

CONSTITUTION AND BY-LAWS
FOR
Central New Mexico Community College's

EXECUTIVE COUNCIL OF
STUDENTS
(E.C.O.S.)





ARTICLE I – NAME

The name of this group shall be the **Executive Council of Students (ECOS)**

ARTICLE II – PURPOSE

- Section 1.** Represent student issues to administration, faculty and staff; provide representation on CNM standing committees.
- Section 2.** Develop and improve internal policies that affect the student body.
- Section 3.** Network with other college/university student governments and organizations in order to share information and exchange ideas.
- Section 4.** Promote student community by gathering and disseminating information regarding student leadership opportunities, Executive Council of Students activities and projects, and other student-related issues.
- Section 5.** Support scholarships and funding through outreach to state and local legislative structures, New Mexico colleges and universities and other groups interested in funding student scholarships (CNM Scholarships and transfer scholarships).
- Section 6.** Implement projects that:
- Promote awareness of student programs, clubs and organizations
 - Benefit students
(examples: book exchanges, leadership series, etc.)

ARTICLE III – ADVISOR

- Section 1.** The Dean of Students or a designee assigned by the Dean of Students will serve as the advisor and/or co-advisor for ECOS.
- Section 2.** The advisor and/or co-advisor attends meetings and serves in an advisory capacity, but does not participate as a member of the Executive Council of Students.
- Section 3.** ECOS may vote on a co-advisor and present its results to the Dean of Students for review.

ARTICLE IV – MEMBERSHIP

Section 1. Number of Members

The Executive Council of Students shall consist of a minimum of 5 members and a maximum of 15 members. Efforts will be made to encourage representation from all CNM campuses. The number of members shall be determined each year by the member selection process, and will be dependent upon the number of students applying for membership as well as the number of current members seeking an additional term on the Executive Council of Students.

- a. In the event that the Executive Council of Students has fewer than the minimum of 5 students serving on it, it is considered to have Low Membership Status.
 - i. In Low Membership Status, the existing members may conduct business as usual until such a time that promotional activities for and selection of new members can be completed.
- b. If, after two months, there are still fewer than the minimum of 5 members, there should be a meeting held between the Executive Council of Students and either the Dean of Students or the Vice-President of Student Services to determine the next course of action. The discussion could include topics such as outreach strategies, promotional activities, member selection, guidance, and support from Student Services.

Section 2. Minimum Requirements of Members

In order for students to be eligible for participation in ECOS they must meet the following minimum requirements:

- a. Maintain enrollment (while applying for and serving on the Executive Council of Students) in a minimum of 3 credit hours at CNM (summer excluded).
- b. Be willing to commit the time and energy necessary to be a contributing member of the Executive Council of Students.
- c. Be willing to be an active student representative on at least one CNM standing committee or other CNM organization (example: Faculty Senate).
- d. Be willing to take on a role as a leader and representative for students at CNM.
- e. Be willing to have answers from the short answer questionnaire in the Executive Council of Students Application published in the CNM Chronicle newspaper.

- This information is intended to introduce each new Executive Council of Students member to the student body at-large.
- f. Be in and maintain (while serving on the Executive Council of Students) good academic standing with the institute (2.5 minimum GPA). Students who do not yet have an established GPA at the institute may be considered provisional members.
- g. Have attended at least 3 ECOS meetings.

NOTE: Failure to maintain the minimum 2.5 GPA for the Executive Council of Students will result in one probationary semester with termination from the Executive Council of Students if the 2.5 GPA is not restored. Re-establishment of the minimum GPA will result in removal of probationary status. GPA status will remain confidential. Committees formed outside ECOS can determine their own standards of expectations.

Section 3. Member Selection Process

The steps in the member selection process are detailed below:

- a. Students interested in being considered for the Executive Council of Students should submit the following items.
- An Executive Council of Students Application which will include several short-answer questions.
 - At least one Recommendation Letter from a current or previous instructor or faculty member who can attest to the student's leadership abilities and/or potential.
- b. Each year, new Executive Council of Students members may be introduced in CNM's student newspaper, the CNM Chronicle.
- c. Members for the Executive Council of Students will be chosen by a committee ideally made up of members of the current Executive Council of Students and the Dean of Students and/or an advisor as outlined in Article III
In selecting the members, the selection committee will consider:
- Leadership experience
 - The quality of the student's application packet and their responses to short answer questions
 - The primary campus the student attends
 - Attendance at previous Executive Council of Students meetings
 - Recommendations from students at large, members of other CNM student organizations and faculty members

Section 4. Officer Selection

- a. The officers for the Executive Council of Students will be internally elected by the Executive Council of Students membership prior to October 1 of each year. The officer positions will include:
 - President
 - Vice President
 - Outreach Officer
 - Budget Officer
 - Administrative Officer
- b. The meeting date at which elections will be held must be announced at least one meeting prior to the election. All members must disclose their interest in officer positions at the meeting prior to the election.
- c. A vote will be taken at the meeting in which officers are elected. A quorum (1/2 plus 1) of members must be present in order for elections to be held.
 - An anonymous ballot may be requested by members.

