

Student Senate Constitution

Inver Hills

Community College

Inver Grove Heights

Minnesota

Updated July, 2009

PREAMBLE

The students of Inver Hills Community College have brought forth this document to establish a structure for leadership and involvement in Student Senate. These guidelines have been designed to provide students with a voice in the decision making process at the campus, state, and federal level.

ARTICLE I NAME AND PURPOSE

Section 1. The name of this organization is the Inver Hills Community College Student Senate, herein after referred to as IHCC Student Senate.

Section 2. The purpose of the IHCC Student Senate shall be to:

- A. The IHCC Student Senate shall be the official representative of the student body. Advocate for students and serve as the voice of the student body to the college and community.
- B. Serve as a liaison to the administration, faculty, and staff in any college matter of that may that may concern the student body.

ARTICLE II

CHARTERING OF CLUBS AND ORGANIZATIONS

Section 1. Each student organization recognized by the IHCC Student Senate must appoint a liaison to the IHCC Student Senate.

Section 2. Guidelines for Forming an Officially Recognized Student Club.

A. In order to be recognized as a chartered club by the Student Senate an organization must first apply to be a small community for an academic semester. Once a club has been chartered by the student senate they are eligible to submit a budget request to the SABC not to exceed \$2,000 for their first budget year.

B. Officially recognized student clubs must comply with the Student Senate

Constitution and By-laws, Article III – Section 4.

B. The club advisor must submit the following to the Director of Student Life: list of active members, list of planned projects/activities for the year, name of the faculty/staff member who will serve as advisor. The membership roster should include students' names, and student identification numbers.

C. Director of Student Life will review these materials and, if the advisor is a faculty member, notify Human Resources that the advisor will be eligible for an advisor stipend. After consultation with the members of the club and organization the appointment of the advisor(s) is at the discretion of the Director of Student Life. One \$500 faculty advisor stipend will be allocated to a club for each academic year.

D. At least one club officer/member should participate in workshops or training sessions on topics such as the following: how to form a club, writing a constitution and by-laws, expectations for club members, officers, and advisors, and parliamentary procedure.

E. Club officers must maintain a part-time student status (6 credits per semester) at Inver Hills Community College and a minimum of a 2.0 cumulative GPA unless the Students Director of Student Life grants an exception for specific circumstances. Club officers must be making satisfactory academic progress (2/3rds completion rate) and remain in good disciplinary standing with the College. Club members are not bound by this provision but must register for and complete at least 3 credits per semester.

F. Clubs must meet a minimum of twice/month or ten times during the academic year. A club officer or advisor will notify the Student Senate and Director of Student Life of the time and location of scheduled meetings and submit regular notices to the Student Bulletin. The club advisor is expected to make a reasonable effort to attend all scheduled meetings and activities.

G. A club officer must submit meeting minutes to the Student Senate and Director of Student Life before the next meeting is held. A list of those in attendance is required.

H. Clubs are expected to sponsor, or co-sponsor with another club, at least two events, service projects or activities each year. The activity should benefit or enrich the college surrounding community. Club members are expected to participate in campus-wide activities, such as open houses and fall Kick-Off day for new students.

I. Clubs that do not meet these expectations, as determined by the Director of Student Life after consulting with the Student Senate are considered "inactive", and are no longer considered

officially recognized student clubs. Clubs can be reinstated by meeting the criteria for forming new clubs and maintaining status outlined in Sections 3 and 4 of this Article.

J. During the spring semester, eEach club will submit a two participation and activity status reports annually to the Student Activities Budgeting Committee via the Director of Student Life. The first status report is due by May 15th. The second status report is due by January 1st every year. This report will be due on the same date as the club's budget request for the following year. The status report will include a brief summary of club activities during the current year, number of participants, and planned activities for the remainder of the year, and a final roster of active members.

Section 3. Small Communities

- A. The Student Senate supports the practice of forming other, less-structured student groups. By definition, small communities are not officially recognized clubs, i.e., do not meet criteria such as minimum number of members, minimum number meetings, etc.
- B. Small communities may utilize campus facilities for their activities, advertise their activities in the Student Bulletin, and request funding from the Director of Student Life, not to exceed \$500/semester.
- C. A student participant or group sponsor must submit a status report to the Director of Student Life during the spring semester.

Section 4. Club and small community sponsored events

- A. Posters and promotions need name of club, reason for event, contact information, date, time, and place. Clubs must coordinate all events with campus personnel, their Advisor and Director of Student Life. Posters must be approved prior to posting.

ARTICLE III

STUDENT MEMBERSHIP

Section 1. The IHCC Student Senate is an organization that will consist of currently enrolled students at Inver Hills Community College who are in compliance with eligibility requirements.

