

COMMUTER COUNCIL CONSTITUTION

Preamble:

The Commuter Council shall: function to stimulate the interest in college Affairs; act as a sponsor and director of Commuter projects; serve as a representative Governing body of the commuting students Of Wilkes University.

The Commuter Council will function as an active and regulating body to fulfill and perpetuate these principles.

ARTICLE I: Name

The representative governing body of the commuting students of Wilkes University shall be known as the Commuter Council.

ARTICLE II Duties and Powers of the Commuter Council

The duties and powers of the Commuter Council shall consist of the following:

1. Act as a spokesperson for the commuting students through its president.
2. Consider all matters presented to it.
3. Schedule its meetings.
4. Call special meetings as necessity dictates.
5. Close any meeting or portion thereof for the purpose of discussion.
Attendance at closed meetings shall be limited to voting Commuter Council.
6. Review any Commuter Council presidential appointment.

ARTICLE III Officers' Duties and Powers

Section 1:

- A. Elected officers of the Commuter Council shall be the President, Vice-President, Recording secretary, Treasurer, and Corresponding Secretary.
- B. Appointed officers shall be the Parliamentarian.

Section 2:

The duties and powers of the President of the Commuter Council shall consist of the following.

- A. To conduct the meetings of Commuter Council in accordance with the Constitution of the Commuter Council of Wilkes University.
- B. To authenticate by his or her signature when necessary all the acts, Orders, and proceedings of the Commuter Council. In general, to represent and stand for the Commuter Council declaring its will and in all things obeying its commands.
- C. To call meetings of the Commuter Council with at least forty-eight hours notice.

- D. To call meetings at the request of eleven members.
- E. To call meetings of the Commuter Council Executive Council.
- F. To vote in case of a tie.
- G. May create special committees.
- H. May nominate committees members.
- I. May nominate a committee chairman.
- J. May nominate a parliamentarian and a advisor.
- K. To exclude any member(s) with respect to the constitution of Commuter Council and agreement of the Executive Council from any meeting of the Commuter Council.

Section 3:

The duties and powers of the Vice-President of the Commuter Council shall consist of the Following:

- A. To conduct the meetings and assume powers of the President in the absence of the President of Commuter Council.
- B. To assume the office of the President of Commuter Council if and when the office falls vacant.
- C. To call meetings of the Executive Council of Commuter Council.

Section 4:

The duties and powers of the Recording Secretary of Commuter Council shall consist of the following:

- A. To keep minutes of all Commuter Council and Commuter Council Executive council meetings.
- B. To assist or assume the duties of the Corresponding Secretary whenever necessary.
- C. To call meetings of the Commuter Council Executive Council.

Section 5:

The duties of the Treasure of the Commuter Council shall consist of the following:

- A. To keep an accurate account of all monetary transactions concerning Commuter Council.
- B. To call meetings of the Commuter Council Executive Council.
- C. To approve and sign for all outgoing transactions of funds concerning Commuter Council.
- D. Ensure the Commuter Council is using funds for the purposes that they are specified for.

- E. Be present during all fund requests presented to Student government.

Section 6:

The duties and powers of the Corresponding Secretary of the Commuter Council shall consist of the following:

- A. To be responsible for all official communications concerning the Commuter council with anybody or organization on or off campus.
- B. To notify the members of the Commuter Council as to special meetings with at least 48 hours notice.
- C. To assist or assume the duties of the recording secretary whenever necessary.
- D. To call meetings of the Commuter Council Executive Council.
- E. To review, from any voting member of the Commuter Council Executive council member, all non-official, written or verbal communications using, in any manner, the name of commuter Council, before it is transmitted. This review should not exceed three days after the review is submitted. If after its review, the correspondence is felt to use the name of the Commuter Council in a derogative application, said matter should be brought before the President of Commuter Council, in the presence of both the Corresponding Secretary and the Commuter Council member, in an effort to resolve, through discussion and/or revision of all discrepancies.

Section 7:

The duties and powers of the Parliamentarian of the Commuter Council shall consist of the following.

- A. If appointed, the parliamentarian shall advise the President of the Commuter Council regarding the adherence or lack of adherence to the commuter Council Constitution and its respective Bylaws in all matters concerning them.
- B. To maintain parliamentary procedure at all meetings.
- C. To be chairmen of the constitution Committee.
- D. In the event of a violation of the Constitution occurs, present violation to the President of Commuter Council to be corrected. If the President of Commuter Council violated the Constitution the Parliamentarian has the power to overrule the President.

Article IV: The Duties and Powers of the Executive Council

The duties and powers of the Executive Council shall consist of the following:

- A. To act as a spokesperson for the Commuter Body.
- B. To assume emergency powers to act upon all matters concerning the Commuter Council by a vote of two-thirds of the members present.
- C. To schedule meetings of organizational operations for Commuter Council.
- D. Preside over all meetings of the Commuter Council.

ARTICLE V: Membership

The Commuter Council shall consist of the following:

A. Voting Members:

1. President
2. Vice-President
3. Recording Secretary
4. Treasure
5. Corresponding Secretary
6. Voluntary members of Commuter Council

B. Non-Voting Members:

1. Parliamentarian
2. Advisor
3. any member that is not a commuter.

ARTICLE VI: Duties and Powers of a Voting Commuter Council Member:

The duties and powers of a voting member of Commuter Council shall consist of the following:

1. To be familiar with and act in accordance with the commuter Council constitution and its respective bylaws.
2. To represent the commuter students.
3. To act as a communicative link to all members of Wilkes University Community.
4. To attend meetings.
5. To make motions and proposals.
6. To prepare and present student referendums.
7. To vote on all questions posed to before the Commuter Council.
8. To request permission from the President of Commuter Council before using, in any manner, the name of commuter Council in all nonofficial , written and/or verbal correspondences.
9. To discuss, with the Corresponding Secretary, beforehand the nature of any non-official verbal correspondence which the member wishes to make in respect to the manner in which the name Commuter council is used; or to submit, beforehand, to the Corresponding Secretary, for review a copy of any written correspondence which the member wishes to make in respect to the manner in which the name Commuter Council is used.
10. To submit to the Corresponding Secretary of Commuter Council through Committee Chairmen, reports concerning the nature of any and all committee activities. These reports should include, if relevant, an itemized list of any expenses the committee has incurred for the Commuter Council. It shall be the responsibility of each Committee Chairmen to submit these reports no later than one month after committee activities have terminated.

