

# **Park Chung Hee School of Policy and Saemaul**

## **Student Council Code of Conduct**

September 2014

## **Article 1. Name**

All actively enrolled graduate students of Park Chung Hee School of Policy and Saemaul (PSPS) shall be collectively known as the **Student Body**. The official body representing the student body shall be known as the **Student Council**.

## **Article 2. Purpose**

The purpose of the Student Council shall include the following items:

- To represent the PSPS student body on matters pertaining their general welfare, such as but not limited to, extra-curricular activities for all graduate students.
- To provide a formal means of communication among graduate students.

## **Article 3. Membership**

### **1. Student Body**

All regular students of PSPS listed on the Registrar's roll as graduate students shall *automatically* be members of the student body.

### **2. Student Council**

Any member of the student body is eligible to serve on the Student Council. However, no individual may hold more than one of the following positions at any given time: Student Council President, Student Council Representative, Council Treasurer, or Council Secretary.

#### **a) Student Council Members**

There shall be an opening for **Student Council President and** departmental major **Student Council Representative**.

- Student Council President – There shall only be one slot for Student Council President. He/she may be from any of the departmental majors and shall be voted upon by the student body
- Student Council Representative – There shall be one slot for Student Council Representative to represent each departmental major. However, on the occasion that a departmental major should have 25 or more students, the major may have two slots for Student Council Representative. No departmental major shall have more than two Student Council Representatives at any given time. Departmental major Student Council Representative shall be voted by students coming from the same departmental majors.

b) Student Council Officers

The elected Student Council members shall select its officers, specifically a **Treasurer** and a **Secretary**, whose term of office ends with the elected Student Council term. The officers of the Student Council shall not have voting authority during council meetings.

#### **Article 4. Duties and Responsibilities of the Student Council Members and Officers**

1. President

The President shall call for and preside over the Student Council meetings. He/she shall oversee the overall operations and activities of the Council. The President shall also be responsible for presenting a year-end accomplishment report of the Council at its last General Council Meeting before the new council start their term of office.

## 2. Departmental Representatives

In the absence of the Student Council President, the departmental representatives shall perform the duties of the President and coordinate all nominations, decisions and elections. Representatives shall be responsible for maintaining a record of the activity of Council. They shall also be responsible in representing their respective major's concerns and bringing these concerns up for discussion during Council meetings. Representatives shall also be responsible in cascading pertinent information to students within their major.

## 3. Secretary

The Secretary shall be responsible for recording, posting, and filing of minutes of all Council meetings, notification to all Council members and students of all meetings of the Council, maintaining the files of the Council, and liaising with the authorized means of communication. The Secretary shall chair the Publications and Publicity Board under the Student Council.

## 4. Treasurer

The Treasurer shall receive, disburse, and account for all funds of the Council and its activities, present a written report of finances at least once per semester, coordinate all budget and financial decisions, prepare the budget for the next fiscal year to be voted upon by the Council members, and coordinate the funding of student activities.

## 5. Auditors

Two external auditors from the student body shall be selected by the Student Council members to audit files and finances of the Student Council.

## **Article 5. Election of Student Council Members**

1. To ensure students have the chance to get to know one another and determine rightful council candidates, election of Student Council Members shall be done 2 weeks after the start of the semester. Members of the student body are eligible to serve on the Council. Prospective candidates may freely be nominated by other members of the student body or he/she may nominate himself/herself. A closed-ballot voting shall take place for each vacant position in the Student Council. A candidate with the most number of votes shall then be declared as the elected candidate.

### **A. President**

Candidates for Student Council President may come from any of the majors and a general election shall be conducted for this position.

### **B. Departmental Major Representatives**

Each Departmental Major shall nominate and vote for their respective representative.

## **Article 6. Term of Office**

Members of the student council who finish his/her 3<sup>rd</sup> semester at PSPS, his/her term of office shall then be automatically terminated. All other Council Members and Officers shall continue their term until they finish their 3<sup>rd</sup> semester. Under any circumstance that a council member or officer wishes to step down from office, he/she may do so under the condition that he/she has served office at least 1 semester. Elections shall then commence the succeeding semester for all vacated Student Council positions except for the Treasurer and Secretary.

### **Article 7. Student Council Turnover**

After the Student Council elections, there shall be a transition period of one week for the newly elected Council members. The first Council meeting held after elections shall be a joint meeting of the incoming and outgoing Council members. The outgoing Council members shall turnover all responsibilities and accountabilities to the incoming Council members within a period of two weeks. At the end of which, the newly elected Council members shall officially begin their term of office.

### **Article 8. Student Council Meeting Voting Procedure**

Each Student Council Member is entitled to one voting power during council meetings. On the occasion that there are two elected Representatives coming from the same major, they shall be still entitled to one voting power. However, the Student Council President shall have the privilege of having two voting powers if the number of Student Council Members is even, this shall be done to effectively arrive at a decision.

### **Article 9. Council Meetings**

#### **1. Call to Meetings**

The Student Council President shall call for regular Student Council meetings at least once per month. A majority of the Council shall constitute a quorum. Any member of the Student Body may observe any Student Council meeting upon request and approval of the Student Council.

#### **2. Special Meetings**

The Council may hold special meetings outside the regular Council meetings to consider special items or concerns deemed necessary by the President or as requested by the Council members.

## **Article 10. Procedures for Council Meetings**

### **1. Scheduling of Council Meetings**

The President shall call for a regular Council meeting at least once every month. At the end of each meeting, succeeding meeting schedule shall be set. Council meeting schedule changes or special council meetings shall be made with at least one week notice prior to the proposed meeting date.

### **2. Conduct of Council Meetings**

Items for discussion shall be based on the agenda detailed on the minutes of the previous meeting and from the requests of departmental representatives. Additional agenda items should be given to the President, prior to the meeting. Each Council meeting must allow time dedicated for open discussion. The conduct of meetings shall be the responsibility of the President.

## **Article 11. Student Association Dues and Privileges**

Members of the Student Body are encouraged to pay the Student Council Association Dues wherein they will be entitled to specific privileges such as but not limited to, Student Council Field Trips and use of lockers. Since payment of the dues is optional for Student Body members, it is non-refundable and non-transferable. Rights and privileges shall remain and only be given to the student/s who have paid for the dues.

### **1. Usage of Lockers**

Students who pay for the Student Council Association Dues are automatically entitled to use lockers for their convenience. Students shall be assigned a locker which he/she may use for the duration of the semester when he/she paid the dues. Locker assignments shall be done by the Student Council Members. The student shall be responsible in securing a pad lock for his/her locker, and at the same time, shall be responsible in the proper usage and care of the locker. By the end of each semester, lockers should be emptied and cleaned by the assigned occupant.

**Article 12. Open Records**

Records and documents of the Student Council shall be open for auditing by any member of the Student Body. The Student Council Secretary shall upload these records and documents on the PSPS student Council board where it may be viewed publicly by the Student Body.

**Article 13. Student Council Code of Conduct Amendments**

Amendments to this Code of Conduct may originate from the Council members or the Student Body. Should amendments come from the Student Body, a general meeting shall be called upon where at least 2/3 of the entire Student Body population must attend, whereby majority of the attendees must agree on the amendment to be made.