

Constitution & Bylaws
of the
COMMUNITY CHRISTIAN COLLEGE
Student Government

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CONSTITUTION PREAMBLE

We, the members of the Community Christian College Student Government, shall serve as representation of the student body to each other and to the faculty and administration of Community Christian College. We shall seek to represent the concerns of the Community Christian College student body while striving to foster a strong academic and extracurricular community. We shall be governed according to the precepts stated in this Constitution while abiding by the Student Handbook as well as University policies and fiscal procedures.

ARTICLE ONE: NAME AND PURPOSE SECTION ONE:

This organization shall be known as the Community Christian College Student Government.

SECTION ONE:

The Student Government shall serve as the primary executive agency of the student body. The purpose of the Student Government shall be:

1. To serve as the official representative of the Community Christian College student body to the School's administration and faculty with regard to all matters pertaining to Community Christian College.
2. To promote community among students, faculty, and the administration.
3. To promote student awareness of issues and policies pertinent to Community Christian College.
4. To consider and act upon matters of concern brought to its attention by individual students, one or more classes, or the student body at large.

5. To seek out and retain funds it deems necessary and useful to carry out its purposes.
6. To manage and distribute Student Government funds in a manner that contributes to the education, awareness, and involvement of all students at the Community Christian College.
7. To serve as a means by which effective communication is achieved among students.
8. To aid student organizations in applying for recognition and funding according to the Funding Policy Bylaws.
9. To make the student body aware of teaching awards, and determine nominations and/or recipients as outlined by the specific awards.

ARTICLE TWO: MEMBERSHIP

SECTION ONE:

The Student Government will be composed of three components: an Executive Council and two Class Councils, each representing an academic year.

SECTION TWO:

The Executive Council will be composed of seven Officers who are all voting members to the Student Government: one President, one Vice-President, one Treasurer, and one Class Representative from both Class Councils. The Executive Council may appoint ad hoc subcommittees as needed by majority vote of its members. The Executive Council is responsible for budget allocation to as well as policy oversight of the Clubs and Organizations officially recognized by this Student Government.

SECTION THREE:

Each Class Council will be composed of elected and appointed members. The elected members are one President, one Vice President, one Secretary, one Treasurer, one Class Representative, and two Student Faculty Liaisons (SFL) officers. Only the President, Vice President, Secretary, Treasurer, and Class Representative will be voting members for the respective class and to the Student Government from each class. The number of appointed class officers will ultimately be determined at the discretion of the voting elected class officers (i.e., President, Vice-President, Treasurer, Secretary, and Class Representative).

SECTION FOUR:

All members must be full-time students at Community Christian College in good academic standing.

SECTION FIVE:

Terms of office shall commence at the close of the last Student Government meeting of the academic year and will continue through the following academic year until the last Student Government meeting of that academic year. Officers in both the Executive Council and Class Councils are expected to maintain transition documents and train their successors prior to the transition of term.

SECTION SIX:

Clubs & Organizations shall be officially recognized by Community Christian College Student Government, and subsequently fall under the purview of the Executive Council for policy oversight and funding allocation. In order to be an officially recognized Club or

Organization (herein “student group”), a member of Community Christian College student body must propose a student group to the whole Student Government.

The group will submit a written Mission Statement, a list of students to fill officer roles (President and Treasurer, at least), and a proposal for events during the first year. If officially recognized by majority vote of the Student Government, a student group shall undergo a probationary year in which no budget will be allocated; however, funding may be provided by the Executive Council as needed.

A student group must abide by the ideologies, policies, and the mission of Community Christian College. Officially recognized student groups are protected by this Constitution, which affords the group the following: funding from the Student Government; protection by and representation from the Executive Council; oversight from the Executive Council; publicity by and from the Executive Council; and the ability to organize student events as a group using the college’s space.

The Bylaws of this Constitution shall address specific services offered by the Executive Council as well as requirements for remaining a student group. Student groups must be reviewed on an annual basis, and shall be closed if failing to meet the designated requirements as described in the Bylaws.

