Article I: Purpose

The purpose of the Student Alliance is to represent and advocate on behalf of the voice of the student body. Additionally, they maintain oversight of the campus activities fee in collaboration with the Director of Student Life and Conduct.

Article II: Objectives

The Student Alliance is responsible to determine which issues they will advocate for as representatives of the student body. Additionally, they have the authority to spend the dollars assigned to their team.

The Leadership Board members on this team are responsible for oversight of the campus activities fee. This includes developing a budget each year, making allocations to clubs and organizations, and managing on-going extra allocation requests throughout the year. (The Director of Student Life and Conduct has final responsibility to this process; however, the team has significant input and decision-making authority in regards to spending this fee.)

Article III: Membership

All students of GRCC enrolled in one (1) or more credits are welcome to participate with the Student Alliance. Membership is open to any GRCC student and will not discriminate regardless of gender expression and gender identity, race, ethnicity, national origin, religion, physical/mental handicap, socioeconomic status, sexual orientation, sexual identity, height, weight, marital status, political affiliation, status as a disabled veteran or Vietnam Era veteran and/or any other legally protected class not heretofore mentioned.

Student Alliance will encourage involvement by college administration officials as College Representatives, however they will not be recognized as decision-making members (ie, if there is a vote, they may not participate).

Clubs/Organizations are required to send a representative to Student Alliance open meetings in order to receive a full disbursement of their allocated budget for the year. Once allocated budgets are determined and approved, half will be applied to the club account at the start of Fall semester. At the end of Fall semester, if a representative has attended all general meetings (with one absences allowed), the club will receive the second half of their allocation for Winter semester. If not, those funds will remain in the Reserve Account for request.
Article IV: **Leadership Board**

The Student Alliance will be led by four (4) selected leaders: President, External Affairs Director, Communications Director, and Operations Director. The Director of Student Life and Conduct will serve as the advisor to this group. The advisor will not have rights as a decision-making member, however, does serve as the Budget Control Officer and provides final oversight for the funds collected through the student activities fee.

The following will be requirements for candidates applying for positions on the Leadership Board:

i. Maintain a cumulative GPA of 2.5 or higher
ii. Submit an application, resume and recommendation letter to the Office of Student Life
iii. Must be in good academic and conduct standing (no probationary status)
iv. Must be enrolled in at least six (6) credits for both Fall and Winter semesters
v. Must be able to complete five (5) office hours per week
vi. Be available from 2:00-3:30 pm on Thursdays, and
vii. Participate in a panel run interview.

To receive compensation once selected to the Leadership Board, members need to meet all requirements outlined in the Student Leader Compensation Agreement developed by the Office of Student Life and Conduct.

Article VI: **Leadership Board Selection Process**

i. Applications will be available early March. Interviews will occur toward the end of March, allowing new and current board members the month of April to transition their roles.

ii. Complete applications need to include a resume and a letter of recommendation.

iii. Interviews in front of a panel which would include the Student Alliance Advisor, one faculty member (selected by the advisor) and any members of the Leadership Board whom are not re-applying for leadership positions. If there are not 3 students from the board eligible to be on the panel, the President and the Advisor will work to identify student panel members.

iv. For the inaugural year of the Student Alliance, the advisor and the members of SLAC will select the panel members. The timeline will be dependent on the completion of this document, which needs approval from the Dean of Student Affairs.

v. Panel members will utilize a rating system to evaluate application materials and the interview. The panel will meet after all interviews are complete to discuss candidates and make selection decisions. Positions will be offered by the advisor within one week after the selection meeting.

vi. If a role becomes vacant mid-term, the advisor and leadership team will determine if they want to run a selection process to fill that position for the remainder of the year. If the vacant position is President, the advisor can choose to implement an
interim from the current board members based on performance until a selection process is completed.

**Article V: Leadership Board Position Requirements**

The duties and responsibilities of the board members will be the following:

**A. President**

i. Will be the primary leader of the Student Alliance and will preside over the Leadership Board and the general body of Student Alliance.

ii. Will be the official representative of Student Alliance and is authorized to speak on its behalf.

iii. Will prepare and provide an update on behalf of Student Alliance at meetings of the GRCC Board of Trustees.

iv. The President (or appointee) will work jointly with the Campus Activities Board President in the planning of the annual Student Leadership Banquet.

v. Will serve as a student representative on the following teams/committees:
   a) Strategic Leadership Team (and designate a student or board member from the opposite academic college – School of Arts and Sciences or School of Workforce Development - to serve as well)
   b) GRCC Foundation Board
   c) GRCC Student Conduct Hearing Committee

vi. Will meet regularly with the Advisor to discuss the progress of the Student Alliance and its operations.

**B. External Affairs Director**

i. Will assist the President in all of their endeavors.

ii. Will be responsible for seeking out the student voice and its diverse needs on campus by engaging and interacting with students throughout campus.

iii. Serves as a student representative on the following teams/committees:
   a) The Student Feedback Management Team
   b) The Diversity Learning Team.

iv. Serve as the Student Alliance liaison/manager of the Food Pantry (which involves shopping, stocking, marketing, food drives, etc.)

v. Will seek innovative avenues to solving problems and needs of the students.

i. Will research information about concerns noted by the student body through meetings with college administrators in order to present information to the Student Alliance.

ii. The External Affairs Director will ensure that Student Alliance does not exceed reasonable expectations when it takes on new initiatives.

