

St. Olaf College Upward Bound
Student Leadership Council Mission Statement and Policy/Procedures

The purpose of this Student Leadership Council (also to be referred to as SLC) Mission Statement is to provide an outline for the purpose of the Student Leadership Council and ensure that the rules, regulations and expectations of SLC members are known and followed in order to become better leaders.

I. Purpose of the Student Leadership Council (SLC)

- a. SLC's purpose is to serve as a body that represents the interests of the students in the St. Olaf Upward Bound Program, as well as to provide leadership opportunities for those recognized by their peers to be leaders.

II. Election of Members

- a. Members of the Student Leadership Council are to be elected by their peers. The SLC advisor will conduct elections of new members in the fall of each year prior to the fall meeting of SLC. New members will be elected in their sophomore year to serve the remainder of their time in Upward Bound. Two members will be elected from each class (10th, 11th, 12th) at each school (Central, Humboldt, Red Wing). The maximum number of members on the Upward Bound Student Leadership Council is 18.
- b. Should a vacancy occur, that vacancy may be filled only by a student at the same school and in the same grade in which the vacancy occurred, and can be filled in one of three ways, using whichever way is most expedient:
 - i. A vote of SLC at a general meeting, with approval from the SLC advisor
 - ii. A vote of the remaining SLC members at the school at which the vacancy has occurred, with approval from the SLC advisor
 - iii. An appointment by the SLC president, with approval from the SLC advisor
- c. A vacancy on SLC may not be filled if an adequate replacement can not be found from the same school and in the same class, or if the vacancy occurs in the senior class at the discretion of the SLC President and SLC advisor.

III. Responsibilities of SLC Members

- a. SLC members are required to attend every meeting. If a member is not able to come, they will be responsible for writing a one-page paper on what they thought about the ideas discussed at the meeting. It is the responsibility of the member to get minutes from the last meeting.
- b. SLC members must maintain a C+ average or show great improvement on grades.
- c. All members must show respect in every way. There will be no tolerance for discrimination of any kind. We are leaders and need to set a responsible example at all times.
- d. It is the responsibility of each member to have a working knowledge of Robert's Rules of Order for Parliamentary Procedure.

IV. Status of Members

- a. Members may be placed on probation in the council.
 - i. This may occur if it is determined by Upward Bound staff that the status of the student in Upward Bound is in jeopardy
 - ii. This may also occur if the member is not acting in a manner befitting a student leader.
- b. Members of SLC may be removed from their position on the council.

- i. This may occur only if it is determined by the SLC advisor that the member is either not participating as s/he agreed to do when joining the council, or if the member is acting in a manner unbecoming a member of the Student Leadership Council.
- ii. Removal may happen after a student has been placed on probation if it is determined by Upward Bound staff that the student has not adequately satisfied the terms of their probation.
- iii. A student may be removed from the council without first being placed on probation if it is determined by Upward Bound full-time staff that the student is not fit to remain on the council.

V. Roles of SLC members

- a. The roles of SLC members are as follows: represent student's opinions and aim to bring students closer as a community, be involved with orientation for new students, be the voice of the students and leaders, be a bridge between students and staff, and work with staff to help plan activities. SLC members are to act in a manner expected of anyone in their position, and will maintain a positive attitude toward both staff and other students.

VI. Meetings

- a. The Student Leadership Council will make decisions in the following ways: at meetings consisting of a quorum of council members, through voice approval given through the SLC advisor or UB director, or in committees given specific responsibilities related to the purpose of the committee.
- b. SLC meetings are to occur 3 times during the school year (Fall, Winter, Spring) and are to be held alternately at each school, and weekly during the residential summer program. Additional meetings can also be called by the SLC advisor, by the SLC President with approval from the SLC advisor, or by a vote of the council with approval from the SLC advisor.
- c. SLC meetings are to be conducted following Parliamentary Procedure according to Robert's Rules of Order. Each member is responsible for understanding the procedures by which meetings shall be run.

VII. Election of SLC Officers

- a. SLC will have the following officers: President, Vice President, Secretary, Treasurer. The positions will be filled in the following ways:
 - i. President. The position of president will be filled by the senior who ended the previous year as Vice President.
 - ii. Vice President. The Vice President shall be elected to begin their term at the fall meeting. Nominees for Vice President shall be in the 11th grade for the duration of their term. Should the president's office become vacant at any point, the vice president shall assume the office of the president and a vice president shall be appointed by the President in collaboration with Upward Bound full-time staff. This appointed officer shall serve only the remainder of the term and shall not assume the office of president upon completion of the term.
 - iii. Secretary. The office of secretary shall be elected to begin their term at the annual fall meeting. Nominees may be in 11th or 12th grade.
 - iv. Treasurer. The office of treasurer shall be elected to begin their term at the annual fall meeting. Nominees may be in 11th or 12th grade.
- b. Vacancies shall be filled by presidential appointment in collaboration with UB full-time staff.

VIII. Responsibilities of SLC Officers

- a. The *President* is in charge of the following: running the meetings, keeping order, setting the agenda, and attending all meetings.

- b. The *Vice President* is in charge of the following: knowing the President's duties and becoming the President during their senior year. The Vice President is also to chair a permanent committee *if* at a school other than that of the treasurer.
- c. The *Secretary* is in charge of the following: taking the minutes for the meetings and getting both a typed and electronic copy to the SLC advisor, reading the minutes of the previous meeting at the meeting, and completing roll call at each meeting.
- d. The *Treasurer* is in charge of the following: chairing the fund-raising committee, keeping an updated budget, presenting a treasurer's report when able, and being the president of the fund-raising committee.

IX. Committees

- a. Each SLC member is required to participate on a committee at their school. The standing committees will be rotated annually among the schools and will be determined by a vote of the council.
- b. SLC members in their Bridge summer will be asked to form a Nominations and Elections Committee. This committee will gather and evaluate nominations for the following year's officers.
- c. Members may be asked to join additional committees during both the academic year and summer, as well as be a part of sub-committees as required.

X. Annual activities

- a. SLC is in charge of planning activities throughout the academic school year. We also help with planning during the summer. In the past we have planned Cultural Night, the Holiday Party, new student orientation, International night, assisted the staff with the preparation of the award banquet, and the dance. SLC has a great reputation for having outstanding activities. This takes a lot of effort and hard work that SLC is very capable of doing.

XI. Amendments

- a. This document may be amended at the recommendation of the Rules/Procedures committee. Once an amendment has been approved by the committee and presented to the Student Leadership Council, the council must approve the amendment by a two-thirds vote.

SLC members need to remember every part of their position to insure better leadership. Being in SLC is a privilege; it can be taken away if any of the rules, regulations or expectations are not followed.

**Signatures of Approving Council
February 19, 2005**

Humboldt

1)

2)

3)

4)

5)

6)

Red Wing

1)

2)

3)

4)

5)

6)

Central

1)

2)

3)

4)

5)

6)

Advisor

Ben Dieterich

Upward Bound Director

Heather Campbell