



**KEAN UNIVERSITY
UNION, NEW JERSEY 07083**

**DUTIES AND RESPONSIBILITIES OF THE WENZHOU-KEAN UNIVERSITY
NON-VOTING STUDENT REPRESENTATIVES TO THE BOARD OF DIRECTORS**

DUTIES AND RESPONSIBILITIES OF THE NON-VOTING WENZHOU-KEAN
UNIVERSITY STUDENT REPRESENTATIVES

1. The two non-voting student members of the Wenzhou-Kean Board of Directors shall be eligible to participate in and be present at regularly scheduled meetings and student affairs committee meetings of the Wenzhou-Kean University Board of Directors.
2. The two Non-Voting Student members shall attend and participate in regularly scheduled meetings and student affairs committee meetings of the Wenzhou-Kean University Board of Directors. Including the annual in person meeting in China, held typically during the last week of May and first week of June each year. Other regularly scheduled board meetings typically occur during the early morning or evening hours via teleconference because of international time differences.
3. The student representatives shall act as liaisons between the Wenzhou-University Board of Directors and the Kean University USA student body.
4. The student representatives shall endeavor to be aware of and alert to the specific needs of the Wenzhou-Kean University community.
5. The two Non-Voting Student members shall attend and participate in student council meetings for each of the two student governments (Student Organization and the Graduate and Part-Time Student Council), and shall give a report at each of their meetings with the consent of their respective executive boards. The Non-Voting Student Trustee shall receive minutes from each of the two student governments and additional information upon request.
6. The two non-voting Student members shall meet as needed with the Vice President for Student Affairs to address issues and concerns that may arise.
7. Upon assuming office, the students shall agree to adhere to standards of responsibility and confidentiality as are established by the Wenzhou-Kean University Board of Directors.

8. The two Non-Voting Student members shall work collaboratively with Kean USA, Wenzhou-Kean University and the two student governments to promote community service involvement. The Representatives will participate in at least one University sponsored community service initiative per semester.

QUALIFICATIONS

1. The undergraduate candidates must be matriculated full-time students who have completed 30 credits, of which 15 credits must have been completed at Kean University. The graduate candidates must be matriculated full-time students who have completed 12 or more credits at Kean University.
2. Student representatives must maintain full-time status throughout their term of office.
3. Undergraduate student representatives must have and maintain a minimum cumulative grade point average (GPA) of 2.75. Graduate student representatives must have and maintain a cumulative grade point average of 3.0.
4. Student representatives must not be under any University disciplinary sanctions, including an official warning and/or disciplinary probation.
5. Student representatives must be able to fulfill their obligation to serve the full term of office.
6. Student representatives must be citizens of the United States and 18 years of age or older.
7. Student representatives may not concurrently serve as executive board members of any University student group or student government organization. Membership into recognized honor societies is the exception.

ELECTION PROCESS

1. Interested students must submit an application on Cougar Link by 2 p.m. on Friday, October 13, 2023.
2. Friday, October 13, 2023 is the deadline for submitting applications as *established* by the Office of the Vice President for Student Affairs. All applicants will be notified of their eligibility to run for office no later than Tuesday, October 17, 2023.
3. The election will be conducted online from Tuesday, October 31, 2023, 9 a.m. through Wednesday, November 1, 2023 at 5 p.m. All currently registered students are eligible to vote.
4. The terms of office for the two non-voting student members of the Wenzhou-Kean University Board of Directors shall be for:

Non-Voting Member One: one-year term runs from July 1, 2023 – June 30, 2024.

DUTIES OF THE REPRESENTATIVES TO THE STUDENT LEADERSHIP COUNCIL

1. The Office of the Vice President for Student Affairs shall oversee the election.
2. The Office of the Vice President for Student Affairs shall be responsible for publicizing the opening of nominations for the position. In order to facilitate publicity, all campus media shall be sent press releases within appropriate time frames.
3. The Office of the Vice President for Student Affairs shall be charged with the design and content of applications. Applications will be available on Cougar Link.
4. The Office of the Vice President for Student Affairs shall be responsible for ascertaining that the student representatives to the Wenzhou-Kean Board of Directors are fulfilling their duties as specified in Section III.
5. The non-voting members may be removed from office in the event that either representative accumulates two (2) absences per semester from a regularly scheduled meeting of the Wenzhou-Kean University Board of Directors and/or two (2) duly scheduled meetings of the Student Affairs Committee of the Board.
6. Wenzhou-Kean University Board of Directors Student representatives may be removed from office for violations of the Campus Code of Conduct, failure to perform the duties of their office as prescribed, failure to maintain full-time status and/or failure to maintain a minimum cumulative 2.75 grade point average for undergraduate students; 3.0 grade point average for graduate students.
- 7a. In the event that the Office of the Vice President for Student Affairs is notified that a Representative has been found responsible for a campus code violation or in any way fails to comply with the requirements of their office, the Representative will be notified in writing that he/she is subject to removal from office and include the specific violation.
- 7b. The Representative will be provided the opportunity to appeal the notice of termination in writing to the Vice President for Student Affairs within five business days.
- 7c. An Appeals Committee comprised of at least one at-large Council representative and one representative from each student government will review the appeal and make a recommendation to the Vice President for Student Affairs.
- 7d. Any determination by the Appeals Committee will be subject to review by the Vice President for Student Affairs to assure that the individual's right to due process has not been violated.

VACANCY

1. In the event a vacancy occurs in either non-voting member position, an election shall be held within sixty (60) days to fill the position.

Revised 9/2023