



The Universities

AT SHADY GROVE

Student Council

Student Council Handbook of Rules and Expectations

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Financial Resources

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Student Council Handbook: Rules and Expectations

The USG Student Council Handbook outlines the rules, regulations, and expectations of the Student Council. These rules and regulations were established to inform current and prospective members on position requirements and administrative policies.

While these rules and regulations are upheld by the Student Council and expected to be followed by all members, they mainly serve as guidelines. The Student Council President and/or Advisor reserve the right to make any changes or exceptions to the Handbook as deemed necessary.

Student Council Overview:

The USG Student Council was established in 2002 to serve as an advocate for the USG student body. It strives to provide a forum for students to voice their concerns and to facilitate the undertaking of improvements to enhance the USG student experience. Members meet on a regular basis and engage in activities to better USG, such as Town Halls, community service projects, student life activities and more.

Mission:

The mission of the Student Council is to serve as a student advocacy and advisory group which acts as a liaison between the students and administration of USG to communicate on behalf of the student population. The group also serves to identify and engage in activities which enhance the student experience and are supportive of the USG community at large.

We welcome and encourage all eligible students to campaign for membership. To better understand and address students' questions, concerns, and/or feedback, it is important that we have a diverse representation of students from various disciplines and institutions.

Contact Info:

If you have any questions, concerns, and/or feedback regarding Student Council and/or any of the material contained in this Handbook, please contact the Student Council Advisor ischauer@umd.edu or the Student Council President studentcouncilusg@umd.edu

Organizational Structure

The USG Student Council (SC) is comprised of 16 Undergraduate Institutional Representatives. Each institution hosting an undergraduate program at USG has two elected Institutional Representative (IR) seats on the SC. Moreover, the SC is assigned an Advisor who serves as a mentor to the SC.

Beginning spring 2016 institutional representatives will be elected by the majority vote of their peers to serve on the SC the following academic year. Campaigns will occur each spring semester and terms will last for one year. Current SC members will have an active role in recruiting potential candidates for the next year.

Once the new IRs are elected incoming members will hold internal nominations and vote on the Executive Board for the coming academic year. Members who are interested in an executive board position will have an opportunity to declare their candidacy to the rest of the Council either in person or in writing prior to the official vote. Two representatives from the Executive Board (typically the President and Vice President) serve as voting members of the USM-Student Council.

“The University System of Maryland Student Council is one of four councils established during the restructuring of higher education in Maryland in 1988 to provide advice to the Chancellor and the Board of Regents. Other groups with standing advisory councils are the faculty, the presidents of the constituent institutions, and the staff. Chairs of these advisory councils attend meetings of the Chancellor's Council and provide regular reports to the Board of Regents at meetings of the full Board.

The USMSC helps ensure that the System leadership is aware of students' perspectives and responsive to students' concerns and issues. Each degree-granting institution in the USM has two representatives to the Council. The Council meets monthly throughout the school year; its meetings rotate among System campuses.

Among the specific responsibilities of the USMSC is the recommendation to the Chancellor each year, for transmittal to the Governor, of a group of nominees for the position of USM Student Regent.”

<http://www.usmd.edu/usm/workgroups/StudentCouncil/about.php>

I. Executive Board (EB)

- a.) President
- b.) Vice President
- c.) Secretary
- e.) Treasurer
- f.) Chair of Events and Initiatives
- g.) Chair of Advocacy and Outreach

II. Institutional Representatives (IR)

- a.) 2-University of Maryland, College Park Representative (UMCP)
- b.) 2-University of Maryland, University College Representative (UMUC)
- c.) 2-Towson University Representative (TU)
- d.) 2-Salisbury University Representative (SU)
- e.) 2-University of Baltimore Representative (UB)
- f.) 2-University of Maryland, Baltimore Representative (UMB)*
- g.) 2-University of Maryland, Eastern Shore Representative (UMES)
- h.) 2-University of Maryland, Baltimore County Representative (UMBC)

Moreover, all members that are not serving on the EB are required to serve on one of the two committees within the SC: the Committee of Advocacy and Outreach or the Committee of Events and Initiatives.

*Beginning the 2016-2017 AY, UMB IRs will only be elected from undergraduate programs offered at USG, currently this is limited to UMB@USG School of Nursing program students.

Roles and Responsibilities

Upon accepting the position of Institutional Representative each USG-Student Council member will review and sign an agreement outlining respective roles and responsibilities. Members of the Executive Board will also sign an additional agreement specific to their position. At the end of the fall and spring semester performance will be evaluated with each SC members to ensure that all responsibilities are met. Representatives that are successfully meeting all requirements will be awarded a stipend recognizing their commitment to USG and the Student Council.

