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ARTICLE I - OATH OF OFFICE

All Student Council Officers will affirm the oath of office at the first Student Council meeting following the election or appointment before assuming the duties of office. The Oath of Office will be administered by a USUAS-KC official Advisor or designee and Officers will be asked to sign an official Oath of Office document. The Oath of Office will be as follows:

“As (title) of the United Students of the University of Alaska Southeast Ketchikan Campus, I, (name) affirm that I will fulfill to the best of my ability all the duties assigned to me under the USUAS-KC Constitution and Bylaws, and will perform said duties in a responsible and ethical manner so that all members of the UAS Ketchikan Campus Student Body are fairly represented.”

ARTICLE II - VERIFYING OF QUALIFICATIONS

At the beginning of each semester (Fall and Spring), the Staff Advisor will verify that all Student Council Officers are in compliance with USUAS-KC Constitution Article III. Any member not in compliance with or any member placed on academic probation will forfeit their seat.

ARTICLE III - RESPONSIBILITIES OF OFFICERS

Section One - DUTIES OF THE PRESIDENT

The President will:

1) Know the Constitution and Bylaws
2) Act as the chief executive officer.
3) Act as the official representative and have signature authority for USUAS-KC.
4) Prepare an agenda for USUAS-KC meetings.
5) Represent or appoint with simple majority approval of the student council a USUAS-KC member to represent this organization in all university committees accepting a USUAS-KC member.
6) Preside over meetings of the student council.
7) Lead the council to develop goals and initiatives to shape their course of action for the upcoming year.
8) Appoint chair persons for USUAS-KC committees.
9) Serve as a representative for, and member of, the coalition of student leaders, or appoint another council member as a replacement.
10) Work closely with advisors and see that the advisors are informed about problems that may occur.
11) Submit an annual budget of proposed expenditures and project plans for the following fiscal year.
12) Serve as a student representative on at least two USUAS-KC committees.

Section Two - DUTIES OF THE VICE PRESIDENT

The Vice President of USUAS-KC will:

1) Assist the President but not substitute for him/her.
2) Be aware of issues before the President.
3) Become President upon the resignation, impeachment, recall or incapacity of the President.
4) Perform the duties of the President in the temporary unavailability or inability of the President.
5) Serve as a student representative on at least two USUAS-KC committees.
6) Handle any duties assigned by the President.

Section Three - DUTIES OF THE STUDENT REPRESENTATIVES

The Student Representatives of USUAS-KC will:

1) Be aware of issues of concern to fellow students and share those with the council
2) Serve as a student representative on at least two USUAS-KC committees.
3) Handle any duties assigned by the President.
4) Act only in accordance with the advice and consent of the student council.
ARTICLE IV

Section One - MEETINGS ATTENDANCE

Clause One: All Student Council officers are required to attend all business and special Student Council meetings.

Clause Two: Any Officer that is unable to participate in business meetings and/or other activities due to conflicting schedules or other time commitments shall be asked to resign in good faith, so that the position can be made available to another student who is able to actively participate.

Clause Three: Per semester, from business plus special meetings, each member will be allowed no more than three (3) absences of which no more than one (1) may be unexcused.

Clause Four: An unexcused absence is herein defined to mean that a member does not attend a business or special meeting and prior to meeting time, fails to notify personally or through Staff Advisor the President with a reason.

Clause Five: Excused & unexcused absences will be reflected in the meeting’s minutes.

Clause Six: Upon three (3) absences in a semester, the council, by a 2/3 vote of the entire membership, may remove said person from his/her position on the council.

Clause Seven: The validity of an excuse will be determined by the council and extensions to the rule will be considered for special circumstances. An absence does not occur while performing official duties.

Section Two - RESIGNATIONS

Resignations from the Student Council will be presented to the President. In the event that a written resignation is not received, the President may determine that a vacancy exists and will notify Council members accordingly.

Section Three - IMPEACHMENTS

1) Charges of impeachment may be brought against any member of the council for misconduct, failure to perform official duties or for other improper or unlawful behavior.

2) Impeachment proceedings may be brought by any member of USUAS-KC by means of petition outlining the specific grievance(s) and signed by at least five percent (5%) of the membership of USUAS-KC.

3) Impeachment proceedings may alternatively be brought by a Quorum vote of the entire Student Council.

4) Petition for impeachment must be presented to the Student Council for validation to take place by the next regularly scheduled Student Council meeting following receipt of the petition. Validation means the petition contains the required number of USUAS-KC members.

