

Mercy College of Ohio
Student Council
Constitution

Article I. Name

The name of this organization shall be the Mercy College of Ohio Student Council, hereinafter referred to as the SC.

Article II. Purpose

The SC shall be a College-wide student entity taking as its mandate the following responsibilities:

- A. To represent the needs and aspirations of all students at Mercy College of Ohio.
- B. To see, enhance, and maintain reciprocal channels of communication between students, faculty, and administration of Mercy College of Ohio.
- C. To secure meaningful participation in decision-making bodies with the College community.
- D. To advise the Division of Student Affairs (DSA) regarding the best use of the student activity fee for the purposes of support for student engagement and capital improvement projects.
- E. To guide and inspire colleagues by upholding the moral integrity and professional standards of mature, respectable student leaders.

Article III. Government Structure

Section 1. Members

- A. All registered students at Mercy College of Ohio shall be considered constituents of the SC and shall have the right to participate in all SC activities under the provisions of the Constitution.
- B. The SC will not discriminate based on race, creed, religion, color, age, sexual orientation, gender identity and expression, disability, veteran status, marital status, or national origin.
- C. Members have the freedom to discontinue their membership at any time.
- D. The SC will ensure that it's members will not practice any physical or psychologically harming behaviors either intentionally or unintentionally.
- E. The SC will be comprised of an Executive Committee (President, Vice President, Director of Communications, and a Director of Finance), Academic Program Representatives, Affinity Council Representatives, and Academic Association Representatives.

Section 2. Executive Committee

- A. SC President

- a. Term
 - i. The term of office shall be for one (1) year beginning September 1st following election through August 31st. The SC election for office will be held every fall semester within an SC meeting.
- b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as not on academic probation based on Mercy College of Ohio academic standards.
 - ii. Be in good ethical standing with the SC
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
- c. Duties
 - i. Shall call for and take part in bi-weekly meetings of the Executive Committee
 - ii. Shall meet, as necessary, with the SC Vice President and the SC Advisor
 - iii. Shall meet with the following administrators at least once per semester are recommended:
 - 1. President of Mercy College
 - 2. Vice President for Academic Affairs/Dean of Faculty
 - 3. Vice President for Student Affairs/Dean of Students
 - 4. Vice President for Strategic Planning and Enrollment Management
 - 5. Academic Deans
 - iv. Regular attendance at general, committee, and special meetings
 - v. Shall treat all other members of the SC equally and with respect
 - vi. Nominate members of the Student Body to serve on various College committees requiring or requesting student participation
 - vii. Perform other duties as assigned by the SC
 - viii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory
- d. Rights
 - i. The ability to vote, not vote, or abstain from all motions in the Executive Committee
 - ii. The ability to chair all meetings of the Executive Committee
 - iii. The ability to create other positions and committees as deemed necessary and appropriate
 - iv. The ability to call for the impeachment of a member of the SC
 - v. The ability to call for special meetings of the SC when a regular meeting is not scheduled soon enough for the SC to react in a timely and appropriate manner
 - vi. The ability to speak on behalf of the SC and the Student Body in times of emergency

B. Vice President

- a. Term

- i. The term of office shall be for one (1) year beginning September 1st following election through August 31st. The SC election for office will be held every fall semester within an SC meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as not on academic probation based on Mercy College of Ohio academic standards.
 - ii. Be in good ethical standing with the SC
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Shall take part in meetings with the Executive Committee
 - ii. Shall create and maintain working relationships with members of the College administration
 - iii. Regular attendance at general, committee and special meetings
 - iv. Shall preside at all SC meetings in the absence of the President
 - v. Shall consult with the SC President on all nominations, appointments, and creation of committee, councils, and positions
 - vi. Shall treat all members of SC equally and with respect
 - vii. Perform other duties as assigned by the SC
 - viii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory
 - d. Rights
 - i. The ability to vote in case of a tie and vote on a motion before the SC
 - ii. The ability to act as an ex-officio member of all SC committees
 - iii. The ability to assume the role and responsibilities of the SC President if the SC President is unable or unwilling to fulfill their duties and obligations
- C. Director of Communications
 - a. Term
 - i. The term of office shall be for one (1) year beginning September 1st following election through August 31st. The SC election for office will be held every fall semester within an SC meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as not on academic probation based on Mercy College of Ohio academic standards.
 - ii. Be in good ethical standing with the SC
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Shall maintain a record of the proceedings of general, special and Executive Committee meetings.
 - ii. Shall produce and distribute all publicity for SC events

