

Student Council Constitution

ARTICLE I: Name

The name of this organization shall be **Pennsylvania College of Art & Design** Student Council, hereinafter referred to as SC.

ARTICLE II: Purpose

To **create and implement** student involvement **and opportunities** in school functions and activities and to support the mission of **PCA&D**.

ARTICLE I: Officers

Section 1. Officers/Executive Council

The officers/Executive Council of the Organization shall consist of a President, Vice President, and Secretary-Treasurer. Officers must be **degree** students of **PCA&D**.

Section 2. Election of Officers

Officers of the Organization shall be elected every year and may not succeed themselves.

Section 3 Term of Office

The term of office of each officer of the **PCA&D** SC shall be one calendar year, commencing May 1st and ending April 30th.

Section 4. Vacancies in Offices

- a. If the President is unable to take office or complete the term of office, the Vice President shall succeed to the Presidency. The vacancy thus occurring in the office of Vice President shall be filled as prescribed in subparagraph (b) of this section.
- b. Any vacancy occurring in the office of Vice President or Secretary Treasurer shall be filled by a special election.

Section 5. Electoral Procedure of Officers

The election of the officers will take place during the **month of March** and an election must be held prior to the end of the month. Individuals who wish to stand for election may secure blank petitions from the SC advisor **or designee** beginning **the fifteenth day of March**. The individuals will then have the next five class days to secure signatures from the **degree** students of PCA&D. The **degree** students will be restricted to signing two petitions per office. After the five day period, the two individuals with the highest signature totals per office will be listed on the ballot. Write in candidates will be allowed on the ballot. Voting for the officers must occur ten class days after the end of the petition period. The individuals for each office with a simple majority vote will be elected to that office. No individual will be allowed to run for more than one office.

Any **degree** student of PCA&D in good academic standing, as defined in the **PCA&D** student handbook, can apply for election. Additionally, candidates must be academically able to fulfill their one year term.

Section 6. Special Elections for Officers

Offices will be filled by a group representative of council through a secret ballot by a simple majority vote of the group representatives.

ARTICLE IV: Duties & Powers of Officers

Section 1.

The President Shall:

- A. Be the chief officer responsible for the effective functioning of the organization and shall generally perform the duties customarily required of such officer.
- B. Preside at all meetings of the SC and shall vote only in the case of a tie.
- C. Be an ex-officio, non-voting member of all committees.
- D. Appoint ad-hoc committees as deemed necessary.
- E. Be the principal liaison with administrators, faculty, and non-instructional areas in the school.

Section 2.

The Vice President Shall:

- A. Perform the duties of the President, when the President is absent or, for any reason, unable to act.
- B. Be the temporary chairperson of all ad-hoc committees created by the President.
- C. Be responsible for all duties delegated to him/her by the President.

- D. Be the Parliamentarian of the organization and be responsible for keeping all meetings in accordance with the Constitution and By-Laws and Roberts/Rules of Order – Revised.
- E. Serve as Chairperson of the student activities committee. This committee is a standing committee.
- F. Be entitled to one (1) vote.

Section 3.

The Secretary-Treasurer shall:

- A. Be responsible for all minutes, books, and records of the proceedings of the organization.
- B. Make reports and perform other duties that ordinarily pertain to the Office of Secretary-Treasurer or that are required of him/her by the SC.
- C. Be entitled to one (1) vote.

Section 4. Removal from Office

If at anytime during an officer's term, **he/she is** not in good academic standing, they must resign from their respective position on SC.

ARTICLE V: Representatives

Section 1. Groups Represented

- 1 Representative per Fine Arts group**
- 1 Representative per Foundation group**
- 1 Representative per Graphic Design group**
- 1 Representative per Illustration group**
- 1 Representative per Photography group**

Representatives must be **degree** students of **PCA&D**. It is understood that representation will **not necessarily** be totally equal. The intent is to represent as well as communicate back to the groups.

Section 2. Voting

Each representative of the SC shall be entitled to one vote.

Section 3. Term of Office

The terms of office of each of the representatives of the **PCA&D** SC shall **be one calendar year, commencing September 15th and ending April 30th**.

Section 4. Removal from Office

If at any time during a representative's term of office, they are not in good academic standing, as per **PCA&D Student Handbook**, the representative must resign from their position on the SC.

Section 5. Elections of Representatives

Elections of the representatives will take place during the month of September. Individuals who wish to stand for election may secure a blank petition from the SC advisor **or designee** beginning on the tenth (10) class day of the Fall semester. The individual will then have the next five (5) class days to secure signatures from the PCA&D **degree** students of their group. **Degree** students will be restricted to signing two (2) petitions in their own group. After the five (5) day period, the two individuals with the highest signature totals in each group will be listed on their group ballot. Write in candidates will be allowed on the ballot. Voting for representatives must occur three days after the end of the petition period. The individual for each group with the simple majority vote will be elected to SC.

Section 6. Special Elections for Group Representatives

Representation will be filled by a PCA&D **degree** student from the group without a representative through a secret ballot by a simple majority vote.

ARTICLE VI: Meetings

Section 1. Meetings

There shall be a general meeting of the SC **every month**. The meeting shall be called by the President of the SC.

Section 2. Quorum

Any SC meeting shall be considered a quorum when there are at least 51% of all voting officers/representatives and proxies present at the meeting. Meetings are open to the **PCA&D college** community.

Section 3. Voting

A simple majority vote of the individuals present, who have an active voting role, is required for passage of all matters except those otherwise stipulated in this Constitution.

Section 4. Attendance

Attendance is to be recorded at general meetings and committee meetings for the purpose of voting.

Should an officer/representative of the SC miss two Council meetings without a satisfactory reason or a proxy, as approved by the President, he/she may be removed from office and a replacement elected, through aforementioned election procedures, to fulfill the remainder of the term of office. This policy also applies to the Committee meetings.

Section 5. Special Meetings

Should the need arise for a special meeting of the Council, the President shall notify each of the officers/representatives of the Council in writing, at least twenty-four hours prior to the beginning of the meeting.

Section 6. Meeting Protocol

All officers/representatives of the SC shall conduct themselves according to Roberts' Rules of Order during all meetings.

ARTICLE II – REMOVAL FROM OFFICE

Section 1.

Charges may be initiated against any officer/representative of the SC for failing to comply with the duties and responsibilities set forth in this Constitution.

Section 2.

Charges may be presented to the Council by any PCA&D **degree** student at any general meeting.

Section 3.

Two thirds majority vote of the total SC shall constitute removal from office.

ARTICLE VIII – AMENDMENTS

Amendments to this Constitution shall be submitted to the Executive Council and be approved by a two thirds majority vote of the total SC membership. This Constitution and subsequent amendments or revisions must be approved by the **PCA&D** President and Board of Trustees before they become effective.