5) Until judgment is rendered, the accused will be suspended from service on any committee and will not vote in the Student Council on any issue pertaining to the impeachment proceedings.

6) A public hearing will be held no later than seven (7) days after validation of the verified petition by the Student Council.

7) The Student Council will appoint an ad-hoc committee containing at least one faculty or staff member, one council officer and one student at large to conduct all impeachment hearings during which it will receive testimony from all interested parties.

8) Within seven (7) days of the conclusion of the hearing, the ad-hoc committee must submit to the Student Council, in writing, their findings, including majority and minority opinions, and the recommendation of the Committee. If the impeachment charges are sustained by a three-fourth’s (3/4) vote of the entire Student Council, the charged member’s term of office will terminate immediately.
ARTICLE V - DISCRETIONARY FUNDS

Section One – OPERATIONS
The Student Council is responsible for administering Student Activity funding in a manner that is in alignment with the goals of the organization and in service to the student body. This includes but is not limited to activities and services, travel to UA Coalition events and legislative fly-ins, club funding and scholarships. All expenditures must be requested by the President and approved by advisor.

Section Two – CLUBS
UAS Ketchikan campus clubs which have been officially recognized through the Student Services Manager may submit a written request for funding through the Student Council. Funding will be administered under the following guidelines:
1) Each recognized organization can apply for a grant once per semester.
2) Requests for funding must outline how the funds will be used and how they’ll benefit the student body.
3) Club funding is dependent on budget availability.

Section Three - STIPENDS
Student Council Officers will receive a stipend each year (President $500, Vice President $500, and Student Representatives $100) depending on budget availability and fulfillment of officers responsibilities as outlined in the constitution and Bylaws. All stipend disbursements must be voted on by a Quorum of the council. Officers eligible for stipends or special payroll are not precluded from refusing to accept such payment if they so choose.

Upon resignation or impeachment of any position receiving a stipend a Quorum vote must be taken to decide if the duties of the position have been fulfilled and if a stipend should be received. In such situations both the individuals and their replacements shall receive a stipend calculated by the following formula for each semester of service: (stipend amount/days in semester) X (number of days served in semester).

Section Four – SCHOLARSHIPS
Each semester, USUAS-KC will fund a minimum of one (1) five hundred dollar ($500) scholarship available to qualifying USUAS-KC member. All scholarship recipients will be determined by an ad-hoc committee composed of the assistant director, one UAS Ketchikan faculty and one UAS Ketchikan student. Student Council officers or students who have applied for the scholarship are not allowed to sit on the ad-hoc committee. USUAS-KC members holding USUAS-KC elected, appointed, and/or temporary employee positions are eligible for USUAS-KC scholarships. Awards will not be granted to the same student in two consecutive semesters. Students are only eligible to receive this award twice.

ARTICLE VI - COMMITTEES

Section One – ESTABLISHING COMMITTEES
Clause One: At the beginning of each academic year, Student Council Officers will inform the President of the standing committees upon which they wish to serve for the year. All officers must serve on at least two committees.
Clause Two: By the second regularly scheduled meeting each semester, the President will appoint, with majority approval of the Student Council, USUAS-KC members to serve on standing committees.
Clause Three: All committees will elect committee chairs by the second committee meeting.
Clause Four: Each Standing Committee will have at least one Student Council Officer as a member.
Clause Five: Standing committee chairs may be required to attend open Student Council meetings.
Clause Six: Standing Committee will perform duties as prescribed in these Bylaws.
Section Two - COMMITTEES

USUAS-KC will maintain the following Standing Committees and will strive to recruit committees from members of the USUAS-KC Student Body:

ELECTIONS COMMITTEE
The Elections Committee will be responsible for soliciting students to consider running for student council. They will also work with the staff advisor to ensure that elections follow guidelines as established in the Constitution and Bylaws.

PUBLIC RELATIONS COMMITTEE
The Public Relations Committee will be responsible for getting information to other students about the activities of the Student Council. This will include but is not limited to:
- Distribution of agendas before meetings
- Distributions of approved minutes immediately following meetings.
- Strive to inform and get input from students regarding issues relevant to them
- Participation in New Student Orientation

STUDENT ACTIVITIES COMMITTEE
The Activities Committee, in cooperation with the Student Services Department and other recognized campus clubs, will design and implement a reasonable program of social, cultural and special activities and events to enhance student life and participation of USUAS-KC Student Body. This will include but is not limited to:
- Welcome back & finals feast
- Student Discounts
- Scholarships
- Graduation Reception

AD HOC COMMITTEES
Ad Hoc Committees will be defined as those committees which will only exist upon choosing by each year’s student Council. This will make them option for future student governments but not required. The ad hoc committee will cease to be recognized committee at the end of the academic year unless a simple majority vote for the reactivation of the ad hoc committee.

