

TAMU-CC First Year Council Procedures Manual

First Year Council Mission Statement:

The First Year Council shall consist of first year islanders working to make the first-year experience at TAMU-CC the best it can be. Within Student Government Association, FYC will work to provide leadership opportunities for first-year students, help first-year students grow as leaders, and represent the best interest of first-year students. The First Year Council is to be introduced to the Student Government Association's processes and procedures to prepare to represent the students of TAMU-CC.

Chapter 1. The Purpose and Responsibilities of the First Year Council

- 1.1 To provide a voice for the first-year students on campus.
- 1.2 To make recommendations of resolutions to the Senate of the Student Government Association to better the student experience on behalf of first-year students
- 1.3 To provide an avenue of leadership experience for the first year islanders
- 1.4 To plan and hold open forums, events, and gatherings for the first-year students
- 1.5 To learn about the Student Government Association in preparation for an elected or appointed position within the association

Chapter 2. Structure of the First Year Council

- 2.1 The FYC will have a President, Vice-President, and Secretary
- 2.2 The FYC will vote on the President, Vice-President, and Secretary at the first meeting of the Fall semester.
- 2.3 The FYC President will automatically fill one out of three seats of the freshman senators on the Student Senate.
- 2.4 First Year Council may create additional officer or chairman positions if needed by a majority vote. These officer and chairman positions will only exist for the remainder of that First Year Council's tenure.
- 2.5 The FYC Director will be appointed by the President of the Student Government Association at the end of each Spring semester, pending a majority vote of the student senate.

Chapter 3. Qualifications for First Year Council

- 3.1 Applicants must have no credits from Texas A&M University Corpus Christi prior to joining the FYC.
- 3.2 All students must have a college GPA of 2.5 or high school GPA equivalent of 75 percent.

Chapter 4. Duties and Responsibilities of the First Year Council

First-Year Council Members will perform the following duties:

- 4.1 Represent First-Year Students at the University
- 4.2 Make recommendations of the Student Government Association based on the opinions of First-Year Islanders
- 4.3 Engage in projects that improve the first-year experience at the University

TAMU-CC First Year Council Procedures Manual

First-Year Council Members will be required to:

- 4.4 Attend two Student Government Association Meetings per semester
- 4.5 Faithfully execute their duties of office until the installation of the next First Year Council

Chapter 5. Duties and Requirements of the Officers of the First Year Council

The Director of the First Year Council:

- 5.1 Serves as the chair of recruitment of potential FYC Members
- 5.2 Oversees the operation of the First Year Council

The recruitment events that require attendance are following but not limited to:

- 5.3 Orientations, Org-Fairs, Campus Emails, Social Media, I-News

The President of the First Year Council:

- 5.4 Oversees and runs First Year Council Meetings
- 5.5 Serves as a tiebreaker on votes in First Year Council business
- 5.6 Serves as the main liaison between the Student Government Association and First Year Council
- 5.7 May veto bills and resolutions brought forth by the First Year Council, which may be overturned by a 2/3rds vote.

The Vice-President of the First Year Council:

- 5.8 Executes the duties and responsibilities of the FYC President in the event of his/her absence
- 5.9 Works with the FYC Director to track Student Government Association meeting attendance of First Year Council Members

The Secretary of the First Year Council:

- 5.10 Takes attendance and keeps minutes at First Year Council meetings
- 5.11 Works with the First Year Council Director to ensure that FYC members meet FYC membership requirements

Chapter 6. Removal and Replacement of First Year Council Members

Removal from the First Year Council can be recommended by the Secretary and approved by two-thirds vote of the First Year Council for the following reasons:

- 6.1 More than two unexcused absences from First Year Council meetings
- 6.2 Failure to attend the required number of Student Government Association meetings
- 6.3 Failure to meet the required GPA
- 6.4 Failure to carry out the responsibilities of the office
- 6.5 Should an office be vacant, it will be filled following the same process by which it was originally selected

TAMU-CC First Year Council Procedures Manual

Chapter 7. Meetings of First Year Council

- 7.1 Meetings of the First Year Council will be held bi-weekly.
- 7.2 Meetings will be run using Robert's Rules of Order.
- 7.3 The President of First Year Council will preside over all meetings.
- 7.4 Special meetings may be called by the First Year Council Director or President or SGA President.
- 7.5 Quorum for all meetings will be fifty percent plus one member

Chapter 8. Upkeep and Extent of the First Year Council Procedures Manual

- 8.1 All amendments, bills, and resolutions to the First Year Council Procedures Manual will follow the same process as laid out in Chapter 7 of the Student Government Association Constitution.
- 8.2 The First Year Council Procedures Manual will be published on the SGA website and will be available to all students upon request.
- 8.3 The Judicial Board will have the right to overturn any amendment to the First Year Council Procedures Manual that conflicts with the Constitution of SGA.
- 8.4 Any rules or procedures that are not covered by the First Year Council Procedures Manual shall follow the Student Government Associations Constitution and By-Laws