



ALBIZU UNIVERSITY



STUDENT COUNCIL AND ASSOCIATIONS REGULATIONS

2015

Originally part of the
GENERAL POLICIES AND DISCIPLINARY PROCEDURES MANUAL

Revised January 13, 2015

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INTRODUCTION

The Albizu University encourages student participation in university life through the Student Council and Student Associations. The following regulations shall apply to the Student Council and Student Associations. Professional association chapters shall follow their own rules and regulations, insofar as it is compatible with the mission and regulations of the Albizu University.

SECTION I –DUTIES AND PURPOSES OF THE STUDENT COUNCIL

Students may engage in the decision-making process in order to improve quality of life within the Albizu University. To achieve such purpose, students shall choose a representative body known as the Student Council (The Council), which shall have the following duties:

1. Officially represent the student body when appearing before other university entities.
2. Freely, professionally, and ethically express their opinion and recommendations related to the problems faced by students and the general university community to the appropriate university officials.
3. Help provide a suitable intellectual environment that promotes the inner development of students.
4. Select a student representative who shall participate in several Ad hoc or permanent institutional committees.
5. Keep a detailed register of all meetings through minutes.
6. Each time the Council submits any type of request to the Administration, said request shall have attached a certified copy of the minutes that register the approved motion.
7. Instruct students of their rights and duties.
8. Aid in promoting and maintaining an institutional order pursuant to institutional rules and policies.
9. Encourage a free exchange of ideas in an environment that promotes personal, intellectual, and professional development among students.
10. Be a forum to the student council for the discussion and objective analysis of problems affect the university community and to contribute to the search for solutions to such problems.
11. Keep the Dean of Students Office informed of its activities and furnish all information requested by the Albizu University.

STUDENT ASSOCIATIONS

Students may organize an association or group pursuant to their professional interests. Said interests shall promote the mission of the institution and be created in accordance with legitimate student goals.

All groups or associations shall notify the Dean of Students Office of their interest in organizing themselves and functioning within the university community. They shall submit a list of their

goals and a copy of the Work Plan to the Dean of Students Office. Furthermore, they shall notify and get approval from the Dean of Students Office for any planned activity.

The letter of approval from the Dean of Students Office shall constitute the authorization order for the group or association to carry out duties within the university community. The provisions that apply to the Student Council may be used and adopted by a student association or group.

SECTION II – ELEGIBILITY

It shall also apply to student association members, insofar as it does not contradict the statutes approved by the Albizu University:

1. To be eligible, students must be enrolled in a minimum of six (6) credits in the semester in which the election takes place and maintain this academic load throughout their term in office, and have a minimum of nine (9) credits approved with a cumulative GPA of 3.0 or more at the moment of appointment. Candidates must be endorsed by a minimum of twenty (20) students.
2. Nominations must be notified to the Dean of Students Office for their verification and certification of eligibility with not less than thirty (30) days prior to the elections. The Dean of Students Office shall issue a certification to the Student Body in a period of no less than ten (10) days prior to the elections.
3. Students in academic or disciplinary probation, in summary or temporary suspension from the institution, or who have an unpaid balance with the Finance Office or the Library are not eligible to hold office in the Student Council. In the event that a student is elected as a candidate and has a pending disciplinary action that may result in suspension or expulsion from the institution, or is in disciplinary or academic probation, said member shall be immediately removed from office by the Dean of Students Office and the process established in Sections VII and IX of this Regulation must be carried out.
4. Any member of the Student Council who fails to meet the above-mentioned minimum requirements of eligibility for any position within the Student Council, should be immediately removed from office. The position shall be automatically declared vacant and he/she shall be replaced in accordance with Section IX.
5. Students may begin their electoral campaign for the Student Council when the Dean of Students Office issues the certification. Campaigns related to the participation and election of other student associations shall be carried out according to the statutes or resolutions of their governing bodies, insofar as they are compatible with university regulations and institutional order.

SECTION III – ELECTION PARTICIPATION

1. Students enrolled in six (6) credits or more in the semester in which elections take place, as well as students in clinical practice, internships, or dissertations may vote to elect the members of the Council.
2. Elections shall be carried out through a secret vote.
3. The Dean of Students Office shall notify the Student Body regarding the certification of eligibility of candidates.
4. At the end of the election process, the Dean of Students Office shall certify the recently elected Council and shall submit a report to the Provost within five (5) business days following the elections.
5. Elections shall be determined by simple majority vote.

SECTION IV - ELECTIONS

Student Council elections shall be carried out in April of each year under the supervision of the Dean of Students Office. If elections cannot be carried out in April, the Dean of Students Office shall reprogram the election period.

SECTION V – POSITIONS OF THE COUNCIL

The Student Council shall be composed of the following officials, who will hold office for the academic year they were elected:

1. President
2. Vice President
3. Secretary
4. Sub Secretary
5. Treasurer
6. Academic Board Representative
7. 5 vocals

SECTION VI – MEMBER DUTIES

A. President:

1. Convene and preside over Council and student body meetings.
2. Prepare an activity work plan to submit to the Dean of Students Office at the start of each academic term.
3. Represent or delegate representation to any other member of the Student Council in all institutional events that require representation from this body.
4. Submit a report to the Dean of Students Office that covers the activities carried out by the Council during every session.

