



COP Constitution

Article I: Name

The Name of this organization shall be the Council of Presidents, hereinafter referred to as COP.

Article II: Purpose

The purpose of this organization shall be to bring a representative of every Student Government Association recognized club and organization to an open forum to promote cooperation and interaction. Through this forum we hope to raise awareness of campus issues, share ideas and events among clubs, and keep them informed of SGA and Student Life policies and procedures. The Council of Presidents also handles the formation and implementation of new clubs and organization.

Article III: Composition

A. The COP will consist of a representative from every SGA recognized student organization's executive board.

B. One non voting, ex officio, representative from the SJFC Resident Student Association

a. Accountability and attendance will be held by Article XII: Sections 1&2 of the RSA Constitution.

C. The COP shall be headed by the SGA Vice-President of COP and an appointed Secretary of COP.

Article IV: Attendance

A. A representative of every club and organization must be present at every COP meeting unless otherwise excused by the SGA Vice-President of COP.

1. Excusal is at the discretion of the Vice-President.

B. Misses

1. After any organization fails to attend one meeting, they will receive a warning notice.

2. After any organization fails to attend two meetings, they will be in bad standing.

a. Reprisals of bad standing include the loss of voting privileges and that clubs budget being frozen.

3. After return to good standing, every successive miss will result in the club or organization being back into bad standing.

4. Two lateness will result in an absence

a. Lateness is defined as signing in after new business has begun.

b. The Vice-President of COP has the authority to dismiss a club's lateness.

C. Notification

1. After a club or organization is warned or becomes in bad standing, notification will be given to the COP representative, the club's SGA mailbox, and the club's advisor.

D. Return to Good Standing

1. Clubs must complete an approved service project or education program to return to good standing.

2. Projects or programs will be approved by the Vice-President of COP.

Article V: Voting

A. All student clubs and organizations have one vote in the COP

1. A student organization must have an officer present at the COP meeting in order to vote.

B. A vote that will affect the entire campus must pass by a two-thirds vote.

C. A vote that will affect only the COP must pass by a majority vote.

D. When it is in question on which type of vote is needed, the Vice-President of COP will make the final decision.

Article VI: Formation of New Clubs

A. Procedure

1. The first step for any individual interested in starting a new club is to contact the Vice-President of COP.

2. Each prospective club must provide the following information; a proposal, constitution, list of elected officers, list of interested members, and an advisor.

3. The previous information must be turned into the Vice-President of COP one week prior to the COP meeting the new club will present its proposal at.

B. Voting

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1. After the club presents its proposal, a vote will be held by the COP.
2. A two-thirds majority vote is needed to recognize a new club.
- C. Once a new club is recognized, they will receive voting privileges and be eligible for SGA funding.

Article VII: Declaring New Clubs Dead

A. A club will be declared dead if they are inactive for three consecutive semesters.

1. To return to active/good standing, the club must follow the formation policy outlined in Article VI.

Article VIII: Financial Policies

A. Budgeting

1. Any student organization or committee which is recognized by the SGA shall be eligible for financial allocation by the Finance Committee.
2. Any newly constituted student organization that has been recognized by the SGA will be allowed an immediate allocation of \$100.00.

B. Handling of Money

1. Clubs and organizations must follow all guidelines set forth by the Finance Committee regarding budgetary and special case procedures.
2. Club and organization officers shall be responsible for the accountability and administration of their funds.
3. The president and treasurer of a club are the only officers allowed to request club funds.

Article IX: Clubs and Organizations

A. Rules for operation of recognized clubs and organizations.

1. Each club must meet at least four times a semester and have one activity a semester.
2. Each club must have four elected officers.
3. Each club must have an advisor.
4. Each must have a constitution which is to be filed with the Vice-President of COP each year. The constitution is to include, but is not limited to;
 - a. purpose
 - b. membership
 - c. organization
 - d. officers
 - e. amending process
5. Recognized clubs will be open to all SGA members.
6. All organizations must follow the SGA constitution and guidelines.
7. Each club must have elections for officers completed by the first week of April.
8. A student may only be the president of more than one club or organization if extenuating circumstances leave only one individual eligible or able to hold the positions.
 - a. An individual may only represent one club or organization at COP, even if they are president or more than one club.

Article X: Vice-President of COP Duties and Responsibilities

A. Responsibilities

1. Chairs the Council of Presidents.
2. Oversees and offers guidance to all club and organization constitutions.
3. Oversees and facilitates meetings of the Council of Presidents.

Article XI: The Council of Presidents (COP) Secretary will

1. Be appointed, by the Council of Presidents Chair and endorsed by a majority vote of the SGA Executive Board.
2. The Secretary will be chosen through an application process that will be open and advertised to all undergraduate students that have paid the student activities fee and who have a minimum of one semester involvement with a student club or organization.
3. The COP Secretary may not hold an executive position in any SGA affiliated club or organization.
4. The COP Secretary may not be a graduating senior unless there are no other applicants.
5. Have no vote on the Council of Presidents



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6. Attend all Council of Presidents meetings, taking detailed notes and having copies ready for all members in conjunction with the Office of Campus Life, the Council of Presidents Chair, and the clubs and organizations, will keep an updated and detailed schedule of campus events, including the use of Blackboard, Webboards, etc.
7. Work with the Council of Presidents and the Council of Presidents Chair to produce newsletter and other media releases as necessary.
8. In conjunction with the Council of Presidents Chair, oversee the posting and email policy as it applies to 9. clubs and organizations, including disciplinary actions.
9. Work with the Council of Presidents Chair to post the Council of Presidents' minutes on Blackboard prior to the next meeting.
10. Represent the SGA and the Council of Presidents at public functions.
11. Assist the Council of Presidents Chair in carrying out his/her duties.
12. Including serving as interim chair, assuming all duties of the Council of Presidents Chair if he/she is unable to do so until a new chair is appointed.
13. Support and promote the mission of the Student Government Association and the Council of Presidents.

Article XII: Amendments

- A. Any amendments to the constitution must be passed by a two-thirds majority vote.