The Constitution of The Dean's Advisory Board

College of Human Environmental Sciences

University of Missouri

Drafted the Year 2013
Constitution of the
College of Human Environmental Sciences
Dean’s Advisory Board

Preamble
We, the students of the College of Human Environmental Sciences at the University of Missouri in Columbia, being concerned with the equality of our academic careers, recognize that we have both a right and a duty to participate in the decision-making processes that affect our academic, social, political, and cultural lives. In order to provide a more unified means of expressing the interests of students, we hereby establish this Constitution.

Article I
Name of the Organization

Section 1. The name of this organization shall be the College of Human Environmental Sciences Dean’s Advisory Board and shall be referred to as such. In short, the organization may be indicated as D.A.B.

Article II
General Purposes, Duties, and Responsibilities

Section 1. The Dean’s Advisory Board shall be recognized and accorded appropriate authority by the faculty and the student body of the College of Human Environmental Sciences, hereafter identified as the College.

Section 2. The Dean’s Advisory Board shall work closely with the Missouri Students Association (MSA) in the making of recommendations in accordance with the wishes of the students of the College. In doing so, there will be, at minimum, one representative attending the General Assembly Senate meetings of the University of Missouri, hereafter identified as the University.

Section 3. The Dean’s Advisory Board shall study student attitudes and make recommendations in regard to standards and policies concerning the academic affairs of the College.

Section 4. The Dean’s Advisory Board shall develop and sponsor programs and activities for the students, faculty, alumni, and other interested professionals of the College.
Section 5. The Dean’s Advisory Board shall participate in the establishment of the standards and regulations concerning academic honesty within the classroom, community, and throughout the Internet.

Section 6. The Dean’s Advisory Board shall advise the Dean, faculty committees, faculty, and students on such matters as they may from time to time bring before the membership.

Section 7. The Dean’s Advisory Board shall receive notification from the representative of a proposed College student organization.

Section 8. At the completion of each academic semester the Secretary shall prepare and share with the general student body an annual report on its activities at the end of each academic semester. The report will include information on Human Environmental Sciences’ achievements in programs, changes within the college, etc. from the previous period. Said report shall additionally include projected activities and budget for the following semesters.

Article III
Membership

Section 1. All students enrolled in the College are eligible for membership in the Dean’s Advisory Board. Particular representation shall come from the President of each organization within the College as well one additional designated representative member and one member representing each department within the College.

Section 2. At large membership with voting rights may be achieved by attending all meetings with the exception of one absence.

Section 3. The criteria for active status and the right to vote for offices in an election will be granted to a student after the Secretary has a record of three attendances of regularly scheduled meetings.

Section 4. Attendance at meetings of the Dean’s Advisory Board shall be mandatory for every representative.

Section 5. In order for a member to qualify for an excused absence of a member meeting, the absent member must contact the Dean’s Advisory Board secretary at least five hours before the time of the meeting. Absent members must read minutes or correspond with another member to review anything missed during the meeting.

Section 6. Member absences are excused in the event of an emergency. Instances of emergency include- but are not limited to: illness, death of a relative or other close relationship, scheduled tests, test review sessions, etc. If there are any discrepancies in the severity of the emergency, such cases will be reviewed by the President and faculty advisor.
Section 7. The filling of vacancies of the Executive Board of the Dean’s Advisory Board shall be initiated once a member has voluntarily resigned or has been removed from his/her responsibilities and associations with the Dean’s Advisory Board. At this time, the President will appoint an active member of the Dean’s Advisory Board to assume all responsibilities of the office and/or representative duties with the approval of membership.

Article IV
Officers, Representatives, and Advisors

Section 1. The Executive Board officers and representatives of the Dean’s Advisory Board shall consist of President, Vice-President, Secretary, Treasurer, Publicity Chair, MSA Representative and Events Coordinator.

Section 2. Preference to students who wish to be on the election ballot will be granted by nomination to those who meet the following criteria:

President: A member of the Dean’s Advisory Board for at least one academic year.

Section 3. The duties of the following offices and representatives shall be:

President: To call and preside over all meetings; appoint chairpersons for ad hoc committees with the approval of the membership; to be the official representative of the Dean’s Advisory Board; to rule initially upon the interpretations of the Constitution, its amendments and such resolutions as the membership may from time to time adopt with the advice and approval of the membership.

