



## **Student Leadership Council Constitution**

### **Article I. Name**

The name of this organization shall be the Al Akhawayn University Student Leadership Council, hereafter referred to as SLC.

### **Article II. Purpose**

The SLC is an independent entity under the Student Government Association that serves as the one and only legitimate governing body responsible for representing the student organizations of AUI. The SLC offers student organizations the necessary support for the achievement of their goals and sets a common ground for collaboration and cooperation among the different student organizations. The SLC aims also at encouraging and promoting student participation in student life.

### **Article III. Membership**

The following are members of the SLC

- o A representative from each Student Organization (one board member of each club).
- o A designated member from the SGA, who is not a current president of a club.

Each student organization shall be represented by no more than ONE board member (President, Vice President, General Secretary, Treasurer) to be selected at the beginning of the term. In case of the absence of any representative, another member of the respective organization can serve as a substitute representative in the SLC.

### **Article IV. Executive Officers**

- The Student Leadership Council consists of four Executive Officers who serve on the Executive Board. The Executive Officers have the following order:
  - President
  - Vice President
  - General Secretary
  - Treasurer
- Selection of the Executive Officers and eligibility:

The Student Leadership Council will select new Executive Officers from the pool of current student organizations' executive board, provided only one Executive Officer shall be elected from a distinct student organization. Once elected, said Executive Officers remain in position for the entirety of their term, except in cases of resignation or removal.

The election shall be held within the last 3 weeks of the fall semester. Upon announcement of election results, there will be a transition period, in which the newly elected executive board will be accompanied and

supervised by the previous board in order to ensure a smooth transition. This shall be in effect, except if said previous board wasn't in place.

In order to be eligible for an executive officer position, the members should meet the following criteria:

- Be an active club member for more than 2 semesters;
  - Be knowledgeable about the SAO procedures and programs;
  - Have no disciplinary records;
  - Have a 2.5 GPA and above.
- Procedures for Removal of Officer:
- An officer is removed from his/her position upon a 2/3 popularity vote of eligible members that are present during the General Assembly;
  - Immediate removal from the board after 2 unjustified absences from mandatory meetings;
  - Immediate removal for breaching university rules and regulations;
  - Immediate removal also includes but is not limited to:
    - Incompetence, ineffectiveness, or failure to serve.
    - Conflicts of interest proven to harm the operations and the vision of the SLC
    - Breaching the SLC constitution
- Vacancies and elections:
- The SLC must hold elections under the supervision of a Student Affairs staff or SGA board member. In case of force majeure in which the elections were not held during the Fall, an exceptional election can occur during the Spring semester.
  - Elections can only be valid if the Student Affairs staff or SGA board member is present as an independent observer.
  - Officers cannot reappoint themselves for a second term; they must be re-elected.
  - Any vacancy occurring in the Executive Board (EB), due to resignation, revocation or any other reason, should be officially filled following a general assembly.
  - Officers no longer wishing to serve on the board must submit their resignation to the EB at least two (2) weeks in advance.
  - In the event an officer resigns or is removed, the newly designated and elected officer term shall end with the termination of the actual EB.
  - In order for elections to take place, 60% of all eligible members of the organization must be present to vote. In the event that 60% of eligible members cannot attend, elections are postponed for two weeks, at which time, the members present can vote regardless of their number.

## **Article V. Committees**

- Each committee shall consist of a chairperson and committee members who are appointed on a yearly basis. The committee chairs attend all general meetings.
- The recommended standing committees will be working on the:
  - Clubs Fair by the beginning of each semester and during open doors;
  - Coordination and collaboration between AUI student organizations; and
  - Organization, recognition, and renewal of student organizations.

## **Article VI. Executive Board Powers**

- Suggest programs to meet the needs of Student Organizations.
- Promote Student Organizations activities and involvement opportunities.
- Ensure the renewal of student organizations by holding elections.
- Serve in the committee responsible for approving SAO initiated and led events.
- Serve as a communication link between the Student Organizations and the Student Activities Office by raising student organizations' complaints and concerns to SAO Director.
- Make recommendations to the Director of Student Activities and VPSA concerning Student Organizations policies and procedures.
- Hold two meetings per semester at least with the Vice President of Student Affairs to report on the situation of student activities, including but not limited to SAO related issues and progress.
- Represent Student Organizations by holding meetings with departments to coordinate in terms of regulations and procedures.
- Improve communication between student organizations and intervene to mediate and resolve conflicts.
- Audit and update all forms regulating SAO and Student Organizations' interactions.
- Ensure that all policies regulating the interaction between Student Organizations and SAO are enforced and respected.
- Provide visibility of booking and budget to all Student Organizations.
- Collaborates with the Student Government Association on issues and matters involving student organizations and student activities.

## **Article VII. Duties of Executive Officers and Committee Chairs**

- General Duties of All Executive Officers
  - Be familiar with university policies and procedures;
  - Maintain standards and expectations of individual officer position description;
  - Attend all Executive Board meetings;
  - Be responsible for presenting progress of duties at each meeting;
  - Attend all mandatory Student Leadership Council events and support all other events when possible;
  - Work with the student activities office for training needs for organizations board members;
  - Be Responsible for the transitioning of the incoming officers to their respective position;

If an officer does not comply with the above general officer duties, procedures of removal will be applied.

- President
  - Leads the student organizations' vision and establishes general orientations for the mandate;
  - Calls and presides over all Student Leadership Council Meetings;
  - Supervises and attends all Student Leadership Council activities;
  - Serves as spokesperson for the Student Leadership Council;
  - Coordinates all Student Leadership Council internal communication with student organizations.
  - Determines which events are mandatory for Executive Board members and Committee Chairs.
  - Possesses access to booking platform to inform student organizations of availabilities.
  - Reports to the SGA with regular updates.

- Coordinates workshops and trainings programs.
- Vice President
  - Steps into president's role when he/she is unable to fulfill the aforementioned duties.
  - Solicits and assesses opinions, needs, and concerns of student organizations.
  - Tackles conflicts and resolves problems as they occur between student organizations.
- General Secretary
  - Records and disseminates minutes of all SLC meetings.
  - Schedules meetings of SLC and sends regular reminders to SLC members.
  - Prepares an end of the semester report.
  - Communicates about decisions taken by the SLC to students.
- Treasurer
  - Manage accounts and supervise all financial matters.
  - Audit all student organizations' budgets in addition to any funds allocated by SAO to events.
  - Inform student organizations of their financial status.
  - Preserve and maintain records for all local fund accounts.
  - Submit at the end of each semester all necessary documents to the Business Office for a financial audit of operations.

### **Article VIII. Decisions**

- All decisions and recommendations are subject to the final validation of the General Assembly.
- Decisions are taken based on the absolute majority of the General Assembly.

### **Article IX. Meetings**

- The SGA president and the SLC boards shall meet once every two weeks at an agreed upon place;
- An agenda should be developed by the secretary to be shared with SLC board members ahead of the scheduled meeting.

### **Article X. Amendments to the Constitution**

Proposed amendments to the SLC constitution must be submitted in writing to the Vice President of Student Affairs two weeks prior to a vote in the Executive Meeting. All eligible Executive Board Members and Committee Chairs shall have the opportunity to vote.