

Liberal Arts Council Constitution

Article I: Name and Purpose

The name of this organization shall be the Liberal Arts Council [hereafter referred to as LAC, the LAC, Council, or the Council]. The objectives of the Council shall be:

- A. In the spirit of interdisciplinary education, to devote itself to the furtherance of the liberal arts;
- B. To provide a means of communication and interaction between students, faculty, staff, and administration;
- C. To initiate and assist in the improvements of academic standards through the investigation and discussion of problems in curriculum, facilities, career placement, teaching excellence, and administration, and pursue actions proper and necessary to the remedy;
- D. To actively seek to enhance the quality of life with the college by promoting programs related to academics, career orientation, and social activities;
- E. To actively seek to improve students' awareness within the college and across the campus through the activities, problems, and scope of resources available within the college;
- F. To represent all departments, centers, and programs of the college.

Article II: Eligibility and Membership

- A. Membership in the Council is open to all degree-seeking students with a least a 2.5 grade point average in the College of Liberal Arts. Students falling below this grade point average will be placed on a probation period for one long semester.
- B. The Council strives to represent students from all departments, centers, and programs within the College.
- C. The Council may have up to 150 active members.
- D. Once selected, members serve until they graduate, resign or are dismissed.
- E. New members shall be selected once each long semester through an application and interview process organized by the Vice President with assistance from the Executive Board.

Article III: Attendance

- A. Members are allowed one leave of absence with consent of the Executive Board. Leave of absences are not to exceed one long semester unless otherwise approved by the Executive Board.
- B. The Executive Board will set the attendance policies for each semester.
- C. The Council will meet weekly during long semesters.
- D. Members desiring a leave from the Council must notify the Communication Director in writing no later than the application deadline for the new member applications in the given semester.
- E. Members whose status is ambiguous due to the failure to contact the Communication Director are considered to have resigned.

Article IV: Dismissal from the Council

- A. Grounds for dismissal can be either: [a] failure to meet the mandatory attendance policy or [b] failure to fulfill the duties as set forth by the Council.
- B. The Communication Director is responsible for informing: [a] individual members and [b] the Executive Leadership when a member's absences make them subject to dismissal.

- C. Members subject to dismissal are entitled to a review session with the Executive Leadership before it votes. The Communication Director schedules a review session in a timely fashion.
 - a. If, after good faith efforts by the Communication Director, a member fails to schedule a required review, the vote of dismissal may proceed without a review session.
 - b. A dismissed member has one week to appeal the decision in writing to the Executive Leadership.
- D. The Executive Board, upon petition of the respective committee chair, has the power to remove any member who fails to meet substantive committee requirements.

Article V: Executive Board

The Executive Board consists of the following four Liberal Arts Council offices that are elected directly by the general assembly: President, Vice President, Financial Director, Communication Director and Program Director.

- I. Offices unless otherwise stated, have one vote in the Executive Board, Executive Leadership, and the Council meetings.
- II. The Executive Board shall appoint all committee chairs.
- III. The Executive Board shall have the power to create and appoint ad-hoc committees as necessary.
- IV. Officers serve one-year terms and may be reelected.
- V. Officers may serve only one office at any time.
- VI. Officers may be subject to dismissal from office after written request has been submitted to the Executive Leadership. After one-week consideration period, officers may be dismissed from office by a two-thirds majority of the Council.
- VII. If for any reason the office of President becomes vacant, the Vice President will fill it.
- VIII. If for any reason the offices of Vice President, Financial Director, Communication Director, or Program Director become vacant a special election will be held to fill the position.
- IX. The Executive Board shall appoint committee chairs no later than three weeks after they are elected to office.
- X. The Executive Board shall meet weekly to discuss Council affairs.
- XI. The Council may veto any decision made by the Executive Board by a vote of two-thirds majority of the Council members.

The duties of the Executive Board offices shall be:

A. President

- a. Shall be the administrative head of the Council.
- b. Presides over Council, Executive Board, and Executive Leadership meetings.
- c. Represents the Council a functions of the Senate of College Councils.
- d. Represents LAC to the college and university administration.
- e. Be the event of a tie vote by the Executive Leadership, the President has tie-breaking ability
- f. Has the power, with conference of the Executive Leadership, to cancel regular general assembly meetings.
- g. Has the power to call special meetings of both the general assembly and Executive Leadership.
- h. Is the chief spokesperson of the Council to other outside bodies.