Closed Clubs and Organizations must undergo the process described herein to once again become officially recognized as a new student group.

ARTICLE THREE: ELECTION

SECTION ONE:

Election period for the two Class Councils and Executive Council shall occur prior to the conclusion of the academic year, supervised by an Election Chair and his/her Committee (if warranted) as appointed by the Executive Council.

SECTION TWO:

Election period for the First-Year Class Council shall occur within one month of the start of the academic year, and will be supervised by an Election Chair and his/her Committee (if warranted) as appointed by the Executive Council.

SECTION THREE:

For all Student Government elections to be valid the following criteria must be met:

1. At least thirty percent (30%) of the eligible student electorate must vote. "Eligible" is defined as those currently enrolled full-time in Community Christian College who are only able to vote for members of their respective classes.
2. The polls must remain open for a minimum of forty-eight (48) hours. In the event that there is less than thirty percent (30%) of eligible students voting when the polls are scheduled to close, the polls will remain open until thirty percent (30%) has been obtained.
3. Eligible voters must be notified at least two (2) times during an election period of their ability to vote, once when the polls open and again prior to their close. If an election is

deemed ineligible, it will be rerun as soon as possible without any additional candidates and without the option for candidates to change positions.

SECTION FOUR:

Year-One and Year-Two, and Executive Council Candidates must submit a 50-word or less written statement declaring their intentions, along with a photo, to the Election Committee at a time of the Committee's discretion. Elections will begin at the discretion of the Election Chair and his/her Committee (if warranted) prior to the last Student Government meeting of the academic year. Year-One Candidates must submit a 50-word or less written statement declaring their intentions, along with a photo, to the Election Committee at a time of the Committee's discretion. Elections will begin at the discretion of the Election Chair and his/her Committee (if warranted) within the first month of the new academic year.

SECTION FIVE:

Each student may run for a maximum of one elected position per Council per year. If there are no candidates for a required elected Council role, after the deadline for declaring candidacy has passed, any candidate for any other elected Council position shall have the option to switch candidacy to a vacant Council position prior to the opening of the voting and they will subsequently submit a new platform.

Such switching of candidacy constitutes a withdrawal of candidacy for the original declared position. After the close of voting, any council position which remains vacant shall be advertised by the Elections Committee and shall be filled by appointment.

Appointment to a vacancy on a Class Council shall be made preferably by the newly elected voting members of the Council on which the vacancy exists, or less preferably by the newly elected Executive Council. Appointment to a vacancy on Executive Council shall be made by the newly elected Executive Council. Non-winning candidates in the election may seek appointment to vacancies but will not have any priority over other potential appointees.

ARTICLE FOUR: MEETINGS

SECTION ONE:

The Executive Council President shall call a meeting of the Student Government on the first Tuesday of the month following the conclusion of general elections unless other circumstances preclude this from happening, at which point the Executive Council will reschedule it with a preference for the following Tuesday.

SECTION TWO:

The Student Government shall hold regularly scheduled meetings conducted according to the rules established by the Government in a public room of adequate size and accessible at a publicized time. The meetings shall be open to all members of Community Christian College community. Any member of the Executive Council may call the Student Government to order.

SECTION THREE:

Before the conclusion of the second meeting, the individual components of the Student Government must accomplish the following:

1. Appoint members to the various committees

2. Conduct a thorough examination of the Constitution and Bylaws by all the Government members

3. Discuss and determine the Government's goals for the year.

SECTION FOUR:

Class Council meetings shall be held regularly during the academic year, at least monthly in addition to the Student Government Meeting. The meetings shall be scheduled by the Class President at least three (3) days in advance when there is a voting matter on the agenda.

SECTION FIVE:

All Student Government meetings shall be open to all students, faculty, and administration of Community Christian College.

