

**Constitution and Bylaws
Ogeechee Technical College
Student Leadership Council**

ARTICLE I—NAME

The official name of this organization shall be “Ogeechee Technical College (OTC) Student Leadership Council” referred to hereafter as the “SLC.”

ARTICLE II—PURPOSE

Section 1

The primary purpose of SLC is to govern the Student Activity funds as directed by Technical College System of Georgia in a manner that promotes the general welfare of Ogeechee Technical College students and to provide a two-way communication link between the student body and the school’s administration.

Section 2

Other purposes include:

- To promote student interest and participation in all student activities and/or functions.
- To create leadership and training opportunities for organizational members.
- To assist and support projects that will benefit the local community.
- To assist the administration in orientation of all new students.

ARTICLE III—ORGANIZATION

Section 1

SLC shall be made up of at least one representative from each program and each Student Club/Organization. Students should have and demonstrate leadership skills in their program and maintain a satisfactory GPA of 2.0 or better. SLC officers must maintain a GPA of 2.75 or better. If representatives of a Student Club/Organization do not attend 75% of the meetings during fall and spring terms and one of the meetings during summer term, SLC reserves the right to deny funding to the program.

Section 2

SLC officers shall consist of a President, Vice President, Secretary/Treasurer, Historian/Reporter and Parliamentarian. If a program’s representative is elected to the Executive Council (Officers), the program must nominate another representative to fill the vacancy.

Section 3

SLC shall consist of a primary advisor and two co-advisors. Advisors will have no vote in any proceedings of SLC. SLC Advisors reserve the right to determine voting eligibility of SLC Officers due to potential conflicts of interest.

Section 4

Meetings are open to faculty, staff or students at OTC upon contacting one of the SLC advisors.

Section 5

At least one club representative must attend a minimum of 3 out of 4 Student Leadership Council meetings held (75% attendance). Other criteria apply.

Section 6

Clinical/Internships are not excused absences. Student Club/Organization advisors must send an alternate representative.

ARTICLE IV—QUALIFICATIONS OF MEMBERS

Section 1

Members must be in good academic standing with a minimum 2.0 satisfactory cumulative GPA and SLC officers must maintain a 2.75 cumulative GPA throughout the year. (See Article III, Section 1)

Section 2

SLC Advisors/Assistant Vice President for Student Affairs may immediately remove any member for conduct unbecoming of a SLC officer.

Section 3

Members may serve as a representative of one club/organization/program at any one meeting. SLC Officers represent SLC at the meetings and do not count as attendance for another club, program, or organization's attendance.

ARTICLE V—QUALIFICATIONS OF OFFICERS

Section 1

Candidates running for an SLC office must complete an application including a letter of recommendation from their program advisor.

Section 2

Candidates can be nominated by faculty advisors, SLC members or nominate themselves. Candidates will be interviewed by SLC advisors and the Assistant Vice President for Student Affairs.

Section 3

To be eligible for executive council, individuals must meet all requirements for SLC.

Section

Candidates shall be able to serve one full fiscal year; if not, at least 3 consecutive terms. In an event that the President position becomes vacant, the Vice President shall fill the vacancy. Any other vacancy shall be appointed by SLC Advisors and must meet officer qualifications.

Section 5

Nominations and interviews for SLC officers will take place fall term. Officers will serve from fall term to summer term.

Section 6

SLC Officers represent SLC at the meetings and do not count as attendance for another club, program, or organization's attendance.

Section 7

An SLC officer accepts responsibility for representing Ogeechee Technical College in everything they do. They will demonstrate the best qualities of Georgia's technical education students in all public appearances and will consider themselves an ambassador of goodwill, representing the college.

An SLC officer must disclose if they have had any convictions (regardless of when they occurred) excluding minor traffic violations. Failure to disclose/falsification/misrepresenting any information could result in disqualification as an officer.

Section 8

Assistant Vice-President for Student Affairs may immediately remove any officer for conduct unbecoming of a SLC officer.

ARTICLE VI—DUTIES OF MEMBERS

Section 1

Members must be present at all meetings. If a member cannot attend a scheduled meeting they must notify their advisor to send an alternate representative from the program.

