

BYLAWS OF THE NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
EAST GRAND FORKS STUDENT SENATE

As indicated by Article III, Section B of the Senate Constitution, these bylaws contain all other conditions, terms, and other governing policies subscribed to by the Senate and its membership.

SECTION I: DISTRIBUTION OF STUDENT LIFE FUNDS

- A. Article VIII, Section A. of the Senate Constitution allows that student organizations that reach the maximum of \$1000.00 per semester, or \$2000.00 per year, may request additional moneys. The Senate must approve the request based on need and availability of funds. All such requests must be submitted in writing and a majority vote of the Student Senate Representatives is required for a student organization to receive additional funds.

In addition to availability and need, the following guidelines shall be used in deciding to distribute any additional funds to a student organization:

1. Student organizations must complete one campus event and one community event before given additional funding.
2. The money must go to an event or activity that contributes to campus life (e.g., funding a campus cultural event); or
3. The money must be used for an event or activity that contributes to the academic goals (e.g., attendance of professional conferences) of student members of the requesting student organization.
4. All active student club accounts will roll over their balances every fiscal year. This is to include, but not limited to, their institutional and revenue accounts.
5. If a club becomes a non-active club, the funds will be recouped into the Student Senate general account.

SECTION II: ELECTIONS

- A. The following guidelines are used by the Senate in conducting elections:
 - 1. Posters: Limit 10.
 - 2. Posters can only be placed on enclosed bulletin boards on campus.
 - 3. Only three posters may be larger than legal size paper.
 - 4. All posters must be removed before the election begins.
 - 5. Candidates are able to make one speech of up to 10 minutes length on the day of the election. This occurs in the candidate forum just prior to elections.
 - 6. Students are allowed to vote one time only.

- B. Fall elections for Vice President and Secretary should be held no later than late-September. Spring elections for Student at Large and Treasurer should be held no later than the end of April.

- C. The Senate may decide to provide those students who vote in an election certain incentives (e.g., free lunch passes, treats, etc.), this practice is not universal.

- D. Polls for voting are open for 2 hours, generally over the lunch hour. However, some variation in the exact length of polling is common.

SECTION III: ACTIVATION OF STUDENT ORGANIZATIONS

- A. Student organizations must seek recognition for active status every semester. Clubs must have a faculty advisor who has attended a club advisor training hosted by the Dean of Student Services prior to recognition.

- B. The following needs be furnished to the Senate by an organization when it is seeking active status:
 - 1. Names of the officers.
 - 2. Name and signature of the advisor.
 - 3. Names of the representatives as well as an alternate E-mail of the President or Vice President of the club to the EGF Senate President
 - 4. These conditions, as listed above, must be met through the completion of a Club Recognition Request form.

- C. A current copy of the student organization's constitution is kept on file by the Senate. It is the responsibility of student organizations to provide the Senate updated copies of the constitution if changes are made to it. A copy of an organization's constitution may be required and approved by the Executive Board before Student Life dollars are transferred to that organization.

SECTION IV: SCHEDULING OF CAMPUS EVENTS

- A. Student organizations are required to inform (i.e. E-mail or at a prior Senate Rep meeting) the Senate of scheduled campus events. The purpose of this procedure is to avoid double- scheduling of events by different student organizations on the same day and location.
- B. Student organizations must complete a Student Life Activity Request Procedure Form per the campus policy, frequently known as a “green sheet”

SECTION V: PAYMENT OF TRAVEL AND ACTIVITY STIPENDS

- A. Per Article VII of the Senate Constitution, students receive a stipend for attending meetings or designated activities as approved by the Senate President. These guidelines pertain to said designated activities:
 - 1. Designated activities may include serving on campus wide committees (e.g., search/hiring committees, academic appeals committee, etc.)
 - 2. The Senate does not include activities such as attending regional or state meetings, conferences, retreats, and so forth since travel expenses and fees are often paid for by the Senate.

- B. Students traveling to state meetings, national conferences, and other state or national events for the Student Senate receive reimbursement of travel expenses.
 - 1. Meals are reimbursed at the state commissioner's plan rate.
 - 2. Travel and lodging expenses are reimbursed in full.
 - 3. Conference fees are reimbursed in full.
 - 4. Other expenses, as covered by state faculty contract, may be reimbursed.

SECTION VII: STUDENT INVOLVEMENT

- A. NCTC-EGF has an all-comers policy. Consequently, all registered student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs.

Appendix to the Bylaws

Robert's Rules of Parliamentary Procedure:

Order of Business

1. Call to order (Roll Call)
2. Reading of minutes from previous meeting
3. Officers' reports
4. Committee reports
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

To make a motion

1. Obtain the floor – speak to the chair
2. Make your motion – “I move that we. . .”
3. Wait for a second – “I second the motion”
4. Chair states your motion – “It is moved and seconded that we. . .”
5. Expand on your motion – mover speaks first and may speak again when all other speakers are finished
6. Motion is debated
7. Put the question – vote

Definitions

Amend: To change a motion by adding, deleting, or substituting words or provisions. The amendment is voted on entirely separately from the motion.

Appeal: A decision of the chairperson may be appealed. An appeal requires that the decision be referred to the assembly for its determination by a vote.

Close debate: To stop all discussion on a motion and to take a vote on it immediately.

Dispose of Motion: To remove it from the consideration of the assembly.

Division of assembly: A vote taken by counting members, either by raising or by a show of hands (often taken to verify a voice vote).

Motion: A proposal submitted to an assembly for its consideration and introduced by the words "I move."

Pending question: A question, or motion, before the assembly, which has not yet been voted upon.

Point of Order: An assertion amounting to a demand addressed to the chairperson that a mistake should be corrected or a rule enforced.

Postpone definitely: To defer consideration of a motion or report until a specific time.

Postpone indefinitely: To kill a motion or report by deferring consideration of it indefinitely.

Postpone temporarily: To defer consideration of a report or motion until the assembly chooses to take it up again.

The old form of the motion was "lay on the table."

Quorum: Number or proportion of members, which must be present at a meeting to enable the assembly to act legally on business, typically two-thirds.

Reconsider: Motion to cancel the effect of a vote so that the question may be reviewed and re-decided.

Second: An indication of approval of the consideration of a proposed motion.

Suppress a motion: To kill it before it comes to a vote.

Yeas and nays: Roll-call vote during which each member answers "yea" or "nay" when called by name.

All previous Constitutions and Bylaws are void.

Dated: 5 December 2017