

**Constitution
Of the
Student Conduct Board
at
Arkansas State University**

Preamble:

We, the members of the Student Conduct Board, to fully realize our purpose, do hereby adopt and establish this constitution as the guiding instrument of our organization.

ARTICLE I: Name

The official name of the organization shall be the Student Conduct Board, hereafter referred to as the SCB.

ARTICLE II: Purpose

The SCB purpose is to be proactive and reactive to student conduct issues through presentations on policies and serving as a hearing body for ASUJ when cases are delegated by the Office of Student Conduct.

ARTICLE III: Membership

Section 1: Qualifications for Membership

- A. Members must be enrolled as a full-time graduate or undergraduate student carrying no less than 6 hours.
- B. Members shall have a minimum cumulative grade point average of 2.5 GPA and shall not be on academic probation at the time of selection.
- C. Members must have completed one semester on campus with a minimum of 12 credit hours at the time of selection.
- D. Members must not be on Housing or Conduct probation at the time of selection or when a member.
- E. SCB membership shall not be limited to persons based on the race, creed, national origin, gender, age, disability, sexual orientation, color, religion or veteran status.

Section II: Selection

- A. The selection committee shall consist of the Assistant Dean of Student Conduct, the Graduate Assistant for Student Conduct(GA), the Graduate Advisor of the SCB (if applicable) and current members of the SCB.
- B. Applications will be created and reviewed by the selection committee.
- C. Final selection may be based on an interview with at least one current member of the SCB and one staff member from the Office of Student Conduct.
- C. The major selection process shall take place during the spring semester. The board shall decide on a case by case basis whether to fill vacant positions as they arise throughout the year.
- D. Active membership shall not exceed 30 members and shall strive to represent all campus areas and constituencies.

Section III: Membership revocation

Membership will be revoked by the organization under the following conditions: members failing to meet the minimum standards in Section I, failing to attend scheduled hearings without contacting an advisor prior, failure to attend events as set forth in article VII, failure to abide by confidentiality and/or behavior that is unbecoming of a member of the SCB.

ARTICLE IV: Officers

Section I: Requirements and Selection

- A. Any student seeking to hold or holding office must have a minimum GPA of 2.0 the semester prior to running for office and maintain all other requirements for members. All officers must have served at least 1 semester on the board and executive board selection will generally occur at the end of spring semester and be for one academic year.
- B. Nominations of officers will be from the floor or by self nomination. All nominated students will give a short speech (no more than 5 minutes) to the SCB prior to the vote. Each position will be voted on individually with the highest open position first allowing for people to apply for multiple positions.
- C. The board may decide to use formal election or selection methods as appropriate in choosing the executive board. A quorum shall be required for all meetings where officer election or selection will take place. The candidate receiving the most votes will be declared the winner and take the office.
- D. Should vacancies occur before the completion of a term of office, they will be filled by the above selection process but the selection will only last the remainder of the vacant term.
- E. Removal of Executive Board members will be done at the discretion of the advisory team. If a member feels that an Executive Board member is not fulfilling their duties they should file a complaint with a staff member from the Office of Student Conduct for review. The advisory team will meet and review the eligibility of the executive board member.

Section II: Officers

- A. The Officers will be:
 - 1. President. The president has overall responsibility for the SCB, its operations, officers and members. His/her duties will include running business meetings and overseeing the executive board. This position is responsible for working closely with the advisory team to coordinate all meetings and hearings. If a chair is not selected for a hearing and this person is sitting on that hearing, this person will serve as hearing chair.
 - 2. Vice President. The vice president performs the duties of the president in his or her absence, inability to serve or at his/her request. This position is responsible for working closely with the advisory team to coordinate all training. He/She is responsible for creating a calendar of events for each semester. If a chair is not selected for a hearing and this person is sitting on that hearing, this person will serve as hearing chair.
 - 3. Events Coordinator. The events coordinator is responsible for planning and executing selection and at least 2 social activities for the organization each

semester. He/She will work with the Vice President to ensure the calendar is completed and these events are on it.

4. Secretary. The secretary is responsible for all correspondence and minutes from all business meetings. He/She will assist with selection and training as needed. He/She will work with the advisory team to schedule hearings as needed.

ARTICLE V: Organization Structure

A. The executive board shall consist of the following officers: President, Vice President, Events Coordinator and Secretary. One Advisor should be present at every executive board or business meeting.

B. The executive board's duties shall be to coordinate selection, training, and the calendar each semester. They will meet regularly with the advisory team.

C. Other committees of the organization and their duties will be added or organized as needed.

ARTICLE VI: Advisory Team

A. The Advisory team will be made up of the Assistant Dean of Student Conduct and at least one other staff member from the Office of Student Conduct. This will generally be the Graduate Assistant but may also include practicum students or interns as applicable.

ARTICLE VII: Rules and Procedures

Section I: Hearing expectations

A. All members are expected to attend any hearing to which they have been assigned. If a member recognizes they cannot attend a scheduled hearing they must contact an advisor prior to the hearing with adequate time to replace them.

B. The hearing chair will be assigned by an advisor prior to the hearing. If the hearing chair is not assigned, an executive board member will chair the hearing if present or the member with the most chair experience will chair the hearing.

C. Members must follow the dress code for hearings. Women may wear nice slacks, skirt or casual dress. Men may wear nice slacks and a collared shirt (polo acceptable), a tie is optional. No jeans, Greek or other organization paraphernalia, political slogans, or buttons.

Section II: Training Expectations

A. All members are required to attend the major training sessions at the start of each semester unless they have an approved advisor excuse.

B. All members are required to attend 2 of the additional trainings each semester although 100% attendance is encouraged.

C. All members are required to attend at least 1 social event each semester although 100% attendance is encouraged.

Section III: Selection and Business Meeting Expectations

A. Members are expected to attend 80% of all business meetings. They are expected to attend all selection meetings and interviews they sign up for (minimum of 25 % of the selection process).

B. A quorum must be present to conduct business. A quorum will consist of two-thirds of the active membership.

ARTICLE VIII : Amendments and By-Laws

Section 1: Amendments

All amendments to this constitution must be made by the following process:

- A. Any proposed amendment must be presented in writing to the Executive Board who shall then take it to the membership
- B. Discussion should occur;
- C. A vote for acceptance/approval should occur at a following meeting allowing people time to review and discuss.
- D. The amendment shall become part of this constitution upon a majority vote of membership.

Section II: By-Laws

- A. By-Laws can be added to this constitution through the same process as amendments.

ARTICLE X: University Records

SCB shall maintain a list of current officer and contact information, contact information for the Faculty Advisor and the most recently amended constitution in the Leadership Center.