

## **Minnesota West Community and Technical College Canby Campus Student Senate By-Laws**

Preamble- We, the Student Senate of Minnesota West Community and Technical College Canby Campus, in order to create an effective governing body, do hereby ordain these by-laws to establish structure for student leadership and involvement. The combined interests of the students, faculty, and administration are herein considered to promote the general welfare of all students.

### **Article I. Name**

The long name of this organization shall be Minnesota West Community and Technical College (MWCTC) Canby Campus Student Senate. Hereinafter shall be referred to as Student Senate.

### **Article II. Purpose**

The purpose of this organization is as follows:

- I. Provide a democratic form of government to the students of the MWCTC Canby Campus.
- II. Establish a working relationship with the LeadMN Student Association, the faculty, staff, and combined campuses of MWCTC.
- III. Establish and maintain student life on the Canby Campus, while promoting the general welfare of all students.
- IV. Establish a relationship with the surrounding community.

### **Article III. Structure and Voting Members**

The Student Senate shall be composed of three student elected officers herein referred to as the Executive Board. One representative and one alternate representative from each recognized program on the MWCTC Canby Campus, and one advisor as set forth by the administration.

The Executive Board and advisor shall act as non-voting members of the Student Senate. Each program representative shall be allowed to cast one vote. Alternate representative shall be non-voting members of the Student Senate unless filling the position of representative due to absence.

When voting for elective board positions all registered students on the Canby Campus shall be allowed to cast one vote.

#### **Executive Board shall:**

Be responsible to consider all matters of concern to the Student Senate

Establish a budget

Establish a meeting schedule for each semester in which they will meet twice a month

Understand Parliamentary procedure using Robert's Rules of Order

## **Meetings**

- I. The Student Senate will meet at least twice a month. And post a semester meeting schedule.
- II. The President will work with the Secretary/Treasurer and Advisor on the meeting agenda.
- III. Each program representative and officer other than the President in attendance may cast one vote. Proxy votes will not be allowed, and the President may only vote to break a tie.

## **Article IV. Election Procedures**

### **President**

Any student registered with six credits or more and a grade point average of at least 2.0 shall be allowed to run for President.

- I. Each applicant must fill out an election form as provided by the Student Senate advisor. This form must be completed and signed by the applicant
- II. Election for president shall be held at spring semester each year; in the event that a president is not elected during the spring semester and election notice will be posted during the first week of fall semester and elections held at the first meeting of the Student Senate
- III. Each applicant shall be allowed to campaign for two weeks prior to elections. Applicants shall be allowed to hang no more than four poster board size election signs and four letter sized signs. Campaign materials must be rated G and in no way slander the other applicants running for the same position
- IV. Each candidate shall be allowed to speak in front of the student body on Election Day. Speeches must be rated G and should not exceed two minutes in length
- V. Voting will take place by secret ballot
- VI. All registered students shall be allowed to cast one vote, including the applicants

### **Vice President and Secretary/Treasurer Positions**

Any student registered with at least six credits or more and a grade point average of at least 2.0 shall be allowed to run for these positions.

- I. Elections will take place during the first meeting of the Student Senate during the fall semester
- II. Elections notices will be posted one week prior to this meeting
- III. Each applicant shall be allowed to campaign for one week prior to elections
- IV. Each candidate shall be allowed to speak in front of the Student Senate on Election Day. Speeches must be rated G and should not exceed one minute in length
- V. Voting will take place by a show of hands and candidates shall be sequestered during the time of elections
- VI. All registered students shall be allowed to cast one vote, including the applicants

## **Article V. Executive Board and Advisor**

This article lists the regulations and responsibilities of the executive board members.

### **President**

- I. Maintain a grade point average of at least a 2.0 and be enrolled in at least six credits
- II. To act as the official representative of the student body
- III. Enforce and uphold these by-laws
- IV. To organize and preside over meetings of the Student Senate and Executive Board
- V. Work with the Executive Board and other clubs and committees in planning and organizing student life activities
- VI. To attend governing council meetings of the LeadMN Student Association as well as meetings of your respected region and report back to the students the details of these meetings
- VII. To promote the general welfare of all students and to uphold the rules and regulations as set forth in the official student handbook of MWCTC.
- VIII. Assume all duties not otherwise delegated
- IX. Report information from the Regional Representatives if not on Canby campus.

### **Vice President**

- I. Maintain a grade point average of at least a 2.0 and be enrolled in at least six credits
- II. To act as the assistant to the President and to fill in as President when he/she is absent and act as Secretary/Treasurer when he/she is absent
- III. Work with the Executive Board and other clubs and committees in planning and organizing student life activities includes making all flyers or posters
- IV. To promote the general welfare of all students and to uphold the rules and regulations as set forth in the official student handbook of MWCTC
- V. Be responsible for facilitating (in charge of) and promoting events
- VI. Report information from the Regional Representatives

