

# **Anoka-Ramsey Community College Coon Rapids Student Senate Constitution**

(Ratified April, 2019)

## **Article I Name and Purpose**

- Section 1. The name of this organization is the Anoka-Ramsey Community College – Coon Rapids Campus Student Senate.
- Section 2. The Campus Student Senate shall be the Campus Student Association as defined by the Minnesota State Board Policy Chapter 2, Section 1.
- Section 3. The purpose of the Student Senate shall be to:
- Subsection i. Advocate for students and represent the student body and affiliated organizations regarding matters of student concern.
  - Subsection ii. Provide a means for establishing and maintaining working relationships between staff, administration, and faculty.
  - Subsection iii. Promote leadership and citizenship throughout the student body;
  - Subsection iv. Protect and promote academic and social policies that will assist with development of each student.
  - Subsection v. Acquire and relay accurate information to the student body;
  - Subsection vi. Review and recommend for action all club and organizational charters.
  - Subsection vii. Further and improve student participation in college activities;
  - Subsection viii. Review requests and allocate funds to student clubs and organizations.
  - Subsection ix. Collaborate with and provide guidance to student clubs and organizations.
  - Subsection x. Aid in the internal administration of the College, including, but not limited to:
    - a) Student activities
    - b) Hiring
    - c) College facilities
    - d) Budgetary and fiscal matters
    - e) Policy development
  - Subsection xi. Promote student advocacy at the National and State Government levels;
  - Subsection xii. Promote involvement within the community around the College.

## **Article II Membership**

- Section 1. Minimum qualification:
- Subsection i. The Student Senate is open with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, membership or activity in a local commission as defined by law.

- Subsection ii. Membership is open to Anoka-Ramsey tuition and fee paying students, who maintain a minimum ARCC cumulative GPA of 2.00.
  - Subsection iii. Students interested in membership must attend two (2) full consecutive Student Senate meetings (voted in at their next attended meeting during open floor).
  - Subsection iv. Interested students must fill out the Student Senate Application and hand it in to the Student Activities Coordinator.
  - Subsection v. Must be inducted by a simple majority vote.
- Section 2. The responsibilities and expectations of all members include:
- Subsection i. When the Student Senate takes on an initiative it is strongly encouraged that all senators offer their assistance in the implementation of said initiative, and discuss in the office. Initiatives will be provided in the minutes.
  - Subsection ii. Actively serve on at least one (1) college committee/board per academic year. (Not including Senate Ad-hoc Committees)
  - Subsection iii. Consider all sides of funding requests brought before the Student Senate.
  - Subsection iv. Vote on issues brought before the Student Senate.
  - Subsection v. Maintain open and friendly communications with the college community, faculty and staff.
  - Subsection vi. Be a positive role model for the student body.
  - Subsection vii. Attend regularly scheduled meetings.
    - a) Members shall not have more than one (1) unexcused absence per semester.
    - b) Attendance shall be treated as a requirement for membership of student senate and members must attend all regularly scheduled meetings for their positions or have their absences excused prior to the meeting.
    - c) A member is required to notify the President, Chair, or advisor in advance of an absence.
  - Subsection viii. Must adhere to the ARCC Student Code of Conduct.
- Section 3. Senators
- Subsection i. A senator is a student on the Student Senate and is a voting member of the Student Senate.
  - Subsection ii. Senators who are elected in the fall are to be senators until finals week of the academic year.
  - Subsection iii. Senators are required to spend at least two (2) hours per week doing active senate work.
    - a) Duties will include: volunteering at a Student Senate sponsored event, distributing Student Senate information to interested students, tabling and helping the Coon Rapids Student Senate Executive Board with special projects.
  - Subsection iv. Senators who miss two (2) consecutive unexcused meetings are recognized as forfeiting their privileges and position as a senator of the Student Senate.
  - Subsection v. Senators who miss two (2) weeks of their two (2) hours per week office hours are recognized as forfeiting their privileges and position as a senator of the Student Senate.
- Section 4. At-Large Student Senate members
- Subsection i. Students seeking At-Large status must submit a letter of intent to the Student Senate President to be read at the meeting prior to an At-Large election.
  - Subsection ii. May be elected when there is a member or prospective member who, for whatever reason, cannot attend the regularly scheduled Student Senate meetings.

- Subsection iii. The Student Senate may at any time, by simple majority vote, elect an At-Large Representative.
- Subsection iv. Once elected have one (1) vote (when present) that cannot be proxied.
- Subsection v. Will not consist of more than 25% (1 in 4) of senators at a time.
- Subsection vi. At-Large Student Senate members may not hold an Executive Board position.
- Subsection vii. Must meet requirements as mentioned in Section 1 and 2, with the exception to meeting attendance.
- Subsection viii. All At-Large members shall run from the date elected until completion of finals week of the academic year.
- Subsection ix. Senators-At-Large are required to spend at least three (3) hours per week doing active senate work.