- A. The number of Senators will not exceed one (1) per one hundred (100) currently enrolled students Full year-equivalent (FYE).
- B. Eligibility Requirements:

1. Senators and Executive Board members must maintain a minimum GPA of 2.0 or above unless the Director of Student Life grants an exception for specific circumstances.

2. Senators must register for and complete at least three (3) credits per semester unless the Director of Student Life grants an exception for specific circumstances.
3. Student Senate Executive Board members shall register and complete at least six (6) credits per semester unless the Director of Student Life grants an exception for specific circumstances.
4. Student Senate Executive Board members must attain satisfactory academic progress (2/3rds completion rate) and remain in good disciplinary standing with the College.
5. Any Senator not completing the required amounts of credits is subject to removal.
6. A student may become a Senator after attending two consecutive IHCC Student Senate meetings and fulfilling the qualifications above.

Section 2. Associate Student Senators:

- A. Interested students may be appointed by the Student Senate President as an Associate Senator.
- B. Associate Senators shall serve as a non-voting senator.
- C. Must meet academic and enrollment requirements mentioned in Section 1, part B, in reference to IHCC Student Senate eligibility.
- D. May be appointed to Student Senate committees, college-wide committees, MnSCU/system wide committees and MSCSA committees etc.
- E. Associate Senators are not required to abide by the Student Senator attendance policy.

Section 3. Student Senator Attendance Policy

A. Meeting and attendance:

1. Senators in attendance shall have speaking and voting privileges.
2. When Senators miss two (2) consecutive meetings without being excused, they must shall be placed on probation. Failure to be in attendance at the third meeting shall result in the loss of their senate membership and benefits unless excused by the President or another executive board member prior to the meeting.
 - a. This removal may be overturned with a two- thirds (2/3) majority vote by the Senate.
 - b. Any Senator with “excused status” may proxy their vote to another Senator as long as written permission to that senator and an executive board member has been given one day prior to the Senate meeting.
 - c. No Senator shall be allowed to have more than one (1) proxy vote.

3. Senators must attend seventy-five percent (75%) of all scheduled meetings. Failure to comply with this rule shall result in the loss of membership.

Section 4. Senator Elections:

- A. Elections for Senators are not mandatory until the maximum number of seats are filled (Article 3, Section 1, part A).
- B. When elections are deemed necessary, students who meet the membership requirements for Senator status shall be considered representatives until elections are held.
- C. The IHCC Student Senate Executive Board shall recommend the time and place of elections, as well as the provisions under which they are to be conducted to the Student Senate.
- D. Results of the elections shall be posted within three (3) academic days following the election.

ARTICLE V

ELECTIONS FOR THE EXECUTIVE BOARD

Section 1. Nominations:

- A. Anyone seeking an Executive Board position must be a current member of the IHCC Student Senate.
- B. Senators must be on the IHCC Student Senate for a minimum of seven (7) weeks to be eligible to be elected to the position of President.
- C. Officers may only serve in one (1) position at any time.
- D. Candidates for all positions may post a Letter of Intent to the IHCC Student Senate office no earlier than four (4) weeks, and no later than one (1) week prior to elections.
- E. Nominations will be taken off the floor during the election process.
- F. If someone accepts a nomination, they may not run for another office until after the election of that position.

Section 2. Election Procedures:

- A. Elections shall be held at a designated IHCC Student Senate meeting.
- B. Executive Board Officer elections shall be held during the month of April, prior to Spring General Assembly.
- D. Following the nominations of the Executive Board, the IHCC Student Senate must permit the candidates to verbally introduce themselves, state their qualifications and any other pertinent information toward their election.
- E. Each candidate shall have equal time to speak.
- F. Elections for the Executive Board shall be done by secret ballot, with no proxy votes being accepted.

G. Officers must be elected by a majority vote.

1. If no candidate receives a majority vote, the candidate receiving the lowest number of votes will be dropped from the ballot. Voting will continue until one (1) candidate receives a majority votes cast. The candidate(s) being dropped will not be allowed to vote until the election of the position for which they received nomination is completed.

H. The Advisor shall collect and tally all ballots.

I. Ballot results shall be announced after a successful election is achieved.

J. No provision for write-in candidates shall be provided for election of senate officers.

K. All ballots shall be sealed and filed in the IHCC Student Senate office for one month.

Section 3. New Executive Board Officers will take over their respective positions on July 1st.

Section 4. Vacant Executive Board positions are considered open for nomination at the next Student Senate meeting.

ARTICLE V

EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the Officers of the IHCC Student Senate:

A. President

B. Vice-President

C. Secretary

D. Treasurer

E. Legislative Director

F. Communications Director

Section 2. Executive Board duties as a whole:

A. Shall be responsible for implementing all decisions made by the IHCC Student Senate.

B. Shall be responsible for notifying the faculty and administration of any student concerns as deemed necessary.

C. Shall set the agenda and dispose of any pressing business at IHCC Student Senate meetings. All decisions by the Executive Board are subject to subsequent review of the entire IHCC Student Senate.

