

ARTICLE I- NAME

The name of the organization shall be the United Tribes Technical College Student Association of Human Services (SAHS).

ARTICLE II- PURPOSE

The purpose of the Student Association of Human Services is to provide any kind of help in addictions, counseling, and be of assistance to others in the community and on campus activities for a global and diverse society. The philosophy is being of service to others of any racial, ethnic, or background.

2.1 Goals of the Council

1. Actively participate in community outreach activities that include the UTTC campus community, Bismarck-Mandan communities, and home communities of Pre-Human Service employees.
2. Engage in enriching professional development training that builds upon the UTTC Human Service Department Unit curriculum that enhances and strengthens effective Counseling and Social Work ethics.
3. Human Service students of SAHS will collaborate with area treatment centers, local entities, and businesses to bridge and apply counseling, social work, and Human Service philosophy.

ARTICLE III- MEMBERSHIP

3.1 Voting shall be two (2) classes of member; voting and non-voting.

3.2 Voting membership shall be open to any full/part-time Human Service undergraduate.

3.3 This organization shall not discriminate on the basis of race, color, ethnicity, nation origin, age, gender, disability or handicap, religion, sexual orientation, veteran, procedures and practices. This policy will include but is not limited to recruiting, membership, organization activities, or opportunity to hold office.

3.4 There shall be no limit on the size of the membership of the United Tribes Technical College Human Service Program Council.

ARTICLE IV- OFFICERS

4.1 The officers of the Council shall be a President, Vice President, Treasurer, Secretary, Public Relations Specialist, Publicist, and three Student Representatives.

4.2 (1) To run for office in the respective organization one must have a 2.5 or above accumulative GPA.

(2) While in office the officer must maintain a 2.5 GPA and must not have below 2.4 for more than one semester.

(3) Officer must be a matriculated student and be in good standing with his or her program of study.

4.3 All officers, except for the Vice President, will serve for a term of one (1) academic year or until their successors shall be duly elected and qualified.

4.4 The Vice President will serve a two (2) year academic term, the first term as the Vice President and the second term as a President or until their successor shall be duly elected and qualified.

4.5 Any officer who, during the term of his/her office, ceases to be a voting member, or fails to maintain his/her status as a matriculating undergraduate student, falls below a 2.5 GPA, ceases to be in good academic and **disciplinary standing* with their respective academic program, shall be removed from his/her office and a replacement shall be elected.

4.6 (1) General eligibility of the Office of the President and Vice President shall be:

(2) The nominated candidates for the Office of the President must be a returning student who has successfully completed at least one semester at UTTC; this includes nominees who have successfully completed a semester at UTTC and transferred into the Human Services Program.

(3) The nominated candidates for the Vice President Office must be a first year Human Services student candidate or a transfer student who attended an Institution of Human Services prior to attending UTTC.

**Disciplinary standing – please refer to the current UTTC Student Handbook which includes, but is not limited to behaviors unbecoming of a Human Service Graduate: Behavior Violations, Alcohol & Illegal Drug Policies, Child Abuse and Neglect, and Weapons & Hazardous Material Policy.*

4.7 No Officer may hold the same Executive position beyond two years.

ARTICLE V- MEETINGS

5.1 Regular meetings of the United Tribes Technical College Human Services Program Council shall be held at (minimum) at least twice a month; the time for such meetings shall be determined by the Executive Board, with the approval of voting members.

5.2 Special meetings of the United Tribes Technical College Human Services Program Council may be called at any time by the Executive Board upon one week's notice to each member or by a petition of a majority of the membership, submitted one week before the scheduled meeting.

5.3 Emergency meetings of the United Tribes Technical College Human Services Program Council may be called at any time by the Executive Board.

ARTICLE VII- AMENDMENTS

7.1 Amendments to this Constitution may be proposed by a member and shall be voted upon at the next meeting of the United Tribes Technical College Human Service Program Council following notice of such proposed amendment to the voting members, such notice shall be given within one week of the time any such amendment is proposed.