## **Article III**

### **Structure of Organization**

- Section 1. All powers of the Student Senate are delegated to it by the College Administration. Therefore, the College President has the right to veto any act of the Student Senate or to remove any powers held by the Student Senate.
- Section 2. The Student Senate shall have an Advisor approved by the College President after consultation with the Student Senate.
- Section 3. The Student Senate shall have officers that are elected annually by the student body and Student Senate members to form the executive board.
- Section 4. Executive Board:
  - Subsection i. The Executive Board shall include the President, Vice President, Director of Communications, Public Relations Coordinator, and Clubs Coordinator.
  - Subsection ii. The Executive Board is responsible for all Student Senate daily activities and minor concerns. They may not authorize the expenditures of funds or make decisions for the Student Senate as a whole, but may recommend actions for the Student Senate.
  - Subsection iii. The Executive Board is responsible for the interpretation of the Constitution.
  - Subsection iv. The Executive Board shall hold regularly scheduled meetings. The meeting times will be agreed upon by prior consensus of the Executive Board.
  - Subsection v. The Executive Board shall be chaired by the President.
- Section 5. Any two (2) members of the Executive Board, acting together, shall have the ability to override the authority of the President to express the opinion of the Student Senate.
- Section 6. Membership of the Student Senate shall be limited to thirty (30) members or one (1%) percent of the student body full-time equivalency (FTE), whichever is greater, and shall include the Executive Board.
- Section 7. The Student Senate shall be associated with LeadMN and in accordance with their Constitution.
- Section 8. Student Senate members that hold an executive (Cabinet) position within LeadMN may not be elected nor appointed to an executive position within the Student Senate.

## **Article IV**

### **Nomination, Election, and Vacancy of Officers**

- Section 1. No Student Senate member may hold more than one (1) Student Senate executive board position at any given time.

Section 2. Any member may hold one (1) office for no more than four (4) full semesters. With the exception to a vacant office and no interested parties. Any service within said office during a semester shall constitute a full semester. (Interim office terms do not count.)

### Section 3. Terms of Office

- Subsection i. The term of office for any executive board member shall end on June 30<sup>th</sup>, unless called upon by the President.
- Subsection ii. A student's Senate membership will continue if they are present for the next regularly scheduled meeting after June 30<sup>th</sup>.
- Subsection iii. All Student-At-Large positions end on the first day of the next term. Anyone wishing to stay a Student-At-large must follow Article II, Section 4 with the exception of meeting attendance.

### Section 4. Vote Tabulation

- Subsection i. The Student Senate Advisor and at least two (2) and not to exceed five (5) students not running for office appointed by the Student Senate President shall form an Election/Steering committee in charge of running the elections.
  - a) They are responsible for the tabulation of ballots in all elections.
  - b) Hearing any complaints about unfairness in any aspect of the elections.
- Subsection ii. If the Student Senate Advisor is not available, the President shall appoint a person to assist with tabulation of the ballots.
- Subsection iii. Immediately upon tabulation, the Student Senate Advisor shall notify the Student Senate, and subsequently the student body, faculty, and administration of the election outcome.
- Subsection iv. The vote shall be by secret ballot unless called by the President or Student Senate members.
- Subsection v. Votes to be tabulated as technology permits.

### Section 5. Spring Elections

- Subsection i. The Executive Board offices of President and Vice President shall be elected by the student body during the spring semester of each school year before registration deadline of the LeadMN Spring General Assembly.
- Subsection ii. Any student intending to enroll for at least six (6) ARCC Coon Rapids credits for the upcoming year may apply for a ballot on the voting ticket.
- Subsection iii. Candidates applying for any position, must submit a letter of intent to the current Student Senate at least two (2) weeks prior to the election dates, which shall include but not limited to:
  - a) Name
  - b) Office of intent
  - c) Qualifications for office
  - d) Future plans for Student Senate
  - e) No less than twenty-five (25) student signatures and corresponding Star ID's indicating support. Must be ARCC students and Star ID's will be verified.
  - f) One Faculty or Staff recommendation indicating support.
- Subsection iv. Applications submitted after the deadline will not be accepted.
- Subsection v. Only Student Senate is allowed to host a candidate forum.
- Subsection vi. No write-in candidates shall be allowed. Ballots with write-in votes shall not be counted.
- Subsection vii. "No confidence" shall be offered as choices on the ballot.
- Subsection viii. No candidates may preside over the voting booth or count the ballots.

