

POLICY:  <b>Student Council Structure and Operation Policy</b>		POLICY NUMBER:  <b>AM-026-A1</b>
		PREVIOUS/REPLACES:  <b>N/A</b>
APPROVED BY:  <b>Executive Committee</b>	EFFECTIVE DATE AS OF:  <b>December 1, 2021</b>	PRIOR VERSIONS:  <b>Student Manual</b>

## 1. Policy Statement

The College shall have a Student Council whose purpose is to provide feedback to the College administration including college policy, processes, services, academic offerings, and activities. Student Council feedback may be solicited by the College or can be based upon its independent recommendations. Student Council members have the opportunity to be involved in college committees such as Academic Council and the Program Development Committee where student participation is required. Student Council can also oversee and manage student activities and is provided a minimum financial budget by the College. This policy is to provide the structure and operating procedures for the Student Council.

## 2. Scope

Applies to all employees and students of Herzing College.

## 3. Procedure

- Composition:** The Student Council (“the Council”) shall be composed of a minimum of five and maximum of 15 students. The goal is to have a wide representation of students including online, on ground, and hybrid, as well as students from the various major program areas of the college.
- Election and term:** Council terms will be from September 1 of current year, or whenever a member joins or is elected to the Council, to August 31 of following year. Students can volunteer between September 1 and September 10 of each year by sending or delivering written notice of their desire to be a member of the Council to the attention of the Council advisor at the administration office. If more than 15 students volunteer, there will be an election by the 26th of September in which each member of the student body is able to vote for 10 members and the top 15 will be considered elected to the Council. Students can also volunteer to join the Council at any time during the year if the Council has not yet reached the maximum number of 15 members, provided the student still has at least three months remaining before the student’s expected graduation.
- Officers:** Officers shall consist of the President, Vice President, Secretary, and Treasurer. The President and other officers of the Council shall be elected by the majority of the Council members in attendance, assuming a quorum, at the first meeting of the Council in the September semester. The president shall be responsible for conducting the meetings and ensuring any of the processes of the Council and the College are followed. The Vice-President will serve in the place of the President if the President is not

available. The Secretary will maintain minutes of the meetings. The Treasurer will approve/authorize payments on behalf of the Council based upon knowing what the Council is obligated for and will collect, account for and remit to the College any monies from any of the fund raising or other activities of the Council.

4. **Meetings:** Meetings shall be called by the President or any two officers or three members of the Council upon at least 2 days' notice. There shall be at least one meeting per semester. The meetings may be in person or virtual.
5. **Quorum:** A quorum of the Council shall be considered fifty or greater percent of the membership of the Council.
6. **Resignations:** A Council member or officer may resign at any time by providing written notice to the Council advisor or the President of the Council.
7. **College Advisor:** The College shall provide an advisor who will attend all the meetings of the Council. The advisor will also approve expenditures once approved by the Treasurer.
8. **Finance and Accounting:** The College will provide a minimum allowance to the Council of \$1000 per year and will deposit all funds from the Council in an account maintained by the College. The College will pay approved expenditures of the Council and will prepare a statement of income and expense, and the cash balance in the Council's account for the Council as of each September 1, January 1, and April 1 or as needed at a meeting of the Council.

## 4. Administration

The College Campus President shall be responsible for administration of this policy.

## 5. Review

This policy will be reviewed as required by the Executive Committee in 2023.