

## **COE Student Achievement Council CONSTITUTION**

Revised and approved by COE SAC membership on September 9, 2010.

Updated and approved by COE SAC membership on April 17, 2012.

Revised and approved by COE SAC membership on June 27, 2012.

### **Article 1 – Name of student organization**

The name of this organization shall be College of Education Student Achievement Council. College of Education Student Achievement Council may also be referred to as acronym, COE SAC.

### **Article 2 – Purpose of the student organization**

The purpose of this organization shall be to provide a sense of “academic community” to all FAU students, especially those in the College of Education, both undergraduate and graduate, interested in the field of education. It provides a forum for students to present their scholarly work, offer a number of activities and projects through which students can meet new people, get involved, and learn from each other, and liaison with the College of Education Dean’s Office, Dean of Students’ Office, faculty and staff on special projects and activities. Major responsibilities include the organization of an annual college-wide research symposium, the selection of the COE’s Distinguished Teacher of the Year, the provision of professional development workshops, peer advising, study groups, community service, and other activities designed to support student achievement. The COE SAC does not discriminate on the basis of gender, race, ethnicity, disability, age, sexual orientation, size, or political or religious affiliation in any of its policies, procedures or practices.

### **Article 3 – Membership of the student organization**

#### **Section 1 – Members:**

a. Membership is open to all currently enrolled FAU students with a minimum GPA of 3.0 at the undergraduate level and 3.5 at the graduate level.

b. Members are required by Student Involvement and Leadership to join the COE SAC Collegiate Link site.

c. Candidates for membership must apply via an application that includes their interests, skills and availability to participate in the research symposium, workshops, general meetings, mentoring meetings, and other activities.

d. Members must agree to attend a minimum of one general meeting per semester, and the annual Research Symposium or other SAC sponsored event. Membership may be terminated if participation requirements are not met.

**Section 2 – Associate Members:** Faculty, staff, and alumni may be associate members. Associate members cannot vote or hold office.

**Section 3 – COE SAC shall be in full compliance with all Federal and State nondiscrimination**

and equal opportunity laws, orders and regulations. COE SAC shall not discriminate against a Student Officer, member or prospective member on any basis identified in FAU Regulation 5.010, except if specifically exempted by law.

#### **Article 4 – Regulations**

Section 1 – COE SAC will abide by all Federal, State and Local Laws and FAU Regulations and policies, including but not limited to the Student Code of Conduct, Code of Academic Integrity, Regulation 4.006, Alcohol and Drug Policy, and all requirements as outlined in the Student Organization Manual.

Section 2 – COE SAC agrees to abide by the Florida Anti-Hazing Law in the Student Code of Conduct and the Student Organization Manual.

#### **Article 5 – Officers**

Section 1 – The officers of this organization shall be President, Vice President, Secretary, Treasurer/COSO Representative, Webmaster, Membership Outreach/Marketing Coordinator, and Programs/Projects Coordinator, Distinguished Teacher of the Year Award Chair, Research Symposium Chair, Workshop Series Chair, Peer Advising/Mentoring Program Chair, and any other ad hoc Chair as deemed necessary by the membership.

Section 2 – In order to be eligible for an officer position, candidate must meet requirements as specified by Regulation 4.006. All Officers must be registered degree-seeking FAU students who meet the University's minimum qualifications for student officers, which is a 2.5 cumulative GPA and be registered for 6 credits hours for undergraduate students, and a 3.0 cumulative GPA and 3 credit hours for graduate students. Officers have to be in good academic standing and not on probation. Students serving as President must have earned at least 12 college credits. A student may serve in the same position or office for a maximum of two terms during his/her academic career at FAU. A student's academic career includes his/her undergraduate, graduate, and professional course work.

Section 3 – The duties of officers are as follows:

a. President

- i. Call and facilitate meetings.
- ii. Create and distribute meeting agendas.
- iii. Work with the Officers to create realistic goals and objectives for their term in office.
- iv. Represent the COE SAC to outside entities and liaison with the Faculty Advisor, Dean of the College of Education, and other FAU offices.
- v. Oversee all organization functions.
- vi. Resolve conflicts and support the performance of Officers.
- vii. Sit on committees and participate in committee objectives.
- viii. Attend the Office of Student Involvement and Leadership's (SIL) Student Leadership Conference as required by SIL.

