



Student Council

Roles, Responsibilities, and Code of Conduct 2024-2025 Academic Year

Student Council Overview

The Universities at Shady Grove (USG) Student Council (may be referred to as SC or the Council in this document) was established in 2002 to advocate for the needs and well-being of students at USG. From 2017-2022, there was a separate Graduate Student Association, and from 2022-2023 the two groups were combined to form the Student Leadership Advisory Council (SLAC). With the evolution into USG 2.0, SLAC suggested that the group be renamed “Student Council”. This was due to increased name recognition and using a title that better represents the primary career competencies of leadership, teamwork & collaboration.

The Student Council strives to provide a forum for students to voice their concerns and to facilitate the undertaking of improvements to enhance the student experience within the “USG 2.0” structure. This includes a greater emphasis on industry hub representation and improving career readiness competencies. Members meet regularly, attend various hubs meetings, and committees, and engage in activities to strengthen the USG experience. Members are paid an hourly wage for completing Council-related tasks.

Mission

The Student Council at the Universities at Shady Grove serves as an advocacy and advisory group that liaises between the students, administration, and community. Through engagement in campus programs, industry hubs, and the HireU initiative, Council members draw on their unique understanding of the fluid, flexible student experience to foster belonging, pathway development, and career preparedness.

Contact Info

If you have any questions, concerns, and/or feedback regarding the Student Council, please contact the Student Council Advisor Shelby Speer at srspeer@umd.edu.

Organizational Structure and Selection Process

The USG Student Council is comprised of undergraduate and graduate students who represent the four industry hubs (Engineering and Technology; Health and Life Sciences; Business Enterprise; and Public Service, Education & Social Sciences). All members will be considered representatives of the industry hubs for which their program of study aligns (in some cases, students may represent their secondary hubs). The SC is assigned an Advisor (currently the Manager of Teamwork, Leadership, and Collaboration) who serves as a mentor to the SC members.

Students are selected via an application process that opens in the summer and is due in September. The application consists of demographic information, committee and role preferences, a statement of interest, a resume, and an optional letter of recommendation. Finalists will be invited to conduct interviews, either in-person or via Zoom, with the group's advisor (and possibly other staff members or past officers). All applicants, including returning members, must participate in the interview process. Applicants' program representatives will be contacted to ensure they meet all eligibility requirements. **Students will be selected based on the strength of their application and interview, with special attention given to creating a diverse group of students academically and demographically.**

Two representatives from the Council serve as voting members of the USM Student Council. "The University System of Maryland Student Council (USMSC) is one of four councils established during the restructuring of higher education in Maryland in 1988 to advise the Chancellor and the Board of Regents. The USMSC helps ensure that the System leadership is aware of students' perspectives and responsive to students' concerns and issues. Each degree-granting institution in the USM has two representatives to the Council. The Council meets monthly throughout the school year; its meetings rotate among System campuses".

Two representatives from the Council serve as members of the USG Board of Advisors. This is "a formally constituted body established under the auspices of the University System of Maryland Board of Regents. Its principal responsibility is to represent broad community interests and to ensure that student, business, local and state government, and higher education needs are addressed in the development of the Universities at Shady Grove".

Four representatives from the Council serve as the student leaders of their respective Industry Sector Hubs. These hubs "will streamline USG academic program engagement by helping to identify priorities of need and align resources for each industry hub, thus creating more robust opportunities for students".

The rest of the Council members will be Campus and Community Representatives, serving on a variety of USG and local committees to support the mission of the Student Council. More details are presented in the following section.

Member Roles and Responsibilities

1. **All members are expected to attend all Student Council meetings and fulfill other assigned responsibilities.** Regular meetings will occur twice a month on Fridays from 4-6 pm. Meetings are **in-person only** except for the first meeting in January which is virtual. Additional meetings may be scheduled (in-person or virtually) which members are expected to attend if available. Members are strongly encouraged to attend all SC-related programming unless they have an approved conflict.

The absence policy is as follows:

- Members can miss up to three meetings during the academic year before they may be asked to resign:
 - 1st absence=gentle reminder; 2nd absence=warning; 3rd absence=may be asked to resign
 - There will be more leniency when absences are excused (when the advisor and Secretary of Administration are notified well ahead of time with a reasonable explanation of absence).
2. All SC members are **expected** to complete the Student Council Achievement in HireU.
 3. All Student Council members are representatives of their respective Industry Hubs. These educational pathways will be the key to delivering on USG 2.0's "Promise" to ensure successful degree completion and meaningful, sustainable-wage employment opportunities or successful business ventures for all learners at USG. All SC members are expected to attend the appropriate quarterly Hub meetings.
 4. All Student Council members will be required to serve in one of the leadership positions listed below:

