PSAC Constitution

Article I: Name
The name of the organization shall be the President’s Student Advisory Council and can also be referred to as PSAC.

Article II: Mission Statement and Code of Ethics

Section 1: Mission Statement
The President’s Student Advisory Council is intended to represent the different groups of students on campus while advising the University President and Provost.

Members are expected to voice opinions, ideas, and/or concerns of the general student body. PSAC is a solutions-oriented group that works together to address student concerns and be a force of change on campus.

Section 2: Code of Ethics
As a united representation of the student body, it is understood that the actions of PSAC will reflect positively on each represented body and the Illinois Tech community. The members of PSAC will maintain mutual respect and trust between all its members and will promote, teach and honor the values of honesty and integrity in addition to the ideals instilled upon us by Illinois Tech through actions and words. All members will remain loyal to the values and model of behavior addressed in the Illinois Institute of Technology Code of Conduct. All members will strive to promote the growth, acceptance, and advancement of the university now and in the future. Members acting against this code of ethics may be considered for impeachment.

Article III: Membership

Section 1: Council Member

Sub-Section A: Definition
A Council Member is an Illinois Tech student that is chosen as a representative of one of the nine bodies that make up the PSAC.

Sub-Section B: Current Organizations
The organizations that can have a representative on PSAC are Graduate Students,
International Students, Greek Life, Commuter Student Association, Residence Life, Media Advisory Board, and Student Athletics.

In addition to these organizations, the Student Government Association President will automatically be appointed to PSAC, and the Dean of Students may appoint a member at their discretion.

Sub-Section C: Term of Office
Each council member will serve for one academic year. An organization is allowed to have the same representative serve a second term. No member is allowed to serve on PSAC for more than two terms.

Sub-Section D: Selection
Each represented organization is allowed to determine the selection process.

Sub-Section E: Resignation
Council members are allowed to resign at any time. If the member resigns, the organization will have two weeks to fill the position. If an organization fails to select another representative, PSAC will select an Member-at-Large alternative.

Sub-Section F: Impeachment
If a member is not fulfilling their duties they can be impeached. A motion must be made during business and be tabled for one meeting. The member will have until the next student meeting to send PSAC members a formally written rebuttal against the motion. At the following student meeting, a discussion will take place and then a vote. The member will be impeached with a two-thirds vote in favor of impeachment. If the member does not send in a rebuttal, it will be assumed they accept impeachment and no vote will be required. The Chair will inform the impeached member’s organization and allow the organization two weeks to select a replacement. If an organization fails to select another representative, PSAC will select an Member-at-Large alternative. An impeached member is not allowed to return to PSAC for another term.

Sub-Section G: Vacancy
An council member position will be vacant if they miss two meetings within a semester. The absences can be approved by Chair and not count towards Vacancy. The Chair will inform the Vacant member’s organization and allow the organization two weeks to select a replacement. If an organization fails to select another representative, PSAC will select an Member-at-Large alternative.
Sub-Section H: Specific Duties/Limitations
The following council member(s) will have specific duties within PSAC:
1. The Media Advisory Board representative will be responsible for organizing and implementing efforts to communicate the business of PSAC to the student body.
2. The SGA President will not be allowed to hold the Chair position during their term.
3. The PSAC Chair may appoint a member from the Illinois Tech community to be a PSAC Standing Secretary, if the Secretary position is vacant and cannot be filled during the term. The Standing Secretary holds no voice, no voting privileges and is considered a Member-at-Large.

Section 2: Member-at-Large

Sub-Section A: Definition
An Member-at-Large is one of five students that is chosen to represent the entire Illinois Tech student body by a selection committee. This selection committee will include the Dean of Students, one faculty or staff member, and current PSAC members.

Sub-Section B: Eligibility
Any student that is in good standing with the university may be nominated to apply. Nominations can come from students, faculty, and staff. Students can also self-nominate.

Sub-Section C: Term of Office
Members-at-Large will serve for one academic year. The same member may serve a second term if they apply and are reselected by the selection committee. No member is allowed to serve on PSAC for more than two terms.

Sub-Section D: Selection
The following timeline is to be used to select the Members-at-Large:
1. PSAC will publish the nomination form to the public no later than March 1st. The nomination form will remain open until April 15th. Students who have been nominated will be sent the application form on April 15th to complete and return to PSAC no later than April 22nd.
2. The current PSAC members will rank all applicants on a scale from 0 to 5 with a zero meaning do not consider and a five meaning highly recommend.
3. Any current PSAC Member-at-Large who wants to be considered for a second term is expected to submit a new application by the deadline and
rank new applicants. They will not be allowed to serve on the selection committee.