B. Vice President

- a. Shall preside over the Council, Executive Board, and Executive Leadership meetings in the absence of the President.
 - b. Assists the President in the administration of his/her office.
 - c. Assumes the responsibilities of the Council ombudsperson.
 - d. Oversees the new member process.
 - e. Has the power, with conference of the President, to call and preside over meetings with the Committee Chairs.
 - f. Responsible for collecting any reports submitted by chairs and officers.
 - g. Serves on the Representatives Committee of the Senate of College Councils and reports the activities of Senate to the Council.
 - h. Shall perform any other duties as assigned by the President.
- C. Financial Director
- a. Disburses funds for Council activities.
 - b. Director fundraising efforts.
 - c. Maintains records of the Council's financial activities.
 - d. Represents the Council at functions of the Senate of College Councils.
 - e. Provides budget reports for the Council by the second general assembly meeting of each long semester.
 - f. Shall perform any other duties as assigned by the President.
- D. Communication Director
- a. Takes minutes of the Council and Executive Leadership meetings;
 - b. Maintains records of membership; including attendance, update contact information and other information deemed necessary for Council records;
 - c. Documents all Council events via photographs, slideshows, scrapbooks, website, Blackboard or any other medium at the discretion of the Executive Board;
 - d. Supervises the publicity of Council events;
 - e. Shall perform any other duties as assigned by the President.
- E. Program Director
- a. Facilitate all external events for the Council;
 - b. Insure all logistical aspects of programming are completed including but not limited to: room reservations, food orders, speaker/guest confirmation;
 - c. Insure each committee of the Council implements one event for the college a semester;
 - d. Coordinates with each committee one large-scale (University-wide or multi-Council/College) event each long semester.
 - e. Shall perform any other duties as assigned by the President.

Article VI: Executive Leadership

- A. The Executive Leadership of the Council shall be composed of the elected Executive Board, as described in Article V, and all appointed Committee Chairs.
- B. All members of the Executive Leadership have one vote in both the Executive Leadership and general assembly meetings.

- C. Committee Chairs may be removed by two-thirds vote of the Executive Leadership, excluding the officer under review and majority vote of his/her committee.
- D. The Executive Leadership has the power to declare Council functions mandatory.
- E. The Executive Leadership must create a calendar for each semester to be distributed to the Council no later than the first meeting after new members are selected. The Executive Leadership reserves the right to change the calendar.
- F. Any Council member has the ability to present an issue to the Executive Leadership to be included in a meeting of the Council and/or for a Council vote.
- G. The Council may veto any decision made by the Executive Leadership by a two-thirds majority.
- H. Committee Chairs are responsible for planning and executing committee activities and delegation of committee responsibilities.

Article VII: Elections

- A. Elections will be held during a designated general assembly meeting each spring.
- B. At the meeting preceding the election, the presiding officer accepts nominations from the general assembly:
 - a. Each nomination requires a confirmation of the person nominated.
 - b. Nominations will be selected in the following order: President, Vice President, Financial Director, Communication Director and Program Director.
 - c. Members can submit nominations to the presiding officer until the time of the election.
- C. Members who wish to vote but are unable to attend the election must notify the presiding officer prior to the elections and request an absentee ballot. Absentee ballots must be submitted to the presiding officer prior to the elections.
- D. After the election meeting, candidates meet with the presiding officer to draw for speaking order.
 - a. The presiding officer will determine time allotment for speeches and questions.
 - b. During a candidates' speech, other candidates for the same position must remain outside the room.
 - c. After the last candidates speaks for each respective position, members vote.
 - i. Ballots will be immediately counted after all representative have voted for the respective office.
 - ii. The votes will be counted by two graduating seniors whom have forfeited their right to vote and the Council's staff advisor.
 - d. In the case in which two candidates receive an equal number of votes in a race with more than two candidates, the two candidates receiving the most votes will participate in a runoff election.
 - e. All ties are broken by a majority vote of the Executive Leadership.
 - f. Losing candidates may declare themselves candidates for other offices and normal election procedures follow.
 - g. Voting is only open to active Council members.

Article VIII: Standing Committees

- A. Standing Committees may be created or repealed by two-thirds majority of active membership.
- B. Each active Council member is required to be a member of a standing committee.
 - a. The Executive board shall determine the standing committee for each academic year.
 - b. The members of the Executive Board cannot serve on a standing committee.
 - c. The Executive Board, with consultation of the Committee Chairs, determines the standing committee membership.

Article IX: Ad-hoc Committees

- A. The Executive Board will form ad-hoc committees when deemed necessary.
- B. All ad-hoc committee chairs must attend the Executive Committee meetings.

Article X: Representation of Organizations

- A. Organizations wishing to be represented by the Council must submit a petition, as designed by the Executive Board, for membership to the Executive Leadership for approval. Once approved, the decision to admit the petitioning organization must be ratified by two-thirds vote of the Executive Leadership.
- B. Each member organization must:
 - a. Be registered at the Student Activities and leadership Development office as a student organization; and
 - b. Be recognized by the College of Liberal Arts as a Liberal Arts organization.
- C. Member organizations will provide one individual to serve as their organizational representative.
- D. Organizational representatives are subject to the same member requirements and dismissal procedures as selected members.
- E. Once an organization's membership to the Council is approved, it may fail to represent itself at Council meetings for two years without reapplying for membership. After two years the organization must reapply for membership in the Council.

Article XI: Endorsements

The Liberal Arts Council makes no endorsements in any University, local or national political race.

Article XII: Amendments

- A. The approval of two-thirds majority of the Council is required to amend the Constitution.
- B. Amendments approved by the Council will be implemented immediately.
- C. A proposed amendment must be distributed to all active members one week prior to voting on the proposed amendment.

Article XIII: Bylaws

- A. The Council may adopt and amend bylaws, not in conflict with this Constitution, by giving three days prior notice followed by a majority vote.
- B. Amendments to the bylaws will be effective immediately upon ratification unless otherwise specified.

Article XV: Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Council in all cases to which they're applicable.