- a) Presiding over the voting booth will be defined as being in a location where one can look directly at the selection of the voter be it on screen or paper.
- Subsection ix. Candidates shall not have any interaction with students regarding voting on the day of elections. Any reports of candidates speaking of elections on the day of shall be treated as a violation of campaign rules.
- a)
- Subsection x. If deemed necessary, supervision of voters and voting will take place by objective members of staff to ensure that neither ballot tampering nor intimidation of voters has taken place. This may include a private, single-voter area being erected for the purpose of privacy.
- Subsection xi. A simple majority shall win the elections.
- Subsection xii. The winner of the spring election shall take office the July 1<sup>st</sup>.
- Subsection xiii. Upon becoming Executive Board-elect, the elected member must attend all remaining Student Senate meetings and the remaining LeadMN Conferences as well as shadow the current Executive Board member.

#### Section 6. Fall Elections

- Subsection i. If there are open positions on the Executive Board in the Fall Semester. The election process will be as described below:
- Subsection ii. Nominees for any Executive Board Office must be a current Student Senate member, there is no limit to the amount of nominees on any one ballot.
- Subsection iii. Nominations and elections for all vacant executive board positions during the fall elections shall take place in one meeting except in cases of removal, dismissal or no nomination for position.
- Subsection iv. Following a nomination, a candidate shall be required to introduce themselves, state their qualifications, and provide other information regarding their interest in the office.
- Subsection v. The elections shall be by secret ballot.
- Subsection vi. “No confidence” and “abstain” (For conflict of interest or bias) shall be offered as choices on the ballot.
- Subsection vii. A candidate wins by receiving a two-thirds (2/3) majority, the candidate(s) receiving the lowest total of votes (and those with no votes) shall be dropped from the ballot. With only two (2) candidates remaining on a ballot, a simple majority shall win the election.

#### Section 7. Removal or Resignation

- Subsection i. In cases of removal or resignation of officers, a special mid-year election is required.
- Subsection ii. The election shall take place no sooner than 1 school/business week after the resignation or dismissal is effective.
- Subsection iii. If an officer resigns or is removed over a semester break, then the following semester, a special election for the vacant position shall take place during the second official meeting.
- Subsection iv. Mid-year elections shall be conducted as fall elections.

#### Section 8. Succession

- Subsection i. The Vice President shall fill a vacancy in the office of the President until such a time that an election may be performed for the position.
- Subsection ii. The Director of Communications shall fill a vacancy in the office of the Vice President until such a time that an election may be performed for the position.

- Subsection iii. The Director of Communications shall fill a vacancy in the office of the President if the office of the Vice President is empty or the Vice President is unable/declines to fill the position of President until such a time that an election may be performed for the position.
- Subsection iv. In the absence of the Director of Communications, the President shall appoint a member as interim Director of Communications to take minutes until the position is filled.
- Subsection v. In the absence of the President, Vice President, and Director of Communications, the Student Senate Advisor shall chair an election to fill one or more positions before any further business is conducted. The Student Senate Advisor may appoint one Student Senate member to assist in the tabulation of the ballots.

**Section 9. Campaign Rules**

- Subsection i. Campaign posters and advertising materials require approval from the Student Activities Coordinator and shall conform to the college posting policy.
- Subsection ii. There will be a limit of twelve (12) 8 ½” x 11” flyers.
- Subsection iii. Four (4) poster size (16” x 20”) will be permitted.
- Subsection iv. Candidates may not send out global e-mails through the campus e-mail network.
- Subsection v. Campaigns may not be funded by student life funds. All campaign materials will be funded by the Candidate.
- Subsection vi. If any campaign rules are violated, the candidate may be subject to removal from the ballot and/or going before Student Senate.
  - a) If campaign rules are found to be violated after the election, the elected student shall be removed from Student Senate.

**Section 10. Vacant Officer Positions**

- Subsection i. In case of a vacancy the Student Senate President may appoint a Student Senate member to temporarily fill a position until the next election. Appointments must be approved by a simple majority of the Student Senate.
- Subsection ii. Any Student Senate member interested in a vacant officer position should notify the Student Senate President.

**Article V  
Duties of Executive Board Officers**

**Section 1. Requirements of all Executive Board Officers:**

- Subsection i. All Executive Board Officers must carry at least six (6) credits per semester at Anoka-Ramsey Community College – Coon Rapids.
- Subsection ii. All Executive Board Officers must maintain at least a 2.50 ARCC cumulative GPA and be in good academic standing. Any Executive Board Officer cannot be a member of any other College’s Student Senate.
- Subsection iii. No Representative may hold more than one (1) executive officer position at any given time.
- Subsection iv. Shall assist other members if needed.
- Subsection v. All Executive Board Officers must attend the Executive Board Meetings.

