



# **Houston Community College United Student Council Constitution**

Amended June 4<sup>th</sup>, 2020

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## **Article I**

### **Name**

#### Section 1.

This organization, by its full title, shall be known as the United Student Council of the Houston Community College System, Houston, Texas.

#### Section 2.

This organization, by its abbreviated titles, shall also be known as (1) the United Student Council – HCCS; (2) the United Student Council; (3) U.S.C.-H.C.C.S.; (4) U.S.C.; (5) the Council. Section 3. The names of this organization may only be used in conjunction with purposes and/or officially espoused by this organization. Misuse of this organization name will be punishable as prescribed in the by-laws of this organization.

## **Article II**

### **Purpose**

#### Section 1.

This organization will provide Houston Community College System students a forum for active participation in the decision making process of the system.

#### Section 2.

This organization will constantly monitor the needs and desires of the students of the Houston Community College System, and the community-at-large, and appropriate action to address these needs and desires.

#### Section 3.

This organization will attempt to resolve problems pertaining to the collective student body on the Houston Community College System, and provided special resources to (1) any college within the Houston Community College System, (2) any recognized student organization within this system, (3) any credible segment of the community-at-large when such assistance is deemed necessary by the council.

#### Section 4.

This organization will actively promote, via approved mediums, (1) the Houston Community College System, (2) itself (the United Student Council), (3) any and/or all voting member association and organization when such promotion is deemed necessary by the council, (4) any credible causes, that are not illegal or in violation of the policies of the Houston Community College System, that are of interest to this organization, (5) and any credible of surrounding communities within the boundaries of the Houston Community College System, commercial, state, national, or international organization of interest to this organization.

#### Section 5.

This membership will actively promote relations between the colleges of the Houston Community College

System, the system, its student organizations, and the collective student body and the administration of the system and colleges.

Section 6.

This organization will support those state-wide and national organizations, which promote and protect the best interest of the colleges and students of this state and nation.

Section 7.

This organization will inform and advise the HCCS college associations, student organizations and, the collective student body of this system on all matters of relative importance to them as members of this system.

### **Article III Authority**

Section 1.

This organization will obey and abide by all the policies and procedures of this system as set forth by the duly elected Board of Trustees, and enforced by its administration.

Section 2.

This organization shall be vested with all the authority necessary to carry out its stated purpose. This will include the authority to:

1. Make policy recommendations to the administration and/or Board of Trustees of Houston Community College System.
2. Conduct relations with other colleges' S.G.A.'s whether local, state, national, or international.
3. Manage its own budget and be responsible for such.
4. Conduct relations with community leaders and/or organizations.
5. Act as a member of student grade appeals when requested to do so.
6. Use appropriate forms of communication to advertise/promote valid activities, persons, places, causes, etcetera as approved by the general assembly and the USC Advisors.
7. Discipline its officers and members for acts of misconduct and other violations as set forth in the constitution and by-laws of this organization.
8. Create standing rules and rules of governance of this organization; and regulation of its membership.
9. Adopt, create, and/or act upon various documents which membership deems necessary for the operation of this organization.

Section 3.

All active, and/or recognized college/system student organizations and/or associations of the Houston Community College System, so long as they are in existence, shall work in conjunction with United Student Council, and make no statutes or resolutions that are contrary to those of this organization

Section 4.

All college student organizations may only be represented collectively in this organization. Section 5. No student, or group of students, may form any entity, which contradicts, undermines and/or rivals the purpose of the United Student Council.

Section 5.

The Constitution and By-laws of this association shall be supreme to Roberts Rules of Order.

## **Article IV Finance**

Section 1.

The United Student Council of the Houston Community College System, Houston, Texas, shall have an annual budget independent of the system administration budget and those of any college student government organizations and/or other student organizations.

## **Article V Membership**

Section 1.

Membership to this organization shall be granted to any current HCC student within the system.

Section 2.

All college SGA Officers are USC Representatives.

Section 3.

Each college will have four votes regardless of number of USC Representatives. E.g. if Southwest college has 7 USC Representatives and Coleman has 2 USC Representatives they will both have 4 votes each.

