

**Rosalind Franklin University of Medicine and Science**  
**Student Council Constitution**  
**Modified 5/1/2024**

**Mission**

As the voice of the students of Rosalind Franklin University of Medicine and Science (RFUMS), the Student Council exists to advocate for the needs of our students, promote unity between the six colleges of RFUMS, and serve as a means to organize and run student events

**Article I: Purpose**

- A. Represent the student body, independently, in its interactions with the University as a whole, forming official opinions on behalf of students in response to administrative policies.
- B. Foster an environment of academic excellence by providing a forum for all students to propose changes that will maximize the educational experience.
- C. Unite and promote an alliance of student health professionals and provide a means for organizing special interest groups and organizations.
- D. Maintain RFUMS as a key contributor to the education of health care professionals and the surrounding community through the promotion of student events and activities.
- E. Sponsor and encourage educational, service, and social events by means of an established budget, emphasizing interactions among students, faculty, administration, and the community.

**Article II: Organization**

- A. Student Council shall consist of student members as described in Article III. Elected officials shall lead council:
  1. Executive Council: President, Vice President, Secretary, Treasurer, Parliamentarian, and Student Information Officer, as elected per Article IV.
  2. Student Dean Cabinet: consisting of one elected representative from each school/college at RFUMS: The Chicago Medical School, Dr. William M. Scholl College of Podiatric Medicine, College of Health Professions, School of Graduate & Postdoctoral Studies, College of Pharmacy, and College of Nursing as elected per Article IV.
    - a. The president of the ESC chairs this cabinet and sets each meeting's agenda, including but not limited to allocation of funds for travel awards, all-school event funding, new organization requests, and other issues of funding.
    - b. The ESC Treasurer is present for all votes involving funding from the Student Dean Cabinet and will serve as the tie breaking vote in the event of such a tie.
- B. The Executive Student Council and Student Dean Cabinet shall work together to accomplish the student body's goals, to maintain fair and representative opinions based on the student body's needs, and act as liaisons to administration.
- C. All Honor Council Representatives will be elected with the class officer elections
  1. As designated, Honor Council Representatives will serve either a one year or two year term, as listed below.
  2. If a representative is elected to a two year term, they will transition after year 1 to the Honor Council representative for their respective class/program without the need for another election.
  3. All Honor Council Representatives will form the Honor Council Cabinet of Student Council, and will elect an Honor Council Chair (see election procedures).

**Article III: Membership**

- A. Any student officially matriculated at RFUMS is entitled to membership in Student Council.
- B. Four types of voting members of Student Council shall be recognized:
  1. Executive Student Council and Student Dean Officers
  2. Class representatives as defined in Article III; Section D-F
  3. Representative of any officially recognized student organization or committee in good standing, as described in Article III; Section I
  4. Any individual meeting specific attendance criteria as described in Article III; Section I