- a) Attendance at executive board meetings shall be weighed the same as attendance at regular senate meetings. Failure to attend without prior notice and approval of the advisor shall be counted as an unexcused absence.
- Subsection vi. All Executive Board Officers are required to spend at least three (3) hours per week doing active senate work.
  - a) Duties will include: volunteering at a Student Senate sponsored event, distributing Student Senate information to interested students, tabling, and working on any special projects.
- Subsection vii. All Executive Board Members are also classified as senate members and any stipulations for senate members also apply to the Executive Board members unless specifically overwritten in the Executive Board duties.

## Section 2. President

- Subsection i. Responsible for the overall organizations and operations of the Student Senate and for enforcing the constitution.
- Subsection ii. Preside over regularly scheduled Student Senate meetings, including Executive Board meetings.
- Subsection iii. Oversee proper execution of all motions passed by the Student Senate.
- Subsection iv. Co-chair all the ARCC-Coon Rapids Fee Committees.
- Subsection v. Represent the student body on the College Advisory Committee.
- Subsection vi. Be familiar with Minnesota State, LeadMN, and ARCC student-related policies.
- Subsection vii. Represent the Student Senate and serve as chief delegate at LeadMN events.
  - a) If unable to attend LeadMN meetings, the President may appoint another member to be the Student Senate delegate.
- Subsection viii. Meet weekly with the Student Senate Advisor.
- Subsection ix. Prepare a draft agenda of the scheduled meetings and post agenda in the senate office 24 hours prior to the upcoming meeting.
- Subsection x. Facilitate the activities of the Executive Board.
- Subsection xi. Shall attend all Student Senate, Student Senate Executive Boards, all LeadMN General Assemblies/Conferences and all other related or later assigned meetings.

## Section 3. Vice President

- Subsection i. Shall assist the President in all Presidential duties.
- Subsection ii. Preside over meetings in the absence of the President.
- Subsection iii. Coordinate daily operations and concerns of the Student Senate.
- Subsection iv. Advise the Student Senate concerning matters of parliamentary procedure unless a parliamentarian has been appointed.
- Subsection v. Shall organize and chair the Constitution and Platform Committee's as necessary.
- Subsection vi. Advise other officers about their job duties.
- Subsection vii. Assist other members in any special projects.

## Section 4. Director of Communications

- Subsection i. Shall notify the Students of ARCC-Coon Rapids of actions taken by the Student Senate, issues, and meetings.
- Subsection ii. Maintain accurate, historical records of Student Senate, including agendas, meeting minutes, Constitution, Student Senate meeting rosters, current standing committees, members and their meeting minutes.

- Subsection iii. Record meeting minutes and post the minutes in the Student Senate office. Draft minutes are to be posted 48 hours prior to the weekly scheduled meeting.
  - Subsection iv. Take roll-call votes.
  - Subsection v. Collect Student Senate mail from Central Services weekly.
  - Subsection vi. Shall keep motion slips, student forms and copies of the Constitution and addendums in the file cabinets.
  - Subsection vii. Record the minutes of the Executive Board meetings.
- Section 5. Public Relations Coordinator
- Subsection i. Shall promote the Student Senate to the campus and recruit new members.
  - Subsection ii. Promote LeadMN Advocacy Days on Campus.
  - Subsection iii. Be in charge of advertising elections for spring.
  - Subsection iv. Submit publicity for Student Senate sponsored events to appropriate parties (student newspaper, local media, electronic displays, etc.).
  - Subsection v. Orient new members to policies and procedures of the Student Senate.
  - Subsection vi. Advertise leadership opportunities.
- Section 6. Clubs Coordinator
- Subsection i. Inform the Student Senate of college and club-sponsored activities and events.
  - Subsection ii. Oversee the clubs' budgets and report them to the Student Senate.
    - a) Make sure the clubs finish follow-up before new funding requests are submitted.
  - Subsection iii. Will ensure that all clubs have all their forms completed, including a Club Roster Form and Expectations and Responsibilities Form, on a yearly basis.
  - Subsection iv. Maintain a copy of all official clubs' Constitution and Bylaws.
  - Subsection v. Facilitate relations with and provide guidance to clubs.
  - Subsection vi. Assist all interested students in forming clubs.
    - a) Ensuring the requirements for club chartering and funding are met.
    - b) Ensure that all clubs comply with provisions contained in this Constitution.
  - Subsection vii. Responsible for attending all Campus Activities Board meetings and keep track of club attendance.