1. Student Government meetings shall be run by the Executive Council President or an appropriate surrogate of his/her choosing

2. Minutes of the Student Government meetings shall be recorded in a permanent manner by a member of the Executive Council. Class Council meetings shall be recorded in a permanent manner by the Class Secretary. Copies of the minutes shall be made available online in a timely fashion. Students wishing to address the Student Government or Executive Council shall notify the Executive Council President. Student wishing to address a Class Council, shall notify the Class President prior to the meetings.

ARTICLE FIVE: RESPONSIBILITIES OF MEMBERS

SECTION ONE:

The Student Government President (concomitantly, Executive Council President), or appointed appropriate surrogate, shall meet at least once a quarter with the Director of Student Services.

SECTION TWO:

At least one Class Council member shall be present at the monthly Student Government meetings. All members of the Executive Council shall make every effort to attend the monthly meetings, attending virtually if unable to attend in person. It is the responsibility of each Class President or appointed surrogate Class Council member (not including the Class Representative) to inform and update the rest of Student Government at this meeting.

SECTION THREE:

The Student Government shall coordinate the efforts of the students to periodically re-evaluate the School's curriculum and policies and present those ideas and opinions in an appropriate manner.

SECTION FOUR:

Each of the members of the Student Government shall be required to fulfill the duties relevant to the Student Government assigned to them by this document or by the Executive Council President and/or Class Council Presidents. The Executive Council President is responsible for ensuring each Class Council President fulfills his or her duties adequately, as delineated herein or in the Bylaws of the Student Government.

ARTICLE SIX: DUTIES

SECTION ONE:

Student Government members shall derive their duties solely from their positions on the Student Government as defined in this Constitution, or from the Bylaws of the Student Government as indicated by this Constitution. Ad hoc committee members shall derive their powers from the President appointing the ad hoc committee.

SECTION TWO:

Monthly meetings are opened to the entire Community Christian College student body; however, only voting members of the Student Government shall vote on issues presented to them.

SECTION THREE:

The Executive Council shall have the power to conduct the election or appointment of student representatives to official Community Christian College committees. (See Bylaws)

SECTION FOUR:

The Student Government shall have the power to approve or disapprove, by a two-thirds vote, appointments to and dismissals from standing and ad hoc committees.

SECTION FIVE:

The Executive Council reserves the right to veto any decision made by Standing Committees and student groups.

ARTICLE SEVEN: IMPEACHMENT, RECALL AND DISMISSAL

SECTION ONE:

Members of the Student Government who fail to abide by this Constitution, who fail to fulfill their responsibilities, or who have excessive absences (two absences without valid reasons - as determined by the Executive Council or Class President - or a total of four absences per year) or who are more than 15 minutes late to two meetings per quarter without prior notification are subject to dismissal from Student Government.

SECTION TWO:

Any Student Council member who begins an action of impeachment against another member must submit in writing the reasons for the proposed impeachment to the Student Government. Either the President or the Vice-President of the respective Executive or Class Council must notify the member in question of the situation prior to the next meeting.

SECTION THREE:

The member in question shall have the option of appearing before the Student Government at its next meeting. The member making the impeachment charge must also be present and be prepared to present his or her reasons for proposing impeachment. The accused member shall be given the right to present arguments in his or her own defense.

SECTION FOUR:

After having heard both sides to the Executive Council's satisfaction (a majority vote of those Executive Council members in attendance is needed to end debate), the

Executive Council shall determine its course of action, which is to be enacted by majority decision of the Executive Council. The decision may be challenged before the Student Government in whole, and overturned by two-thirds vote of all voting members of the Student Government.

SECTION FIVE:

The Executive Council can choose to remove the member from any positions related to the Student Government, censure the member from running for Student Government positions in the future, dismiss the member from his/her duties, or any consequence as deemed appropriate by the Executive Council. If challenged and overturned by two-thirds vote of the Student Government (Section Four), the alternative measure(s) proposed by the Student Government shall be enacted.

