

## **PREAMBLE**

The student senate shall shall treat this document henceforth as a working document specifying our dynamic structure of governance.

## **I. Student Clubs**

### **Section 1.** 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.

~~A. Officially recognized student clubs must comply with the Student Senate Constitution and By-laws, Article III – Section 4 (Reason 3)~~

~~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.

~~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.

KJ. Each club will submit 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. 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. Posters must be approved prior to posting. (Reason 4)

~~B.~~ Clubs must coordinate all events with campus personnel, their Advisor and Director of Student Life. ~~Posters must be approved prior to posting.~~ (Reason 4)

### **Eligibility Requirements**

~~B.~~**Section 4.** Eligibility Requirements for all students seeking or maintaining senator or representative positions include: (Moved from section 1, b. Reason 11)

A. Serving once per semester or maintain their status by: tabling, mentoring another senator, staffing the office, holding a MSCSA position, or serving on a committee

~~A. 1. Senators and Executive Board Senate members must~~ A minimum GPA of 2.0 or above, unless the Director of Student Life grants an exception for specific circumstances register for and complete at least three (3) credits per semester, and remaining in good disciplinary standing with the College (Reason 12)

~~B. 2. Snators Must~~ unless the Director of Student Life grants an exception for specific circumstances. (Reason 16)

~~C. 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.~~ (Reasons 13)

~~D. Student Senate Executive Board members must maintain satisfactory academic progress (2/3rds completion rate) and remain in good disciplinary standing with the College.~~ (Reason 13)

~~C.5. Any Senator not completing the required amounts of credits is subject to removal. (Reason 14)~~

D. Attending seventy-five percent (75%) of all scheduled meetings (Reason 10)

E. Failure to meet these standards constitutes loss of membership. Exceptions to the above conditions may be made by the Director of Student Life. (Reason 14)

F. When Senators miss two (2) consecutive meetings without being excused, they 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. This removal may be overturned with a two-thirds (2/3) majority vote by the Senate. (Reason 10)

G. Violation of the IHCC Student Code of Conduct constitutes loss of membership. (Reason 42)

## **II. Executive Board Elections**

### **Section 1. Nominations:**

A. Anyone seeking an Executive Board position must be a current member of the IHCC Student Senate

B. Senators must be members, in good standing, of the Senate for a minimum of seven (7) weeks ~~to be eligible to be elected to the position of President for Presidential eligibility.~~ (Reason 42)

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.

~~D~~E. Nominations will be taken off the floor during the election process.

~~E~~F. If someone accepts a nomination, they may not run for another office until after the election of that position.

### **Section 2. Election Procedures: (reason 43)**

A. Elections shall be held at a designated IHCC Student Senate meeting.

B. All Executive Board Officer elections shall be held during the month of April, prior to Spring General Assembly.

~~C~~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.

~~D~~E. Each candidate shall have equal time to speak.

~~E~~F. Elections for the Executive Board shall be done by secret ballot, with no proxy votes being accepted.

EG. 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.

GH. The Advisor(s) shall collect and tally all ballots.

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

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

JK. 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 for regular Spring elections, on January 1st if Fall elections take place. For all elections that are held to fill an irregular vacancy, the new Officers shall take over their positions at the next regularly scheduled Senate meeting. (Reason 44)

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

### **III. Emergency Decisions**

**Section 1.** An Emergency Decision Is:

A. An issue that is brought to the executive board's attention requiring immediate attention before the next regularly scheduled senate meeting.

B. An

#### **Section 2. Procedure BRENT**

- A. Item is brought to the attention of one or more executive board members.
- B. All executive board members will be made aware of the item under consideration.
- C. President, or designee, will make the decision.
- D. Executive board will record all decisions and track the results for presentation to the senate.
- E. Presentation will be brought to the senate for review at the next scheduled meeting.

### **Section I. Committee Descriptions/Designations**

#### 1. Review Committee

Purpose: To review the progress of the senate executive board and determine worthiness of stipends.

Consists of: Executive Board members, senate advisor(s), and two senators at large.

Convenes: Four (4) weeks prior to stipend disbursement and in any instance where Executive Board members end their term early.

## **Section II. Senator Requirements**

1. Senators must attend three consecutive meetings to become a senator
2. Senators must serve once in the following ways per semester to maintain senator status

Table, mentor, Staff the office, or a MSCSA position, or executive board officer

Student Senate new member policy

Procedure for Proxy voting, ex: must be written, etc.

Article ? Emergency Decisions

### Section 1. Definition

An emergency decision is considered to be an issue that is brought to the executive board's attention requiring immediate attention before the next regularly scheduled senate meeting.

### Section 2. Procedure BRENT

- A. Item is brought to the attention of one or more executive board members.
- B. All executive board members will be made aware of the item under consideration.
- C. President, or designee, will make the decision.
- D. Executive board will record all decisions and track the results for presentation to the senate.
- E. Presentation will be brought to the senate for review at the next scheduled meeting.

Article ? *part deux* Elections

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