

**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION**

**PREAMBLE** - Inasmuch as there is strength in unity, knowledge in the aggregation of ideas through discussion, and good fellowship in the assembling of students of Chiropractic and Health Sciences, we, the students of Cleveland University - Kansas City, do, with a sincere desire for organization stability, hereby commission and establish this constitution.

**ARTICLE I - NAME**

The name of this organization will be called “THE STUDENT COUNCIL OF Cleveland University - Kansas City” and abbreviated CU-KC Stu-Co.

**ARTICLE II - PURPOSE**

The purpose of the Student Council is to represent the students individually and collectively. In more specific terms, however, we adhere to the following:

- 1) To provide personal growth and professional development for members via leadership experience.
- 2) To work with the University administration and alumni toward improving the campus community while enhancing and promoting the educational program.
- 3) To encourage and support fellowship among the entire student body in formal and informal meetings.
- 4) To provide and make available any useful and pertinent information to fellow students and staff regarding Stu-Co meetings.

The students attending Cleveland University - Kansas City, hereafter referred to as the Student Body, agree to maintain and abide by the Constitution and Laws governing the Student Council.

**ARTICLE III - MEMBERSHIP TO STUDENT BODY**

- Section 1.     **Qualifications for membership:**  
All students properly enrolled with the office of Academic Records and Support of Cleveland University - Kansas City, shall be eligible for active membership.
- Section 2.     **Active membership:**  
A Student Council Fee (SCF) of \$45.00 per enrolled student, per trimester or semester, depending on the program, is to be collected by the Business Office of Cleveland University - Kansas City. SCF is payable with tuition and is collected at the beginning of each trimester and is then credited to the account of the Student Council and its Treasury at the end of the first month of the new trimester.
- Section 3.     **Inactive membership:**  
Inactive members are those students whose names have been dropped from the official roll of the college.

Section 4. Participation:

Active members of this organization shall be required to participate in all Student Body meetings and to show their approval or disapproval of all projects by exercising their right to vote and motions.

**ARTICLE IV - MEMBERSHIP OF THE STUDENT COUNCIL**

Section 1. Membership of the Student Council is comprised of Executive Officers elected by the Student Body at large, Trimester Representatives and health sciences programs elected by their respective trimesters, programs, and representatives from student clubs.

Section 2. Voting Membership shall consist of:

- A) The duly elected Executive Officers of the Student Council.
- B) Trimester Representatives from each trimester, pre-professional students, and health sciences students.
  - i. Each representative must represent the trimester that they are currently in
  - ii. If a representative is in a transitional trimester different than the trimester they are currently representing then the representative must be re-voted in by the new trimester.
- C) One Club member from each student organization recognized by the college administration.
- D) Class and Club Representatives may send Alternates in their place. In that case the Alternate will be assumed to have full authority to transact business on behalf of the absent Class or Club Representative. Notification of an Alternate must be made to the Sergeant at Arms at the beginning of the meeting.
- E) The Health Sciences representatives shall be required to respond to email for attendance according to the following procedure:
  - I. The Sergeant at Arms emails the Health Sciences representatives two days prior to the next student council meeting with the next student council meeting's agenda attached.
  - II. The Health Sciences representative is to review the agenda and reply to the email before the meeting, stating they reviewed the agenda and they do or do not have questions. If they have questions, they are to be submitted at this time and addressed by student council.
  - III. Should there be an impending vote, the Health Sciences representative may cast their vote at this time. If the vote is not cast at this time, it may be submitted for count within 24 hours after the meeting.
  - IV. Should a Health Sciences representative wish to be present at the meeting, arrangements will be made to include them via video conference.
- F) If after notification of two absences of representation, a class or club still fails to send representation to subsequent Stu-Co meetings, that class or club will lose the ability to vote or make motions on their own behalf and lose funds for the current trimester.
- G) No one person shall represent more than two (2) organizations (classes/clubs) at any one meeting of the student council. Each representative gets one vote per club/class that they are representing. Each representative must be present and have signed attendance sheet prior to vote for their respective vote to count.
- H) In cases of 1) votes without an overwhelming majority, and 2) fund requests from clubs, paper ballots are to be utilized for the vote.

**ARTICLE V - OFFICERS OF THE STUDENT COUNCIL**

- Section 1. Titles:  
The Executive Officers of the Student Council to be elected by the Student Body shall be:
- A) President
  - B) Vice President
  - C) Treasurer
  - D) Secretary
  - E) Sergeant-at-Arms
  - F) Social Chair

These officers shall also be referred to as the Executive Committee. The order of precedence of each officer stands as written above.

- Section 2. Reimbursement:  
All Executive Officers will receive \$250.00 per trimester.

