**K-State First Student Advisory Council Constitution**

**ARTICLE I General**

Section 1 Name

The name of this organization shall be the K-State First Student Advisory Council.

Section 2 Purpose

The purpose of this organization is to provide the K-State First Workgroup with program feedback, promote the K-State First programs to prospective students and actively contribute to K-State First’s research and programming endeavors.

**ARTICLE II Membership**

Section 1 Membership

The membership of this organization shall be composed of no more than thirty (30) academically eligible students. K-State First faculty and staff members will nominate students to participate in the council as well as students can find the application on the website. The organization shall be open to all K-State Manhattan campus students, though we are directed at undergraduates. .

Section 2 Term

A. Membership in the K-State First Student Advisory Council is dependent on the member’s commitment to the organization. A one semester minimum is required.

B. Members must participate in two outside events each semester. This includes Discover and Admitted Student days, Week of Welcome Events, and any additional K-State First related events. Additionally, each member can use up to one meeting absence in the course of a semester. Members not meeting the participation rate shall be reviewed by the SAC Executive Team.

Section 3 Selections

A. Nominations for first-year council members will be collected throughout the academic year.

B. After nominations are completed, the K-State First President, Vice President, and Recruitment Chair will review applications and inform them if they have an interview time.

C. Applicants will take place in interviews as needed.

D. Applicant will be considered official council member after being accepted.Club participation will be required at the beginning of the following semester.

Section 4 Officer Selections

A. At the first regular meeting in November of each year, the advisors shall conduct elections for the following positions: President, Vice President, Secretary, and Recruitment Chair.

B. Nominations held in the last meeting in November and a vote will take place in December

C. Candidates for positions will self-nominate and group nominate. Candidates will briefly share about why they are interested in the position. Elections will be decided upon a simple majority of all votes cast at the meeting.

D. Positions vacated by council members due to various circumstances may be filled by current members at any time, elected by the simple majority of votes cast by the members.

F. Officers will serve a term equivalent to one calendar year.

**ARTICLE III** **Officers and Committees**

Section 1 Responsibilities

A. Executive Committee

a. President

· Presides at organizational meetings

· Plans meetings/agenda with the advisor

· Assists in delegating ambassador responsibilities

· Assists all executive officers

· Provides motivation for the organization

· Delegates tasks to SAC members as needed

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· Attend K-State First Workgroup meetings

· Assists with public relations campaigns for K-State First

· Assists with the events related to K-State First

· Conducts planning for upcoming events, i.e. Week of Welcome, Activities Carnival, etc.

b. Vice President

· Assists President in duties

· Plans meetings/agenda with the advisors

· Assists in delegating ambassador responsibilities

· Assists all executive officers

· Provides motivation for the organization

· Attend K-State First Workgroup meetings if President is absent

· Plans team building events for K-State First SAC

c. Secretary

· Maintains ambassador records including a phone and e-mail directory for all members

· Oversees the team’s funds & expenses

· Records and maintains minutes for meetings

· E-mails minutes of meetings to all members including the SAC Executive Team

· Maintains calendar of events

· Reserves meeting rooms

· Maintains records of ambassador participation/attendance

d. Recruitment Chair

· Presides over the recruitment for SAC

· May appoint members of the general body to specific positions as deemed appropriate

· Assists the President and Vice President in the application for the next year

· Schedule and conduct interviews

· Field and answer recruiting questions

· Schedule and appoint class visits

· Performs other duties as assigned by the President

f. Research Chair (if interested student)

· Assists with educational programming and research endeavors relating to K-State First

· Attends K-State First research & assessment committee meetings

· Performs other duties assigned by the president

**ARTICLE IV** **Meetings**

Section 1 A 2/3 majority must be present at all meetings to vote on necessary items. If 2/3 is not present, the meeting shall continue as normal and votes shall be deferred until the next meeting.

Section 2 The organization shall meet monthly as a general body on the second Tuesday of each month from 7:30pm-9:00pm, or as needed.

Section 3 The executive committee will meet as needed.

Section 4 Each member is allowed to be absent from one general body meeting per semester. More than that would deem the member to meet with President and Vice President.

**ARTICLE V** **Amendments**

Section 1 Amendments to this constitution require a 2/3 majority vote of members present at a general meeting.

Section 2 The constitution shall be reviewed annually, or whenever it is deemed necessary by a committee appointed by the President.

**ARTICLE VI Department’s Authority**

Section 1 As a DSO, the department has final say in matters of our organization including membership, officers, activities and the constitution.

**ARTICLE VII Board of Regent’s Policy**

We acknowledge we will abide by the following policy of the Board of Regents.

“The established policy of the Board of Regents prohibits discrimination on the basis of age, race, color, religion, sex, marital status, national origin, physical handicap or disability, status as a Vietnam Era Veteran, sexual orientation or other factors which cannot be lawfully considered, within the state universities. All fraternal and campus related organizations shall follow this policy in the selection of their members, except the prohibition against sex discrimination shall not apply to social fraternities or sororities which are excluded from the application of Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.).

The right of organizations to establish standards for membership is acknowledged, provided that all students are afforded equal opportunity to meet those standards. Just as all students have the right to choose those with whom they would associate on the campus, an organization shall have the right to select its members subject to these principles. Nothing in this policy shall be interpreted as imposing a requirement which would violate the principle of selection on the basis of individual merit.”