

**PARADISE VALLEY COMMUNITY COLLEGE  
CONSTITUTION OF THE STUDENT LEADERSHIP COUNCIL  
(SLC)**

**PHILOSOPHY:**

The Student Leadership Council (SLC) serves as a foundation for unity as well as a sense of community among students and groups at the Paradise Valley Community College. The SLC exists to empower and motivate students to take initiative and become involved in the surrounding communities. The Student Leadership Council also exists to serve students and recognize student groups at Paradise Valley Community College and, as such, Senators and Representatives are held accountable. The SLC provides opportunities for growth in leadership and management skills for its members.

**PREAMBLE:**

The Student Leadership Council's major areas will focus on the relationship of the student club's activities to the general education areas; volunteerism within Paradise Valley Community College, surrounding community, and Maricopa county; and providing a voice for student representation by active participation on campus committees. The SLC will provide active opportunities in leadership training to enhance leadership skills that students will be able to apply in their community, future endeavors and life long learning.

**ARTICLE I:**

Name:

To be known as the Paradise Valley Community College Student Leadership Council (SLC).

**ARTICLE II:**

Membership:

The membership shall consist of students who are currently enrolled in a minimum of six (6) credit hours at Paradise Valley Community College, carry a minimum of 2.5 grade point average (new students do not need to have an established grade point average). Failure of a

student to meet these requirements at the beginning of each semester will result in removal from membership for one semester. The member can petition to be reelected to the council provided he/she meets the stated requirements. The SLC will consist of one representative from each official club and one senator for every 1000 PVCC Students (amended 05/03/94). Each representative and senator (member) of the SLC must participate in leadership training. All members will be voting members. Membership on the Student Leadership Council will be for one academic year (Fall and Spring semesters). (Clubs may reelect members for up to three years. A member may be reelected to the council as a representative or a senator.) In no case may a student have tenure in any combination of membership positions on the SLC for more than three years (Amended 10/27/98).

(After two unexcused absences from council meetings in the same semester, a member is considered on probation. If a member on probation misses a third meeting, the council will vote on whether or not to recommend dismissal. That member will be notified of the council's decision in writing. He/she may address the council and appeal the decision.)

If a club proves unable or unwilling to provide the SLC with consistent representation, then the Council will suspend campus club activities and funds for one semester.

### ARTICLE III:

#### Officers/ Advisor/ Senators/ Representatives:

Officers shall be Chairperson, Vice-Chairperson, Secretary, Treasurer, and Public Relations Officer. Their terms shall be for two consecutive semesters. The advisor for Student Leadership Council will be the Director of Student Leadership.

Chairperson will conduct all meetings and will be responsible to ensure that ad- hoc committees report and respond to the SLC. Prepare the agenda for all official SLC meetings. Compile, in conjunction with the SLC, an annual report on the activities of the Council. Will be responsible for the coordination and integration of all

activities and duties of the officers, members and volunteers of the SLC. Submit agenda prior to SLC meetings to advisor.

Vice-chairperson presides in the absence of or upon the request of the chairperson. Will maintain attendance records. Will in conjunction with the advisor prepare and develop training materials and preview training events. Shall present such training materials and events as he/she considers worthwhile to the SLC for approval. Vice-chairperson will serve as the Sergeant-at-Arms to maintain order. Responsible for the maintenance of SLC archives.

Secretary keeps official minutes and records of meetings. Prepares and makes minutes available one week before each meeting. Presents minutes for approval. Keeps files of minutes, agendas and correspondence. Maintains telephone list, information on the SLC members (files). Will arrange for facilities for the meetings. Will prepare all correspondence. The secretary will conduct intra- Council elections of officers within the framework of this constitution and the by- laws of the SLC submitted to advisor for approval. Maintains files in SLC office. (Amended 04/05/94).

Treasurer shall, with assistance of the advisor, be responsible for all SLC finances. Shall keep records of all SLC finances, 2-2182-9. Prepare a statement of such finances for each meeting. Shall be made aware of all student fund raising activities in order to help eliminate conflicts and consolidate resources. (Amended 04/05/94).

Public Relations Officer (P.R.O.) shall be responsible for the planning and execution of all social activities. Shall be responsible for the scheduling of guest speakers. Shall be responsible for the maintaining of relations with on and off campus organizations. Shall be responsible for all SLC publicity. All duties must be approved by SLC/ Advisor.

Representatives shall communicate with, represent and support their respective club. The Student Leadership Council member shall be either the club President or a member designated by the club.

Senators shall communicate with, represent and support the student body. Help to develop, plan, implement and evaluate student activities. The student body will elect senators.

