

Prince William Sound Community College

Student Association Constitution

ARTICLE I: NAME AND PURPOSE

Section 1: Name

- A. This organization shall be known as the Prince William Sound Community College Student Association.
- B. For further reference, this organization shall herein after be abbreviated as PWSCCSA.

Section 2: Purpose

- A. The purpose of PWSCCSA shall be:
 - 1.) to provide a united organization representing students of Prince William Sound Community College;
 - 2.) to provide a means of student identity as a significant part of the community college system;
 - 3.) to become involved in the planning of student activities and affairs that directly involve students; and
 - 4.) to serve as a forum for students to express their ideas for enhancing their educational experience.
- B. All parts of PWSCCSA shall serve all students equally regardless of age, race, creed, sex, appearance, handicap, social status, economic background, political affiliation, sexual preference, lifestyle, or national origin.

ARTICLE II: MEMBERSHIP

All full-time and part-time students who pay their prescribed activity fee (See. ART. IV) shall be members of PWSCCSA.

ARTICLE III: STUDENT EXECUTIVE COUNCIL

This organization shall be governed by a Student Executive Council comprised of four officers and a maximum of four representatives. The Student Executive Council shall meet at least one time per month during the fall and spring semesters. Special Student Executive Council meetings may be called by the Student Executive Council President or by petition of a majority of the Student Executive Council or at least 5% of the total number of enrolled students.

ARTICLE IV: ACTIVITY FEE

The activity fee for members of PWSCCSA shall be calculated as follows:

Students taking: 1-12 credits.....\$2.00 per credit
13 or more credits – no additional charge

ARTICLE V: ADVISOR TO THE STUDENT EXECUTIVE COUNCIL

The Director of Student Services or his/her designee shall be the official advisor to the Student Executive Council.

ARTICLE VI: OFFICERS AND REPRESENTATIVES

Section 1: Qualifications

- A. ALL PWSCCSA office holders, petitioners, and candidates must be a member of PWSCCSA, have and maintain a minimum cumulative G.P.A. at PWSCC of 2.5 (on a scale of 4.0) and complete at least three credits per semester. Students wishing to fill a PWSCCSA office who do have an established G.P.A. at PWSCC will have a probationary status. After completion of the first semester, they must meet the above requirements. All officers and representatives of PWSCCSA shall be elected in the general election by a majority of the voting members. In the event a position is vacant, the council may appoint a qualified member

to that position. Officers shall hold the title of President, Vice President, Secretary, and Treasurer. The office of Secretary and Treasurer may be combined if necessary.

- 1.) All officers shall be full-time students in good standing.

In the event that no full-time student is available to fill an officer's position, a part-time student may be elected to that position. This student must be taking a minimum of six (6) credit hours.

- 2.) The representatives may be any full-time or part-time student taking at least three (3) credit hours.

- B. All credit course hour requirements are on a per semester basis. If, at any time during their term, an officer or a representative fails to meet all of the requirements of that position, they may be asked to resign by the Student Executive Council after receiving advice from the Director of Student Services.

Section 2: **President**

The President shall be the official representative of PWSCCSA. He/she shall preside over meetings of the Student Executive Council and shall have the power to establish Special committees as necessary. These special committees shall expire once their particular goals are accomplished. The President has the power to disband any committee after a majority vote of the Student Executive Council. He/she shall be an ex-officio member of any committees, clubs, or organizations recognized by PWSCCSA.

Section 3: **Vice President**

The Vice President shall perform those duties delegated to him/her by the President and shall, with the President's

approval, represent this organization in the President's absence. The Vice President shall immediately succeed to the Presidency if that position becomes vacant. A new Vice President shall be elected into any office by a majority vote of PWSCCSA. Elections shall take place within a reasonable period of time after the President has vacated the position.

Section 4: **Secretary**

The Secretary shall be responsible for the keeping of minutes and notes on this organization's affairs. He/she will be responsible for keeping and posting of Student Executive Council minutes.

Section 5: **Treasurer**

The President and/or Treasurer shall make student government records, including financial records, available to anyone who requests them, giving reasonable notice, and at reasonable times and places. The Treasurer shall maintain adequate and appropriate records and be responsible for the receipt and expenditure of funds in accordance with the directives established by the Student Executive Council. The Treasurer shall prepare an annual financial report for the last Student Executive Council meeting of each spring semester.

