

# Minnesota West Community and Technical College Student Senate Constitution

## Preamble

We, the Student Senate of Minnesota West Community and Technical College, in order to create an effective governing body within this institution, do hereby ordain this Constitution. The combined interests of the students, faculty, college administrators, and people of the community are considered herein to promote the general welfare of all students. Also herein is secured a democratic form of government.

## ARTICLE I Name, Purpose, and Membership

Section 1 The name of this organization shall be "Minnesota West Community and Technical College, Student Senate." (Herein referred to as Student Senate ).

Section 2 The purpose of the Student Senate is to:

- 1) Represent the students of Minnesota West Community and Technical College (herein referred to as MnWest).
- 2) Administer, supervise, and maintain a jurisdiction over student affairs within the college
- 3) Make recommendations to the faculty and administration.
- 4) Provide a channel for interaction between the college and the community.
- 5) Organize, maintain, and stimulate activities within the student body.

Section 3 The membership of Student Senate shall consist of students of MnWest..

## ARTICLE II Meetings

Section 1 The Student Senate shall meet as defined in the bylaws.

Section 2 A quorum shall consist of a simple majority of all Student Senate members.

## ARTICLE III Officers

Section 1 There shall be officers elected by the Student Senate as defined in the Bylaws.

Section 2 The officers elected by the Student Senate shall serve for the entire college

year.

Section 3 The duties of the officers shall be defined in the Bylaws.

ARTICLE IV Committees

Section 1 There shall be standing committees and any temporary committees formed in order to enhance close coordination of college activities and to further cooperation between students, faculty, administration and community.

Section 2 The names and duties of the committees shall be stated in the Bylaws.

ARTICLE V Amendments of Constitution

Section 1 An amendment may be made to the constitution by any student of MnWest by submitting a written proposal to their campus Student Senate President. The campus Student Senate President shall then submit this proposal at a special college wide meeting of all MnWest campus Student Senates. At this time, a vote shall be taken with ratification of Constitution by a majority vote.

Section 2 The proposed amendment shall be posted two weeks prior to the date set for ratification.

ARTICLE VI General

Section 1 These Articles are the Constitution of the Student Senate and all Articles of the Constitution previously adopted are hereby repealed.

REVISION: FEBRUARY, 2003

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Minnesota West Community and Technical College  
Worthington Campus, Student Senate  
Bylaws

SECTION 1            Membership

- Paragraph 1    The Minnesota West Community College and Technical College, Worthington campus, Student Senate (herein known as Student Senate) membership eligibility shall be limited exclusively to those students currently enrolled in a course or courses at Minnesota West Community and Technical College (herein known as MnWest).
- Paragraph 2    Each Student Senate member is required to attend all Student Senate meetings unless an acceptable excuse is presented in explanation for their absence.
- Paragraph 3    The Student Senate shall consist of nine (9) student members and at least one faculty/staff member. The faculty/staff person/people will serve on the Student Senate in an advisory capacity.
- Paragraph 4    Clubs funded by the Student Life Committee shall send a representative to be elected as a Student Senate member in order to continue receiving funds. These members will be subject to these bylaws.
- Paragraph 5    Each Student Senate member must be carrying a minimum load of three credit hours during their service on the Student Senate.
- Paragraph 6    Student Senate members with three (3) or more absences may become subject to review by the Student Affairs Committee and possible dismissal by two-thirds majority vote of the Student Senate members.
- Paragraph 7    The Student Senate may dismiss any member by a two-thirds majority vote by all Student Senate members for scholastic or disciplinary reasons, reasons of character, or failure to cooperate with the other members of the Student Senate.
- Paragraph 8    The duties of the Student Senate members are to meet and maintain the purpose stated in the Constitution of the Student Senate by serving as the governing body representing the MnWest Student Body.
- Paragraph 9    A summer senate shall consist of three (3) Student Senate members.