- C. Each voting member as defined below shall have only one (1) vote and must be present at Student Council meetings to vote. Members may represent up to two organizations for attendance credit purposes, but may only submit one (1) vote per voting item regardless of how many student organizations they represent.
- D. A class is defined as a group of students regarded as pursuing the same degree and are expected to graduate in the same year.
- E. Class size is determined by the number of registered students confirmed by the University Registrar.
- F. Class voting rights will be determined as follows:
  - 1. For classes of 20 members or less, one (1) representative shall be a voting member.
  - 2. For classes of 21 to 60 members, two (2) representatives shall be voting members.
  - 3. For classes of 61 to 90 members, three (3) representatives shall be voting members.
  - 4. For classes of 91 to 120 members, four (4) representatives shall be voting members.
  - 5. For classes of 121 to 150 members, five (5) representatives shall be voting members.
  - 6. For classes of greater than 151 members, six (6) representatives shall be voting members
    - a. Class representative positions shall be defined as follows:
      - i. The first representative from a class shall consist of the President
      - ii. The second representative from a class shall consist of the Vice President
      - iii. The third through sixth representative from a class shall be defined as representatives for their class
  - 7. Classes must fulfill attendance requirements as per Article III; Section H.
  - 8. During the regular academic year, from August to May, classes are required to have representation at Student Council meetings, as defined by Article III; Section H, for at least one meeting per quarter.
    - a. Any class on rotation may use a delegate from the same school that has been selected by the aforementioned class officers.
    - b. When no representative is available, an email or hard copy report must be submitted to the ESC Vice President prior to each missed meeting.
- G. Class representatives must regularly hold meetings with constituents to assess their needs and disseminate pertinent Student Council information.
- H. One week prior to the September Council meeting each year, all returning classes are required to submit a document defining their method of Student Council representation according to their respective class size as per Article III. Section D.
- I. Each officially recognized student organization and class shall have one (1) representative who votes on behalf of their constituents at each meeting. This representative need not be the same person at every meeting (Article IX; Section C.1).
  - 1. Voting privileges and financial assets will be forfeited by failing to attend three (3) consecutive meetings.
  - 2. Full Attendance requires the following:
    - a. Written report of club or class activities prior to meeting
    - b. Signing In
    - c. Presence throughout the meeting and signing out
- J. Any RFUMS student may become a voting member of the Student Council by meeting the following attendance criteria:
  - 1. The student shall have attended three (3) consecutive regular meetings, one of which must be in the current school year.
  - 2. Voting status is obtained upon attendance at the third consecutive meeting.
  - 3. Proxies shall not be accepted for the establishment of voting status.
  - 4. Voting privileges will be forfeited by failing to attend three (3) consecutive meetings.
- K. Faculty Advisor membership:
  - 1. The Director of the Office of Student Life serves as the official advisor to the Executive Student Council.
  - 2. Advisor duties shall be to advise the Council on University and administrative policies.
  - 3. The Advisor does not have a vote on the council
  - 4. Executive Student Council may also use a faculty member to serve as an advisor but is not required.
    - a. If such a faculty member should be appointed, they will not have the right to vote.

#### **Article IV: Election of Executive Council Officers and Qualification Guidelines**

- A. The Student Council shall elect by majority vote an Executive Student Council consisting of a President, Vice President, Secretary, Treasurer, Parliamentarian, and Student Technology Officer.
- B. The election of Executive Council officers shall occur at the March meeting and will be presided over by the current Parliamentarian unless s/he is running for office, in which case another person will be appointed by the current Student Council.
- C. Nomination of Executive Council officers shall occur at the February meeting.
  - 1. An open call for nominations shall be made one (1) week prior to the February meeting
  - 2. Dates of elections and names of nominees shall be posted two (2) weeks prior to the election date.
  - 3. If there are no nominees for a given position at the time of the election, floor nominations will be accepted by current voting members, with the exception as noted in Article IV; Section G.1.
- D. Voting members, including the outgoing Executive Council officers, may cast ballots in the election.
  - 1. No absentee or proxy ballots will be accepted for the election of the Executive Council.
- E. Qualification Guidelines for Executive Council officers:
  - 1. Nominees for Executive Council president shall be voting members and shall have attended at least two (2) regular meetings in one (1) academic year by the time of nomination.
  - 2. Nominees for Vice President shall be voting members and have attended at least two (2) of the regular meetings in one (1) academic year by the time of nomination.
  - 3. Nominees for the Treasurer, Secretary, Parliamentarian or Student Technology Office shall have attended at least one (1) regular meeting in one (1) academic year by the time of nomination.
- F. Candidate speeches
  - 1. Candidate speeches shall be given immediately preceding the election for that office.
  - 2. Candidate speeches for Executive Council president shall not exceed ten (10) minutes. Candidate speeches for all other Executive Council positions shall not exceed five (5) minutes.
- G. The Executive Council officers will be elected in the following order: President, Vice President, Treasurer, Secretary, Parliamentarian, and Student Information Officer.
  - 1. If a candidate loses an election and wishes to be considered for another position, they shall be allowed to do so as long as they meet the qualifications of the new position.
  - 2. Should the candidate, after losing an election, choose to be considered for a new position where there are no current nominees, the position will be considered fulfilled by that person.
- H. Newly elected officers shall serve as apprentices under the current officers until the end of the defined term.
- I. Elected officers shall serve a term of one (1) Council year, June 1<sup>st</sup> to May 31<sup>st</sup>.