### **Secretary/Treasurer**

- I. Maintain a grade point average of at least a 2.0 and be enrolled in at least six credits
- II. To provide a financial review and take minutes at all meetings of the Student Senate and Executive Board and to provide copies of those minutes to the Advisor, Executive Board, and Representatives within 4 days of the meeting date
- III. Work with the Executive Board each spring in establishing a budget for the upcoming year
- IV. Work with the Executive Board and other committees in planning and organizing student life activities, assist the Vice President on facilitating events
- V. To promote the general welfare of all students and to uphold the rules and regulations as set forth in the official student handbook of MWCTC

### **Removal from Office of elected positions**

These are the guidelines set forth by the students of MWCTC Canby Campus. Any violation of these guidelines can result in removal from office. Removal from office can take place in the following ways:

- I. Executive Board must maintain a grade point of 2.0 or better on a 4.0 scale
- II. Executive Board shall have no more than two unexcused absences from senate or an executive meeting during the course of their term
- III. Removal requires a 2/3 majority vote of all voting members of the Student Senate, or be the Student Senate Advisor stating that the individual in question is no longer eligible to hold an office
- IV. By discretion of the Advisor or CEO/Campus Manager of MWCTC Canby Campus

### **Advisor**

The Advisor is a faculty or staff member set in place by the Administration. The Student Senate cannot at any time remove the Advisor. The Student Senate retains the right to discuss the Advisors performance with the Administration and at any time the Advisor position becomes open, the Student Senate retains the right to provide a recommendation to the Administration.

The advisor position is to make sure that MWCTC and MS policies along with the by-laws are followed.

At any time it is felt an officer should be removed from office, the Advisor shall act as the official mediator and the officer shall first be given the opportunity to resign before enacting one of the guidelines listed above.

## **VI. Program Representatives**

### **Qualifications**

Any MWCTC registered student in a program that wishes to represent it may be representative upon a vote/appointment by the program students in that class.

### **Representative Responsibilities**

#### **I. Meeting Attendance**

If unable to attend a scheduled meeting, the alternate must be sent so that the program is represented.

#### **II. Organization Meeting Attendance**

People from the programs with clubs must attend 90% of scheduled meetings. If they do not, their program will not be eligible for organization funds or club recognition for the rest of the year.

### **III. Meeting Preparations**

It is the responsibility of the President, Advisor, and representatives to bring forward agenda items to the Secretary/Treasurer 24 hours prior to the meeting.

### **IV. Distribution of Information**

Each member is responsible to ensure that information obtained at student senate meetings is distributed by any proper means to the students they are representing.

### **V. Voting**

Each program representative is allowed one vote. If the representative is not present, then his/her alternate is allowed that vote.

### **VI. Termination of members**

The Executive board can terminate membership if any of the following occur:

- I. After three or more unexcused absences.
- II. If the student fails to maintain a GPA of 2.0 or better on a 4.0 scale or drops out, changes, or is expelled from the program they represent.
- III. In addition, a 2/3-majority vote of the students in that program will result in termination and a new election to take place.

## **Article VII. National Recognized Organizations and Program Clubs**

- I. Student Senate will provide funds to only national recognized organizations on the Canby campus. And the Student Senate may provide funds to a recognized program club, the organizations or club's president or representative must ask to be on the agenda. When requesting recognition, they must provide the Student Senate President and/or advisor with a copy of the group's by-laws, a list of the organizations/club's officers, and an itemization as to what the money will be used for.
- II. The amount of money the club can request can be up to, but not exceed \$500.
- III. Money approval will require a 2/3-majority vote of the senate.
- IV. National Organizations must submit a copy of their prospective budgets for the next year by February of the school year as requested by Senate Executive Board, the Senate Advisor, and the administration of the college.
- V. Organizations/Club members or representatives must meet the attendance requirements stated in Article IV Section C to be eligible to receive funds.
- VI. Within 15 days of the first meeting of the Student Senate, the President and Vice President or representative of recognized organizations must meet with the Executive Board and Advisor to discuss budget building procedures and other operating procedures.
- VII. All minutes from national recognized organizations and program clubs must be submitted on a monthly basis in order to receive funding. And the organizations/clubs representative shall be present at all scheduled senate meetings (this is different than the program representatives).

## **VIII. Committees**

### **I. Membership and Termination**

Each committee shall be made up of no more than five members, plus the President or Vice President.

Any student of the college that meets the requirements in Section V may be on a committee.

The chair of standing committees will be elected at the first committee meeting. Committees shall meet once monthly or as needed.

Committee chairs shall be non-voting members of the Executive Board.

### **II. Social Committee**

- I. The social committee shall meet to discuss the holding of any and all social activities on or sponsored by the campus.
- II. The committee is also in charge of the Fall Harvest and Spring Fling festivities.
- III. The committee will also assist the President as necessary.

### **III. Fitness/Game Room Committee**

- I. The Rec. Room Committee shall meet and discuss any changes needed to the equipment in the Rec. Room and report them to the Senate for approval.
- II. The committee shall be responsible for any tournament that takes place in the Rec. Room.
- III. The Committee will also assist the President as necessary.

### **IV. College Committees**

- I. By the second student senate meeting of the year, the student senate shall assign students to be on the college committees listed below.  
Beautification, Technology, Marketing, and Safety & Health.

Approved by Canby Student Senate on December 5, 2017.

President, Mark Patterson