I. Officers - five students, one in each role

- a.) **President:** responsible for the leadership of the Student Council and working with

various internal and external entities to ensure the growth, productivity, and success of the SC and the USG community. Primary duties include but are not limited to:

- Serving as a liaison between the student body and administration and effectively communicating/directing any issues, feedback, and/or questions from students to the appropriate members of the administration
- Communicating all project planning, progress, and implementation to the SC members
- Serving as the student representative on the USG Board of Advisors or the USM Student Council
- Planning, coordinating, and directing at least one advocacy-related event or initiative each semester, such as Town Halls, student forums, etc.
- Coordinating and facilitating meetings (at least once per year) with the student governance of one or more local community colleges (MC, FCC, HCC, etc.). This can be done with an individual college or as a “summit” in which all are invited to participate.
- Ensuring successful partnerships and collaboration with other USG student organizations, staff, faculty, and community members
- Assisting in the recruitment of new members and participating in applicant interviews if appropriate/available

b.) Vice President: responsible for collaborating with the President and working with various internal and external entities to ensure the growth, productivity, and success of the Student Council and the USG community. Primary duties include but are not limited to:

- Serving as a liaison between the student body and administration and effectively communicating/directing any issues, feedback, and/or questions from students to the appropriate members of the administration
- Communicating all project planning, progress, and implementation to SC members
- Serving as the student representative on the USM Student Council or USG Board of Advisors
- Planning, coordinating, and directing at least one campus-wide event each semester that promotes teamwork and collaboration among students (ex: Fall Social, Spring Fest)
- Arranging participation in student-targeted focus groups and planning endeavors
- Assisting in the recruitment of new members and participating in applicant interviews if appropriate/available

- Represent and lead the SC in the absence of the President (will lead at least one meeting each semester)

c.) Secretary of Administration: Responsible for completing various clerical duties during Student Council meetings and other relevant administrative tasks. Primary duties include but are not limited to:

- Recording minutes and attendance during SC meetings (and securing a backup if they are unable to attend)
- Maintaining all SC records, including completing the annual Org Enrollment Form and Advanced Status applications
- Registering the Student Council for tables at the fall and spring involvement fairs and ensuring that they are staffed appropriately
- Assisting with meeting agendas and reserving campus spaces as requested
- Sending out emails to remind members to complete their timesheets before they are due (bi-weekly on Fridays; timesheets are due bi-weekly on Mondays by 9 am)
- Responding to emails sent to the SC email address promptly
- Ensuring all SC events are listed appropriately in the HireU app

d.) Secretary of Social Media and Marketing: responsible for spreading the word about Student Council efforts online and on campus. Responsibilities include (but are not limited to):

- Increasing the Student Council's visibility at USG, including promoting events and initiatives
- Creation of flyers, graphics, and other marketing materials
- Overseeing the SC Instagram Page, creating new content and publishing frequently according to a schedule they develop
- Maintaining the SC Bulletin Board in the Building III Cafe
- Taking photos and videos at events (or assigning someone to do so)
- Assisting with the maintenance of the Student Council webpage (on the USG website)
- Checking the Suggestion Box in the Café and the Virtual Suggestion Box and relaying their contents during meetings
- Submitting events, initiatives, and other announcements to the USG Event Promo Form
- Creating and maintaining the SC WhatsApp group

e.) Treasurer: responsible for managing and tracking all Student Council funds. Primary duties include but are not limited to:

- Performing general bookkeeping duties and management of the Student Council budget
- Tracking spending for SC events and initiatives
- Developing ideas for and spearheading fundraising efforts
- Consulting with the Advisor on additional student org funding requests
- Providing financial updates at all Student Council meetings as well as creating end-of-semester financial status reports
- Ensuring all spending and fundraising efforts follow relevant USG policies and procedures

II. Industry Sector Hub Student Leaders - four students, one per hub

A member of each of the four Industry Hubs will be selected as the lead student representative. Their leadership is pivotal to the growth and success of USG 2.0. Primary duties include but are not limited to:

- Attending all Industry Hub Quarterly Meetings and completing any related Hub assignments
- Attending at least one Hub Implementation Team Meeting per month
- Meeting with other SC members that are part of their hub (outside of regular meetings) to gather feedback and priorities
- Gathering feedback from students in their hub (outside of the SC) to relay to Hub chairs and members
- Establishing and maintaining communication with the Program Directors and Institutional Coordinators from the respective hubs
- Promoting involvement in the USG-SC and encouraging prospective candidates

III. Campus and Community Representatives - 5-7 students:

These members will represent the Student Council and the USG student body at large via a variety of committees and other related responsibilities. Students may be asked to serve on more than one committee. Primary duties include but are not limited to:

- Serving on a campus or community committee (see below)
- Attending and providing updates during SC meetings, Town Halls, Industry Hub quarterly meetings, and other related advocacy initiatives
- Supporting, planning, attending, and promoting SC-sponsored programs and events
- Promoting involvement in the USG-SC and encouraging prospective candidates

Campus and Community Committees include but are not limited to:

- **USG Board of Advisors** *(two students: one will be the President or VP)*
Represent broad community interests and ensure that student, business, local and state government, and higher education needs are addressed in the development of the Universities at Shady Grove. Typically meet on weekday mornings once a month.
- **University System of Maryland Student Council** *(two students: one will be the President or VP)*
Provides a vehicle to ensure that the System leadership is aware of student perspectives and responsive to student concerns and issues. Meet on Sundays once a month (some meetings are in person, others are virtual).
- **DEI Strategic Planning Committee** *(one student)*
Represents and shares information with peers about diversity, equity, and inclusion matters at USG. Meetings occur once every 5-6 weeks for about an hour.
- **Campus Transportation Advisory Committee** *(one student)*
Discusses parking fees, infrastructure, and potentially campus/student fees. Meets once or twice a semester (date/time TBD). Will be coupled with an additional committee.
- **MoCo Food Security Plan Community Advisory Board** *(1-2 students)*
An initiative of the Montgomery County Food Council, this group is composed of Montgomery County residents who currently struggle with or have struggled in the past with food insecurity*. They currently have two groups:
 - **Food System Advocacy Community Call:** monthly Zoom calls where members “can lend your voice to help direct the conversation about what food system policies and priorities would be the most impactful for you and your communities”.
 - **Food Security Community Call:** monthly Zoom calls where “the Food Council shares an update on current service resources and community needs to local government leaders, stakeholders, and members of the broader community”.

**Note: You must be a Montgomery County resident and currently struggle with or have struggled in the past with food insecurity to join either of these community calls.*
- **USG Career Readiness Committee** *(2-3 students)*
Assist with efforts related to the USG Career Readiness Committee. Give feedback about HireU, Suitable, and other related initiatives. Meets approximately once a month via Zoom. *Must be an active user of the Suitable app.*
- **Chancellor’s Chat Representatives** *(Campus and Community Representatives will be*

asked to represent the SC during appropriate sessions based on session topics)

The Chancellor's Chats are one of the opportunities Chancellor Jay Perman has to hear from students. Each chat is organized around a designated topic, area of interest, or affiliation. These are informal, getting-to-know-you sessions during which the identified theme or affiliation is used to launch a wide-ranging conversation. *Meetings are Sundays once per month from 10 am-noon and alternate between virtual and in-person.*

Membership Requirements

Upon accepting their position, each USG Student Council member will review and sign an agreement outlining their respective roles and responsibilities and the Student Council Code of Conduct. They must also promptly complete all hiring paperwork. Each member will receive an hourly wage based on Student Council-related efforts and is expected to complete their timesheets by the deadlines. They must also respond promptly to emails from the club advisor and other members. Meeting attendance is **required** (see the Member Roles and Responsibilities section); all other activities are strongly encouraged. At the end of the fall and spring semesters, performance will be evaluated by each SC member to ensure that all responsibilities are met.

All Student Council members must maintain the following requirements during their entire term:

- Sustain a GPA of 2.5.
- Be in good academic and judicial standing in a program offered at USG.
- Be enrolled in at least 6 credits in classes offered at USG, unless there is an approved exception.
- Adhere to all of the items listed in this document, including the Code of Conduct.
- Serve from mid-September until mid-May. Fall or Winter graduates will not be accepted.
 - If a member chooses to resign from the SC before the end of the term, they must provide a letter of resignation via email to the Advisor explaining their decision.

Failure to comply with the rules and regulations stated here and/or failure to honor the signed agreements and commitments may result in the withholding of wages and/or removal from the Student Council.

Code of Conduct

- As representatives of one of USG's primary student leadership organizations, all members must behave in a manner that reflects their status as representatives of the USG community.
- If a member does not adhere to this code of conduct, they may be issued a warning or be asked to resign, depending on the incident. The decision will be made by the Advisor in concert with the Director of the Macklin Center for Leadership and Communication.
- Applicants are also encouraged to review the "[Students at USG- Behavior Guidance](#)" document, which applies to all students at USG.

- **All members must:**
 - Be respectful and act appropriately at all times, whether or not they are directly representing the Student Council
 - Be courteous, honest, and fair with others.
 - Communicate in a purposeful and positive manner.
 - Appreciate and promote diversity, equity, inclusion, and belonging.
 - Develop positive relationships with students, advisors, professors, and administrators.
 - Be mindful that serving on the Student Council is a privilege, and students must avoid any abuse of authority arising from the role.
 - Conduct themselves at all times to be a credit to their organization, school, and community.