#### **Article V: Duties and Qualifications of Council Officers**

- A. President
  - 1. The president represents the RFUMS student body to the administration, to the faculty, and to the surrounding community.
  - 2. The president shall be the chief executive of the Council.
  - 3. The president shall appoint Ad Hoc Committees as required.
  - 4. The president shall be an ex-officio member of all committees.
  - 5. The president shall have the authority to make executive decisions with the advice of the Executive Council during the interim periods between meetings.
  - 6. The president shall have the authority to cosign all contractual obligations as determined by ESC and/or the Student Council Body.
  - 7. The President shall Chair the Board of Student Deans
  - 8. The president cannot concurrently serve as an elected class or House officer of his/her respective class.
- B. Vice President
  - 1. The vice president shall be an ex-officio member of all committees.
  - 2. The vice president shall perform the duties of the chief executive in the absence of the Council president.

3. The vice president shall appoint school committees as required.
4. The vice president shall schedule all RFUMS Student Council meetings and events
5. The vice president shall have the authority to cosign all contractual obligations as determined by ESC and/or the Student Council Body.
6. The vice president cannot concurrently serve as a class officer of his/her respective class.
7. The vice president is an active member on the Campus Life Committee.

C. Treasurer

1. The treasurer shall record all Student Council debts and credits.
2. The treasurer shall make all records available for inspection by Council members at every regular Student Council meeting.
3. The treasurer must report at regular Council meetings all liabilities and assets of the Council.
4. The treasurer shall only disperse funds upon:
  - a. An approved motion of Student Council or the Executive Committee, or
  - b. An emergency decision by the president pending Executive Council/ Student Dean approval, or
  - c. Upon reimbursement to student groups for expenditures with proper documentation, or
  - d. For transfers between student groups.
5. The treasurer cannot concurrently serve as a class officer of his/her respective class.
6. Revolving member of Student dean's cabinet when it comes to voting on money.

D. Parliamentarian

1. The parliamentarian shall oversee all class elections and shall ensure that all rules and procedures set forth herein are enforced and/or adhered to.
2. The parliamentarian shall oversee all Student Council elections (in a likewise manner) unless s/he is a candidate in her/his own right.
3. The parliamentarian shall be the leading authority on Student Council procedures during meetings, which shall govern such procedures after Robert's Rules of Order and this Constitution.
  - a. An official paper copy of the Constitution shall be provided to the parliamentarian at the beginning of his/her term by the Office of Student Life.
  - b. The parliamentarian shall chair the Constitutional Review Committee.
4. The parliamentarian shall ensure that class elections are held by the last Student Council meeting of the current year, except for the incoming classes (see Article VII).
5. The parliamentarian shall gather all organization officer information and shall be notified of any officer changes throughout the year, including newly elected officers, with the assistance of the Office of Student Development.
  - a. The parliamentarian shall oversee any club/organization officer election should they need assistance or encounter conflicts.
6. The parliamentarian cannot concurrently serve as a class officer of his/her respective class.

E. Secretary

1. The secretary shall record the minutes of the Council meetings.
2. The secretary shall be charged with the correspondence of the Council.
3. The secretary shall post notices and agendas prior to each regular meeting.
4. The secretary shall be charged with the holding and filing of all written documents pertaining to the Council and must report at regular meetings the correspondence addressed to Council.
5. The secretary shall keep attendance at each regular meeting
6. The secretary cannot concurrently serve as a class officer of his/her respective class.
7. The secretary shall maintain record of voting members and be responsible for maintaining accurate quorum numbers at each meeting

F. Student Technology Officer

1. The Student Technology Officer shall post all Student Council material on the website in the appropriate time frame.
2. The Student Technology Officer shall assist clubs/organizations with online surveys, forms, and electronic payment services.
3. The Student Technology Officer shall post one copy of the meeting minutes on Engage no later than one week after the meeting.
4. The Student Technology Officer shall serve as the student representative in all technology development meetings.
5. The Student Technology Officer shall maintain and update the Student Council Engage page and Insite.

6. The Student Information Officer shall be present at all meetings to report technological updates as needed.
7. The Student Information Officer shall have the power to cosign all checks.
8. The Student Information Officer cannot concurrently serve as a class officer of his/her respective class.