## **ARTICLE VI - DUTIES OF THE OFFICERS AND REPRESENTATIVES**

- Section 1. Duties of the **PRESIDENT** shall be:
- A) Attend and preside over all meetings of the Student Council.
  - B) Exercise the power of veto on all decisions as he/she deems necessary (2/3 vote shall override the veto).
  - C) Establish all special committees of Council.
  - D) Appoint committee Chair-persons, with approval of the council.
  - E) Vote in the Council only in case of a tie.
  - F) Request at any time a typed report from any officer, chair-person, or other representative.
  - G) Report the proceedings of the Executive committee to the Council.
  - H) Appoint student advisors and assistants at his or her discretion.
  - I) Represent the Student Body in any official capacity necessary.
  - J) Act as Ex Officio member of all committees.
  - K) In case of vacancy of any officer, appoint a replacement to finish serving the term, with the Student Council Approval.
  - L) Accept all written items and/or normal Student Council documentation and place them on the agenda which shall be posted at least two school days prior to the Student Council meeting.
  - M) Inform executive council of all actions and meetings taking place.
  - N) Inform Stu-Co body of all pertinent information of administration meetings and allow Stu-Co to decide who participates or who attends such meetings.
- Section 2. Duties of the **VICE PRESIDENT** shall be:
- A) Attend all Student Council meetings.
  - B) Exercise the duties of the President in his or her absence.
  - C) Investigate reports from officers, committee Chair-persons, and representatives and report findings to the President. A copy must be filed with the Secretary containing the findings.
  - D) Act as Ex Officio member of all committees.
- Section 3. Duties of the **SECRETARY** shall be:
- A) Attend all Student Council meetings.

- B) Take minutes of all meetings of the Student Council and Executive Committee and have copies available in Stu-Co office.
- C) Keep legible records of all Student council proceedings, furnishing copies for voting members of the Council who desire them.
- D) Submit minutes of each meeting to Student Services office so they may be distributed through student email.
- E) Prepare needed reports to the Administration and Faculty Advisor.
- F) Keep a record of the names and phone numbers of the members of the Student Council and all committees.
- G) Keep a copy of incoming and outgoing correspondence.
- H) Maintain a current list of all active clubs, organization, and fraternities.
- I) Keep an ongoing record of all tabled Student Council business.

Section 4. Duties of the **TREASURER** shall be:

- A) Attend all meeting of the Student Council.
- B) Record all money transactions of the Student Council.
- C) Sign all checks only upon receipt of proper voucher for the Student Council.
- D) Have all checks approved by the Student Council President or Director of Student Services.
- E) Submit books to be audited when called for.
- F) Make a monthly financial report at the first Stu-Co meeting of each month containing balance to date, and a summary of previous debits and credits.
- G) There shall be a separate listing of the Student Activity Fee expected and received to date.
- H) Serve as the Chair-person of the Ways and Means Committee.

Section 5. Duties of the **SERGEANT-AT-ARMS** shall be:

- A) Attend all Student Council meetings.
- B) Keep records of attendance of Student Council members attending meetings.
- C) Review attendance and when necessary, provide written notice of probation, and shall contact classes and/or clubs when new representatives need to be elected.
- D) Act as Ex Officio member of all committees
- E) Remove any disorderly individual and maintain order in Student Body meetings and in Student Council meetings.
- F) Serve as Chair-person or on any committee dealing with constitutional affairs.
- G) To make Parliamentary decisions when deemed necessary.
- H) Distribute the Student Council Constitution and Attachment C to new representatives.

Section 6. Duties of the **Social Chair** shall be:

- A) Attend all Student Council meetings.
- B) Plan a social event for each academic trimester as current funds allow.
- C) Plan and coordinate the annual formal dance.
- D) Coordinate all Stu-Co fundraising activities.

**ARTICLE VII - QUALIFICATIONS OF OFFICERS OF THE STUDENT COUNCIL**

- Section 1.
- A) An Executive Officer of the Student Council shall be a member of the Student Body.
  - B) Shall have been enrolled a minimum of two trimesters in the DC program at the time of election.
  - C) Shall have an overall grade point average of 2.5 or above at the time of election.
  - D) Maintain and encourage a high moral standard for all Cleveland students.

- E) An officer of the Student Council shall be an active member of the student council (a class or club representative) in good standing to be eligible to run for an office.
- F) Shall be able to fulfill 1 term or 3 trimesters as an officer of Stu-Co.
- G) Shall be a Full Time Student.

Section 2. If an officer is placed on academic concern, warning, or probation they will need to meet with the Stu-Co Advisor weekly until good standing is achieved.

**ARTICLE VIII - ELECTION OF OFFICERS AND THEIR NOMINATIONS**

Section 1. The election of Executive Officers shall take place the same week that D.C. registration is conducted in March. Setting all officer terms to be one year with a one-month preceptor period. The election committee shall conduct the election. All newly elected Executive Officers shall take position in April.