Section 4.

All USC Representatives are required to serve on at least one (1) standing committee in the capacity of member or chairperson, as outlined in the by-laws of this organization.

Section 5.

ALL USC Representatives must have a minimum 2.75 GPA. If any member should fall below they must relinquish their membership.

## **Article VI Officers**

Section 1.

There shall be the following elected officers of the organization:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Parliamentarian
6. Historian

Section 2.

Any officer who does not comply with the assigned responsibilities of their office may be relieved of that office, as outlined in the by-laws of this organization.

Section 3.

All duly elected officers of this organization represent the United Student Council as collective students, and not as representatives of the respective primary or subsidiary organizations or colleges.

Section 4.

In the event an elected college decides to opt out of fulfilling a vacant seat, a college currently seated may be elected, sworn to continue to serve only in the best interest of the entire student body and not of his/her college alone. However, no one college can hold more than two seats. This election would be to ensure the obligations of the full Council continue without void. Guidance of USC Advisors shall be requested.

## **Article VII Executive Board**

### Section 1.

The Executive Board of this organization shall consist of all officers, chairpersons of all standing and special committee(s), and the HCCS Student Life Coordinators who serve as organizational advisors.

### Section 2.

The Executive Board shall handle all administrative duties of this organization. Section 3. Regular meetings of the Executive Board shall be held once a month, every month, exclusive of general assembly meetings.

### Section 3.

The President may call a special meeting of the Executive Board (1) at his/her own discretion, (2) at the discretion of a majority of the organization's advisors, or (3) upon petition of two or more members of the Executive Board, provided a five-day written notice is given to all Executive Board Members.

### Section 4.

A quorum for conducting business meetings of the Executive Board shall be a majority of all officers.

### Section 5.

Each outgoing Executive Board must prepare the following summary reports for the incoming Executive Board.

1. A report containing the minutes of all Executive Board and general assembly meetings of the past year.
2. A report of the association's activities during the past year.

### Section 6.

Each outgoing Executive Board must present the incoming Executive Board with all standard items for the organization's operation.

### Section 7.

The Executive Board shall be responsible for the official conduct of this organization, and shall report to the college or system administration and/or Board of Trustees of this system, when requested to do so to answer all questions of concern.

## **Article VIII Meetings and Quorum**

### Section 1.

General assembly meetings of the United Student Council shall be held once a month during the fall and spring semesters.

### Section 2.

The annual retreat of USC Representatives of the organization shall be held during the summer to install new officers.

### Section 3.

Special meetings of the general assembly may be called by the President, a majority of the Executive Board, or upon written request of 1/3 or more USC Representatives. The President shall call such meetings. Notice of special general assembly meetings shall be given to the membership through HCCS Student Life Coordinators at least seven (7) days in advance.

### Section 4.

A quorum for conduction of business at any regular or special general assembly shall be majority of all officers and at least 1/10 non-officer USC Representatives from two different colleges.

### Section 5.

Currently enrolled students of the Houston Community College System, the faculty, the college system administration, and members of the Board of Trustees are welcome to attend any regular or special general assembly meetings.

## **Article X Amendments**

### Section 1.

This constitution may be amended by a three fourths vote of the executive board and general assembly. Any proposed amendment(s) must have been submitted in writing to the Executive Board and general assembly at least thirty (30) days prior to such a vote.

### Section 2.

Once amendment has been accepted by the general assembly, it shall become a viable part of this constitution upon ratification.



Section 3.

The Board of Trustees and/or administration of this system, may not amend, suspend, or abolish the constitution, by-laws, rules of order, or standing rules of the United Student Council of the Houston Community College System, without providing a written notice at least (60) days prior notice of such intended action and a valid legal reason. Such notice shall be delivered to all executive board members, and all advisors.

**Article XI**  
**Ratification**

Section 1.

Upon ratification by a three fourths (3/4) vote of the Executive Board and the general assembly of the United Student Council of the Houston Community College System, Houston, Texas, this constitution shall become the superior document of the organization.