

**Student Senate Constitution
Inver Hills Community College
Inver Grove Heights Minnesota
Updated July, 2010**

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, Student Senate, or Senate. (Reason 1)

Section 2. The purposes of the IHCC Student Senate ~~shall be to~~ is as follows:

A. ~~Serve~~ The IHCC Student Senate shall be the as the official representative organization of the student body. ~~, Advocate for students and serve as the voice of the student body to the~~ at a college campus, state wide, and federal level. ~~community.~~

B. Serve as a ~~liaison~~ intermediary to the administration, faculty, and elected officials in any college matter ~~of~~ that may concern the student body.

C. Charter clubs in accordance with the SABC guidelines and current Student Life policies.

Article II. Chartering of Clubs and Organizations

Section 1. Each student organization recognized by the ~~student senate must appoint a liaison to the~~ IHCC Student Senate: (Reason 2)

A. Must submit contact information form. (if passed, form would be created, and made available in student life)

B. Will be granted one proxy vote once contact information is recieved.

Article III. ~~STUDENT MEMBERSHIP~~ 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.~~ Student Senate consists of: (Reason 5)

A. currently enrolled students at Inver Hills Community College who meet or exceed eligibility requirements. (Reason 5) (this seems like the same thing as section 4 in article III)

B. ~~Eligibility Requirements:~~ (moved, see reason 10)

AB. ~~The Number of Senators will not exceed one (1) per one hundred (100) currently enrolled students Full year-equivalent (FYE) Senators not to surpass one per one-hundred (1:100) Full year-equivalent (FYE) in number.~~ (Reason 6)

C. Half-plus-one of the total number of senators when establishing quorum. Alternate Membership is not counted. (Reason 7)

D. Senators and the Executive Board as full voting members. The chair will vote in the case of a tie as established in Robert's Rules of Order. (Reason 7)

E. Alternate Membership, as proxy voting members. (Reason 7)

~~Section 2.~~ Associate Student Senators (Reason 8)

~~A. Interested students may be appointed by the Student Senate President as an Associate Senator~~ (Reason 8)

~~B. Associate senators shall serve as a non voting senator.~~ (Reason 8)

~~C. Must meet academic and enrollment requirements mentioned in Section 1, part B, in reference to IHCC Student Senate eligibility.~~ (Reason 8)

~~D. May be appointed to Student Senate committees, college-wide committees, MnSCU/system wide committees and MSCSA committees etc.~~ (Reason 8)

~~E. Associate Senators are not required to abide by the Student Senator attendance policy.~~ (Reason 8)

Section 2. Senators

A. Must make up the majority of the senate

B. Shall have fundamental knowledge of the constitution.

C. May be appointed to Student Senate committees, college-wide committees, MnSCU/system wide committees and MSCSA committees etc.

D. Shall not be a vehicle for more than one (1) proxy vote. (Reason 9)

E. Must serve in one of the following ways per semester: serve on a committee, staff the senate office, mentor another senator, table and/or help run a senate-sponsored event.

~~Section 3.~~ Student Senator Attendance Policy (Reason 10)

~~A. Meeting and attendance:~~ (Reason 10)

~~1. Senators in attendance shall have speaking and voting privileges.~~ (Reason 10)

~~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.~~ (Reason 10)

~~a. This removal may be overturned with a two-thirds (2/3) majority vote by the Senate.~~ (Reason 10)

~~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.~~ (Reason 10)

~~c. No Senator shall be allowed to have more than one (1) proxy vote.~~ (Reason 9)

~~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. (Reason 10)~~

Section 3. Alternate Membership

- A. Associate Senator : a student who cannot attend regularly scheduled meetings.
1. May be appointed to committees.
 2. Can vote using a proxy vote.
 3. Must serve once in the following ways per semester: serve on a committee, staff the senate office, table and/or help run a senate-sponsored event.
- B. Club Representative : appointed to vote on behalf of their respective club.
1. May be appointed to committees.
 2. Can vote on behalf of their club using a proxy vote.
 3. Should update senate with club events.

