

Constitution of the Student Council for the College of Education
At The University of Texas at Austin

Article I. Name of Organization

The official name of this organization is The University of Texas Education Council. It will be commonly known as the Education Council.

Article II. Statement of Purpose

The purpose of the The University of Texas Education Council will be to provide a sounding board for student suggestions and problems, to initiate or assist in the improvement of academic standards through the investigation of problems in the curriculum, facilities, and the department, to participate in policy making through the Senate of College Councils, to strengthen relationships between the faculty and students of the College of Education, and to develop a sense of belonging among the students within college.

Article III. University Compliance

This organization is a recognized student organization at The University of Texas at Austin and shall comply with all campus policies as set forth in the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*.

Article IV. Prohibition of Hazing

State law and Sec. 14-103(3) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities* define hazing as any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students at an educational institution.

Article V. Membership

Section 1. In accordance with Sec. 6-202(a)(2) and Sec. 6-302 of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization restricts membership to students, faculty members, and staff members of the University.

Section 2. In accordance with Sec. 6-202(a)(3) of the *Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities*, this organization may not deny membership on the basis of race, color, religion, national origin, gender, age, disability, citizenship, veteran status, sexual orientation, gender identity, or gender expression, except that a registered student organization created primarily for religious purposes may restrict the right to vote or hold office to persons who subscribe to the registered student organization's statement of faith; and a registered student organization may restrict membership based on the provisions of Title IX of the Education Amendments of 1972.

Section 3. Attendance is required at three-fourths (3/4) meetings and functions. If a member accumulates more than the allotted number of absences, their membership may be terminated. The number of acceptable absences for each member is to be determined by the Executive Board.

Section 4. Each member is expected to put forth time and effort into the College of Education Council. The number of volunteer hours to be completed by each member is to be determined by the Executive Board.

Section 5. Each member must pay dues on a semester or yearly basis.

Section 6. Each member must be an active member by paying dues, completing their service and social hours and attending $\frac{3}{4}$ of all general meetings

Section 7. Members should have their dues paid by the first closed meeting to remain part of the council.

Section 8. **Process for member removal**

- The Executive Board has the right to investigate any inappropriate or harmful behavior and determine the consequences accordingly. Consequences can include a probationary period or removal and reporting to the Office of the Dean of Students if deemed necessary.
- Any members of the Education Council have the ability to report inappropriate or harmful behavior to the council's University Advisors or officers, by email or in person.
- In the case that a member will be removed, members will be given a notice of removal by the Administrative Director. These members will not receive a reimbursement of funds.

- Dismissed members may appeal the decision within one week of notification of dismissal. The Executive Board will review appeals and after appropriate consideration, all members of the Executive Board will vote on the appeal.

Article VI. Officers

Section 1. Members will be elected to fill the offices of President, Vice President/Senate Representative, Financial Director, Programs and Publicity Director, Administrative Director.

Section 2. The elected executive board may appoint an Underclassmen Representative At Large as needed.

Section 3. Officers will plan and execute major events that require the College of Education Council's involvement.

Section 4. Officers will form the executive board.

Section 5. All Executive Board members will act as Members-at-Large. This role includes representing the Council and the College of Education in all aspects.

Section 6. **Process for Officer removal**

- The Executive Board has the right to investigate any inappropriate or harmful behavior and determine the consequences accordingly. Consequences can include a probationary period or removal and reporting to the Office of the Dean of Students if deemed necessary.
- Any members of the Education Council have the ability to report inappropriate or harmful behavior to the council's University Advisors by email or in person. Reporting members may report officers and request that they be removed from both their executive position and membership to the council.
- In the case that an officer will be removed from their executive position or membership, the officer will be given a notice of removal by the University Advisors. These officers will not receive a reimbursement of funds.
- Dismissed officers may appeal the decision within one week of notification of dismissal. A neutral officer will call a special meeting of

council. The members of the council will review appeals and after appropriate consideration, all members will vote on the appeal.

Article VII. Meetings

Section 1. The Executive Board will determine a regular meeting date and time at the end of each semester.

Section 2. There must be at least one open meeting at the beginning of each semester for students interested in joining the council to attend.

Section 3. After the open meeting(s) conclude, the remaining regular meetings will be closed to only members of the College of Education Council, unless notified otherwise by the President.

Section 4. The President has the right to call a special session of the Council.