Advisor to the SLC shall be the Director of Student Leadership. The advisor must attend all scheduled official meetings. Must attend all special meetings or upon his/ her inability to do so must make arrangements for a qualified alternate to attend in his/ her place. Shall be available, through appointment, to assist all SLC officers and members in the performance of their duties. Shall be a liaison for the SLC to the college and the district administration in order to inform the members of college, district and community events and policies. Shall coordinate the selection of students to serve on various campus committees; such selections be approved by the SLC.

#### Resolution or Grievance with Advisor

Concerns with the advisor, need to be brought to his/ her attention. If no solution can be established, then the concern is referred to the Council. If concerns continue, the next step is the Associate Dean, the Dean, and the final step will be the President of the College.

#### Recall of Officers/ Representatives/ Senators

At any time should an officer, senator or representative during his/ her term of office be found guilty of violating school policy or the Student Code of Conduct, malfeasance in office, or gross negligence of official duties pertaining to the SLC he/she may be recalled from the office by a three-fourths (3/4) vote of the SLC. Subject to tribunal decisions.

#### Provisions for Filling Vacancies

In the event of the resignation and/or termination of any officer, a special meeting will be called by the advisor to conduct an election to fill the vacant position.

In the event of the resignation and/or termination of a senator, the advisor will notify the student who received the next highest number of votes in order to see if that student will fill the position. If the student cannot, or will not, fill the position, then the next highest student will be notified and so on until the vacancy is filled. In the

event the vacancy cannot be filled, then a special election will be held to fill the vacancy.

In the event of the resignation and/or termination of a representative, it will be the duty of his I her club to fill the vacancy within one month.

In the event of the resignation and/or termination of the advisor an interim advisor shall be appointed by the president of the college until such a time as a new advisor can be appointed.

In the event that there is no opposition to vacant senatorial position(s) the election will be null and void, and Council with the endorsement of the advisor will vote to fill senatorial vacated position(s).

#### ARTICLE IV:

##### Meetings

It shall be necessary for a quorum and the Director of Student Leadership to be present to conduct an official meeting. A quorum shall be fifty-one percent (51 %) of the members of the SLC. An official meeting must be scheduled, have an agenda, quorum and have the advisor present. Special meetings are called by the advisor (Director of Student Leadership) or the chairperson with notification of the advisor. If the advisor cannot make it to a special meeting, then he/she must sent a qualified alternate. Meetings will be conducted according to "Roberts Rules of Order" and will meet the first and third Tuesday of the month from 2:00- 4:00 p.m.

#### ARTICLE V:

##### SECTION I

##### MEMBER RECOGNITION

An allowance recognizing members for their devoted service and commitment to PVCC and SLC, will be given to members for the following amounts: Executive Council (including chairperson, vice chairperson, secretary, treasurer, and public relations) \$75 each bi-annually; Senators \$50 each bi-annually; appointed club representatives \$25 each bi-annually.

## SECTION II

### CONFERENCES

The criteria for members of the SLC to attend conferences are as follows: 25 hours of SLC service must be accumulated for each in-state conference. 100 hours of SLC service must be accumulated for each out-of-state conference.

(amended 11/24/98)

## ARTICLE VI:

### Amendments

Amendments to the SLC constitution must be submitted in writing for the first reading and explanation, and action on the amendment must be taken at the next meeting. Amending the constitution requires a three-quarter (3/4) yes vote of the entire SLC at a regular or special meeting called for that purpose. In order for a vote to occur the number of-SLC members present at the meeting must be at least three-quarters (3/4) of the entire SLC and approved by the President.

Approved 03/05/91

Amended 04/05/94

Amended 05/03/94

Amended 10/27/98

Amended 11/24/98

**STUDENT LEADERSHIP OFFICE  
STUDENT LEADERSHIP COUNCIL (SLC)  
BY-LAWS**

1. MEETINGS: All meetings will be held at 2:00 p.m. the first and third Tuesday of every month. If a meeting falls on a holiday, the meeting will be re-scheduled by the Chairperson and/or advisor.

