

Athens Tech Student Advisory Council By-Laws

Article I: Name

The name of the council shall be “Athens Tech Student Advisory Council (ATSAC).”

Article II: Purpose / General Guidelines

The Athens Tech Student Advisory Council (ATSAC) is a group of students elected to represent the entire student body to the administration and other entities. The purpose of ATSAC is to:

1. provide the student body with a formal vehicle for communication with the administration, faculty, and staff of Athens Technical College;
2. provide student representatives with the opportunity to serve in leadership roles;
3. encourage the opportunity for student involvement in institutional and community improvement projects.

In meeting these purposes, ATSAC shall function in an advisory capacity to the administration, faculty, and staff of Athens Technical College and its community partners.

Article III: Functions

The functions of the Athens Tech Student Advisory Council (ATSAC) are:

1. facilitation of effective communication between the student body and Athens Technical College administration, faculty, and staff;
2. participation in approved institutional improvement projects;
3. assistance with selected ceremonies and activities sponsored by Athens Technical College;
4. representation of the student body in certain public relations activities and recruitment of new students;
5. representation of Athens Technical College in selected and approved community projects;
6. approving expenditures of student activities funds;
7. approving budget requests from student organizations.

Article IV: Non-Discrimination Policy

The Athens Tech Student Advisory Council (ATSAC) supports the non-discrimination policy of the Technical College System of Georgia and Athens Technical College, which states:

“The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).”

Article V: Membership

There are three types of membership for the Athens Technical College Student Advisory Council (ATSAC): general members, voting members, officers.

General Members: All Athens Technical College students who are enrolled, at least, full-time as defined by the Athens Technical College Catalog and Student Handbook are considered general members. General members can attend meetings and participate in discussion but do not have a vote.

Voting Members: Each program of study can appoint / elect two representatives to be a voting member of ATSAC. These members are expected to regularly attend ATSAC meetings and are able to participate in discussion and voting. Voting members must have and maintain a 2.0 GPA.

Officers: ATSAC shall have an elected slate of officers consisting of: President, Vice-President, Treasurer, Secretary. These officers are elected from the entire student body. In order to be eligible, students must be in good standing, have at least a 2.0 GPA, and have completed at least 12 credit hours at Athens Technical College.

Article VI: Attendance

Regular attendance at all meetings is an expectation of all Athens Tech Student Advisory Council (ATSAC) voting members and officers. Should a voting member or officer need to miss a meeting, they are responsible for notifying the ATSAC advisor and attempting to find a replacement representative from their program of study. Voting members or officers who are absent from two or more meetings without notifying the ATSAC advisor shall be removed from their post and replaced with an elected or appointed alternate representative.

Article VII: Officers Duties

The Athens Tech Student Advisory Council (ATSAC) officer duties are as follows:

President: The ATSAC President is the primary representative of the student body to the administration. The duties associated with this office are:

1. Be available to students, organizations, committees, faculty, and staff as a representative of the student body.
2. Encourage the active participation of all students in the decision making of ATSAC.
3. Lead the officers and all ATSAC meetings in the decision making process.
4. Keep in constant communication with the ATSAC advisor and the administration.

Vice President: The ATSAC Vice President is the back up to the President. The duties associated with this office are:

1. Stand in as the ATSAC President in that individual's absence.
2. Assume the duties of the ATSAC President in the event that they resign.
3. Serve as parliamentarian during ATSAC meetings.
4. Assist the President in setting the agenda for meetings.

Treasurer: The ATSAC Treasurer is the primary fiscal representative for allocation, reconciliation, and student activities fees. The duties associated with this office are:

1. Lead the ATSAC officers in the development of the yearly allocation of student activities fees.
2. Provide a budget summary of student activities fees (student organization, student activities, and ATSAC budgets).
3. Be the primary student signer on purchase requisitions and expenditures associated with ATSAC.
4. Bring funding requests before the voting body during ATSAC meetings.

Secretary: The ATSAC Secretary is the record keeper for the organization. The duties associated with this office are:

1. Take minutes at each ATSAC meeting and share those with the ATSAC advisor and all voting members.
2. Take roll during each ATSAC meeting.
3. Provide summaries of the discussions of the ATSAC officers, and other membership to the administration as necessary.
4. Stand in as the ATSAC Treasurer in that individual's absence.