#### **Article VI: Meetings**

- A. All meetings of the Council shall be held at RFUMS whenever possible.
- B. All meetings shall be open to all students, faculty, and administrators, except when the Council votes for a closed meeting by the majority.
- C. There shall be at least one regular meeting each month unless the Executive Student Council decides to adjust the meeting schedule.
- D. A quorum must be present before Council action can occur and shall consist of a number of voting members equal to fifty-one percent (51%) of the total Council membership. However, if at least 25% of voting members are present and there are no objections by voting members, then quorum rules may be suspended when voting is required. The proposal will then be passed by Student Council by a majority vote.
- E. Any class representative may appoint a proxy from her/his constituency for any meeting. Any other voting member of the Council may choose a proxy from the student body.
  - a. Proxies will not help to establish quorum and cannot participate in Executive Student Council elections.
- F. The meetings shall be conducted according to Robert's Rules of Order, which will be made available by request.

#### **Article VII: Procedures**

- A. Class Council elections
  1. In order to hold a class election, the following requirements shall be met:
    - a. A voting quorum of 50% of the class shall cast votes. No absentee ballots or proxies shall be accepted.
      - i. Elections will be extended and lowered to 30% if 50% of the class members do not vote.
      - ii. If elections are extended once and a 30% quorum is still not reached, then a one (1)-time quorum of 25% will be the minimum requirement.
      - iii.
    - b. All positions must have a simple majority of votes cast to win the election.
      - i. Should there be a situation where one candidate does not win by a majority of the votes, the Parliamentarian shall schedule a run-off between the top two candidates running for the position in order to obtain a majority of votes cast for one of the candidates.
    - c. Election and run-off elections may be conducted electronically as long as voter confidentiality is maintained.
  2. The term for the elected class representatives shall continue through the last Student Council meeting for the current school year.
    - a. Successors will assume their responsibilities at the beginning of the new Council term (see Article IV; Section I). The following exceptions apply:
      - i. Senior class officers shall continue their term through graduation day.
  3. Class elections (with exceptions as listed below) will be held by the last Student Council meeting of the current school year.
    - a. Notice of elections shall be officially announced to all class members at least two (2) weeks prior to election day.
    - b. All nominations must be submitted to the parliamentarian one (1) week prior to election day.
    - c. Incoming classes will have elections by the October Student Council meeting of the new school year. Guidelines and election procedures as listed above will apply.
  4. Candidate speeches/ paragraphs
    - a. All candidate speeches are optional, and the opportunity to participate in candidate speeches will be assessed via the google nomination form during the nomination period
      - i. If speeches occur, they need to be completed prior to voting
      - ii. At least an ESC board member or Office of Student Life representative needs to be in attendance at each of the speech sessions

- iii. Letters of intent are mandatory and need to be submitted to the parliamentarian prior to voting
  - 5. Campaigning policy
    - a. Campaigning is limited to:
      - i. A written statement declaring why the nominee wants to run for office and how he or she might qualify
    - b. Candidate speeches if they occur as listed in VII: A:4:a
    - c. No other university resources and platforms can be utilized (i.e. social media or school email)
    - d. Failure to follow the policy will result in disqualification
  - 6. If there is a school or program without representation, they may contact the Parliamentarian to set up an election for their class.
- B. CMS Class Council Elections
1. The CMS Class Councils beginning with the current graduating CMS Class will consist of a President, Vice President, Treasurer, Secretary,, Organization of Student Representatives (OSR), ESC representatives, and Honor Council members.
    - a. President, Vice President, Treasurer, Secretary, OSR, and ESC representative's elections will follow class elections procedures as described in VII: A.
    - b. Honor Council elections will follow election procedures in Article II SubArticle C: Article VII SubArticle E/F
    - c. Organization of Student Representatives are elected to a 4 year term
    - d. House/Community Leader representatives elections will be held by CMS Student Affairs.
- C. Student Dean Cabinet Elections
1. The Student Dean Cabinet shall be elected by the last Student Council meeting and serve for one academic year, from the time of election until elections for their positions are held for the following year, with the following exception:
    - a. The College of Health Professions Student Dean shall be elected by October after the first Student Council Meeting in the Fall Quarter so that all incoming students may participate. The CHP student dean may serve until the completion of their academic program.
  2. Student Dean nomination requirements:
    - a. Candidates for CMS Student Dean must be entering their 3<sup>rd</sup> or 4<sup>th</sup> year of their program.
    - b. IPMSA president and GSA president will serve as student deans for their respective programs
    - c. Candidates for the COP Student dean must be entering their 3<sup>rd</sup> year of their program
    - d. Any CHP student may run for the position if all other requirements are met.
    - e. Candidates must have held a recognizable position of leadership (i.e. class council positions, ambassador for their respective college, E-board position for a recognized ESC club, house council positions, serving on an academic committee for their respective college)
      - i. Exception: IPMSA president will follow requirements provided by IPMSA
      - ii. Exception: GSA president will follow requirements provided by GSA
      - iii. Exception: CHP student dean
        1. Prior leadership experience is recommended
    - f. Candidates must have attended at least two (2) ESC meetings during the academic year in which they apply for Student Dean.
      - i. Exception: CHP student dean as stated above must attend the first ESC meeting of the Fall Quarter or a minimum of one (1) meeting prior to running for the position
    - g. Candidates cannot concurrently serve as his/her class council officer.
  3. Student Deans shall be elected as follows:
    - a. The Student Dean from Dr. William M. Scholl College of Podiatric Medicine shall be the elected president of the Illinois Podiatric Medical Association (IPMSA), as long as he/she is elected by all classes of Scholl College.
    - b. The Student Dean from the School of Graduate & Postdoctoral Studies shall be the elected president of the Graduate Student Association (GSA), as long as he/she is elected by all students of SGPDS.
    - c. The Student Deans from the College of Health Professions (CHP), College of Pharmacy, the Chicago Medical School (CMS), and College of Nursing (CON) shall be elected per Article VII, Section A.