The President shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

Vice-President: To act in the absence of the President; to serve as coordinator of the nomination and voting of new membership.

The Vice-President shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

Secretary: To keep accurate records of all meetings of the Dean’s Advisory Board and make such reports on behalf of the Dean’s Advisory Board as may be necessary.

The Secretary shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.
**Treasurer:** To keep accurate records of all financial transactions of the Dean’s Advisory Board, to supervise the receipt and distribution of all funds, to report to the Dean’s Advisory Board at regular meetings.

The Treasurer shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

**MSA Representative:** To attend MSA meetings; to make recommendations in accordance with the wishes of the students enrolled in the College; to keep the College informed of University-wide activities and concerns.

The MSA Representative shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

**Events Coordinator:** To assist in planning and carrying out “HES Week”, which is to be held in the spring. In addition, the Events Coordinator will oversee the committee formation for such events as homecoming, guest speakers, and volunteer work.

The Events Coordinator shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

**Publicity Chair:** To publicize all activities and events of the Dean’s Advisory Board. Additionally, the Publicity Chair will oversee marketing, social media, and community outreach. Therefore, the Events Coordinator and the Publicity Chair shall work in conjunction in regards to event planning.

The Publicity Chair shall have such additional powers and duties as the membership may prescribe consistent with the Constitution.

**Advisor:** In order to attain the position of the Advisor for the Dean’s Advisory Board, the Dean of the college, in consolation with membership, must approve the individual.

**Section 4.** Students shall be eligible for membership of the Dean’s Advisory Board by exhibiting respectable academic standing.

**Section 5.** The Dean’s Advisory Board representatives shall be determined by each organization in the College, and shall be selected during that organization’s internal elections. The organization’s elections are to be held in accordance with each assembly's individual bylaws.

**Section 6.** Terms of office shall end in May of the year following the election.
Article V
Process of Election

Section 1. Elections for the next year will be held during the Dean’s Advisory Board meeting in April.

Section 2. Any member of the College who is eligible to serve as an officer and wishes to do so may apply by registering with the Secretary prior to the April election. After the Secretary has confirmed his/her eligibility, the candidate’s name may appear on the ballot. For each office, the candidate who receives the most votes is considered the winner. If only one candidate is seeking an office, that candidate wins by default.

Article VI
Process of Removal

Section 1. Terms of office expire automatically at the start of the first meeting in May.

Section 2. Officers who wish to serve another term on the Dean’s Advisory Board are obligated to seek and win election in April.

Article VII
Meetings

Section 1. The Dean’s Advisory Board shall meet once a month with its dates and times to be agreed upon at the first meeting.

Section 2. A quorum of two-thirds (2/3) of the active members must be present before any business can be transacted.

Section 3. Special meeting of the Dean’s Advisory Board shall be called by the President or by a petition containing the names of twenty (20) percent of the active members of the Dean’s Advisory Board.

Section 4. Simple majority voting will determine questions decided by vote.

Article VIII
Parliamentary Authority

Section 1. Meetings of the Dean’s Advisory Board shall be based upon the procedures set forth by Robert’s Rules of Order.
Article IX
Adoption and Amendment Procedure

**Section 1.** The Dean’s Advisory Board Constitution shall be in effect when approved by the membership, decided on by the board and shall be particularly amended as needed.

**Section 2.** A vote of simple majority is needed by the membership, the students of the College for ratification of the Constitution.

**Section 3.** Amendments to this Constitution must be submitted in writing and presented at any regular business meetings by any member of the organization. A two-thirds (2/3) vote of the membership will be required for the adoption of amendments.

**Section 4.** Amendments to the Constitution must be submitted to and approved by two-thirds majority of membership.

**Section 5.** Other concerns shall be addressed by parliamentary procedure as stated in *Robert’s Rules of Order*.

Article X
Statement of Compliance

**Section 1.** The Dean’s Advisory Board shall always comply with all federal, state and local laws, as well as with all University policies.

Article XI
Non-Discrimination

**Section 1.** The Dean’s Advisory Board does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability or status as a protected veteran.