



Council of Student Leaders

CONSTITUTION

Preamble

The Council of Student Leaders is a representative body of Winthrop University student leaders and other concerned students serving as a vehicle that provides students a significant role in institutional decision-making and self-governance.

Article I. Name and Purpose

Section I. The organization shall be known as the Council of Student Leaders (CSL), herein referred to as the Council.

Section II. The purposes of the Council shall be to:

1. Serve as the official student voice to the Winthrop University Board of Trustees and administration on appropriate matters.
2. Strengthen relations among the administration, faculty, staff, students, and Rock Hill community.
3. Review and approve charter applications from new student organizations, including the annual registration of existing clubs and organizations.
4. Oversee the distribution of student activity funds to all eligible campus clubs and organizations through the actions and guidelines of the Student Allocations Committee, as addressed in the bylaws.
5. Make all student appointments to campus committees as requested by the University's governance structures.
6. Promote campus-wide institutional events such as Homecoming, Convocation, Reverend Dr. Martin Luther King Jr. Day of Service, and other events.
7. Mutually support the student activities of the Council's members and other campus clubs and organizations.
8. Perform such acts as are necessary to advance student welfare.

Article II. Membership

Section I. Automatic Members on the Council of Student Leaders will consist of the following persons:

1. President of the DiGiorgio Student Union, or designee.
2. Representative from Residence Education, or designee.
3. President of the Inter-Fraternity Council, or designee.
4. President of the College Panhellenic Council, or designee.
5. President of the National Pan-Hellenic Council, or designee.
6. President of the Student Alumni Council, or designee.
7. Representative for Student Publications.
8. President of the Association of Ebonites, or designee.
9. President of the National Association for the Advancement of Colored People (NAACP), or designee.
10. President of Serving Others and Reflecting (S.O.A.R.), or designee.
11. President of SAGE, or designee.
12. Representative from the Diversity Center
13. President of the Winthrop Ambassadors, or designee.
14. One athlete from the Student-Athlete Advisory Council appointed by the Athletic Director.
15. Representative from the International Center.
16. One student from each academic college is selected by the respective college Dean.

All appointed members to the Council will serve an individual year long term expiring on the day of May commencement. Should an appointed member begin their term in the Spring semester, their term will expire upon May commencement as well. The Council reserves the right to reject any individual appointment of a club or organization representative who is not fulfilling their responsibilities to the Council by a unanimous vote of the executive committee.

In the event that an organization becomes inactive on the Council or becomes defunct by failing to hold regularly scheduled meetings, the organization will be removed from the roster. The organization will have the opportunity to re-petition before the Council to become active again.

Section II. Annual Members

Annual seats on the Council may be granted to individuals at the beginning of each Fall and Spring semester. Annual seats are open to any enrolled Winthrop student who submits an application by the specified deadline and presents an interview to the current Council. Upon the conclusion of all interviews, the current Council shall vote on the applicants to occupy the vacant annual seats available for the given semester. Should an annual member begin their term in the Spring semester, their term will expire upon May commencement as well. All annual seats may be rescinded by a two-thirds plus one vote of the current Council.

Annual members to the Council of Student Leaders will be selected for a one-year term. Service begins the day after May commencement, or at the time of the election, and ends the day of May

commencement of the given academic year. The number of annual members shall not exceed the number of automatic members.