Article VIII: Officer Election & Removal Procedures

Officers shall serve a term of one year beginning at the start of Fall term and ending during the end of the Summer term. There is no limitation to the number of terms that a student can serve. In order to be eligible, students must be in good standing, have at least a 2.0 GPA, and have completed at least 12 credit hours at Athens Technical College. Additionally, in order to run for office, students must agree, in good faith, to be enrolled at the college for the duration of their term.

Elections will be held at the end of each spring term for the upcoming years officers. At that time, students will be able to nominate or self-nominate for each office. The ATSAC advisor will be responsible for verifying the eligibility of each candidate. The ATSAC advisor will then engage the entire student body in the election process, during which time the nominees will be able to campaign for office. The student with the highest number of votes for each office will be the winner and hold that office for the upcoming term.

ATSAC officers are expected to maintain good academic and judicial standing at the college. Any officer who is found to not be in good academic and/or judicial standing during their term of service will be removed from office. Officers who neglect their duties may also be removed from office by a 2/3 majority vote of the entire voting membership. If an officer is removed from office or otherwise vacates the position, a special election will be held to select a new officer.

Article IX: Operational Year

The operational / fiscal year for the Athens Tech Student Advisory Council (ATSAC) shall be from July 1 through June 30 each year.

Article X: Quorum

In order to make voting decisions, the Athens Tech Student Advisory Council (ATSAC) must have a majority vote of the attendance at any given meeting, whether that be of the voting membership or the officers. In the event that there is not a meeting of the voting membership scheduled in a time necessary to make a decision, that decision can be made by the majority vote of the officers.

Article XI: Realm of Responsibility

The Athens Tech Student Advisory Council (ATSAC) has advisory responsibility in a variety of areas, including:

Student Voice: ATSAC shall serve as the primary means of communication of student concerns and opinions to the college administration. ATSAC officers shall be the primary vehicle for this communication, gathering information from the students on a consistent basis and sharing it with the administration as necessary. Likewise, they will bring messages back from the administration to share with the ATSAC membership and the entire student body.

Budgetary Oversight: ATSAC officers are responsible for guiding the college's use of funds associated with the student activities fee. Responsibilities here include setting the yearly budget, in conjunction with the Director of Student Activities, Vice President for Student Affairs, and the college President. Input will also be gathered from the voting membership. The ATSAC officers will create a budget for the upcoming year at the end of Spring term, designating funding for various student activities and allocating funds for individual student organizations. The officers shall also have the right and responsibility to approve or deny Student Organization Special Allocation Requests throughout the year by majority vote. All other budgetary decisions are the responsibility of the voting membership.

Student Activities: ATSAC has the responsibility for advisory oversight of student activities, including: campus activities, Honor's Day, Graduation, student organizations, and other areas for which the Office of Student Activities is responsible. In this capacity, the ATSAC shall make recommendations for policies, procedures, and programming to the college administration.

Article XII: Advisor

The Director of Student Activities shall serve as the advisor to the Athens Tech Student Advisory Council (ATSAC).

Article XIII: By-law Adoption & Correction

A majority vote of the officers is required to make any adjustments to the by-laws.

Addendum

Satellite Campus Chapters

Article I: Name

The name of council chapters on satellite campuses shall be “{Insert Campus Name} Athens Tech Student Advisory Council (ATSAC).”

Article II: Purpose / General Guidelines

The purpose of these satellite campus chapters of ATSAC is to support the overall goals of ATSAC and provide such opportunities for engagement as the main chapter allows.

Governance of the satellite campus chapters of ATSAC shall be under the umbrella ATSAC organization. Each year, ATSAC will approve the chartering of satellite campus chapters through funding those chapters during the annual budgeting process. Chapters shall answer to the overall ATSAC committee and follow guidelines as outlined in the bylaws, except for those adjustments made in this addendum.

In general these chapters exist in order to offer a student voice to the local administrations of those campuses and the college as a whole. Additionally, they should be an integral part of the student activities on that campus. The allocated funds can be used for these purposes and accessed as outlined in the Student Organization Handbook.

Article III: Members / Officers

Officers for the satellite chapters of ATSAC shall be defined, formed, and elected as outlined in the main bylaws with the exceptions below.

General Members: Membership shall be open to those students taking classes on the satellite campus.

Voting Members: Voting members shall be representative of the approved programs of study that are offered on the campus.

Officers: Officers shall be elected in the same format as noted in the main bylaws, however, on the satellite campuses, treasurer and secretary positions are combined into one.

Article IX: Advisor

Each satellite campus can choose, working with the senior campus administrator and the director of student activities, can appoint an advisor. This person should work closely with the director of student activities for assistance in advising the ATSAC chapter.