

**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 I: Qualifications for Membership

- A. Members must be enrolled as a full-time undergraduate or graduate student as classified by the university.
- 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 the Arkansas State University-Jonesboro 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 current members of the SCB and the Office of Student Conduct staff.
- B. Applications will be created and reviewed by the selection committee.

- C. Selection may be based on an interview with at least two current members of the SCB or at least one current member and the SCB Advisor.
- D. The major selection process shall take place once a semester.
- E. Active membership shall not exceed 30 members and shall strive to represent all campus areas and constituencies.

Section III. Good Standing

- A. To remain in good standing, members must attend training at the beginning of the semester, one Brown Bag Training a semester, and a minimum of two hearings a semester.
- B. If a member is unable to meet any of these requirements, their membership will be placed on probation. They must make up the missed requirements the following semester. For example: If a member only completes one hearing in the spring semester, they must attend three the following semester.
- C. Members failing to complete their probation requirements in one semester will have their membership examined with a possibility of revocation.

Section IV: Membership Revocation

Membership will be revoked by the organization under the following conditions: members failing to meet the minimum standards in Section I or Section III, 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 cumulative GPA of 2.75 and maintain all other requirements for members. All officers must have served at least 1 semester on the student conduct board. 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. Their duties will include running meetings, overseeing the executive board, and planning and facilitating training. This position is responsible for working closely with the advisory team to coordinate all meetings and hearings. This person may serve as hearing chair.

2. Vice President. The vice president performs the duties of an executive board member in their absence, inability to serve or at their request. This position is responsible for working closely with the advisory team to coordinate all training. They are responsible for creating a calendar of events for each semester. This person may serve as hearing chair.

3. Recruitment Co-Coordinators: Two individuals will be selected for this position. They are responsible for recruiting new members in the fall and spring semesters. This includes, but is not limited to, informational meetings, tabling, organization fairs, etc. They are also responsible for providing a seamless transition for new members. This person may serve as hearing chair.

4. Records and Marketing Coordinator: The records and marketing coordinator is responsible for all correspondence and minutes from all meetings. They will work closely with the recruitment co-coordinators to meet any publicity and promotional needs. They are also responsible for running the SCB social media. This person may serve as hearing chair.

ARTICLE V: Organizational Structure

A. The executive board shall consist of the following officers: President, Vice President, Recruitment Co-Coordinators, and Records and Marketing Coordinator. 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 may pertain one other staff member from the Office of Student Conduct.

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 an executive board member is not available to chair the hearing, the SCB member with the most experience with chair the hearing.

C. Members must follow the dress code for hearings. Women may wear nice slacks, skirt or a 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.

D. To remain in good standing on the board, members must attend two hearings a semester. Any member not fulfilling this requirement will be placed on probation and required to make up these hearings the following semester.

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 1 of the additional “Brown Bag” 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. All members are required to attend selections once a semester.

B. Members must participate in 50% of recruitment activities.

For example, if SCB tables for 4 days, all members must be present for at least 2 days. If unable to attend, it must be approved by the advisor.

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

Section IV: Excuses

A. The following will serve as an acceptable excuse:

1. Class
2. Medical Emergencies
3. Funerals

B. Previously planned events may be excused as long as the excuse is submitted to the advisor within 48 hours of the event date being provided to the membership.

ARTICLE VIII : Amendments and By-Laws

Section I: 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.
- E. An electronic vote may be accepted as long as it is submitted at least 24 hours prior to the physical vote.

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.