Section 4. All student membership shall follow current Student Life eligibility requirements.

Section 4- 5. Senator Elections (Reason 15)

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~~ IV. Executive Board

Section 1. ~~The executive board shall be composed of the Officers of the IHCC Student Senate Composition (Reason 16)~~

A. ~~President (Reason 17) The executive board shall be composed of the Officers of the IHCC Student Senate (Reason 16)~~

B. ~~Vice-President~~ These officers, by order of succession, are: President, Vice President, Secretary, Treasurer, Legislative Director, & Director of Communications.

~~C. Secretary (Reason 17)~~

~~D. Treasurer (Reason 17)~~

~~E. Legislative Director (Reason 17)~~

~~F. Communications Director (Reason 17)~~

Section 2. Eligibility Requirements (Reason 24)

A. All officers shall meet all requirements of Senators, in addition:

1. All officers shall be enrolled in and complete six (6) credits at Inver Hills Community College.

Section 3. Executive Board duties as a whole:

~~1.~~ A. Shall be responsible for implementing all decisions and recommendations made by the Student Senate. (Reason 18)

~~2.~~ B. Shall be responsible for notifying the faculty and administration of any student concerns. (Reason 18)

~~4.~~ C. Shall have a working knowledge of Robert's Rules of Order (Newly Revised). (Reason 18)

~~3.~~ D. Shall set the agenda and dispose of any pressing business at senate and board meetings. (Reason 18)

~~5.~~ E. Shall present separate officer reports at all regularly scheduled senate meetings.

F. Shall oversee and bring forth a budget recommendation to the senate floor one month prior to SABC deadlines. (Reason 19)

G. Shall chair senate meetings by order of succession in the event of absentees. (Reason 17)

Section ~~3-4~~. Officer Responsibilities

A. President

1. Shall be responsible for the overall organization of the student senate.

2. Shall have knowledge of and enforce the IHCC student senate constitution and bylaws.

3. Shall direct and delegate responsibilities to other Executive Board Members and Senators as deemed necessary.

~~4. Shall appoint all ad-hoc committee chairs~~ Shall set a freeze time for new agenda items, and finalize the senate and executive board agendas. (Reason 20)

5. Shall chair all meetings using Parliamentary Procedure, using Roberts Rules of Order Newly Revised.

~~6. Shall appoint Associate Student Senators~~ (Reason 21)

~~6. 9.~~ Shall schedule emergency meetings when needed. (Reason 22)

7. Shall votes only in the event of a tie. (Reason 23)

~~4. 8.~~ When serving as chair, one sShall aAppoint: ad-hoc committee chairs (Reason 24)

i. Students to college-wide committees. (Reason 24)

ii. Students to Student Life committees. (Reason 24)

iii. Associate Senators. (Reason 24)

iv. Committee Chairs, if discretion is needed or there is a tie. (Reason 24)

9. Shall host a reoccurring event involving the leaders of student organizations on campus. (Reason 25)

~~10. 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 (Reason 26)~~

~~11. 10. Shall attend all MSCSA functions, and regional meetings. If unable to attend, the president shall appoint a delegate with consent of the Senate to attend in his/her place. (Reason 22)~~

~~12. 11. Shall have knowledge of all MSCSA Working Documents. (Reason 22)~~

~~13. 12. The President will receive a stipend worth the equivalency of one (1) credits per semester excluding summer session. (Reason 22)~~

B. Vice President

~~1. Shall temporarily assume the role of the Chair during regularly scheduled and emergency Senate meetings Presidency in the absence of the President. aforementioned Officers. (Reason 27)~~

~~2. If the President leaves the office, The Vice President shall succeed to the Presidency, upon the incumbent president's resignation or removal, for the remainder of the term. Should the Vice President decline the Presidency, the IHCC Student Senate will hold an election. (Reason 28)~~

3. Assist the President as needed.

4. Shall be a voting member of the IHCC Student Senate, excluding meetings when presiding as President, the chair. (Reason 29) Add to Exec Board as Whole

5. Shall reserve a room for all meetings and coordinate other meeting requirements.

6. Work with Student Life to:

i. Sanction student clubs and organizations.

ii. Assist clubs and organizations in their sanctioning, programs, and activities.

iii. Shall Collect and file Minutes from clubs and organization. (Reason 30).

iv. Present leadership programs and organizational programs as needed.