7.2 Amendments to this Constitution shall be the affirmative vote of two-thirds (2/3) of all voting members and with the approval of the Executive Board.

ARTICLE VIII- RATIFICATION

8.1 Ratification by two-thirds (2/3) of the charter members of the Council shall be sufficient to establish this constitution between said members so ratifying and with the approval of the Executive Board.

SECTION 1 – STUDENT OFFICERS

SAHS President (1 Year Term)

1(1) The President shall be the Executive Officer of the Council and shall preside over all meetings of United Tribes Technical College Human Service Program Council and The Executive Board. He/she shall be an ex-officio member of all standing committees.

- a. The President MUST hold strong leadership traits that are, but are not limited to: strong skills in the management of people, events and activities. The individual must be organized, well versed in both verbal and written communication, and hold themselves accountable for ALL deadlines associated with the Council.
- b. The President will preside at all meetings, of the Council, Officer, and Executive Board.
- c. The President will only have voting privilege in the case of a tie.
- d. The President will represent United Tribes Technical College Human Service Program during all campus and community based events (professional dress, language, and dispositions).
- e. The President, when and if necessary, will appoint committee chairpersons subject to the approval of the Executive Board.
- f. The President will serve as an ex-officio member of all Council committees.
- g. The President, when necessary, will communicate with SAHS officers when specific tasks need to be completed.
- h. The President will be responsible for the finalization and approval of Executive Board, Officer, and Council agendas.
- i. The President and Vice President, in conjunction with the Council Advisor, will have final approval of all Council expenditures.
- j. The President is responsible for educating his/her successors on the obligations of this position.
- k. The President, in the event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS Vice President, Secretary, and Council Advisor through email. Three (3) “unexcused” and/or three (3) excused absences will lead to Council disciplinary actions.
- l. The President will perform such other duties as ordinarily pertain to this office.

SAHS Vice President Elect (2-year term)

1(2) The Vice President, in the absence of the President, shall preside at all meetings of The United Tribes Technical College Human Service Program Council, Officer, and of the Executive Board. The Vice President also performs such other duties as are assigned him/her by the President of the executive board.

- a. The Vice President MUST hold strong leadership traits that are, but are not limited to: strong skills in the management of people, events and activities. The individual must be organized,

well-versed in both verbal and written communication, and hold themselves accountable for ALL deadlines associated with the Council.

- b. The Vice President shall be responsible in conjunction with the Council Advisor, to all fiscal matters of the Council.
- c. The Vice President shall collect and receive all funds paid to the Council and shall deposit them in the official account.
- d. The Vice President will represent United Tribes Technical College Human Service Program Council during all campus and community based events (professional dress, language, and dispositions).
- e. The Vice President and President, in conjunction with the Council Advisor, will have final approval of all Council expenditures.
- f. The Vice President will abide by all Policies and Guidelines set down by the United Tribes Finance Office.
- g. The Vice President is responsible for educating his/her successor on the obligations of this position.
- h. The Vice President will be responsible for reporting fiscal expenditures and income to the Executive Board, Officers and Council.
- i. The Vice President will preside at all meetings, of the Council and Executive Board, when the President cannot do so.
- j. The Vice President will have specific oversight of special committees as designated by the President.
- k. The Vice President will be responsible for the preparation of the Executive Board. Officer, and Council agendas.
- l. The Vice President, in the event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the President, Secretary, and Council Advisor through email. Three (3) "unexcused" and/or three (3) excused absences will lead to Council disciplinary actions.
- m. The Vice President will perform such other duties as ordinarily pertain to this office.

SAHS Secretary (1 Year Term)

1(3) The Secretary shall keep the records of the membership and the minutes of the meetings of United Tribes Technical College Human Service Council, Officer and of the Executive Board. He/she shall make a report at the annual meeting of the Council and at such time as the President or the Executive Board may direct.