Section 2. Nomination of candidates for Student Council Officers shall be submitted to the Election Committee two weeks prior to the election. Nominations shall be submitted with:

- A) Signatures of duly enrolled students.
- B) Signed Stu-Co Officer Nominee form (Attachment A).
- C) A resume (Attachment B).
- D) A platform - in the case of President only.

Section 3. The Election Committee will consist of three members of the Student Council, appointed by the President.

- A) Election Committee reserves the right to disqualify any nomination that does not follow eligibility requirements.
- B) Election committee members shall not consist of anyone who is a running candidate.

Section 4. The Election Process

- A) Election shall be by secret ballot only, unless otherwise ruled by the President and 2/3 of the Student Council.
- B) The names of those properly nominated shall be placed on the ballot in alphabetical order.
- C) When there is only one nominee for an office, they may be elected by acclamation.
- D) The chairperson of this committee will submit all material that relates to an election to Student Services for posting on digital signage.
- E) All current student body members will be eligible to vote for Executive Officers.
- F) The voting process will take place the same week that D.C. registration is conducted in March.
- G) Students will be able to obtain ballots from and return ballots to the election committee.

Section 5. Should there not be enough eligible applications received so as to hold a previously defined election:

- A) The out-going officers shall remain in office pro-term until the voting members of Student Council:
  - 1) Can nominate and elect new officers by vote of 2/3 voting members, or
  - 2) Re-open nominations and hold a new election for only those open positions.

Section 6. Re-election of Officers

- A) All officers may be re-elected to Office with a maximum of 2 terms or 6 trimesters.

- B) All requirements of the constitution and election regulation must be met each time re-election occurs.

## **ARTICLE IX - ELECTION, INSTALLATION, AND DUTIES OF REPRESENTATIVES**

### Section 1. Election of the Class Representatives shall be:

- A. During the Day of Welcome, Stu-Co Officers shall speak to the incoming class.
  - 1. There they shall review Article IX, Section 3 (Duties of the Class Representatives shall be), and Article XII, Section 1 & 2 (Impeachment). At this time, they shall hand out an information sheet restating such information to any interested parties. (Attachment D)
- B. Before the first Stu-Co meeting,
  - 1. Stu-Co Officers shall hold brief elections for Class Representatives for students in the Chiropractic program.
  - 2. Student Council and Student Services shall elect/select representatives for students in the Health Sciences programs by email.
- C. The two people with the most votes become Class Representatives for their respective trimesters.
- D. On the day of election, the newly elected representatives will be notified of their position by the President of Student Council.
  - 1. ALL reps must attend the first two meetings. After the first two meetings, only one person need be present at all times.
- E. Each new Trimester and Health Sciences Representative to the Student Council will sign a form (Attachment C). This form attests that they have read the Constitution of the Student Council and agree to support the articles therein. Attachment C must be signed and returned before the next student council meeting.
- F. Report the bi- weekly proceedings of the Student Council to their respective students. This includes speaking with the respective teacher in the following class to provide five minutes of time to report the announcements.
- G. When a Trimester or Health Sciences Representative chooses to step down or can no longer fulfill their duties:
  - 1. A notification shall be sent to all students in their respective class or program asking for interested individuals to volunteer to replace the representative. Volunteers shall be accepted first. If there is dispute, a class vote for the volunteer(s) shall be held to formally elect the replacement. The former representative shall attend the next Stu-Co meeting with said replacement, if possible.
  - 2. Stu-Co shall be informed of the new representative.

### Section 2. Installation of new Club Representatives

- A. Election of Representative for each club shall continue as per that club's policies and procedures.
- B. Installation of new Representatives will occur during the first scheduled meeting of each trimester after election has occurred.
- C. Each new Representative to the Student Council will sign a form (Attachment C). This form attests that they have read the Constitution of the Student Council and agree to support the articles therein and must be signed and returned before the next student council meeting.

### Section 3. Duties of the Club Representatives shall be:

- A. Attend all Student Council meetings, or send a replacement if attendance is impossible.

- B. Accept positions as Chair-persons or members of any Student Council Committees.
- C. Bring to the Student Council ideas, suggestions, or concerns from the students.
- D. In every action on or off campus, encourage a high moral standard for all Cleveland students.
- E. Submit all items to be placed on the agenda in a typed form to the President, at least 48 hours before the meeting at which it is to be discussed.
- F. No one person shall represent more than two (2) organizations (class / club) at any one meeting.