7. Keep a calendar in the Student Senate office to track projects, events and committees and meetings.

8. Shall Chair on the Club Involvement Committee

9. The Vice-President will receive a stipend worth the equivalency of one (1) credits per semester excluding summer session.

C. Secretary

~~1. Shall temporarily assume the role of Chair during regularly scheduled and emergency Senate meetings Presidency in the absence of the aforementioned Officers. (Reason 27)~~

~~2.~~ 1. Shall keep an up-to-date roster of IHCC Student Senate members, representatives, and liaison-eligible organizations with phone numbers and e-mail addresses.

~~3.~~ 2. Shall take roll call at all meetings, including Club Representatives. (Reason, 31)

~~4.~~ 3. Shall take accurate Minutes of each Senate meeting.

~~5.~~ 4. Have prior week's Minutes available in the IHCC Student Senate office two (2) school days after the IHCC Student Senate meeting.

~~6.~~ 5. Keep working documents, Minutes, and quorum number up-to-date.

~~7.~~ 6. File Minutes received from MSCSA.

~~7.~~ Shall chair on the Working Document Committee (Reason 32)

8. The Secretary will receive a stipend worth the equivalency of one (1) credit per semester excluding summer session.

D. Treasurer

~~1. Shall temporarily assume the role of Chair during regularly scheduled and emergency Senate meetings Presidency in the absence of the aforementioned Officers. (Reason 27)~~

1. Shall be responsible for the IHCC Student Senate budget, including all finances and receipts.

2. Maintain an accurate record of all financial transactions, and report to the IHCC Student Senate on a weekly basis, or as needed.

3. Shall sign and keep copies of all requisitions, and invoices in the office. (Reason 33)

4. Shall order name tags for new Senators.

5. The Treasurer will receive a stipend worth the equivalency of one (1) credit per semester excluding summer session.

6. Shall serve on the Student Activities Budgeting Committee (SABC)

E. Legislative Director

~~1. Shall temporarily assume the role of Chair during regularly scheduled and emergency Senate meetings Presidency in the absence of the aforementioned Officers. (Reason 27)~~

~~2.~~ 1. Shall be responsible for all legislative affairs of the IHCC Student Senate, including:

i. Sit on one or more campus wide committees

ii. Coordinate Inver Hills participation in Advocacy Days.

iii. Coordinate Voter Registration and GOTV activities.

2. Prepare or have access to a list of phone numbers and addresses of all State Senators and Representatives.

3. Make contact with Minnesota Legislators and voice any IHCC Student Senate or other relevant concerns.

4. Shall have a responsibility for communication with elected officials, including:

i. Writing template letters and /or e-mails concerning student issues which Senators can use to communicate with their elected officials.

ii. Encourage all Senators to maintain contact with their Representatives.

5. Keep the Senate updated on any legislative issues

6. Work with the MSCSA Vice-President and Regional ~~Liason~~ Representative to stay informed and present the issues affecting Community College students. (Reason 34)

7. Shall be informed on Higher Education issues that affect Inver Hills Community College.

8. Shall make an up-to-date News Media Contact List.

9. Shall chair on the Legislative Committee. (Reason 35)

10. The Legislative Director will receive a stipend worth the equivalency of one (1) credit per semester excluding summer session.

F. Director of Communications

~~1. Shall temporarily assume the role of Chair during regularly scheduled and emergency Senate meetings~~
~~Presidency in the absence of the aforementioned Officers.~~ (Reason 27)

2. Shall chair and be responsible for the Communications Committee.

3. Submit updates to the weekly student bulletin detailing IHCC Student Senate:

a. Meetings

b. Activities

c. Any news items associated with the IHCC Student Senate.

