

SMC Student Council Constitution

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"The SMC Student Council connects the student body to the faculty, to act as the student voice, with the goal of enhancing the distance-learning experience of students at SMC."

ARTICLE I. OBJECTS AND PURPOSES

The objects and purposes to which the SMC Student Council is dedicated are as follows:

1. To serve as the official representative body of the students of all learning programs provided by Swiss Management Center.
2. To support SMC in the development of Student Services in accordance with the values of SMC.
3. To provide a forum for discussion of issues internal and external of concern to students.
4. To represent student interests before the SMC Faculty and SMC Administration.
5. To organize, promote, and conduct activities beneficial to the SMC experience of students.
6. To disseminate information of interest to students.
7. To own and manage a budget which will assist in securing the above objectives.
8. To select high performing students for potential appointments to faculty and/or university committees.
9. To provide a common global association among students in all schools/faculties of SMC.
10. To be ambassadors of SMC's values wherever they may be.

ARTICLE II. MEMBERSHIP

Membership to the SMC Student Council is open to all fully registered SMC students. There is no fee charged for membership.

ARTICLE III. REPRESENTATIVES

Section 1: Composition

The SMC Student Council shall consist of those students of the Swiss Management Center elected or appointed as representatives to the Council in consultation with the acting President and the Dean of Student Development at SMC.

Section 2: Representation

The SMC Student Council shall consist of a maximum of five Directors of the SMC Student Council, in addition to the role of President, not including special committees/working groups created for important or unique programs/events.

Section 3: Duties

All representatives, including the President, shall serve as voting members of the SMC Student Council. Each representative shall receive a single vote in the SMC Student Council session. Although representatives may bear particular responsibilities to students in certain schools or on certain programs, they shall also represent the interest of SMC students at-large, endorsing the value of 'One SMC'.

Section 4: Proxies

If a representative is unable to attend a meeting of the SMC Student Council, he/she shall appoint a student as proxy, and shall provide the proxy with a signed statement of acknowledgment to that effect. Following the acceptance of the statement by the President, the proxy shall assume all duties and privileges of the representative for the duration of the meeting. In the absence of a proxy the President of the Council will be given the authorization to vote in the place of the missing council member, as he / she prefers.

Section 5: Elections

The SMC Student Council shall inform the Dean of Student Development of the opening of nominations. Selection procedures shall be as determined by the SMC Student Council jointly with the Dean of Student Development.

Nominations for representatives of the SMC Student Council shall be opened on May 1. All SMC students (i.e., not only currently elected representatives) are eligible for nomination to the SMC Student Council. All nominations shall be delivered to the Dean of Student Development for submission to SMC Admin. All nominated students must be in good standing and active within their respective programs. This is to be determined solely by the SMC Administration. Inactive or probationary status students will not be eligible for election to the SMC Student Council.

Section 6: Term of Office

Representatives shall serve a term of office of one year from October 1 through September 30 of the following year. New representatives shall take office at the first meeting of the fall term and remain in office until the beginning of the next fall term. All representatives should give notice to the SMC Student Council President by 30 April should they wish to stand for re-election in the following academic year, otherwise it will be assumed that all representatives will stand-down automatically, allowing other students to participate. The SMC Student Council President will then inform the Dean of Student Development of those wishing to stand for re-election. The election process is to be determined jointly by SMC Student Council and SMC Administration.

ARTICLE IV. MEETINGS

Section 1: Schedule

Official meetings of the SMC Student Council shall be held once a month. Meetings may be scheduled, rescheduled, or cancelled by vote of the SMC Student Council or at the discretion of the SMC SC President. For practical purposes, these meetings are likely to take place through the use of video conferencing functionality such as Skype™.

Approximately five days before each meeting, the Secretary of the SMC Student Council will circulate to all the SMC Student Council representatives, with copy to the Dean of Student Development, the agenda for the forthcoming meeting. The President, who will ensure all relevant topics are addressed, will finalize the agenda. For continuity the Dean of Student Development may participate in these meetings at his/her discretion.

The meeting agenda will typically address the following topics:

1. Feedback to the SMC Student Council from the President on developments at SMC.
2. Work carried about by representatives of the SMC Student Council during the past period.
3. Challenges faced by individual representatives in carrying out his/her activities on behalf of the SMC Student Council.
4. Specific topics of interest brought forward by the SMC Student Council representatives on behalf of individual students.
5. New initiatives going forward.
6. Communication actions to the SMC student body.

The Secretary shall make simple minutes of the meeting and distribute copies to all representatives of the SMC Student Council and to the Dean of Student Development within one week of the meeting date. Communication to the SMC student body will be carried out separately as an action from each meeting.

Ad hoc meetings as needed by the SMC Student Council in execution of the many initiatives and programs, will take place as determined and as needed.

Section 2: Procedure

Meetings will follow parliamentary procedure as defined in the By Laws. A motion may be proposed and seconded by any representative of the SMC Student Council. Any duly seconded motion shall be passed upon receiving the affirmation of a majority of the members present, and shall be otherwise defeated. Each representative may cast one vote, with the exception of forfeited vote to the President through absence and non-election of a proxy.

ARTICLE V. OFFICERS

Section 1: Roles

The elected representatives of the SMC Student Council shall consist of minimum the President, Secretary, and Treasurer. All roles other than President will be referred to as Director.

Section 2: Duties of the President

The President shall serve as representative of the SMC Student Council and shall preside at all of its meetings. He/she shall serve as the official representative of the SMC Student Council, and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the SMC Student Council or of any committee thereof. The President will be the primary representative for communication to the Dean of Student Services as well as to the SMC Administration as the case may be.