## SECTION 2 Meetings

- Paragraph 1 The Student Senate shall meet at a specific date, hour, and place left to the discretion of the President of the Student Senate with the general consensus of the Student Senate members or by the Student Senate President if no prior meeting has been set.
- Paragraph 2 The Student Senate shall meet at least twice a month during the semesters and at least once during the summer.
- Paragraph 3 Special meetings of the Student Senate may be called by the President or by five or more students of the Student Senate.
- Paragraph 4 Any member of the Student Body may attend the Student Senate meetings. All meetings are to be open unless otherwise stated.

## SECTION 3 Voting

- Paragraph 1 Each Student Senate member (herein referred to as Senators) shall have one vote.
- Paragraph 2 Quorum as described in the Constitution must be met before any vote can take place.
- Paragraph 3 A successful vote will be with a majority vote of Senators.
- Paragraph 4 Any person of Student Senate who is not a member of the association (herein referred to as Representatives) will have a say in the process, but will not be a voting member.
- Paragraph 5 The President will vote only on the occasion of a tie vote.

## SECTION 4 Election of Student Senate members

- Paragraph 1 The members of the Student Senate shall be determined by the vote of the existing Student Senate members or by a petition process, either of which is to be set up by the residing Student Senate members.

Paragraph 2 The members of the Student Senate that will be there for the succeeding college year shall assume membership for the next fiscal year and be considered the summer Student Senate.

Paragraph 3 All Student Senate members are to be determined by the thirtieth (30<sup>th</sup>) day after the onset of the college fall semester, and those determined members shall serve through that college year.

#### SECTION 5                      Duties of Student Senate Members

Paragraph 1 Student Senate Members, also called Senators, along with Student Senate Officers, shall take on a minimum the following duties:

1. Attend every Student Senate Meeting.
2. Serve on at least one standing committee.
3. Supervise and/or participate in Student Life activities.
4. Assist in advertising for Student Life activities.
5. Participate in implementing Student Senate initiatives.

#### SECTION 6                      Election of Student Senate officers

Paragraph 1 One of the Student Senate members who assumes membership for the coming year, shall be appointed by the existing members to take the elected position of Student Senate President, and one for elected position of Treasurer from the end of Spring semester through the next college year.

Paragraph 2 The positions of Vice President, Secretary, and Communications Coordinator shall be elected by the Student Senate members during the third (3) meeting of the full Student Senate.

Paragraph 3 The voting process shall be as follows:

1. Only those members nominated for the specific position being voted on at that time, shall be sequestered.
2. The remaining Officers, Senators and Representatives are to become voting members during this process.
3. There will be a one minute opening speech, 3 questions of general consensus, and a one minute closing speech.
4. Each position will be voted on separately by secret ballot.

5. The Student Senate Advisor or designee shall tally the votes and declare the results of the election.

Paragraph 4 The officers of the Student Senate must be members of the Student Senate.

Paragraph 5 If the Student Senate President or Treasurer does not return to college during the year in which he/she is to preside, the Student Senate will take vote for a new Student Senate President or Treasurer to fill the remaining term in office.

Paragraph 6 All officers shall serve from the time of their election to that office through that college year.

Paragraph 7 At least one of the offices must be filled by a Freshman student.

### SECTION 7                      Student Senate officer duties

Paragraph 1 The officers shall be responsible for implementing directives of the Student Body and for administration of regular Student Senate activities.

Paragraph 2 The duties of the Student Senate officers are as follows:

#### 1. President

1. Act in a leadership position in the Student Senate during the college year in which he/she is serving.
2. Implement, interpret, and carry out Student Senate programs and policies.
3. Preside at all Student Senate meetings.
4. Enforce the Student Senate Constitution and Bylaws.
5. Call special meetings.
6. Appoint all Student Senate committees.
7. Express Student Senate views to the President of the college.
8. Maintain a good working relationship with the Faculty Association President, Administration, and Community by meeting with them regularly.
9. Attend all meetings of the Minnesota State College Student Association (herein known as MSCSA).
10. Attend all Southwest Region meetings.
11. Prepare a weekly written report.
12. Chair the Student Affairs Committee.
13. Assume all executive duties not otherwise delegated.