ARTICLE VII: Nominations and Elections to Commuter Council

Section 1:

Nominations for Commuter Council shall occur during the Spring Semester. They shall occur no sooner than three weeks before the Spring Semester break and no later than three weeks before the end of the Spring Semester. If a scheduling conflict shall occur where nominations become problematic at the decided date, nominations shall occur at the next scheduled regular meeting.

Section 2:

All Elections will be held within one week following nominations unless the alternative procedure stated in Section 1 of this Article, concerning a conflict, is being utilized.

Article VIII Nominations and Elections of the President of Commuter Council

Section 1:

All candidates for the office of President of Commuter Council may not hold An office in Student Government, served at least one full elected term on the Commuter Council immediately prior to the nomination for Commuter council president, was a commuter for that time, and will be a commuter for the entire term of office for the President of Commuter Council they are nominated for.

Section 2:

All commuter Council members shall nominate candidates from within their membership for the Presidency of Commuter Council. At this meeting, the then current president shall preside.

Section 3

Voting for the Commuter Council shall occur within one week. The whole student body shall be able to vote for the President of Commuter Council. Voting shall be in accordance with Article VII, Section 2.

Section 4:

The newly elected president shall assume office once the vote is known.

ARTICLE IX: Nominations and Elections of the officers of Commuter Council

Section 1:

Nominations of the Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary shall be from within the Commuter Council Body. The positions of Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary may only be filled by a Commuter Council body member that will be a Commuter for the entire term that the Commuter Council Body member is nominated for. A plurality of the vote is needed to elect an officer. All officers elected shall take office immediately after all elected offices are filled.

Section 2:

Whereupon this takes place, the old officers who have been replaced shall then become associate members of the Commuter Council whose duty is to aid and associate members of Commuter Council whose duty is to aid and advise those newly elected within their duties and powers for a time period not to exceed the termination of the spring semester.

ARTICLE X: Vacancies of Office

Section 1:

If the office of the President of Commuter Council falls vacant, he or she will be replaced in an election to be held within one week. This election shall be in accordance with Article VII, Section 2.

- i. In the event that Commuter Council Club has fallen defunct for more than two years, and there is not a member available to run for the office of President of Commuter Council that has been a member for a full elected term, a member a Commuter Council that has not been a member for a full elected term shall run for the office of President of Commuter council provided they satisfy the other terms for running for office of President of Commuter Council.

Section 2:

Should any of the four offices other than the President fall vacant, a special meeting called by the President for the purpose of nomination and election to the vacated office (from within Commuter Council membership) shall be held within one academic week.

ARTICLE XI: Regulations Governing the Impeachment of the Commuter Council President

Section 1:

The Commuter Council, by a two-thirds vote of those present, shall approve or disapprove the impeachment of the president of Commuter Council.

Section 2:

Following the approval of Commuter Council to impeach the President, the Student Government shall, by a two-thirds vote of those present, approve or disapprove the impeachment of the President of Commuter Council.

Section 3:

If Student Government disapproves the impeachment while the Commuter Council approves the impeachment, a special meeting of Commuter Council and Student Government will decide to approve or disapprove the impeachment of the Commuter Council President. The Student Government Executive Council shall preside over the impeachment proceedings and the vote shall be by two-thirds of all those present.

Section 4:

If the impeachment is approved, the President of Commuter Council is no longer a member of the executive board, and is removed from the office of the President of the Commuter Council.

ARTICLE XII: Impeachment of Officers of Commuter Council

Section 1:

The impeachment of officers and subsequent removal from office of the Vice-President, Recording Secretary, Treasurer, and Corresponding Secretary shall occur within the Commuter council.

Section 2:

A two-thirds vote of those present shall be required to impeach and subsequently remove any officer from the executive board. The officer on trial does not receive a vote.

Section 3:

Removal from office does not constitute removal from Commuter Council of any officer impeached or removed from office.

Section 4:

If an office falls vacant, excluding the president, a special election shall be held in accordance with Article IX, Section 2 and Article X, Section 2.

Section 5:

Impeachment of any officer, excluding the President, is to take place at a meeting called by the president for that purpose within 7 days.

Article XIII: Amendments to the Commuter Council Constitution

Section 1:

The proposed amendment shall be considered at two Commuter Council meetings at which time it becomes the property of Commuter Council.

Section 2:

If the amendment is rejected by Commuter Council, the amendment must go back to committee for revision or be withdrawn with the permission of Commuter Council.

Section 3:

Amendments approved by a vote of two-thirds of the Commuter Council members present shall be sent to Student Government for approval.

Section 4:

If the amendment is rejected by student Government, the amendment is returned to Commuter Council for revision or withdrawal. The revised amendment must then be resubmitted to Student Government for approval.

ARTICLE XIV: Parliamentary Code for Organization

Sturgis Standard Code for Parliamentary Procedure, 2nd ed.

Article XV: Ratification and Acceptance of Commuter Council Constitution

Upon acceptance of the new Constitution by the Commuter Council and Student Government, all past constitutions shall be void.