to as SC from here on.

Article II: Purpose

- To act as a liaison between the students and the administration of the Universities at Shady Grove
- To provide a forum for students to voice their concerns
- To facilitate the undertaking of improvements and changes in the operations of the Universities at Shady Grove with respect to the needs of student body

Article III: Membership

Section I: Membership in the General Assembly

Membership in the SC General Assembly is open to any student enrolled in an undergraduate program currently offered at USG.

Section II: Membership as a SC Junior or Senior Representative

Two students (one junior and one senior) from each academic program at USG will be selected to serve as program representatives. A junior representative can be any student currently enrolled in an undergraduate program at the Universities at Shady Grove with 60 – 90 credits or is considered to have “Junior Standing.” A senior representative can be any student currently enrolled in an undergraduate program at the Universities at Shady Grove with 90 – 120 credits or is considered to have “Senior Standing.”

Article IV: General Assembly, Representative, & Officer Responsibilities

Section I: General Assembly Members

General Assembly members are expected to attend meetings regularly and act as an informational resource for USG students and communicate the needs and opinions of students to the administration. General Assembly members are also expected to assist at one SC sponsored event or be an active participant in one SC committee.

Section II: Junior & Senior Representatives

Senior Representatives serve an 8-month term from October through May. Junior Representatives serve one full-year, from October to October, including the summer between the spring and fall semester. It is required that Junior and Senior Representatives remain in good academic standing with their respective institution and attend fall and spring orientation and planning sessions. Junior and Senior representatives must also schedule a meeting with

their respective academic program directors for a brief introduction of who they are and the position they hold in the SC. The representatives can also seek any potential questions or concerns that the program directors may have that the USGSA can assist them with. Junior and Senior representatives are also expected to attend and participate in regular SC meetings, undergo training, be familiar with the USGSA constitution, act as an informational resource for USG students, communicate the needs, concerns, and opinions of students in their academic program to the administration.

Section II: Executive Officers

President

- ✓ Have the ability to set aside 5 hours a week to handle their presidential responsibilities.
- ✓ Set agenda for each Council meeting and lead all meetings
- ✓ Act as primary contact for association members, USG administration and SAS staff
- ✓ Participate in USG events, administrative meetings, etc... as necessary
- ✓ Ensure SC activities, events & projects are in accordance with the organization's purpose, goals and regulations
- ✓ Delegate tasks and projects to other representatives as necessary
- ✓ Check-in with representatives to get general feedback as well as monitor completion of duties and progress of assigned tasks
- ✓ Report on a weekly basis to the SC advisor on all aspects of USGSA, particularly any new goals, events or projects set by SC as well as progress on current projects

Vice President of Communication

- ✓ Have the ability to set aside 3 hours a week to handle their communication responsibilities.
- ✓ Record attendance and notes at SC meetings
- ✓ Update USGSA website as necessary with information regarding SC meetings, activities, fundraisers, etc...
- ✓ Maintain schedule and emergency/primary contact information for each representative
- ✓ Coordinate with President to schedule association meeting times
- ✓ Reserve room space for meetings through Conference & Events Services
- ✓ Email reminders with date and time of upcoming meetings to all representatives
- ✓ Maintain master SC calendar that lists all meetings, open forums, USG events, etc...
- ✓ Lead association meetings in president's absence
- ✓ Act as primary contact for all association members, USG administration and SAS staff in president's absence (This includes regularly checking SC general email and responding or forwarding as necessary.)

Vice President of Finance

- ✓ Have the ability to set aside 1 hour a week to handle their financial responsibilities.
- ✓ Assume responsibility and manage all financial aspects of the SC
- ✓ Prepare a budget for each academic semester by the beginning of the semester
- ✓ Maintain an up-to-date ledger of all SC income and expenditures, produce statements when requested
- ✓ Complete all Association funding requests
- ✓ Oversee the SC Finance Committee and the delegation of student organization funding
- ✓ Act as primary contact for student organizations requesting student activity funds
- ✓ Coordinate SC fundraising activities

