

HENRY FORD COLLEGE
STUDENT COUNCIL CONSTITUTION



BOARD OF TRUSTEES APPROVED

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HENRY FORD COMMUNITY COLLEGE
Student Council Constitution

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PROLOGUE

The following is the Constitution of the Student Council of Henry Ford Community College (hereinafter referred to as HFCC). This Constitution is approved and exists by the authority of the HFCC Board of Trustees.

Article I **Name**
The official name of this organization shall be the Student Council of HFCC.

Article II **Purpose**
The purpose of the Student Council shall be:

- A. To enhance the quality of student life through effective representation of the HFCC student body.
- B. To provide an organized means of expression for HFCC students.
- C. To represent the students' perspective on various College committees as they pertain to students' interests, e.g. to met with the Instructional Assessment Committee.

Article III **Rules of Order**
Robert's Rules of Order (Newly Revised) shall govern all formal meetings of the Student Council.

Article IV **Responsibilities of the Student Council**

- A. To organize any committees it deems necessary for the proper functioning of the Student Council itself.
- B. To assist in the publicizing of College activities and services as they pertain to students.
- C. To submit an annual activities report to the College President or his/her designee at the end of each academic year.
- D. To maintain written minutes of meetings and keep them on file.
- E. To work with and coordinate with the VP/Dean of Student Services or his/her designee (hereinafter referred to as the Student Council Advisor).
- F. To review the Student Council Constitution periodically, but no longer than at a three-year interval.

Article V

Membership

- A. The Student Council shall have a minimum of five and a maximum of eleven members who will be elected at large by the HFCC student body.
- B. The members of the Student Council shall elect officers from the pool of elected Student Council members. There will be five officers:
 - 1. A Chair
 - 2. A Vice Chair
 - 3. A Secretary
 - 4. A Treasurer
 - 5. A Communications Liaison
- C. Members must make reasonable academic progress. The Student Council Advisory Board will review the academic progress of each member by semester. Members must maintain a 2.50 cumulative average, must complete a minimum of six credit hours per semester with grades of A, B, C, or D, and must not drop below six credit hours in any one semester. The Student Council Advisory Board may consider additional variables to determine reasonable academic progress.
- D. Term of office is limited to four consecutive semesters (equivalent to two years) of service on the Student Council.

Article VI

Candidacy Qualifications

- A. Candidates for the Student Council shall be registered for a minimum of six credit hours in each semester while serving on the Student Council.
- B. A candidate cannot be a member of the College Board of Trustees, the College Alumni Association Board, the College Foundation Board, the Student Newspaper Board, or the College student newspaper, the MIRROR NEWS.
- C. A candidate must carry a cumulative GPA of 2.50.
- D. Candidates must have the approval of the Student Council Advisory Board.

Article VII

Vacancies

- A. If the Chair should vacate his or her office, the Vice Chair shall assume the duties of the Chair until the next Fall election. The vacancy of the Vice Chair shall be filled by an election of the Student Council.

- B. In the event that the Student Council membership falls below the requisite minimum five members, the Student Council, in coordination with the Student Council Advisor, shall solicit applications from the student body, review qualifications, and conduct interviews with the candidates. The Student Council shall elect the candidates by a majority vote to bring the Student Council back to the minimum number of five members.

Article VIII

Meetings and Quorum of the Student Council

- C. The Student Council shall meet no less than once per month, with the exception of the Spring and Summer terms (usually May, June, July, and August). The days, times, and places of such meetings shall be determined by consensus of the entire membership of the Student Council. All meetings must be open to all students, faculty, administrators, and staff, as well as any other concerned members of the College community.
- D. A quorum is a majority of the Student Council Members.

Article IX

Removal from The Student Council

- A. Any member of the Student Council who is found to be in violation of the HFCC Student Code of Conduct shall be removed from office.
- B. Two unexcused absences from Student Council meetings shall constitute removal from office. Excused absences must be approved by the Student Council Advisor.
- C. Any member of the Student Council who is found in violation of the Constitution, bylaws, and/or operating policies of the Student Council may be removed from office by a two-thirds majority vote of the Student Council.
- D. Any member who is found guilty of, or who pleads guilty or nolo contendere to any felony criminal offense shall be removed from office.
- E. Any member who is found guilty of, or who pleads guilty or nolo contendere to any misdemeanor may be removed from office as determined by the Vice President/Dean of Student Services or his/her designee.

- F. Any member who withdraws from the College either voluntarily or involuntarily shall be removed from office.
- G. Any removal of a Student Council member will be communicated in writing to the appropriate parties by the Student Council Advisor.
- H. Article IX is subservient to all requirements in Article VI.

Article X

Due Process

A member of the Student Council is guaranteed the following rights before removal from office:

- A. The student must be notified in writing of the charges against him/her by the Chair of the Student Council and the Student Council Advisor, or, in the event that the charges are against the Chair, the Vice Chair and the Student Council Advisor will notify the student.
- B. The student shall be granted, at his/her request, a hearing before the Student Council Advisory Board. (See Article XI)
- C. Prior to the hearing, the student shall be entitled to written notification of the time and place of the hearing and written notification of names of witnesses who are directly responsible for having reported the alleged violation, or, if there are no such witnesses, written notification of how the alleged violation came to the attention of the Student Council.
- D. The student shall be entitled to present a defense to the Student Council Advisory Board and to call witnesses.
- E. The student shall be entitled to be accompanied by counsel. Counsel shall be a member of the faculty, staff, or Student Council. Counsel may advise the student but may not personally examine or cross-examine witnesses or present the case for the student.
- F. The student is entitled to refuse to answer questions. He/she is also entitled to an expeditious hearing of the case, i.e., the time between the issuance of the charges and the hearing will not exceed ten working days.

