COLLEGE OF EDUCATION STUDENT COUNCIL
San Diego State University
Bylaws

FORWARD

These Bylaws shall be in support of the Bylaws of the Associated Students of San Diego State University and, when in conflict, shall be subordinate to that of the Associated Students of San Diego State University Bylaws. The Bylaws now and hereinafter shall define the purpose and policies of the Association and shall be binding to all members and organizations under the auspices of the College of Education.

PREAMBLE

We, the students of the Associated Students of the College of Education, in order to advance the interests of the College of Education throughout the University, to promote student participation and involvement in clubs and organizations within the College of Education, to organize social, cultural, and academic activities and/or programs, to provide assistance and support for the activities and programs sponsored by our student organizations, to promote recruitment and retention of students into majors that fall within the College of Education, and to allocate funds as provided to the College of Education Student Council by the Associated Students Council, do hereby ordain and establish these Bylaws.

ARTICLE I – NAME

SECTION 1 This organization shall be the College of Education Student Council, San Diego State University. (Hereinafter called COESC).

ARTICLE II – PURPOSES

SECTION 2 To develop, provide, implement, and continuously work to improve a central body for the conduct of educational growth and policies pertaining to all College of Education students.

SECTION 3 To create a forum for all College of Education affiliates to discuss, communicate, and act upon ideas of mutual interest.

SECTION 4 To organize and promote participation in events and activities of the College of Education Student Council and affiliated organizations.
ARTICLE III - MEMBERSHIP

SECTION 5 Participants of the organization shall be those persons enrolled at San Diego State University.

SECTION 6 Those students who are designated as representatives of a recognized on-campus club or organization in the College of Education.

SECTION 7 Those students who are elected or appointed to an Executive Office by the COESC.

SECTION 8 Those students who have been elected College of Education Representative(s) to the Associated Students Council.

SECTION 9 Membership shall not be restricted on the basis of race, religion, national origin, marital status, sex, sexual orientation, disability, or age.

ARTICLE IV - ELIGIBILITY

SECTION 10 Members shall be currently enrolled as regular matriculated students at San Diego State University.

SECTION 11 Members shall maintain good academic standing with San Diego State University throughout the duration of his/her term as student organization representative, AS representative, or executive officer.

ARTICLE V - EXECUTIVE OFFICERS

SECTION 12 The Executive Officers of the COESC shall be President, Executive Vice President, Secretary, Vice President of Finance, Vice President of Public Relations, Historian and Associated Students Council Representatives.

SECTION 13 The COESC Executive Board shall represent the Council to administrators and students, and shall provide leadership to support the overall goals and purpose of the COESC.

SECTION 14 Duties of Executive Officer:

A. President
   a. The president should be the official representative of the COESC.
   b. Shall chair the COESC meetings.
   c. Should be a member of the College Council President’s Association.
   d. Should be the liaison to all campus College Councils.
   e. Shall have the power to call for special meetings for the COESC.
   f. Shall vote to make or break ties and vote for new executive officers.
g. Shall coordinate with the COESC and the AS Elections Coordinator, to schedule and hold COESC endorsements for A.S. General Elections.

B. Vice President
   a. Shall be the chief administrative aide to the President.
   b. Shall be in charge of all duties of President in case of absence.
   c. Shall be responsible for organization of COESC community service activities.

C. Secretary
   a. Shall maintain a list of all members contact information for the COESC.
   b. Shall prepare and distribute minutes and agendas for the COESC meetings and turn in council minutes to Government Affairs Office for review by A.S. Council.
   c. Shall be in charge of all communication between members of COESC.
   d. Shall take voting and attendance records for all COESC meetings.
   e. Shall maintain records of weekly attendance of all members of COESC.

D. Vice President of Finance
   a. Shall be the officer responsible for all A.S. monies distributed to the COESC.
   b. Shall be the liaison between the COESC and the A.S. Finance Board.
   c. Shall create and maintain a COESC club/organization financial report monthly to the COESC.
   d. Shall turn in next year fiscal year’s budget to the A.S. Finance Board before Finance Board’s deadline.
   e. Shall attend a How to Spend You’re A.S. Dollars workshop.

E. Vice President of Public Relations
   a. Shall be in charge of all public relations for COESC.
   b. Shall have the responsibility of publicizing COESC meetings and events.
   c. Shall coordinate the COESC display case, bulletin board, and COESC’s involvement in SDSU-wide events.
   d. Shall be responsible for updating and maintaining all the COESC’s forms of media.

