

CONSTITUTION of THE EDUCATION COUNCIL
of THE COLLEGE of EDUCATION at
NEW MEXICO STATE UNIVERSITY

ARTICLE I – Education Council

Section 1 Definition

In this document be it understood that the word Council denotes the Education Council of New Mexico State University.

Section 2 Purpose

The purpose of the Council shall be a responsible group, actively engaged in the promotion of the College of Education among various student organizations dedicated to Education, and the promotion and support of the ideals of the College of Education. It will also promote the image of the College of Education within the college itself and among the campus.

Section 3 Membership

- A. Council Membership shall consist of two representatives from each organization within the College, the Executive Board, the ASNMSU Education Senators and members at large.
- B. No society shall be entitled to membership until completing the petitioning process as stated in the bylaws.
- C. Member Organization of the Council shall be those who can provide just cause for choosing the College of Education Council as their council choice.
- D. All voting members shall be required to serve on at least one committee during their term in office.
- E. The Dean of Education shall be an ex-officio member of the Council.

Section 4 Executive Board

- A. The Executive Board of the Council shall consist of the President, Vice-president, Secretary, Treasurer, Dean of Education and/or his/her representative(s).
- B. All Executive Board members shall be non-voting members except for the President who shall vote only in the case of a tie.
- C. No persons shall be eligible for an Executive Office in the Council unless he/she is in the Council, the Executive Board, the ASNMSU Education Senators, and members at large stated in the bylaws.

- D. It shall be the responsibility of this committee to maintain the Constitution and By-laws. The Secretary, Treasurer, and the Dean of Education or his/her representative shall vote only in the case of a tie.

He/ She must be enrolled in a position to serve for a full year. He/ She must be enrolled in the College of Education as a full-time student, not to be on academic or disciplinary probation, have accumulated a GPA of at least 2.5, and must be a member of the Council or a Council organization at the time of election.

E. The President

1. The President shall be:

- a. Elected for a term of one year by a majority of the Council.
- b. Chairman of the Council with the right to vote only in the case of a tie.

2. The Duties of the President shall be:

- a. To perform all duties natural and incidental to the office.
- b. To act as official representative of the Council.
- c. To work with the Dean of Education in the selection of the faculty advisor.

3. The powers of the President shall be:

- a. To appoint the chairmen and members of the committees.
- b. To convene the Council in either regular or special sessions.
- c. To supervise the activities of all elected and appointed officials.

F. The Vice-president

1. The Vice-President shall:

- a. Be elected for a term of one year by majority vote of the Council.
- b. Perform the duties of the President when he/she is unable.
- c. Perform any other duties that might be assigned to him/her by the President.
- d. Be the committee chair and oversee all committees, supervise and collect all committee's reports.

G. The Secretary

1. The Secretary shall:

- a. Be elected for a term of one year by majority vote of the Council.
- b. Be responsible for a file of all Council records, point system records, correspondence, and proceedings.
- c. File a copy of the approved minutes of the Council with the Dean of Education, the President of the Council, and all members of the Council. A copy of the approved minutes must be also placed on the Council's files.
- d. Perform any other duties that might be assigned to him/her by the President.
- e. Be responsible for maintaining copies of this Constitution, its amendments

and the bylaws in good order for easy reference.

- f. Maintain records of attendance of the organizations and shall notify Executive Board when a member has obtained two unexcused absences and send a letter to the member stating warning of removal from council if there is one more absence.
- g. Maintain records of attendees at Council meetings and at events.
- h. Be on the Public Relations Committee.

H. The Treasurer

1. The Treasurer shall:

- a. Be elected for a term of one year by a majority vote of the Council.
- b. Supervise the financial actions of the Council.
- c. Perform any duties that might be assigned to him/her by the President.
- d. Submit a report of the finances of the Council when so directed by the Council and a formal report upon the termination of term in office.
- e. Be familiar with all ASNMSU financial procedures.
- f. Serve as a member of the Education Council Finance Committee.
- g. Be responsible for petty cash account as defined in the Petty Cash by-laws.
- h. Review all budgets, make recommendations, and present them to the Council for a vote.

I. The Dean Of Education and/ or his/ her Representative(s)

- 1. All activities of the Council shall require approval of the Dean of Education if these activities are conducted officially in the name of the College of Education.
- 2. He/She or his/her representative(s) shall act in a general advisory capacity to all functions of the Council and shall act as the Council's Sponsor.

Section 5 Committees

A. Committee Chair

1. A committee chair shall:

- a. Be the Vice-president for a term of one year.
- b. Supervise and collect biweekly reports from all committee heads, and report on the progress of each committee to the Council.
- c. Perform any duties that might be assigned by the President.

B. The following standing committees shall be appointed by the President with the approval of the Council:

- 1. College Events Committees: It shall be the responsibility of these committees to schedule and coordinate all events assigned to the Council by the College of

Education.

This shall include but is not limited to:

- a. Homecoming
- b. Education Week

2. Public Relations Committee – It shall be the responsibility of this committee to publicize events scheduled by the Council, and prepare and publish a newsletter for the College of Education.

3. Social Committee: It shall be the responsibility of this committee to schedule and coordinate all Council activities which can be defined (even loosely) as “social”.

4. All committees shall SUBMIT a report to the Committee Chair before the deadlines set by the Committee Chair.

5. Each committee head shall be responsible for concise maintenance of a committee notebook and submit it at the end of their term. (This will help keep track of the progress of the committees). This notebook will be reviewed each semester.

