

# Constitution of the Student Organization Council

## **ARTICLE I NAME AND PURPOSE OF THE ORGANIZATION**

Section 1 The name of the organization shall be Student Organization Council (SOC)

Section 2 Student Organizations Council is committed to building a stronger campus community and providing students with opportunities to grow personally, professionally, and creatively. The Student Organizations Council shall

- a. Provide various leadership opportunities and training conferences and workshops.
- b. Encourage communication and collaboration among student organizations.
- c. Develop partnerships with various departments on campus

Section 3 This organization is recognized by Columbia College Chicago and adheres to all regulations as set forth by Student Organizations and Leadership office and Columbia College's Student Code of Conduct.

## **ARTICLE II ORGANIZATION STRUCTURE**

Section 1 The Student Organization Council shall consist of Executive Board Members and SOC Representatives and SOC Committee Members.

- a. SOC Executive Board members are Student Organization Council members who have been elected by a majority and have agreed to accept the greater responsibility of their elected position or appointed by SOC chair as outlined in Article V.
- b. SOC Representatives are officers, elected or appointed, from the individual student organizations. All SOC Representatives are voting members of the Student Organization Council and shall be the liaison between their organization and SOC by attending the mandatory monthly meeting.
- c. SOC Committee Members are independent students or SOC Representatives that have volunteered to take on additional responsibilities outside of their organization for the SOC as a whole.

Section 2 The Coordinator of Student Organizations shall serve as the official staff advisor to the Student Organizations Council. The Director of Student Organizations and Leadership shall serve in the Coordinators absence.

## **ARTICLE III SOC EXECUTIVE BOARD AND ADVISOR DUTIES AND RESPONSIBILITIES**

Section 1 The Executive Board of the Student Organization Council shall be composed of The SOC Chair, SOC Community Director and SOC Finance Director.

Section 2

**General responsibilities of the Student Organization Council Executive Board:**

- a. Attend weekly SOC Executive Board meetings.
- b. Schedule and hold regular office hours determined by class schedules.
- c. Offer assistance in proposal writing, event planning, and any other organizational needs.
- d. Plan one college wide event per semester for social and educational purposes.
- e. Shall participate in mentoring groups in crisis.
- f. Shall identify and train future successors.
- g. Shall revise and update Student Organization Council policies, procedures and documents.
- h. Shall send out necessary announcements regarding SOC related information.
- i. Shall attend the Finance Hearings and help review organization proposals.
- j. Shall fulfill any further obligations and duties that may be assigned by the Student Organization Council or Office of Student Activities and Leadership.

Section 3

**Duties and Responsibilities of the SOC Chairperson:**

- a. Shall preside over the Student Organization body at large.
- b. Shall preside over all official Student Organizations Council meetings
- c. Shall have the power to call special SOC meetings as needed.
- d. Shall act as the official spokesperson on College Council as well as committees designated by the college.
- e. Oversee SOC Executive board elections

Section 4

**Duties and Responsibilities of the SOC Community Director:**

- a. Shall plan programs and events that encourage collaboration between organizations within and outside of the Student Organization Council.
- b. Shall plan an annual community service event or fair.
- c. Shall provide organizations with information and resources for civic engagement and volunteer opportunities in the Chicago community.
- d. Shall assist SOC Chair in Student Organization Council initiatives.
- e. Shall record and distribute SOC monthly meeting minutes and attendance.
- f. Shall oversee monthly report process
- g. Shall communicate and record SOC meeting attendance.
- h. Shall be the administrator for SOC social media accounts.
- i. Submit and review all Xerox requests.

Section 5

**Duties and Responsibilities of the SOC Finance Director:**

- a. Shall oversee Finance Hearings
- b. Shall schedule committee meetings and work with SOC representatives on proposal related issues.
- c. Shall chair Finance Hearings meetings
- d. Shall review all Student Organization Proposals
- e. Shall contact organizations when approved or denied funding.
- f. Shall maintain budget based on funding received.