Section 5. Executive Council of Student Vacancies

- a. If during the current Executive Council of Students term the number of ECOS members falls below five, the procedures outlined in Article IV, Section I; a and b will be implemented.
- b. If during the current Executive Council of Students term an officer position becomes vacant, a new officer will be internally elected from the existing Executive Council of Students membership. The election will take place by a majority vote of the quorum.

Section 6. Term Limits

The term of office for members and officers shall be as follows:

- a. Each term for Executive Council of Students members will be for the duration of two academic years, ending after the sixth semester (including spring, summer, and fall semesters) that they have been a member.
 - i. After a term of membership has ended, members may reapply for another term of continued membership by announcing their intention to serve again. The student may then be approved for another term by vote by a committee for membership selection.
- b. Each term for Executive Council of Students officers will be for the duration of two academic years, ending after the sixth semester (including spring, summer, and fall semesters) that they have been in that officer position.

ARTICLE V – RESPONSIBILITIES OF OFFICERS AND EXECUTIVE COUNCIL OF STUDENTS MEMBERS

Section 1. Roles and responsibilities of members

All Members

- Participates actively in all ECOS activities and meetings
- Serves on assigned CNM committees
- Attends at least 70% of all Executive Council of Students meetings and activities.
- Attends at least 70% of all other assigned committee meetings
- May volunteer for tasks given to them by officers

Satellite Campus Representative

- Members may choose to take on a special membership role to represent students at one of CNM's satellite campuses
- Must be taking at least (3) verifiable credit hours at the campus they are representing
- May choose to submit weekly reports to the ECOS Vice-President in an approved format in lieu of attendance at meetings
- Sends confirmation of postings (flyers, posters, etc.) approved by ECOS at their respective campus
- Must submit a vote-by-proxy if not able to attend mandatory meetings where voting is taking place, through an approved format
- Attends any CNM Governing Board meetings at their respective campus

Section 2. Roles and responsibilities of officers

President

- Facilitates Meetings
- Spokesperson for the Executive Council of Students
- Attempts to meet regularly with CNM's President to discuss initiatives and student issues
- Plans agenda for each meeting
- Meets prior to each scheduled Executive Council of Students meeting with advisor

Vice President

- Facilitates ECOS meetings if president is not available
- Succeeds ECOS president if needed until formal meetings can be held
- Supports communication within the Executive Council of Students
- Collects reports from all Satellite Campus Representatives and presents them at formal ECOS meetings

Outreach Officer

- Serves as a liaison to all students
- Attends Faculty Senate as needed to act as a student representative
- Supports communication between the Executive Council of Students and other groups and organizations

Budget Officer

- Maintains accounts and financial records for money appropriated for use by the Executive Council of Students
- Prepares financial statements, and makes these statements available at each meeting
- Familiarizes themselves with purchasing process and procedures. Helps to ensure appropriate process are followed when purchases are made
- Prepares a report or presentation at the end of the spring semester which details spending over the previous year, as well as outcomes of the spending
- Receives and familiarizes themselves with reports from the Student Activities Office, and ensures these reports are sent to ECOS regularly as needed. These reports contain student allocation board accounts, revenues, and expenses (see Article IX), including student club spending and supplemental allotments.

Administrative Officer

- Records and distributes “minutes” for each meeting
- Maintains a record of activities and events held during the year
- Collects samples of documents, correspondence, etc. for the year
- Records attendance at all meetings and functions, and catalogs an After Event Report (AER) from each event supported and/or hosted by ECOS
- Submits a final attendance report to the Dean of Students and/or an advisor as outlined in Article III which verifies that Executive Council of Students members have met attendance requirements for active membership

Section 3. All Executive Council of Students members who are assigned to a CNM standing committee must designate a substitute if unable to attend.

Section 4. If an officer position is not filled, the responsibilities of that position will fall to the president, who may further assign those duties among other members.

