

Constitution

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Approved February 4, 2016

College of Health and Human Sciences Dean's Leadership Council
Colorado State University

Article I. Name

The name of this organization shall be the College of Health and Human Sciences (CHHS) Dean's Leadership Council at Colorado State University, and hereafter be referred to as the Council.

The mission of the Council is to build bridges between the students and the Dean's office, while encouraging innovation, creativity, and leadership skills in projects that serve students and the broader community.

Article II. The Members

Representation:

- A. Each department/school will be represented by *at least* two voting representatives, including all members of the Executive Council, excluding the President (Article IV, President). The Council shall therefore be composed of at least two representatives from the departments/units of:

Construction Management
Design and Merchandising
Family and Consumer Sciences
Food Science and Human Nutrition
Health and Exercise Science
Human Development and Family Studies
Hospitality Management
Social Work

- B. Affiliate membership is open to all faculty, staff, alumni, and community members interested in being involved with the direction of the Council. Affiliate membership is also granted to student members who have been on council two consecutive semesters and will be absent for unavoidable academic responsibilities such as: study abroad, internships, student teaching. These members shall not have voting privileges during their absence.
1. Affiliate membership will be granted on a case by case scenario to be determined by the Executive Committee.
- C. The Dean shall appoint a liaison/advisor from his/her office to serve in a non-voting capacity.
- D. The advisor must be a CSU faculty/staff member who has an interest in serving as an advisor.

1. The advisor may not vote in any situation. IE: removal of members, acceptance of members, etc., but can offer advice to the organization.

Rights/Responsibilities:

- A. A voting member of the Council will notify the Executive Council prior to meeting with the CSU President, CSU Vice Presidents, College Deans, or the Board of Governors of the Colorado State University System when representing the Council.
- B. All members shall comply with the attendance policy outlined in Article III.
- C. All members agree to comply with the dress code as outlined by the Executive Committee.
- D. The Council shall serve as the CHHS Technology Fee Committee.
- E. There shall be a voting representative selected by a majority of the Council to serve on the University Technology Fee Advisory Board.
- F. There shall be a voting representative selected by a majority of the Council to represent the CHHS on the University Facility Fee Advisory Board.
- G. There shall be a voting representative selected by the majority of the Council to serve on the Alternate Transportation Fee Advisory Board.

Selection:

- A. Voting members shall be selected through an application process open to all CSU students. Each member shall be selected by submitting an application that is to be reviewed by a committee of several Council members and the faculty advisor.
- B. As a recognized student organization at Colorado State University, our organization shall not deny membership to any student on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression. Active membership is open to all CSU students within our college with the right to vote and hold office.
- C. Each member shall serve a minimum of two consecutive semesters.
- D. Senators are required to submit an application for the records of the Council, but are accepted as members, and expected to attend the Council meetings.

Article III. Meetings

Conditions:

- A. The Council will meet bi-weekly during the regularly scheduled academic year, excluding summer semester and vacation periods. Additional meetings will be set as needed.
- B. Meetings of the Council shall be open to the general University public.

Agenda:

- A. The agenda shall be distributed before every meeting.
- B. Additions to the agenda may be made by any person attending the meeting during open forum.

Quorum:

- A. A quorum for the transaction of ordinary business shall be the members of the Council in attendance at a regularly announced meeting.
- B. A quorum for acting on financial matters shall be a majority of the seated members of the Council.

Attendance:

- A. To remain a member in good standing, it is a requirement of each council member to participate in, to their fullest capacity, a minimum of two events per each semester. These two events will consist of one outreach and one service event, with participation in other events applicable as either; this being up to the discretion of the Executive council members. Not meeting these conditions can result in a required meeting with the executive council, and potential removal of membership.
- B. All members are expected to attend all meetings and sign up and participate in the minimum of two events. Thus, unexcused absences will not be tolerated. Any unexcused absence warrants a meeting with the executive team to discuss the nature of the absence.
- C. All members are expected to attend all meetings and sign up and participate in the minimum of two events. Thus, unexcused absences will not be tolerated. Any unexcused absence warrants a meeting with the executive team to discuss the nature of the absence.
- D. If deemed necessary by the Executive Committee, removal procedures will be carried out as described in Article IV, under “Removal of Members.”

Article IV. Executive Council

General:

- A. The Executive Council shall be comprised of the President, Vice President, Treasurer, Secretary and Outreach Coordinator as well as the Dean’s Leadership Council Advisor.
- B. Each Executive Council member shall be required to attend a meeting for only the Executive Council members on a bi-weekly basis.
- C. Each Executive Council member must attend all regular meetings.

Removal of Executive Council Members:

- A. An officer may be removed from office if not fulfilling officer responsibilities. The officer will be notified in writing seven (7) days prior to removal to provide time for an appeal as well as time for the member to speak on their own behalf.
- B. An officer may appeal a removal by providing a written explanation of why responsibilities have not been fulfilled to the Executive Council.
- C. The Executive Council will review the explanation and determine if the officer should remain in office or be removed.