**ARTICLE X - MEETINGS**

- Section 1. The Student council shall meet no less than twice a month during the school year.
- Section 2. All regular meetings of the Student Council shall be open to the active members of the Student Body.
- Section 3. All meetings other than regularly scheduled or announced meetings of the Student Council shall be announced to all members at least 72 hours before said meeting occurs.
- Section 4. Each voting member shall be notified by email of any special meeting.
- Section 5. All special and/or emergency meetings of the Student Council shall be called by the President or by 1/3 vote of the members of the student Council. The purpose, time, and place of said meeting shall be posted and announced at least 24 hours in advance of the meeting.
- Section 6. A Quorum shall be defined as no less than one-half (50%) of the total Student Council Class and Club Representatives.

**ARTICLE XI - DUTIES OF THE STUDENT COUNCIL**

- Section 1. CURRICULAR:  
 The Student Council furthers the purpose of the institution program and the programs in research, health care, and continuing education by representing the students individually and collectively in all phases of the educational process.  
  
 The Student Council represents the student body in providing input regarding faculty, students, scholarships, curriculum, clinical experiences and physical plant.  
  
  - A) The Student representatives function on the college committee is to represent the student body by making input in the decision making process of the committee. Since the decisions made by these committees will affect all students' education, it is essential that the representatives take an active role in expressing the student view to the committee members.
  - B) The voting status of the student representative will be determined by the members of the committee to which he or she is assigned.
- Section 2. CURRICULAR DUTIES  
  - A) Participate and supply input into all committees, previously mentioned in article X, Section 1, through representation.
  - B) To provide a means for Student-Administration communication.
  - C) Cooperate with the Director of Student Services in the orientation program for the new students.

Section 3. EXTRACURRICULAR DUTIES:

- A) To represent all student organizations directly or indirectly to all committees of the college.
- B) To provide social and recreational activities.
- C) To assist the Student Body whenever possible.
- D) To provide speakers, films, etc.

**ARTICLE XII - IMPEACHMENT**

Section 1. Any officer or representative of the Student Council may be removed from office by a 2/3 vote of the Student Council.

Section 2. One unexcused absence per trimester from council meetings shall be grounds, however not the only grounds, for probation. After two unexcused absences, written notice shall be given to the representative. If any more absences ensue, that representative will be excused and a new representative shall be sought. The grounds for dismissal are at the discretion of the Student Council. All representatives shall begin each trimester with zero absences.

**ARTICLE XIII - COMMITTEES OF THE STUDENT COUNCIL**

Section 1. Any member of the Student Body may serve as a member of any Student Council Committee, unless otherwise stated by the Constitution.

Section 2. The Student Council may reserve or veto any action of decisions made by the Student Council Committees. It also holds the power of dispersing any unnecessary committee.

Section 3. The standing committees of the Student Council shall be:

- A) Executive Committee
- B) Election Committee
- C) Student Activity Committee
- D) Ad Hoc Committee
- E) Constitution Committee

Section 4. Ad Hoc Committees:

- A) All committees created by the Body or the President to do specific temporary tasks.
- B) President and/or the Body shall nominate the chair-person for this committee.
- C) These committees will function till assigned said task is completed and report is given to the council then, may be dissolved or made a standing committee at that time.

Section 5. Executive Committee:

- A) Members: President, Vice-President, Treasurer, Secretary, Sergeant-at-Arms, and the Student Council Advisor.
- B) Powers and function of the Executive Committee shall be:
  - 1) Determine the course of business (agenda) for the Student Council.
  - 2) Propose a Student Council budget.
  - 3) Make an annual report of the Student Council to the President and to the appropriate college Dean.
  - 4) Approve all written contracts of the Student Council.



- 5) Act on business that must be executed immediately to meet the time requirements of the Administration. This business shall be routine and of such a nature that it does not require deliberation of the entire Student Council. It shall include, but not be limited to the following:

- a) Expenditures not exceeding \$100.00.
- b) Requests for activities and dates.
- c) Requests for change of dates.

Deliberation on such business shall require at least three members of the Executive Committee.

Section 6. Election Committee:

- A) Powers: to set up and enforce campaign rules, where not otherwise specified in the Constitution. (see Article VIII Section 3)

Section 7. Student Activity Committee:

- A) Be responsible for the trimester's extracurricular activities.
- B) In general, provide speakers, assemblies and entertainment, for the student's educational and recreational well being.
- C) Any other powers which may be placed on this committee by the Student Council or by the Executive Committee.

Section 8. Constitution Committee

- A) The chairperson of the committee will be the sergeant-at-arms of the student council.
- B) Four to five additional members will be chosen by the chairperson of the committee
- C) This committee will convene annually to revise the constitution.

## ARTICLE XIV - RULES OF ORDER

- Section 1. The rules contained in Robert's Rules of Order Revised shall guide the Student Council and its committees in all cases to which they are applicable, and in which they are not inconsistent with the Constitution, or special rules of order of the Student Council and its committees.

