



Student Council

College of Agriculture,
Food and Natural Resources

University of Missouri

CONSTITUTION

(Revised October 18, 2017 | February 1, 2019)

Preamble

As students of the College of Agriculture, Food and Natural Resources (CAFNR) at the University of Missouri, being interested in affairs that affect our collegiate experience, hereby establish the CAFNR Student Council as a means of enhancing our academic and social experiences, providing avenues of communication among students, student organizations, faculty, and administrators, and assisting in the review, establishment, and implementation of policies related to the student body.

Article I – Name and Purpose

Section 1. The name of the organization shall be the “College of Agriculture, Food and Natural Resources Student Council,” abbreviated as the “CAFNR Student Council” (hereinafter referred to as “the Council”).

Section 2. The purpose of the Council shall be:

- A. To serve the best interests of all students in the College of Agriculture, Food and Natural Resources and all CAFNR student organizations, sponsor and support student activities and programs, communicate with and unite CAFNR student organizations, and foster positive relationships between students, faculty, and administration.
- B. To engage in the review and establishment of policies, standards, and regulations affecting the academic affairs of the students enrolled in CAFNR.
- C. To allocate activity fees and additional funds in an effort to develop and sponsor programs and activities for current and prospective students of CAFNR.
- D. Upon recognition as a campus-wide organization, as deemed by Organization Resource Group, receive and consider applications from student organizations searching for representation within the CAFNR Student Council.
- E. To make proposals to the Associate Dean and Director of Academic Programs of CAFNR, faculty committees, and other University of Missouri decision-making bodies on matters relating to the academic affairs of CAFNR students.

Article II – Representation and Governance

Section 1. Membership on the Council is open to currently enrolled students in the University of Missouri College of Agriculture, Food and Natural Resources and shall be composed of the Council’s leadership team, at-large representatives, a representative from each CAFNR student organization recognized by and in good standing with the University’s Organization Resource Group (ORG), and two faculty/staff advisors.

Section 2. To be eligible to serve on the Council, students must maintain a minimum cumulative GPA of 2.50 and not be on academic or student conduct probation.

Section 3. Voting members of the Council shall include the Council's leadership team and representatives of each recognized CAFNR student organization.

Section 4. The Council's leadership team shall consist of the following: President, Vice President, Secretary, Treasurer, Public Relations Coordinator, CAFNR Week Co-Chairs, and up to five at-large representatives.

Section 5. All CAFNR student organizations recognized by and in good standing with the University's Organization Resource Group (ORG) may select one representative to serve on the Council for a term of one year. These representatives shall abide by the rules and privileges of the Council membership.

Section 6. The term of service shall be one calendar year (January to December). Retiring members of the leadership team are eligible to apply for and assume a position other than the position previously held.

Section 7. A Council representative who possesses more than two unexcused absences per semester from regularly scheduled meetings of the leadership team or Council risks removal from the Council.

Article III – Leadership Team Duties

Section 1. It shall be the duty of the **President** to call and preside at all meetings, interpret the Constitution, and be the official representative of the CAFNR Student Council. The President shall have additional duties as the Council may prescribe consistent with this Constitution.

Section 2. It shall be the duty of the **Vice President** to act in the absence of the President, assist committee chairs and serve as an ex-officio member of standing committees. The Vice President is in charge of assisting with fundraising and shall have such additional duties as the Council may prescribe consistent with this Constitution.

Section 3. It shall be the duty of the **Secretary** to maintain accurate records of all meetings (including attendance), conduct official correspondence of the Council, assist CAFNR's Office of Academic Programs in maintaining the CAFNR student organization database, ensure the Council is in good standing and active with the University's Organization Resources Group (ORG), and notify members of Council meetings and activities. The Secretary shall have additional duties as the Council may prescribe consistent with this Constitution.