B. Vice President:

1. Collaborate with the President in the fulfillment of his/her duties.
2. Preside for the President in his/her absence.

C. Secretary:

1. Convene Council members to programmed meetings, as well as any other person chosen by the Council to appear.
2. Inform the Council of agreements with pertinent authorities, the Albizu University community, and the public, as applicable.
3. Keep register of the assistance Council members to programmed meetings.
4. Draft and submit the minutes, as determined by the Council.

D. Sub Secretary:

1. Collaborate with the Secretary in the fulfillment of his/her duties.
2. Preside for the Secretary in his/her absence.

E. Treasurer:

1. Submit to the Student Council President a budget for the activities work plan.
2. Keep a register of expenses to prepare periodic reports of the fulfillment of the work plan, which shall be submitted to the President.
3. Present a financial report at the end of each session and at the end of the academic year for which he/she was elected or at the end of his/her term in office.
4. Prepare any other report requested.

F. Student Representative in the Academic Board:

1. Actively participate in academic board meetings.
2. Be the voice and vote of the student body in academic board meetings.
3. Participate in the academic board sub committees assigned to him/her.

G. Vocal:

1. Collaborate with the Council in the performance of its duties.

SECTION VII - VACANCIES

1. The Council shall notify the Dean of Students Office of any position vacancy.
2. A council member shall fill any vacancy by secret majority vote of the Council. However, if the vacancy is the position of the Council President, the Vice President elect shall assume the office of the President for the remainder of the term. A member elected by secret majority vote shall assume the office of the Vice President.
3. The Council Secretary shall inform in writing the names of the new office holders to the Dean of Students Office prior to filling the vacancy and within three (3) workdays after the election.

SECTION VIII – TERM OF OFFICE

Under no circumstances shall the members of the Student Council serve for a term greater than that for which they were elected, unless the Provost extends said term due to extraordinary circumstances.

SECTION IX – REMOVAL OF A COUNCIL MEMBER

1. Any Student Council member may be removed from office before the end of his/her term for any of the following reasons:
 - a. When a student officially becomes a member of the Student Council, he/she commits to inform the Council President of any cause for removal from office in compliance with this Section. Failure to inform the Council President is considered a violation of the Code of Conduct and the student shall be referred by the program director to a Quality Assurance Committee for a serious violation. In the case of the Council President, said president or a council member shall inform the Dean of Students Office when a reason for removal arises in compliance with this Section.
 - b. If after following regulation procedure, it is found that he/she committed a violation or violations against this Regulation or against the institution's Code of Conduct.
 - c. If without a reasonable excuse, he/she fails to attend to four (4) ordinary general student council meetings called pursuant to this Regulation.
 - d. If he/she illegally represents the Council or makes any declaration in the name of the Council without proper authorization.
 - e. If the student fails to meet the Institutional Standards of Academic Progress.
2. The removal of a member shall be discussed in a council meeting for such purposes. The member in question shall be clearly notified by official letter of the following:
 - a. Cause for removal.
 - b. Date, time, and place of the meeting.
3. A Council member may only be removed with two thirds (2/3) majority consensus of the Council member votes.
4. The Dean of Students Office shall be invited to the meeting as an observer.
5. The Council shall submit to the Provost a report certified by the highest-ranking officer. The Council's resolution may not be appealed and the council member shall be notified in writing thereof.

SECTION X – COUNCIL GENERAL ASSEMBLIES

1. Ordinary General Assemblies

- a. Two (2) student body ordinary general assemblies shall be convened, one of which shall be held at the beginning of the second semester of the academic year.
 - b. Ordinary general assemblies shall be notified not less than ten (10) days prior to the programmed date of the assembly. The notification shall include the following information: agenda items, date, time, and place where it will take place, as determined by the Student Council.
2. Extraordinary General Assemblies
 - a. The Council President shall convene extraordinary general assemblies when he/she deems it pertinent.
 - b. The President shall convene extraordinary general assemblies if 20% of full-time students within the campus request it.
 3. The Council President may convene any extraordinary general assembly, which shall be notified with not less than forty-eight (48) hours in advance prior to the general assembly. Notifications of meetings shall include the agenda items, date, hour, and place where to be held. The agenda shall be reported to the Dean of Students Office and be limited to the matters that would be discussed by the general assembly.
 4. Quorum
 - a. A quorum shall be established with 25% of regular students for ordinary and extraordinary general assemblies.
 - b. In the absence of a quorum, a second general assembly shall be convened and quorum shall be met with those who are present.

Endorsed by the Academic and Student Affairs Committee of the Board of Trustees in a meeting held on November 13, 2012.

Presented to the Board of Trustees for approval by Dr. María de los A. Ortiz, President of the Commission for Student and Academic Affairs in a board meeting held on December 15, 2012.

Approved through referendum and ratified by the Board of Trustees in a board meeting held on February 26, 2013.

Revised February 26, 2015 by the committee composed of: Dr. Cynthia García Coll, Mr. Peter Rubio, Dr. José A. Pérez, Ms. Yibelys Aguila, Mrs. Yinet González, and Mrs. Carmen Rivera.