

Student Council Student Council Mission Statement

“Student Council’s mission is to be the link between the Administration and the students to better student life at Vermont Technical College.”

Student Council General Guidelines

The Student Council is a Parliamentary Student Association run by students. Being such, it must adhere to Robert’s Rules of Order. These rules are simple and can also be found in this handbook.

The Student Council consists of four divisions. These divisions include: The Chairpersons, Student Advisory Board, Student Financial Board, and Student Judicial Board. Each of these divisions has their own specific duties. They are as follows:

The Chairpersons

This division consists of two individuals. These individuals are the Student Council Chairperson and the Public Relations Chairperson.

- The Student Council Chairperson has several duties. These include hosting the Student Council meetings (moderating), gathering student input, and creating the agenda for the meetings. This position can be thought of as the facilitator to the Student Council
- The Public Relations Chairperson’s duties are to advertise the meetings, to write the minutes of the meetings, to approve and send club emails to VTC students, and to increase student awareness about Student Council’s various activities.
- Overall, the duty of these individuals is to create an opportunity to open the Student Council to the mass of the Student Body.

The following Boards will be described in greater detail further in the document. They have been shortened here to give a general overview of their duties.

Student Advisory Board

This division consists of several individuals. The main purpose of the Student Advisory Board is to gather student input and constructively bring it to the Student Council. This may be through several off campus meetings, such as VSCSA, or even through direct student input. Their interaction with the student body and various campus committees is vital.

Student Financial Board

The Student Financial Board is solely responsible for student funds and the distribution of those funds. More specifically, this board is responsible for ensuring the Student Council understands the budget. This board is also solely responsible for the inner workings of clubs.

Student Judicial Board

The Student Judicial Board is a division designed to protect the rights of students. The Student Judicial Board members are the student peer representatives on a board that reviews the resolution terms when a student appeals a VTC violation not related to alcohol, drug, or expulsion from Residence Halls or the College.

Also, the Student Judicial Board is the first resource for students to be a part of the College Judicial Board. This board handles much more serious issues.

**Student Council
Student Advisory Board Mission Statement**

“Student Advisory Board’s mission is to improve Campus life for everyone in the VTC community through student representation, encouraging student participation, and being a communication resource.”

**Student Council
Student Advisory Board Guidelines**

Student Advisory Board is one of 3 branches of the Student Council. Its main mission is to improve campus life for everyone in the VTC community. This goal can be broken down into three objectives:

1. A Communication Resource - Student Advisory Board can and will act as a point of communication for the VTC community including, but not limited to, VTC Students, the VTC administration and the communities surrounding VTC sites.
 2. Student Representation - Student Advisory Board would be a voice for VTC students in such ways as the Campus Forum, Comment Boxes, etc. As for directly dealing with the VTC Administration members of SAB would be involved in such committees as SLAC and other committees that pertain to the entire College. This board is also responsible for attending the VSCSA meetings.
 3. Encourage Student Participation – Student Advisory Board would encourage student involvement on campus by committing to the assurance to all-inclusive events, a democratic process in which the students get to decide what goes on, and also give students incentives to attend said events.
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Student Council Student Financial Board Mission Statement

“The Student Financial Board’s mission is to allocate funds collected by student activities fees to clubs and organizations on campus, in a fair and equitable manner for the purpose of student involvement and student events and activities.”

Student Council Student Financial Board Guidelines

The Student Financial Board is solely responsible for student funds and the distribution of those funds. More specifically, this board is responsible for ensuring the Student Council understands the budget. This board is also solely responsible for the inner workings of clubs.

What is a Club?

A club is a group of students that share a particular interest. A club should consist of at least six students and an advisor in order to receive funding (see *how a club gets money*).

Club Guidelines:

1. Minimum number of members
 - 6 Active Members
 - Prove Average Attendance
2. Founding By-Laws
 - Mission Statement
 - Definition of Reps
 - Affirmation to Openness Policy
3. Participation
 - Number of Events
 - 2 per Semester
 - At least 1 open to public
 - Open House / Club Fairs
 - Rep Verification Meeting
 - Budget Meeting
 - End of Semester Meeting
 - 2 Meeting Rosters per Semester
4. Inventory
 - With Minutes
 - Location
 - Description
 - Serial numbers
 - Access List
 - Update at End of Semester Review
5. Community Service / Year
 - Oriented to bettering the community
 - Organized and Coordinated
 - Who was involved
 - Minimal Participation
6. Advisor
 - Plays an active role in club

What is an Organization?

An organization is a group that acts as a service to the campus. Organizations must be run by students, although they can be assisted by faculty or staff of Vermont Technical College.

How does a club get recognition?

They need to meet all requirements of a club as listed above in the Club Guidelines.

Where does club and organization money come from?

A portion of the student activities fees is allocated to clubs and organizations. For better understanding of how the student fee is collected, please see your student handbook.

At the end of the previous year the estimates of student fees will be supplied by the Dean of the College to Student Council for decisions on the allocation of that money along with the proposed budget for the next academic year.