- i. The election shall be open to only those students currently enrolled in CHP, COP CMS, and CON, respectively.
4. Each Student Dean will serve as a representative for their respective college and will assume the following functions:
  - a. Serve as student representatives on committee and at administrative executive meetings, reporting relevant student information to the Council.
  - b. Advise Executive Council on university-wide student issues
  - c. Act as advisors to review funding for new student organizations.
  - d. Make recommendations to Executive Council on non-traditional funding (i.e. Travel Awards and All School Events) for student organizations.

e. Assume other roles as assigned by the Executive Student Council.

D. Honor Council Elections

1. All Honor Council Representatives will be elected with the class officer elections.
2. As designated, Honor Council Representatives will serve terms, as listed below.
  - i. CMS: 2 years
  - ii. Podiatry: 2 years
  - iii. Pharmacy: 3 years
  - iv. SGPS: 3 years
  - v. Physical Therapy: 1 year
  - vi. Physician Assistant: 1 year
  - vii. Pathologists' Assistant: 1 year
  - viii. Biomedical Sciences: 1 year
  - ix. Psychology (Clinical Counseling): 2 years
  - x. Psychology (PhD): 1 year
  - xi. Nursing: 1 year
3. Each April, two co-presidents of the Honor Council will be elected to be the primary contact for the Honor Council.
  - a. The two co-presidents must meet the requirement to serve for the entire calendar year in accordance with the designated terms listed above.
4. Election of the honor council co-presidents will occur by a majority vote with at least two-thirds of all the Honor Council Representatives present.
5. If election is not successful for a particular position, then the position will remain unfilled.
6. Fall Honor Council elections are to be concluded by September 30<sup>th</sup>. Summer Honor Council elections are to be concluded by July 30<sup>th</sup>.

E. Role of the Honor Council:

1. Judiciary:
  - a. The University Honor Council serves as student representatives within the Student Conduct Policies and any hearings that occur within this policy and act as voting members as part of the Student Affairs Judiciary Committee Hearing Board. When a violation occurs, the Division of Student Success and Wellness will notify the appropriate Honor Council Representatives of their role in a new confidential case on campus.
2. Honor Council will also seek to encourage classmates/students to the proper method to report potential policy violations to the Division of Student Success and Wellness for investigation.
3. Policy Review and Reform
  - a. Honor Council fulfills the role on New and Existing University Policy Review in conjunction with policy mandates.
4. Representation
  - a. Honor Council Representatives include:
    - i. CMS: 2 first year, 2 second year students
    - ii. Podiatry: 1 first year, 1 second year student
    - iii. Pharmacy: 1 first year, 1 second year, 1 third year student
    - iv. SGPS: 1 student
    - v. Physical Therapy: 1 student
    - vi. Physician Assistant: 1 student
    - vii. Pathologists' Assistant: 1 student
    - viii. Biomedical Sciences: 1 student
    - ix. Psychology (Clinical Counseling): 1 student
    - x. Psychology (PhD): 1 student
    - xi. Nursing: 1 student
  - b. If a case arises for a program that does not have representation from the above list, the Honor Council chair will appoint an At Large Representative from the Honor Council from the School of the associated case to serve as the student representative.