## **Article VI**

### **Quorum and Voting**

- Section 1. Quorum
- Subsection i. A quorum shall consist of one-half of the Student Senate membership plus one (1).
  - Subsection ii. Only one (1) member present by proxy may be counted toward quorum.
  - Subsection iii. The absence of an At-Large member shall not be counted against quorum; however, if an At-Large member is present, he or she may count towards quorum.
- Section 2. Voting
- Subsection i. The Student Senate Advisor shall not have a vote.
  - Subsection ii. The President or Chair shall not have voting rights except at Executive Board meetings, for the elections of board members, and in case of a tie.
  - Subsection iii. In the event of an even two-thirds (2/3) or a three-quarters (¾) vote on votes that require it, excluding elections, the President must cast a swing vote.
  - Subsection iv. An abstain vote does not count as a no vote.
- Section 3. Proxy



- Subsection i. Voting by proxy for election purposes is prohibited.
  - Subsection ii. A member may not proxy his or her vote more than two (2) meetings in a row.
  - Subsection iii. A member may receive only one (1) vote by proxy (Up to five members per meeting can proxy their vote).
  - Subsection iv. A member may proxy his or her vote to another member to use at their discretion.
  - Subsection v. Only an excused absence can proxy their vote.
  - Subsection vi. In the event of a foreseen absence, the member may solicit permission from the President or Chair to proxy and inform the President or Chair to whom the vote has been proxied.
  - Subsection vii. An At-Large representative may not proxy his or her vote.
- Section 4. Conflict of Interest
- Subsection i. Any time there is to be a vote that a Student Senate member(s) would directly benefit from they must abstain.
  - Subsection ii. For any motion pertaining to a club or organization, members of said club or organization will abstain.
  - Subsection iii. The Student Senate member may participate in the discussion to answer questions, but may not advocate for the action to be taken.
  - Subsection iv. The minutes shall reflect the abstention of the Student Senate member(s).
- Section 5. All expenditures from the Student Senate budget or Clubs budget require a two-thirds (2/3) majority vote of the Student Senate.

## **Article VII Meetings**

- Section 1. The Student Senate shall meet once per week during the fall and spring semesters, excluding finals week and spring break, and at the call of the Student Senate President during summer session.
- Section 2. All meetings held by the Student Senate are open for any member of the Anoka-Ramsey Community College – Coon Rapids Community, Administration, Faculty, Staff and LeadMN members to attend.
- Section 3. Emergency Meetings
- Subsection i. The President, a majority of members, or a group of fifty (50) students may call an emergency meeting in order to deal with crucial issues as they arise.
  - Subsection ii. Emergency meetings shall not take the place of regularly scheduled meetings.
  - Subsection iii. Twenty-four (24) hours' notice must be given for such meetings, and the agenda must be posted twenty-four (24) hours in advance.
- Section 4. Any Student Senate member, College Administrator, faculty member, staff member, or registered student may submit an item to the agenda on the Tuesday prior to the meetings, provided an outline is submitted to the Student Senate prior to the meeting, Failure to provide an outline will table the item until an outline is submitted.
- Section 5. All meetings are subject to Robert's Rules of Order, current Edition.
- Section 6. The President shall chair Student Senate meetings. In the event of vacancies or absences, the temporary chair shall be (in this order): Vice President, Director of Communications, Public Relations Coordinator, and Clubs Coordinator.
- Section 7. Attendance

- Subsection i. Student Senate members are required to attend all regularly scheduled meetings except At-Large-Senators.
  - Subsection ii. An absence to a meeting may be excused at the discretion of the President or Chair when an advance written or e--mail notification is sent a minimum of twenty-four (24) hours prior to the scheduled start of said meeting.
  - Subsection iii. A member is required to notify the President, Chair, or advisor in advance of an absence.
  - Subsection iv. A member of the Executive Board who plans to be absent must submit their Executive Board Report to the President or Chair before the meeting.
  - Subsection v. Failure to submit a report or notify the President or Chair of absence will result in an unexcused absence.
- Section 8. All meetings are open to interested parties; however the President must grant anyone wishing to speak the floor. The Student Senate may override this decision by a two-thirds (2/3) vote.
- Section 9. The Student Senate, by two-thirds (2/3) vote, may remove anyone from the room who is disturbing order and otherwise disturbing the flow of the meeting.
- Section 10. The Student Senate, by a three-fourths (3/4) vote, may order to discuss a sensitive or private issue. Only Student Senate members and the Student Senate Advisor may be in attendance for said issue.
- Section 11. Layout
- Subsection i. The order of business shall be: (at the President's discretion)
    - a) Call to Order
    - b) Roll Call and Establishment of Quorum
    - c) Approval of the Agenda
    - d) Approval of the Minutes
    - e) Student Open Floor and Guest Speakers
    - f) Executive Board Reports
    - g) Advisor Report
    - h) Committee Reports
    - i) Unfinished Business
    - j) New Business
    - k) Other
    - l) Good of the Order — Informal Suggestions by members that would benefit the association and its business
    - m) Adjournment