Section III. Good Standing

All members must remain in good standing to be considered a part of the Council. If a member is not in good standing they will be asked to leave the Council or placed on a suspension period where they will not be able to vote for three weeks. Good standing shall be constituted by the following:

1. Any member who misses two consecutive meetings will lose voting privileges and will not be considered in good standing. Any person not in good standing will regain voting rights after said person attends two consecutive meetings.
2. In order for an absence to be excused, members must submit a written justification to the secretary of the Council before the anticipated absence occurs. In emergency situations, members may submit justification by phone to the secretary of the Council. Determining whether the absence is justifiable will be left to the discretion of the Council Chair and advisor.
 - a. For meetings, an absence notification excuse needs to be sent 24 hours prior to a meeting. This rule applies to regular Council meetings and committee meetings.
 - b. For Fall Retreat and Spring Constitution Work Day, the excuse must be sent in two weeks prior.
 - c. For all CSL sponsored events, attendance is not mandatory but members must RSVP at least two weeks prior.
3. Membership can be revoked under the following circumstances:
 - a. Annual membership will be automatically revoked if the individual has three consecutive, unexcused absences.
 - b. Automatic members having three consecutive, unexcused absences without sending a representative in their place will be replaced by another member from their respective organization or college.
 - c. Membership will be revoked from any member who misses five or more meetings per semester, excused or unexcused, and the position will be filled, at the discretion of the Chair. Athletic representatives may miss more than five meetings if they receive permission in advance from the Chair of the Council.
4. Each member, with the exception of the Chair and Vice Chair, must maintain a minimum Winthrop cumulative GPA of 2.50 in order to remain on the Council. In the event that an organization's representative's GPA falls to a 2.0, the representative will enter a probationary period. During this period, the organization's representative will no longer retain voting privileges. In the event that an annual member's GPA falls to a 2.0, the member will enter a probationary period. During this period, the organization's representative will no longer retain voting privileges. The probationary period will stand for the entire semester. If an organization's representative fails to meet this requirement, the said organization must select a new representative to the Council. If an annual member fails to meet this requirement, the said member will be automatically removed from the Council, and the position will be filled at the discretion of the Chair.

5. In order to remain on the Council, members must demonstrate good citizenship and abide by the Student Code of Conduct and Dedication for Excellence. Any infractions resulting in disciplinary probation will result in the student being automatically removed from the Council. If this student is an organizational representative, the organization must select a new representative to the Council. If the student is an annual member, said member will be automatically removed from the Council, and the position will be filled at the discretion of the Chair.
6. Members must attend Rev. Dr. MLK Jr. Day of Service, the Leadership Institute for First Timers (LIFT) Conference, the monthly Student Experience events hosted by CSL, and either the Fall or Spring Involvement Fairs by checking in or tabling for the Council.
7. Members are subject to a mid-semester evaluation of their participation in the Council by the executive committee and faculty advisor if they are not acting in good standing
8. Members are expected to participate in committees as outlined in the Committee expectations (See Article V: Committees).

Article III. Officers and Duties

Section I. The campus-wide elected officers of the Council are the Chair and Vice Chair, also referred to as the Student Body President and Vice President respectively. The guidelines for the election are located in the General Election Procedures Guide (GEPG), which can be requested by anyone in writing to the Chair or the Election Commissioners, and must be enforced.

Section II. The elected or appointed officers must have earned 24 Winthrop course hours at the time they take office (July 1) and be in good academic and disciplinary standing with the University. Each officer must have and maintain at least a 2.75 Winthrop cumulative GPA each semester.

Section III. All registered students of Winthrop University are eligible to vote. The Chair and Vice Chair shall be elected by a majority vote, to serve a one year term, beginning July 1, and ending June 30 of the following year. Elections must be held in accordance with the Council's General Election Procedures Guide. If the outgoing Chair is unable to serve after May Commencement, the Chair-elect will take over immediately following the May commencement. The Council's GEPG can be amended upon an affirmative vote of 2/3 of the Council, and approval by the Vice President for Student Affairs.

Section IV. If the Chair and Vice Chair-elect previously served on the Council, their position on the committee will be filled at the earliest convenience.

Section V. Duties of Officers

The duties of the Chair of the Council/Student Body President shall be as follows:

1. Presides over all meetings of the Council of Student Leaders.
2. Calls special meetings of the Council of Student Leaders, as needed.
3. Creates committees as needed.