Section 2

Members must participate in the campus and community activities scheduled each term.

Section 3

Members must assist with 3 campus & community activities sponsored by SLC during Fall Term (Welcome Week, Soup Kitchen, ad hoc), 2 campus & community activities sponsored by SLC during Spring Term and 1 campus & community activities sponsored by SLC during Summer Term.

Section 4

Members must report suggestions from students to SLC and must report SLC activities and community events to their programs and students throughout campus.

ARTICLE VII—DUTIES OF OFFICERS

Section 1

Officers shall participate in all general and executive council meetings.

Section 2

Officers shall attend the Georgia Fall Leadership Conference and Statewide Student Leadership Council Conference.

Section3

Officers will meet at least two days prior to regular scheduled meetings.

Section 4

Specific Officer Duties:

President

- Shall preside over all leadership council meetings.
- Shall not vote on matters unless breaking a tie.
- Shall present the agenda for advisement, discussion and vote during executive leadership council meetings.
- Ensure each general leadership council meetings have an agenda and minutes in accordance with
- Robert's Rules of Order.
- Shall appoint committees as deemed necessary to carry out leadership council business.
- Shall make sure the Articles in these by-laws are set forth.

Vice President

- Shall perform the duties of the President in the President's absence.
- Assist President in all responsibilities.
- In the absence of Secretary/Treasurer, take minutes and attendance.
- Shall ensure meeting minutes are completed with attendance, agenda, committee results, and Treasurer's financial report.

Secretary/Treasurer

- Shall keep the minutes of the meeting including attendance, agenda, committee results, and
- Treasurer's report.
- Shall indicate on the attendance report the violations of active club representatives not present.
- Shall take roll at each leadership council meeting and verify that a quorum is present to conduct business.
- Shall provide minutes to each SLC Advisors 48 hours after each leadership council meeting for review.
- Shall provide each council member with a copy of minutes from each leadership council meeting.
- Shall be responsible for creating a calendar of meetings to be issued at the first meeting of each term.
- Shall receive a financial report from a SLC Advisor one or two days prior to general meeting to make the Treasurer's report.
- Shall provide each member a budget/term report at the beginning of each fiscal year from an SLC Advisor.

Historian/Reporter

- Shall promote the mission of the student leadership council by keeping SLC advisors, SLC members, the entire student body, and our community informed of Student Leadership Council activities and/or events.
- Shall be responsible for covering and photographing school events and activities.
- Shall maintain a scrapbook of these events for public relations purposes, which may be used by the faculty, staff, or council of Ogeechee Technical College.

- Shall promote upcoming activities and events to the student body, staff, and faculty.

Parliamentarian

- Shall enforce Robert's Rules of Order and make sure SLC members know the steps of making a motion.
- Shall control the conduct of all meetings.
- Shall make sure each member receives a copy of the SLC By-laws.

ARTICLE XIII—ADVISORS RESPONSIBILITIES

Section 1

Verify members are in good academic standing.

Section 2

Advise SLC on any matters that pertain to the execution of their duties and make sure the Constitution and By-laws are set forth.

Section 3

Assist Assistant VP for Student Affairs in developing budgets, submitting purchase requests, and other administrative documents for properly approved expenditures from Student Leadership Council.

Section 4

The primary advisor shall maintain all official records relating to SLC. This includes the Constitution and By-laws, Meeting Minutes, Agendas, Notices, Memos, Treasurer Reports, and other relevant leadership documents.

Section 5

Oversee all SLC activities and meetings.

Section 6

Notify OTC's webmaster of events, meeting dates and locations each term.

Section 7

Send a term report to Assistant VP for Student Affairs of active club attendance in each meeting.

ARTICLE IX—CONSTITUTION AND BYLAWS AMENDMENTS

Section 1

By-laws may be adopted by a two-thirds vote of the full SLC membership at a regularly scheduled meeting.

Section 2

This Constitution may be amended by two-thirds majority vote of the SLC membership. The proposed amendment must be presented to SLC in writing at the regular scheduled meeting before voting can take place.