## **Article VIII**

### **Committees and Boards**

- Section 1. Attendance
- Subsection i. Appointees are expected to attend all scheduled meetings.
  - Subsection ii. If unavailable, appointees are responsible for notifying their alternates, with reasonable time to make the scheduled meeting.
- Section 2. The Executive Board may require a written report.
- Subsection i. Written reports shall include, but not be limited to: place, dates of meetings, members, visitors in attendance, and a brief summary of each meeting.
- Section 3. College Committees
- Subsection i. Students seeking appointment to a college committee must submit a letter of intent to the Student Senate President.

- Subsection ii. The appointee shall provide a verbal or written report to the Student Senate following each of the committee’s schedule meetings, with the exception to hiring
  - Subsection iii. Committees (standing or ad hoc) with joint representation from student, faculty, staff, and administration of the college include but not limited to:
    - a) Budget Committee
    - b) Technology Advisory Committee (TAC)
    - c) Safety and Security Committee
    - d) Facilities Advisory Committee
    - e) Strategic Planning Committee
    - f) Strategic Initiative Proposal Committee (SIP)
    - g) Art Committee
    - h) Student Awards Ceremony Committee
    - i) Hiring Committees
- Section 4. Standing Committees
- Subsection i. Committees that have indefinite terms and need to be maintained yearly include, but not limited to:
    - a) Student Life Committee – Co-Chaired by the President
    - b) Parking Fee Committee – Co-Chaired by the President
    - c) Health and Wellness Fee Committee – Co-Chaired by the President
    - d) Technology Fee Committee – Co-Chaired by the President
    - e) Athletic Fee Committee – Co-Chaired by the President
    - f) Constitution Committee – Chaired by the Vice President
    - g) Platform Committee – Chaired by the Vice President
  - Subsection ii. The committee chair shall present the committee’s findings and/or recommendation(s) to the full Student Senate for further action.
- Section 5. Ad Hoc Committees
- Subsection i. Can be formed by a majority vote of the Student Senate.
  - Subsection ii. Each ad hoc committee is disbanded at a date set by the Student Senate following the formation of said ad hoc committee.
  - Subsection iii. Upon disbandment of said ad hoc committee, the chair shall present the committee’s findings and/or recommendation(s) to the full Student Senate.

## **Article IX**

### **Clubs and Organizations**

- Section 1. Student groups seeking official club or organization status must meet the following requirements:
- Subsection i. Be open to with no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commission as defined by law.
  - Subsection ii. Ensure that club’s purpose benefits students and the College.
  - Subsection iii. Secure a faculty or staff advisor, approved by the Student Activities Coordinator.
  - Subsection iv. Submit a proposed written constitution to the Student Activities Coordinator.

- Subsection v. If the proposed club seeks to be affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted and approved by the Student Activities Coordinator.
- Subsection vi. Submit a roster of active student-members and Star ID's to the Student Activities Coordinator, ensuring the minimum membership is at least five (5).
- Subsection vii. Approval of the charter requires a three-fourths ( $\frac{3}{4}$ ) majority vote of the Student Senate.

Section 2. Responsibilities of clubs and organizations include:

- Subsection i. All clubs and organizations must submit a completed Club Roster Form and Expectations and Responsibilities Form from the ARCC Clubs and Organization Guide to the Student Activities Coordinator after their first official meeting of the fall semester.
- Subsection ii. Maintain at least five (5) active student members at all times.
  - a) Member list must be kept current with the Student Senate Clubs Coordinator.
  - b) Members must be registered for a minimum of one (1) credit.
- Subsection iii. Submit a written report (once a semester) twice per year to report meeting times/dates/location, activities, upcoming events, and anticipated funding needs.
- Subsection iv. Submit all Constitution and Bylaw amendments and/or revisions to the Student Activities Coordinator.
- Subsection v. Any club or organization wishing to receive funds must have a representative present at the Campus Activities Board meetings at least once a month.
- Subsection vi. All clubs and organization expenditure requests require one (1) Student Club Representative to appear before Student Senate if totaling over their allotted yearly budget.
- Subsection vii. Before a club or organization's expenditure request may be approved the club must have completed the required follow-up for all past approved expenditures.
- Subsection viii. All club and organization expenditure requests requiring Student Senate approval must be turned into the Student Senate or Student Activities Coordinator by the Monday prior to the Student Senate meetings.
- Subsection ix. All members of clubs and organizations that receive approval for travel must agree and sign all travel forms and return it to the Student Activities Coordinator.
- Subsection x. All clubs and organizations must adhere to the Expectations and Responsibilities listed in the ARCC Clubs and Organizations Guide.