- a. The secretary must be organized, well-versed in both verbal and written communication, and hold themselves accountable for ALL deadlines associated with the Council.
- b. The Secretary will record the minutes of all Executive Board, Officer, and Council meetings.
- c. The Secretary will keep a file of all the Council's Records, that include but are not limited to attendance, meeting agenda's, and meeting minutes.
- d. The Secretary will maintain a current roster of membership.
- e. The Secretary will represent United Tribes Technical College Human Service Program Council during all campus and community based events (professional dress, language, and dispositions).

- f. The Secretary is responsible for educating his/her successor on the obligations of this position.
- g. The Secretary, in event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS President, Vice President, and Council Advisor through email. Three (3) “unexcused” and/or three (3) excused absences will lead to Council disciplinary actions.
- h. The Secretary will perform such other duties as ordinarily pertain to this office.

SAHS Public Relations Specialist (1 Year Term)

1(4) The Public Relations Specialist shall serve as a connection between the United Tribes Technical College Human Service Council and the various entities on the campus of United Tribes Technical College, the Bismarck/Mandan community, as well as the home communities of the Human Service Students.

- a. The Public Relations Specialist will serve as a mentor to the Public Relations Specialist-Elect.
- b. The Public Relations Specialist will plan, develop and implement public relation strategies specifically within the UTTC campus community;
- c. The Public Relations Specialist will issue notices of SAHS meetings.
- d. The Public Relations Specialist will coordinate with colleagues, stakeholders, and key spokespeople;
- e. The Public Relations Specialist will represent United Tribes Technical College Human Service Program Council during all campus and community based events (professional dress, language, and dispositions).
- f. The Public Relations Specialist MUST be organized, well versed in both verbal and written communication, and hold themselves accountable for meeting deadlines.
- g. The Public Relations Specialist will ensure that ALL media is approved by the designated committee chair, council member, and/or officer before publication.
- h. The Public Relations Specialist, along with the Council Advisor, will coordinate and organize media coverage with the Council Publicist and UTTC Public information Director, often via telephone and email;
- i. The Public Relations Specialist shall prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs; co-working with the Publicist and Community-Based Public Relations Specialist.
- j. The Public Relations Specialist will inform the Publicist of necessary information updates required for the United Tribes Technical College and United Tribes Technical College Human Service Program Council Department social media sites such as Twitter and Facebook.
- k. The Public Relations Specialist is responsible for educating his/her successor on the obligations of this position.
- l. The Public Relations Specialist, in event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS President, Vice President, and Secretary through email. Three (3) “unexcused” and/or three (3) excused absences will lead to Council disciplinary actions.

SAHS Public Relations Specialist-Elect (2 year term)

1(5) The Public Relations Specialist-Elect, under the mentorship of the Public Relations Specialist, shall serve as a connection between the United Tribes Technical College Human Service Council and the various entities on the campus of United Tribes Technical College, Bismarck/Mandan community, as well as the home communities of the Human Service Students. The Public Relations Specialist-Elect will plan, develop and implement public relation strategies specifically within the UTTC campus community.

- a. The Public Relations Specialist - Elect will issue notices of SAHS meetings.
- b. The Public Relations Specialist – Elect will coordinate with colleagues, stakeholders, and key spokespeople;
- c. The Public Relations Specialist - Elect will represent United Tribes Technical College Human Service Program Council during all campus and community based events (professional dress, language, and dispositions).
- d. The Public Relations Specialist – Elect MUST be organized, well-versed in both verbal and written communication, and hold themselves accountable for meeting deadlines.
- e. The Public Relations Specialist – Elect will ensure that ALL media is approved by the designated committee chair, council member, and/or officer before publication.
- f. The Public Relations Specialist – Elect, along with the Council Advisor, will coordinate and organize media coverage with the Council Publicist and UTTC Public Information Director, often via telephone and email;
- g. The Public Relations Specialist – Elect shall prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotion videos, photographs; co-working with the Publicist and Community-Based Public Relations Specialist.
- h. The Public Relations Specialist – Elect will inform the Publicist of necessary information updates required for the United Tribes Technical College and United Tribes Technical College Human Service Department social media sites such as Twitter and Facebook.
- i. The Public Relations Specialist – Elect is responsible for educating his/her successor on the obligations of this position.
- j. The Public Relations Special – Elect, in the event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS President, Vice President, and Secretary through email. Three (3) “unexcused” and/or three (3) excused absences will lead to Council disciplinary actions. The Public Relations Specialist will perform such other duties as ordinarily pertain to this office.