F. Historian
   a. Shall be responsible to document all COESC events and create a visual account of the school year.
   b. Shall coordinate the COESC display case and bulletin board.

G. Associated Students Council Representatives
   a. Shall attend all COESC meetings.
   b. Give weekly reports to A.S. Council on the COESC’s activities.
   c. Give weekly reports to COESC on the A.S. Council activities.

ARTICLE VI - COLLEGE OF EDUCATION STUDENT COUNCIL

SECTION 15 COESC shall consist of:
A. Executive Officers  
B. One student representative from each club/organization that is recognized by Student Life and Leadership and receives funding from the COESC.  
C. The advisor of COESC who shall be the Dean of the College of Education or his/her designee.  

SECTION 16 COESC Clubs/Organizations  
A. Shall have one voting member regardless of the number of constituents within their respective club/organization.  
B. Shall deliver their organization’s President’s contact information, meeting times, and the COESC Representative’s name and contact information.  

SECTION 17 Meetings  
A. Meetings of the COESC will be determined by the Executive Officers at the beginning of the semester.  
B. Meeting hours and dates may be rescheduled by the COESC or Executive Officers.  
C. Absences by representatives and Executive Officers will be noted in the minutes of the COESC.  
D. Two unexcused consecutive absences by representatives and/or Executive Officers will result in dismissal with option to appeal.  
E. Membership privileges shall be suspended by a club/organization following two unexcused, consecutive absences from the COESC meetings in one semester.  
F. The quorum shall consist of a simple majority of the voting representatives of the COESC.  

ARTICLE VII – OATH OF OFFICE  

SECTION 18 The following oath of office must be taken by all the new COESC officers and representatives as they take office:  

“I (name in full), as an elected (officer/representative) of the College of Education Student Council, San Diego State University, do swear that I will strive to improve and work towards bettering the College of Education Student Council. With these thoughts in mind, I shall set as my goal the betterment of the College of Education, San Diego State University, I so affirm.”  

ARTICLE VIII – COESC CODES  

SECTION 19 Parliamentary Code  
A. All meetings of the College of Education Council shall be conducted according to parliamentary procedure outlines by “Robert’s Rules of Order”.  

SECTION 20 Officer Code  
A. An officer may be recalled upon recommendation of the President and a majority vote of those COESC members present after failure to fulfill the specific duties or
after two or more, consecutive unexcused absences from COESC meetings.
B. Unless waived by a two-thirds vote of COESC, a student cannot hold more than one position in COESC.
C. If a vacancy occurs in the office of President, the Executive Vice President becomes interim President until a special election can be held.
D. Bylaws regarding attendance, membership qualifications, and duties of an Executive Officer may be suspended by a two-thirds vote of COESC.

SECTION 21 Finance Code
A. Any club/organization that receives on-campus status granted by Student Life and Leadership will be eligible for funding through COESC.
B. A club/organization shall be placed on probationary status for a period of one month following two unexcused absences during which time funds will be frozen. If perfect attendance is met for three consecutive meetings, funds will be released.
C. A club/organization that does not maintain representation on COESC shall result in having their funds seized and reallocated. The club/organization will then be moved to dormant status.
D. Funded organizations shall be required to submit one budget per semester. Budgets not received by the announced due date will result in no preliminary funding without a reasonable excuse. Budget waivers are to be approved by COESC.
E. Any club/organization not spending 45% of their allocated budget by the end of the semester will have their monies frozen and re-allocated, by the Vice President of Finance, to a club/organization that will utilize it.
F. Any club/organization that does not give the Vice President of Finance a list of expenditures by two weeks before the last COESC meeting of the Spring semester, will have their monies seized and re-allocated by the Vice President of Finance to a club/organization that will utilize it.

ARTICLE IX – AMENDMENTS

SECTION 22 Amendments to the COESC Charter or Bylaws must be presented in writing to the COESC for discussion.

SECTION 23 The Charter may be amended or revised at any COESC meeting with a 2/3 approving vote by Council.

SECTION 24 A master copy with the dates of any voted changes, amendments, or revisions to the Charter will be kept on file in the A.S. Government Affairs Office.

SECTION 25 The Charter may be amended or revised by a two-thirds (2/3) vote of the Associated Students Council, as specified in Sections 61 and 62 of the Associated Students Bylaws. All proposed amendments or revisions shall be reviewed by the Board prior to consideration by the Associated Students Council.

Amended and reprinted on September 2010.