

Constitution and Bylaws – Student Council of The American College of Traditional Chinese Medicine at California Institute of Integral Studies

Article I. Name and Purpose

Section 1.01 Name and Core Values

This organization shall be known as Student Council of The American College of Traditional Chinese Medicine at California Institute of Integral Studies (SACTCM@CIIS), and may be referred to as Student Council (SC) or/and Council. Our core values are in alignment with the values of ACTCM at CIIS:

- Integrity and Intellectual Freedom
- Diversity and Respect
- Caring and Compassion
- Harmony and Balance
- Collaboration and Leadership

Section 1.02 Purpose

The purpose of this organization shall be to:

- (a) Enhance communications within ACTCM at CIIS;
- (b) Build partnership and enhance communications with Student Union;
- (c) Identify student concerns and act as representatives to actively initiate change in areas of student concerns;
- (d) Organize and facilitate Student Council funded events and activities;
- (e) Collaborate with students and various (internal and external) constituencies to coordinate events and activities that are designed for the larger ACTCM at CIIS student body;
- (f) Serve as a liaison between students and faculty/administration.

Article II. Membership

Section 2.01 Membership

(a) The SC shall be comprised of members numbering between a minimum of five (5) and a maximum of nine (9) members:

1) Minimum of five (5) members:

- a. Two (2) Co-Chairpersons,
- b. One (1) Secretary,
- c. One (1) Treasurer,
- d. One (1) Student Body Representative.

2) Maximum of nine (9) members:

- a. Once the minimum 5 officer positions have been determined by majority vote of the acting SC, all remaining members shall be deemed as Student Body Representatives.

(b) All SC members shall be voting members. When applicable, one (1) of the two (2) Co-Chairpersons, designated and acknowledge prior to each vote, shall refrain from voting to avoid a tie vote.

(c) The Chairpersons, Secretary(s), Treasurer(s), and Student Body Representative(s) shall serve as the Officers of the Student Council.

(d) The Associate Dean of Students and an Academic Administrator at ACTCM at CIIS must confirm application credibility and applicant's qualification. Those that meet the minimum credibility and qualification will be presented to the student body of ACTCM at CIIS for election, contingent on the number of initial applicants exceed the number of seats available.

- 1) For an applicant to be eligible, they should be a currently registered student at ACTCM at CIIS, in good academic standing and uphold standards of conduct as stated in the CIIS Student Handbook.
- 2) A member may become ineligible to continue participation in the Student Council if their status change to:
 - a. Administratively Withdrawn (Inactive)
 - b. On Leave of Absence
 - c. Academic Probation
 - d. Academic Misconduct
 - e. On Disciplinary Action
 - f. See Section 6.03 Vacancies
- 3) Should a vacancy occur, see section 6.03.c for replacement procedure.

Section 2.02 General Membership

(a) All currently registered students of MSTCM, DACM and/or DAOM programs, including SC members, shall be deemed to be General Members of Student Council of The American College of Traditional Chinese Medicine at California Institute of Integral Studies (GMSCACTCM@CIIS), and may be referred to as the General Members (GM) and/or Members.

(b) Excluding the Officers of the Student Council, General Members shall not be permitted to vote on SC business under any consideration.

Article III. Student Council

Section 3.01 Chairperson(s)

The Chairperson(s) shall:

- (a) Preside at any meeting of the Student Council; establish its agenda in partnership with the Associate Dean of Students; tabulate all votes; give prior notice of each meeting to all Voting and General Members; call each meeting to order; and adjourn to each meeting;
- (b) Ensure that resolutions, comments, suggestions submitted by the General Members and non-Council sources are included in the SC meeting agenda;
- (c) Issue an annual report of the activities of the SC by the 1st day of the subsequent Fall Semester. The report shall include an account of the financial transactions of the SC and a summary of accomplishments and challenges before the Student Council during the past year and shall be distributed along with the call for nominations for the following year's council;
- (d) Attend regular meetings with the Associate Dean of Students and with an academic administrator, when appropriate;
- (e) Review and edit the Student Council minutes prior to distribution to the full Student Council;
- (f) Assist and fulfill other responsibilities and assignments for the betterment of the SC, as needed.

Section 3.02 Secretary(s)

The Secretary shall:

- (a) Keep written minutes of all proceedings of the SC;
- (b) Be responsible for the custody of the Constitution and all other documents possessed by SC;
- (c) Keep a record of Student Council membership, Committee names and roles, Committee membership, and recognized student interest groups;
- (d) Coordinate all communication from SC including but not limited to: emails, web space, and posters;
- (e) Assist and fulfill other responsibilities and assignments for the betterment of the SC, as needed.