SAHS Publicist (1 Year Term)

1(6) The Publicist shall communicate with all stakeholders utilizing various media methods. The Publicist will work in close collaboration with the Public Relations Specialist, and Council Advisor to publicize upcoming, current, and past events and activities supported by the United Tribes Technical College Human Service Council.

- a. The Publicist will serve as a mentor to the Publicist-Elect.
- b. The Publicist is responsible for ensuring positive coverage of the Council activities to the media through various media strategies such as, but not limited to, UTTC Newsletter articles, local newspapers, and social media.

- c. The Publicist MUST be organized, well-versed in both verbal and written communication, and hold themselves accountable for meeting deadlines.
- d. The Publicist will ensure that ALL media is approved by the designated committee chair, council member, and/or officer before publication.
- e. The Publicist will represent United Tribes Technical College Human Service Council during all campus and community based events (professional dress, language, and dispositions).
- f. The Publicist will maintain and build the Council's visibility and reputation by working closely with the Public Relations Specialist, UTTC Public Information Director, and the Council Advisor.
- g. The Publicist will contact local media outlets to secure press coverage of the Council.
- h. The Publicist will evaluate, develop, and execute strong social media strategies.
- i. The Publicist will coordinate with colleagues, stakeholders, and key spokespeople;
- j. The Publicist, along with the Council Advisor, will coordinate with and answer enquiries from media, individuals, and other organizations within in the Bismarck/Mandan community and home communities of Council members, often via telephone and email;
- k. The Publicist, along with the Council Advisor, will organize media coverage with the Public Relations Specialist, and UTTC Public Information Director;
- l. The Publicist shall assist in the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs; co-working with the Community-Based Public Relations Specialist and Campus-Based Public Relations Specialist.
- m. The Publicist will manage, update information, and engage with users on the United Tribes Technical College and United Tribes Technical College Department of Human and Social Services social media sites such as Twitter, and Facebook.
- n. The Publicist is responsible for educating his/her successor on the obligations of this position.
- o. The Publicist, in the event that they are not able to attend a scheduled Council-related meeting, will to communicate their absenteeism to the SAHS President, President-elect, and Secretary through email. Three (3) "unexcused" and/or three (3) excused absences will lead to Council disciplinary actions.
- p. The Publicist will perform such other duties as ordinarily pertain to this office.

SAHS Publicist- Elect (2 Year Term)

1(7) The Publicist- Elect, under the mentorship of the Publicist, shall communicate with all stakeholders utilizing various media methods. The Publicist will work in close collaboration with the Public Relations Specialist, and Council Advisor to publicize upcoming, current, and past events and activities supposed by the United Tribes Technical College Human Service Council.

- a. The Publicist-Elect is responsible for ensuring positive coverage of the Council activities to the media through various media strategies such as, but not limited to, UTTC Newsletter articles, local newspapers, and social media.
- b. The Publicist-Elect MUST be organized, well-versed in both verbal and written communication, and hold themselves accountable for meeting deadlines.
- c. The Publicist-Elect will ensure that ALL media is approved by the designated committee chair, council member, and/or officer before publication.