ARTICLE VI – IMPEACHMENT AND REMOVAL OF EXECUTIVE COUNCIL OF STUDENTS MEMBERS

Section 1. If there is a potentially impeachable concern/issue with any Executive Council of Students member, the concern/issue should be discussed with the ECOS President, and/or with the advisor. The president and/or advisor will discuss the concern/issue directly with the member.

Section 2. If the concern/issue is not resolved with the member, impeachment proceedings may be initiated against any member on the basis of:

- a. Neglect of duties (including non-attendance)
- b. Unauthorized expenditures or unauthorized agreement for expenditures
- c. False representation of the student organization
- d. Other behavior/actions deemed to be inappropriate for a student serving on the Executive Council of Students and representing CNM in that capacity

Charges of impeachment may only be presented at a scheduled ECOS meeting. After investigation and presentation of finding regarding impeachment, an impeachment vote shall be taken. Voting shall not be conducted earlier than one week following the presentation of all findings. Impeaching requires 2/3 vote of the full Executive Council of Students membership. If the Executive Council of Students vote to impeach, the automatic sanction is discontinuance as an ECOS member.

Section 3. The accused shall be granted the opportunity to resign at any time prior to the vote for impeachment, in which case, no record of judgment, other than resignation, shall be recorded in the minutes.

Section 4. If a member has not attended four consecutive meetings nor any ECOS events from the start of the Spring or Fall semester, and has not made any contact or arrangements regarding attendance or membership with an ECOS officer, they will be presumed to have resigned from their position on the Executive Council of Students.

ARTICLE VII – MEETINGS AND ATTENDANCE

- Section 1.** Executive Council of Students members will meet regularly during academic semesters. All ECOS meetings are open. The majority of activities for the Executive Council of Students occur during the Fall/Spring semesters. Summer term is designated for planning and available members will be asked to participate in preparing for the upcoming year.
- Section 2.** Planning meetings (officer meetings) will be scheduled as needed throughout the spring, summer, and fall terms. Attendance at officer meetings is only mandatory in the Spring and Fall semesters. All officer meeting are open meetings. These meetings are designed to plan the agenda for the weekly membership meeting and discuss other business as needed.
- Section 3.** At the beginning of each new academic year, the Executive Council of Students should establish ground rules for how the group will function including expectation regarding monitoring discussion, basic courtesy in the group, etc.
- Section 4.** All Executive Council of Student members are expected to attend ECOS meetings. In order to maintain membership status, members must attend at least 70% of meetings. (Satellite Campus Representatives must either attend meetings or submit reports due at least 30 minutes before the meeting start time for the Vice President’s report to count towards attendance.)
- Section 5.** A quorum of members must be in attendance in order for business to be conducted. A quorum is defined as 1/2 plus 1 of the current Executive Council of Students memberships.
- Section 6.** At a meeting that is cancelled because a quorum is not met, attendance will still be taken and will count towards each member’s attendance record.
- Section 7.** Advisor or Co-advisor must be present at meetings in order for business to be conducted or a vote to take place.
- Section 8.** Decision making at meetings should be done by consensus. If consensus cannot be reached, a majority vote of the members present will be taken.
- Section 9.** Satellite Campus Representatives who wish to hold an officer position **MUST** attend main campus meetings.

ARTICLE VIII – AMENDMENTS

- Section 1.** The constitution may be amended at any regular scheduled meeting of ECOS by a 2/3 vote of the full membership. A vote to amend the constitution may only be taken if notice of the proposed amendment is given to the members at least one week prior to the meeting which the amendment is voted upon.
- Section 2.** Amendments shall take effect immediately upon ratification.

ARTICLE IX – ECOS ALLOCATION BOARD

Section 1. Scope/Responsibilities of the Board

The Responsibilities of the ECOS Allocation Board will include:

- a. Allocating all student funds to chartered student clubs
- b. Reviewing submitted requests for special allocations
- c. Fairly and equitably distributing monies
- d. Reviewing annual student organization expenditures and stewardship
- e. Evaluating board process and recommending necessary protocol adjustments

Section 2. Structure of the ECOS Allocations Board

The ECOS Allocation Board will be made up of the seated Executive Council of Students members.

Section 3. Membership of the ECOS Allocations Board

The minimum requirements of the allocation board are the same as those that govern membership to the Executive Council of Students.

Section 4. Term Limits

Term limits for the ECOS Allocations Board shall be the same as for ECOS members.

Section 5. Meetings and Attendance

Attendance rules of the Executive Council of Students do apply.

Section 6. Removal from Allocations Board

All of the same by-laws, rules and regulations concerning the removal of Executive Council of Students members will apply to Allocation Board members as well. (See Article VI. Section 1, 2 and 3.)