- a. Appoints chairs of all committees, except the Student Allocations Committee.
4. Serves as an ex-officio member of all Council committees.
5. Votes in case of a tie.
6. Coordinates all appointments to University Committees.
7. Serves as the official student representative to the Winthrop University Board of Trustees and the Winthrop University Administration.
8. Appoints a Secretary from within the Council to write and maintain all minutes of meetings, keep a roster of all members in good standing, and tally all votes.
9. May appoint a position(s) for the Council if deemed necessary.
10. Perform all other duties pertaining to this office.

The duties of the Vice Chair of the Council/Student Body Vice President shall be as follows:

1. Serves as the Chairperson of the Student Allocations Committee (SAC) and liaison to the SAC Student Administrator.
2. Oversees and coordinates chartering and registration of all clubs and organizations.
3. Serves as an ex-officio member of all Council committees.
4. Conducts all duties of the President if absent or unable to serve.
5. Fulfills all of the requirements of the current job description.

The duties of the Secretary shall be as follows:

1. Take minutes at Council meetings.
2. Produce minutes for publication.
3. Take attendance for meetings.
4. Handle correspondence both internal and external.
5. Documentation such as:
 - a. Meetings, agendas, minutes, letters, memos.
6. Update roster.
7. Communicate with student publications about Council news, activities and events.
8. Maintain CSL Display Board.
9. Inform members of absences.
10. All duties necessary for this position as enforced by the Chair and Vice Chair.

The duties of the Student Allocations Committee Administrator/CSL Treasurer shall be as follows:

1. Appointed by the Department of Student Engagement, this student staff position coordinates the administrative funding process for the CSL Student Allocations Committee which includes having access to financial records and assuring that registered student organizations are adhering to university, state, and local regulations pertaining to the allocation of funds.
2. Serving as a non-voting member on the Executive Committee
3. Recording all receipts, expenditures, and appropriations of monies from the Council of Student Leaders. All records and funding transactions shall be made public at each regular CSL meeting.

4. Performs all duties necessary to the position, adhering to the expectations established by the Office of Student Engagement and Diversity.

Article IV. Executive Committee

Section I. An Executive Committee consisting of the Chair, Vice Chair, Treasurer, and Secretary are responsible for ensuring the proper operation of the Council including reviewing club or organization representatives who may not be fulfilling their duties. The advisor will be the only individual checking the GPA requirement for Council members and will inform the executive committee who has met that requirement and who has not, without compromising the Family Education Rights and Privacy Act (FERPA).

Article V. Committees

Section I. The standing committees of the Council are as follows:

1. **Internal:** Dedicated to fostering a sense of community and well-being within the Council. Facilitates all in-house events in efforts to enhance morale.
2. **Civic Engagement:** Engage in community outreach, service, environmental sustainability and civic efforts throughout Winthrop University and the surrounding community.
3. **Campus Safety:** Addresses concerns and works to foster a safe environment, promoting the general welfare of all students at Winthrop University.
4. **Public Relations:** Serves to create the visual presentation of the Council of Student Leaders through the distribution of flyers, newsletters, public addresses, social media, and other necessary means of communication and advertisement.

Section II. The chair of the Council has the ability to create new committees as needed.

Section III. Committee Chairs and Co-Chairs must be appointed by the Chair and Vice Chair of the Council of Student Leaders. Committee Chairs are responsible for scheduling committee meetings, coordinating space requests, communicating to and reporting to the Council of Student Leaders as a whole.

Section IV. Committee Member Responsibilities

1. Committee members are responsible for attending meetings and fulfilling duties assigned by the Committee Chair
2. Attend at least 75% of the committee meetings.
3. Participate in at least 50% of committee projects, and service.
4. Committees should meet weekly or biweekly at the discretion of the Committee Chair.
5. In order for a Committee meeting absence to be excused, members must submit a written justification to the Committee Chair 24 hours before the

anticipated absence occurs. In emergency situations, members may submit justification by phone to the Committee Chair. Determining whether the absence is justifiable will be left to the discretion of the Council Chair and advisor.