Article VIII. University Advisor

Section 1. In accordance with Sec. 6-101 (14) and Sec. 6-101(15) of the Institutional Rules on Student Services and Activities and Information on Students' Rights and Responsibilities, this organization may have a University Advisor who is at least twenty-one years of age, is not enrolled as a student at the University, and serves as either:

- a. a part-time or full-time employee of the University.
- b. a representative of a national organization that is associated with the registered student organization.
- c. serves as either.
 - i. a part-time or full-time employee of the University.
 - ii. a representative of a national organization that is associated with the registered student organization (registered student organizations only).

Article IX. Finances

Section 1. Dues may be paid by year or by semester.
Membership dues for the entirety of the school year are \$30.
Membership dues for the semester are \$20.

Section 2. Membership dues will be collected by the Financial Director through cash or check only by the third meeting of the semester. Members who join Education Council after the third meeting of the semester will pay their dues by their second meeting in attendance (within the following two weeks) or meet with the Financial Director to discuss the payment of dues on an individual basis.

Section 3. The Financial Director is in charge of creating and updating the budget.

Section 4. The committee chairs will be required to request permission from the Financial Director to spend dues on their events.

Article X. Elections

Section 1. New officers will be elected at least three weeks prior to the end of the current school year for the following year in order to learn the duties for their respective positions.

The position of Financial Director is appointed by a vote between the incoming and outgoing officers, including outgoing Financial Director. The purpose of this position being an appointment is to encourage the development of an FD-Elect or FD-in-training position under the Financial Director in an effort to better prepare the Council in transitions. Outgoing officers and advisors will create an application and interview process that they see as appropriate to carry out the appointment. This process must be carried out by the end of the school year, unless officers see it absolutely necessary to postpone. In the event that the position remains vacant, the duties of FD will be distributed to the President and Administrative Director as officers see fit.

Section 2. Nominations for election candidates will begin two weeks prior to elections to give the candidates time to accept or decline, prepare speeches, and notify the Council of all candidates running in the election. Nominations will be accepted for one complete week. Members must be in good standing with the Council in order to be nominated and run for office.

Section 3. Members can be nominated for all positions, but can only choose to accept two of the nominations. That being said, a member will only be

able to run for President if the member has served on the Executive Board in past years.

Section 4. Members that have accepted their nomination are required to go to the next Executive Board meeting and to reach out to the current Executive member that holds that office.

Section 5. Candidates may prepare a three minute speech, with the exception of the presidential candidates, who may have five minutes. Candidates must not be in the same room while the voting on their position is taking place.

Section 6. A majority (half plus one) of Council members is required to elect a member to an officer position. Only members with a good standing with the Council may vote during elections.

Section 7. Voting will be conducted through a secret ballot. No nominations will be taken the day of elections and no discussions will occur during the voting process.

Section 8. Officers may be removed by a two-thirds vote by the Council.

Section 9. The current President is unable to run for re-election but may serve in the capacity of another official officer position for the next year.

Section 10. Results of each election will be kept on record but will be kept confidential. An outgoing officer and advisor will proceed over the election process.

Section 11. Officer terms last one year and officers must rerun if they want the same position again.

Section 12. In the event that an officer resigns from his or her position, the President will meet with the Advisor to create a solution and relay the decision back to the rest of Executive Board and council members

Article XI. Vacancies

Section 1. In the case of a vacant officer position, the President will hold elections as they see fit for the vacant position with the agreement of the other officers.

- If the position of the President is left vacant, the Executive Board will hold a special officer meeting to decide upon the best course of action.

Section 2. In the event that the VP/Senate Rep officer has to step down only from the Senate Rep position, the President will hold elections for Senate Rep as they see fit with the agreement of the other officers.

Article XII. Method to Amend the Constitution

Section 1. Any council member has the ability to propose amendments to the constitution. Members with suggestions may complete a form on the council's website which will be reviewed by the Administrative Director.

Section 2. This Constitution may be confirmed and amended by a two-thirds (2/3) vote of the active members of the Council.

Section 3. The council will be notified about confirmed amendments at the following general meeting of the council.

Section 4. All amendments or changes to this constitution must be reflected in an updated constitution that must be submitted to Student Activities in the Office of the Dean of Students at 2609 University Ave., Suite 2.112 within 14 days of its approval.

Article XIII. Dissolution Clause

Section 1. Provide for the succession of elected officers in the event of permanent incapacitation, resignation, or removal.