Section 3.03 Treasurer(s)

The treasurer shall:

- (a) Keep a record of all SC monies;
- (b) Report any and all expenditures at each SC meeting;
- (c) Assist with administrative aspects of funding and reimbursement in collaboration with the Associate Dean of Students;
- (d) Assist and fulfill other responsibilities and assignments for the betterment of the SC, as needed.

Section 3.04 Student Body Representative(s)

The student body representative(s) shall:

- (a) Maintain consistent communication with the ACTCM at CIIS student body;
- (b) Participate in SC and ACTCM at CIIS events;
- (c) Participate in other CIIS events when applicable and deemed relevant by SC;
- (d) Act as a spokesperson for the SC;
- (e) Assist and fulfill other responsibilities and assignments for the betterment of the SC, as needed.

Section 3.05 Student Council Responsibilities & Duties.

- (a) All Officers of the Student Council are expected to attend all meetings.
- (b) The Student Council shall work in collaboration with the Associate Dean of Students and administration to resolve any student concerns regarding academics, administration, and the ACTCM learning environment where appropriate.
- (c) Any Officer of the Student Council may be removed for the following reasons. The member will be notified through a formal letter from the Associate Dean of Students and an Academic Administrator.
 - 1) Reasonable cause by a majority vote by the Student Council;
 - 2) Miss three consecutive regular or special meetings, unless properly excused by the Council;
 - 3) Found otherwise unable to fulfill and uphold the duties of the office
- (d) All Officers of the Student Council shall be fiscal officers of the SC.

Section 3.06 Limits on the Authority of the Student Council

The SC does not have the authority to act independently in the name of the ACTCM and/or ACTCM @ CIIS without the explicit support and written consent of the Associate Dean of Students and/or ACTCM@CIIS and CIIS Administration.

Section 3.07 Fundraising and Funding Requests

- (a) Unless otherwise authorized by a majority vote by the Student Council when a quorum is present, all monies collected by SC will be granted for events, improvements, or assets that involve benefit to the majority of the General Members.
- (b) All monies will be documented and accounted for by the Treasurer.
- (c) Activities or events may be funded when sufficient funds available.
- (d) The Student Council may raise funds through fundraising.
- (e) All Student Council funding requests must be submitted to the Student Council prior to the academic term deadline date. Each funding request must include the following:
 - 1) The name of the General Member who will assume responsibility for the expenditure of any approved funds;
 - 2) A brief explanation of the purpose of the request including the course or workshop the general member will attend and how they will use the knowledge learned to benefit the greater ACTCM community;
 - 3) An itemized budget.
- (f) Other funding requests unrelated to student council programs, including, but not limited to, requests for events, facility upgrades, assets, etc. will be accepted at any time and must be submitted in writing to any member of the Student Council or the Associate Dean of Students.
- (g) The Student Council may elect to set a maximum amount to be granted to any funding request. All funding requests will be voted on by the Student Council and will require a 3/4 majority for approval. After the approval of the request, monies will be awarded when the appropriate receipts have been submitted to the Treasurer.
- (h) In the case of immediate need, funding may be released upon approval by a 3/4 majority in-person or email vote of the Student Council. The amount of this funding shall not exceed \$300 per request and total funds subject to this discretion shall not exceed 10% of the total operational budget of SC. For email voting, members will have at least 48 hours to submit a response or a vote. Votes will only count if 3 /4 of the total student council membership has submitted a response or a vote.

Article IV. Student Council Committees

Section 4.01 General Procedures

- (a) The Student Council may create, establish, configure, and dissolve one or more committees or task forces. Any such committee or task force shall have all the authority specifically designated to it by the Student Council.
- (b) The Chairperson(s) shall be ex officio members of all committees.
- (c) In addition to the Chairperson(s), all Standing Committees shall consist of at least one Officer of the Student Council and any number of General Members as determined by the Student Council.
- (d) In addition to the Chairperson(s) and unless otherwise approved by a majority vote of the Student Council, all non-Standing committees shall consist of at least one Student Council member and any number of General Members as determined by the Student Council.
- (e) The existence of all Non-Standing committees shall be evaluated on an annual basis within the first three SC meetings of the Fall Semester following general elections. Non-standing committees can be created or ended at any point in the year by a majority vote of the SC.
- (f) All Committees, Standing or/and Non-Standing, report directly to the Student Council with administrative oversight from the Associate Dean of Students.

(g) Committee Chairs shall submit a written report to the SC one week prior to the last SC meeting of the month. These committee reports will summarize all activities of the committee since the submission of its preceding report.

