

**Student Senate Bylaws**  
**Minnesota West Community & Technical College**  
**Granite Falls Campus**

**Article I**  
**Name and purpose of organization**

Section A

The full name of this organization shall be the Minnesota West Community & Technical College-Granite Falls Campus Student Senate. The short name (used herein after) shall be Student Senate.

Section B

The purpose of this organization shall be to

1. Organize, maintain, and stimulate activities within the student body.
2. Further scholastic interest and achievement.
3. Uphold the principles upon which the school was built.
4. Encourage and support student understanding and participation in citizenship activities.
5. Encourage student/community interaction.
6. Establish communications between the students and staff, local community organizations, and other education bodies.

**Article II**  
**Structure of Organization**

The Student Senate is an organization made up of class representatives from each program of the Minnesota West Community and Technical College-Granite Falls Campus and also four officers who are elected/appointed by the terms discussed in Article III. Stipulations for class representatives are discussed in Article IV.

**Article III**  
**Election Procedure for Officers**

Section A

President and Vice President

1. The election for President shall be done in the last half of the spring semester for the following year or in the fall semester if no election was held in the spring.

2. President and Vice President Elections shall be held with two separate votes, with unlimited candidates per vote. The students receiving the most votes per election will be President and Vice President.
3. Voting will take place by secret ballot at a Student Senate meeting, with a private tallying of votes to be done by three tellers appointed by the Chair, with oversight by the Advisor(s).
4. If only one individual runs for President, he/she must receive at least 51% of the votes, and the Vice President shall be elected by the terms described in Section B.

#### Section B

##### Secretary

1. The Secretary shall be elected by the Student Senate prior to October in the fall semester. If the position is still open at that time, the Senate will elect a person to fill that position.
2. The individual receiving the most votes by secret ballot shall receive the office. Vote tallying is to be done privately by three tellers appointed by the Chair, with oversight by the Advisor(s).

#### Section C

##### Public Relations Coordinator

1. The Public Relations Coordinator shall be elected by the Student Senate prior to October in the fall semester. If the position is still open at that time, the Senate will elect a student to fill that position.
2. The individual receiving the most votes by secret ballot shall receive the office. Vote tallying is to be done privately by three tellers appointed by the Chair, with oversight by the Advisor(s).

### **Article IV Duties and Responsibilities**

#### Section A

##### Executive Board

The offices of Student Senate President, Vice President, Secretary and Public Relations Coordinator shall be elected annually and will herein after be known as the Student Senate Executive Board.

The Executive Board shall

1. Be responsible to consider all matters of concern to the Student Senate.
2. Establish the budget with assistance of the Advisor(s).
3. Meet every other week to establish the next meeting's agenda.
4. Replace, through appointment, any officer who resigns or becomes ineligible from office under terms described in Section B.

## President

### Duties and Responsibilities

1. Preside impartially over all meetings of the Student Senate.
2. Use authority as stipulated by Robert's Rules of Order to carry out tasks assigned to this office.
3. Establish communications with other college organizations, college staff, and the community in general.
4. Establish necessary committees.
5. Assign a replacement to attend state and regional functions, if unable to attend.
6. Enforce and uphold these by-laws.
7. Act as parliamentarian at all local Student Senate functions.
8. Act as the official representative of the Student Senate.
9. Assume all duties not otherwise delegated.
10. Attend all local and regional Student Senate and Executive Board Meetings.
11. Provide written reports to the MSCSA and the regional officer, as requested.

## Vice-President

### Duties and Responsibilities

1. Carry out the duties of President as occasion may demand.
2. Serve in any appropriate capacity as the Senate may direct.
3. Oversee all committee activities.
4. Promote the general welfare of the school.
5. Communicate with other campuses in the region (Canby, Jackson, Pipestone, Luverne, and Worthington) as well as with Regional Representative.
6. Attend all local and regional Student Senate and Executive Board Meetings.
7. Voice all concerns on campus issues to the regional Senate.
8. Assist the President and Regional Representatives as necessary.
9. Assist with the planning of, and participate in, regional social activities.
10. Report information from the Regional Representative.

## Secretary

### Duties and Responsibilities

1. Take minutes of all Student Senate meetings, which will serve as the official record of the Student Senate and provide them to the Advisor(s) and the Executive Board within 48 hours of meetings.
2. Maintain records of club requests, meeting minutes, bylaws and policies, and other Student Senate concerns.
3. Serve in any appropriate capacity as the Senate may direct.
4. Assist the president as necessary.

5. Take roll call of all clubs and programs recognized by the Student Senate at each meeting.

#### Public Relations Coordinator

##### Duties and Responsibilities

1. Promote to students via on campus signage, e-mail, and social media when Senate meetings, functions, and student activities and events are taking place.
2. Assist Advisor(s) in promoting the Student Senate on the campus to faculty, clubs, and students.
3. Take and archive photographs of Senate activities and meetings.
4. Make sure off-campus students and the public (when necessary) are aware of all campus activities.
5. Check on the progress of committees. Give reports when necessary.
6. Report happenings in the community that the Student Senate should know about or take part in.
7. Create committees for community and state involvement.