SECTION SIX:

In the event that the Executive Council determines that the charges of impeachment against the member are unjustified, the charges shall be dismissed.

SECTION SEVEN:

Should any charge be levied against the Student Government President, Vice-President, or Treasurer, the standing Professionalism and Ethics Committee shall operate in the function of the Executive Council described herein Article Seven of the Constitution. A Class Representative under impeachment shall immediately be removed from the Executive Council until resolution. The Executive Council will otherwise operate in its function delineated herein.

SECTION EIGHT:

Any member of Community Christian College student body, within two weeks of the posting of election results, may initiate a recall by collecting thirty (30) percent of the eligible electorate on a petition requesting the recall of the member(s). Another election will then be established to re-elect the position in question (yes/no referendum).

ARTICLE EIGHT: VACANCIES

SECTION ONE:

Vacancy of the term of office of President shall be filled by the Vice President.

SECTION TWO:

Vacancies during the term of office of any other Council position shall be filled at the earliest time possible via special election, organized and run according to the election guidelines in Article III of this Constitution.

SECTION THREE:

Any member of Student Government wishing to step down from his/her position must provide notice to the President or Vice President at least 10 days in advance. The President or Vice-President to whom this notice has been corresponded may request explanation.

ARTICLE NINE: AMENDMENTS

SECTION ONE:

Any student of Community Christian College student body may propose an amendment to this Constitution or Bylaws. All proposed amendments to this Constitution, in order to be considered, must be submitted in writing to the President of the Executive Council.

He/She reserves the right to appoint an ad hoc committee to facilitate reviewing and presentation of the new amendments to the Student Government.

SECTION TWO:

All proposed amendments to this Constitution, in order to take effect, must be passed by a three-fourths vote of the voting members of the Student Government.

SECTION THREE:

If a proposed amendment does not receive three-fourths vote of the Student Government, the amendment will be reconsidered through petition and endorsement by twenty (20) students of Community Christian College student body. The proposed amendment can then be passed by a simple majority vote of the Student Government.

SECTION FOUR:

If the proposed amendment does not receive simple majority vote of the Student Government after petition, the proposed amendment may be passed as a referendum.

SECTION FIVE:

Appendix A – Duties and Responsibilities of Officers – will be updated each year by the respective Student Government members, and require the approval of the Executive or Class Council Presidents.

SECTION SIX:

Bylaws pertaining to (A.) student groups, (B.) student group events, (C.) College-sponsored events shall be reviewed and updated annually by voting members of the Executive Council. Changes shall be made by majority vote of the Executive Council.

ARTICLE TEN: RATIFICATION

This Constitution, in order to take effect, must be ratified by a three-fourths vote of the Student Government. This Constitution shall also be approved by the Director of Student Services and any Administrative Subcommittee as he/she deems appropriate. This document currently stands ratified.

BYLAWS

ARTICLE I: ELECTION BYLAWS

Candidates seeking to represent the interests of fellow students must, at all times, conduct themselves in highest esteem among peers, paying utmost regard to our professional standards of behavior. In entering oneself as a candidate for elected office, every student is expected to demonstrate the virtues and values esteemed by the Community Christian College community, with particular high regard to the Student Code of Conduct and Statement of Faith.

1. Any candidate in violation of the election rules is subject to disqualification from the election at the discretion of a majority of the members of an assembled Election Committee after appropriate investigation.
2. The Election Chairperson is a Class Representative who is appointed by the Executive Council at the beginning of the school year. It is his/her duty to oversee all elections and enforce election bylaws.
3. In the event that after all reasonable attempts a position cannot be filled, or in the event of a withdrawal, the Executive Council President may appoint a replacement

member. The Election Chairperson will allow each candidate to submit a 50-word statement that will be distributed via email to the appropriate voter audience prior to the election one day in advance of opening of polls.