#### 2. Vice President

1. Assume the President's duties in his/her absence.
2. Act as the Committee Coordinator.
  - a. Coordinate the committee's responsibilities.

- b. See that each committee functions according to it's given duties.
- c. Prepare a report to be given to the Student Senate President stating the progress of the various committees monthly.
- 3. Prepare a weekly written and/or oral report.
- 4. Chair the Student Life Committee.
- 5. Assist the Student Senate President as required.

### 3. Secretary

- 1. Take minutes and roll at all Student Senate meetings.
- 2. Be prepared to report on the minutes of the previous meeting at each Student Senate meeting.
- 3. Distribute each meeting's minutes to the President and post on the Student Activities Board and in the Student Senate Headquarters within three (3) school days after the meeting.
- 4. Keep such minutes and roll on record to be turned over to the successor.
- 5. Prepare a weekly written and/or oral report.
- 6. Type up and post the officer reports for each week if there are any.
- 7. Distribute copies of each meeting's minutes within five (5) school days after the meeting to the following:
 

Student Senate President	Student Senate Advisor
College President	Dean of Student Services
Campus CEO	College Provost
- 8. Supervise the proper execution of all motions passed by the Student Senate and act as parliamentarian.
- 9. Prepare a report of activities to be given to the Dean of Student Services monthly.
- 10. Assist the Student Senate President as required.

### 4. Treasurer

- 1. Make financial statements for the Student Senate meetings.
- 2. Keep record of all Student Senate financial transactions and turn over such records to the successor.
- 4. Prepare a written report for distribution at Student Senate meetings at least twice a month.
- 5. Obtain a computer printout from the Business Office on all Student Senate accounts at least monthly.
- 5. Prepare purchase order requests and give to the Campus Student Services Director as requested by the Student Senate.
- 6. Prepare a statement to be given out to each club as to the Status of their account at the end of Fall semester and one

- month prior to end of college year.
7. Chair the Internal Affairs Committee.
  8. Assist the Student Senate President as required.
5. Communications Coordinator
1. Notify Student Senate members and the Student Body of the date, time, and place of all meetings and activities affiliated with Student Senate and Student Life Committee at least one week in advance if possible.
  2. Work with the Student Senate President on communications with the community.
  3. Work with college Marketing Director to create publications and communicate with newspaper and radio pertaining to Student Senate events and functions.
  4. Organize one community service event per semester.
  5. Chair the Public Relations Committee.
  6. Assist the Student Senate President as required.

#### SECTION 8 Student Senate Advisor

Paragraph 1 The advisor/s to the Student Senate shall be appointed by the College President or his/her stated designee from a list of names submitted by the Student Senate.

- Paragraph 2 The duties of the Student Senate Advisor are recommended to be as follows:
1. Attend Student Senate meetings.
    - a. It is understood that circumstances may arise to where the advisor is unable to attend a meeting and at that time a designee may be asked to perform the advisory duties.
  2. Give the Student Senate advice concerning college policy, fiscal matters, faculty and administration stands on related issues and any other questions the Student Senate may have concerning business.
  3. Recognize that the Student Senate is organized for and by the Students and that this organization is guaranteed its independence by the State Board of Community and Technical Colleges. Judgment as to the interpretation of the Student Senate Constitution, excluding Senate advisor/s role and responsibilities, shall be left solely to the Student Senate members.
  4. The duties of the Student Senate advisor shall be in accordance with MnWest official job description for this position.