D. Shall have a working knowledge of Robert's Rules of Order newly Revised.

- E. Present separate Officer reports at all regularly scheduled meetings.

ARTICLE VI

OFFICERS AND RESPONSIBILITIES

Section 1. President

- A. Shall be responsible for the overall organization of the Student Senate.
- B. Shall have knowledge and enforce the IHCC Student Senate Constitution and By- Laws.
- C. Shall direct and delegate responsibilities to other Executive Board Members and Senators as deemed necessary.
- D. Shall appoint all ad-hoc committee chairs.
- E. Shall appoint students to campus college-wide committees.
- F. Shall appoint Associate Student Senators.
- G. Votes only in the event of a tie.
- H. Shall preside and run all meetings by Parliamentary Procedure.
- I. Shall call emergency meetings when needed.
- J. Have authority to make emergency decisions that will be submitted to the IHCC Student Senate at the next regularly scheduled IHCC Student Senate meeting for approval.
- K. Attend all MSCSA functions and all regional meetings. If unable to attend, the President shall appoint a delegate with consent of the Senators to attend in his/her place.
- L. Shall have knowledge of all MSCSA governing documents.
- M. The President will receive a stipend worth the equivalent of 1 credit per semester excluding summer session.

Section 2. Vice President

- A. Shall assume the role of the Presidency in the absence of the President.
- B. If the President leaves the office, the Vice President shall succeed to the Presidency upon his/her resignation or removal for the remainder of the term. Should the Vice President decline the Presidency, the IHCC Student Senate will hold an election.
- C. Assist the President as needed.
- D. Shall be a voting member of the IHCC Student Senate, excluding meetings when presiding as President.
- E. Shall reserve a room for all meetings and coordinate other meeting requirements.
- F. Work with Student Life to:

1. Sanction student clubs and organizations.
 2. Be available to assist clubs and organizations in their programs and activities.
 3. Shall collect and file minutes from clubs and organization
 4. Present leadership programs and organizational programs as needed.
- G. Keep a calendar in the Student Senate office to track projects, events and committees and meetings.
- H The Vice-President will receive a stipend worth the equivalency of 1 credits per semester excluding summer session.

Section 3. Secretary

- A. Shall temporarily assume the role Presidency in the absence of the aforementioned Officers.
- B. Shall keep an up-to-date roster of IHCC Student Senate members, with phone numbers and e-mail addresses.
- C. Shall take roll call at all meetings.
- D. Shall take accurate Minutes of each Senate meeting.
- E. Have prior week's Minutes available in the IHCC Student Senate office two (2) school days after the IHCC Student Senate meeting.
- F. Keep files up-to-date.
- G. File Minutes received from MSCSA.
- H. The Secretary will receive a stipend worth the equivalency of 1 credit per semester excluding summer session.

Section 4. Treasurer

- A. Shall temporarily assume the role Presidency in the absence of the aforementioned Officers.
- B. Shall be responsible for the IHCC Student Senate budget, including all finances and receipts.
- C. Maintain an accurate record of all financial transactions, and report to the IHCC Student Senate on a weekly basis, or as needed.
- D. Shall keep copies of all requisitions, and invoices in the office.
- E. Shall order name tags for new Senators.
- F. The Treasurer will receive a stipend worth the equivalency of 1 credit per semester excluding summer session.
- G. Be a representative on the Student Activities Budget Committee (SABC).

Section 5. Legislative Director

- A. Shall temporarily assume the role of President in the absence of the aforementioned Officers.

- B. Shall be responsible for all legislative affairs of the IHCC Student Senate, including:
 - 1. Chairing the Legislative Committee and setting the goals.
 - 2. Coordinate Advocacy Days.
 - 3. Organize any Lobby Day appointments and activities with the legislature.
 - 4. Coordinate Voter Registration and GOTV activities.
- C. Prepare or have immediate access to a list of phone numbers and addresses of all State Senators and Representatives.
- D. Make contact with State Legislators and voice any IHCC Student Senate or other relevant concerns.
- E. Shall have a responsibility for communication with elected officials, including:
 - 1. Writing template letters and /or e-mails concerning student issues which Senators can use to communicate with their elected officials.
 - 2. Encourage all Senators are in contact with their Representatives.
- F. Keep the Senate updated on any legislative issues.
- G. Work with the MSCSA Vice-President and Regional Liaison to stay informed on the issues affecting Community College students.
- H. Shall be informed on Higher Education issues that affect Inver Hills Community College.
- I. Shall make an up-to-date News Media Contact List.
- J. The Legislative Director will receive a stipend worth the equivalency of 1 credit per semester excluding summer session.