Section 3: Duties of the Secretary (Director)

The Secretary shall serve as representative of the SMC Student Council. He/she shall keep a record of the proceeding of all meetings of the SMC Student Council, and shall distribute copies of that record to all representatives before the next meeting of the SMC Student Council. He/she shall be responsible for all other formal documentation of the SMC Student Council. He/she shall maintain a current file of all minutes of the meetings of the SMC Student Council, together with any additional documentation of interest to the Council. The Secretary shall be supplied with a current list of the Membership of the SMC Student Council from SMC Administration.

Section 4: Duties of the Treasurer (Director)

The Treasurer shall serve as representative of the SMC Student Council. He/she shall keep a full account of money expended and received, and shall make a report of such account on at least a quarterly basis as input to the relevant monthly SMC Student Council meeting. He/she shall co-ordinate university-administered receipts and all expenditures and financial responsibilities of the SMC Student Council. He/she shall have charge of all accounts managed by SMC Student Council. All expenditures of SMC Student Council must be authorized by a Quorum of the Student Council during an official monthly meeting and must be expressly authorized by the President.

ARTICLE VI. Dean of Student Development

The Dean of Student Development is an employed member of SMC. He/she will help maintain continuity of the SMC's agenda between administrations and will be invited to attend SMC Student Council meetings as an ex-officio member. He/she will act as first contact point for issues raised by the SMC Student Council representatives.

ARTICLE VII. Removal

Individuals serving in appointed positions may be removed from office for dereliction of duties or abuse of power by majority vote of the SMC Student Council and in consultation with the Dean of Student Development. The Dean of Student Development will hold a veto on the removal of any director as a safeguard for the democratic operations of SMC Student Council.

ARTICLE VIII. ELECTION OF OFFICERS

Section 1: Elections Process

The Dean of Student Development shall chair and be ultimately responsible for the election process of representatives to the SMC Student Council.

Section 2: Nominations

Nominations for new representative positions of the SMC Student Council shall be opened on May 1.

Section 3: Term of Representation

The term of representation for SMC Student Council representatives shall run from October 1 — September 30 each year. All representatives shall assume office on October 1 following the election.

Section 4: Term Limits

To encourage student participation in the SMC Student Council:

1. No representative may serve as President of the SMC Student Council for more than two consecutive terms.
2. No representative may serve as a Director of the SMC Student Council for more than two consecutive terms.

Section 5: Vacancies in the Office of President

If, for any reason (including change in student status), a vacancy occurs in the office of President, the position may be filled by one of the Representatives as elected by the existing members of the SMC Student Council in consultation with the Dean of Student Development. The election process is ultimately the responsibility of the Dean of Student Development.

Section 6: Vacancies in Other Elected Representatives

If, for any reason (including change in student status), a vacancy occurs in an elected office other than President, the President shall inform the representatives and members of the vacancy and nominations for that office shall be opened immediately. If such a vacancy would cause hardship to SMC Student Council, the President, in consultation with the Dean of Student Development, may appoint an interim representative for the remainder of the term. The election process is ultimately the responsibility of the Dean of Student Development.

ARTICLE IX. REMOVAL FROM OFFICE

Section 1: Premise for removal

A representative can be removed from office for abuse of power or dereliction of duties as determined by a majority of the council along with the acquiescence of the SMC Administration. The SMC Administration through the Dean of Student Development will hold a veto on any removal as is necessary to safeguard the democratic functioning of the council.

Section 2: Response

The subject of the recall shall have the opportunity to be notified of the charges and have the right to defend him/herself before SMC Student Council or SMC Administration. The election process is to be determined jointly by SMC Student Council and SMC Administration. He/she may further include a written defence to accompany the validated recall petition when it is distributed to the representatives.

Section 3: Recall Vote

At the next meeting of the SMC Student Council, the petition will be presented by those initiating it (or their designate(s)) and the subject of the recall given the opportunity to defend him/herself. After a period of questions, the SMC Student Council shall hold a recall election in which each representative present is afforded one vote. If two-thirds of those representatives present vote for recall, the office will be declared vacant upon the acquiescence of the SMC Administration.

ARTICLE X. COMMITTEES

The SMC Student Council may establish ad-hoc committees at any time by majority vote of SMC Student Council.

ARTICLE XI. FINANCES

Section 1: Preparation of Budget

The Treasurer shall be responsible for preparing the budget for all the SMC Student Council activities proceeding the academic year in which the budget shall take effect. All proposed budgets must be balanced and approved by the SMC Student Council and the Dean of Student Development.

Section 2: Financial Records

The SMC Student Council Treasurer shall keep a record of all receipts and expenditures of the SMC Student Council over the course of the year and report on finances to the SMC Student Council and the Dean of Student Development at a minimum of each quarter.

ARTICLE XII. AMENDMENTS

This Constitution may be amended in the following manner. Any representative of the SMC Student Council, as a duly seconded motion, may propose an amendment. If the motion is passed by the vote of the majority of the SMC Student Council representatives present, the Secretary shall then submit a text of the proposed amendment to all the members of the SMC Student Council. Ratification by two-thirds of the representatives in attendance shall be required for adoption. Ratification shall be in writing, and shall be completed by the second SMC Student Council meeting after the proposal of the amendment. The amended version of the Constitution shall then be re-published on the SMC Student Council Blog site.

ARTICLE XIII. ADOPTION

This Constitution shall be effective immediately upon passage.