



## **ARMA Student Council: Organization and Structure**

### **1. Name and purpose**

The ARMA Student Council (1) shall consist of its selected officers and delegates, (2) who will represent all members of the enrolled chapters affirmed by the ARMA Board of Directors, as well as (3) the ARMA student community, defined herewith as all other participating students who are not part of an enrolled chapter.

The purposes of the ARMA Student Council are as follows:

- To serve as a collaborative body that represents the interests of the members of all student chapters.
- To serve as a link between chapter members, the ARMA Board of Directors, and ARMA's general membership.
- To provide a mechanism for communicating news, messages, discussions and policies, innovative ideas, and other matters for consideration across ARMA and its constituent committees, components, and task forces.

### **2. Officers, delegates, members, appointments, vacancies**

- The Student Council will represent all members of enrolled student chapters. At the discretion of the Council, it may also consist of participating students who are not members of an established chapter (i.e., the ARMA student community).
- Every chapter will designate a delegate to serve on the Council, with a second member appointed as a backup, substitute, or replacement in the event of vacancy.
- Delegates will be appointed for a one-year term, and can be re-appointed to additional terms, but not to exceed three successive years.

- The current number of chapters (25) would therefore make a Student Council that numbers a total of 25 eligible delegates.
- Officers will be elected annually from among the combined number of delegates.
- If a number of candidates are nominated, the majority of the delegates will decide the election.
- The officers will be (1) President, (2) Vice President, and (3) Secretary.
- Officers will serve a one-year term, and can be elected to successive terms, but not to exceed three continuous years of service.
- In the event of vacancies among officers, the Vice President will take office if the President resigns or ends the term of service; all other vacancies will follow the appointment procedure outlined above.

### **3. Duties of officers**

- The President will schedule meetings of the Council, preside at its meetings, and provide accountability to the student membership. If invited, the President may attend and report at periodic meetings of the ARMA Board of Directors. If the President does not convene a Student Council meeting, it can be called by a joint initiative of the Vice President and the Secretary.
- The Vice President will act in place of the President, whenever necessary, and will succeed to the office if the President vacates the office for any reason.
- The Secretary will be responsible for maintaining records of meetings, rosters of members, and correspondence with chapters, and will serve as the connecting link to the ARMA Board of Directors.

### **4. Meetings**

- The Student Council will meet at the discretion of the President (recommended on a quarterly basis).
- It will be expected that the Student Council will meet in-person during the annual ARMA symposium.

- It is acceptable that meetings may occur via electronic media (Zoom, GoTo Meeting, and other collaborative tools and programs); if possible, such meetings should be recorded, in order to provide a record of the meetings and to serve as a means of communicating proceedings to student members and others who may request it.
- An annual summary of the meetings should be provided as a report to the ARMA Board of Directors.

## **5. Budget and financial arrangements**

- Since participation and active involvement in the Student Council is viewed as purely voluntary, there should be no budget provided for its activities.
- If the Student Council sponsors an event that requires financial resources, it will provide means to cover the costs, as well as an accounting report to the members once the event is complete.