

MOHAVE COMMUNITY COLLEGE

STUDENT ACTIVITIES COUNCIL

Election Packet

2020-2021

STUDENT ACTIVITIES COUNCIL

The Student Activities Council (SAC) elected officers and club representatives shall serve as the executive and the legislative body representing the students at their home campus of Mohave Community College (MCC).

The four elective SAC officers are President, Vice-President, Secretary, and Treasurer.

The following is required to run for and hold SAC office:

- Completion of 12 academic credit hours at MCC,
- Be in good academic standing with a GPA of at least 2.0,
- No evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct,
- No evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general,
- Receive required endorsements and be elected by a simple majority of the eligible votes cast.

SAC is responsible for chartering all clubs and organizations established within MCC. SAC has the general powers to enact any measure for the good of the students. This power shall be limited only by MCC administrative regulation and the SAC Constitution. SAC holds regular meetings and special meetings can be called by the President with approval of the Advisor

ELECTION RULES AND REGULATIONS

General Requirements

All elections held by the SAC of MCC will occur in an electronic format. All candidates will appear alphabetically on the ballot. All candidates must be academically eligible, with at least twelve (12) credit hours earned at MCC and a GPA of at least 2.0 in order to run for office.

Declaration of Candidacy

All persons interested in running for any office on the SAC must complete a Declaration of Candidacy for that position.

Petitioning

- Candidates must secure a minimum of three (3) endorsements from MCC faculty or staff
- All endorsements must be submitted directly from the endorser to the Dean of Student and Community Engagement
- Endorsements will not be accepted past the established deadline
- All candidates must be academically eligible to run for any office
- All endorsements must be from currently employed faculty and staff
- Only candidates may request endorsements
- Supporters may not aid in the collection of endorsements
- Fraudulent or forged endorsements will result in the disqualification of the candidate
- See petitioning instructions

Campaigning

- There is to be no campaigning in any way prior to the assigned date and time set by the Dean of Student and Community Engagement
- All posters displayed on campus bulletin boards must be limited to 8 1/2" x 11" in size

- Posters are permitted on tile surfaces. Only one (1) poster per candidate may be posted on any given bulletin board or wall section
- A wall section is defined as the area between two (2) doors or two (2) windows, or a window and a door. All posters must list the dates and times, as well as the full names and positions of the candidates running for office
- All campaign materials must be approved by the Dean of Student and Community Engagement
- The campaign materials may not be altered in any way after they have been approved
- All electronic messages must be approved and sent out by the Dean of Student and Community Engagement
- No campaign materials may be posted or distributed off campus. No campaign materials may be posted or distributed in parking lots
- Loudspeakers, megaphones, and public address systems may not be used by a candidate or any of their supporters
- Campaigning via social networking is allowed, however, all election rules and ethics must be followed

NOTE: Candidates are responsible for checking their email daily to obtain updates on the elections process.

Polls and Voting

All voting will take place electronically and be arranged through the Dean of Student and Community Engagement's office. The position of each candidate for office on the ballot will appear alphabetically and voted on separately. All candidates are responsible for the removal of all campaign materials from college grounds by 4pm on the last day of voting.

Complaints and Violations

If a candidate violates any of the rules, they will be ineligible to participate in the SAC election as determined by the Dean of Student and Community Engagement. If they choose to dispute the Dean of Student and Community Engagement's ruling, they may follow the student grievance process or student code of conduct, depending on the issue.

**DECLARATION OF CANDIDACY
MOHAVE COMMUNITY COLLEGE**

Student Activities Council
Executive Committee
2020-2021 School Year

Campus: _____

Name _____ Student ID Number _____

Phone Number _____ Email _____

How many MCC credit hours have you completed? _____ What is your Grade Point Average? _____

Describe your involvement in any MCC club or organization

Which office on the Executive Committee are you declaring to run?

President _____ Secretary _____ Vice President _____ Treasurer _____

Please answer the following questions:

I believe students can impact their campus environment by

List two or three goals you would like to see SAC accomplish in the next year

Why are you interested in serving as a SAC officer and why do you feel you are qualified for this position? (Attach a separate sheet if necessary)

Print your name:

I _____ acknowledge that I have read and understand the duties and powers of the position for which I am running. I have also read and understand the SAC constitution and election rules and timelines listed within this packet and certify that I meet the qualifications to hold office as established in the SAC constitution.