2. OFFICERS:

CHAIRPERSON

1. Conduct all meetings, with the exception of ad-hoc committee meetings.
2. Prepare agendas and submit to the advisor for approval and signature, at least five (5) school days prior to meeting. Distribute agenda at least three (3) school days prior to a meeting. File a copy of the agenda in appropriate file.
3. Attend all regular bi-monthly business meetings.
4. Attend all bi-monthly Executive Board meetings.
5. Spend a minimum of five (5) hours per week in the SLC office, performing SLC business.
6. Serve on four (4) student/administration committees, and three (3) SLC committees.
7. Oversee all committees to ensure proper protocol.
8. Meet with advisor on a weekly basis.
9. Review all financial documents, approve by signing, then submit to advisor.
10. Prepare all outgoing correspondence and submit to advisor for approval.
11. Approve and sign any other correspondence and submit to advisor for approval.
12. Upon receipt from Secretary, approve meeting minutes and submit to advisor for approval.
13. Ensure volunteerism component is being met, including execution of the adopt-a-street program.
14. Coordinate and integrate all activities and duties of officers, members and volunteers of SLC.
15. Maintain communications between SLC, ALC advisor, administration, and all SLC members.
16. Screen and act on all materials provided by advisor.

17. Prepare an annual report on activities of SLC. Additional interim report on activities may also be required.
18. Ensure that all club representatives are attending SLC business meetings. If not, notify club advisor that attendance is mandatory.

#### VICE-CHAIRPERSON

1. Attend all regular bi-monthly business meetings,
2. Attend all bi-monthly Executive Board meetings.
3. Conduct meetings in the absence of the chairperson.
4. Spend a minimum of five (5) hours per week in the SLC office, performing SLC business.
5. Serve on four (4) student/administration committees, and three (3) SLC committees.
6. Coordinate committees, as follows:
  - a. Ascertain dates and times of committee meetings, and the administrative contact.
  - b. Type a list containing the above dates, times, and contents for the committees, and the names of the SLC members representing the respective committees.
  - c. Distribute list to all SLC members, advisor, and administrative committee contacts. File copy in appropriate file.
  - d. Ensure that each SLC member is serving on appropriate number of committees.
7. Serve as Sergeant-of-Arms at all meetings.
8. Preview training events and develop training materials and training sessions.
9. Coordinate training sessions with SLC Public Relations Officer for marketing, and the SLC Secretary for room and refreshment reservations, once approved by SLC.
10. Responsible for the continuation of the Scholarships Committee.
11. Maintain SLC Archives.

12.Keep Chairperson advised and updated on all above items.

### SECRETARY

1. Attend all regular bi-monthly business meetings.
2. Attend all bi-monthly Executive Board meetings.
3. Spend a minimum of five (5) hours per week in the SLC office, performing SLC business.
4. Serve on (2) student/administration committees, and (2) SLC committees.
5.
  - a. Take minutes at all meetings,
  - b. Type minutes and submit to Chairperson for approval within five (5) school days,
  - c. Once minutes are approved by advisor; photocopy and return to Chairperson at least three (3) schools days prior to the first Tuesday of the month.
  - d. Read minutes at meeting then file in SLC files
6. Circulate attendance sheet, including telephone numbers, at meetings, then file in SLC files.
7. Type correspondence, memos, etc., as required for SLC business.
8. Distribute copies of correspondence to SLC members.
9. Photocopy materials needed for SLC business.
10. Secure any room and refreshment arrangements voted on by SLC through advisor's secretary.

### TREASURER

1. Attend all regular bi-monthly business meetings.
2. Attend all bi-monthly Executive Board meetings.
3. Spend a minimum of five (5) hours per week in the SLC office, performing SLC business.
4. Serve on (2) student/administration committees, and (2) SLC committees.
5. Type all financial documents as voted on by SLC, within one (1) day of vote, and submit to Chairperson for approval.
6. After advisor approval of financial documents, advisor will then forward to his/her secretary for

further processing in fiscal. Secretary will provide a copy to treasurer, which will then be filed in appropriate file.

7. Type monthly treasurer report and give to Chairperson at least four (4) school days prior to first Tuesday of the month.
8. Prepare year-end financial reports.
9. Prepare semester-end report on transactions.
10. Prepare any other reports or financial documents as needed for SLC business.
11. Prepare and update a list outlining monies voted on by SLC, including amount, purpose, and duration.

### PUBLIC RELATIONS

1. Attend all regular bi-monthly business meetings.
2. Attend all bi-monthly Executive Board meetings.
3. Spend a minimum of five (5) hours per week in the SLC office, performing SLC business.
4. Serve on two (2) student/administration committees, and two (2) SLC committees.
5. Type a monthly public relations report, give one copy to Chairperson, at least four (4) school days prior to the first Tuesday of the month, and file a copy in the appropriate file.
6.
  - a. Create marketing needed to promote SLC events.
  - b. Submit marketing plans to advisor for approval at least three (3) weeks prior to event.
  - c. Once approved, proceed with developing materials needed.
  - d. Have Advisor's secretary post materials for event two (2) weeks prior to event.
  - e. Within two (2) days after event, remove marketing materials from approved locations. See Advisor's secretary for locations.
7.
  - a. Act as liaison between SLC and audio-video department.
  - b. -Coordinate commercials, etc., to promote SLC.
8. Actively promote SLC and SLC events.
9. Responsible for the planning and executing of social activities.