Vice President of Marketing

- ✓ Have the ability to set aside 1 hour a week to handle their marketing responsibilities.
- ✓ Coordinate and maintain annual advertising campaign to increase student awareness of the association and planned activities
- ✓ Generate all SC (general & event specific) marketing materials as necessary
- ✓ Write monthly article about current SC projects, accomplishments, opportunities to get involved, etc... to be printed in USG student publication
- ✓ Coordinate with VP of Student Advocacy to maintain SC Corner bulletin board

Vice President of Student Advocacy

- ✓ Have the ability to set aside 3 hours a week to handle their student advocacy responsibilities.
- ✓ Coordinate (set date & time, reserve location, secure volunteers and necessary supplies) all SC open forums (at least four per semester)
- ✓ Maintain "Student Opinion" box and draft responses to student feedback for promotional/informational purposes as well as USG publications
- ✓ Coordinate with VP of Marketing to maintain SC Corner bulletin board
- ✓ Maintain running list of student concerns and suggestions expressed at open forums
- ✓ Work closely with SC advisor and other executive board members to address student feedback
- ✓ Submit semester reports to advisor that detail specific student concerns/suggestions and their frequency
- ✓ Act as primary contact for representatives or students who wish to voice a concern or suggestion

Section III: Advisor

An Office of Student & Academic Services staff member shall serve as the SC advisor. Responsibilities of the advisor include:

- ✓ Serve as a mentor to SC
- ✓ Provide direction regarding the purpose and goal of the organization
- ✓ Ensure the organization operates within legal and ethical guidelines
- ✓ Act as the link between the SC and USG administration
- ✓ Support the participation and development of members
- ✓ Remain well informed of plans and activities
- ✓ Handle major problems, emergencies or conflicts as they arise

Article V: The Selection of Representatives & Executive Officers*

Section I: Representatives

Representatives must be elected by a student vote coordinated within their program. The Executive Board officers will meet with all the program directors at USG to organize, market, and complete fair and impartial elections. Any current USG student may be selected to serve as a Representative. Candidates should be in good academic standing, have an interest in serving the USG student population and be able to commit to attend regular USGSA meetings and planning sessions. Students who are interested in running for a representative position must complete the appropriate application and submit it to the Office of Student & Academic Services by the stated deadline. Students who meet the minimum criteria, as stated on the application, will be accepted as qualified candidates and included on election ballots. Representatives will

be elected by a majority vote of their peers. Students will only vote for their program representatives. Each nominee will be given the option to accept or decline the nomination. Elections for junior and senior Representatives will take place in the beginning of the fall semester. Elections may be held as necessary through the academic year as vacancies occur.

Section II: Executive Officers

Once the appointment process is complete for all Junior and Senior Representative positions, any junior representatives or general assembly members interested in running for an SC executive office position should complete the appropriate application by the stated deadline and submit to the Office of Student & Academic Services. Applicants who submit complete applications will be contact by the Office of Student & Academic Services to schedule an interview. A selection committee of Office of Student & Academic Services personnel, and other students, staff or alumni will interview all applicants and appoint an applicant to each office. Each nominee will be given the option to accept or decline the nomination. Executive Officers' term lasts for a full year, from May to May. Nominations will take place each fall semester and in between, as necessary, as vacancies occur.

Article VI: Meetings

Section I: SC Meetings

General Assembly Meetings

The SC executive board, Junior & Senior Representatives and general assembly members shall hold meetings as needed on a monthly basis during the fall and spring semesters. All General Assembly meetings shall be open to any member of the USG community.

Committee Meetings

Committee Chairs are responsible for scheduling committee meetings. At least 24-hour direct prior notification is necessary, and every effort should be made to accommodate committee members' schedules and ensure participation.

Executive Board Meetings

The SC president is responsible for scheduling bi-weekly executive board meetings. This schedule should be established at the beginning of each semester and agreed upon by each of the executive officers.