(h) Any Committee Chair or Member may be removed for reasonable cause by a 3/4 majority vote of the Student Council.

Section 4.02 Standing and Non-Standing Committees

The Standing Committees shall be:

(a) The Academic Affairs Committee; and

(b) The Clinic Affairs Committee.

The Non-Standing Committees shall be deemed as any committee that fulfills the needs of the greater ACTCM community, outside of the current Standing Committees, when established by SC, with the approval of the Associate Dean of Students.

Section 4.03 Duties of Standing Committees

(a) The Academic Affairs Committee will provide advice and recommendations to the Student Council and, when authorized to do so, directly to the ACTCM @ CIIS Administration and academic leadership regarding:

- 1) The continuous improvement of the learning environment at ACTCM @ CIIS;
- 2) Academic policies and procedures;
- 3) All academic resources including educational technologies, classroom equipment, and Learning Resource Center resources;
- 4) Academic curricula and syllabi;
- 5) Evaluation of academic courses and faculty;
- 6) The criteria for award of scholarships, degrees and certificates;
- 7) Student advising, orientation, and counseling programs.

(b) The Clinic Affairs Committee will provide advice and recommendations to the Student Council and, when authorized by the SC to do so, directly to the ACTCM @ CIIS Administration and academic leadership regarding:

- 1) The continuous improvement of clinical training at ACTCM @ CIIS;
- 2) Clinic policies and procedures;
- 3) All clinic resources including treatment room supplies and equipment;
- 4) Evaluation of clinical courses and faculty.

Section 4.04 Duties of Non-standing Committees

Shall be dependent on the necessity of the committee's design

Section 4.05 Other focus areas

The council also recognizes that social/community building opportunities and administrative processes are additional focus areas that the Student Council may focus on. At any time, a Standing or/and Non-Standing Committee may be formed to support these areas.

Article V. Meetings

Section 5.01 General Procedures

(a) The Student Council shall welcome and encourage General Members, Administration, and Faculty at all proceedings. Discussion and debate at Student Council meetings shall be limited to

Student Council members unless the floor is opened to others by a majority vote of the council.
(b) All meetings shall last for one hour unless extended by majority vote or prior notice.

Section 5.02 Student Council Meetings

(a) The Student Council is to meet no less than five times per academic semester. The Student Council meeting schedule shall be determined at, and distributed, to all General Members following the first meeting of each academic term. Subsequent changes to the meeting schedule or frequency must be voted on by the Student Council and passed with a majority vote.

(b) Special meetings of the Student Council may be called by the Chairperson or any two Council members. Notice of any special meeting will be delivered to all members prior to the meeting. The notice shall include the time and place of the meeting and shall be delivered personally, by telephone, or by email.

(c) The Student Council may participate in a meeting of the council, by means of a telephone conference call or any other means by which all persons participating in the meeting are able to hear each other.

Section 5.03 General Membership Town Hall

(a) The Student Council shall hold no less than one Town Hall of the General Membership per academic term, and may be referred to as General Membership Town Hall (GMTH) or/and Town Hall. The GMTH shall be open only to General Members and not faculty or administrators, unless otherwise authorized by the SC prior to the Town Hall.

(b) All members attending a GMTH shall have an opportunity to address the SC during the meeting.

Section 5.04 Executive Session

(a) The Student Council may conduct meetings known as Executive Sessions by a majority vote of the council.

(b) Only members of the Student Council plus Associate Dean of Students shall be entitled to attend Executive Sessions. Exceptions must be approved by a majority vote of the council.

(c) Any minutes taken during an Executive Session shall be deemed confidential and shall be distributed only to members of the Officers of the Student Council. Any exceptions are determined by unanimous vote of the SC.

Section 5.05 Quorum

(a) A simple Majority of voting members shall constitute a quorum of the Student Council for the transaction of business.

(b) Except as otherwise provided in this Constitution, no business shall be considered by the Student Council at any meeting in which a quorum is not present.

(c) The Student Council members present at a meeting in which a quorum is initially present may continue to do business notwithstanding the loss of the quorum at the meeting due to a withdrawal of members from this meeting, provided that such action thereafter taken must be approved by at least a majority of the required quorum for such meeting or such greater percentage as may be required by this Constitution.

Section 5.06 Voting

(a) All decisions and resolutions by the SC must be passed by a majority vote of the council when a quorum is present. A simple majority shall be required unless otherwise specified in the Constitution.