10. Prepare a summary of SLC events and actions for the campus paper, bi-weekly. Present it to the Advisor's secretary for publication in the campus paper.

### SENATORS

1. Attend all regular bi-monthly business meetings.
2. Spend a minimum of three (3) hours per week in the SLC office, performing SLC business.
3. Serve on (2) student/administration committees, and (2) SLC committees.
4. Promote and attend all SLC events.
5. Serve in a capacity as needed for SLC business.
6. Research ideas for events and functions formulated by SLC.
7. Aid in the implementation of events, functions, etc.
8. Clear any and all SLC activities with Chairperson or Advisor r-- prior to execution.

### REPRESENTATIVE

1. Attend all regular bi-monthly business meetings.
2. Serve on one (1) SLC committee.
3. Attend the majority of all SLC events.
4. Spend a minimum of one (1) hour per week in the SLC office, performing SLC business.
5. Type monthly report outlining club activities and business and give to Chairperson at least four (4) school days prior to the first Tuesday of the month.
6. Clear all club events or activities with SLC PRIOR TO EXECUTION.

### ALL SLC MEMBERS (EXECUTIVE BOARD, SENATORS, REPRESENTATIVES, AND VOLUNTEERS)

1. Be prepared for regular business meetings. Read agendas and all reports.
2. Vote on all SLC business (unless abstinence is requested).
3. Except normal school information, do not request any information from administration, or any other administrative entity of the campus without the prior

approval of the SLC advisor and Chairperson. This is so that any requests are not construed as a consult initiative.

4. More than three (3) unexcused absences on SLC events and official meetings will result in suspension from conferences and SLC.
5. Communicate with the student body on issues and accomplishments.
6. Support and work together in a team effort between SLC and Clubs.

3. COMMITTEES: The chairperson will solicit volunteers, and if no volunteers are available to fill the committee, the chairperson will appoint the heads of all standing committees as needed.

#### 4. PARLIAMENTARY

AUTHORITY: "Roberts Rules of Order" will be the standard parliamentary authority for SLC.

5. FINANCIAL: There shall be no initiation fees, dues, or other assessments.

6. ELECTIONS: **Senator Elections:** Annual elections of senators will be held on the Wednesday three weeks preceding finals week. Campaigning will begin for qualified candidates five weeks preceding finals week. Potential candidates will be able to obtain election petitions (signatures of 10% of represented constituents) and fulfill the requirements for candidacy eight weeks before finals week (amended 05/03/94). Beginning ten weeks before finals week, the SLC will conduct an aggressive marketing campaign, to be overseen by the Chairperson, announcing the elections and calling for senatorial candidates (amended 04/26/94).

**Executive Board Elections:** Nominations and elections for the Executive Board will be held at the second scheduled meeting of the fall semester (amended 05/11/94). Candidates may be any member of the SLC.

Elections of the executive board will be held one week prior to finals week. All SLC members are eligible to vote by secret ballot. Officers elected will require a majority vote (51 %). In the event of a draw a run-off will be held between the two (2) highest candidates. Votes will be counted by the SLC advisor in the presence of the council, less the candidates. Newly elected officers will be sworn in and assume office at the first meeting during the fall. The term of office will be for one (1) academic year (August through ~ay) (amended 04/26/94).

**Special Elections:** will be conducted as follows: The Chairperson will ensure that there is an aggressive marketing campaign calling for candidates for this special election. Candidate(s) will obtain election petition signatures of PVCC students that total 10% of the represented constituents of the office of senator (amended 05/03/94). After the election petition has been completed and the signatures are verified by the SLC advisor, the candidate will be put on the agenda for the next possible SLC meeting. The candidate will then be voted on by the SLC and must receive a majority yes vote of the entire SLC (amended 04/26/94).

## 7. AMENDMENT

**OF BY-LAWS:** Amendments to the by-laws must be submitted in writing, read at one meeting, and vote on at the next meeting. To amend or repeal a by-law requires a two-thirds (2/3) yes quorum vote of the Student Leadership Council at a regular or special meeting called for that purpose.

Approved 03/05/91

Amended 04/26/94

Amended 05/03/94

Amended 05/10/94