## ARTICLE XV - FINANCES

Section 1. **Student Council Fee (SCF) \$45.00 per enrolled student:**

- A) Student Council shall receive a portion of its monies as part of each SCF paid as stated in ARTICLE III Section 2 of this Constitution.
- B) The Student Council is hereby authorized to receive gifts, grants, bequests, donations of monies and real properties and may conduct such lawful fund raising activities as decided by the Student Council.

Section 2. Eligibility of clubs and classes to receive funds:

- A) Any club / class must be a recognized organization. They must meet the standards set forth by the Cleveland University Student Handbook.
- B) Clubs and classes must send representation to all Stu-Co meetings; a maximum of two meetings without representation will result in disqualification for eligibility for funds for the following trimester. All club/classes must submit in writing an appeal to student council immediately following absence to receive current trimester funding. Another typed written

appeal must be submitted to receive next trimesters funding. This can be appealed by 2/3 vote of Student Council.

- C) Clubs must host a booth at Day of Welcome.
- D) All clubs must turn in all paperwork at the appropriate time to be eligible for funding.

Section 3. Budgets:

- A) The budget length will be one trimester.
- B) This trimester budget will have all perspective dates of events that the club will be asking for funds, any and all viable fund raising efforts that shall be applied to said budget, and as well as the amount being asked. Receipts of previous events / expenditures will be attached to document use and need of requested budget.
- C) The maximum amount of funds that any club shall be eligible in total to be allocated, on an Annual Basis, a maximum of \$3,100.00 for each organization or up to one-third (1/3) of the per person cost not to exceed \$400 per student to cover travel and hotel expenses for recognized conferences. The maximum amount of funds that any Stu-Co Committee shall be eligible is no more than one-third of the total annual Stu-Co budget.
- D) Any grievances with unfavorable recommendations of a club or Stu-Co committee's trimester budget request must first be taken to the Ways and Means Committee. If at that time a resolution is not agreed upon then that said club or Stu-Co Committee shall bring its grievance to the Student Council for satisfaction.

Section 4. Method for requesting Stu-Co funds:

- A) The representative must submit a budget for how their previous funds were spent and how present funds will be dispersed, using ATTACHMENT E/Form D.
  - 1) ATTACHMENT E/ Form D must be filled out and submitted at the time of requesting any funds at any Stu-Co meeting. You must keep a copy for your club / class representative to present at the Stu-Co meeting for which you are scheduled to petition for these funds.
- B) In an instance where additional funds are necessary, they must be petitioned for separately. Type written notification must be provided to the President so that it may be entered into the agenda.
  - 1) The same criteria as obtaining initial funds must be met (Article XVI, Section 2).
  - 2) The approval for disbursement of additional must come from 2/3 vote of Stu-Co.
- C) If a newly formed club is unable to fulfill all of the previously stated requirements, but would still like to request funds for "start-up", they may do so at any Stu-Co meeting by following Article XVI, Section 4.A; the decision to grant those funds will be decided by 2/3 vote of the Student Council.

Section 5. Disbursement of requested funds to clubs.

- A) A club must meet all the eligibility requirements stated in Article XV, Section 2. The trimester prior to requesting funds before becoming eligible to petition for any funds in the present trimester. This can be appealed by 2/3 vote of Student Council.
- B) If all of the previous criteria have been met, the club can request a disbursement of funds at the close of the second Stu-Co meeting of the trimester. Requests must utilize Attachment Form E as Required.
- C) Class funds will be disbursed from the business office.
- D) A club, which meets all the eligibility requirements, stated in Article XV, Section 2 may choose to hold their trimester funds to the following trimester.
  - 1) Funds must be requested and received during the trimester in question.

- 2) A receipt page must be submitted the following trimester with a statement of explanation as to why the funds were not used.
- 3) The club must remain eligible to receive their funds for the following trimester.
- 4) Funds may not be held over up to two trimesters for clubs. In order to receive additional funds, the previous funds must be used during the third trimester.
- E) Stu-Co may allocate, on an Annual Basis, a maximum of \$3,000.00 for each club or up to one-third (1/3) of the per person cost not to exceed \$400 per student to cover travel and hotel expenses for recognized conferences. This \$3,000.00 amount is to be included as part of their yearly budget.
- F) No funds allocated by Student Council shall be used to purchase alcohol.
- G) Clubs receiving funds from Stu-Co fund requests shall make their events open and advertised to the general student body.
- H) A summary of the expenses (receipts) incurred by the requesting organization and students MUST be submitted to the Stu-Co Treasurer by the next scheduled meeting after that events conclusion. A report MUST be given to the Stu-Co body following conclusion of the event.