Section 4. It shall be the duty of the **Treasurer** to maintain accurate records of all financial transactions of the Council, be responsible for the receipt and disbursement of all funds, make monthly financial reports to the Council, present an annual financial statement, and maintain a system of bookkeeping recommended by the University Student Organization Auditor for annual auditing. The Treasurer shall have additional duties as the Council may prescribe consistent with this Constitution.

Section 5. It shall be the duty of the **Public Relations Coordinator** to take photos/video of Council events, prepare electronic announcements (*CAFNR Info for Students*), design Council promotional materials, coordinate with CAFNR's web strategist(s) to ensure Council content on the CAFNR website is current, and work with student organizations to ensure relevant, up-to-date content is displayed on the College's digital displays. The Public Relations Coordinator shall have the additional duties as the Council may prescribe consistent with this Constitution.

Section 6. It shall be the duty of the **CAFNR Week Co-Chairs** to lead the CAFNR Week standing committee in designing, promoting, and conducting a week for students to engage within CAFNR through various professional development, community service, and recreational activities.

Section 7. It shall be the duty of the **at-large representatives** to serve as the voice and represent the CAFNR student body in the review and recommendation of policies, standards and regulations affecting the academic affairs of students enrolled in CAFNR.

Section 8. Leadership team members are responsible for keeping accurate and up-to-date information for their respective successor. It is important to maintain accurate records, including post event information and data.

Article IV – Nomination and Election Procedures

Section 1. A nominating committee, composed of retiring members of the leadership team and faculty/staff advisors shall seek applications, conduct interviews, and submit a leadership team slate for Council vote prior to the completion of the fall semester.

Section 2. All eligible students who submit an application shall be interviewed and considered for a position. The nominating committee will recommend a slate based on an applicant’s judgment, initiative, activities, leadership experience and performance, teamwork, and academic achievement. Upon submission of the slate, the floor will be open for nominations from the applicant pool.

Section 3. Applicants will have the opportunity during their interview to make a brief presentation concerning their views of the Council and suggestions for improvement.

Section 4. All newly elected leadership team members shall assume responsibility of their position at the first leadership team meeting of the spring semester.

Article V – Standing Committees

Section 1. The Council shall be comprised of the following standing committees: 1) CAFNR Week, 2) Public Relations, and 3) Program.

Section 2. It shall be the duty of the **CAFNR Week committee** to work with the CAFNR Week Co-Chairs to develop, promote, and conduct a week for students to engage within CAFNR through various professional development, community service, and recreational activities. Objectives of CAFNR Week are:

- A.** To develop, promote, and encourage student camaraderie through an annual week of celebration.
- B.** To foster and strengthen relations among the student body and CAFNR faculty and staff.
- C.** To develop, promote, and sponsor programs and activities for CAFNR students.
- D.** To allocate available financial resources for the purpose of programs and activities within the College.
- E.** Promote the College and its students to the university and public.

Section 3. It shall be the duty of the **Public Relations committee** to assist the Public Relations Coordinator in taking photos/video of Council events, preparing electronic announcements (*CAFNR Info for Students*), designing Council promotional materials, updating Council and student organization content on CAFNR’s website, and working with student organizations to ensure relevant, up-to-date content on the College’s digital displays.

Section 4. It shall be the duty of the **Program committee** to select and schedule programs and speakers for Council meetings as well as activities and events to unite CAFNR student organizations and foster positive relationships between students, faculty, and administration.

Section 5. Each standing committee will consist of a chair, appointed by the President and ratified by the leadership team, and committee members from the CAFNR student organization representatives.

Article VI - Meetings

Section 1. The Council shall hold at least three meetings per semester (September, October, November, February, March, April). The leadership team will meet at least twice per month in addition to the Council's monthly meetings. The leadership team, in consultation with the Council, will determine the "best" day of the week and time each semester to schedule monthly meetings.

Section 2. The first meeting of the calendar year shall be an informational meeting. At this meeting, student organizations may be represented by their selected representative or another officer. A student organization that does not have a representative present risks forfeiting the opportunity to have a representative on the Council.