Section 6 Council Meeting Procedures

- A. Except as specifically designated by the Constitution and By-laws of the Education Council, Robert’s Rules of Order shall govern all procedures during meetings of the Council.
- B. A majority vote of the Members present, providing the members constitute a quorum, is sufficient to pass any motion or act that may be introduced in the Council except as otherwise specified herein.
- C. The Executive Board will not vote. In the case of a tie, the President will have the deciding vote.
- D. 50 percent plus one of the voting members of the Council shall constitute a quorum for transacting the business of the Council.
- E. Operational rules of Order for the Council:

1. An agenda shall be made available at the beginning of each meeting and posted 24 hours in advance. Order of business shall be:

- a. Call Meeting to Order
- b. Roll Call
- c. Reading and Approval of Previous Minutes (revise if necessary)
- d. Treasurer’s Report
- e. ASNMSU Senate Report
- f. Committee Reports
- g. Old business
- h. New Business

- i. Organization announcements
 - j. Other
 - k. Adjournment
- 2. Recognition
 - a. The chair must recognize all persons before speaking.
 - b. All questions must be directed to the chair unless permission is granted by the chair for a question to a member of the body.
- 3. Degree of adherence is under the discretion of the President.

F. Member Organization Appropriations

- 1. Each Member Organization requesting funds must submit a budget to the Council, as described in the By-laws, 1 month prior to request.
- 2. Any remaining funds may be appropriated throughout the remainder of the year.
- 3. If any Member Organization wishes to change its uses of funds or requests additional funds, a new budget must be submitted to the Council and voted upon.

Section 7 Attendance and Meetings

A. Attendance

- 1. The voting members of the Council shall hold office immediately after being appointed and shall remain in office as long as they are considered representatives by their organizations.
- 2. All members must be present at every meeting. Non-compliance will result in termination from the Council after two absences.
- 3. When appointed representatives are unable to be present, a replacement needs to attend.

B. Meetings

- 1. Regular biweekly meeting dates will be set in accordance with the wishes of the Council and the Dean. Changes may be agreed upon from time to time, and special meetings will be/may be called by the President as needed.

ARTICLE II - Election Process

Section 1 Nominations

- A. Nominations for all members of the Executive Board will be made during the last meeting of March.

Section 2 Elections

- A. All elections will be made by public vote.
- B. Nominee with majority votes will take office.

- C. General elections will take place three meetings after closing of the nominations. The President elect shall take office at the last meeting of the Spring semester. The offices of the Vice-President, Secretary and Treasurer will also be filled at this time.
- D. In the case of a tie, there will be a run off.

ARTICLE III - Amendments

Section 1 An amendment to this Constitution may be passed in the following manner:

- A. Typewritten copies of the proposed amendment must be available to each member of the Council at the regular meeting.
- B. The proposed amendment may be voted upon at the next or any succeeding meeting of the Council during the incumbent Council's term in office.
- C. If two-thirds ($\frac{2}{3}$) of the votes are cast in favor of the proposed amendment it shall go into effect immediately.
- D. It shall be the duty of the Secretary to type up the new amendment to be added to the Constitution and to distribute copies to each member of the Executive Council and to the Dean of Education.

Section 2 An amendment to the By-laws may be passed in the following manner:

- A. The proposed amendment may be introduced in the New Business section of any meeting.
- B. The proposed amendment may be voted upon at the same meeting.
- C. If two-thirds ($\frac{2}{3}$) of the votes cast in favor of the proposed amendment it shall go into effect immediately.
- D. It shall be the duty of the Secretary to type up the new amendment to be added to the By-laws and to distribute copies to each member of the Executive Council and to the Dean of Education.

EDUCATION COUNCIL MEMBERSHIP BY-LAWS

Section 1 Organization petitioning for representation within the Council must have approved charter recognized by SOAP, with these additional requirements:

- A. The petitioning organization must present to the Council a valid reason for becoming a member of the Education Council.
- B. The organization's Constitution and By-laws shall be made available to the Council.
- C. The organization must provide the Council with an organization E-mail address.

Section 2 After the preceding has been accomplished, an organization may be accepted

as a member of the Council by receiving a favorable simple majority vote of the Council members. The representatives of the newly accepted organization shall be voting representatives immediately following the vote of approval. The organization shall be eligible for funding the semester following admission into the Council.

EDUCATION COUNCIL SPECIAL ELECTIONS BY-LAWS

- Section 1 A special election will be held in the event that an officer is unable to complete the term.
- Section 2 Nominations for the vacant office will be made at the meeting in which the vacancy is announced.
- Section 3 The special election will be held within 2 weeks of the closing of nominations. The vacant office will be filled at that time.

MEMBERS AT LARGE MEMBERSHIP BY-LAWS

- Section 1 A person affiliated with any organization in the Education Council who has attended 4 meetings in one semester shall automatically be considered a member at large.
- A. The members at large must provide an E-mail address.

POINT SYSTEM BY-LAWS

- Section 1 A minimum of 25 points must be achieved the semester PRIOR to requesting monies from the Council.
- A. An appeal may be presented to the Council if a club or members feel this is inadequate. A two-thirds ($\frac{2}{3}$) vote must be reached by the Council for these changes.
- Section 2 The points may be received in the following manner:
- A. Attendance
1. Two points given when one or two members attend regular meetings.
 2. When more than two people attend, one extra point will be given.
 3. There will be a maximum of three points per organization per meeting.
- B. Serving on Committees
1. No points will be given, but one point will be deducted, when members do not attend their committee meetings.
- C. Activities
1. One point per person per $\frac{1}{2}$ hour of service for the activity.
 2. Major events can be allotted more points by the discretion of Council.
- D. Community Service
1. One point per person per $\frac{1}{2}$ hour of service for the activity.

- 2. Two community service projects during fiscal year.
- E. Fundraising
 - 1. This is to the discretion of the Treasurer and Executive Board members.
- F. Non-Council Community Service
 - 1. Maximum of five points per semester per organization.
 - 2. Organization must submit proof of service or activities to the Council.