

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

ARTICLE I

NAME AND PURPOSE

Section A The official name of the organization shall be the Northland Community and Technical College-East Grand Forks (NCTC-EGF) Student Senate, hereinafter to be known as the Senate.

Section B The purpose of the Senate shall be to:

1. Organize, maintain, and stimulate activities within the student body.
 - a. To include fundraising activities for student events.
2. Further academic interest and achievement with all groups of students.
3. Encourage students to join student organizations.
4. Encourage and support student understanding and participation in citizenship.
5. Promote student/community relations.
6. Establish communication between the students, staff, local community organizations, and other educational bodies.
7. Maintain representation with the Minnesota State College Student Association, hereinafter MSCSA.

ARTICLE II

MEMBERSHIP

Section A The Senate is an organization composed of four elected voting officers, referred to herein as the Executive Board (President [only votes in case of a tie], Vice President, Secretary, Treasurer), four appointed non-voting officers (Parliamentarian, Historian, Public Relations Officer, Healthy Campus Officer), as well as voting Representatives (from each of the NCTC-EGF student clubs), their alternates, and other voting Representatives as appointed. NCTC shall appoint a non-voting Student Senate Advisor.

Section B Representatives are required to attend Senate meetings and may serve as the voting Representative. Every student club must elect two voting members, one of which will be recognized for a roll call vote. Non-club affiliated voting Representatives are determined by appointment of two Student-at-Large positions; one by the President of the Senate with review by the Executive Board. The remaining Student-at-Large position is to be appointed by the Senate Representatives. 3

ARTICLE III

RULES AND BYLAWS

- Section A The Senate meetings will be governed by the processes and practices as specified in the latest edition of Robert’s Rules of Order as revised—unless otherwise noted in the Constitution and approved Bylaws. Actions taken that do not conform to the Senate Constitution, Bylaws, and/or Code of Conduct shall be considered unconstitutional and invalid by the Senate. When a conflict in procedure or process exists, the order of authority shall be 1) the Constitution, 2) the Bylaws, and 3) Robert’s Rules of Order.
- Section B The Bylaws of the Senate are enhancements to the Constitution and contain all other conditions, terms, and other governing policies subscribed to by the Senate and its membership.
- Section C Amendments
1. The Bylaws or Constitution can be amended by a two-thirds vote of all representatives, at two consecutive meetings, unless an ad-hoc committee is formed to revise the Bylaws or Constitution.
 - a. The changes proposed by the ad-hoc committee must be voted on and approved at two consecutive committee meetings.
 - b. The ad-hoc committee will then submit all changes to the Senate for a final vote.
 2. Any Representative or officer (excluding the President) may submit a proposed amendment if it is placed on the agenda for a regular meeting for discussion.
 3. Amendments passed with two consecutive two-thirds votes will become effective upon the President Elect’s term. Term is July 1st (year) to June 30th (year).
 4. An amendment shall become effective immediately if the amendment is passed unanimously two times consecutively.
 5. Any State or Federal Legislative and/or NCTC changes that affect these Bylaws shall become effective immediately.
- Section D Dissolution of Senate shall require a two-thirds vote three times consecutively of all the representatives and officers to include the President.

ARTICLE IV

OFFICERS

Section A Qualifications

Only NCTC-EGF campus students, who maintain at least 6 semester credits with a cumulative and semester/term grade point average of 2.5 or higher on a 4.0 scale, and are in good academic standing, are eligible to hold office.

Students with documented disabilities may appeal the above qualifications to the Student Senate Advisor. Appeals are considered on a case-by-case basis by consulting with the Learning Services Coordinator.

Section B The elected officers shall be President, Vice President, Secretary, and Treasurer.

The election process for the President and Treasurer will be held in the spring semester. All other elections shall be held in the fall semester. The Student Senate Advisor will preside over the election process.

The dates of the elections will be determined by the Executive Board, with the election process to be held as a ballot vote by the student body.

1. Should the office of President become vacant, the Vice President will assume the duties of President until the Senate conducts an election of a new President.
2. Should any of the remaining officer positions become vacant; the President will appoint any member of the Senate that meets the requirements of Article IV, Section A with the majority approval of the Senate.

Section C Terms

The terms of the regularly elected officers shall run consistently from the date of election throughout the term. No individual may hold the same elected office for more than two consecutive terms. Refer to Article III, Section C.4 for definition of term.

Section D Conflict of Interest

Any Executive Board members participating in any student club or organization must remove themselves from any administrative or financial decision making that conflict with their duties. Any question of interest will be determined by the Student Senate Advisor. If a conflict of interest is disputed, the Senate will make the final determination.

Section E

Duties

President

It shall be the duty of the President to:

- Preside over all meetings.
- Establish necessary Senate committees and appoint chairpersons.
- Fill vacant officer positions.
- Establish communications with individual organizations, the student body, campus employees, and the community in general.
- Provide the President Elect with transitional documentation, and be available for transitional assistance.
- Work with the MSCSA Vice President and Director of Legislative Activities on the “Get out the Vote” campaign.
- Have knowledge of MSCSA governing documents. Maintain communication with elected MSCSA regional representative in accordance with MSCSA requirements.