Section V. Committee Member Removal

1. Should a committee member not fulfill their duty, they will be subject to review by the Executive Committee contingent upon a report from the Chair. If found to be in violation of committee bylaws outlined in *Article V. Committees*; The Executive Committee will discuss actions needed to be taken, such as moving to another committee or the loss of voting privileges for a probationary period at their discretion. The member in violation must be informed in writing before the next regular CSL meeting.

Article VI. Voting

Section I. For a binding vote to take place, either a majority of members in good standing must be present, or the Council must be informed of the meeting at which a vote will take place at least a week in advance. Under both circumstances, there must be a two-thirds vote for the motion to pass.

Article VII. Finances

Section I. The Chair, the Treasurer and the Student Affairs advisor shall approve all expenditures of the Council of Student Leaders under \$500.00. All expenditures over \$500.00 shall be approved by a majority vote of the Council. If a majority vote of the Council is not feasible due to the date the expenditure is to be made, or some other unavoidable circumstances, the Chair, the Vice Chair, the Treasurer and the advisor to the Council must approve the expenditure. These expenditures will be reported at the next regularly scheduled meeting.

Article VIII. Advisor

Section I. The Vice President of Student Affairs will appoint an advisor from the professional staff within the Division of Student Affairs; and, if desired, an advisor from the faculty. The Advisor's role is to provide information, support, and appropriate assistance while ensuring an institutional purpose and memory for the actions of the Council.

Article IX. Meetings

Section I. The Council of Student Leaders shall meet according to need, but not less than every three weeks during the regular Fall and Spring semesters. The time of all regular meetings will be decided at the initial meeting of each new regular semester. The Chair will be responsible for calling special meetings of the Council as needed and setting meeting dues and times. All meetings will follow Robert's Rules of Order.

Section II. All meetings are open and non-members are welcome to attend all meetings to address the Council as appropriate.

Section III. The last Monday of every month, for the exception of August, will be reserved exclusively for the Student Experience Committee; therefore, CSL will not hold regular meetings on the last Monday of every month.

Section IV. Executive Session should be enacted at the discretion of the Chair in the event they deem it necessary

1. The executive session will allow the Council to address and have an opportunity to meet in a private manner to discuss pertinent, confidential, and sensitive information related to the organization.
2. All individuals who are not current members of the Council must leave the meeting space for the duration of the executive session excluding the Executive Committee and CSL Advisors
3. The Secretary is not required to take regular minutes during the executive session and voting shall not take place during an executive session

Article X. Student Experience Committee

Section I. The Council of Student Leaders shall host the Student Experience Committee as a means of taking an active approach towards gauging and collecting student feedback regarding various university functions and operations. The committee may have the opportunity to be introduced to proposed University ideals whereas the Student Experience Committee has the opportunity to give their opinions and feedback. It is the duty of the Chair and Vice Chair of the CSL to communicate all collected information and feedback to the appropriate party.

Section II. All Student Experience Committee meetings are open to any enrolled Winthrop University student and are required of current CSL members.

Section III. The Student Experience Committee shall meet on the last Monday of every month, for the exception of August, and shall be facilitated by the Chair of the Council of Student Leaders in addition to the Vice President for Student Affairs.

Article XI. Ratifying and Amending the Constitution

Section I. This Constitution shall be ratified upon adoption by the Board of Trustees of Winthrop University.

Section II. All amendments to this Constitution must be proposed in writing to the Chair before a regularly scheduled meeting, and must be approved by a two-thirds vote of the Council members present at the next regularly scheduled meeting. All amendments shall be presented to the Vice President of Student Affairs for information and consideration. Any amendment contrary to the official policies or prerogatives of the University under the State authority of the Board of Trustees will be disallowed.

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Amended by CSL on April 17, 2023, and approved by VPSA-