

Capitol College

Student Leadership Advisory Board

CONSTITUTION

Article I: Name

The organization's name shall be Student Leadership Advisory Board and abbreviated as S-LAB.

Article II: Purpose

S-LAB's purpose is to increase student involvement on campus by providing social, cultural, and educational enhancement programs that are free or low cost to Capitol College undergraduate students.

Article III: Membership

Section 1. Eligibility

Membership in S-LAB is open to all Capitol College undergraduate students.

Section 2. Executive Board Members

The Executive Board Members of S-LAB shall be elected by the student body. Elections are held in the spring of each Academic Year for the fall of the following Academic Year. During the Spring Elections, to happen during the month of April, Executive Board positions are to be filled. The Student Body may nominate candidates or candidates may self nominate. Upon nomination a candidate must be given the option to not have their name on the final ballot.

Elections are open to all undergraduate students, residential and commuter. Elections must be conducted in a manner which reasonably allows all interested undergraduate students to participate in the nomination and final voting process.

At any point during the Academic Year if a non-officer Executive Board position becomes available, the position must be advertised and a special election held within 30 days of the vacancy. Special elections must follow the same guidelines as the Spring Elections.

Section 3. Executive Board Meetings

- A. All Executive Board members shall attend Executive Board meetings.
- B. The Executive Board meetings are open to any Capitol College student, faculty, or staff member unless prior notice is given that an Executive Board meeting will be closed

to the public. Notice of a Closed Meeting must be given at least 24 hours in advance of the meeting and have the Advisor's approval.

C. The Presiding Officer of the meeting will be the President, in whose absence the Vice President will preside. In the absence of the President and Vice President, the Secretary-Treasurer will preside. In the absence of the President, Vice President and Secretary-Treasurer, Executive Board meetings will be canceled and rescheduled.

D. The Presiding Officer shall have the power to institute parliamentary procedure at any time during the meeting. The parliamentary text will be the most recent edition of *Robert's Rules of Order*.

E. In order to have a quorum for an Executive Board meeting, there must be an officer to preside and at least 3 other Executive Board members. No formal vote may be taken without a quorum.

Section 4. Attendance Policy

Executive Board Members may only miss twenty-five percent (25%) of the scheduled meetings and events during each semester. Meetings must be scheduled and posted at the beginning of each semester. Members must communicate anticipated absences to the President 24 hours in advance. Other absences must be communicated to the President in order to be considered excused by S-LAB Executive Board. The President must communicate his/her inability to attend a meeting/event to all officers and the Advisor.

Section 5. Voting

A. The voting members of S-LAB include all Executive Board members. Non-Executive Board members of S-LAB are not permitted to vote and may be excused during any formal voting procedure.

B. All matters involving the authorization of the use of funds must go through a formal vote.

C. Informal votes/decisions are those that do not significantly impact or overturn a decision made through a formal vote.

D. The Advisor and/or Student Life Office has the power to amend or vacate an Executive Board vote by submitting just cause in writing to the Executive Board.

Section 6. Duties

Each S-LAB Member shall:

A. Coordinate activities (planning, set-up, clean-up, etc...) and govern conduct of members, guests and other organizations during S-LAB meetings, activities, and events.

B. Promote and foster social, cultural, and educational events and campus activities.

C. Represent S-LAB in dealings with other student organizations responsible for other campus programming.

D. Work to increase campus activity involvement.

E. Attend all S-LAB events possible.

F. Assist with Publicity of all events.

Section 7. Advisor(s)

Staff member(s) from the Office of Student Life, as appointed by the Dean of Students, shall be the Advisor(s) to S-LAB.

Article IV: Officers

Section 1. Officer Titles

S-LAB's officers shall be the President, Vice- President and Secretary-Treasurer

Section 2. Selection and Term of Office

Anytime after spring graduation but before September 15th, the Executive Board must elect or appoint willing members of the Executive Board to fill the three Officer positions. If an Officer position becomes vacant, S-LAB must elect or appoint a willing member of the Executive Board to fill the position within 30 days. If no Executive Board member is willing to fill a vacant officer position, the duties of the position may be distributed among the Executive Board members in a manner deemed suitable by the Advisor.

Section 3. Limited Service

No person shall concurrently hold more than one position in S-LAB.

Section 4. Duties

A. President

1. *Meetings*: Schedule and coordinate all S-LAB meetings during Fall and Spring semesters, to include town hall meetings.
2. *Reports*: Maintain consistent and thorough reporting to the Advisor of S-LAB's proposals and decisions.
3. *Programming*: Facilitate discussion, planning and promotion of appropriate programming activities with all S-LAB members.
4. Oversees the implementation and coordination of programming activities, using all appropriate leadership abilities.
5. Act as a liaison between S-LAB and college administration.
6. Maintain and preserve all records of financial transactions in conjunction with the Secretary-Treasurer.
7. Delegate tasks and responsibilities as appropriate.

B. Vice President

1. Act as liaison between S-LAB and other student organizations.
2. Help President in preparing proposals and budgets to present to the Advisor.
3. Aid in the research and selection of programming activities.
4. Recruit additional assistance and help from non-Executive Members of S-LAB.

C. Secretary-Treasurer

1. Maintain and preserve written records of the meetings and financial records/expenditures.
2. Report on the financial status of S-LAB at Executive Board meetings.

Article VII: Impeachment and Removal

A. Removal may occur for any S-LAB member for conviction of a major violation of the Student Code of Conduct, a violation of the S-LAB Constitution, conviction of a criminal felony and/or neglect of duty.

B. Impeachment charges may be brought before the S-LAB voting membership by any active S-LAB member or the Student Life Office only after meeting with S-LAB's Advisor(s) and receiving written approval. Any unapproved Impeachment charge shall not be considered.

C. Impeachment shall be enacted upon two-thirds vote of the voting S-LAB membership.

Article VIII: Amendments

Proposals to amend this document must originate from the S-LAB membership and require a majority vote to be considered. Once the vote to consider amendment(s) to the Constitution has been obtained, the proposal shall be discussed, distributed to all S-LAB members and voted on by all Executive Board members. Amendments require a two-thirds vote of the Executive Board.

Article IX: Ratification

This constitution was unanimously established on September 5, 2008 by the S-LAB Executive Board and Advisor:

Nina Acree
Dannielle Eason
Herman Felder
Melody Ford
Nikita Hall
De'Nitra Terrell
Takeisha Wims
Travis T. Anderson (Advisor)

In doing so, this document supersedes any former S-LAB constitution or bylaws.