- iii. Shall file and preserve all publicity materials from past events
 - iv. Shall make available a copy of the SC minutes in a timely manner
 - v. Shall write official club correspondence under the direction of the President
 - vi. Perform such other duties as assigned by the SC
 - d. Rights
 - i. The ability to vote in case of a tie and vote on a motion before the SC
- D. Director of Finance
- a. Term
 - i. The term of office shall be for one (1) year beginning September 1st following election through August 31st. The SC election for office will be held every fall semester within an SC meeting.
 - b. Requirements
 - i. Be in good academic and disciplinary standing with the College. Good academic standing shall be defined as not on academic probation based on Mercy College of Ohio academic standards.
 - ii. Be in good ethical standing with the SC
 - iii. Be in good legal standing with law enforcement
 - iv. Be a currently enrolled student
 - v. Have completed at least one semester of study at Mercy College of Ohio
 - c. Duties
 - i. Receive all money belonging to the SC and to deposit the same in its Mercy College of Ohio account with assistance from the advisor
 - ii. With assistance with the advisor, pay bills approved by the Executive Committee and render a written report at SC meetings
 - iii. Present copies, as requested, of all financial reports to SC members
 - iv. Review all budget request with assistance from the advisor
 - v. Perform such other duties as assigned by the SC
 - d. Rights
 - i. The ability to vote in case of a tie and vote on a motion before the SC

Section 3. Academic Program Representatives

- A. Certificate Programs Representative
 - a. Serve as an active representative in the SC
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis
- B. General Studies Representative
 - a. Serve as an active representative in the SC
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis
- C. Health Information Technology Representative

- a. Serve as an active representative in the SC
- b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis
- D. Nursing Program (Bachelor of Science) Representative
 - a. Serve as an active representative in the SC
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis
- E. Nursing Program (Associate of Science) Representative
 - a. Serve as an active representative in the SC
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis
- F. Radiology Technology Program Representative
 - a. Serve as an active representative in the SC
 - b. Act as a liaison between academic program leadership and students enrolled in various certificate programs
 - i. Meet with the academic program leadership and students on a regular basis

Section 4. Affinity Council Representatives

- A. Health and Wellness Council (Director of Accessibility Services, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SC
 - iv. Participate in SC and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
 - vi. Mission and Ministry Council (Director of Community and Spiritual Engagement, consultant/advisor)
- B. Mission and Ministry Council (Director of Community and Spiritual Engagement, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SC
 - iv. Participate in SC and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
 - vi. Mission and Ministry Council (Director of Community and Spiritual Engagement, consultant/advisor)

- C. Professional Development (Director of Retention and Student Success, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SC
 - iv. Participate in SC and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
 - vi. Mission and Ministry Council (Director of Community and Spiritual Engagement, consultant/advisor)
- D. Racial Identity Council (Director of Diversity and Inclusion, consultant/advisor)
 - a. Chairperson (elected student)
 - i. Set up monthly meetings with advisor
 - ii. Coordinate at least one event/meeting per semester
 - iii. Serve as an active representative in the SC
 - iv. Participate in SC and Student Leader Retreats
 - v. Hold at least one open meeting every month in the academic year
 - vi. Mission and Ministry Council (Director of Community and Spiritual Engagement, consultant/advisor)

Section 5. Academic Association Representatives

- A. Advancing Men in Nursing
 - a. Serve as an active representative in the SC
- B. National Student Nurses Association
 - a. Serve as an active representative in the SC

Section 6. Non-elected Members

- A. SC Advisor
 - a. The role of the SC Advisor shall devolve to the current Director of Student Life
 - b. The SC Advisor shall serve if they retain the role of Director of Student Life
 - c. Requirements
 - i. Be in good ethical standing with the SC
 - ii. Be in good legal standing with the law enforcement
 - iii. Be a full-time employee of Mercy College of Ohio
 - d. Duties
 - i. Shall meet, when necessary, with the SC President and the SC Vice President
 - ii. Shall serve as the liaison between the SC and the College
 - iii. Shall attend and advise bi-weekly meetings of the Executive Committee
 - iv. Shall ensure that the SC Constitution and Bylaws are upheld by the SC
 - v. Review and approve all SC expenditures, disbursements, and allocations
 - vi. Review and approve all contracts to be entered into by the SC