- d. The Publicist-Elect will represent United Tribes Technical College Human Service Council during all campus and community based events (professional dress, language, and dispositions).
- e. The Publicist-Elect will maintain and build the Council's visibility and reputation by working closely with the Public Relations Specialist, UTTC Public Information Director, and the Council Advisor.
- f. The Publicist-Elect will contact local media outlets to secure press coverage of the Council.
- g. The Publicist-Elect will evaluate, develop, and execute strong social media strategies.
- h. The Publicist-Elect will coordinate with colleagues, stakeholders, and key spokespeople.
- i. The Publicist-Elect, along with the Council Advisor, will coordinate with and answer enquiries from media, individuals and other organizations within the Bismarck/Mandan community and home communities of Council members, often via telephone and email;
- j. The Publicist-Elect, along with the Council Advisor, will organize media coverage with the Public Relations Specialist, and UTTC Public Information Director;
- k. The Publicist-Elect shall assist in the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs; co-working with the Community Based Public Relations Specialist and Campus-Based Public Relations Specialist.
- l. The Public-Elect will manage, update information, and engage with users on the United Tribes Technical College and United Tribes Technical College Human Service Department social media sites such as Twitter and Facebook.
- m. The Publicist-Elect is responsible for educating his/her successor on the obligations of this position.
- n. The Publicist-Elect, in the event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS President, Vice President, and Secretary through email. Three (3) "unexcused" and/or three (3) excused absences will lead to Council disciplinary actions.
- o. The Publicist-Elect will perform such other duties as ordinarily pertain to this office.

SECTION 2 – ELECTIONS

2(1) Elections will be held at the first official, open SAHS meeting in the fall.

2(2) All officers shall be elected by a majority vote of those persons casting ballots.

2(3) Officers will take office **immediately following their election.**

SECTION 3 – EXECUTIVE BOARD

3(1) The Executive Board of the Council shall be a **President, President-Elect, Secretary,** and the **Association Advisor.**

3(2) The Executive Board shall determine the policies and the activities of the Council, discipline members, approve the budget and have general management of the Council.

3(3) The Executive Board shall meet regularly at least once a month and at the call of the President.

SECTION 4 – COUNCIL ADVISOR

4(1) The Council Advisor shall consult with the **United Tribes Technical College Student Association of Human Services** and ensure that the activities of the Council are consistent with the stated purposes of the organization.

- a. Maintain an awareness of the activities and programs sponsored by the **United Tribes Technical College Student Association of Human Services**.
- b. Meet on a regular basis with the Executive Board of the Council to discuss upcoming meetings, long range plans, and problems with the Council.
- c. Attend regular meetings, Executive Board, Officers, and Council meetings as often as schedule allows.
- d. Assist in the orientation of new officers.
- e. Explain and clarify campus policy and procedures that apply to the **United Tribes Technical College Student Association of Human Services**.
- f. Provide direction in the area of parliamentary procedure, meeting facilitation, group-building, goal setting, and program planning.
- g. Assist the President-Elect in monitoring expenditures, fundraising activities, and sponsorship to the maintain and up-to-date budget.
- h. Inform members of those factors that constitute unacceptable behavior on the part of the Council members, and the possible consequence of said behaviors.
- i. The Council Advisor, in the event that they are not able to attend a scheduled Council-related meeting, will need to communicate their absenteeism to the SAHS President, President-Elect, and Secretary through email. Three (3) "unexcused" and/or three (3) excused absences will lead to Council disciplinary actions by the Human and Social Services Department Chair.

SECTION 5 – SPECIAL COMMITTEES

5(1) Special Committees may be established by the Executive Board and shall perform such duties as defined by their establishment.

5(2) The Executive Board shall appoint, and may remove, committee members and a Chairperson/Co-Chairs for each committee.

5(3) The President-Elect will have specific oversight of special committees as designated by the President.

SECTION 6 – MEETINGS

6(1) Meetings shall be held as such places as determined by the Executive Board.