Section 3. Student Senate responsibilities in regards to clubs and organizations include:

- Subsection i. The Student Senate considers request for provisional and official club status and recommends action to the Director of Student Development and Engagement. The College President shall have final authority to approve or deny all charters.
- Subsection ii. The Student Senate shall have the right to inspect all books, records, and activities of clubs to review operations and to determine that clubs are operating within their stated purpose.
- Subsection iii. The Student Senate considers for action all requests for funding brought forth by clubs.

- Subsection iv. The Student Senate shall have the privilege of calling presiding officers or other duly constituted members of the clubs and organizations for consultation when considering matters of concern to these clubs and organizations.
- Subsection v. The Student Senate, by two-thirds (2/3) vote, may place on probation, suspend, or revoke the charter and official club status of any club or organization.
- a) Which fails to abide by its state purpose.
  - b) That is determined to be in violation of the Student Senate rules and responsibilities as previously stated.
  - c) Or fail to meet the overall requirements of the College.
- Subsection vi. Prior to a charter being placed on probation, suspension, or revocation, member shall be granted an opportunity to speak on behalf of the club or organization.

## **Article X Discipline**

- Section 1. Any Student Senate member found in violation of the Student Code of Conduct, or unethical or illegal behavior shall be removed from the Student Senate immediately.
- Section 2. Any Student Senate member is subject to the suspension of their right to vote as a senator for:
- Subsection i. Failing to meet the requirements of serving as a senator.
- Section 3. Any Student Senate member is subject to removal for:
- Subsection i. Failing to maintain the minimum qualifications stated in Article II, Section I (as determined by the Student Activities Coordinator).
  - Subsection ii. Failing to carry out his/her membership responsibilities.
  - Subsection iii. Behaving in a manner deemed unfit by the Student Senate as outlined by the student code of conduct
  - Subsection iv. Missing two (2) meetings unexcused)
    - a) A meeting absence will be determined by the President or Chair.
  - Subsection v. Failing to follow the Student Code of Conduct set forth by ARCC.
- Section 4. The Student Senate Executive Board in conjunction with the Student Activities Coordinator will immediately remove any Student Senate member due to a Student Conduct violation, falling below the minimum requirements or other illegal/unethical behavior.
- Section 5. Any member may be removed by the Student Senate by a two-thirds (2/3) vote. To the extent possible, the member being considered for removal shall be notified prior to a vote to dismiss and given an opportunity to speak on his/her behalf.
- Section 6. For any Student Senator or Executive Board member who is failing to complete their duties, the following steps shall be taken:
- Subsection i. The President and Student Senate Advisor shall offer mediation during an initial meeting with the Senator or Executive Board member and their duties. This includes setting goals to meet by a follow-up meeting.
  - Subsection ii. Upon the second meeting, if there is no apparent improvement, the President and Student Senate Advisor shall give the Senator or Executive Board member two (2) weeks to present proof of their own in-depth report of duties performed.

Subsection iii. If proof is not presented or is deemed insufficient, then the Senator or Executive Board member shall be stripped of their privileges in this order:

- a) Executive Board position.
- b) Voting rights.
- c) Full Senator Status with voting rights.

Subsection iv. Proceed with severity of member's violation/neglect.

Section 7. When a student is subject to be removed from student senate for issues relating to student code of conduct, unethical or illegal behavior, or failure to follow through with responsibilities they will be granted the opportunity to argue their case before the senate advisor and the executive board at the next scheduled executive board meeting.

Subsection i. The student arguing their case must bring evidence or documentation to the meeting to the best of their ability.

Subsection ii. The decision from the executive board will be delivered in writing to the student in question not within 48 hours after the executive board hearing.

Subsection iii. All proceedings regarding the hearing shall be kept confidential until the matter has been resolved

Section 8. A student removed from senate will have the opportunity to appeal the decision.

Subsection i. If a student believes they were removed due to unfair or biased process, the student may submit an appeal letter to the Director of Student Development and Engagement (or designee). Documentation must be included in the appeal. Appeals must occur within 5 business days from removal.

