

Freshman Class Council Bylaws

SECTION A. PURPOSE OF FRESHMAN CLASS COUNCIL

The purpose of Freshman Class Council at Duquesne University includes:

1. Designing events in the interest of service to self, the campus, and the surrounding community in line with the Mission of Duquesne University.
2. Planning social events aimed to foster unity within the Freshman class;
3. Designing, ordering, and distributing class paraphernalia in an effort to encourage class pride and identity;
4. Developing relationships with upperclassmen and alumni to encourage networking and professionally academic advancement;
5. Becoming involved and collaborating with other University organizations to encourage universal freshman identity, pride, and involvement.
6. In the successful embodiment of this purpose, Freshman Class Council aims to develop and display a positive class identity of Service, Involvement, and Professionalism, which will guide its collective members through their undergraduate years and into their post graduate careers.

- Council members will be expected to attend bi-weekly meetings beginning the second Monday of the academic schedule.
- Members who miss two unexcused meetings will be placed on INACTIVE status.
- An excuse may be obtained through communication with the President or Advisor
- An Inactive Member must attend three meeting before removal from inactive status.
- If President must be excused, he/she must notify both Advisor and Vice President with a preferred period on 24 hours before the scheduled meeting.

SECTION B. ELECTION OF COUNCIL OFFICERS

- Officer nominations will be received by no later than the end of business of the first Fall Semester meeting.
- Elected Positions are as follows: President, Vice President, Secretary, Service Chairperson, Social Chairperson, Identity Chairperson, Public Relations Chairperson.
- The remaining positions will be filled through appointment or volunteer.
- Appointed positions are as follows: Student Life Advisory Committee Liaison, Student Government Association Liaison, Duquesne Program Council Liaison.
- Elections will be held prior to the second scheduled meeting of the Council. The elected officers will lead the second scheduled meeting and all subsequent meetings of the Council during the academic year.
- Elections will occur on the FCC page on the Duquesne campuslink site. During the week following the first fall semester meeting.
- A candidate may be nominated for one position.
- If there are three or more candidates for a class officer position and if no candidate succeeds in obtaining a majority of votes cast, the two candidates receiving the most votes shall enter a run-off election.

SECTION C. SPECIFIC DUTIES

- Member: responsible for attending regular meetings and events
- President: the public face of the organization and direct liaison to the advisement. He/She is responsible for attending all meetings directly related and correlated to this office including but not limited to University President meeting, regular FCC meetings, and board meeting. Reports are expected from these meetings at regular FCC meetings.
- Vice President: responsible for the internal works of meetings and to assist the President in all aforementioned duties in whatever degree is necessary.
- Secretary: responsible for taking the minutes of each meeting and delivering them to the membership.
- Service Chairperson: oversees all matters regarding or affiliate with FCC service events.
- Social Chairperson: oversees all matters regarding or affiliate with FCC social events
- Identity Chairperson: oversees all matters regarding or affiliate with Freshman Identity

- Public Relations Chairperson: oversees all matters regarding the marketing and external networking of the organization. This may include but is not limited to flyer design, campuslink, facebook.
- Student Life Advisory Committee Liaison: attends SLAC meeting and reports findings at the general meeting.
- Student Government Association Liaison: attends SGA meeting and reports findings at the general meeting.
- Duquesne Program Council Liaison: attends DPC meeting and reports findings at the general meeting.

SECTION D. REMOVAL OF CLASS OFFICERS

Any class officer may be removed for gross misconduct upon the petition of the other five class officers, followed by a 3/4 vote of the USG Senate. If an officer is removed, the class government must publicly solicit replacements and appoint a new officer based on 3/4 vote of the remaining officers.