The candidates will be listed on the poll in alphabetical order according to last name, with a photo and a written statement (required by all candidates, regardless of class), next to the candidate's name. No more than fifty dollars (\$50), or goods and services valuing in total fifty dollars, may be spent on a campaign by the candidate or any other person or organization. The Election Chairperson will, at his/her discretion, monitor and oversee the financial expenditures of all campaigns.

Candidates running for Class and Executive Council positions must abide by the campaign guidelines set in the constitution.

This includes:

- a. Campaign material distribution in person or via email is permissible, but is limited to one email per election period per candidate.
- b. Flyers and posters of any size may be used, distributed, or posted during a campaign in accordance with Community Christian College posting guidelines; however, postings must be taken down and cleaned up as soon as possible after polls close. The Election Chairperson reserves the right to withhold the election results until all materials are removed.

c. Any evidence of slander, sabotage, or tampering with another candidate's campaign material must be reported to the Elections Chairperson or Executive Committee immediately and may result in the offending party's disqualification and may be deemed a violation of the Student Code of Professionalism.

ARTICLE II: STUDENT ACTIVITIES BYLAWS

Herein is described the process for creating and removing clubs from official recognition and the structure within which they operate.

SECTION ONE: Club Operating Structure

All clubs and organizations will exist within a Club Branch. Clubs will be placed in appropriate branches at the discretion of the Executive Council with input from the club, the leadership of each specific Club Branch, and the clubs already existing within that Branch. A Chief Club Officer (CCO) will oversee each Club Branch, help the clubs within that branch collaborate, and oversee the funding for that Club Branch.

Individuals interested in serving as CCO must submit a statement of interest to the Executive Council. The CCO's are then appointed by the Executive Council. They will also provide monthly activity and budget updates to the Executive Vice President and Treasurer, respectively, and provide monthly reports at the Student Government meetings. If unable to attend the monthly Student Government meeting in person, CCO's are expected to attend virtually. The Club Branches are created and removed by the voting members of the Executive Council as they deem appropriate and necessary.

If a club wishes to switch from one Club Branch to another, they may petition the Executive Council for the right to do so, and will be allowed to do so by a majority vote among the voting members of the Executive Council. An official Activities Calendar and Club Organization Chart shall be maintained by the Vice President of the Executive Council.

SECTION TWO: Requirements for Creating a New Club

1. The group will submit to the Executive Council a written mission statement along with a list of at least 12 student names that are also interested in the club and its mission.
2. The creation of the group is contingent on a majority vote of the Executive Council and all Chief Club Officers and the approval of the administration, primarily through the Office of Student Services.
3. New Club petitions will only be accepted at the discretion of the Executive Council, typically at the first general body meeting in the Fall Quarter.

SECTION THREE: Requirements to Remain an Active Club

1. A minimum of 1 meeting per quarter, open to the entire Community Christian College student body, with at least 12 students present.
2. A minimum of 1 event/speaker/presentation/non-meeting activity, open to the entire Community Christian College student body, per academic year.
3. Representation at the general Student Government meetings at both the beginning of the fall and the end of the spring quarters.
4. Representation at the annual Activities Fair, which typically occurs at beginning of the fall quarter.

5. Any other requirements as deemed appropriate and necessary by the Chief Club Officers and as approved by majority vote of the Executive Council.

SECTION FOUR: Methods to Remove a Club

A Club can be removed at the Executive Council's and/or Office of Student Services' discretion if they fail to fulfill the criteria listed to remain active in Article II Section 3. Additionally, a Club can be removed by a two-thirds majority vote (consisting of the Executive Council and all Chief Club Officers) for any of the following reasons:

1. No longer active
2. Not sponsoring events or activities that actively contribute to the Community Christian College student body. After said vote, a written explanation of the reason and results of the vote as well as a list of people present for the vote will be presented to the Executive Council for official record and verification.

