

(Draft, 9/11/03)

## By-Laws for Alemany Campus Associated Student Council

Name of Organization: Alemany Student Council

Purpose: 1. Coordinate student activities.  
2. Identify and address student needs.  
3. Inform teachers about student concerns.  
4. Provide a forum for educational issues.  
5. Build community among students.

### 1. Student Council Membership:

Each student council member shall be elected by Alemany Campus students. Each council member must be attending noncredit classes for at least 10 hours per week and in good attendance standing. Each student is entitled to one vote. Each student shall choose a campus of residence. When a student is enrolled in more than one campus, the student shall select each semester the campus that will be their voting location based upon enrollment.

### 2. Structure of the Council:

The faculty advisor, ESL coordinator, campus dean and individual faculty members will solicit volunteer 'student representatives' for student council at the beginning of each semester. Thereafter, students can join the council voluntarily at any time. Student representatives will attend the monthly meeting and report council information back to their classes. These student representatives can chose to run for an elected A.S. position.

### 3. Elections:

Any student attending Alemany Campus for at least six hours per week can vote for a student council member. Elections shall be held every year.

When vacancies occur in the elected positions, they will be filled within a 30 day period by a majority vote at a duly authorized meeting when school

is in session.

Attendance of all elected Student Council officers shall be mandatory at all scheduled planning meetings and formal council meetings. Scheduled planning meetings and formal council meetings are defined as those that occur each month with the approval of the Student Council Faculty Advisor.

#### 4. Student Council Officers:

The student council shall be made up of a President, a Vice-President, a Secretary, a Treasurer and an Associated Student Representative. Each officer will serve one year.

#### 5. Meetings:

Meeting will be held once a month or as needed. The meetings are held at 10:00 on the second Wednesday of each month.

At least 75% council members must be in attendance in order to vote. Decisions shall be made by majority vote.

Meetings shall be governed by Parliamentary Procedure.

#### 5. Faculty Advisor:

A faculty advisor will be at the student council meeting. The advisor will assist in the planning of any A.S. projects or activities. The faculty advisor is not a voting member of the AS Council.

#### 6. Council Member Duties:

- A. President: Shall: work on the meeting agenda, chair the meetings democratically, coordinate student activities, and express student concerns.
- B. Vice President: Shall: take the place of the president if he or she is not available, may attend the A.S. Executive Board meetings.
- C. Secretary: Shall: take and keep minutes of the meeting, post the

minutes on the A.S. bulletin boards, keep records of A.S. documents.

D. Treasurer: Shall maintain account records of student council finances

**Student Activities for 2003-04:**

1. Election of Student Council Officers
2. International Festival Day
3. Survey of student needs and concerns
4. Suggestions for classroom displays
4. Raise money for student council (vending machines, food sales, etc.)
5. Prepare holiday decorations: Halloween, December Festivals, and New years
6. Identifying ways of recruiting new students (newspaper, radio, handouts, posters, etc. )
7. Creating of a weekly film screening
8. Organize a Fall and Spring semester field trip
9. Help to create a space for the students to study, eat, and socialize
10. Form committees to discuss and prioritize the survey results