Section 6 Duties of the SOC Advisor.

- a. Shall serve as a resource to the SOC Executive Board.
- b. Shall attend all finance Hearing meetings
- c. Shall attend all SOC Monthly meetings.
- d. Shall work with Executive Board Members on SOC initiatives.

## **ARTICLE IV COMPENSATION**

Section 1 Each SOC Executive Board Member will receive a stipend for the length of their position. The stipend amount will be determined by Student Organizations and Leadership

Section 2 In order to receive the stipend, the SOC Executive Board member must fulfill all duties as outlined by Student Organization and Leadership and in the Student Organizations Council Constitution.

Section 3 Failure to meet any duties and responsibilities will result in the following. First failure to meet expectations will result in a Verbal Warning, documented by your advisor. Second failure to meet expectations will result in a Written Warning, documented by your advisor. Third failure to meet expectations will result in a probation status, documented by your advisor. The probation status will determine next steps and any following actions of not meeting your duties and responsibilities may result in termination from your position.

## **ARTICLE V SOC EXECUTIVE BOARD QUALIFICATIONS**

Section 1 Qualifications necessary to hold an official position on the Student Organization Council are as follows:

- a. SOC Executive Board Members may not be full-time faculty or staff at Columbia College Chicago.
- b. SOC Executive Board Members shall be elected by two processes, one being an interview with the current executive board and advisor. Secondly, SOC representatives will vote on the new e-board after each individual presents why they would be effective in this role.
- c. SOC Executive Board Members shall be enrolled for a minimum of 6 credit hours per semester at Columbia College Chicago.
- d. SOC Executive Board Members shall be an active e-board member of a student organization for one full semester.
- e. SOC Executive Board Members are to maintain a minimum GPA 2.50.

## **ARTICLE VI ELECTIONS**

Section 1 Elections for Executive Board Member positions shall take place at the April SOC meeting.

- Section 2 Elections shall be announced no later than one SOC meeting prior to the Election Day.
- Section 3 Any interested candidate must submit a letter of intent and list of qualifications with their nomination form.
- Section 4 SOC Executive Board Members will be elected by two factors.
1. Majority vote of “eligible voting members” present during the Elections.
    - a. Eligible voting members include SOC Representatives or Alternate SOC Representative
    - b. Should an SOC Representative not be able to attend the Election, the Alternate SOC Representative shall vote in their place.
    - c. Each organization shall receive one vote per organization.
  2. The candidates will interview with the SOC board and SOC advisor prior to the election to ensure they are eligible.
- Section 5 If there are vacant Executive Board positions, any qualified member may be appointed by collaboration between the incoming and outgoing SOC Chair and Student Organizations and Leadership, to all duties required of the position.
- Section 6 In the event that an elected or appointed SOC Executive Board Member is unable to fulfill his/her term or is alleviated of the duties they have been assigned, there shall be a special election to fill the vacancy. Any qualified SOC member may be nominated for the vacant position.
- Section 7 Petition by two-thirds of the total number of eligible voting members shall be cause for a recall election. The petition must be submitted by an eligible voting member. After the petition has been submitted to the Student Organization Council, the outgoing SOC Chair shall have at least 48 hours before a Student Organizations Council meeting will be held to determine what action will be taken. If necessary, a special meeting shall be called by the out-going SOC Chair to serve as the recall election. At the special meeting, the recall petition will be presented to the SOC. Recall will require a majority vote of eligible voting members in attendance.

## **ARTICLE VII EXECUTIVE BOARD DISCIPLINE AND REMOVAL**

- Section 1 In the event that an Executive Board Member cannot meet the needs of their elected position:
- a. The Executive Board Member will first meet with the Coordinator for Student Organizations and Leadership to determine necessary actions. If necessary, the negligent Executive Board Member shall be placed on probationary status for a length determined by the Coordinator/Advisor.
  - b. If probationary status is prohibited, the Executive Board Member will meet with the Director of Student Organizations and Leadership. It is at the

Director's discretion to decide on an appropriate course of action, which in part may result in removal from elected position.