Section 6. **Cleveland University – Kansas City Student Emergency Relief Fund:**

- A) The “Cleveland University – Kansas City Student Emergency Relief Fund” shall exist in order to support the students of Cleveland University – Kansas City, to continue the current trimester in the event of a tragedy.
- B) In the event of a student or a student’s immediate family should incur death, fire, or other “tragedy”, the student shall be entitled to an upward limit of \$500.00.
- C) This fund shall not act as “insurance, merely as a means of compassion”.
- D) This shall be based on both need, and the 2/3 vote of Stu-Co.
  - 1) Requesting such funds:
    - a. A Class Representative must submit the request in writing to the Executive Council.
      - i. The written request must include all details of the “tragedy” and of the need for funds
      - ii. The Executive Council reserves the right to request documentation of the “tragedy”
    - b. The Executive Council must approve the request.
    - c. After approval at the Executive Council level, the request will be presented to the entire Student Council for a final approval.
    - d. Final approval of funds requires a 2/3 vote by the Student Council.
  - 2) Stu-Co shall reserve the right to:
    - a. Request pertinent documentation
    - b. Decline the request due to a lack of funds, or failure to pass majority vote.

**ARTICLE XVI - AMENDMENTS AND RATIFICATIONS**

- Section 1. Amendments to this constitution may be submitted by any student, administrator, or faculty member through a Student Council member.
- Section 2. Suggested amendments will be tabled for at least one week by the Council and then may be approved by a 2/3 vote of the entire Student Council.
- Section 3. Ratification of the amendments shall require a 2/3 vote by the Student Council.

**ARTICLE XVII - POLICIES**

Section 1. The policies of the Student Council shall be those statements of procedures, in which the Student Council deems necessary and are not specifically part of this Constitution.

Section 2. Policies may be adopted or amended by a 2/3 vote of the Student Council.

**ARTICLE XVIII - REVOCATION**

Section 1. All previous Constitutions are hereby revoked as of June 16<sup>th</sup>, 2016..

**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
OFFICER NOMINEE FORM**

I have read the Constitution of the Student Council of Cleveland University - Kansas City. In particular the articles for the office to which I am nominated.

I agree to support the constitution and the Student Body it represents. I am ready to accomplish the requirements of my prospective office.

If for any reason during the term of office I become unable to fulfill the requirements of my elected office, I will notify the Student Council in Writing and support the smooth transfer of office.

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Stu-Co Officer Nominee

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Date

**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
RESUME**

**Name:** \_\_\_\_\_

**Trimester:** \_\_\_\_\_

**Office:** \_\_\_\_\_

**Good Academic Standing: YES NO**

**Previous Student Council Experience:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**In a 100 words or less state why you would like to run for the office you have chosen:** \_\_\_\_\_

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**Signatures:**

**1.** \_\_\_\_\_  
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**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
INSTALLATION OF TRIMESTER, HEALTH SCIENCES OR CLUB REPRESENTATIVE**

I have read the current Constitution of the Student Council of Cleveland University - Kansas City.

I agree to support the Constitution and the Student Body it represents. I am ready to fulfill the responsibility of representing my Student Class or Club in the Student Council.

If for any reason I am unable to maintain this responsibility, I will notify the Student Council and the Student Class or Club I represent in writing.

\_\_\_\_\_  
Stu-Co Representative

\_\_\_\_\_  
Date

**CLEVELAND CHIROPRACTIC COLLEGE - KANSAS CITY  
STUDENT COUNCIL  
CLASS REPRESENTATIVE AGREEMENT**

The duties of the Representatives are as follows:

- A. Attend all Student Council meetings, or send a replacement if attendance is impossible.
- B. Accept positions as Chair-persons or members of any Student Council Committees.
- C. Bring to the Student Council ideas, suggestions, or complaints from the student body.
- D. In every action on or off campus, encourage a high moral standard for all Cleveland students.
- E. Report the bi-weekly proceedings of the Student Council to their respective classes.
- F. Submit all motions to be placed on the agenda in a typed form to the President, at least 48 hours before the meeting at which it is to be discussed.
- G. If at any time the representative feels he/she can no longer fulfill his/her required duties, a notification shall be sent to all students in their respective class or program asking for interested individuals to volunteer to replace the representative. Volunteers shall be accepted first. If there is dispute, a class vote for the volunteer(s) shall be held to formally elect the replacement. The former representative shall attend the next Stu-Co meeting with said replacement, if possible.

Rules regarding Impeachment:

- Section 1. Any officer or representative of the Student Council may be removed from office by a 2/3 vote of the Student Council.
- Section 2. One unexcused absences per trimester from council meetings shall be grounds, however not the only grounds, for probation. After two unexcused absences, written notice shall be given to the representative. If any more absences ensue, that representative will be excused and a new representative shall be sought. The grounds for dismissal are at the discretion of the Student Council. All representatives shall begin each trimester with zero absences.