- vii. Review the academic standing of all current members of the SC on a regular basis and follow-up accordingly when any member does not meet the minimum standards
- viii. Regular attendance at general meetings of the SC
- ix. Shall do their best to attend special meetings of the SC
- x. Shall treat members of the SC equally and with respect
- xi. Shall assist all members of the SC to the best of their abilities
- xii. Shall be expected to create and maintain transitional documents for their successors to preserve institutional memory

Section 7. Removal and Resignation

- A. An SC member in good standing may resign in good standing by sending a letter of resignation to the Director of Communication
- B. Members with an unexcused absence from three (3) consecutive meetings or more than half the meetings per semester shall be automatically removed from membership in the SC.
 - a. If absent, members may identify another student to replace the member's position, with the full knowledge the replacement will have the same powers as the member (proxy).
 - b. The replacement student must have affiliation with the member's SC position

Article IV. Elections

Section 1. Timing

- A. Elections shall be conducted by ballot (if in person) at a meeting in September of each year to serve for one year, or until successors are elected and assume office. Their term of office shall begin on the first day following elections.

Section 2. Quorum

- A. The quorum for election meetings of the club shall be two-thirds of the membership. A majority shall elect.

Section 3. Additional ballots

- A. In the event a candidate does not receive majority of the votes cast, a second ballot listing only the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect.

Section 4. Affirmation

- A. If there is only one nominee for an office, election may be by voice vote. A majority vote shall elect.

Section 5. Vacancy in Office

- A. A vacancy in office shall be filled, by a majority vote, at a regular or special meeting, for which notice of vacancy has been given, except the office of President, which shall be filled by the Vide President.

Section 6. Term of Office

- A. No member shall occupy more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. Any part of a term more than four months shall be considered a full term.

Article V. Meetings

Section 1. General Meetings

- A. General meetings shall be held every other week, August through May, unless otherwise ordered by the membership.
- B. The President, in coordination with the Executive Committee, shall determine the time and place of meetings.
- C. All General meetings are open to the public

Section 2. Special Meetings

- A. Special meetings shall be called by the SC President or upon the written request of five (5) members of the SC.
- B. The purpose of the meeting shall be stated in the notice of the meeting. Except in cases of emergency, at least five (5) days' notice shall be given to all members by telephone, in writing, or by electronic means.
- C. All special meetings are open to the public

Section 3. Quorum

- A. The quorum for SC general meetings and any special meetings shall be ten percent (10%) of the total membership, provided at least two officers are present.

Section 4. Executive Committee Meetings

- A. Executive Committee meetings shall be held once every two (2) weeks except for months of June, July, and August.
- B. The time and location of Executive Committee meetings are determined by the committee, in coordination with the SC Advisor.
- C. Special meetings of the Executive Board may be called by the President or any two other officers. Except in cases of emergency, at least five (5) days' notice shall be given to all Executive Board members by telephone, in writing, or by electronic means.
- D. A majority of the Executive Board members shall constitute a quorum.

Section 5. Alternative Means of Attendance

- A. Phone and Internet
 - a. A member of the SC may attend meetings of the SC via phone, video-messaging service, or any other telecommunication means available to them

- i. Member choosing to attend in such a manner must be able to do the following via their chosen method:
 - 1. Be able to hear the discussion
 - 2. Be able to engage in the discussion
- B. Abuse of Privilege
 - a. No member of the SC may abuse the use of telecommunication means

Article VI. Committee

Section 1. Creation.

- A. Standing or special committees may be created by the membership and by the Executive Board as necessary.

Section 2. Appointment

- A. Except as provided elsewhere in these bylaws, the President shall appoint the chairperson and members of standing and special committee with the approval of the Executive Board.

Article VII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the SC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

Article VIII. Amendments/Revisions

Section 1. Amendments.

- A. The SC agrees to abide by the policies of Mercy College of Ohio as well as federal, state, and local laws.
- B. These bylaws may be amended at any regular meeting by a two-thirds vote provided the amendment has been submitted to the membership at a previous regular meeting.

Section 2. Effective date of Amendment.

- A. Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise provided.