- ix. Maintain files for Officer and Chair transitions.
- x. Run COE SAC Officer elections.
- b. Vice President
  - i. Assist the President in setting goals and objectives, overseeing functions, resolving conflicts, and supporting leader performance.
  - ii. Fulfill roles and responsibilities of the President in the absence of the President, whether temporarily or permanently until a new President is elected.
  - iii. Sit on committees and participate in committee objectives.
  - iv. Submit files to President at end of term.
- c. Secretary
  - i. Take the minutes of all COE SAC meetings and provide minutes to COE SAC for review and approval by membership.
  - ii. Maintain files and correspondence and post documents to the COE SAC MyFAU group and Collegiate Link sites.
  - iii. Maintain the COE SAC Contact (membership) List and send updates to SIL as required for continued registration.
  - iv. Record all amendments to Constitution and maintain updated copies sending updates to SIL as required for continued registration.
  - v. Sit on committees and participate in committee objectives.
  - vi. Submit files to President at end of term.
- d. Treasurer/COSO Representative
  - i. Attend all Student Government Council of Student Organization and Student Government Accounting and Budget budget-process meetings as required by SIL.
  - ii. Shall perform SGAB budget training as required by SIL to become certified to process COE SAC fiscal paperwork.
  - iii. Establish annual budget request for COSO with Executive Board, submit budget according to COSO timeline, and attend budget process meetings and hearings as needed.
  - iv. Maintain spreadsheet (balance sheet) of COE SAC expenditures and fundraising revenues and report to membership at meetings of COE SAC.
  - v. Submit all expense justification forms and supplementary documents (invoices, quotes, etc.) for expenditures to SGAB.
  - vi. Maintain copies of all documents related to expenditures and revenues to be submitted to President at end of term.
  - vii. Sit on committees and participate in committee objectives.
  - viii. Attend the SIL Student Leadership Conference as required by SIL.
  - ix. Submit files to President at end of term.
- e. Webmaster
  - i. Design and maintain COE SAC web page hosted by the College of Education.
  - ii. Design and maintain a Facebook group for COE SAC.
  - iii. Maintain Collegiate Link and MyFAU group sites in coordination with, and during any absence of, the Secretary.
  - iv. Submit files to President at end of term.
- f. Membership Outreach/Marketing Coordinator
  - i. Design marketing materials for COE SAC including a brochure, flyers, and email blasts.

- ii. Work with the Webmaster in designing publicity pages for COE SAC events.
  - iii. Distribute regular blast emails to COE students regarding COE SAC events, calls for leadership, and other activity.
  - iv. Make specific effort to recruit membership and participation university-wide and include partner campuses in all communications.
  - v. Submit files to President at end of term.
- g. Programs/Projects Coordinator
  - i. Design innovate programs to fulfill purpose of COE SAC.
  - ii. Coordinate efforts of DTOY Chair, Research Symposium Chair, Workshop Series Chair, Peer Advising/Mentoring Chair, and other relevant ad hoc chairs to avoid event conflicts, help share responsibilities, and oversee functions of these areas.
  - iii. Work with Membership Outreach/Marketing Coordinator and Webmaster to publicize programs.
  - iv. Submit files to President at end of term.
- h. DTOY Chair
  - i. Lead the DTOY award selection process and committee for the College of Education.
  - ii. Report DTOY committee progress at COE SAC meetings throughout the process.
  - iii. Sit on the university DTOY committee representing COE and COE SAC.
  - iv. Submit files to President at end of term.
- i. Research Symposium Chair.
  - i. Lead the planning and implementation of the annual student research symposium.
  - ii. Oversee a committee and delegate responsibility to members toward the successful implementation of the symposium.
  - iii. Report Symposium Committee progress at COE SAC meetings throughout the process.
  - iv. Submit files to President at end of term.
- j. Workshop Series Chair.
  - i. Design workshops for the professional development of all COE students per COE SAC's purpose.
  - ii. Lead a Workshop Series Committee to support objectives.
  - iii. Report Workshop Series Committee progress at COE SAC meetings throughout term.
  - iv. Submit files to President at end of term.
- k. Peer Advising/Mentoring Program Chair
  - i. Plan peer advising and mentoring program for the professional development of all COE students per COE SAC's purpose.
  - ii. Report progress at COE SAC meetings throughout term.
  - iii. Submit files to President at end of term.
- l. Ad Hoc Chairs
  - i. Duties assigned as needed.
  - ii. Submit files to President at end of term.

## **Article 6 – Selection of Officers**

### **Section 1 – Method of nomination procedure and election of officers.**

- a. The incumbent President will open the election process in October by calling for nominations for all leadership roles via email.
  - i. Officers will share their roles and responsibilities with members to familiarize them with the opportunities available.
- b. Members may self-nominate or be nominated and must do so in writing via email to the President by the posted deadline.
  - i. Those nominated by other members must accept the nomination in writing via email to the President in order to be considered a candidate for a leadership position.
- c. The President will coordinate with the Secretary to post all accepted nominees who become candidates for leadership roles on MyFAU and Collegiate Link.
- d. At the second to last meeting of the semester (typically in November), candidates will have an opportunity to share why they believe they make the best candidate for the position for which they are running.
  - i. A question and answer period will be allotted during this meeting.
  - ii. Candidates can also email their bio and campaign talking points to COE SAC membership via the Secretary.
- e. Voting is by electronic poll only.
  - i. Voting polls will be posted the day after the second to last meeting of the semester and remain open for 10 days. This alleviates counting errors and automatically notifies all members of results.
- h. At least a simple majority of the active membership of COE SAC must vote in order for an election result to be valid.
  - i. A majority vote (the most votes of those who voted) is required to elect a candidate when three or more members are running for an office.
  - ii. Simple majority vote (50% + 1) is needed to elect a candidate when only one or two members are running for an office.