Section 2. Provide for disbursement of funds should the organization dissolve.

Bylaws of the Student Council for the College of Education
The University of Texas at Austin

Bylaw I. Membership

Section 1. All members will maintain an active status in the College of Education Council.

Section 2. If any members do not meet the requirements of membership in the form of attendance of meetings, completion of service and social hours, payment of dues, or any other stipulations set out by the Executive Board at the beginning of the semester, their membership may be terminated.

Bylaw II. Attendance

Section 1. The Executive Board will establish attendance requirements for members each semester.

Section 2. A document will be kept to keep track attendance for members.

Bylaw III. Service and Social Hours

Section 1. The Executive Board will establish service and social hour requirements for members each semester.

Section 2. A document will be kept to keep track of hours for members.

Bylaw IV. Dues

Dues will be collected each semester. Members can choose to pay \$30 for an entire year of membership or \$20 for one semester.

Bylaw V. Officers

Section 1. The President will

- Conduct Executive Board and regular meetings.
- Attend Senate of College Councils meetings and Presidents' meetings.
- Have the power to call a special session of the Council.
- Have the power to create an ad-hoc committee at any time during their term and appoint council members to the committee.
- Act as a supervisor and advisor to the members of Council.
- Handle all required paperwork including forms, room reservations, etc. excluding financial forms.
- Attend Provost meetings if able.
- Create agendas for each meeting.
- Completion of Risk Management requirements under the department of Student Affairs.
- Precede over all election functions.
- With assistance from Vice-President, create a formal application for members.
- Take responsibility and communicate with the point of contact within SG if there is not a College of Education SG representative at the beginning of the year

Section 2. The Senate Representative/Vice President will

- Has the ability to head a College of Education, Faculty, and Staff Appreciation Week.
- Stands in for President when necessary.
- Keep Hornslink updated with all Council information.
- Serve as the official representative to the Senate of College Councils.
- Report all Senate News and updates to the Council and to the President.
- Fulfill all Senate of College Council responsibilities.
- Oversee the presentation and voting of legislation to the Council.
- Oversees voting on the Senate legislation.
- Presents feedback from the Council to the Senate.
- Completion of Risk Management requirements under the department of Student Affairs
- Conduct policy brainstorming, drafting, and implementation within the Council and Senate.
- With assistance from the President, create a formal application for members.
- Print ballots for meeting voting.

Section 3. The Financial Director will

- Oversee the checking accounts.
- Managing documentation involved with finances (receipts, balance sheet, currency).
- Apply for university sponsorship, including Student Government, etc.

- Prepare a budget proposal for the Senate of College Councils.
- Prepare budgets for each event held through the Education Council.
- Coordinate all fundraising activities including the selling of College of Education t-shirts.
- Collect dues.
- Attend the Senate of College Councils meetings and the Financial Directors' meetings.
- Arrange food and refreshments for meetings when necessary.
- In charge of registering the organization each spring through Student Affairs.

Section 4. The Programs and Publicity Director will

- Plan and facilitate bi-weekly meeting activities.
- Be in charge of arrangements for all events, speakers, socials, and programs.
- Be in charge of all materials and participants for each social event.
- Coordinate semesterly retreats for the council.
- Maintain the website and Facebook events for the Council.
- Be the creator and editor of any literature used to support the Council including flyers, pamphlets, handouts, posters, etc.
- Coordinating tabling efforts and outreach to undergraduate courses for recruitment.
- Send updates to the Education Bulletin and Sanchez TV advertisements.
- Take pictures at events and post through the different social media outlets the Council has.

Section 5. The Administrative Director will

- Compile and distribute to the advisor the official roster each semester.
- Take roll at all regular meetings.
- Track service and social hours and attendance records and send out a document with this information out to members regularly.
- Is responsible for cross-referencing attendance and point information with finances and membership applications throughout the semester.
- Communicate information about events and meetings to all members by email.
- Manage the email account (However, all officers may have access)
- Organize officer nominations and eligibility for the candidates for the upcoming academic year.
- Take meeting minutes for both General and Executive meetings.
- Document changes to the Constitution.

Bylaw VI. Appointments

Section 1. Newly elected officers may choose to appoint an Underclassmen Representative At-Large as needed.

Section 2. Once appointed, the council must approve by a majority (50% +1) vote.