ARTICLE III: FUNDING POLICY BYLAWS

This serves to aid student organizations and clubs in applying for recognition/funding by following the subsequent procedure:

SECTION ONE:

The Executive Council has the responsibility of distributing the money at the Council's disposal in accordance with the goals of the Council (see Constitution Preamble). The Executive Council shall decide which guidelines it will follow, except where outlined below.

SECTION TWO:

If voted upon by the student council at a simple majority vote, each student shall be assessed a Student Body Activities Fee annually, to be collected by the Business Office at the beginning of each academic year. This money shall be distributed in accordance with the Council Bylaws as explained at the first student council meeting. No monies assessed by the Student Activities Fee shall be used toward the purchase of alcohol.

SECTION THREE:

The Executive Council shall budget and allocate the funding annually. They shall allocate funds to each of the Club Branches, for school wide events, and for anything else they deem fit.

SECTION FOUR:

The Executive Council shall allocate funding to the Club Branches based on, but not limited to: prior spending, prior events and activities held, contribution to the student body, future plans and any other criteria the Executive Council deems appropriate. The budget allocations to the Club Branches will be publicly disclosed.

SECTION FIVE:

Each Chief Club Officer shall meet with all the presidents and/or treasurers of the clubs in their Club Branch at the beginning of each quarter. At this meeting the Chief Club Officer will lay out the budget for the year and work with all the clubs to set up a calendar of events and provide funding as appropriate (see Section Six) for the events. In the event of difficulties or disagreements, the issue will be brought before the Executive Council for resolution. The Chief Club Officer will also accept individual

requests for funding to hold events or help them coordinate through the appropriate club.

SECTION SIX:

In considering each use of funding, the Executive Council and Chief Club Officer shall abide by the following restrictions:

1. Applications from in-house organizations and from Community Christian College chapters of national organizations: shall be allowed for organizational expenses and activities exclusive of travel expenses, convention fees, donations to political/lobbyist causes, officer planning meetings. Monies will be provided such that activities are open to the student body at large and listed on the Student Event Calendar. The amount will be determined annually by the Executive Council based on level of activity, membership and previous year's usage of allocated funds. The club must use the money as efficiently as possible and shall be in charge of determining what services they deem worthy (speaker honoraria, dinners, etc).
2. Conference Reimbursement: Funding for conferences will be determined and allocated through the Business Office with review from the Office of Student Services. Student Government does not providing funding for conference attendance.
3. Creative Club Fund: The Executive Council will allocate a minimum of five hundred dollars (\$500.00) annually toward the support of Clubs' efforts to host unique, collaborative events or projects that contribute meaningfully to the Community Christian College student experience. These monies will supplement Clubs' existing budgets and are to be allocated to one or more Clubs throughout the academic year via an application process deemed appropriate by the Executive Council.

4. In the event that a Student Council member seeks to solicit Student Council funding for his/her own club, that member must excuse him/herself from that portion of the funding meeting while their application for funding is reviewed.

SECTION SEVEN:

All recipients of funds will be expected to provide the Executive Council Treasurer (or his/her designate) an account of all the Student Council funds received. This shall be performed in the following manner:

1. Clubs should designate one individual to act as club treasurer, and this individual will be responsible for reporting all transactions directly with the Chief Club Officer, who reports to the Executive Council Treasurer.
2. Provisionally approved requests and receipts shall be subject to final approval by the Executive Council at the following Student Council meeting.
3. In the event that a group/individual's spending is deemed to be out of keeping with the approved budget or over-budget, the group's treasurer/individual will be held accountable for refunding the amount spent to the Executive Council Budget. Should this fail to occur, Executive Council may, at its discretion, undertake further action to recover these funds including, but not limited to, presentation of the discrepancy to the Director of Student Services.

SECTION EIGHT:

Each Club shall keep a detailed copy of all meetings, activities, events (even if no spending occurred). This information will be recorded in a form as required by the

Executive Council and sent to the Executive Council Treasurer and Vice President at the end of each quarter.

