



THE TEXAS A&M UNIVERSITY SYSTEM

Chancellor's Student Advisory Council

C O N S T I T U T I O N

Revised August 2015

We, the students of the Texas A&M University System, in order to promote interests beneficial to the students, to act as an official voice of the students to the system leadership, to assist the system leadership in communicating system-wide issues to students, and to consider matters of policy and their implementations, do hereby ordain and establish this Constitution of the Chancellor's Student Advisory Council of the A&M System.

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**ARTICLE I: NAME OF ORGANIZATION AND DEFINITION OF MEMBERS,
SCHEDULED MEETINGS, AND QUORUM**

Section 1. The organization of the students of The Texas A&M University System of the State of Texas shall be known as the Chancellor's Student Advisory Council of The Texas A&M University System.

Section 2. The membership of the Chancellor's Student Advisory Council shall consist of:

- The Student Regent
- two (2) representatives from each System University
- two (2) representatives from the Galveston campus
- two (2) representatives from the Texas A&M University Health Science Center.

A. One representative from each institution shall be the Student Body President (or one appointed from the Executive Committee by the Student Body President from each System University, Galveston campus, and the Health Science Center).

B. The second representative shall be a member elected by the Student Senate of each System University, Galveston campus, and the Health Science Center.

C. The Student Regent shall maintain an ex-officio and non-voting seat.

Section 3. The Chancellor's Student Advisory Council shall include the following officers:

- President
- Vice President
- Secretary/Historian
- System Liaison designated by the Office of the Chancellor and will provide guidance and oversight for the Chancellor's Student Advisory Council.

Section 4. The Chancellor's Student Advisory Council shall meet monthly or as necessary.

Section 5. The Chancellor's Student Advisory Council shall follow the most recent edition of Robert's Rules of Order when conducting formal business.

Section 6. A quorum shall consist of at least 50 percent plus one of the total membership.

Section 7. The Chancellor's Student Advisory Council shall create subcommittees, when necessary, to address important issues or initiatives. Both members from an institution cannot serve on the same committee. The size of each committee is at the discretion of the Council President of the Chancellor's Student Advisory Council.

A. Ad-hoc, or temporary committees, with a finite lifetime are exempt from the above clause prohibiting both members from an institution from serving on said committee.

ARTICLE II: PURPOSE OF THE ORGANIZATION

Section 1. The purpose of the Chancellor's Student Advisory Council is to serve as a liaison to the A&M System leadership, providing representation, feedback from the student body, and promoting cooperation and partnerships among the A&M System institutions.

ARTICLE III: MEMBERSHIP AND OFFICER RESPONSIBILITIES

Section 1. Members shall have the following duties and responsibilities:

A. Members shall conduct themselves in proper behavior and conduct as outlined in this constitution.

B. Set all procedures for general and special elections according to the most recent edition of Robert's Rules of Order. Robert's Rules of Order may only be suspended by a vote called for by the President of the CSAC after the motion has been proposed and seconded and may only be suspended for that particular meeting in which a vote was taken.

C. Actively participate in all aspects of the Chancellor's Student Advisory Council including requests for information in all forms of communication.

D. Provide campus updates to the Chancellor's Student Advisory Council President at least one week prior to scheduled meetings.

E. Communicate with the Student Body President and Student Senate regarding System matters in adherence with the institution's Executive Council or Student Senate meeting schedule.

F. Individuals wishing to vacate their positions shall give notice in the form of a letter of resignation to the Council President of the Chancellor's Student Advisory Council.

a. The letter of resignation shall include the effective date of resignation.

b. Upon receiving the letter of resignation, the Council President shall notify the Chancellor's Student Advisory Council within two (2) academic weeks of receipt of the letter, but at least 2 weeks before the effective date of resignation, if possible.

c. A replacement shall be named for the vacant position by the next scheduled meeting of the Council.

1. If a non-officer representative is vacated the component from which the representative originated from shall supply a new elected representative before the next meeting of the Council, if possible.