Section Three – COMMITTEES GUIDELINES

ELECTIONS
Clause One: The Elections Committee will be responsible for establishing and publicizing the dates, times, and polling places for elections at least two (2) weeks before the election.

Clause Two: The Chair of the Elections Committee and the Student Council Staff Advisor will present to each candidate all pertinent information necessary to run for office including the USUAS-KC Constitution and Bylaws, Bulleting Board policy, calendar of election events, contact information for the staff advisor and Chair of the Elections Committee, and all other documents pertaining to elections.

Clause Three: Candidates will file with the Staff Advisor a Petition of Nomination bearing name, signature, address, contact numbers, and student identification number.

Clause Four: Upon receipt of a candidate’s Petition of Nomination, the Staff Advisor will verify that the candidate is an enrolled student and meets all requirements for holding office as stated in the USUAS-KC Constitution. All student records will remain confidential and are subject to review only by the Staff Advisor. Upon verification, the candidate’s name will be placed on the ballot and said candidate may begin campaigning.
Clause Five: Each candidate is responsible for their entire campaign, including carefully and completely instructing his/her supporters involved with the campaign to see that the regulations are complied with, and will immediately remedy any violations of which she/he becomes aware. Requirements for candidates include:

- Campaign materials are to be posted in accordance with University regulations and must remain outside of regular classrooms.
- Campaign materials will not be posted and campaigning will not be conducted within 30 feet of any voting booth on election days.
- Candidates are responsible for removing, picking up, and properly disposing of all campaign material distributed on their behalf before 12:00pm the day following the closing of the polls.

Clause Six: Voting will be conducted in a manner to ensure accessibility and fair treatment for USUAS-KC members. Requirements for polling include:

- No student government funds, facilities, materials, staff, or equipment may be used for campaign purposes.
- Polls for elections will be open on at least two consecutive days.
- All elections will use secret written ballots which include a write-in space for each position being elected.
- Polls will ensure that only USUAS-KC members are allowed to vote.
- The Elections Committee Chair and Staff Advisor will oversee the ballot counting process. Final election results will remain confidential until officially certified and announced no earlier than 5:00pm on the first business day following the election.
- A candidate will win with a simple majority of the ballots cast, and in the event of a tie vote in any election, a runoff election will be conducted to choose a winner by a majority vote within five working days of the first election.
- All complaints related to the election process will be submitted in writing to the Staff Advisor and will be treated confidentially. Complaints must be received by 5:00pm on the first business day following the election.
- A complete review of the complaint will be conducted by Staff Advisor prior to certification of the election results.
- All questions or disputes regarding the interpretation of election rules, procedures or complaints should be decided by a majority vote of the student council.
- If an elected position is declared vacant during the term of office, the successor shall be appointed by the president and ratified by a quorum vote of the council.

SCHOLARSHIP QUALIFICATIONS
The UAUAS-KC will award a scholarship each semester. The application and evaluation process will be administered by Student Services Under the following Guidelines:

- Must be USUAS-KC members enrolled in at least 6 semester credits at the University of Alaska and a minimum of 3 semester credits at UAS Ketchikan Campus. Degree seeking?
- Should demonstrate financial need, campus and community involvement, academic achievement and leadership skills.
- Must have and maintain a cumulative Grade Point Average (GPA) of at least 2.5.
- Must submit the scholarship application, a current UAS transcript, two general letters of reference and a statement by the applicant of no more than 200 words, summarizing his or her activities, accomplishments, needs and objectives which the applicant thinks qualifies her or him for the scholarship.
ARTICLE VII – AMENDMENTS AND REPEALS
To amend or repeal any part of the bylaws the following is required
1) Draft proposed changes
2) Get Advisor’s approval
3) A quorum vote during a business or special meeting of council is required to make the changes final.

ARTICLE VIII - SUMMER RULES
During the summer, the Student Council shall meet at least once before August 15th each summer.

ARTICLE IX- RATIFICATION
In accordance with the Board of Regents Policy P09.07.05, and the University of Alaska Regulation R09.07.05 the President should send all bylaw changes to the Chancellor and UA President for conditional and legal approval via the System Governance Executive Officer of the Coalition of Student Leaders.