Section II: Attendance at Meetings

SC members must make their best effort to notify the Vice President of Communication or Committee Chair if they will not be able to attend a meeting. All members are allowed one absence from General Assembly Meetings per semester. Committees will establish their own attendance requirements and policies. If you are a member of a committee, contact your Committee Chair to find our attendance requirements. Executive officers are allowed one absence from Executive Board Meetings. Members requiring additional absences must seek approval in advance from the President. Excessive, unapproved absences may be cause for dismissal from the Association.

Section IV: Quorums

A quorum is defined as the attendance of two-thirds of a group's members. A quorum is necessary in order for any official business or decisions to be made at an Executive Board

meeting. Because of the greater number of participants, half of the general assembly must be present for any official business at a general assembly meeting.

Section V: Voting Rights

Senior & Junior Representatives shall each have one vote. The majority (50%) vote rules. The advisor shall have no voting privileges. In the event of a tie, the issue will be brought to the Office of Student & Academic Services for a final decision.

Section VI: Emergency Situations

Any business requiring immediate action, which cannot wait until the next scheduled meeting may be transacted by the SC Advisor or any SC executive officer with the consent of the Advisor.

Article VII: Dismissal, Resignation, and Vacancies

Section I: Dismissal of a SC Member

In order to lodge a formal complaint against another member, the complaint must be submitted in writing to the SC President. (Examples of reasonable complaints include another member's refusal to follow SC policies or fulfill specified responsibilities, demonstrations of inappropriate or offensive behavior, etc...) Upon receiving a formal complaint, the President will evaluate the complaint and schedule a mediation session for the involved parties. Specific goals, as well as guidelines for behavior, will be established as needed. The President will follow-up with both parties to ensure that the problem has been resolved. If the problem does not get resolved, the Executive Board and Advisor will take into consideration both stories, as well as the President's input from their previous meetings with the individuals. The Executive Board will make a final decision as to how to resolve the situation, which may include dismissing one or both members from their responsibilities as SC members.

A majority vote of all Executive Board members, by secret ballot, is necessary for the dismissal of any SC member. In the case that dismissal charges are brought against the President, the Vice President of Communication acts as the presiding officer in all proceedings. The Advisor must be present at all meetings regarding dismissal charges.

Section II: Resignation of a Representative or Executive Officer

Any Representative or Executive Officer may resign from their position at any time, but are asked to document their resignation in writing and to give at least two weeks notice. The process to fill that position shall begin no later than 48 hours after notification.

Section III: Vacant Representative or Executive Board Positions

At the Executive Board Meeting following the notification of the vacancy, the Executive Board shall determine if the length of the remaining term of office warrants filling the position.

Article VIII: Rules & Procedures

The Constitution and Bylaws will be the recognized documents outlining the rules and procedures of SC. The SC understands and is committed to fulfilling its responsibilities of abiding by the Universities at Shady Grove policies.

Article IX: Amendment Process

Any member of SC may propose an amendment to this Constitution by submitting the amendment in writing to the President. The President shall then discuss, review and recommend changes to the proposed amendment with the Executive Board at the next meeting and then brought before the general assembly at the next scheduled meeting. Voting on the amendment must be tabled for at least one meeting. A two-thirds majority vote is needed to approve the amendment.

Article X: Bylaws

Bylaws are a form of agreement or contract between SC members to conduct themselves in a certain way. SC shall have bylaws that detail the current procedures and regulations. Current bylaws shall be reviewed and approved each spring by the Executive Board.

Article XI: Finances

There will be no dues for membership in SC. The directing board of the Universities at Shady Grove shall act as the primary source of SC's funds. SC will manage its own finances under the direction of the Vice President of Finances with the further assistance from the advisor. The SC budget shall be prepared and approved by the Executive Board and presented to USG administration for review.

Article XII: Non-Discrimination

SC shall not discriminate on the basis of race, creed, national origin, ancestry, gender, age, handicap or sexual orientation in the selection of its members or activities, unless federal or state laws allow for such exceptions.

Proposed Effective Date:

May 10, 2006

Primary Contact Person:

Julia Rader – SC Advisor
Associate Director, Office of Student & Academic Services

Signatures:

President

Vice President of Communication

Vice President of Finance & Student Organizations

Vice President of Marketing

Vice President of Student Advocacy

Staff Advisor