Section 2 An elected or appointed Executive Board Member who is deemed negligent in their duties may be petitioned for impeachment. Any organization member may draft a petition outlining the charges against the Executive Board Member(s) and will present it to the Coordinator of Student Organizations and the SOC Executive Board. The Advisor and the SOC Executive Board will consider the allegations, and an impeachment vote may be taken. Removal will require a majority vote of eligible voting members in attendance. In the event of removal, the SOC shall refer to Article VI Sections 6 and 7 to elect or appoint a new Executive Board Member.

## **ARTICLE VIII MEETINGS**

Section 1 There shall be three types of meetings:

- a. Executive Board meetings will consist of the elected or appointed Executive Board Members and the SOC Advisor. These meetings will be set weekly, based on the availability of the parties in attendance. Reviews, updates and further Student Organizations Council topics will be discussed.
- b. Council Meetings are comprised of the SOC Executive Board Members and all SOC Representatives. Meetings will be held on the first Wednesday of every month. Attendance is mandatory for all SOC Representatives or Alternate SOC Representatives.
- c. Finance Hearings are comprised of the Finance Director, SOC Chair and SOC Community Director. These meetings will be determined by the availability of the committee members and based on the need of the SOC.

## **ARTICLE IX REQUIREMENTS FOR RECOGNITION AND SOC MEMBERSHIP**

Section 1 Student Organization Recognition shall last for the duration of one academic school year (Fall-Spring). All recognized organizations must gain recognition for each new academic school year

Section 2 Any organization that is already recognized on campus and are seeking recognition for the new academic year must complete a Student Organization Recognition Packet and submit it to Student Organizations and Leadership by the 3<sup>rd</sup> Friday in April. If they fail to recognize by that date they can submit their recognition packet between the first day of classes in the Fall until the last Friday in October. The first day of classes in the Spring until the last Friday in February.

Section 3 Any student(s) seeking to start a new organization on campus must complete a Recognition Packet and submit it to Student Organizations and Leadership between the first day of classes in the Fall until the last Friday in October and between the first day of classes in the Spring and the first Friday in March.

- Section 4 Any organization that becomes inactive for more than 3 years will be considered Archived and cannot be reactivated. However, students may use the organization's information on file to gain recognition as a new student organization.
- Section 5 All newly recognized organizations are required to attend annual Student Organization Training. The Coordinator will announce training dates and times for Student Organizations. Failure to attend training will result in the organization not being recognized.
- Section 6 Membership in student organizations shall not be denied to any student of Columbia College Chicago on the basis of sexual orientation, creed, religion, political affiliation, physical disability, race, or age.
- (See Student Organizations and Leadership Handbook for additional information)
- Section 7 Student Organization Requirements
- a. Each organization's SOC Representative/Alternate is required to attend all regularly scheduled SOC Monthly Meetings. If an SOC rep misses more than one meeting, it will result in suspension of funding for that organization for the remainder of the semester. Representatives must be present for at least 75% of the total meeting time to count for attendance.
  - b. Each organization shall submit a monthly report.
  - c. Each organization shall be assigned a loop@colum.edu e-mail address. This e-mail address will be used in all communication with the student organizations
  - d. All general members must maintain at least a 2.0 GPA
- Section 8 Student Organizations shall adhere to all the rules and regulations set forth by the Student Organization Council. If the rules and regulations are broken and/or abused, the Executive Board Members shall contact that organization and inform them of their behavior(s) and assign an appropriate sanction.