4. The selection committee will review all applicants who have a rank of 3.5 or higher. A round table discussion about each member will occur until 5 Members-at-Large are chosen. The selection committee will also choose and rank 5 Members-at-Large alternates.

5. The Chair will notify and congratulate the five chosen Members-at-Large as well as all applicants that were not chosen. The Member-at-Large alternates will also be notified of their status. The new members are to be chosen no later than May 1st.

Sub-Section E: Resignation
Members-at-Large are allowed to resign at any time. If the member resigns, PSAC will select an Member-at-Large alternate to fill the position.

Sub-Section F: Impeachment
If a member is not fulfilling their duties they can be impeached. A motion must be made during business and be tabled for one meeting. The member will have until the next student meeting to send PSAC members a formally written rebuttal against the motion. At the following student meeting, a discussion will take place and then a vote. The member will be impeached with a two-thirds vote in favor of impeachment. If the member does not send in a rebuttal, it will be assumed they accept impeachment and no vote will be required. PSAC will select an Member-at-Large alternative to replace an impeached Member-at-Large. An impeached member is not allowed to return to PSAC for another term.

Sub-Section G: Vacancy
A member position will be vacant if they miss two meetings within a semester. The absences can be approved by the Chair and not count towards Vacancy. PSAC will select an Member-at-Large alternative to fill the vacancy.
Article IV: Officers

Section 1: Chair

Sub-Section A: Duties
The Chair is required to perform the following:
1. Coordinate student meeting times and reserve meeting space
2. Notify PSAC members of meeting at least one week in advance
3. Schedule Presidential Meetings through the Office of the President
4. Collect RSVPs one week prior to Presidential Meetings
5. Update the PSAC Google Calendar
6. Maintain order during all meetings
7. Communicate with PSAC members in a timely manner
8. Serve as the liaison to the student body in public statements

Sub-Section B: Eligibility
A member from the previous term’s council will be Interim Chair. A new Chair must be
voted on by the new council, and the Interim Chair will facilitate the transition. If there is
a majority vote of no confidence in the current Chair, PSAC shall open nominations by
e-mail before the next following meeting. To be eligible for Chair, the person must be a
member of PSAC that is not the Secretary. Additionally, the person must not have been
previously removed from a PSAC officer position.

Sub-Section C: Term of Office
The Chair will hold office for one academic year. The Chair may serve another term if
returning to PSAC and re-elected by the new PSAC members.

Sub-Section D: Resignation
The Chair may resign from the position at any time. If the Chair resigns, nominations for
their position will be opened by email as soon as resignation is declared. Elections will
occur at the next following meeting.

Sub-Section E: Impeachment
If the Chair is not fulfilling their duties they can be impeached. A motion must be made
during business and be tabled for one meeting. The Chair will have until the next
student meeting to send PSAC members a formally written rebuttal against the motion.
At the following student meeting, a discussion will take place and then a vote. The Chair
will be impeached with a two-thirds vote in favor of impeachment. There will be
nominations and elections immediately following impeachment. If the Chair does not send in a rebuttal, it will be assumed they accept impeachment and no vote will be required.

Sub-Section F: Vacancy
The Chair position will be vacant if they miss two meetings within a semester. The absences can be approved by the Secretary and not count towards Vacancy. There will be nominations and elections at the first meeting after the Chair is declared vacant.

Section 2: Secretary

Sub-Section A: Duties
The Secretary is required to perform the following:
1. Record, edit, and publish all meeting minutes to PSAC members
2. Provide a PDF copy of minutes 48 hours after all meetings
3. Provide a copy of the agenda for the University President Meeting 48 hours in advance
4. Manage and organize all documents in the Google Drive folder
5. Serve as the Chair and assume all Chair duties in the case of the Chair’s Absence

Sub-Section B: Eligibility
To be eligible for Secretary, the person must be a member of PSAC that is not the Chair. Additionally, the person must not have been previously removed from a PSAC officer position.

Sub-Section C: Term of Office
The Secretary will hold office for one academic year. The secretary may serve another term if returning to PSAC and re-elected by the new PSAC members.

Sub-Section D: Resignation
The Secretary can resign from the position at any time. If the Secretary resigns, nominations for their position will be opened by email as soon as resignation is declared. Elections will occur at the next student meeting.

Sub-Section E: Impeachment
If the Secretary is not fulfilling their duties they can be impeached. A motion must be made during business and be tabled for one meeting. The Secretary will have until the next student meeting to send the chair a formally written rebuttal against the motion. At the following student meeting, a discussion will take place and then a vote. The
Secretary will be impeached with a two-thirds vote in favor of impeachment. There will be nominations and elections immediately following impeachment. If the Secretary does not send in a rebuttal, it will be assumed they accept impeachment and no vote will be required.