Signature _____ Date _____

STUDENT ACTIVITIES COUNCIL

Petitioning Instructions

In addition to the Declaration of Candidacy form, all persons interested in running for any office on the SAC must petition and have endorsements submitted to the Dean of Student and Community Engagement at their home campus.

To petition and have endorsements submitted the interested party:

- Must be academically eligible to run for any office,
- Must secure a minimum of three (3) endorsements from currently employed MCC faculty or staff,
- Must direct the endorser (MCC faculty or staff) to submit an endorsement to the Dean of Student and Community Engagement at their home campus via email,
- Must provide the endorser with the deadline established by the home campus to submit endorsements,
- Must not allow supporters to aid in the collection of endorsements.

Any fraudulent or forged endorsements will result in the disqualification of the candidate.

MOHAVE COMMUNITY COLLEGE STUDENT ACTIVITIES COUNCIL CONSTITUTION

PREAMBLE

We, the students of Mohave Community College, desiring to organize, promote, and sponsor college functions and activities for students, faculty, and staff; to promote student leadership; to promote student awareness of self and environment; to foster the recognition of rights and responsibilities of students to the college and the community; to promote positive relationships and mutual understanding among and between students, faculty, staff, and administration; to encourage the spirit of loyalty and respect for the college and its endeavors; do ordain and establish this Constitution for the students of Mohave Community College.

Article I: Name, Mascot, Colors

- Name
Student Activities Council, SAC of all MCC campuses
- Mascot
The mascot of this organization shall be the college mascot
- Colors
The colors of this organization shall be the college colors

Article II: Purpose

The purpose and mission of this organization is to:

- Organize, promote, and sponsor, college functions and activities for students, and the college community,
- Provide opportunities to enhance leadership, effective reasoning and critical thinking skills,
- Promote awareness of self and the environment,
- Endorse a sense of civic responsibility,
- Foster recognition of rights and responsibilities of students to the college and community,
- Promote positive and meaningful interpersonal relationships and mutual understanding among and between students, faculty and staff,
- Encourage the spirit of loyalty and respect for the college,
- It is also the purpose of this organization to abide by the student conduct code and uphold the educational mission of Mohave Community College.

Article III: Membership

Section 1: Membership

Membership shall consist of all registered students enrolled in academic credit classes for the semester.

Membership on the Council shall entitle such members to vote in the election of the officers for the Council and to receive any other benefits offered by the Council.

It shall be so stated as part of the SAC membership that there shall be no form or type of discrimination in the group, whether it be due to one's race, color, religion, sex, sexual orientation, national origin, ancestry, age, disability or veteran's status.

Revocation of officers shall occur as defined by the following circumstances:

- Any breach of the student code of conduct as defined in the MCC student handbook,
- Failure to attend two or more consecutive meetings without approval by the advisor,
- Failure to comply with the required commitment of duties as identified for officer position as defined in this document,
- Revocation of officer positions will be in writing, signed by the advisor and the campus president.

Section 2: Executive Committee

The executive committee of the Student Activities Council shall consist of the elected officers President, Vice President, Secretary, Treasurer and one representative from each active chartered club.

Article IV: Officers/Elections/Impeachment

Section 1: Officers:

The four elective Student Activities Council Officers are:

- President
- Vice-President
- Secretary
- Treasurer

Section 2: Qualifications

President

- Have completed 12 academic credit hours at Mohave Community College,
- Be in good academic standing with a GPA of at least 2.0,
- No evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct,
- No evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general,
- Receive endorsements as required and be elected by a simple majority of the eligible votes cast.

Vice-President

- Have completed 12 academic credit hours at Mohave Community College,
- Be in good academic standing with a GPA of at least 2.0,
- No evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct,
- No evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general,
- Receive endorsements as required and be elected by a simple majority of the eligible votes cast.

Treasurer

- Have completed 12 academic credit hours at Mohave Community College,
- Be in good academic standing with a GPA of at least 2.0,
- No evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct,
- No evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general,
- Receive endorsements as required and be elected by a simple majority of the eligible votes cast.