Vice President

It shall be the duty of the Vice President to:

- Carry out the duties of the President as occasion may demand
- Serve in any appropriate capacity as the President may direct
- Oversee committee activities
- Promote the general welfare of the NCTC-EGF campus.
- Other duties as assigned.

Secretary

It shall be the duty of the Secretary to:

- Take the minutes of the Senate and Executive Board meetings, which shall be used as the official record of the Senate.
- Take formal roll call at each meeting
- Maintain documents containing club requests, meeting minutes, constitutions, and other business concerns.
- Prepares with the President the agenda for Senate and Executive Board meetings.
- Posts the agenda at least forty-eight (48) hours before the scheduled meeting time.
- Distribute meeting minutes no later than seventy-two (72) hours after stated Senate and Executive Board meetings. Senate agenda and minutes are to be distributed to all enrolled EGF NCTC Students and employees.
- Executive Board agenda and minutes are to be distributed to members of the board and others in attendance.
- Executive Board minutes shall be available to Senate upon request.
- Other duties as assigned.

Treasurer

It shall be the duty of the Treasurer to:

- Account for all money in the Senate's budget.
- Prepare a Student Life budget for each fiscal year.
- Prepare a funding disbursement letter upon recognition of clubs each semester.
- Prepare a monthly financial statement to the Senate to be included with the minutes.
- Track each club's campus and community events to record fulfillment of Constitution requirements.
- Other duties as assigned

Parliamentarian

The President will appoint a Parliamentarian, whose duty shall be:

- Assisting the Senate in using correct procedures while conducting meetings.
- Other duties as assigned

Historian

The President will appoint a Historian, whose duty shall be:

- Carry forth the written and pictorial records of the organization.
- Maintain the calendar of events to be placed with meeting minutes
- Archiving of Senate paperwork.
- Understand what has been, and what may be a successful student event.
- Maintain a record of club constitutions and ensure compliance with Senate Constitution and Bylaws.
- Other duties as assigned.

Public Relations

The President will appoint a Public Relations officer, whose duty shall be:

- Chair the Newsletter Committee.
- Oversee the production of a monthly newsletter for the student body.
- Oversee Senate publicity, social media, and press materials.
- Work with MSCSA on state-wide promotions and events.
- Other duties as assigned.

Healthy Campus

The President will appoint a Healthy Campus officer, whose duty shall be:

- Be a participating member of the Healthy Campus committee
- Promote the health and well-being of students
- Other duties as assigned.

Student-at Large

The Senate may appoint Student(s) at Large, whose duty shall be:

- Oversee general student campus concerns and report back to the Senate.
- Represent the students not participating in student clubs or organizations.
- Other duties as assigned.

Section F Executive Board

- The Executive Board shall consist of advisors and all elected officers.
- The Executive Board may invite others to participate in discussions.
- An Executive Board report will be made at Senate meetings.

Section G Removal from Office

1. All officers are subject to removal from their positions if:
 - a. Their duties are not performed as stated in the Constitution.
 - b. They fail to abide by the Code of Conduct.
 - c. They fail to fulfill and maintain the requirements of Article IV, Section A.
2. Removal requires a two-thirds vote of the Senate, which the Advisor shall oversee.
3. An Officer has the right to appeal the decision of removal by the Senate to appropriate college administrator.

ARTICLE V

REPRESENTATIVES

Section A Qualifications

Any NCTC-EGF student who is registered for at least 3 semester credits, maintaining a cumulative grade point average of 2.0 or higher on a 4.0 scale, is eligible as a Representative, Alternate Representative, or Independent Representative, subject to the limitations of Article II, Section A or Section B.

Section B Responsibilities

1. Attend meetings regularly.
 - a. If unable to attend for an unavoidable reason, the representative must inform the Senate President or Student Senate Advisor of the situation prior to the meeting and ask to be excused (thereby making the absence an excused absence).
 - b. After two unexcused absences, clubs will not receive their club allocation for the following semester; the club will lose their right to hold a vote on the Senate for the remainder of the semester.
 - c. Suspension of club funding or voting privileges will not impact club recognition or status.
 - d. Loss of club voting or funding may be appealed to the Senate.
 - i. A two-thirds roll call vote is required to re-instate voting or funding privileges.
2. Read minutes prior to the meetings.
3. Ensure information about Senate activities is provided to the club or organization they represent.
4. Participate in Senate functions as the situation demands and volunteer where needed so that the responsibilities are divided equally among all Senate members.
5. Participate and attend events around campus and support other clubs and student life.
6. Serve on committees as appointed.
 - a. The President may appoint Representatives to serve as deemed necessary.
 - b. Representatives serving on campus committees must:
 - i. Attend meetings regularly
 - ii. Provide meaningful input
 - iii. Report to the Senate meetings
7. Act in a manner that reflects well on you, the Senate, and the Campus.
8. Duties may also include:
 - a. Checking club mail box in Student Senate Office
 - b. Serving on Senate committees
 - c. Representing the Senate at club meetings
 - d. Completing club or activity reports quarterly.
 - e. Other duties as assigned.

