

GUIDELINES FOR THE OPERATION OF THE STUDENT COUNCIL

Students Affairs

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INTRODUCTION

The Student Council responds to the need to enrich student life experiences. It contributes to the holistic development of students by promoting the coordination of meaningful activities that foster leadership, direction, planning, and civic and social engagement.

This guide aims to establish the proper functioning of the representative body of the student population before the university community.

ARTICLE IV: STUDENT COUNCIL

Section 1.

During the first semester of each academic year, a Student Assembly is convened by the Dean of Student Affairs. The Assembly will be composed of student delegates representing the different academic divisions. The Assembly shall elect from among its members the Student Council through a secret vote. The Student Council is the student's representative board.

A Student Council will be elected, understood as Ana G. Méndez University's Council. The term of the Council will begin from the date of election until the next Council is established.

The President or Vice President of the Council, along with another member, will officially represent the student body before the legislative bodies of the institution – the Academic Senate and the University Council. They also represent students in other institutional initiatives and projects.

The Council will have a mentor from the administration or faculty with the same responsibilities as for associations. This mentor is appointed by the Dean of Student Affairs.

Access the manual at the following link:

<https://documents.agmu.edu/docs/msche/Procedures-Manual-Accreditation-Atudent-Asociations.pdf>

Section 2.

All students from all campuses and modalities are eligible to be representatives in the Assembly, provided they meet the Satisfactory Academic Progress Standards and

institutional conduct norms. The Dean of Student Affairs or their designee is responsible for overseeing the deliberative process to elect the Student Council.

Section 3.

The Council is composed of the following positions: President, Vice President, Secretary, and Treasurer. There will also be one (1) Representative per academic division, elected by vote. Quorum is established with half plus one (1) of the Council's members.

The Council's purposes, duties, and responsibilities are:

1. Officially represent the student body inside and outside the institution.
2. Present written opinions and recommendations to the Dean of Student Affairs and other authorities.
3. Serve as a forum and liaison for student community needs.
4. Convene and promote participation and order in meetings and assemblies.
5. Appoint a member to represent the Council in institutional committees on academic, administrative, and disciplinary matters, among others.
6. Promote institutional order and discipline, as well as the university's prestige and reputation.
7. Foster a learning community spirit among students, faculty, and administration.
8. Draft and enforce internal rules of procedure, disciplinary norms, meeting calls, and work plans. These must be approved by the Dean of Student Affairs.
9. Request from the Dean of Student Affairs or campus director the identification of resources to advise on specific matters as needed.

Section 4.

Each Council position has a one (1) year term. Members may be re-elected consecutively only for a different position, provided they meet the requirements stated in Section 2 of this Article.

Section 5.

All Council members must maintain excellent conduct, ethics, and personal and professional integrity. They must meet the Satisfactory Academic Progress Standard. Any irregular, unethical, disrespectful, or criminal behavior that harms AGMU's reputation will result in disciplinary action, including removal from office and/or suspension or expulsion from the institution.

Section 6.

A Council position is considered vacant due to death, resignation, total withdrawal, graduation, suspension, failure to follow institutional norms, or not maintaining academic progress. A member may also be suspended for failing to fulfill their responsibilities without a valid excuse. Vacancies can be filled through a vote by the remaining Council members.

Section 7: Responsibilities of Student Council Members

A. President

1. Presides over Council meetings.
2. Prepares the Work Plan, Achievement Report, and other required documents with Council members and submits them to the Dean of Student Affairs.
3. Attends University Council and Academic Senate meetings when invited.
4. Acts as the student representative in the University Council.

B. Vice President

1. Assists the President.
2. Assumes Presidential duties in their absence.
3. Attends University Council and Academic Senate meetings when invited.
4. Acts as the student representative in the Academic Senate.

C. Secretary

1. Coordinates and schedules Council meetings.
2. Takes attendance and prepares meeting minutes.
3. Sends copies of minutes to the Dean of Student Affairs.

D. Treasurer

1. Evaluates activity costs in the Work Plan.
2. Submits funding proposals for activities.
3. Manages expenses and provides periodic financial reports.