- G. A majority vote of the Student Council Advisory Board is required to rescind a removal decision of the Student Council. (See Article XI)
- H. The decision of the Student Council Advisory Board is final.
- I. The due process provisions of this Article do not apply to a removal based on Article VI.

Article XI

Student Council Advisory Board

- A. The purpose of the Student Council Advisory Board shall be:
 - 1. To foster an open-door policy between the Student Council and other College organizations and committees.
 - 2. To assist in the resolution of problems occurring on the Student Council or problems the Student Body has with the Council.
 - 3. To direct the members of the Student Council through appropriate channels at the College for implementing activities and programs.
 - 4. To serve as an appellate body for the Student Council to uphold or reverse impeachment decisions of the Student Council.
 - 5. To supervise the elections for membership on the Student Council.
 - 6. To review the qualifications and credentials of the candidates for election to the Student Council and approve student applicants as candidates for election to the Student Council according to the provisions in Article VI, A, B, and C.

- B. Membership on the Student Council Advisory Board
 - 1. The President's Task Force shall be the charter Student Council Advisory Board. It will serve until the establishment of the Student Council Advisory Board according to the provisions of this constitution.

2. The Advisory Board shall consist of seven members - three students, three faculty members, and one administrator. The faculty members will be appointed by the College Senate, the administrator will be appointed by the President, and the student members will be appointed by the faculty members and the administrator serving on the Student Council Advisory Board.
 3. Members of the Student Council Advisory Board cannot be members of the MIRROR NEWS, the Student Newspaper Board, the Alumni Association Board, the Foundation Board, or the Board of Trustees.
 4. Student members of the Student Council Advisory Board are term limited to six semesters (equivalent of three years) of service. They cannot serve on the Student Council and the Student Council Advisory Board at the same time.
- C. The Student Council Advisory Board shall meet at least once per semester. The meetings will be called by the administrator.
 - D. Other meetings of the Student Council Advisory Board shall be held as often as deemed necessary or desirable.

Article XII

Election Procedures

- B. Elections for non-incumbent membership on the Student Council shall be conducted each Fall semester.
- C. The Student Council Advisory Board will be the Election Committee.
- D. All students, excluding incumbents, interested in a position on the Student Council must submit their application to the Student Council Advisory Board.
- E. The Student Council Advisory Board shall be responsible for conducting the election.
- F. Election procedures shall be approved by the President or his/her designee. Election procedures will be communicated to the President three months in advance of the election day.

- G. Election procedures will be communicated to the College community, and specifically to the candidates, sixty days in advance of the election day.

(Elections must be open for a reasonable number of days and hours to permit the day and evening students, the opportunity to vote without the need to visit the campus on a day they do not have classes.)

Article XIII

Amendments

- A. The constitution may be amended by a two-thirds majority vote of the Student Council provided that the proposed amendment has been submitted to the Student Council, the Student Council Advisory Board, and the Student Council Advisor at least two months prior to voting on the proposed amendment and has been submitted to the general College community through hearings at least one month prior to the vote by the Student Council.
- B. This constitution and any subsequent constitutions and/or bylaws shall be submitted to the Board of Trustees of HFCC for approval.

Article XIV

Suspension of the Constitution

The President of the College may suspend the Student Council Constitution when, in his/her judgment, the Student Council is not following the spirit or the dictates of the Student Council Constitution.

Article XIV

Budgeting and Purchasing

- A. Amount
 - 1. At the end of each academic year, the outgoing council will make a written recommendation to the Vice President of Student Affairs-Student Services as to the proposed amount for the following year's budget.

2. The Vice President of Student Affairs-Student Services is obliged to consider the recommendations of the Student Council, but has the ultimate authority to set the yearly budget.
- B. Capital Allocation Procedures - If the total cost of the purchase is more than \$50, it will be considered a capital transaction. In order for funds to be distributed from the Student Council budget, the following process must occur:
1. The proposed purchase must be introduced for discussion as a formal agenda item at a publicly scheduled student council meeting
 2. The purchase must be approved by a simple majority vote by the standing Student Council
 3. The purchase must then be approved and appropriate requisition forms signed by the faculty advisor(s)
 4. Funds will then be distributed in the form of an official college check to the appointed representative for completing the transaction
 5. Following the purchase, a verbal report along with submission of original receipts will be required at the next public council meeting.
- C. Petty Cash Allocation Procedures - If the total cost of the purchase is \$50 or less, it will be considered a petty cash transaction. In order for funds to be distributed from the Student Council budget, the following process must occur:
1. The proposed purchase must be communicated to all council members either verbally or in writing.
 2. The purchase must be approved by the faculty advisor(s) either verbally or in writing.
 3. The purchase must be made with personal funds, either the council member or faculty advisor.
 4. Following the purchase, a memo seeking reimbursement, along with an original receipt, must be submitted and signed by the faculty advisor(s).