What if my club gets a donation?

In the event that your club is given a donation, the proper forms must be completed with the Dean of the College. Failure to meet this obligation, may lead to the inability to accept those funds.

How does a club get money?

Club requirements other than the ones listed in the previous section *club guidelines* are outlined below. All clubs must set up a booth at both the club fair and at all Randolph Campus Open Houses. The purpose of these booths will be both educational and for obtaining new members.

For the first few weeks clubs are encouraged to obtain new club members by using the student e-mail accounts to announce meeting times etc. However, after the budget meetings have concluded clubs are required to no longer use this as a source of advertisement and are encouraged to seek help from IT to create e-mail lists of their members. However, for special cases, the PR Chairperson must first approve club e-mails prior to addressing students.

Failure to abide by the rules set forth by the student council may result in a consequence involving the funds allocated to the club.

Community Service

All clubs that wish to receive funding through Student Council must perform a community service. Community Service is an event that benefits the whole community and/or surrounding communities and not just VTC. 75% of members are required to perform this community service, but Student Council can give exceptions when appropriate. Any money raised/earned must be all donated to a charitable cause or organization. Hours in/money raised will be both considered. The Financial Board will have the responsibility to check if community service has been completed. Student Council must approve all community service events. Student Council has the discretion to decide on further interpretations of community service.

Repercussions

A club that receives funding through the Student Council budget process must complete community service in order to receive their funds. If a club does not perform a community service approved by Student Council, then its proposed budget will be dispersed back into the overall club allocation fund. These funds will then be available for the spring budget for all clubs. The same process will be enforced for the spring semester. If a club does not perform any community service for the whole academic school year, they will not receive any funds through Student Council, and MAY not be penalized for the next academic school year.

Club Donations

Any club that wishes to donate items listed in their inventory to another club, organization etc. must be approved by Student Council.

Allocation Meeting

These meetings are the only opportunity for a club to receive funds. Two budget allocation meetings will be held a year. Both meetings will be held on the fourth week of the semester.

Club Allocation Meeting Requirements

Clubs must submit all club-oriented documents one week in advance to the budget allocation meeting. These club-oriented documents will include but are not limited to; club mission statement or constitution, advisor signature page, roster of members, and signed sexual harassment note. Also required one week in advance to the allocation meeting is a complete club inventory, which is to be verified by a Financial Board member. One designated club member with key access needs to be present during the inventory, as they are responsible for

the club items within that area. The club must pay for any discrepancies in inventories as these items belong solely to Vermont Technical College. Also, failure to abide with these rules will result in a budget of zero for the semester.

*New clubs will also be required to procure a note from the President of the College, or Dean of the College approving the club as a college recognized entity. There may also be conditions which the club must meet before final approval is given.

Budget Requirements

The budget must include a description of each item, quantity, unit cost, total cost, reason for the purchasing that item, and a grand total. Any single item* with a cost of \$500 or more will be part of a capital budget.

*Any single item-any piece of equipment, material object. This does not include transportation costs or club trips or supplies.

Second Semester Budget Meeting

The purpose of the second semester budget meeting is to have an evaluation of budget activity over the fall semester. At this meeting club fund raising and community service will also be evaluated. For this meeting, all funds will be revoked (besides funds allocated for a specific date) the second week of December for redistribution at the second semester budget meeting.

Budget Meeting Process

One representative from every club will be allowed to vote on budget items. That will be the only member involved in discussion during budget allocations. Other members will be allowed to express interests in particular discussions through their representative. (Unless a financial board member asks a club member to clarify the club member's particular interest)

All club representatives will review all items during the meeting. Club representatives will vote on items within club budgets after all items have been discussed. The Financial Board will only be part of the allocation meeting strictly as moderators, for time concerns, and meeting efficiency.

After the final allocation amounts have been determined, by club representatives the final budget and all items within it will be submitted to the administrative assistant to the Dean of the College for processing of funds and final distribution of funds.

Please note: Allocated funds can only be spent on approved items. Expenditure of funds on non-approved items will not be processed or reimbursed. Clubs may request re-allocation of funding through the Student Council.

Emergency Funding

If a recognized club or organization would like to request funding outside that which is allocated at either the budget or club allocation meeting, they may request funding in the occurrence of an unforeseeable event or special need as agreed upon by the Student Council, Dean of the College and faculty advisor to the Student Council. This request will then be brought to the next meeting where at least 80% of clubs must be represented. Each club is only allowed one vote. Typical rules of order will be practiced for the emergency request.

How does an organization get money?

To obtain funds, organizations must present a budget to Student Council. Also required for the allocation of funds is a complete inventory, verified by someone on the Financial Board of all materials, items, and supplies that club or organization has that belong solely to Vermont Technical College. Organizations will be allowed an opportunity to support the reasons for the allocation of this money and a motion must be presented and then voted by members of Student Council and any other students present. If the motion is passed the Financial

Board will submit the final budget for processing of funds and final distribution of funds to the office of the Dean of the College.

