**BYLAWS OF**

**STUDENT COUNCIL OF THE INTERNATIONAL COLLEGE OF THE CAYMAN ISLANDS**

# ARTICLE I - DUTIES OF THE STUDENT COUNCIL

The Student Council of International College of the Cayman Islands is hereinafter referred to as the council, shall carry out the following duties:

* Develop and approve student achievement.
* Obtain recommendations for the proposed student achievement from all council member and any applicable school advisory members.
* Develop and approve the plan and related expenditures in accordance with ICCI standards and regulations set forward.
* Recommend a plan and expenditures to the College president, college administrators and governing board for approval.
* Provide ongoing review of the implementation of the plan with the College president, students, and other college staff members.
* Make modifications to the plan whenever the need arises.
* Submit the modified plan for governing board approval whenever a material change (as defined in governing board policy) is made in planned activities or related expenditures.
* Quarterly evaluate the progress made toward school goals to raise the academic achievement and activities of all students.
* Carry out all other duties assigned to the council by the College president, college administrators and governing board.

# ARTICLE II – MEMBERS

**Section A: Composition**

The student council shall be composed of the following members, the president, vice-president, treasurer, secretary, master representative, bachelor representative, and associate representative. Each member has equal voting rights. **The College President/Elected College Official is responsible for coordinating the elections of student council members,** which will be **elected by the student body**. The council will be made up of **no fewer than 7 members**.

# Section B: Duties of Officers

**President**

* Act as the liaison between the Student Council and Advisors.
* Designs meeting agendas.
* Presides at monthly meetings.
* Represents the council at various functions.
* Exemplifies good school citizenship.

**Vice President**

* Serves in the absence of the President.
* Helps keep members engaged in the meeting.
* Solicits public relations and recording events.
* Exemplifies good school citizenship.

**Secretary**

* Takes attendance.
* Handles incoming/outgoing correspondence.
* Takes notes at meetings and keep accurate records.
* Types minutes and submit them for approval.
* Reports at each meeting the minutes from the previous meeting.
* Exemplifies good school citizenship.

**Treasurer**

* Keeps detailed records of all money earned and spent by student council monthly.
* Prepares a report of expenditures and transactions received monthly/quarterly from fundraising and donations.
* Keeps open communication with the College President.
* Exemplifies good school citizenship.

**Master, Bachelor and Associate Representatives**

* Attends student council meetings.
* Brings ideas and suggestions from class members to the meetings.
* Reports information back to his/her classroom.
* Helps with the development of projects for the student council and school.
* Exemplifies good school citizenship.

# Section C: Term of Office

Council members shall be elected for **1 calendar year term**. At the first regular meeting of the council, each member’s current term of office shall be recorded in the minutes of the meeting.

# Section D: Voting Rights

Each member is entitled to one vote and may cast that vote on any matter submitted to a vote of the council. Absentee ballots shall not be permitted. Voting by proxy is not permitted.

# Section E: Termination of Membership

The council may, by affirmative vote of two-thirds of all its members, suspend or expel a member. Any elected member may terminate his or her membership by submitting a written letter of resignation to the council president.

# Section F: Transfer of Membership

Membership on the council may be assigned or transferred, if and only thee council has an affirmative vote of two-thirds of all its members are in favor or the transfer of membership.

# Section G: Vacancy

Any vacancy on the council occurring during the term of a duly elected member shall be filled through a selection process that will be taken place within the student council to best select an individual to represent the vacant role.

# ARTICLE III – SUBCOMMITTEES

# Section A: Sub-committees

The council may establish and abolish sub-committees of their own membership to perform duties as shall be prescribed by the council. At least one member must major in a program different than all members will make up the sub-committee. No sub-committee may exercise the authority of the Student Council.

# Section B: Membership

Unless otherwise determined by the council, the council president shall appoint members of standing or special committees. A vacancy on a committee shall be filled by appointment made by the council president.

# Section C: Term of Office

Council members shall be elected for a **1 year calendar term.**

# Section D: Rules

Each committee may adopt rules for its own government not inconsistent with these bylaws or rules adopted by the council, or policies of the International College of the Cayman Islands.

# ARTICLE V – MEETINGS OF THE COUNCIL

# Section A: Meetings

The council shall meet regularly during each month. The Student Council President may call special meetings of the council by majority vote of the council. All meetings must be have at least two-thirds of its members attending.

# Section B: Place of meetings

The council shall hold its regular meetings at a facility such as the College Campus, Library, or any other venue of the Student Council President choosing. Alternate meeting places may be determined by the Student Council President or by majority vote of the council.

# Section C: Notice of meetings

Written public notice shall be given of all meetings **at least 3 days** in advance of meeting. All meetings shall be publicized in the following venues: College Campus, Library, or any other venue of the Student Council President choosing. All required notices shall be delivered to council and committee members **no less than 3 days**, and **no more than 14 days** in advance of the meeting, personally or by e-mail.

# Section D: Administrative responsibility

The Vice-President and Secretary shall have the responsibility for the proper function and implementation of the council.

# Section E: Conduct of Meetings

Meetings of the council shall be conducted in accordance to the rules of order established by, the International College of the Cayman Islands.

# Section F: General Meetings with Students

All general meetings of the council, and committees established by the council, shall be open to the public. Notice of such meetings shall be provided in accordance with Section C of this article.

# ARTICLE VI – AMENDMENTS

An amendment of these bylaws may be made at any regular meeting of the council by a vote of two-thirds of the members present. Written notice of proposed amendment must be submitted to council members **at least 3 days** prior to the meeting at which the amendment is to be considered for adoption.