Section 6: **Representatives**

The representatives shall perform those duties delegated to them by the Student Executive Council. He/she shall act as committee head for any special committees formed by the President, and assist officers in governmental operations.

Section 7: **PWSCC Council Representative**

The student representative to the Prince William Sound Community College Council shall be elected by secret ballot. This position is for a one-year term.

Section 8: Terms of Office

- A. Each officer and representative shall have one full vote on the Student Executive Council. Measures shall be passed by a simple majority of the Council.
- B. Officers and representatives shall serve for one year (two semesters) terms. None of the officers shall be eligible for more than two consecutive terms as an officer.
- C. It shall be the duty of each member of the Student Executive Council to attend all meetings, if possible. It shall be the duty of each member to notify the Student Executive Council in writing, if possible, if that member intends to resign before their term of office expires. Any member of the Student Council missing three (3) consecutive meetings without a valid reason accepted by the Student Executive Council, shall be asked to resign.
- D. In any case when an officer must resign his office, an appointment to fulfill the unexpired term may be made. The appointment must be done by a majority vote of the Student Executive Council.

ARTICLE VII: ELECTIONS

- A. Elections for the following year will be held no later than the 10th week of spring semester, and no later than three (3) before the last day of classes for spring semester. It will be the responsibility of the Student Executive Council to organize this election.
- B. the Student Executive Council, with the assistance of the office of Student Services, shall be responsible for conducting all student elections. These elections procedures established by the Student Executive Council.

- C. Notification of elections specifying petition procedures and dates, time, and location of elections shall be posted throughout the campus beginning two weeks prior to the elections and running through the election period.
- D. Elections shall be held during the third or fourth week of fall semester to elect representatives for the current year. Special elections will occur whenever deemed necessary by the Student Executive Council and Student Executive Council Advisor.
- E. To file for any position on the Student Executive Council, each candidate shall be required to submit a petition concerning the signatures of ten enrolled students. Filing shall be in person at the office of student services. Petitions shall be submitted no less than three (3) days prior to the election.
- F. Secret ballots shall be used in all student elections; a write in space shall be provided for each position.

ARTICLE VIII: RECALL PROCEDURES

If at least fifty one percent (51%) of the number of students voting in the previous election petition to recall an officer or representative, a special election shall take place within thirty (30) days of receipt of such petition. The officer or representative will be removed if the majority of the voters in that election sustain that action.

ARTICLE IX: STUDENT CLUBS OR GROUPS

Any student club or group seeking recognition as a PWSCC student organization shall submit a copy of its constitution to the Student Executive Council for approval. Unless special conditions prevail, a faculty or staff member shall be required for each club or group.

ARTICLE X: AMENDMENTS

Section 1: An amendment to this constitution may be proposed by an initiative signed by at least ten percent (10%) of the enrolled students. An election regarding Amendments will be conducted as part of the annual general election. If a majority of those students voting approve the amendment, it is adopted.

Section 2: The Student Executive Council may amend this constitution by a two-thirds (2/3) vote of the Council. An Amendment to the constitution by the Council shall be referred to the student body if, within fifteen (15) days of the announcement of the Council vote, at least ten (10) percent of the student body petition for rejection of the amendment.

ARTICLE XI: **MEETINGS**

Section 1: Meetings of the Student Executive Council are to be held in accordance with ARTICLE III of this constitution.

Section 2. Times and places of Meeting shall be on a regular basis to be established by the Student Executive Council.

Section 3. All business meetings will follow the general agenda:

Order of Business:

- a) Call to Order
- b) Reading of the Minutes
- c) Treasurer's Report
- d) Committee Reports
- e) Old Business
- f) New Business
- g) Announcement

Section 4. A quorum of one member over 50% of the membership, excluding members excused for other school functions, must be present before any official meeting can be called to order.

Section 5. Minutes of all Student Executive Council meetings shall be posted no later than three (3) days after each meeting. All Student Executive Council meetings are open to the public and to all students.

Prince William Sound Community College

Student Executive Council Oath

We agree to uphold the constitution of Prince William Sound Community College Student Association to be best of our ability. We will abide by the constitution and University of Alaska rules and regulations as outline by the Board of Regents policy. We agree to use our budget authority in a fair and equitable manner in the interests of the entire student body of Prince William Sound Community College.

We will perform all our duties and responsibilities as members of the Prince William Sound Community College Student Council to the best of our abilities.

APPROVED: September 26, 2006 by vote in the PWSCC Student Council Election.