



STUDENT COUNCIL PROCEDURES

What is a Student Council?

A student council is a group of student leaders that work with a faculty advisor to impact their school community. Together, members of the student council support and facilitate student voices in school-related matters, offer leadership experiences to students, and promote student involvement on campus.

Student Council Benefits

- As the voice of the student body, student council members push for initiatives like event planning, facility upgrades, or student welfare initiatives that have the potential to improve everyone's school experience.
- Students can develop their management and leadership abilities as well as connect with like-minded peers in a secure environment by joining the student council.

Student Council Eligibility

Full-time students from all programs are encouraged to join the student council and hold positions on the board. Additionally, at the time of nomination, students must maintain a strong academic status (*3.0 GPA or above*).

Student Council Limitations

Joining the Student Council will not impact your grades or academics. While the student council exists with the purpose of representing the student body, it does not mean the **faculty advisors** or **student council** have the ability to change or adjust any students' grades and/or academic status.

Student Council Responsibilities

All student council members regardless of their title have the following responsibilities to follow out as role models of the EIC student body. They will be expected to:

- Attend all monthly council meetings at campus student lounge.(Dates to be posted).
- Volunteer for council events and community service.
- Be open to connecting with students and speaking up for them as a group.
- Collaborate and make all decisions together as a group.
- **Meeting minutes are to be taken monthly for every meeting and submitted to the Student Services and Academic Support Coordinator (SSASC).**

Student Council Officers

Upon joining the council, students will have the chance to run for the *President, Vice President, Secretary, and Treasury* roles within the Student Council. For additional details on the roles and responsibilities of the Student Council Officers, continue reading below:

Officers' Roles and Responsibilities

President

- Sets the council meeting agenda and leads the meetings.
- Communicates directly with the SSASC.
- Supervises the functioning of the elected student council officers.
- Communicates with the department chairman, if necessary.
- Coordinates campus activities and events under the direction of the SSASC.
- Delegates tasks and follow up with members to be sure plans are completed.
- Updates student council announcement boards.
- Obtains attendance and takes meeting minutes if the secretary is not in attendance.

Vice President

- Represents the student body at school, events, and meetings.
- Assists the President in coordination of events/meetings.
- Presides over the Student Council meetings in the absence of the President.
- Communicates with students via school app, after approval of communication from SSASC.
- Communicates ideas from the student body to the Council.
- Recruits students to join the council; Distributes student council fliers. Fliers must be approved by the SSASC prior to dissemination.

Secretary

- Participates at all council functions and is responsible for obtaining attendance sign-in logs & documenting meeting minutes.
- Responsible for handing attendance sign-in logs and meeting minutes directly to the SSASC (in person or via email).
- If sending meeting minutes/sign-in log via email, the secretary must send it to the SSASC no later than 24 hours after the meeting has concluded.
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