4. Continually coordinates publicity for:

a. The recruitment of students for IHCC Student Senate, and Senate positions. (Reason 36)

b. Any IHCC Student Senate activity.

5. Shall write press releases in coordination with IHCC Marketing department if applicable.

6. The Communications Director will receive a stipend worth the equivalency of one (1) credit per semester excluding summer session.

7. Shall chair on the Communications ~~Marketing~~ Committee (Reason 37)

Article V. Meetings

Section 1. All official student senate meetings ~~shall be open to the public~~ : (Reason 38)

A. Shall be open to the public (reason 38)

~~Section 2.~~ B. Shall be at a regularly scheduled time, changeable with a two-thirds (2/3) majority vote. (Reason 38)

~~Section 4.~~ An official meeting must C. Shall consist of quorum for business to be conducted. (Reason 39)

~~Section 7.~~ D. Shall use Roberts Rules of Order Newly Revised for standard procedure.

~~Section 2.~~ All meetings will be held at a regularly scheduled time, unless changed with approval of IHCC Student Senate Members. (Reason 38)

Section 2. 3. Any Executive Board Member may call an emergency meeting.

Section 3. 6. Executive Board Members will meet no less than three (3) times per semester. These meetings are mandatory unless an exception is given by the President.

Article VI. Committees

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

Section 2. All committees: ~~may~~ (Reason 39)

~~Section 2.~~ A. Shall Have a chairperson appointed by the committee.

~~Section 3.~~ B. Shall keep records of their meetings and proceedings. These records will be submitted to the Secretary and be available to any Senator.

C. Shall give regularly scheduled ~~an~~ updates ~~at each~~ IHCC Student Senate meetings.

Section 3. Standing Committees of the IHCC Student Senate shall include:

A. Student Life

~~1.~~ Legislative Committee (Reason 40)

~~2. Communications Committee (Reason 40)~~

~~31. Technology Committee (TLTR)~~

~~42. Student Activities Budgeting Committee~~

~~53. Any other needed committees that do not have a resolution.~~

B. IHCC Student Senate committees (Reason 41)

1. Executive Review Committee

2. Legislative Committee

3. Communications Committee

4. Working Document Committee

5. Club Involvement Committee

6. Website Committee

Section 5 4. The Student Senate may establish ad-hoc committees as deemed necessary.

Article VII. 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 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.

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: (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.

CD. 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.

DE. Each candidate shall have equal time to speak.

EF. 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.

VIII. Finances

Section 1. ~~All expenditures must have prior approval by the Treasurer one Executive Board Officer and an Advisor. Requisitions shall be reported to the IHCC Student Senate for approval. All~~

expenditures and requisitions must have the Treasurer's and an Advisor or the Director of Student Life's administrator's signature to authorize the spending of Senate funds. (Reason 45)

Section 2. Funding for conferences and General Assemblies will follow established SABC Guidelines.

Section 3. Stipends (Reason 46)

A. Will be requisitioned and paid for at the end of the Fall and Spring Semester.

B. ~~A.~~ If the Officer assumes office after the start of a semester, the Officer's stipend will be prorated.

C. ~~B.~~ If the Officer is terminated or resigns prior to the end of a semester, their stipend may be prorated by a majority vote of the senate Stipend Review Committee.

D. Will be disbursed solely at the discretion of the Stipend Review Committee.

IX. Advisors (Reason 47)

~~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.~~

Section 1. The IHCC Student Senate Advisor(s) will be a\an honorary, non-voting member. They are only able to speak on items of Senate business

Section 2. The advisors will be involved through:

A. Attending the majority of all scheduled senate meetings

B. Providing counsel on senate related issues

C. Give periodic advisor reports and announcements

D. Question any decisions made by the IHCC Student Senate

E. Approve Senate Requisitions or veto a request for funding that is not within the scope of use regarding Senate or College funds.

X. Bylaws

Section I. (should it be 1, and not a numeral since all the rest are not numerals, and that goes for the rest of the bylaws too) 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 II. 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 III. 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.

XI. 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 immediately following the approval of a two-thirds (2/3) majority vote: July 1st)