- c. If a case arises that involves students from multiple schools, the Honor Council Chair will appoint at Large Representatives from Honor Council to the case that represent the Schools/Programs associated with the case.
    - d. If a case arises within a school and the Dean of Students determines that a student of another program is more appropriate for the pending case, he/she will notify Honor Council that at large member(s) are needed for the case.
    - e. If a case arises where an Honor Council member has a conflict of interest, they will need to recuse themselves from hearings regarding that issue.
  - 5. Two members of the Honor Council will serve as Co-chairs to EPIC, Ethics, Professionalism, and Integrity Club.
- F. Impeachment
  - 1. An Executive Council officer may be removed on grounds of misconduct, or not fulfilling his/her duties as outlined in Article V.
  - 2. Impeachment will only occur if 2/3 vote of the quorum in attendance at that Student Council meeting is in agreement.
  - 3. Following such removal, a new officer shall be elected at the next monthly meeting. No absentee ballots or proxy votes will be accepted for impeachment of a Student Council officer. The Parliamentarian shall supervise such elections.
    - a. If the Parliamentarian is being impeached the Executive Council shall appoint a Council member to supervise the election.
  - 4. A class representative may be removed for cause by 2/3 of her/his class membership. Following such removal, a new representative shall be elected within one (1) week.
    - a. The Council parliamentarian shall supervise such elections.
- G. Resignation
  - 1. In order to resign from one's elected position, the Executive Council or class officer must submit a written resignation to Student Council.
  - 2. Following resignation, a new officer shall be elected for the position either at the next meeting for replacement of an Executive Council officer or within one (1) week for replacement of a class officer.
    - a. No absentee ballots or proxies will be accepted. The parliamentarian shall supervise such elections.
    - b. If the parliamentarian resigns from his/her position, the Executive Council shall appoint a Council member to supervise the election.
- H. Leave of absence
  - 1. A LOA is defined as complete absolution of responsibilities for no longer than a four (4) week period, with responsibilities divided up between remaining officers during the LOA. The officer on LOA will resume full duties upon return.
  - 2. An officer returning from LOA must resume full duties for no less than four weeks before taking another LOA.
  - 3. An officer requiring more than two (2) LOAs in one academic year will forfeit their position. Student Council and/or the class membership should follow the same procedures as resignation (Article VII; Section C).
- I. Amendments to the ESC constitution
  - 1. Amendments shall be presented to Council members by the Constitutional Review Committee in written form stipulating the article and paragraph to be amended and containing the substance of the amendment.
  - 2. Each amendment shall and must be voted upon within the next two (2) regular meetings either to accept or defeat the amendment.
  - 3. A 2/3 vote of the Council quorum as defined is necessary to pass an amendment. No absentee ballots or proxies shall be accepted for the passing of an amendment.
- J. Dispute Resolution
  - 1. A Dispute is defined as any significant disagreement on decisions made by the Executive Student Council, Student Dean Cabinet, or Class Leadership.
  - 2. A Dispute shall be resolved by a 2/3 vote of a quorum of the appropriate body.
    - a. A Dispute involving Executive Council or Student Dean Cabinet shall be brought before the entire Student Council at the next meeting date.
    - b. A Dispute involving Class Leadership shall be first brought to the Executive Council for mediation. If the dispute cannot be satisfactorily resolved through mediation, the

Parliamentarian shall conduct a vote of the involved Class within two (2) weeks of the arbitration.

- c. Once a Dispute has been resolved per Article VII; Section K.2, all decisions are final.

