ROOSEVELT UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
STUDENT ADVISORY COUNCIL

ORGANIZATION BY-LAWS
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ARTICLE I: NAME
The name of this body shall be the College of Arts and Sciences Student Advisory Council, herein abbreviated CASSAC.

ARTICLE II: PURPOSE
Student Advisory Councils are groups established to promote communication and interaction among students, faculty, staff, and administrators. They provide students with more opportunities to offer their voices and perspectives about academic matters at the college level and to work toward constructive change.

The purpose of CASSAC is to act as a liaison between the students and Roosevelt’s faculty and administrators in order to enhance the learning environment within the College of Arts and Sciences.

ARTICLE III: MISSION
CASSAC equips students for leadership by creating opportunities to serve as ambassadors and advocates for the College of Arts and Sciences. Its members share student perspectives with the CAS Dean and other college leaders, and represent the CAS student experience to current students, prospective students, alumni, and other internal and external constituents.

ARTICLE IV: OBJECTIVES
The Council shall assist the College of Arts and Sciences by accomplishing the following specific objectives:

On academic and curricular matters, CASSAC and its members will:
- Serve as a medium between students and administration.
- Create a forum for student ideas.
- Actively seek solutions to student concerns.
- Plan and attend events for CAS and RU communities.

ARTICLE V: DUTIES OF THE STUDENT ADVISORY COUNCIL
The members of CASSAC shall be tasked with the following duties:
- Provide the best available advice and counsel for the continuing development of higher education for students in Roosevelt University’s College of Arts and Sciences by serving in an advisory role to the Dean of the College of Arts and Sciences.
- Serve as ambassadors and advocates for the College of Arts and Sciences to current students, prospective students, and other internal and external constituents.
- Become knowledgeable about the College of Arts and Sciences, its functions, procedures, and curriculum.
- Attend regular, special, and committee meetings, and events of the General Council and the College of Arts and Sciences.
- Volunteer to assist with various Roosevelt-sponsored events.

ARTICLE VI: MEMBERSHIP
Section I: Number of Council Members
CASSAC shall have a minimum of ten (10) members with a maximum of thirty (30) members. All members must meet the membership requirements defined in Article VI, Section II.

Section II: Membership Requirements
Applicants and Council members must meet the following requirements to maintain active membership within CASSAC:

1. Minimum GPA of 2.50
   a. If an applicant has a GPA less than the requirement, they may submit a letter of recommendation addressing the student’s potential and reason for joining.
2. Must be enrolled as a student at Roosevelt University and be able to carry out council responsibilities during the entire academic year.
3. If the student has declared a major, the major must be declared within the College of Arts and Sciences (CAS).
4. Must have completed a minimum of twelve (12) credit hours at Roosevelt University or another academic institution.
5. Must be in good standing with the university and the College of Arts and Sciences, and hold their education in high regard.

Membership begins as soon as an application is accepted and ends upon graduation, resignation, or removal.

The members of CASSAC shall be selected by the Dean and CASSAC Dean’s Office Liaison from students who have been recommended by faculty or who have replied positively to a general call for membership. Submission of a completed application, and any other documents specified in the application are required to move into the application review process.

Section III: Recruitment
Potential new members of CASSAC can be recruited in various ways, including the student involvement fair, CAS all-call emails, social media, and any other method that the Executive Board determines may be effective.

Section IV: Quorum
In order to carry out any official business at a meeting, a quorum (majority of active members) must be present.

ARTICLE VII: EXECUTIVE BOARD
The Executive Board is responsible for the immediate and emergency decisions of CASSAC. All decisions may be reviewed and acted upon by the General Council. The Executive Board will oversee the general functioning of CASSAC by holding a bylaw review at least once per academic year. The board will settle all disputes among committees and among council and committee members when conflict occurs. The board may call a special meeting of the General Council whenever deemed necessary. Additionally, any Executive Board member may call a special meeting of the Executive Board whenever deemed necessary.
Section I: All Executive Board Officers
1. Attend all Executive Board and General Council meetings.
2. Be prepared for meetings and arrive on time.
4. Include the CAS Dean’s Office on major CASSAC communications.

Section II: President
The President will be elected by General Council members for a term of one year and may be re-elected for a second one year term. Additionally, the President shall:
1. Serve as the presiding officer at all General Council meetings and serve as the Chair of the Executive Board.
2. Serve as the single representative of CASSAC.
3. Serve as the CASSAC representative to the Center for Student Involvement, and be responsible for registering CASSAC as a student organization each semester.