How does a club or organization get club space?

Recognized clubs or organizations may request club space through the Financial Board. The Financial Board will distribute the keys to the club spaces. At no point in time should any member of a club or organization approach administration, maintenance or security for keys to club areas, nor should any member of a club or organization get admittance to club space without prior permission from the Club Representative to that space or from the Financial Board.

**Student Council
Student Judicial Board Mission Statement**

“The Student Judicial Board’s mission is to safeguard the rights of the students and the school as documented in the Student Handbook.”

**Student Council
Student Judicial Board Guidelines**

The Student Judicial Board exists to safeguard the rights of the students and the school as documented in the Student Handbook. If there is an unresolved dispute involving school vs. student, or student vs. student, it is the role of the Student Judicial Board members to preside over a hearing where both sides present their grievances and defend their view. The Student Judicial Board members present at the hearing then resolve the dispute according to their judgment within the confines of the authority of the school. The hearing process is outlined in the Student Handbook.

As also noted previously, the Student Judicial Board is a great resource for the administration to acquire student representation at a College Judicial Hearing. For questions concerning this, please see either the Dean of the College or the Director of Student Affairs.

Student Council Student Council Bylaws

Student Council Meeting Format

Student Council meetings are open to any student interested. The meetings are set up to provide any student on VTC Randolph campus with a voice of authority. Any student that attends a meeting has equal vote with any member of the Student Council. The only member that does not have the ability to vote is the Chairperson (except in the event of a tie). The Student Council should in no way influence the voice of another student. Also, the voting of faculty or community members is prohibited. Any motion passed that includes the vote of either a faculty or community member is void.

Quorum

In order for a vote to be official, a quorum must be met. A quorum is the minimum number of students in attendance for a vote to be official. The quorum for the Student Council is five. Of the five, two must be the Chairpersons, and then one member from each of the boards.

Elections

The Chairpersons positions are the only positions elected on the VTC Student Council. These elections will be held in January. The candidates must have either been chosen or volunteered by the third week of the spring semester. After the candidates are finalized, a vote will be taken as part of the Spring Semester Allocation meeting. This voting will occur prior to the allocation of the funds. After being voted, the individuals will be considered as Chairperson elects. Their duty will be to shadow their perspective Chairperson in an effort to better understand the inner workings of the Student Council.

The term for the Chairpersons will be until the end of the next year's spring semester, unless they wish to run for Chairperson again.

Advisors

The Student Council has two advisors. One advisor will be the Dean of the College. The second advisor must be a faculty member. This faculty member will also have a one-year term, and will be voted at the time of voting the Chairperson elects. If there is not an interested faculty member, one will be appointed by the Dean of the College.

The role of the advisor is a minimal one. The advisor is to be a resource for knowledge at the will of the Student Council. While their presence at the meetings is not required, they may be requested to attend by the Chairpersons of the Student Council.

Agenda

Any topic requiring action must be warned. The warning period will be 48 hours. This means an agenda must be created and made available to the students of VTC 48 hours prior to any meeting requiring action.

Emergency Meetings

An emergency meeting can be called at the discretion of the Chairperson. This meeting must first be put to a vote obtained through email involving all members of the Student Council. It shall also be noted that failure to receive a vote via email should be perceived as a NO vote. This vote will be a simple majority. Executive

action can be taken at an emergency meeting at the discretion of the Student Council. This meeting must also be warned if time permits.

Quitting/Failure to Fulfill Duties

In the event that both Chairpersons resign, it is the responsibility of the advisors to maintain the integrity of the Student Council. The advisor is also expected to facilitate elections for filling said positions.

In the event that one Chairperson resigns the remaining Chairperson is expected to fulfill duties until elections takes place.

In the event that a Chairpersons ability to fulfill their duties is under question a simple majority vote must be taken to call their abilities into question. These abilities will be called into question at the next scheduled meeting. After discussion, the Student Council must unanimously decide to remove the individual from their duties. This is the only time a quorum will not be met since the person in question cannot vote. Otherwise, other quorum rules are still in effect.

Changes in this Document

Those present at the Student Council meeting must unanimously vote any changes made to this document. Failure to achieve a unanimous vote insinuates a change that does not benefit the entire student body.

Allocation meeting procedure

The club allocation meetings are designed in a manner that allows all clubs to have input on the budget of all other clubs. The allocation meeting is only to be moderated by the Student Council members, and they are not at the meeting as a voice of action. At the meeting each club interested may have only one club representative. If any other club member wishes to speak, it must be done through their club representative. This is to ensure a smoothly run meeting.

The meeting process itself is quite simple. If the budget requests are larger than the available budget, a preliminary cut is made to each clubs budget at the will of the club representative. They also have the right to pass.

For the rest of the process, it is at the will of the club representatives as a whole. Any budget cuts that are not made by the club representative (of the given budget) must be put up for motion, second and a vote as per Robert's Rules of Order. This vote is a simple majority vote. The meeting is not ended until the budget is cut to or below the total amount allocated by the Student Council.