Secretary

- Have completed 12 academic credit hours at Mohave Community College,
- Be in good academic standing with a GPA of at least 2.0,
- No evidence of previous activities in violation of the MCC policies, procedures or the student code of conduct,
- No evidence of behaviors that could be construed as unethical, unlawful or disrespectful to students, faculty or staff of MCC or the college in general,
- Receive endorsements as required and be elected by a simple majority of the eligible votes cast.

Section 3: Nominations

Qualified candidates for the offices of President, Vice-President, Secretary, and Treasurer will file for candidacy with the Dean of Student and Community Engagement no later than five (5) days before the general election. Elections will be by secret ballot. Nominees must follow established election rules.

Section 4: Elections

Elections for Student Activities Council Officer will be held annually with elected officers serving the fall and spring semesters.

All elected officers and members will hold office for a term of one academic year (fall and spring semesters) unless removed by action of the College administration, or the Student Activities Council.

Section 5: Vacancies

In the case of a vacancy in the Student Activities Council due to resignation, dismissal for absenteeism, or unsatisfactory grades, the Student Activities Council will accept applications for such vacancy for one week.

The Student Activities Council will elect new member (s) from the applicants by a simple majority vote.

Clubs that lose representation will be asked to select new representation.

Section 6: Impeachment

May be brought against any officer of the SAC by majority vote of the SAC officers.

Grounds for impeachment:

- Failure to uphold the duties of the office,
- Conduct not becoming an officer of the SAC.

Article V: Officers Duties and Responsibilities

Section 1: The President shall:

- Preside over all meetings and develop each agenda,
- Call and conduct all meetings of the Student Activities Council in accordance with Robert's Rules of Order,
- Not simultaneously hold the office of president in any other club or active organization at MCC,
- Carry out the provisions of the SAC constitution,
- Appoint committees and chairpersons and serve as ex-officio member of every committee,
- Be an ex-officio member of the Campus Communication Council,
- In the event of an office resignation, shall appoint a replacement until such time as elections are held,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and /or Club/Organization,
- Vote only in case of a tie,
- Register for and successfully complete the required student leadership course.

Section 2: The Vice-President shall:

- Assume the duties of the President during his/her absence,
- Succeed to the Presidency upon Presidential vacancy,
- Perform duties as assigned by the President,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and/or Club/Org,
- Have the right to vote on all motions made before the Student Activities Council,
- Register for and successfully complete the required student leadership course.

Section 3: The Secretary shall:

- Maintain a record of all Student Activities Council meetings,
- Print and distribute agendas and proceedings for all meetings,
- Be in charge of official correspondence of the Student Activities Council,
- Act as presiding officer of the Student Activities Council in the absence of both the President and the Vice-President,

- Maintain an active membership roster of officers and club representatives to contact for special or emergency meetings,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and/or Club/Organization,
- Have the right to vote on all motions made before the Student Activities Council,
- Register for and successfully complete the required student leadership course.

Section 4: The Treasurer shall:

- Record income and expenditures of the Student Activities Council in accordance with MCC policies and procedures as set,
- Approve all purchases prior to procurement,
- Initialize payment of all bills,
- Present a treasury report at all meetings,
- Prepare annual audit for Dean of Student and Community Engagement,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and/or Club/Organization,
- Have the right to vote on all motions made before the Student Activities Council,
- Register for and successfully complete the required student leadership course.

Section 5: The Parliamentarian shall:

- Be appointed by the President with confirmation of the Student Activities Council members,
- Be versed in the rules and procedures of parliamentary law (Robert's Rules of Order),
- Maintain order according to Robert's Rules of Order throughout Student Activities Council meetings,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and/or Club/Organization,
- Have the right to vote on all motions made before the Student Activities Council.

Section 6: All Student Activities Council (Club) representatives shall:

- Attend all Student Activities Council meetings,
- Represent the College and/or Club/ Organization in voting on matters before the Student Activities Council,
- Communicate and interpret the decisions and projects of the Student Activities Council to the college and/or Club/Organization,
- Serve on a minimum of one Student Activities Council committee per semester,
- Have the right to place motions before the Student Activities Council and make requests on behalf of the College and/or Club/Organization.
- Have the right to vote on all motions made before the Student Activities Council.