#### Section B

##### Removal from office

1. All officers are subject to removal from office if their duties are not performed as stated in this article.
2. Officers must maintain a grade point average of 2.0 or better on a 4.0 scale.
3. Officers may not have more than two unexcused absences from Senate or executive meetings during the course of their terms.
4. Removal requires a 2/3 majority vote of the full Senate, or a statement from the Student Senate Advisor(s) declaring that a student is no longer eligible to hold an office.
5. The order of filling Presidential vacancies shall be Vice President, then Secretary, then Public Relations Coordinator.

#### Section C

##### Representatives

##### Qualifications

Any Minnesota West Community and Technical College-Granite Falls Campus student registered in the program they wish to represent may be a representative upon a vote/appointment by the students in that class.

##### Representative Responsibilities

1. Meeting Attendance

If unable to attend a scheduled meeting, an alternate must be sent so that the program is represented. If unable to attend because of sickness, class trips, or tests, the representative must let an Advisor or the President know in advance, so it will not be marked an unexcused absence.

#### 1A. Organization Meeting Attendance

Representatives from the programs with clubs may not have more than two unexcused absences per semester. If they do, their program will not be eligible for organization funds or club recognition for the rest of that semester and the semester to follow.

#### 2. Distribution of Information

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

### Termination of Members

The Executive Board may terminate membership if any of the following occur:

1. After two or more unexcused absences.
2. If a 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 that they represent.
3. In addition, a 51% vote of the students in that program will result in termination and a new election.

### Section D

#### Advisor

1. The Advisor and/or Co-Advisors will be elected at the first Student Senate meeting of the school year.
2. The Advisor(s) must be an employee of Minnesota West Community and Technical College-Granite Falls Campus.
3. The Advisor represents the interests of the school administration, and if it is determined that an activity for the Student Senate has a detrimental effect on the school or students, the action will be tabled to allow time for the Executive Board, Advisor, and Minnesota West Community and Technical College Administration to discuss the situation and arrive at a mutual agreement to be recommended to the Senate for adoption.
4. The advisor of the Student Senate shall receive compensation in the amount of \$1,400.00 for his/her/their services. If more than one advisor is chosen, the compensation will be shared.
5. Any individual acting in this position is subject to removal if their duties are not performed as stated in this article. Removal of the advisor will required a 2/3 majority vote of the full Student Senate.

## **Article V Stipends**

1. Executive Board members will be awarded stipends from the Student Senate.
2. The Student Senate President will receive 2.5 credits per semester.
3. The Student Senate Vice President, Secretary, and Public Relations Coordinator will receive 1.5 credits per semester.
4. All stipends must be approved by 51% vote of the Senate and approved by the Advisor(s) and the Campus Dean.

## **Article VI Fiscal Policies**

1. The Student Senate will provide funds to recognized clubs on the campus. To become a recognized club, the club's president or representative must ask to be on the Senate agenda and approved by the Senate as a club.
2. The amount of money the club can request can be up to, but not exceed, the budgeted amount, unless proof of additional fundraising by club members is shown and described to the Senate.
3. Appropriations will require a 51% vote of the Senate.
4. Club members or representatives must meet the attendance requirements stated in Article IV, Section C in order for the club to receive funding.

## **Article VII Meetings**

1. The Student Senate will meet at least twice a month. The President will work with the Advisor(s) on scheduling the meetings to avoid conflicts with the other student or educational organizations.
2. Program representatives and officers (other than the President) in attendance may cast votes. Proxy votes will not be allowed, and the President may only vote to break a tie.
3. Ten voting members will be necessary to establish a quorum.

## **Article VIII**

### **Committees**

#### A. Membership and Termination

1. Each committee shall be made up of no more than five members, plus the Vice President and President.
2. Any student of the college who meets the requirements in Section V may be on a committee.
3. The chair of standing committees will be elected at the first committee meeting; the chair of ad-hoc committees shall be appointed by the President.
4. Committees shall meet once monthly or as needed.
5. Committee chairs shall be non-voting members of the Executive Board.

#### B. Ad Hoc Committees, including the Social and Rec. Room Committees

1. Ad hoc Committees will be established at regular Senate meetings and chaired by the President.
2. Each committee is dissolved immediately after its business has been concluded.
3. The President may appoint members to Ad Hoc Committees.
4. The ad hoc Social Committee will report to the Public Relations Coordinator to discuss the holding of any and all social activities on or sponsored by the campus.
5. The ad hoc Rec. Room Committee will report to the Vice President to discuss any changes needed to the equipment in the Rec. Room and report to Senate for approval.

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