APPENDIX A: DUTIES AND RESPONSIBILITIES OF OFFICERS

SECTION ONE:

No one Student Government member shall hold more than one elected position on the Student Government at any given time (i.e. President, Vice-President, or Treasurer of the Student Government or any position in a Class Council).

SECTION TWO: PRESIDENTS

The Executive Council President presides over the Executive Council and shall serve as the liaison and a resource among Community Christian College Student Body, Faculty, and Administration. He/she shall meet every quarter with the Director of Student Services. The President is to delegate responsibilities and ensure that the operations of the Student Government are running effectively in addition to presiding over the monthly Student Government meetings. He/She should be familiar with the duties and responsibilities of the Class Councils and its members, as well as the Executive Council and its members. The Executive Council President shall ensure each Class President is operating effectively and upholding the traditional responsibilities of his/her class. The Class Presidents lead their respective Class Councils by organizing regular meetings and delegating responsibilities to ensure that the Class Council is operating smoothly. He/She should be familiar with the duties and responsibilities of his/her respective class, including those listed below. He/She is required to hold regular Class Council meetings and to attend the monthly Student Government meetings, or find a suitable surrogate if unable. The Class President shall oversee the class's online presence, or delegate this

responsibility to another Class Council member, to ensure professional conduct at all times. He/She shall also oversee all appointed class committees.

SECTION THREE: VICE PRESIDENTS

The Class Vice Presidents shall coordinate with the respective Class Presidents to share duties and assist in coordinating Class Council tasks. He/She shall also, in the absence of the Class President, perform all the duties of the Class President listed above.

SECTION FOUR: SECRETARIES

A member of the Executive Council shall keep and post in an appropriate location all minutes of the meetings of the Student Government. This member shall also update the Student Events Calendar with school-wide events and meetings. The Class Council Secretary is responsible for regular, appropriate correspondence between the class and its Council, ensuring proper posting of regular Class and Class Council meeting minutes. The Class Secretary shall also manage and regularly monitor the Class Council email account.

SECTION FIVE: TREASURERS

The Executive Council Treasurer and the Class Treasurers will be responsible for managing the accounts of the Student Government and Class Councils respectively, throughout the year. He/she must make quarterly reports of the Student Council/ Class Council's overall budget.

SECTION SIX:

A member of the Executive Council shall edit and publish Events Calendar emails to the student body. He/She shall send monthly student council meeting reminders to the entire student body one week prior to the monthly scheduled meeting. He/She shall also send monthly reminders to the Class Council responsible for providing food for the student council meeting one week prior to the scheduled meeting. Finally, this member shall monitor and post to the Executive Council Twitter, Facebook, etc., accounts.

APPENDIX B: STANDING COMMITTEES

The Executive Council or Class Council shall appoint student representatives to the following standing Community Christian College Committees:

1. Professionalism and Ethics Committee - appointed from each class by the voting Class Council members of that class.
2. Student Education Committee (SEC) - elected from each class by popular vote, comprised of 4 members of the Year-One and Year-Two classes and two (2) members from the Year-Two class shall chair the SEC. They will ensure appropriate student representation at every Community Christian College Committee on Education (CCCOE) meeting throughout the academic year.
3. Election Committee - appointed by the Executive Council in accordance with item 2 of the Election Bylaws.
4. Orientation Committee - appointed from Year-One class by the voting Class Council members.

The number of positions available on each standing committee from a particular class shall be determined at the discretion of the voting members of the respective Class Council, but shall not be zero. Deference shall be given to the filling of standing committee positions as indicated above, but in the event of any standing committee position remaining vacant after a reasonable time following elections, the Executive Council shall have the power to appoint representative(s) from the respective class to that position. The Executive Council shall also have the power to appoint student representatives to newly created or ad-hoc committees of the Student Government. All

Standing Committee chairs or their designee are required to report to the Student Government at the monthly meetings.

The Professionalism Committee shall operate under the Community Christian College Code of Professionalism as adopted by the Executive Council on behalf of the student body.