6(2) The members of the Council shall be given a least **one (1) week notice** of the place of meetings.

6(3) At all meetings, a quorum shall be **one-half (1/2) of the voting members of the Council**. A quorum is necessary for the organization to conduct official business.

6(4) All matters coming before the Council which require the approval of the membership, and the election of officers, shall be carried by the majority vote of the voting members present, providing that quorum is present, except for business specified in the constitution or bylaws which require a specific number, i.e. ratification, etc.

SECTION 7- REVENUE

7(1) A membership fee of \$0.00 is imposed on the Council members.

7(2) SAHS memberships will be paid out of the Council's budget for the Officers and Executive Board members during the semester in which the member holds said elected position. Other Council members may choose to pay for their own professional membership if they wish to hold such membership.

7(3) The Council may generate revenue from sources (fundraisers, bake sales) other than those defined in this section as determined by the Council's Advisor, Executive Board, Officers and approved by the general body of the Council. The funds generated through fundraising must be used to further the Council's mission, programmatic efforts, or their support of philanthropic efforts.

7(4) The disbursement of said revenue shall be determined by the Executive Board with the approval of the Officers and Council and in accordance with the Institution's policies.

7(5) The Vice President shall be responsible for the accountability of the Council's monies, and shall report to the Executive Board, Officers, and the Council.

7(6) In case of dissolution of the Council and liquidation of its affairs, any money or other assets remaining after the payment of all obligations shall be distributed to the UTTC Teacher Education Department.

SECTION 8 - DISCIPLINE

8(1) Any member charged with conduct not in accord with the purposes of the Council and against who such charges are sustained after due and proper hearing before the Executive Board, may be expelled from membership by a two-thirds (2/3) vote of the entire Executive Board and Officers.

8 (2) Any student whose membership in the Council has been terminated in any manner shall forfeit all interest in any funds or other property belonging to the Council and may not use the organization's name in connection with any further activities.

8(3) Appeal process: Any member whose membership in the Council has been terminated by action of the Executive Board and Officers of the Council may appeal his/her expulsion, in writing, and within two weeks of the Executive Board and Officer's action to the Council's respective governing board. If the expulsion is upheld by the Chair of the Human Service Council, the student may appeal to the Vice President of Academics in writing, and within two weeks of the Chair of Human Service Council action.

SECTION 9 - IMPEACHMENT

Any member may initiate officer's removal by the following procedure.

9(1) Petition Executive Board with signatures of 1/3 of all voting members petition should state reason for removal.

9(2) Executive Board shall then notify officers and call for removal vote within fourteen days of the filing of the petition.

9(3) The Officer shall be notified at least one week prior to removal vote meeting.

9(4) At the Executive Board meeting for removal, the petition's stated grievances shall be made public and the officer charged shall be allowed to respond to the charges of the petition.

9(5) Removal from office shall require a vote of 2/3 of the Executive Board and Officer's membership.

9(6) Upon a split decision, the president will cast their vote and make the final decision.

SECTION 10 - VACANCY OF OFFICE

10(1) In case of resignation or removal of any officer, an interim acting officer shall be appointed by the Executive Board.

10(2) The President shall call for an election within fourteen days after vacancy of any office.

10(3) Election shall be conducted as stated in the bylaws.

10(4) Should the office of President become vacant, the President-Elect should complete the President's unexpired term and call for an election for President-Elect consistent with the provisions of Section 10(2).

SECTION 11 - RULES OF ORDER

"Robert's Rules of Order, Revised" shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

SECTION 12 - AMENDMENTS OF BYLAWS

12 (1) Amendments to these Bylaws may be proposed by any member and shall be voted upon at the next meeting of the Council following notice of such proposed amendment to the voting members, such notice shall be given within one week of the time any such amendment is proposed.

12 (2) Amendments to these Bylaws shall be by the affirmative vote of one-half (1/2) of all voting members and with the approval of the appropriate the Executive Board.