**Section 2 – Tie votes will result in a new e-vote no later than 7 days after the tie results are announced to give candidates the opportunity to campaign via email to COE SAC members.**

**Section 3 – The Officers shall be elected when each Fall semester and shall take office each Spring semester. Officer selection must take place at least once per academic year**

- a. At the last meeting of the semester the outgoing leadership will provide final reports to the membership.
- b. Electronic and paper files will be transferred to new leaders before finals week concludes.
- c. Newly elected Officers begin their term and meeting facilitation January 1.

**Section 4 – Term of office.**

- a. The annual term of all SAC Officers will be one calendar year (January 1 through December 31) to maintain activities and membership over the summer.

Section 5 – A member may hold more than one position but only if there are no other members willing and able.

a. The positions of President, Treasurer/COSO Representative, and Secretary may not be concurrently held by the same COE SAC member during any given term of office.

Section 6 – Officers may be re-elected to the same position no more than twice in their academic career at FAU per University policy.

## **Article 7 – Officer Vacancies**

Section 1 – Should a vacancy occur in any office, the President or designee will send out a call for nominations via email and the nomination, candidacy, and ballot procedures outlined above will be followed at subsequent meetings until the position is filled by consensus or majority vote.

Section 2 – Replacement Officers elected mid-term will remain in their positions until the end of that calendar year (December 31).

Section 3 – Impeachment process

a. Officers may be impeached after a written call for impeachment is received by the highest Officer not being impeached and the Faculty Advisor who will hold a hearing meeting for the impeachment process.

i. The Officer being impeached will have an opportunity to speak in their own defense and call witnesses for this purpose.

ii. The membership will then vote for or against the call for impeachment.

iii. Impeachments require 75% of COE SAC Officers, and any members present at the impeachment hearing.

b. Impeachments cannot be heard and voted on electronically.

## **Article 8 – Advisor**

Section 1 – Duties of the Faculty Advisor

a. Be familiar with University policies and regulations and with the COE SAC Constitution.

b. Attend SIL faculty advisor, SGAB budgetary advisor, and alcohol and ticketing workshops with COE SAC Officers if and when needed.

c. Meet regularly with Officers to discuss goals, needs, and programs.

d. Attend as many meetings and special events as possible.

e. Act as the budgetary advisor and signature authority for COE SAC's on campus account.

f. Be a resource for the group to accomplish goals and objectives.

g. Help provide continuity for COE SAC by supporting Officer transitions.

Section 2 – Method of Faculty Advisor selection

a. The Faculty Advisor will be nominated by the membership, in consultation with the

COE Dean, and invited by the COE SAC President.

Section 3 – The Faculty Advisor MUST be a full-time faculty, AMP, or SP staff member at FAU.

## **Article 9 – Meetings**

Section 1 – Regular meetings shall be held monthly unless additional meetings are deemed necessary by the membership.

Section 2 – Special meetings may be called by The President or designee anytime for any purpose. Membership will be notified of all scheduled and unscheduled meetings via email at least 48 hours in advance although at least 7 days prior notice will be the expected norm.

Section 3 – A quorum for any regular or special meeting shall consist of a simple majority of Officers (50% + 1). Members are welcome at any COE SAC meeting, regular, special, or committee.

Section 4 – Meetings will be facilitated by the President or designee (any other Officer or member) without special procedures.

Section 5 – Meetings must have a printed agenda distributed to all members via email at least 24 hours in advance of a meeting.

Section 6 – Minutes will be taken at all meetings, approved by consensus over email, and posted to COE SAC's MyFAU and Collegiate Link group sites.

## **Article 10 – Amendments**

Section 1 – To amend the Constitution:

- a. The Constitution shall be reviewed annually by the membership. The membership may:
  - i. Retain the Constitution as written.
  - ii. Amend the Constitution.
- b. Amendments may be proposed by any member and discussed by the membership at any time.
- c. Proposed amendments will be emailed to the membership, and voted on via email (e.g. Survey Monkey).
- d. At least 48 hours will be given for e-voting on amendments.
- e. Simple majority vote (51% or greater of active membership) will pass an amendment although the leadership will always seek consensus.

## **Article 11 – Bylaws**

Section 1 – Dues

a. There are no dues required although occasionally members may occasionally be asked for small donations to support fundraising, as Student Government (SG) funds acquired through the FAU Council of Student Organizations (COSO) may not be used for fundraising.

#### Section 2 – Committees

- a. Committees include the DTOY, Research Symposium, and any ad hoc committees that may be created by the membership.
- b. Ad hoc committees can be created and dissolved at any time.

#### Section 3 – Voting

- a. All votes require a quorum of Officers.
- b. Voting procedures are via discussion toward consensus, or by simple majority (50% + 1) voting if consensus cannot be reached after significant discussion. The only exception is voting over a call for impeachment of an Officer.