Article VI: Advisor

The SAC advisor(s) on each campus is the Dean of Student and Community Engagement.

The SAC Advisor will:

- Determine the eligibility of candidates to hold office in SAC,
- Have veto power over the action of the SAC in all matters involving school policy or MCC administrative regulations,
- Approve all expenditures,
- Ensure that all MCC policies and procedures are followed,
- Attend all SAC sponsored activities or obtain a substitute,
- Ensure that the constitution shall be enforced.

Article VII: Committees

The Activities Committee on each campus will serve as a standing committee composed of all Student Activities Council officers and representatives from chartered/approved clubs with the purpose of planning and organizing activities (social, cultural, educational, civic, etc.) for MCC students and their guests. This committee shall meet at a minimum twice a year and shall work with and assist each recognized club/organization (those receiving funds from SAC allocation committee) in sponsoring a College social event during the school year. The Activities Committee may work in conjunction with campus administration in the coordination of campus and/or College-wide activities.

Committees will be formed by the president in response to specifically identified needs.

Article VIII: Meetings

All general meetings are open to the student body and all SAC officers are expected to attend all meetings.

A meeting of the Executive Committee members should be scheduled before the regular monthly general meeting and a time, place and agenda shall be set by the committee. Meetings should be within the first week of each month of each semester.

Special or emergency meetings can be called by the president with a minimum three (3) school day advance notice.

Robert's Rules of Order (revised) shall be the governing procedures. General issues will require a simple majority of members present.

Article IX: Funds

Funding for campus Student Activities Council will be allocated by the College to each campus SAC based on credit hours generated by student fees. Student fees will be used to support activities and services for students, clubs, organizations, campus improvements, and programs which contribute to the overall mission and goals of the College and which are determined to be essential for the enrichment of the College community.

The projects and programs funded by student fees must demonstrate that they:

- Enhance student learning, health, and/or welfare, and support civic, social, cultural, educational, or recreational needs of students or,
- Enhance the College's image.

The goal will be to provide a variety of programs which attempt to meet the needs of as many students as possible.

In evaluating club funding requests, the cost, College appropriateness, and anticipated level of student participation will be factors considered by the committee.

The Council will not provide support for programs in which a large portion of the funds provide direct benefit to individuals.

The Council will not entertain requests for student fee support from partisan political groups.

Final approval of funding is subject to confirmation by the Dean of Student and Community Engagement and administration when deemed necessary.

Funds approved for any program under this policy will be administered by the College business office.

Article X: Duties and Responsibilities of the Student Activities Council

Section 1:

The Student Activities Council elected officers and club representatives shall serve as the executive and the legislative body representing the students at their home campus of Mohave Community College.

Section 2:

The Student Activities Council shall be responsible for chartering all clubs and organizations established within Mohave Community College.

- All organizations desiring to be recognized at MCC must have a representative present an application to the Student Activities Council at a regularly scheduled meeting.
- All organizations applying for charter must have a constitution which calls for an elected President, Vice-President, Secretary, Treasurer, and full-time faculty or staff advisor.
- All recognized clubs/organizations shall have a member of their organization on the Student Activities Council with all rights/responsibilities and privileges granted to representatives.

Section 3:

The Student Activities Council shall have the general powers to enact any measure for the good of the students. This power shall be limited only by MCC administrative regulation and the SAC Constitution.

Section 4:

The Student Activities Council will hold regular meetings. Special meetings may be called by the President with approval of the Advisor. Any member who misses three (3) consecutive scheduled meetings shall be subject to a probationary period or dismissal upon a hearing before the elective officers and a majority vote of the Student Activities Council.

Section 5:

All Student Activities Council officers and representatives must maintain a 2.0 GPA.

Section 6:

Any action of a student organization affecting the MCC student body as a whole or the welfare of the college must have prior approval of the Student Activities Council.

Article IX: Amendments**Section 1:**

This constitution is college-wide and amendments to this constitution shall be adopted by two-thirds vote of the members present at the annual meeting.