2. If a representative vacates the Council and is an officer of the Council then the Council shall immediately or as soon as possible elect a new officer to fill the position provided a quorum is still present for a vote. Once a new officer has been elected the vacated position in the Council shall be filled as outlined in Article III, Section 1, F, c, 1.

Section 2. The President shall be elected by the membership and have the following duties and responsibilities:

- A. Serve as the official representative voice of the A&M System Chancellor's Student Advisory Council.
- B. Attend all Chancellor's Student Advisory Council meetings.
- C. Ensure that all provisions set forth in this Constitution are faithfully executed and adhered to.
- D. Communicate Chancellor's Student Advisory Council recommendations to the A&M System Leadership.
- E. Act as chief coordinator of all officers, members, and activities involved with the A&M System Chancellor's Student Advisory Council.
- F. Serve as Chair of the Executive Committee and give a report from the committee to CSAC as a whole at each regularly scheduled CSAC meeting.
- G. Distribute agendas and meeting materials for all CSAC meetings to each member at least one week prior to the meeting.
- H. Call special emergency meetings as necessary.
- I. Other duties and responsibilities as determined.

Section 3. The Vice President shall be elected by the membership and have the following duties and responsibilities:

- A. Assume the duties and responsibilities of the President or Secretary in the absence or incapacity of the President or Secretary; or, if he/she is not willing and able to serve, then until a special election can be held to elect a new President by the CSAC.
- B. Attend all Chancellor's Student Advisory Council (CSAC) meetings.
- C. Submit updates/reports from all active committees to the President.

D. Review and make recommendations for the CSAC website.

E. Direct and guide the work of the CSAC in studying, formulating, and recommending general policies and procedures concerning students to the System.

F. Other duties and responsibilities as determined.

Section 4. The Secretary/Historian shall be elected by the membership and have the following duties and responsibilities:

A. Assume the duties and responsibilities of the Vice President in the absence or incapacity of the Vice President; or, if he/she is not willing and able to serve, then until a special election can be held to elect a new Vice President by the CSAC.

B. Attend all CSAC meetings.

C. Record attendance of all CSAC meetings and notify members of evaluated absences.

D. Maintain a record, including the minutes, of the Chancellor's Student Advisory Council's activity throughout the year.

E. Create and maintain distribution list(s) for emails/reports/ etc.

F. Responsible for distributing minutes of all Chancellor's Student Advisory Council meetings to each member within 24 hours after each meeting.

G. Reflect attendance in the minutes

Section 5. The Student Regent shall serve as an ex-officio non-voting member of the CSAC.

A. Attendance at CSAC meetings is welcomed and appreciated.

B. Communication with the CSAC, on a monthly basis, is requested, but not required.

- a. Provide updates, goals, opinions, actions taken by the Board of Regents, etc.
- b. Request the CSAC provide information needed for future Board of Regents meetings.

Section 6. Attendance and Participation

A. Members are required to attend all meetings of the CSAC. Notification of an absence must be sent to the Council President and System Liaison at least 24 hours prior to the meeting. The Executive Committee will determine if the absence is excused.

B. Each member is required to attend all face-to-face meetings; no substitutions are allowed.

C. A member can send a Student Government Association representative, up to two times, to represent them in the circumstance they cannot attend a ITVN meeting. This will not count as an absence.

D. More than the accepted substitutions results in an absence. Additionally, each substitution is an excused absence.

E. Each member is allowed up to two (2) absences without representation.

F. Failure to participate in CSAC activities will result in dismissal from the CSAC following the Removal Process outlined in Article VI.

Section 7. Members shall have and maintain a 2.5 grade point average in all academic work and must be a student not on any disciplinary sanction at an institution within the A&M System.

A. Chancellor's Student Advisory Council Representatives must supply to their component advisors a signed Texas A&M University FERPA agreement.