Sub-Section F: Vacancy
The Secretary position will be vacant if they miss two meetings within a semester. The absences can be approved by Chair and not count towards Vacancy. There will be nominations and elections at the first meeting after the Secretary is declared vacant.

Sub-Section G: Election
The Secretary will be elected at the first meeting of the new council. Nominations will open by email before the first student meeting. The eligible candidates will then give a two minute speech to the council followed by three minutes of questioning. Once questioning is finished, the candidate will leave the room and discussion will take place for three minutes or longer with a majority vote. The ballots will then be handled by the Chair or another designated member. The Chair will inform the winning candidate.

Sub-Section H: Vote Powers
The Secretary has the same rights to a voice and vote as all other PSAC members.

**Article V: Council Meetings**

Council meetings are meant for brainstorming solutions for the student body and conducting business. PSAC shall meet at least two times a month while classes are in session for council meetings. The meeting time and place will be specified by the Chair at the beginning of each semester with consideration of PSAC members’ availabilities.

Section 1: Quorum
Two-thirds of PSAC members must be present for business to take place. Meetings can be started if Quorum is not met but no business can be conducted. Business refers to setting the agenda for University President meetings, constitution changes, elections and impeachment.

Section 2: Procedure
Meetings will start with attendance and a short review of the previous meeting’s minutes. The Chair is responsible for keeping discussion on topic and keeping order in
meetings. Robert’s Rules of Order may be loosely used if the PSAC members find that the best way to ensure order.

Section 3: Voting
The following defines voting at PSAC meetings:
1. Voting members are the selected members of PSAC and the only members who have a vote in meetings. An organization may send a representative to vote, if the selected council member is unable to be present.
2. A majority is needed to pass an agenda topic, election, or impeachment. In the case of a tie in an election, the two candidates with the highest votes will be re-voted on. If a tie continues then Chair will be the deciding vote. In all other cases, the Chair will be the deciding vote.
3. There is no absent voting.
4. Secret Voting shall take place for votes regarding elections, judicial matters, or impeachments.

Section 4: Voice
All members present at council meetings have a voice.

Section 5: Attendance
Attendance will be taken at the beginning of each meeting by the Chair. This attendance will be the official PSAC Attendance record. An absence will be deemed excused or unexcused at the discretion of the Chair. Members may participate virtually (Google hangout, Skype, etc.) if they cannot physically be present for the meeting.

Article VI: Presidential Meetings

Presidential meetings are meant for presenting proposals and discussing agenda topics with the University. These meetings are to occur once a month while classes are in session. The University President reserves the right to cancel, reschedule, or add meetings as they deem necessary.

Section 1: Quorum
Two-thirds of PSAC members must be present to meet quorum. Presidential Meetings may proceed without meeting quorum since the agenda is predetermined.

Section 2: Procedure
Meetings will follow the set agenda. Agendas are to be submitted to the University President and PSAC at least 48 hours before a University Presidential Meeting. If there is additional time in a meeting, PSAC may hear additional topics and feedback from the University President. No PSAC member is allowed to add discussion that is not listed on the agenda.

Sub-Section A: Proposal Guidelines
1. Matters discussed before the University President shall frame issues into achievable solutions
2. All issues discussed should receive procon discussions, moderated by the Chair
3. Proposals should be backed by research.

Sub-Section B: Project Life Cycle
Issues and projects adopted by PSAC shall be limited to a three-month cycle
1. Prepare a solutions-oriented proposal for the Presidential meeting
2. Send this proposal along with the agenda to the University President, 48 hours prior to the initial meeting
   a. Receive feedback from the University President and use to revise the proposal to be more feasible
   b. For the following Presidential Meeting of the proposal’s life, present revised proposal to the University President, abiding by the same 48-hour advance notice.
      i. If necessary, receive University President’s feedback and revise accordingly for following meeting
   c. At the third meeting in the cycle, present final proposal to the University President.
      i. Record any response and follow-up to present to student body

Section 3: Voice
Members that have an unexcused absence will not have a voice for the Presidential Meeting directly following the unexcused absence. The Chair will notify members of a loss of voice before the Presidential Meeting.

Section 4: Attendance
Attendance will be taken at the beginning of each meeting by the Chair. This attendance will be the added to the official PSAC Attendance record. An absence will be deemed excused or unexcused at the discretion of the Chair. Virtual attendance will not be allowed for University President Meetings.