Section 7. Process for Chartered Student Organizations and Clubs to request Allocated Funds

Automatic Allotment

- a. Student Clubs – Chartered Student Clubs are student groups with a focus on particular shared interests of the club members. Clubs generally focus on a given activity, topic, or goal, and may, but are not required to perform service for CNM or the surrounding community.
 - i. Clubs will be allocated **\$1,000 per academic year** to support the group's goals.
 - Fiscal Year 2020-2021: Due to reduced campus activity caused by campus closures, during the 2020-2021 fiscal year, clubs will be allocated **\$500**. This amount will be restored to the previous allocation of **\$1,000 per academic year** beginning on the 2021-2022 fiscal year.
- b. Student Activities – The Student Activities Office will be allotted **\$3,000** to support and supplement the activities and events they organize for students.

Supplemental Allotment

- a. An allotment of **\$25,000** is available for ECOS to allocate to student clubs that have been approved for chartering and CNM organizations who request additional special funding to benefit students.
 - Fiscal Year 2020-2021: Due to reduced campus activity caused by campus closures, during the 2020-2021 fiscal year, this special funding requests allotment will be **\$15,000**. This amount will be restored to the previous allocation of **\$25,000 per academic year** beginning on the 2021-2022 fiscal year.
- b. Eligible student clubs and CNM organizations requesting supplemental student fee allocations (special funding) in addition to the automatic allotment must submit the appropriate paperwork before the defined deadline (normally at least four weeks prior to the event).
- c. The student governance board (ECOS) may request supplemental student fee allocations in addition to the guaranteed allotment they receive annually by submitting the appropriate paperwork within the defined time period.
- d. If the Executive Council of Students should request additional allocations from the student activity fee, a special request must be submitted to the Dean of Students for approval.

Monetary Transaction Process

- a. All requests approved by the ECOS Allocation Board must be approved by the Dean of Students or designee prior to being submitted to the Budget Office for money transfers necessary to support the decisions made by the ECOS Allocation Board.

Section 8. Guaranteed Allotments for Student Governance, Student Publications, and Other Student Organizations

- **Executive Council of Students** – Each year, the CNM student government will receive **\$3,000.00** to transact business and make expenditures as allowable by Executive Council of Students Constitution and By-Laws.
 - Fiscal Year 2020-2021: Due to reduced campus activity caused by campus closures, during the 2020-2021 fiscal year, ECOS will be allocated **\$2,000**. This amount will be restored to the previous allocation of **\$3,000 per academic year** beginning on the 2021-2022 fiscal year.
- **The CNM Chronicle** – Each year the online CNM student newspaper will receive **\$27,000.00** of that year’s total student fees for use in operating the newspaper. This budget includes annual salary and benefits for the Editor-in-chief of the newspaper. The Executive Council of Students as well as The CNM Chronicle have agreed that this budget will be reviewed on a fiscal yearly basis to assess any additional changes or needs. This budget also allows for The Chronicle to request future special allocations from the Executive Council of Students / Allocation Board as needed.
- **Skills USA** – Each year the Skills USA Program will receive **\$55,000.00** for that year’s National Competition expenses. **Beyond this allocation of funds, neither Skills USA nor any of its off branches may approach the ECOS Allocation Board at any time for any additional funding or special allocations!** \$55,000.00 is the budget that ALL SKILLS USA teams, clubs, students, and participants will draw from through the year. This number has been calculated by ECOS, and the Dean of Students, and has been found to be more than adequate, when looking at the spending of the last 5 years by all of Skills USA combined.

Allotment Timeline

The targeted timeline (subject to change) for allocations is as follows:

August 1:	Automatic allocation for Fall term credited to accounts of chartered student clubs
June 30:	End of CNM Fiscal Year
July 1:	Beginning of CNM Fiscal Year. All unspent balances not approved for extension in allocated accounts (1010 accounts) will be moved back to the ECOS Allocation Board Account for redistribution

Section 9. Priorities and Criteria for fund distribution to chartered organization and clubs

- a. Evidence of fund raising activities planned and carried out as part of the efforts to fund organizational activities
- b. Number of students who will benefit from this activity or purchase
- c. What benefit or impact this activity or purchase will have on students
- d. Allocation request and spending history show evidence of efficiency and accountability
- e. Student organization goals and fiscal needs are presented clearly and completely
- f. Requests are in line with the ECOS Allocation Board Guidelines for Expenditures

Section 10. Guidelines for expenditures of student fee allocations for chartered student organizations and clubs

