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Amended April 1995
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Amended April 2007
Amended October 2007
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CONSTITUTION AND BYLAWS KANSAS STATE UNIVERSITY HUMAN ECOLOGY COLLEGE COUNCIL

ARTICLE I- NAME

The name of this organization shall be the Kansas State University Human Ecology *College* Council and hereinafter shall be referred to as the “*College* Council.”

ARTICLE II- PURPOSE

The purpose shall be to provide a forum for College of Human Ecology student concerns, to foster internal communication, to provide support and governance for the college, to serve as a cohesive force to student organizations in the college, to interpret and publicize the functions and activities for the College of Human Ecology, to provide for the development of leadership skills among students, and to sponsor programs and activities for the students.

ARTICLE III- MEMBERSHIP

Section 1. *College* Council shall compose of 4 5 executive members, 6 4 standing committee members, one representative from each interest group in the College of Human Ecology and 5**Senators.

Section 2. Any undergraduate student in the College of Human Ecology who meets the eligibility requirements established by the Student Governing Association (SGA)* is eligible to become a member by the results of SGA elections for the Human Ecology College Council.

Section 3. Each interest group within the College of Human Ecology may select a representative for College Council.

Section 4. All members shall take office May 1 and serve for one academic year.

ARTICLE IV- OFFICERS

Section 1. There will be 5 officers elected by members of the College Council. The officers shall be President, Vice President, Secretary, Treasurer, and Public Relations Coordinator. The officers shall serve as the Executive Board of the College Council.

Section 2. The duties of these officers shall be as follows:

- A. The President shall preside over meetings of the Council, shall serve as the primary representative of the Council, shall have the power to conduct the business of the

Council between regularly scheduled meetings, and shall serve on the College of Human Ecology Faculty Council and Alumni Board.

- B. The Vice President shall serve in the absence of the President, help organize student groups, and coordinate special projects of the Council. The Vice President shall coordinate the leadership development and recognition event. The Vice President shall also serve as the Academic Affairs Committee Representative and shall attend all Academic Affairs meetings and discuss changes in curricula, course descriptions, and other academia and report events at each meeting.
- C. The Secretary shall keep attendance, prepare and e-mail minutes of meetings, and conduct correspondence of the Council. The Secretary shall inform members of Council and Presidents and Advisors of Student Organizations represented on Council of absences by members that might jeopardize their positions or their funding. The Secretary shall keep an updated HE member contact list,
- D. The Treasurer shall execute financial affairs for the Council including Human Ecology Open House financial affairs, according to Human Ecology Council Funding Guidelines and shall report Council's financial standing at each meeting
- E. The Public Relations Coordinator will oversee the College Council photo display and make name tents for each College Council representative. The Public Relations Coordinator shall also represent Human Ecology students in the planning and implementation of career related activities and services offered by Career and Employment Services and/or the College of Human Ecology. These activities include, but are not limited to, the University Career Fair and the mock interviews. He/She shall publicize vacancies on the Council, solicit nominees for Council positions, and carry out voting procedures and correspond with newly elected members through the SGA process.

ARTICLE V- STANDING COMMITTEE CHAIRS

Section 1. There will be 4 Standing Committee Chairs elected by members of the Council from the students elected to the 10 open Council Positions. The 4 Standing Committee Chairs are: Student/Faculty Awards Coordinator; Open House Chair and Co-Chair.

Section 2. The duties of these Standing Committee Chairs shall be as follows:

- A. The Student/Faculty Awards Coordinator is in charge of recommending nominees to the Council for such awards as the Organization of the Month. Voting members of the Council will determine to whom the awards will be given.
- B. The Open House Chair and Co-Chair shall assume overall responsibility for planning, conducting, and evaluating College of Human Ecology activities that support the All University Open House. The Chair shall serve as the College of Human Ecology representative on the University Committee.

ARTICLE VI- MEETINGS AND ATTENDANCE

Section 1. The members of *College Council* will establish regularly scheduled meetings.

Section 2. All members of the College Council [Executive Board, Standing Committees, Interest Group Representatives, and Senators] are expected to attend scheduled meetings. Any member of the College Council who is unable to attend must submit a proxy form to the Secretary's email by 12:00 p.m. (noon) the day of the meeting. The proxy will assume responsibilities and voting privileges of the absent member. If a member is absent due to a class conflict, he or she must meet with the Executive Board prior to that semester's first Council meeting to explain situation and provide a permanent proxy. The proxy must be a Human Ecology student and may only proxy for one member per meeting.

Section 3. Elected Council members who miss three meetings without providing a proxy are subject to dismissal. Student organizational representatives who miss three meetings unexcused without providing a Human Ecology student designee will render their organization ineligible for allocations or for reimbursement of expenditures of previously allocated funding.

Section 4. A quorum of the membership of the Council shall be a majority of the members of Council who are selected.

Section 5. Human Ecology College Council meetings are open to all students and faculty in the College of Human Ecology.

ARTICLE VII- ELECTIONS AND APPOINTMENTS

Section 1. Election of the Council members shall be held in the spring semester with all undergraduate students in the College of Human Ecology eligible to vote. Positions to be filled will be 10 open positions and 5** Senators.

Section 2. Open House committees are made up of assigned representatives from individual interest groups. If necessary, standing committee and chairpersons may select their own committee members.

Section 3. The names of the registered student organization officers shall be submitted to the College Council Secretary and Advisor following the respective elections.

Section 4. A vacancy on Student Senate shall be filled by publicizing the vacancy to the students in the College of Human Ecology. The applications will go to the Public Relations Coordinator and the appointment will be made by the Executive Board and approved by a vote of the College Council. Newly elected Senator's information must be submitted to the Speaker of Student Senate.

Section 5. A vacancy on College Council shall be filled by publicizing the vacancy to the students in the College of Human Ecology. The applications will go to the Public Relations Coordinator and the appointment will be made by the Executive Board and approved by a vote of the College Council.

Section 6. An ad hoc committee may be created to meet the temporary needs of the College Council. Membership will be determined by a vote of the College Council.

ARTICLE VIII- AMENDMENTS

Amendments to the Constitution and By-Laws require a two-thirds vote of the membership of the College Council. Proposed amendments to the Constitution must be presented in writing to the College Council one meeting prior to the voting.

ARTICLE IX- PARLIMENTARY AUTHORITY

Robert's Rules of Order shall govern the workings of the College Council.

**The number of Senators is set by the SGA Constitution