Section III: Vice President
The Vice President will be elected by General Council members for a term of one year and may be re-elected for a second one year term. The Vice President shall, in the absence, dismissal, or resignation of the President, perform the duties of the President. Additionally, the Vice President shall:
1. Create and distribute agendas for Executive and General Council meetings.
2. Collaborate with the Membership Director to coordinate logistics for CASSAC’s recruitment efforts each semester.
3. Preside over CASSAC Executive Board meetings.

Section IV: Membership Director
The Membership Director shall:
1. Take attendance at all General Council and Executive Board meetings.
2. Maintain a public record of meeting and volunteer attendance.
3. Retrieve attendance records from all volunteer activities and committee meetings.
4. In cooperation with the Vice President, coordinate the logistics for CASSAC’s recruitment efforts each semester.
5. In cooperation with the Communications Director, appropriately advertise and promote CASSAC during the academic school year.
6. Keep digital platform membership and access up-to-date.

Section V: Communications Director
The Communications Director shall:
1. Send reminder alerts for CASSAC General Council and Executive Board meetings three (3) to five (5) days prior to the respective meeting dates.
2. Create minutes of all General Council and Executive Board meetings, and upload notes to the appropriate digital platforms.
3. File room reservation requests with the Center for Student Involvement for all General Council and Executive Board meetings and events.
4. Monitor and manage all digital platforms utilized by CASSAC.

ARTICLE VIII: RESIGNATION AND REPLACEMENT

If an officer other than the President resigns, becomes inactive, or is removed from office during the semester, the vacancy will be filled by the special election process.

Section I: Resignation Process
An officer must give a two (2) week notice of intent to resign through a written letter of resignation. Knowledge of the resignation must be brought to the attention of the General Council in an appropriate time frame to allow for a special election to take place.

Section II: Removal of Officers from Office
An officer can only be removed by a unanimous vote of the Executive Board followed by a two-thirds (2/3) vote of the voting members in attendance at a General Council meeting, or by unanimous vote of the Executive Board and the CAS Dean and CAS Dean’s Office Liaison.

Section III: Temporary Replacement of Officers
The President may appoint any member to temporarily fill any office, except President, from the time the President acknowledges the resignation or removal of an officer to the time when a special election can be held to replace the previous officer. The temporary replacement proposed by the President must receive a unanimous vote of the Executive Board.

ARTICLE IX: COMMITTEES

Section I: Ad Hoc Committees
At the discretion of the Executive Board, an Ad Hoc Committee may be created to carry out the planning and execution of a special event, project, or other important task, as deemed necessary by the Executive Board. The Chair of an Ad Hoc Committee may be an Executive Board member, or a General Council member appointed with unanimous Executive Board support.

ARTICLE X: MEMBERSHIP RECORDS
The Executive Board shall maintain a permanent record of all General Council, Executive Board, and Potential New Members. Such records shall be readily available, and should include:

1. A copy of each council member’s application.
2. A copy of any CASSAC-related documentation, including disciplinary action by the Executive Board, etc.
3. Any other CASSAC related material that may be needed for later reference or access.

ARTICLE XI: MEETINGS

Section I: Regular Meetings
There shall be CASSAC meetings scheduled at least once per month during the academic school year. Additional meetings may be scheduled at the discretion of the Executive Board.
Section II: Special Meetings

When deemed necessary by the Executive Board, Special Meetings may be called. At least three days of notice shall be given to the General Council along with the reasoning for said called meeting.

Section III: Time and Day of Meetings

The time and day of regular meetings will be left up to the Council membership, and shall be set at a uniform time and day. The time and day for meetings shall be set by the start of each semester. The Council must meet at least once per month and shall go no longer than one (1) month without a meeting, with the exception of academic breaks such as Winter and Spring Breaks.

Section IV: Official Business

Official business is defined as any decision that the Council must approve, or any decision where it is proper that the Council have a say. The Executive Board must bring any change of business that affects the membership of the Council to a vote at a regular meeting. Meetings should allow an appropriate time to debate a decision before a vote is taken. It is the responsibility of the President and Vice President to make sure the debate applied to the decisions and is constructive in nature. Decisions will be made with a majority vote.

Section V: Executive Board Meetings

Executive Board meetings shall be held monthly, usually the week before a General Council meeting, and any other time as deemed necessary by any Executive Board member. The day and time for meetings shall be set after every election.