Section 6. Communications Director

- A. Shall temporarily assume the role Presidency in the absence of the aforementioned Officers.
- B. Shall chair and be responsible for the Communications Committee.
- C. Submit updates to the weekly student bulletin detailing IHCC Student Senate:
 - 1. Meetings
 - 2. Activities
 - 3. Any news items associated with the IHCC Student Senate.
- D. Continually coordinates publicity for:
 - 1. The recruitment of students for IHCC Student Senate positions.
 - 2. Any IHCC Student Senate activity
- E. Shall keep coordinate press release with IHCC Marketing department.
- F. The Communications Director will receive a stipend worth the equivalency or 1 credit per semester excluding summer session.

ARTICLE VII

MEETINGS

Section 1. All meetings shall be open to the public.

Section 2. All meetings will be held at a regularly scheduled time, unless changed with approval of IHCC Student Senate Members.

Section 3. The Executive Board or President may call an emergency meeting.

Section 4. An official meeting must consist of quorum.

Section 7. Robert's Rules of Order newly revised is the standard procedure that will be followed at all meetings.

Section 8. Executive Board Members will meet no less than three (3) times per semester. These meetings are mandatory unless exception is given by the President.

ARTICLE VIII

COMMITTEES

Section 1. The Executive Board will make recommendations to the IHCC Student Senate regarding the creation or deletion of committees.

Section 2. All Student Senate committees shall have a chairperson appointed by the committee.

Section 3. All committees may keep records of their meetings and proceedings. These records will be submitted to the Secretary and be available to any Senator. The committee shall give an update at each IHCC Student Senate meeting.

Section 4. Standing Committees of the IHCC Student Senate shall include:

A. Student Life

1. Legislative Committee
2. Communications Committee
3. Technology Committee (TLTR)
4. Student Activities Budgeting Committee
5. Any other needed committees that do not have a resolution.

B. IHCC Student Senate committees

Section 5. The Student Senate may establish ad-hoc committees as deemed necessary.

ARTICLE IX

REMOVAL OF SENATE MEMBERS

Section 1. IHCC Student Senate members may be removed from the IHCC Student Senate for Any of the following reasons:

- A. Three (3) unexcused absences from IHCC Student Senate meetings
- B. Any violation of the IHCC student code of Conduct

ARTICLE X FINANCES

Section 1. All expenditures must have prior approval by one Executive Board Officer and one advisor. Requisitions shall be reported to the IHCC Student Senate for approval. All requisitions must have an Advisor or administrator's signature to authorize the spending of Senate funds.

Section 2. Funding for conferences and General Assemblies will come within the IHCC Student Senate budget. However, if the rules and regulations for attending conferences or General Assemblies are not followed, Senate funds will not be used.

Section 3. Stipends will be requisitioned and paid for at the end of the Fall and Spring Semester. If the Officer assumes office during the semester, the Officer's stipend will be prorated. If the Officer is terminated or resigns prior to the end of the semester, their stipend may be prorated by a majority vote of the senate

ARTICLE XI ADVISORS

Section 1. The IHCC Student Senate Advisor will be an ex-officio Member of the IHCC Student Senate. An ex-officio Member has the rights and privileges of a full member with the exceptions that they are unable to make motions, second a motion, and vote upon it.

Section 2. The Advisor can question any decisions made by the IHCC Student Senate and must approve all requisitions. They have the authority to veto a request for funding that is not within the scope of use regarding Senate or college funds.

ARTICLE XII

BYLAWS

Section 1. The student senate may enact or amend its bylaws as a dynamic structure for governance. The student senate bylaws shall be treated as a working document henceforth.

Section 2. Content

- A. Henceforth the bylaws shall recognize the constitution as a governing document.
- B. The bylaws shall contain a fluid structure of governance, including but not limited to standard operating procedures and guiding principals for senate business

Section 3. Procedure

A. Ratification

1. The student senate may enact and repeal its bylaws by a 2/3 majority vote
2. The ratification procedure shall be used only for a full adoption or revocation of the bylaws
3. Bylaws shall take effect at the next senate meeting for which quorum is established subject to constitutional guidelines

B. Bylaws Amendments

1. The student senate may amend bylaws by a simple majority vote
2. Amendments shall take effect at the next senate meeting for which quorum is established.

ARTICLE XIII

AMENDMENTS

Section 1. Amendments to the Constitution may be submitted to the IHCC Student Senate, care of the Secretary, by any member of the student body, provided it is in writing and received seven (7) days prior to the time of voting.

Section 2. The IHCC Student Senate shall have the power to amend the Constitution with a two-thirds (2/3) majority vote of the IHCC Student Senate. (The amendment goes into effect at the next senate meeting following the approval of a two-thirds (2/3) majority vote)