- a) The Director of Student Development and Engagement (or designee) will review the appeal, previous resolution steps, and investigate the proceedings
- b) All decisions regarding the outcome of the appeal will be sent to the student in writing

Subsection ii. If the student has reason to believe the outcome of the first appeal was determined using improper or unfair treatment, they may submit an appeal letter to the Dean of Student Affairs (or designee). The appeal must be submitted within 5 business days from the delivery of result of previous appeal.

- a) Documentation must be included in the appeal as well as all prior correspondence included through the original appeal process.
- b) The Dean of Student Affairs (or designee) can deny an appeal if not enough documentation is provided to conclude possibility of unfair or biased handling of previous appeal.
- c) All decisions regarding the outcome of the appeal will be sent to the student in writing. This decision is final and binding at this time.

## **Article XI**

### **Dormancy and Method of Dissolution**

Section 1. In the event the Student Senate becomes dormant, the Student Senate Advisor shall set a meeting and notify all Representatives.

Section 2. The ARCC-Coon Rapids Student Senate may be dissolved by one (1) or more of the following methods:

Subsection i. By a two-thirds (2/3) vote of the student body.

Subsection ii. Closing of the college.

## **Article XII**

## Amendments

- Section 1. Suggestions to amend the Constitution may be made in the following manners:
- Subsection i. Any Student Senate member may submit a proposed amendment to the Constitution committee.
  - Subsection ii. Any student may submit a proposed amendment to the Student Senate if a petition supporting the amendment has signatures of two hundred fifty (250) students, or five (5%) percent of the student body full-year equivalent (FYE), whichever is fewer.
  - Subsection iii. A proposed amendment must be submitted at least one (1) meeting prior to the vote on the amendment.
- Section 2. Amendment Requirements
- Subsection i. The Constitution shall be amended by three-fourth ( $\frac{3}{4}$ ) vote of the Student Senate.
- Section 3. Ratification
- Subsection i. Amendments to the Constitution, when ratified, take effect immediately.
  - Subsection ii. Any minor amendments made to this document shall be listed in the “Revision History” section.
  - Subsection iii. Any major amendments made to this document shall be documented in the old copy of this document which is to be kept for historical purposes.
- Section 4. This document may be suspended, as a whole or in part, temporarily by three-fourths ( $\frac{3}{4}$ ) vote of the Student Senate.

## Article XIII Revision History

- Section 1. A revision history is available in the Student Senate Archives.
- Section 2. They can be reviewed upon request to the Student Senate Director of Communications.

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### *History (Policy)*

#### Whole Document:

- \*Change all incidences of MSCSA and Minnesota State College Student Association to **LeadMN**.
- Change Communications Director to Director of Communications

#### Article 2. Section 1. Subsection 3.

Change voted in at the beginning of their third consecutive meeting. To “voted in at their next attended meeting”

#### Article 2. Section 3. Subsection 3.

- Change “All voting members” to Senators
- Change “of” to “doing”
- Strike “in the Student Senate Office”

#### Article 2. Section 3. Subsection 5.

- \*Typo. House to hours
- Change “ex-officio” to read the same as subsection 4. “as forfeiting their privileges and position as a Senator of Student Senate”

- Article 2. Section 4. Subsection 3.  
Change 2/3 to simple majority
- Article 2. Section 4.  
New Subsection. Senators-At-Large are required to spend at least three (3) hours per week doing active senate work.
- Article 3. Section 3.  
Strike senators  
Add the student body and Student Senate members
- Article 3. Section 5.  
Change three to two.  
Add ability to override the authority
- Article 3. Section 7.  
Changing wording of MSCSA to LeadMN and in accordance with their Constitution.
- Article 4. Section 1.  
Change office to board position
- Article 4. Section 4. Subsection 3.  
Change President to Student Senate Advisor
- Article 4. Section 5. Subsection 3.  
Add letter "f" stating One Faculty or Staff recommendation indicating support.
- Article 4. Section 6. Subsection 3.  
Add vacant
- Article 4. Section 7. Subsection 2.  
Change 6 days to one school/business week
- Article 4. Section 7. Subsection 3.  
Spelling error: potion to position
- Article 5. Section 1.  
Add new subsection for executive board office hours.
- Article 5. Section 2. Subsection 4.  
Strike subsection about appointing members to executive board.
- Article 5. Section 2. Subsection 11.  
Change Monday to Tuesday
- Article 7. Section 7. Subsection 1.  
Add except At-Large senators.
- Article 8. Section 3&4.  
Change no to not
- Article 2. Section 2. Subsection 7  
Add clause b clarifying attendance requirement
- Article 7. Section 7. Subsection 3  
Add the advisor to people to notify in event of absence

The Constitution was last modified Joshua Reiten on December 5<sup>th</sup>, 2018