Section C

Removal from the Senate

1. Representatives may be removed from the Senate when the Representative fails to fulfill and maintain the requirements of Article V, Section A, or fails to maintain the Code of Conduct.

ARTICLE VI

MEETINGS

Section A Schedule and Location

1. Senate meetings will be held at the discretion of the Executive Board during the calendar year.
2. The President may schedule additional meetings.
3. The President will also determine the location of the Senate meetings.
4. The Executive Board will meet prior to every Senate meeting with the Advisor.

Section B Quorum

Quorum shall consist of one half ($\frac{1}{2}$) of the active recognized clubs plus one (+1) as specified under Article II, Section A. If the Executive Board approves an exemption for an active club, that club will not be included in the total used to determine quorum.

Section C Voting

1. Each club is allowed one vote.
2. Roll call shall be taken at the beginning of each meeting. Late arrivals must be recognized by the chair or President or will not be counted as being allowed to vote or recognized as attending the meeting. Contact the Secretary so he/she can let the President or Chair know to be recognized.
3. If a club has not complied with Article V, Section B, you will not receive voting privileges until the next semester begins, or club funding for the upcoming semester.
4. An Executive Board member may vote as a Representative to establish quorum only if they abstain from their executive officer vote.

ARTICLE VII

STIPENDS

Section A Rates

1. Representatives shall receive "\$10.00" per Senate meeting or designated activity, as deemed by the President.
2. Executive Board shall receive "\$15.00" per Senate meeting or designated activity, as deemed by the President.

Section B Guidelines

1. If a Representative or Executive Board member misses a meeting (either excused or unexcused), they shall forfeit their stipend for that meeting.
2. Stipends will be issued as close to the last meeting of the semester as allowed.
3. Representatives and Executive Board members must be present for formal roll call or must request special permission for late arrival/early dismissal from the chair.
4. The Executive Board must approve stipend forms before checks are issued. Final approval of payment is done by the appropriate college administrator.

ARTICLE VIII

STUDENT LIFE FUNDS

Section A Guidelines

1. The line item designated "Student Life Funds" in the annual budget shall be used to support and recognize student organizations.
2. The Senate shall form a Student Life Committee, per MnSCU Policy 2.8: Student Life. The Student Life Committee can be a subcommittee of the Senate, or consist of the members of the Executive Board. However, per Policy 2.8, at least two-thirds membership must be students.
3. Each student organization may receive up to \$2000.00 per year.
4. Student Life Funds shall be distributed to clubs in good standing per Article V, Section B, dispersed each fall (\$1000) and each spring (\$1000) semester, pending approval of the Student Life Committee for each disbursement.
 - a. Clubs that become active after October 15 of the fall semester or March 10th of the spring semester shall only receive half of that term's stipend (\$500).
 - b. No more than \$1000.00 of a club's annual funding may be disbursed during any semester.
5. Disbursement of funds for fall and spring semester is contingent upon the existing student club completing at least one campus and one community service event annually.
6. Student clubs that fail to fulfill one of the obligations for campus or community service events in any given academic semester (Fall or Spring) will be denied Student Life Funds for the subsequent academic semester (Fall or Spring).
7. Student clubs that reach the maximum of \$1000.00 per semester, or a total of \$2000.00 may request additional funds. The Student Life Committee must approve the request based on need and availability of funds.
 - a. All requests must be submitted in writing and include:
 - i. Event funding documentation
 - ii. Current club account balance(s).
 - iii. Club Funding Request form.
8. A majority vote of the Student Life Committee will be required for a student club to receive additional funds.
9. Active Student clubs may acquire additional funds through the Club of the Semester event. The additional funding amount will be decided by the Executive Board prior to the start of the event. The event will be tracked by the Treasurer and Secretary. The information tracked will be events completed (activity sheet must be completed and signed) and attendance of clubs at meetings. The following requirements must be met to receive additional funding in exception to previous club requirements:
 - a. 100% Student Senate Representative meeting attendance
 - b. Complete at least 3 campus events
 - c. Complete at least 3 community events

ARTICLE IX

LEADERSHIP

Section A Advisor Expectations and Responsibilities

1. Provide support, direction, and feedback to all Senate members.
2. Motivate the Senate to achieve leadership, professionalism, and personal growth.
3. Maintain an awareness of the activities and programs sponsored by the Senate as well as Student Life.
4. Attend meetings as often as possible. Notify the Executive Board if unable to attend.
5. Oversee and attend all club programs/activities unless properly delegated.
6. Explain and clarify NCTC policy and procedures that apply to the Senate and Student Life.
7. Act as an advocate for all student issues regarding NCTC and higher education.
8. Be adequately versed in Robert's Rules of Order and Higher Education policy issues.
9. Advisor is required to attend one MSCSA conference, preferably the Spring General Assembly.
10. Advisor is to verify club activities and community service events for appropriateness and completion for the year.
11. Coordination and planning of the annual Graduation Banquet.

All previous Constitutions and Bylaws are void.

Dated: 11 April 2013