**C. Communications Director**

i. The Communications Director will be the primary source of communication between the Student Alliance and the students in regards to official Student Alliance business and messaging.

ii. Will create meeting agendas and take notes at all meetings.

iii. Will keep accurate records of the Student Alliance business and post records for public viewing no later than three (3) days following a meeting in OrgSync.

iv. Will manage all social media accounts of the Student Alliance. All postings must
comply with all policies of the College.

v. Will act as a liaison with the GRCC Communications Office as well as GRCC Printing and Graphic Services.

vi. Will act as a timekeeper for discussions during all meetings.

vii. Will coordinate promotion of general Student Alliance events and initiatives.

viii. Will maintain oversight of attendance of Student Alliance keeping accurate records and ensuring sign in procedures are in place before the start of each meeting.

ix. Will serve on a college wide committee if the opportunity exists.

**D. Operations Director**

i. Will maintain chief oversight of the budget of the Student Alliance, all of its allocations, and financial initiatives.

ii. Will serve as a liaison for clubs and student organizations in regards to budget management, allocations, and additional funding requests.

iii. Will oversee the recognition of outstanding service to both the Student Alliance and leadership as a whole within the college.

iv. Will oversee the awarding of the Star Award to be given to outstanding leaders at the annual Student Leadership Banquet and maintain the guidelines and promotion of it.

v. The Operations Director will meet regularly with the Office Manager of the Office of Student Life and Conduct to ensure the proper maintenance of the Student Alliance budget.

vi. Will serve as the Food Pantry coordinator, which involves shopping, stocking shelves, running food drives, etc. in collaboration with the student employee hired by Student Life.

**Article V: Leadership Board Responsibilities**

**The Leadership Board will transact the following business during the summer session:**

i. Developing a calendar of meetings for the academic year

ii. Planning and preparing logistical items needed to support calendar of events (meeting plans, locations, event plans, room reservations, giveaways, etc.)

iii. Gathering data or holding meetings necessary to prepare meaningful open meetings

iv. Team development and leadership training designed to prepare the Leadership Board members to prepare for their roles and responsibilities

v. Developing annual, measurable plans that will be presented at the open general meeting and reported on in writing at the final meeting of the year

**The Leadership Board will transact the following business during the academic year:**

i. All duties assigned to individual members

ii. Hold open meetings twice per month

iii. Hold leadership team meetings twice per month

iv. Review budget allocation requests
Article VII: Meeting Structure

Each month during the academic year, the Student Alliance will hold two open meetings. One will be a Town Hall format, the other will be a collaborative conversation, with specific attention on the work of Student Clubs/Organizations to discuss how various groups can support each other, co-plan events and recruit new members to be involved. All students are welcome to attend all open meetings. Additionally, Leadership Team meetings will be held once or twice per month depending on the calendar.

Meeting structure/agenda will be as follows:

Town Hall Meeting
- Leadership Team Reports (if any)
- One pre-scheduled discussion topic/issue
- College information/presentations
- Open Dialogue or Student Concerns
- Announcements

Collaborative Meetings
- Team building activity
- Educational/Theme presentation and discussion around leadership (emphasis on club/org leadership)
- Updates/carry-over items
- Open Dialogue (ideas, event planning, collaboration)
- Announcements

Leadership Team Meetings:
- Committee meeting updates/assignments
- Upcoming meeting planning discussions
- Homework/assignments needed
- Student “listening” discussion (What are we hearing, doing, reporting back?)
- Budget discussions

Article VIII: Decision Making Procedures

a. General decision making procedure
   i. All decisions will be discussed in either a Town Hall or Collaboration meeting.
   ii. Each item that needs a group decision should be allowed a reasonable amount of time for discussion and questions, up to but not more than 20 minutes. The Operation Director will monitor the length of discussions. If a discussion lasts 15 minutes, the O.D. will announce a 5 minute warning.
   iii. If after a 20 minute discussion the group feels there should be more time allotted to that topic, any member can propose a vote to table the discussion to the next meeting.
   iv. Once the group is satisfied with the discussion around a decision topic, the President will call for a vote, if necessary. The preferred outcome of
every discussion is consensus. However, if consensus does not exist, the President will call for a vote of hands of all enrolled students present at that time. In those cases, majority wins.

v. In order to verify students are enrolled and eligible to vote, each person will swipe their RaiderCard upon entrance to the meeting. The Communications Director will be responsible for bringing the card reader and documenting eligible voters at each meeting.

vi. The President does not vote except in the case of a tie, at which point their vote is the tie breaking vote. In the event that the President will not be at the meeting, the President or Advisor will determine a designee to act in the role of President, at which they would become the tie breaking vote.

b. Budget procedures
   i. Operations Director will work with the Student Life Office Manager to develop a proposed budget for the upcoming year.
   ii. The proposed budget will be presented at the first Town Hall meeting of the year for approval. If there are no significant changes suggested, a vote for approval will occur at that meeting.
   iii. Submissions for extra allocations will be reviewed by the Student Alliance Leadership Board. Requests under $1,000 can be reviewed and decided by that team. Requests of $1,000 or more will be reviewed and voted on at the next open meeting. The Leadership Team will provide their input prior to the vote. The persons/group who submitted the budget request will be asked to speak on behalf of their request if there are questions/concerns at either meeting.

c. Review Progress

The Student Alliance will review the work of their team at the end of every year. An annual year-end report will be submitted to the student body at the final open meeting of the year. That report should cover the following information:

- Major accomplishments
- Challenges
- Upcoming goals
- On-going student issues
- Reviews and edits to this document

Revised March 2014