The following expenditures have been defined by the ECOS Allocation Board as non-allowable expenses:

- a. Scholarships
- b. Items for individual personal use such as personal clothing or gifts
 - i. Exceptions may be made if such items are used by club members for representing CNM at outreach events or competitions
- c. Electronic equipment for individual ownership (laptops, digital cameras, televisions, media players, computers, etc.)
- d. Prizes or monetary gifts such as gift cards
 - i. Non-monetary recognition items such as certificates or plaques are allowable
- e. Partisan or political activities and/or materials (e.g. electioneering or lobbying)
Religious or devotional articles or activities (shrines, tracts, etc.)
- f. Members of clubs or organizations who are not CNM students cannot have any expense (travel, registration fees or dues, association fees or dues, prizes or awards, etc.) paid for with allocations (1010) monies
- g. Allocated (1010) monies shall not be used to pay for any faculty staff member other than the official advisor(s). However, in case of travel, if the student group exceeds 15 students to one advisor, then funds for a second advisor can be requested.
- h. Allocated (1010) monies should not be used to purchase items for use in raising funds for organizations.
- i. If a student organization is requesting money for or planning to spend allocated fund for a permanent item (such as a bulletin board, sports equipment, etc.), a written plan must be submitted that details where the items or equipment will be stored, how it will be checked out or used, and what will happen with the items or equipment if the club or organization dissolves.
 - i. Held by student activities for the benefit of students

Section 11. How decision-making occurs

Equitable Perspective

When deciding on allocations, all requests will be considered before decision making begins. This will ensure that a fair and equitable perspective is maintained and that organization request that are lower in the stack do not lose out just because all monies have already been allocated. A member of ECOS should recuse themselves from voting if there is a conflict of interest, or the appearance of a conflict of interest. For example, a member who is the officer of another club should not vote on supplementary funding for that club.

Analysis based on Criteria Guidelines

Discussion will occur and consideration will be given to how organizational allocation requests fit the ECOS Allocation Board's defined priorities, criteria and expenditures guidelines.

Decision-making Process

- In order for a decision to be made, there must be a quorum (1/2 plus 1) of ECOS Allocation Board members present.
- Consensus of Allocation board members should be reached regarding what is funded and what monetary amount /level is awarded.
- In the case of no consensus, a majority vote will be taken. In all voting situations, the president or designee will recuse themselves in a situation where there is an even numbered amount of members voting.
- An ECOS Advisor, ECOS Allocation Board Advisor or Co-Advisor must be present for any meeting at which decisions regarding monetary allotments are made.

Balancing Allotments Annually

In order to ensure that enough monies are available in the spring term to handle Spring and Summer needs, decision making regarding fee allocations will be made with the goal of having funds available for the entire year.

Record of Decisions

A formal, written record (tracking sheet) of ECOS Allocation Board decisions must be maintained for each fiscal year. Notes and minutes for allocation meetings can be found within the information of the Executive Council of Meeting minutes.

Section 12. Appeal Process

An organization may appeal a decision of the student Allocation Board by submitting the appeal, along with justification and supporting documentation, in writing to the ECOS Allocation Board (via the Dean of Students Office) within two weeks of the decision being communicated to the Student Organization. The appeal will be reviewed by the Dean of Students or designee. Decisions made on appeal are final.

Section 13. Fund/Expenditures for the Official Student Government Organization

- a. The official student governance organization as defined by the Dean of Students Office is as follows:

The Executive Council of Students (ECOS)

- b. ECOS is given this designation because it exists for the benefit and operation of all chartered CNM student organizations, as well as non-chartered student organizations at CNM and non student CNM offices, departments, and task forces which benefit CNM students.
- c. All active members except provisional members of the Executive Council of Students shall receive compensation of \$500.00 for each completed Fall, Spring and Summer semester. This compensation shall not exceed an annual amount of \$1,500.00 per member.
- A provisional member is a potential member who has not yet been voted in or has not had their minimum qualifications confirmed.
 - All members should act professionally and abide by CNM policy & procedures governing CNM students
- d. Payment for this compensation will be made from Student Fee monies until or unless other funding sources are identified.
- e. The compensation amount is subject to review and/or revision by the Student Allocation Board and the Dean of Students.

Section 14. Evaluation and Improvement

At the end of each academic year the current ECOS membership will conduct an evaluation of that year's allocation process and forms. Advisors and officers of ECOS will be asked to complete this evaluation. Based on the findings from this evaluation, the ECOS Allocation Board will make changes for next year's process and will communicate those changes to the new ECOS Allocation Board.

Revised April 2021: Executive Council of Students