ARTICLE XII: VOTING (ELECTIONS & MOTIONS)

Section I. Elections

- At the end of the spring semester, nominations for officer positions will take place.
- If quorum is not met for an election meeting, “by proxy votes” will be accepted via email for those members unable to attend. Proxy votes must be sent to the CAS Dean’s Office Liaison by the start of the election meeting. Proxy votes do not apply towards quorum.
- If the President position becomes vacant during the year, the Vice President will take over the President’s role and a new Vice President will be elected through the standard election process.
- If a position other than President becomes vacant during the year, a special election will take place to select a new officer. Special elections will be held at the discretion of the Executive Board and Council Members.
- The President and the Vice President shall conduct the election meeting for every office, except when that officer’s name is in nomination for a particular office. In such a case, a member, with approval of the Council, shall officiate the office election in question.
The nominees for each office shall be allowed a period to speak and the Council shall be allowed a period to respond to the nominee and ask questions.

a. The nominees for the office of President shall be allowed a three (3) minute speech, followed by a three (3) minute question and answer period.

b. The nominees for all other offices shall be allowed a two (2) minute speech, followed by a two (2) minute question and answer period.

Nominations for an office may only be closed immediately prior to the speeches for that office.

Section II: Election Voting

Rules for elections and voting are as follows:

- Elections should be held one (1) office at a time, with the results of that office being known before the speeches of the next office begin.
- The order of elections will be: President, Vice President, Membership Director, and Communications Director.
- A member may only accept nominations for a maximum of two (2) offices.
- A member cannot hold an executive board position for longer than two (2) complete semesters, unless otherwise noted in the position duties.
- Candidates must be present at election. Special circumstances are to be reviewed by the Executive Board.
- All voting will be by secret ballot. All votes are final. The nominees may vote for all offices including the office in which they are a candidate.
- If there is a tie, the tied candidates will participate in a question and answer session and a run-off vote will be held. If this results in a tie, the President will cast the deciding vote.
- A quorum is necessary for all votes.
- If a quorum is not present, the election shall take place at the following scheduled General Council meeting. If one is not scheduled, the Executive Board may call a special meeting.
- Elections are considered mandatory for all members.
- Elections will be conducted in the second half of the spring semester, with an officer transition meeting taking place before the start of the summer term. Officer duties and powers will transition to the newly elected officers effective the first day of the summer term, as defined in the University Calendar.

Section III: General Motions

Any member of the Council can bring forward a motion. To bring a motion to a vote, it must receive secondary approval from another member of the Council. To pass, motion must receive a majority vote.

ARTICLE XIII: EVENTS AND VOLUNTEERING

Section I: Events

All members of the Council are expected to attend and volunteer at various events throughout the academic school year.
All active members are required to complete a minimum of two (2) volunteer events per semester.

- Members that join CASSAC in their last semester of enrollment at Roosevelt are required to complete four (4) event points.

Volunteer events shall be tracked by giving every member a “point” per event attended and successfully completed.

Section II: Event Points

- Event points are given at the discretion of the Membership Director.
- Events are to be announced to the Council by the Membership Director and/or the Executive Board as early as possible.
- The Membership Director shall maintain a public record of event points.
- Failure to reach their required amount of event points per semester can result in disciplinary hearings or actions, at the discretion of the Executive Board.
- Signing up for an event and failing to successfully complete said event without reasonable cause or explanation can result in the loss of an event point, subsequently adding additional requirements for a member to complete.
- Granting and revoking event points is left to the discretion of the Membership Director.
  - Any decision regarding event points can be appealed through the event the appeals processed outlined in Article XV.

ARTICLE XIV: DISCIPLINARY ACTION

Members of the General Council and Executive Board who continuously fail to meet membership requirements and expectations will face potential disciplinary action, at the discretion of the Membership Director and Executive Board.

ARTICLE XV: APPEALS PROCESS

Any appeal regarding official Council related matters can be brought to the attention of the Executive Board via a written letter of intent to appeal. The member(s) wishing to appeal a decision shall then sit before the Executive Board in a closed meeting. If needed, the Executive Board can schedule a special session for the hearing.

ARTICLE XVI: AUTHORITY OF THE COUNCIL

The Council may adopt by-laws, rules, or regulations not in conflict with these bylaws, or the rules, regulations, and policies of Roosevelt University.

ARTICLE XVII: ADOPTION

All amendments to these bylaws must be submitted in writing at a Council meeting at least one (1) week before any vote is taken. Copies of the proposed amendments shall be distributed to all members with the meeting minutes. An affirmative vote is equivalent to three-quarters (3/4) of the total votes cast. The time for which all passed amendments become effective is to be determined before voting.