I. Executive Board (EB)

a.) **President:** The president is responsible for taking leadership over the SC and working with various internal and external academic and/or business entities to ensure the growth, productivity, and success of the SC and the USG community. Primary duties include but are not limited to:

- Serving as a liaison between the student body and administration and effectively communicating/directing any issues, feedback, and/or questions from students to the appropriate members of administration
- Coordinating an annual meeting with USG administration on institutional budgets and student fee allocation
- Attending monthly University System of Maryland Student Council meetings
- Arranging one meeting per semester between the SC and USG Executive Director
- Serving as the student representative on the USG Board of Advisors

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- Planning, coordinating, and directing open/closed SC meetings, Town Halls, student forums, etc.
- Participating in student targeted focus groups and planning endeavors (i.e. Auxiliary fee focus group, Technology fee focus group, Kendall Award selection committee and Leadership Bash Planning committee)
- Ensuring successful partnerships and collaboration with other USG student organizations
- Conducting budget review and approval process in conjunction with the SC Treasurer
- Promoting the fundraising efforts of the Events and Initiatives Committee in support of the USG Student Involvement Scholarship
- Managing the Executive Board voting process in the case of an unexpected vacancy
- Conducting a general evaluation of each individual SC member's performance at the end of each semester and providing a summary and recommendation to the USG-SC Advisor
- Overseeing the Executive Board election process for the incoming Student Council
- Assisting in the recruitment of new members and facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)
- Assisting in the planning and training of the incoming Student Council

b.) **Vice President:** The vice president is responsible for assuming leadership over the SC in case the president is unavailable. He/she is also responsible for working alongside the President to ensure the growth, productivity, and success of the SC and the USG Community. Primary duties include but are not limited to:

- Communicating and working with the president and the SC Advisor to coordinate open/closed session SC meetings, Town Halls, discussions, etc.
- Serving as a leader in Town Halls, open/closed SC meetings, and meetings with administration if the President is unavailable
- Serving as a liaison between the student body and administration and effectively communicating/directing any issues, feedback, and/or questions from students to the appropriate member of administration
- Promoting the fundraising efforts of the Events and Initiatives Committee in support of the USG Student Involvement Scholarship
- Serving as USG Representative to the University System of Maryland Student Council
- In conjunction with the President, conduct a general evaluation of each individual SC member's performance at the end of each semester
- Ensuring successful partnerships and collaboration with other USG student organizations

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- Assisting in the recruitment of new members and facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)
- Assisting in the planning and training of the incoming Student Council

c.) **Secretary:** The secretary is responsible for completing various clerical duties during SC meetings and/or activities and other tasks. Primary duties include but are not limited to:

- Recording minutes and attendance for both members and non-members during all SC open/closed session meetings, Town Halls, and other SC activities/events (i.e. Involvement Fairs)
- Reserving meeting and Town Hall space
- Compiling all attendance data and sending an activity report to the SC advisor each semester
- Maintaining SC records such as calendar of events, handbook updates, phone/email directory and SC agreements
- Updating official SC documents on the USG OrgLife App.
- Tracking elections, results, and signed commitment sheets
- Sending out reminder emails to the SC and/or emails to various USG staff members
- Sending out emails at the end of the Fall semester to all members confirming their continuity with the council and reminding them of the need for academic excellence to be able to continue (minimum 2.5 GPA) and notify the SC President and Advisor of any changes
- Assisting in the planning and training of the incoming Student Council
- Assisting in the recruitment of new members and facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)

d.) **Treasurer:** The treasurer is responsible for managing any account transfers, withdrawals, and/deposits for the SC. Primary duties include but are not limited to:

- Performing general bookkeeping duties, including the management of the annual Student Council budget, funding requests, and tracking of any additional funds brought in through fundraising activities
- Communicating/working with the Business Office and the executive board regarding any financial matters for the SC
- Overseeing the student organization budget review process to include notification of funding decisions
- Providing the President and Advisor with an end of semester financial status report

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- Training the incoming Student Council Treasurer and providing him/her with all relevant historical documents
- Assisting in the recruitment of new members and facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)

e.) **Chair of Events and Initiatives:** The Chair is responsible for overseeing and guiding his/her committee members in executing any projects related to fundraising for the student council scholarship or for the next year's budget. Primary duties include but are not limited to:

- Convening at least one Events and Initiatives Committee meeting per month
- Developing fundraising goals at the beginning of each semester
- Planning and coordinating all fundraising events and initiatives to meet proposed goal
- Providing the President, Treasurer, and SC Advisor with a fundraising status report at the end of each semester
- Communicating any and all project planning, progress, and implementation to the SC members
- Assisting in the promotion and maintenance of the SC display cabinet located in Building II which was gifted to USG by the 14-15 AY Graduating Class
- Assisting in the recruitment of new members and facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)

f.) **Chair of Advocacy and Outreach:** The Chair is responsible for overseeing and guiding his/her committee members in developing a comprehensive marketing strategy for SC events and recruitment efforts. Primary duties include but are not limited to:

- Convening at least one Events and Initiatives Committee meeting per month
- Updating and creating the USG-SC official flyer and brand
- Working with the Events and Initiatives Committee to support event promotion efforts
- Maintaining the SC Bulletin Board in the Café
- Assisting in the promotion and maintenance of the SC display cabinet located in Building II which was gifted to USG by the 14-15 AY Graduating Class
- Overseeing all social media profiles and the USG email address (Twitter, Facebook, USG OrgLife App, etc.)
- Communicating any and all project planning, progress, and implementation to SC members

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- Coordinating the recruitment of new members and the facilitation of an election for the incoming Student Council (i.e. New student orientation and involvement fair participation)

II. Institutional Representatives (IR): Each USG-SC member is first and foremost an IR. IR's are responsible for serving as the liaisons between their institutions' and the SC. Primary duties include but are not limited to:

- Attending and providing updates during SC meetings and Town Halls
- Establishing and maintaining communication with the Program Directors and Institutional Coordinators from the respective represented institution
- Soliciting feedback from students attending the respective represented institution through outreach to and participation in relevant student organizations
- Attending and promoting SC sponsored programs and events
- Nominating and voting for members of the Executive Board
- Promoting involvement in the USG-SC and encourage prospective candidates
- Reviewing USG Election Policy and provide feedback and suggestions
- Reviewing the USG Student Council Handbook and providing feedback and suggestions
- Encouraging participation in USG-SC and USG elections
- Serving on either the Executive Board or one of two standing committees: Outreach and Advocacy or Events and Initiatives.

III. Standing Committees: Each SC member will be responsible for participating in one of the following committees:

Executive Board (EB): To hold a position a candidate must demonstrate exemplary leadership skills, effective communication/listening skills, and time-management skills. He/she must be willing to dedicate a significant amount of time during his/her term to promote the success of the SC.

Outreach and Advocacy Committee: Members of the Committee of Advocacy and Outreach are responsible for helping to prepare and maintain flyers and/or any online forums or social media sites. They are also expected to work together to update and maintain the SC bulletin board in the Green Grove Café, display case in Building II, and table during involvement fairs and orientations. They are to work alongside the Chair and assist him/her in any tasks that pertain to advertising for the SC. Any

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marketing work or strategy from a member must be presented to the Chair for approval.

Events & Initiatives Committee: Members are responsible and expected to plan, execute, and be present at any projects or tasks for SC events, activities, and/or fundraisers. In addition, members are to assist the Chair in any tasks or projects that pertain to initiating, planning, and/or organizing events and activities for the SC.

Elections

I) Institutional Representatives (IRs): To hold an IR position, a candidate must follow the USG Election Policy and be declared the winning candidate. Upon acceptance of the position IRs must maintain the following requirements during their entire term:

- Maintain a GPA of 2.5.
- Be in good academic and judicial standing an undergraduate program offered at USG
- Be enrolled in at least 6 credits in classes offered at USG, unless there is an approved exemption
- Meet any additional requirements specified by the institution that they represent
- Satisfy all requirements of the USG-SC Institutional Representative Agreement

See USG- SC Election Policy for detailed information regarding the USG- SC election process.

II) Executive Board: Once the new IRs are selected and confirmed incoming members will hold internal nominations and vote on the EB for the coming academic year. The vote of the EB will take place during or after the annual USG-Student Council summer retreat/training. Members who are interested in an EB position will have an opportunity to declare their candidacy to the rest of the Council either in person or in writing prior to an official vote.

- The SC President will call a vote of all IRs and a selection will be made either at a closed meeting or through secure online software.
- The Secretary will keep track of the EB elections and maintain records of each signed commitment sheet.

Term Requirements

I.) EB and IRs: USG-SC terms span the course of one year beginning and ending in May of each year at the conclusion of the USG-SC Elections pending satisfactory completion of duties and responsibilities outlined in the official SC Agreements. Specific EB and Committee terms will commence prior to the start of the following fall semester and conclude with the installment of the next elected SC.

All EB members are voted in by the IRs. All IRs are selected through the USG SC Election process.

- If an EB or IR member chooses to resign his/her position in the SC before the end of his/her term, he/she must provide a letter of resignation to the SC President and/or Advisor explaining his/her decision.
- If an IR resigns, outside of the normal election timeframe all candidates from the prior election period will be reviewed and voted on by the USG-SC.
- If there are not past candidates then a new IR will be recruited, vetted and appointed by USG-SC.
- Failure to comply with the rules and regulations here stated and/or failure to honor the signed agreements and commitments may result in the withholding of the USG-SC stipend and/or removal from the SC through majority vote of the SC in consultation with the Advisor.