E. Representative (Vocal)

1. Represents all campus students.
2. Helps promote Council activities.
3. Assists in carrying out Council activities.

Section 8.

The Council must submit a Work Plan and activity list to the Dean of Student Affairs for approval. The Dean will decide if institutional funds may be used. Fund allocation applies to activities and related meetings only. Council members are not authorized to sign contracts or financially obligate the institution. They cannot act as official representatives of the university without prior authorization.

ACCEPTANCE OF RESPONSIBILITIES BY THE MEMBERS OF THE STUDENT COUNCIL

President Responsibilities

Student Council

1. Presides over Council meetings.
2. Prepares, together with the Council members, the Work Plan, Achievement Report, and any other required documents, which will be submitted to the Dean of Student Affairs.
3. Attends meetings convened by the University Council and the Academic Senate when invited.
4. The Council President serves as the student representative on the University Council, as established by the institution.

Name _____

Signature _____

Student ID Number _____

Date _____

Vice President Responsibilities

Student Council

1. Assists the President in their duties.
2. Takes over the President's duties in their absence.
3. Attends meetings convened by the University Council and the Academic Senate when invited.
4. The Council Vice President serves as the student representative on the Academic Senate, as established by the institution.

Name _____

Signature _____

Student ID Number _____

Date _____

Secretary Responsibilities

Student Council

1. Coordinates and schedules the Council meetings.
2. Takes attendance and prepares minutes of the meetings held.
3. Send a copy of the minutes to the Dean of Student Affairs.

Name _____

Signature _____

Student ID Number _____

Date _____

Treasurer Responsibilities

Student Council

1. Evaluates the cost of the activities presented in the Work Plan.
2. Submits proposals to identify funding for activities.
3. Maintains expense records and submits periodic financial reports for the Student Council.

Name _____

Signature _____

Student ID Number _____

Date _____

Representative (Vocal) Responsibilities

Student Council

1. Represents all students at the respective university campus.
2. Assists in promoting Student Council activities.
3. Collaborates in Student Council events and initiatives.

Note: This section is repeated twice in the original document.

Name _____

Signature _____

Student ID Number _____

Date _____

STUDENT COUNCIL PLEDGE

WE, members of the Student Council of Ana G. Méndez University, declare and swear:

- That we will faithfully fulfill the duties assigned to us by the University's Student Regulations.
- That we will work tirelessly to achieve our goals as a Council and as students.
- That we will promote attitudes and activities that support the academic growth of students and the development of effective communication channels with the university administration.
- That we will foster an environment of respectful coexistence at our university and take positive actions to contribute to the development of our institution.
- That we will diligently and faithfully fulfill the duties of the position we are about to assume.
- That we freely and wholeheartedly accept these commitments.

For the good of all.

MENTOR COMMITMENT – STUDENT COUNCIL

I, _____, a member of the faculty or administration of Ana G. Méndez University, commit to fulfilling the role of Student Council Mentor for the academic year.

I acknowledge that my responsibilities as mentor include:

- Advising Student Council members in developing their work plan and activities, among others.
- Ensuring compliance with required administrative processes.
- Supporting the activities coordinated by the Student Council.
- Attending meetings and activities convened by the Office of the Dean of Student Affairs.

Signature _____

Date _____

Name of Representative of the Dean of Student Affairs _____

Signature of Representative of the Dean of Student Affairs _____

ANA G. MÉNDEZ UNIVERSITY
ANNUAL WORK PLAN TEMPLATE

WORK PLAN
Student Council

Strategic Vector: Student Affairs
Strategic Matter: Student Service and Support

Objectives	Activities	Indicators	Day	Responsible	Budget

ANA G. MÉNDEZ UNIVERSITY
ANNUAL WORK PLAN TEMPLATE

WORK PLAN
Student Council

Strategic Vector: Public Service

Strategic Issue: Social Responsibility and Community Engagement

Objectives	Activities	Indicators	Day	Responsible	Budget

ANA G. MÉNDEZ UNIVERSITY ACHIEVEMENT REPORT

Must be submitted to the Office of Student Affairs at the end of each academic year, on or before May 20. Include evidence such as photos, attendance sheets, or evaluation forms, as applicable.

Objective	Activities	Achivement