Section 3. Special meetings may be called by the President or by petition containing the signatures of 10% of the Council membership.

Section 4. A quorum of greater than 50% of the membership roster must be present to transact business that requires a vote.

Section 5. Council meetings shall be transacted according procedures set forth by *Robert's Rules of Order Newly Revised*.

Section 6. All regular and special meetings of the Council shall be announced at least three days (72 hours) prior to the date and time of the meeting.

Section 7. The president of the Council shall have the authority to cancel or reschedule meetings, including leadership team meetings, with the consent of at least one advisor and majority approval of the leadership team. Notice should be provided no later than twenty-four hours prior to the time the meeting was to be convened.

Section 8. If the University is closed or classes are cancelled due to inclement weather, meetings scheduled on the respective date will be cancelled.

Article VII - Faculty Advisors

Section 1. The Council shall select a minimum of two full-time (75% FTE or greater) faculty or staff members as advisors to aid in matters concerning budgetary allocations, faculty-student relations, and other matters where faculty and staff views and experiences may be valuable. At least one advisor must be a faculty member.

Section 2. Faculty advisors shall be selected by the leadership team and confirmed by a vote of the Council. It is recommended that advisors serve at least two years, on a rotating basis to assist with consistency.

Section 3. The Associate Dean and Director of Academic Programs shall serve as an ex-officio advisor to the Council. The Associate Dean and/or staff in the Office of Academic Programs will be invited to provide reports at Council meetings and seek input on academic and student affairs that affect students' collegiate experience.

Section 4. Grounds for removal of an advisor include the inadequate fulfillment of aforementioned duties or the violation of regulation described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.

Section 5. Faculty advisors who fail to appropriately serve the Council will be asked to discuss the concerns of the Council with the President and Associate Dean.

Article VIII – Attendance and Removal Process

Section 1. It is the responsibility of Council members to attend all Council meetings and events unless prior notice is submitted at least 24 hours in advance to the secretary. Only one leadership team meeting and one Council meeting will be excused per semester; unless, prior approval is sought and granted by the leadership team. Consequences of failure to adhere to this policy may result in being removed from the leadership team and/or the Council.

Section 2. Should a recognized student organization fail to send a representative to two consecutive regularly scheduled Council meetings, that organization shall be declared to be in poor standing with the Council.

Section 3. Student Organizations considered to be in poor standing with the Council shall be ineligible to participate in Council related events, including, but not limited to Fall Round-Up and CAFNR Week.

Section 4. If any member of the Council feels a member of the leadership team is not fulfilling her/his duties as prescribed in the Constitution, the leadership team and Council advisors reserve the right to begin the removal process. The president shall first speak to the leadership team member in question. If improvements are not experienced, the matter will be taken before the Council with a vote to remove.

Section 5. Grounds for removal include the inadequate fulfillment of aforementioned duties or the violation of regulations described in the Guidelines for Recognized Student Organizations, University policies or any federal, state or local laws.

Article IX – Amendments

Section 1. The Constitution shall be made available electronically to all persons applying for membership on the Council and for those seeking a leadership position.

Section 2. Amendments to this Constitution must be submitted in writing at a Council meeting. A 2/3 vote of the Council members present will be required for the adoption of amendments.

Section 3. Amendments to the Constitution must be submitted and approved by the University's Coordinator for Student Organizations to becoming effective.

Article X – University and College Policies and Implementation

Section 1. The Council is committed to cultural diversity and nondiscrimination toward all people with regards to race, color, religion, national origin, ancestry, age, gender, sexual orientation, disability, or status as a disabled veteran.

Section 2. The Council shall not discriminate on the basis of race, color, religion, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, and any other status protected by applicable state or federal law.

Section 3. The Council will abide by all regulations described in the Guidelines for Recognized Student Organizations, all University policies, in addition to all federal, state and local laws.

Section 4. This Constitution shall be in effect when approved by those designated by the University of Missouri.