#### **Article VIII: Powers and Duties of Council**

- A. Council shall select representatives to various organizations that are external to RFUMS and desire representation.
  1. External organizations are defined as those committees that are external to the Student Council, but internal to RFUMS, such as the Radiation Safety or Library Committee.
- B. All students represented by Student Council on budgetary matters shall pay an annual activities fee. The representatives of classes or their student organizations not paying this fee shall maintain voting rights on all issues with the exception of the following:
  1. Budget Committee,
  2. Allocation of funds to student organizations, or
  3. Receipt of monies.
- C. Committees
  1. The Executive Council shall solicit student representatives as requested for all RFUMS committees.
  2. Internal Council Committees shall be created by the Executive Council President. The following committees are Internal Council Committees:
    - a. Budget Committee is composed of all active student deans, current ESC board, and ESC board members-elect.
      - i. Budget Committee will act according to the Budget Policy, per Article X; Section A.
    - b. Constitutional Review Committee, to be appointed by the Executive Council Vice President, shall be a standing committee, chaired by the Executive Council Parliamentarian.
      - i. Amendments can be proposed by this committee to Student Council at any time.
      - ii. Amendments will be voted on as per Article VII. F.
      - iii. A comprehensive Triennial Constitutional Review must be performed by this committee. Proposed constitution shall be presented to the student body for review and voted on by the Council at the end of the Council year.
    - c. Campus Life Committee responsibilities
      - i. To advocate for the best on-campus facilities and structures for the students of RFUMS
      - ii. To act as a liaison between administration, the Office of Student Affairs and Inclusion, and students in regards to campus conditions
      - iii. To determine whether projects proposed by students properly represent the student body as a group
      - iv. To provide a thoroughfare by which those projects can come to completion in a timely and efficient manner
      - v. To better the state and feeling of the campus environment for all current, potential, and future students and faculty
  3. Committee rights and duties
    - a. All committee members will maintain voting rights within their committee regardless of attendance status at student council meetings. Votes may not be made by proxy.
    - b. Committees shall not receive any funding by Student Council.
    - c. Committees, student organizations, and class councils are required to submit monthly events, activities, and expense reports to the ESC secretary the Friday prior to the monthly meetings
- D. The Student Council has the authority to revoke Executive Student Council decisions by a 2/3 vote

#### **Article IX: Student Organization Rights and Duties**

- A. Student organizations
  1. Students of RFUMS may form organizations to express interest in a given field, activity, etc., in accordance with University student policies.
  2. An organization formed and registered within Student Council has Council membership rights as expressed in this document.

3. Approved student organizations have access to campus facilities, and advertising rights, as approved by Executive Council and the Office of Student Life.
  4. Approved student organizations are eligible for funding from the Student Council.
    - a. Requests for additional funding must be made via email to the ESC President and in person in presentation form (oral or PowerPoint) at an ESC meeting and approved by majority vote of Student Dean Council. The PowerPoint must be submitted to the ESC Vice President the Friday prior to the monthly meeting.
- B. Formation of new student organizations
1. Proposed student organizations must fulfill the requirements outlined by the Office of Student Life to be formally recognized.
  2. Any student organization recognized and approved by the Office of Student Life will be eligible for membership and funding from Student Council.
  3. Recognized organizations must present their mission statement, constitution, proposed events and funding request to the members at the Student Council meeting following their recognition.
  4. Recognized organizations can request funds at the next Student Council meeting following their initial presentation.
  5. The Budget Committee will determine the appropriate amount allocated to each new organization based on the advisement of the Student Council.
- C. All student organizations shall be represented at all Council meetings by one of its members.
1. A student representative from each organization must be in place and acknowledged by the Student Council via the parliamentarian by the last Student Council meeting of each academic year to provide continuity to the next year's Student Council.
    - a. This student or designated proxy shall be the organization's representative to the Student Council for the first Student Council meeting of the next school year.
    - b. This student will act as a liaison to the Student Council and may or may not be or become the permanent liaison or an official of that organization.
  2. All presently existing student organizations shall have a written statement detailing the purpose and goals of the organization and a tentative list of activities for the upcoming year, on file with the Student Council Secretary, by the first Student Council meeting of the next academic year.
    - a. Each student organization will be required to renew their charter between July 1st and August 30<sup>th</sup>.
- D. All student organizations must have a mission statement and constitution that is annually reviewed by outgoing officers. A copy of this document must be provided to Executive Council and the Office of Student Development.
- E. All student organizations must conduct a minimum of two (2) reported activities per year with university-wide advertisement. New clubs fully recognized after the December Student Council meeting shall only be required to have one (1) event for that academic year.
- F. Advertisements are defined per campus student policies, available by request.
- G. Any club not meeting any of these requirements shall be dissolved at the first Council meeting of the academic year and their funds shall be absorbed by the general fund.
- H. If a student wishes to reinstate a frozen organization, as defined in Article X; Section D, the student meet with the Director of Student Life or designee to reinstate the organization
- I. Student organization funding and viability will be reviewed by the Budget Committee as specified by Article X.
- J. Any individual student not represented by an existing organization or class wishing to conduct an event on campus may do so through the Student Council itself upon petition following all policies and regulations.