- (b) The default method of voting for the SC shall be by voice vote. Secret ballots may be utilized for voting if approved by a majority vote of the SC.
- (c) Voting by proxy shall not be permitted.
- (d) Officers of the SC members may vote.
- (e) Propositions that come from external sources (General Members, Administration, Committees, etc.) will only be considered if submitted to the Council in written format with the name of the submitting member or group. A response will also be made in written form in order to maintain good communications and orderly records of SC resolutions.

Section 5.07 Action by Unanimous Written Consent without Meeting

- (a) If specifically approved in advance by a majority vote of the SC at a regular or special meeting of the Council, any action required or permitted to be taken by the SC may be taken without a meeting, if all members of the Council entitled to vote on such action shall individually or collectively consent in writing to such action.
- (b) Any member may revoke another member's consent by delivering a written revocation of the consent to one of the Chairpersons before the date that the consent or consents are approved by the last member whose approval results in unanimity.
- (c) The action is recorded as of the date the final vote is received.
- (d) Such written consent or consents shall be filled with the Student Council minutes.

Section 5.08 Agendas for Student Council Meetings

Agendas for SC meetings shall adhere to the following structure:

- (a) Roll Call;
- (b) Acceptance of Agenda;
- (c) Approval of Last Meeting Minutes;
- (d) Reports;
- (e) Urgent Business;
- (f) Unfinished Business;
- (g) New Business;
- (h) Announcements;
- (i) Adjournment.

Section 5.09 Minutes

- (a) The secretary shall record the following items for all meeting minutes:
 - 1) Type of meeting;
 - 2) Student Council members in attendance;
 - 3) Time and Location of meeting;
 - 4) Summary of Reports;
 - 5) A brief abstract of major topics, discussions and decisions;
 - 6) Summary of announcements;
 - 7) Time of adjournment.

Article VI. Elections

Section 6.01 General Elections

- (a) The annual General Election shall begin on the Monday of the third week of the Fall semester and shall last until Friday at 5:00 PM of the same week.

(b) All GM may vote in the general election.

(c) Up to nine (9) and a minimum of five (5) members of the Student Council shall be elected from a pool of applicants during the General Election. The application period shall begin in the semester before the beginning of the General Election and will last exactly one week. The Student Council membership shall be elected by a plurality of votes cast in the General Election. Each GM shall be entitled to vote for any number of candidates less than or equal to the number of SC seats to be filled in the election. Ties will be settled in a runoff election held during the week following the General Election or at a time otherwise approved by the Student Council in a majority vote; the runoff ballot will only contain names of the tied candidates. Student Council members shall serve for a term of one year. No one may serve on the SC for more than two years.

(d) One SC member may remain on the council for a second term without running in the General Election. At the final meeting prior to the General Election, Student Council members may apply to remain for a second term if they continue to meet the eligibility requirements (See Section 2.01.1). In the case of a sole applicant, their application may automatically remain for a second term. In the case of multiple applicants, a plurality vote of the Student Council by secret ballot and review of eligibility requirements by the Associate Dean of Students and Academic Administrator at ACTCM @ CIIS shall determine who will remain.

(e) Outgoing Student Council members who are still registered at ACTCM @ CIIS shall attend the first meeting of the incoming Student Council.

Section 6.02 Election of the Student Council Officers

(a) The Officers of the Student Council shall be elected at the first meeting of the Student Council following the Annual General Election, and at least one of the chairperson(s) positions must be held by a 2nd year Student Council member. Candidates for officer positions shall submit a statement of candidacy to the Student Council one week prior to election.

(b) Only one office may be concurrently held by the same person.

(c) Once elected, the Officers of the Student Council shall serve until the next Annual General Election.

Section 6.03 Vacancies

(a) Vacancies on the SC shall exist on the death, resignation, or removal of a member and whenever a need for the number of SC members to increase.

(b) Vacancies on the Student Council shall be filled in the same manner as the vacated positions were originally respectively filled. A member elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. The acting SC shall have the following options:

1. Hold an election at the beginning of the following semester for the vacant position. All applicant eligibility requirements apply.

2. The remaining members of SC shall select and vote by majority, on a volunteer replacement immediately for the vacant position(s). All applicant eligibility requirements apply as outlined in Section 2.01 Membership.

(c) The vacancy nomination and election periods shall not be scheduled during mid-term week, final exam week or during breaks.

Article VII. Changes

Section 7.01 Constitutional Ratification and Amendment

- (a) Constitutional ratification and amendments require approval by a majority vote of the SC.
- (b) This constitution was ratified on Thursday, November 29, 2018, by unanimous consent of the Student Council. This document supersedes and nullifies any earlier copies of this constitution.