B. Each component of the Council's designated advisors must supply to the System Liaison unofficial transcripts for their representatives. This must be done at beginning of the fall and spring semesters. If a representative to the Council does not meet the requirements of Article III, Section 7 they will not be allowed to participate in the Council resulting in a vacant position within the Council. This vacant position will be filled as described in Article III, Section 1, F, c. This authority and responsibility falls to the Vice Chancellor and or the System Liaison.

ARTICLE IV: VOTING

Section 1. Each representative shall have one (1) vote on each item of business, limited to two (2) votes per System University, Galveston campus, and Health Science Center. In the event there is only one (1) representative available from a System University, Galveston campus, or the Health Science Center, he or she is allowed to cast one vote.

Section 2. No formal action can be taken unless the established quorum vote is present, which includes proxy.

Section 3. A simple majority vote of members present is required for election or passing of any formal business items.

A. During TTVN meetings or electronic distance conferencing a vote may be called for by the President of the Chancellor's Student Advisory Council (CSAC). The President will address each component of the CSAC as they appear on the role call and take the vote from each representative of that component. Quorum must be met and maintained when a motion is called to a vote in order for a vote to be valid.

Section 4. Any Chancellor's Student Advisory Council action not in compliance with the Articles of this Constitution shall be invalid.

ARTICLE V: ELECTIONS

- Section 1. The election of the President, Vice President and Secretary will be held at the orientation session for the CSAC. Should this time be inconvenient then a mutually accepted date will be scheduled.
- Section 2. To be eligible for the office of President, Vice President, or Secretary the member must be present at the Orientation Session.
- Section 3. Terms of the President, Vice President, and Secretary of the Chancellor's Student Advisory Council shall be for the length of one academic year. Their terms shall begin at the time at which the following oath is given by the outgoing CSAC President.
- "I affirm that I will faithfully execute the duties of my office and will to the best of my ability uphold the Constitution of The Texas A&M University System Chancellor's Student Advisory Council."*
- Section 4. A simple majority vote is necessary to win the election.
- Section 5. No System University, Galveston campus, or the Health Science Center shall hold the position of President for two (2) consecutive years.

ARTICLE VI: REMOVAL PROCESS

- Section 1. The Chancellor's Student Advisory Council, when necessary, may remove any officer or member through the Removal Process.
- Section 2. Causes for removal include, but are not limited to:
- A. A member may be removed for unexcused absences or negligence of duties in accordance with procedures established by Article III.
- B. Intentional breach of the Constitution of the Chancellor's Student Advisory Council.

C. Behaving in a manner that reflects negatively on the Chancellor's Student Advisory Council or the A&M System, which may not constitute neglect of duties or a breach of the Chancellor's Student Advisory Council Constitution.

D. Violation of the representatives' respective university code of conduct results in immediate dismissal of the member.

Section 3. The following procedures shall be followed for the removal of a member:

A. Notification of any grievance shall be filed with the System Liaison.

B. The System Liaison shall communicate with both the member in question and with their institution advisor.

C. If the member continues to behave in a manner warranting removal, the System Liaison shall notify the Chancellor's Student Advisory Council and call for a vote of the Council.

D. The appeals process will use the most recent edition of Robert's Rules of Order.

E. A two-thirds (2/3) vote shall be required to remove a member. The Vice-Chancellor of Academic Affairs will verify votes cast.

F. If the member in question wishes to appeal, all appeals shall be filed with the Vice-Chancellor of Academic Affairs of the A&M System.

ARTICLE VII: AMENDMENTS

Section 1. Amendments to the Chancellor's Student Advisory Council Constitution may be established by a two-thirds (2/3) vote of the total membership of the Council.

Section 2. An ad-hoc committee may be created by the President of the Chancellor's Student Advisory Council with a majority vote of the Council with the sole purpose of rewriting and editing the Constitution in its entirety. Any proposed changes must

be supplied in writing to all members of the Council at least one month before the Constitution may be changed. Revisions made by this ad-hoc committee to the Constitution must pass with a two-thirds (2/3) vote of the total membership of the Council.