## Article X: Finance

- A. The Budget shall be organized as follows:
  - 1. All classes and organizations have an “account” within the overall RFUMS Student Council budget. Any remaining funds at the close of the academic year may roll over to the next year if all requirements established by the Office of Student Life and Student Council are met.
  - 2. The Reserve Fund will consist of funds that are newly acquired each academic year and are in excess of budgetary allocation to organizations per the Budget Committee.
- B. Budget Committee
  - 1. Purpose
    - a. To discuss and determine the funding and viability of student organizations and classes.
    - b. The Executive Council has the final decision about where certain monies can be distributed.
  - 2. Organization
    - a. The Budget Committee is comprised of the ESC President, ESC Treasurer and Student Deans as voting members.
    - b. The rest of the current ESC Board, and ESC board elect will be non-voting members
    - c. The ESC President will chair the committee.
    - d. The Committee meeting will be held during the summer before the next academic year, thus allowing for the review of criteria.
  - 3. Criteria for consideration for funding:
    - a. An End of the Year Budget Report from the student organization requesting an increase or maintenance of their budget presented to the Council Treasurer at the request of the Budget Committee.
    - b. Funding in the previous academic year.
    - c. Fundraising and membership fees.
    - d. The number of planned events carried out in the previous academic year and record of attendance at the events.
    - e. Student organization attendance at Student Council meetings.
  - 4. Any individual renewing an inactive charter, or any organization that was denied funding in the previous academic year, as defined in Article IX; Section B, can request funding at the first Student Council meeting of the following academic year.
  - 5. Student organizations may get reimbursement from the previous year's funding up until one (1) week prior to scheduled Budget Committee meeting date
  - 6. Council shall approve the proposed budget by majority vote at the first Student Council meeting of the next school year. If the budget is rejected the Budget Committee will reconvene and a new proposed budget will be voted on at the next Student Council meeting.
  - 7. Additional funds request, travel award requests and all-school event funds request policies are subject to change. Review of policies will happen on a bi-annual basis.
- C. Should a student organization have exhausted its funds and failed in an attempt to raise sufficient additional funds, it may request supplemental funds from the Student Council Reserve Fund under new business at a Student Council meeting.
  - 1. Reserve Funds shall be dispersed at the discretion of the Student Council and Student Dean Cabinet.
  - 2. Requests for supplemental funds must be submitted no later than three (3) weeks before the anticipated event to be considered for disbursement. Understand that submitting a request does not guarantee funding. See Article X.C.1.
- D. Should a student organization lose voting privileges as per Article III; Section J, the organization's finances will be frozen. Funds will remain frozen for one calendar year.
  - 1. If the organization is not reinstated by the end of the calendar year, the remaining funds will be officially dissolved.
- E. Should a student organization require an additional increase in their budget, they must approach the Student Dean Cabinet with a written proposal explaining their monetary need, outlining previous activities, attendance, and future plans.
- F. Travel Award Fund is available for individuals or student organizations wishing to send representatives to attend national conferences and events.
  - 1. This fund applies only if the individual or representative is an active participant in the conference. A proposal and application is required, explaining plans and eligibility for funds sent to the Chair of the Board of Student Deans.

2. The award may cover conference fees, travel expenses, and accommodation expenses.
  3. The maximum amount distributed and the frequency of distribution will be determined by the Budget Committee.
- G. No outside accounts shall be allowed for any student organization. All funds must come through the Student Council Treasurer.
- H. The following procedures must be met in order to access class or organization accounts:
1. The Fund & Check Request Form shall be used every time funds are to be withdrawn.
    - a. Funds will not be tendered unless a receipt or invoice of the transaction(s) is attached.
  2. The Deposit Request Form shall be used every time funds are deposited.
  3. The Inter-Account Transfer Form shall be used every time one organization wishes to transfer funds to another organization within the Student Council.