I, \_\_\_\_\_ agree to abide by the above stated agreement and will perform these  
                        Print  
duties to the best of my ability.

\_\_\_\_\_  
                        Sign

\_\_\_\_\_  
                        Date



Part 1

**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
APPROPRIATION GUIDELINES AND FORM**

- 1. Any Club to request funds must first be recognized by the Office of Student Services and be in good standing for the present trimester.**
  - Please Note Section 5, paragraph E:  
Stu-Co may allocate, on an Annual Basis, a maximum of \$3,000.00 for each organization or up to one-third (1/3) of the per person cost not to exceed \$400 per student to cover travel and hotel expenses for recognized conferences. This \$3,000.00 amount is to be included as part of their yearly budget.
- 2. All Clubs must show an effort to raise money, such as dues, fundraisers, contributions, and organizational commitments each trimester.**
- 3. All requests for funds must be given to Student Council to be considered for approval by Student Council.**
- 4. Club representatives may pick up checks from the Business Office.**
- 5. Club representatives must return all receipts to the Treasurer of Student Council or in the Office of Student Council no later than two (2) weeks after the club's event. If any club or class does not meet this stated criterion, then the following action shall be taken:**
  - A) If the two (2) week deadline has expired, then probation will be in effect and the club representative shall be called to have a meeting with the Executive Committee of Student Council.**
  - B) Probation shall consist of the club not being eligible for funds until receipts are turned in to the Treasurer of Student Council or the Office of Student Services and report has been given.**
  - C) The Treasurer of Student Council shall submit a monthly report of delinquent clubs to Student Council and the clubs themselves.**
- 7. The Club representative must report back to the Student Council, either orally or in written form, within two (2) weeks after the event, to let Student Council know how the event went. The penalty for not doing so is the same as the probation outlined in these Guidelines, Part Six (6), Section B.**
- 8. These Guidelines may be amended by a majority vote of Student Council.**

ATTACHMENT E  
Stu-Co Constitution

Part 2

CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
APPROPRIATION APPLICATION (Form D)

RECEIPTS ARE TO BE RETURNED FOR ANY EXPENDITURE WITHIN TWO (2) WEEKS AFTER THE OCCURENCE OF THE ACTIVITY

Date: \_\_\_\_\_

Date Funds Needed: \_\_\_\_\_

Organization: \_\_\_\_\_

Total Amount of Budget.....\$ \_\_\_\_\_

Amount my organization will provide....\$ \_\_\_\_\_

Amount of funds requested.....\$ \_\_\_\_\_

My organization has received \$ \_\_\_\_\_ in the past year from Student Council.

My organization has missed \_\_\_\_\_ meetings in the past year of Student Council.

Nature of Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Attached is a copy of my organization's budget for the activity the funds will be applied.
2. I understand that a minimum of two (2) weeks may be needed to process this appropriations application.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE.

\_\_\_\_\_  
Organizational / Representative signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Campus Sponsor

\_\_\_\_\_  
Date Signed

The Student Council will consider your application at the first regularly scheduled meeting held after the application is turned in to the Treasurer of Student Council.

**CLEVELAND UNIVERSITY - KANSAS CITY  
STUDENT COUNCIL CONSTITUTION  
AGENDA FOR COMMITTEE MEETINGS**

**Committee Name:** \_\_\_\_\_ **Committee Chairman:** \_\_\_\_\_

**Date, Time, and Place of Meeting:** \_\_\_\_\_

**I. Call to Order.**

**II. Roll Call.**

**III. Chairman Reports:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**IV. Other Reports.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**V. Old Business.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**VI. New Business.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**VII. Announcements.**

**VIII. Adjournment.**

\_\_\_\_\_  
**Signature, Date, and Time**

## ROBERT'S RULES

Parliamentary Procedure was originated in the early Parliaments here in "Little 'ol England". It was not until 1876 that Procedure became uniform when Henry Robert published "Robert's Rules of Order". They allow EVERYONE to be heard and to make decisions without confusion (Well that's the idea anyway!)

Business that takes place during a meeting ALWAYS follows the same routine. This routine is as follows:

- 1) **A Speaker Obtains the Floor.**
- 2) **A Motion is Proposed.**
- 3) **The Motion is Seconded.**
- 4) **The Chair Repeats the Motion.**
- 5) **The Proposed Expands on the Motion.**
- 6) **The Motion is Debated.**
- 7) **A Vote is taken.**

There are various motions in which some of the stages above are not necessary, or even allowed. The tables on the next page list the most commonly used motions, and which of the above stages are, or are not, required. If in doubt, use them all!