### SECTION 9 Executive Board

- Paragraph 1 The Executive Board will consist of the five (5) officers of Student Senate.
- Paragraph 2 They shall meet at least monthly. Special meetings may be requested by any member or student.
- Paragraph 3 The President shall chair this board.
- Paragraph 4 Their responsibilities shall be as follows:
1. Consider the concerns and recommendations of the Student Affairs Committee.
  2. Concerns with a member of this committee shall be taken to the Student Senate advisor.
  3. Oversee the general operation of the Student Senate.
  4. Maintain good working relations with and among all Student Senate members.

### SECTION 10 Standing Committees

- Paragraph 1 There shall be a committee of at least three (3) members, excluding officers, so named Student Affairs Committee. The President shall chair this committee. This committee shall focus on:
1. Student Senate member conduct and responsibilities.
  2. Advisor/s review
  3. Student concerns
  4. Executive Board members review
  5. Concerns with a member of this committee shall be taken to the Executive Board.
- Paragraph 2 There shall be a committee of at least three (3) members so named Student Life Committee. The Vice – President shall chair this committee. This committee shall focus on:
1. Making recommendations to the Student Senate pertaining to Student Life activities.
  2. Attempting to ensure complete school representation in this committee including, but not limited to: non-traditional and multicultural backgrounds.
  3. Members of this committee do not have to be Student Senate members.
  4. Meetings must be held weekly prior to the Student Senate meeting.
  5. Provide information at the Student Senate meeting including, but not limited to: event, time, place, prize, facility use, and cost.
- Paragraph 3 There shall be a committee of at least three (3) people so named Internal Affairs Committee. The Treasurer shall chair this committee. This committee shall focus on:
1. Student Senate budget process
  2. Fiscal Matters

3. Constitution and Bylaws
4. Expenditures
5. Liabilities.
6. Setting the goals of the Student Senate to be approved by the Senate.

Paragraph 4 There shall be a committee of at least three (3) people so named Public Relations Committee. The Communications Coordinator shall chair this committee. This committee shall focus on:

1. Student Activities Board
2. Campus newspaper/flyer
3. Placing of flyers for events and activities
4. Recognition of exemplary performance of, but not limited to, Student Senate Members.

Paragraph 5 Temporary committees may be formed as needed by the Student Senate and/or its President.

Paragraph 6 Committees shall meet at a specific date, hour, and place left to the discretion of the committee chair and consensus of its members at least monthly. They shall report to the Student Senate following each meeting.

Paragraph 7 If standing committees cannot be filled or fail to meet regularly, the duties of that committee will be given to the Executive Board.

#### SECTION 11 Veto Power

Paragraph 1 The Student Senate shall recognize the power of veto by the College CEO of decisions made by the Student Senate relative to budget, funding, operations, or providing service to the student body when such decisions may be in violation of college laws or not in the best interest of the Student Body.

#### SECTION 12 Vacancies

Paragraph 1 When a Senator vacancy occurs, all Student Senate members are to be informed. The Student Senate will elect in a replacement member from a list of college students who have expressed interest in being a Senator and meet the qualifications of membership. This new member should be elected in at the meeting following notification of opening.

Paragraph 2 Any vacancies occurring among the officer positions shall be filled by the election of a Student Senate member to that position within ten (10) college days.

Paragraph 3 Any vacancy occurring in the Presidential position shall be filled by the Vice President until a new President is elected to office by the

Student Senate.

SECTION 13 Budget

- Paragraph 1 The following is the budget process Student Senate shall follow:
1. Internal Affairs Committee Chair presents the budget proposal to Student Senate during the Spring Semester.
  2. Student Senate votes on proposed budget
  3. The Student Senate's approved budget is recommended to the Dean of Student Services.
  4. The Dean of Student Services sends the Student Senate's budget proposal with his/her recommendation to the College CEO for final authorization.

SECTION 14 Amendments to the Bylaws

- Paragraph 1 These Bylaws may be amended by a simple majority vote of the Student Senate members.
- Paragraph 2 All amendments shall take effect immediately after a passing vote unless otherwise stated.
- Paragraph 3 These Bylaws may be suspended by a majority vote of the Student Senate

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