Removal of Members:

- A. A member may be removed from Council if not fulfilling member responsibilities; i.e.: more than two absences at meetings and activities, lack of a positive attitude, and/or failing to execute the mission statement.
- B. The member will be notified in writing seven (7) days prior to removal to provide time for an appeal as well as to allow the member to speak on their own behalf.

- C. A member may appeal a removal by providing a written explanation of why responsibilities have not been fulfilled to the Executive Council or meeting with the Executive Council prior to removal.
- D. The Executive Council will review the explanation and determine if the member should remain in office or be removed.

President:

- A. The President shall be elected by the majority of the members of the Council serving first as the Vice President for one year before moving into the office of President.
- B. Duties:
 - 1. The President shall chair meetings of the Council unless designated otherwise.
 - 2. The President shall draw up the agenda with input from the Executive Council members.
 - 3. The President shall have a vote only in the event of a tie.
 - 4. The President shall ensure the fulfillment of duties of other officers.
 - 5. The President shall attend each Executive Council meeting.
 - 6. The President shall attend the fall student organization officer orientation.
 - 7. The President shall perform other duties as deemed necessary.

Vice President:

- A. The Vice President shall be elected by the majority of members of the Council.
- B. Duties:
 - 1. The Vice President shall organize and supervise any committees that are deemed necessary by the Council to achieve its purpose.
 - 2. The Vice President shall chair the meetings in the absence of the President.
 - 3. The Vice President shall attend each Executive Council meeting.
 - 4. The Vice President shall call all members with unexcused absences from the Council meeting.
 - 5. The Vice President shall attend the fall student organization officer orientation.
 - 6. The Vice President shall perform other duties as deemed necessary.
 - 7. The Vice President shall be an automatic two year term with the Vice President serving as President the following year.

Treasurer:

- A. The Treasurer shall be elected by the majority of members of the Council
- B. Duties:
 - 1. The Treasurer shall keep accurate records of all Council funds.
 - 2. The Treasurer shall present a budget proposal at Council meetings.
 - 3. The Treasurer shall give the Treasurer's report each meeting, including balance and any transactions that have taken place.
 - 4. The Treasurer shall be responsible for all funds and purchase requisitions.

5. The Treasurer shall be responsible for all purchase orders with IMO's or PO's.
6. The Treasurer shall attend the fall student organization officer orientation.
7. The Treasurer shall attend each Executive Council meeting.
8. The Treasurer shall perform other duties as deemed necessary.

Secretary:

- A. The Secretary shall be elected by a simple majority of the members of the Council.
- B. Duties:
 1. The Secretary shall take minutes, attendance, and keep records for meetings
 1. The Secretary shall maintain the Council contact information up to date
 2. The Secretary shall prepare all sign-up and attendance forms for meetings
 3. The Secretary shall take minutes, attendance, and keep records for executive council meetings
 4. The Secretary shall post all minutes, agendas, and events
 5. The Secretary shall attend each Executive Council meeting.
 6. The Secretary shall attend the fall student organization officer orientation.
 7. The Secretary shall perform other duties as deemed necessary.

Outreach Coordinator:

- A. The Outreach Coordinator shall be elected by a simple majority of the members of the Council.
- B. Duties:
 1. The Outreach Coordinator shall communicate with the Dean's office and council about events and social media.
 2. The Outreach Coordinator shall maintain the Council website content and photos.
 3. The Outreach Coordinator shall provide oversight for the distribution of fliers and posters for all events hosted by the Council.
 4. The Outreach Coordinator shall be responsible for all advertisements in the Collegian with prior approval from the Council.
 5. The Outreach Coordinator shall inform students and faculty of events hosted by the Council.
 6. The Outreach Coordinator shall be responsible for advertising events to raise awareness and attendance.
 7. The Outreach Coordinator shall maintain relations with local organizations to develop the yearly council service project.
 8. The Outreach Coordinator shall attend each Executive Council meeting.
 9. The Outreach Coordinator shall attend the fall student organization officer orientation.
 10. The Outreach Coordinator shall perform other duties as deemed necessary.

Article V. ASCSU Senators

General:

- A. The ASCSU Senators shall be elected by majority of student voice year-round.
- B. Duties:
 - 1. All Senators shall attend all ASCSU meetings according to ASCSU bylaws.
 - 2. All Senators shall attend Health and Human Sciences Dean’s Leadership Council meetings twice per month.
 - 3. All Senators shall present student issues to the Council and get student feedback in order to understand the Council’s opinion and attitude concerning the issues.
 - 4. All Senators shall notify the Council of their ASCSU office hours.
 - 5. All Senators shall have the option to appoint as many as two associate senators, subject to a majority vote by the Council.
 - 6. Associates will have a vote in council matters.

Article VII. Revisions

General:

- A. The constitution may be amended by the vote of two-thirds majority of the Council provided the amendment has been submitted to the membership in writing at least one (1) week prior to the business meeting.
- B. The constitution shall take effect immediately upon approval by two-thirds of the voting members of the Council and shall repeal any revisions as deemed necessary.

I, _____ (your name), have read and fully understand the College of Health and Human Sciences Dean’s Leadership Council constitution. I agree to abide by the rules and regulations stated and will hereby uphold the integrity of the council and the Dean’s office in which it represents.

CHHS Dean’s Leadership Council Member

Date