It is important to remember that all speakers must first be recognized by the Chair. This is done simply by raising your hand and catching the attention of the Chair. You will then be called to speak in turn. Although everybody is encouraged to speak, it is often more practical to put as much business as possible via the head delegates.

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### "THE BASIC ESSENTIALS"

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**MAIN MOTIONS** - These are proposed ideas or action that WCCW should take. They should be put forward in writing, and in advance, by each college to the WCCS Secretary. The Chair will then bring each motion to conference's attention during New Business.

**MOVING THE QUESTION** - By saying "I move the question", any member of conference can, with the appropriate support, force a vote on the proposal being debated.

**COMMITTEES** - When a Main Motion requires long detailed discussion, by saying "I move to refer the matter to Committee", (and with majority support), it can be thrashed out by those involved, or those with particular interest, in the subject. A Committee can then RECOMMEND to conference that the motion be accepted / tabled / amended / etc... Committees do not have the power to vote on a motion. However, on motions returning to conference for voting, it should be noted that Committees have already had lengthy, informed discussions before making their recommendations.

**AMENDMENTS** - The wording of a motion can be changed during debate by proposing Amendments. With majority support, motions can have sections inserted, struck out, or both at one. Amendments are always started by saying "I move to amend the motion by...".

**POINTS OF ORDER** - "I raise a point of order" can be said by any member of conference when anything occurs that they feel is obstructive, frivolous, or against the by-laws. The Chair will rule whether it is in or out of order.

**COMPLAINING AT THE CHAIR'S DECISION** - Should anyone be unhappy with a decision made by the Chair, simply say "I appeal from the chair's decision". Assuming a majority support, the decision will be reversed.

**INFORMATION** - If discussion is taking place of a subject with which anyone is unfamiliar, or about which more details are required, then a call of “Point of Information” can be made. This will ensure that any queries be answered immediately and that nobody is left in the dark!

**VOTING** - This year, most motions will be voted on orally, unless otherwise indicated

**ON MOTIONS - “THE FACTS”**

There are 4 different activities that delegates at conference can partake in; **Proposing Motions, Seconding Motions, Debating Motions, and Voting on Motions**. 4 different types of Motion can be proposed, and each has its individual rank and characteristics:

**1) MAIN MOTIONS** - there may only be one of these “in session” at any one time. Debate, or voting, on these motions gives-way to ALL other motions.

*Interrupt? 2<sup>nd</sup>-er? Debatable? Amendable? Vote?*

MAIN PROPOSAL	“I move that...”	No	Yes	Yes	Yes	Majority
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**2) SUBSIDIARY MOTIONS** - These are appendage motions which apply to motions already “in session”.

They are listed below in descending order of priority.

*Interrupt? 2<sup>nd</sup>-er? Debatable? Amendable? Vote?*

1)..TO THROW OUT	“I move to table the motion”	No	Yes	No	No	Majority
2)..TO END DEBATE	“I move the question”	No	Yes	No	No	2/3
3)..TO POSTPONE DEBATE	“I move to postpone to debate until...”	No	Yes	Yes	Yes	Majority
4)..TO REFER TO COMMITTEE	“I move to refer the matter to Committee”	No	Yes	Yes	Yes	Majority
5)..TO AMEND	“I move to amend motion by...”	No	Yes	Yes	Yes	Majority

**3) INCIDENTAL MOTIONS** - These are generally “technicality” motions, and can be made at any time.

They are also listed in descending order of priority.

*Interrupt? 2<sup>nd</sup>-er? Debatable? Amendable? Vote?*

1) BREACH OF RULES / CONDUCT	“I raise a point of order”	Yes	No	No	No	No vote
2) COMPLAIN AT CHAIR’S DECISION	“I appeal from the chair’s decision”	Yes	Yes	Yes	No	Majority
3) SUSPEND RULES	“I move to suspend the rules so that...”	No	Yes	No	No	2/3
4) REQUIRE INFORMATION	“Point of information”	Yes	No	No	No	No vote
5) WITHDRAW A MOTION	“I desire to withdraw my motion”	No	No	No	No	No vote
6) VERIFY A VOTE	“Division!”	Yes	No	No	No	No vote
7) OBJECT TO A MOTION	“I object to consideration of this motion”	Yes	No	No	No	2/3

**4) PRIVILEGED MOTIONS** - These are motions that, by their very nature, must be dealt with immediately.

They thus take precedence over ALL other motions.

*Interrupt? 2<sup>nd</sup>-er? Debatable? Amendable? Vote?*

ADJOURN / RECESS	“I move that we adjourn / recess for...”	No	Yes	No	No	Majority
COMPLAIN (eg. heat, noise, ...)	“I raise a question of privilege”	Yes	No	No	No	No vote