(See the Student Organizations and Leadership Handbook for additional guidelines)

## **ARTICLE XI ORGANIZATION ADVISOR ROLES AND RESPONSIBILITIES**

- Section 1 Organization Advisors shall serve in a voluntary capacity as a beneficial resource through interest, expertise or experience to the student organization.
- Section 2 Organization Advisors should be full or part-time faculty or staff at Columbia College Chicago.
- Section 3 Graduate or undergraduate students who are full or part-time faculty or staff cannot serve as organization advisors.
- Section 4 Organization Advisors shall advise no more than two organizations during an academic year.

- Section 5                    Advisor Responsibilities:
- a. Advise organization(s) regarding programming, usage of facilities, budget operation, fiscal responsibilities and other policies and procedures.
  - b. Be aware of and involved in the planning of student organization's major activities.
  - c. Attend major organization events such as conference travel, concerts, workshops, etc.
  - d. Be available for questions and consultation with the student organization and Student Organizations and Leadership.
  - e. Review and approve all Student Organization Proposals and paperwork before they are presented to SOC.
- Section 7                    The Student Organizations and Leadership Staff may initiate a change of an advisor for reasons such as incompatibility or failure to fulfill responsibilities.
- Section 8                    An advisor's decision to resign must be submitted in writing to Student Organizations and Leadership and to the organization they were responsible for.
- Section 9                    If an organization is having trouble finding an advisor; they must seek the assistance of SOC or Student Organizations and Leadership.

## **ARTICLE XII      FINANCES**

- Section 1                    Student Organization Funding
- a. All organizations recognized through the SOC will be eligible to receive funding.
  - b. SOC & Student Organizations and Leadership will maintain all student organization accounts through Columbia College Chicago.
  - c. Student Organizations are strictly prohibited from opening and maintaining outside accounts. Organizations that open and maintain outside accounts will be suspended.
  - d. To request funding from SOC and obtain access to its budget, a student must fill out a Student Organization Proposal.
  - e. Organizations may not use organization funds to pay for services from organization members or family unless services are performed by a legitimate business or service. Proper documentation must be included in the request.
  - f. In order to attend a professional development opportunity (see Student Organizations and Leadership Handbook for additional information), 30% of the total cost must be contributed by the Student Organization in order to request additional funding.
  - g. All items purchased by a Student Organization with SOC funding will become the property of the Student Organizations and Leadership.
  - h. SOC will only allocate funding for food items when the student organization is hosting an Open House (see Student Organizations and Leadership Handbook for additional information) or hosting an event where food is an integral part

and there is an educational context to serving and providing food. The annual allocation cannot exceed \$300.00 per academic year.

Section 3 Fundraising

- a. SOC and Student Organizations and Leadership must approve all fundraising efforts.
- b. All organizations are encouraged to fundraise throughout the year.
- c. When a Student Organization is recognized, their fundraised dollars will “roll-over” and be available for use during the upcoming academic year.
- d. If an organization becomes archived they will lose their fundraised dollars, and it will go into the general SOC fundraising account.

**ARTICLE XIV SANCTION AND POLICY**

Section 1 All student organization members must adhere to the rules set forth in Columbia College Chicago’s Student Handbook.

Section 2 Organizations must adhere to all Student Organization Council guidelines listed in this Constitution and the Student Organization Handbook.

Section 3 Penalties for failure to follow College or SOC policy may include:

- a. Verbal and/or Written Warning
- b. Probation
- c. Suspension of Funding.
- d. Loss of Privileges for Student Organization or Members.
- e. Suspension of Recognition.
- f. Termination of Recognition.

**ARTICLE XV AMENDING THIS CONSTITUTION**

Section 1 Proposed constitutional amendments or changes shall be submitted in writing to the SOC at any SOC Monthly Meeting. At the following SOC Monthly Meeting the present SOC Representatives will vote upon the proposed amendment(s).

Section 2 Two-Thirds of the eligible voting members must be present at the Monthly SOC Meeting in order to pass proposed amendment(s).

Section 3 Copies of any alterations to this document must be filed with Student Activities and Leadership and given to all Student Organizations.

Section 4 Any passed amendments to this constitution must also be approved by the SOC advisor.