

# McLennan Community College

## POLICIES AND PROCEDURES

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Remarks:	Policy updated to new format.		

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## CONSTITUTION OF THE STUDENT COUNCIL

### Preamble

We, the students of McLennan Community College, in association with the University Center partner institutions, in order to provide an official and representative student organization able to receive student questions and suggestions, investigate student problems, work in conjunction with the appropriate college officials in taking the necessary action needed to address student problems, and to provide a means for responsible and effective participation in the organization, whereby we may foster an awareness of student positions on any issue which might directly or indirectly affect the students of McLennan Community College, and the University Center partner institutions, do establish this document as the Constitution of the Student Council of McLennan Community College (MCC).

### Article I - Name

1.1  
The name of this organization shall be the Student Council of McLennan Community College.

### Article II - Membership

2.1  
Membership is open to all full- and part- MCC and University Center partner institution students.

2.2  
All Student Council members may participate in Council meetings.

2.3

A member may vote after they have attended two Council meetings.

### Article III - Officers

3.1

The officers of the Council shall be: Chair, Vice Chair, and Council Representatives. The term of office will not exceed one academic year.

3.2

To be eligible for any Student Council position, a student must be a member of the Student Council and must maintain a 2.5 GPA. Failure to maintain a 2.5 GPA will result in removal from office. First semester students are exempt from GPA restriction.

3.3

To run for any Student Council position, a student must complete the Student Council application, submit a resume, current class schedule and platform statement, and the Official Candidacy Petition form securing twenty-five (25) signatures from fellow students and one (1) employee endorsement from the list provided on the Student Council webpage.

3.4

Student Council officers are required to attend all meetings (excluding special meetings) and Student Council related events. The Chair and the Advisor will accept excused absences. An excused absence may include, but is not limited to: work related issues, family emergencies or health-related issues

and should be provided in advance of all events and meetings or as immediately as possible.

### 3.5

Student Council officers shall appoint vacancies of offices. Members meeting the requirements of Article III, Section 2 will have the opportunity to petition the Council for an open position. The Chair will call a closed officer meeting to appoint officers by a simple majority vote.

## Article IV – Duties of Officers

### 4.1

The duties of the Chair shall be to:

- a) preside over all Student council meetings;
- b) call necessary special meetings;
- c) establish and appoint necessary committees;
- d) serve as the official representative of the Student Council to the College and to the community;
- e) approve the agenda for Council meetings;
- f) serve as a non-voting student representative on MCC committees;
- g) participate in two (2) service projects per semester; and
- h) support the Council Representatives in maintaining a positive online presence for the Council.

### 4.2

The duties of the Vice Chair shall be to:

- a) perform the duties of the Chair in their absence;
- b) assist in administration and oversight of established committees;
- c) develop the agenda for Council meetings;
- d) record minutes at Council meetings and disseminate to the membership at least two (2) days prior to the next Council meeting;
- e) serve as a non-voting student representative on MCC committees;
- f) participate in two (2) service projects per semester; and
- g) support the Council Representatives in maintaining a positive online presence for the Council.

### 4.3

The duties of the Council Representatives shall be to:

- a) serve as a non-voting student representative on MCC committees;
- b) initiate and participate in two (2) service

- c) projects per semester;
- c) assist in maintaining a positive online presence for the Council; and
- d) serve as representatives of the Student Council as requested.

## Article V – Elections

### 5.1

The Student Council officers shall be elected by a plurality vote of the student body. Elections will be held online by secret ballot. The date or dates of the election shall be set by the Student Council and shall be within thirty (30) days of the conclusion of classes for the spring semester. The student body will receive official notice by campus email. The date of elections shall be made public no less than seven (7) days prior to the election.

### 5.2

In the event of a tie for the Chair or Vice Chair position, a run-off election will be held between the tied candidates within seven (7) school days after the initial election took place. The Advisor(s) will administer and govern the run-off election.

### 5.3

Elected candidates shall take the Oath of Office. *I solemnly promise to abide by the policies and procedures of the College; to follow all policies established in the Highlander Guide and specifically outlined in the General Conduct Policy; to uphold the integrity of the Council, McLennan Community College and its associations; to advocate for students; and to be accountable to the Council and the general student body.*

## Article VI - Advisor

### 6.1

Officers or the college administration may appoint employees of the College to serve as Advisors.

### 6.2

The duties of an advisor shall be to:

- a) ensure the Council is following the policies and procedures of MCC and this Constitution;
- b) act as consultant for Council projects and endeavors;
- c) attend activities/events sponsored by the organization;
- d) oversee meeting, organization travel, and events;
- e) review eligibility of all Officers, and

f) govern election processes.

6.3  
Advisor(s) shall not have voting privileges.

#### **Article VII - Funds**

7.1  
Student Council funds will be collected through donations and fundraising activities.

7.2  
Funds will be used for Council operations as directed by a majority vote of the voting members. Meeting minutes supporting an expenditure will accompany any request to the Coordinator, Student Activities to access Student Council funds.

7.3  
All finances shall be handled in accordance with MCC Policy and Procedure G-XXIV-b.

7.4  
In the event of loss of organization recognition, any funds remaining in the organizations account shall be forfeited in accordance with the established MCC Policy and Procedure G-XXIV-c.

#### **Article VIII – Meetings**

8.1  
The regular meetings of the voting membership shall be held at least once per month.

8.2  
Special meetings of the organization may be called by the Chair, Vice Chair, or upon the written request of at least three (3) members of the organization.

8.3  
A quorum shall be a simple majority of the voting membership as outlined in Article II.

#### **Article IX – Committees**

9.1  
Committees may be called at the discretion of the Chair, Vice Chair, or Council Representative.

#### **Article X- Impeachment and Removal of Officers**

10.1  
Officers may be impeached and removed from office by a majority of the voting members as outlined in Article II on the basis of not fulfilling their duties or the Oath of Office as outlined in the

Constitution and Bylaws.

10.2  
Prior to impeachment, the individual shall be given full notice of the allegations against him/her in writing by the Chair or Advisor(s) and shall have an opportunity to respond to them. A date, not less than one week from notification, will be set for the impeachment proceedings.

10.3  
The Chair or Vice Chair may initiate and direct impeachment proceedings. A party wishing to impeach the Chair or Vice Chair shall contact the Advisor(s), who will guide the process and appoint someone to preside over the impeachment hearing in accordance with Article X Impeachment and Removal of Officers.

#### **Article XI- Amendments and Revisions**

11.1  
Amendments can be proposed by any member of the Student Council.

11.2  
An amendment to the Constitution must be passed by a two-thirds (2/3) vote of the voting membership as outlined in Article II.

11.3  
Passed amendments must forwarded to the College President for final approval.

#### **Article XII Active Status**

In order to maintain active status, the organization agrees to abide by those rules and regulations of MCC which pertain to all student organizations as outlined in the *Highlander Guide* and the MCC Policies and Procedures.

#### **Article XIII-Parliamentary Procedures**

Robert's Rules of Order (Revised) shall be the parliamentary authority of this organization. Should Robert's Rules of Order conflict with this Constitution, this Constitution will take precedence.