II.) Committee Members: If a committee member wishes to change from one committee to another before his/her term is over, it is his/her duty to notify the SC President and/or Advisor explaining his/her decision. There are no guarantees that a switch will be possible.

SC Meetings/Town Halls

I.) Town Halls: Held once a month and are open to the entire student body. These meetings give students the opportunity to meet with their representatives to discuss any questions/concerns/feedback. Town Halls typically last 1 hour. This past semester the SC held ½ meetings; one in the morning and one in the evening.

The feedback from students will then be discussed at the next SC closed meeting and the EB is responsible for finding ways to address the issues and then communicate the resolutions back to the students at the next Town Hall.

The SC President, Vice President, and Advisor are responsible for making sure the Town Halls run smoothly and are organized. Moreover, they are responsible for updating the students on USG community happenings, upcoming events, workshops, projects, etc. Members of the USG administration may also attend these meetings to make announcements.

II.) SC Closed Meetings: IRs will share any updates/feedback from their various institutions/programs. In addition, the SC will discuss the planning of any upcoming events/projects and vote on any action items. Guests may be invited to the meeting by the President, Vice President, or Advisor. These meetings typically last 2 hours and are to take place on a monthly basis. Meeting times and locations will be scheduled by the President and Vice President before the beginning of each semester. This may require reserving a location on campus and possibly bringing snacks or lunch. The President is responsible for preparing an agenda for each meeting.

IV.) Meeting with the Executive Director of USG: This is an initiative that was proposed by Dr. Edelstein during summer 2012. The SC will meet with Dr. Edelstein once a semester to recap the work accomplished by the SC during the semester and discuss future goals. All SC members are required to attend this meeting.

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Number of meetings per semester (Goal):

- SC Closed Session Meetings: One per month
- Committee Meetings: One per month
- Town Hall: One every month
- Meeting with Dr. Edelstein: once per semester (after the end of the semester)

Budget Review

Each year the Center for Student Engagement & Financial Resources (CSEF) allocates a set amount of funds to be available to registered student organizations upon the review and approval of the SC. Funds are to be used in support of activities and events that enrich the USG student experience. In addition, registered student organizations currently receive annual startup funding of \$50 which they can use at their discretion. All funds received through the CSEF expire on May 30th of each year. Budget requests for funding beyond the initial \$50 allowance are currently submitted for review through the USG OrgLife App and should adhere to the following guidelines:

- Budget requests are submitted through USG OrgLife App a minimum of one week prior to when the money is needed. The Student Life Coordinator will receive the request and forward it to the SC Treasurer and President.
- The SC Treasurer and President will review in accordance with CSEF student organization funding guidelines and forward a summary of the request as well as a proposed approval amount to the EB and SC Advisor. The Executive Board and SC Advisor will respond with their votes of consent or dissent, plus comments within 48 hours. The absence of a response from any member indicates consent.
- The Treasurer will review all feedback, document the process and make a final recommendation.
- The Treasurer will correspond with the Student Life Coordinator and requesting organization with the final decision or any additional questions within 72 hours of the initial request.
- Approved funds must be used by May 30th of the current academic year or they will be forfeited
- Purchase requests must be coordinated directly with the Center for Student Engagement and Financial Resources; funds are not eligible for reimbursement.

Conflict of interest clause: if a member of the executive board has a personal connection to the organization requesting a budget then they revoke their vote and only have a commentary right.

Attendance Policy

All members are expected to attend all SC activities. The EB is required to attend every SC closed meeting and Town Hall. Each member is allowed **two unexcused absences (One every semester for the year). All members are required to give notice of their expected**

absence to the SC Secretary, Advisor, President, and Vice President prior to the scheduled activity.

Rules Regarding Changes to the Handbook

The SC President and Advisor may review and make any changes that are appropriate and/or necessary to the Handbook. In addition, if members of the SC feel that a change should be made within the Handbook, they have the right to submit a written request or appeal to the SC President and/or Advisor. Any changes made to the Handbook must be approved by a majority of the SC membership and the SC advisor at a closed meeting or through an online vote. It is the duty of the Secretary to make sure that updated versions of the Handbook are available on the SC website, USG OrgLife App, and in the CSEF.

Agreements and Reviews

All members are required to sign the appropriate agreement before assuming active duty within the SC. Once signed, members are responsible for upholding the terms of their agreement and will undergo an end of semester review. Successful reviews will result in the award of a USG-SC stipend based on respective roles and responsibilities. Any member who has more than one position in the SC (for example, if you are both an EB member and an IR) needs to complete a separate agreement for each position. A signed copy of your agreement(s) will be provided to you for your personal records. The original copy will be kept on file in the SC records.