



Anoka-Ramsey Community College

Cambridge Campus

Student Senate Constitution

Preamble

The Student Senate of Anoka-Ramsey Community College Cambridge Campus (herein ARCC-CC) will work to ensure quality, accessibility, and affordability of higher education, while providing students with representation and leadership development, and facilitating communication within the campus, college, and community.

Article I. Name and Purpose

Section A. The name of this organization is: Anoka-Ramsey Community College – Cambridge Campus Student Senate (herein referenced as CSS).

Section B. The Campus Student Senate shall be the Campus Student Association as defined by Minnesota State Board Policy Chapter 2, Section 1.

Section C. The purpose of the CSS shall be to:

- 1) Advocate for students, and represent the student body and affiliated organizations regarding matters of student concern;
- 2) Represent students in the internal administration of the College, including, but not limited to student activities, hiring, college facilities, budgetary and fiscal matters, and policy development;
- 3) Provide a means for establishing and maintaining working relationships between staff, administration, and faculty;
- 4) Promote leadership and citizenship throughout the student body;
- 5) Protect and promote academic and social policies that will assist with development of each student;
- 6) Promote student participation in college activities;
- 7) Recommend the chartering of students' clubs and organizations for approval by the College President;
- 8) Collaborate with and provide guidance to student clubs and organizations;
- 9) Review requests and allocate funds to student clubs and organizations;
- 10) Promote student advocacy at the National and State Government levels
- 11) Promote involvement within the community around the College.

Article II. Membership

Section A. Types of Membership:

Subsection i. The Executive Board shall consist of the President, Vice President, Treasurer, Secretary, Director of Public Relations, and Director of Technology.

Subsection ii. Senators shall consist of students who meet the requirements set in Section B below. All Senators present or proxied at a meeting of the CSS shall have 1 vote.

Subsection iii. Senators-at-Large shall consist of students interested in involvement who do not otherwise meet the attendance requirements (defined in Section D Subsection i) of a voting Senator.

Section B. Minimum qualifications:

Subsection i. Membership in the CSS is open to all students with no discrimination regarding race, sex, color, ethnicity, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender, or membership or activity in a local commission as defined by law.

Subsection ii. Membership is open to currently enrolled ARCC tuition and fee-paying students (including PSEO students), with no less than one (1) credit, who maintain a minimum cumulative GPA of 2.0

Subsection iii. Students interested in membership must attend two (2) consecutive CSS meetings and submit an application form that includes a signed waiver granting permission for the CSS Advisor to verify eligibility as described in Subsection ii.

Subsection iv. Must be inducted by a simple majority vote at their third consecutive meeting.

Section C. The responsibilities of members are to include:

Subsection i. Vote on issues brought before the CSS.

Subsection ii. Maintain open and friendly communications with the college community.

Subsection iii. Be a positive role model for other students.

Subsection iv. Be active on at least one CSS committee, as needed. No more than three committee appointments unless delegated by the advisor or the president.

Section D. Senators:

Subsection i. All Senators must attend regularly scheduled meetings and shall not have more than two (2) consecutive, unexcused absences at the discretion of the student senate president. If a Senator is more than ten (10) minutes late to a meeting, without prior notification, it is considered one-half (½) of an absence.

Subsection ii. Senators shall not have more than three (3) consecutive absences, excused or unexcused, at the discretion of the executive board.

Subsection iii. In the event that a member does not meet the attendance requirements, their status, may be automatically changed to a Senator-At-Large for the remainder of the current semester by following the procedure outlined here.

1. Senators who miss two consecutive unexcused meetings must be notified in writing of their pending status change to Senator-At-Large by the Secretary and must attend the next CSS meeting to retain full Senator status.
2. Senators who miss four (4) meetings for any reason must be notified in writing of their pending status change to Senator-At-Large by the Secretary and must attend the next CSS meeting to retain full Senator status.
3. If a Senator does not attend a meeting after being informed of their pending status change, the Secretary shall immediately change their status to Senator-At-Large.
4. Exceptions may be made by a 2/3 vote of the CSS at any scheduled meeting.

Section E. Senators-At-Large:

Subsection i. May be elected when there is a member or prospective member who, for whatever reason, cannot attend the regularly scheduled CSS meetings.

Commented [JY1]: We should revisit this

Subsection ii. The CSS may at any time, by majority vote, elect an At-Large Representative.

Subsection iii. Once elected, each has one (1) vote (when present) that cannot be proxied.

Subsection iv. Will not consist of more than 25% (1 in 4) of senators at a time.

Subsection v. At-Large CSS members may not hold Executive Board positions.

Subsection vi. Must meet requirements of Section B and C, above.

Subsection vii. Senators-At-Large wishing to obtain full Senator status may write a letter of intent the full Senate for this change after attending two (2) consecutive meetings. This letter of intent must be made in writing to the Advisor or a member of the Executive Board.

Article III. Structure of Organization

Section A. All powers of the CSS are delegated to it by the College Administration. Therefore, the College President has the right to veto any act of the CSS or to remove any powers held by the CSS.

Section B. The CSS shall have an Advisor approved by the College President after consultation with the CSS.

Section C. The CSS shall have officers that are elected annually by members and the student body (in the case of the spring election see Article IV, Section F) to form the executive board.

Section D. Executive Board:

Subsection i. The Executive Board shall include the President, Vice President, Treasurer, Secretary, Director of Public Relations, and LeadMN Liaison.

Subsection ii. The Executive Board is responsible for all CSS daily activities and minor concerns. They may not authorize the expenditure of funds or make

decisions for the CSS as a whole but may recommend actions for the CSS. The Executive Board shall be chaired by the President.

Subsection iii. The Executive Board is responsible for the interpretation of the Constitution.

Section E. Any three (3) members of the executive board, acting together, shall have the same authority as the president to express the opinion of the CSS.

Section F. Membership of the CSS shall be limited to thirty (30) members or five (5) percent of the student body full-time-equivalency (FTE), whichever is greater; and shall include the Executive Board.

Section G. Minnesota State College Student Association, herein referred to as LeadMN. The CSS shall be associated with the LeadMN in accordance with the LeadMN constitution.

Section H. CSS members that hold an executive board position within LeadMN may not be elected or appointed to an executive position within the CSS. Any student that is a member of the LeadMN Executive Board is an ex-officio member of the CSS.

Article IV. Nomination, Election, and Vacancy of Officers

Section A. No CSS member may hold more than one (1) elected executive office in CSS at any given time.

Section B. A member of the Executive Board may temporarily be appointed by the CSS, to fill an empty Executive Board position until another Senator steps forward to fill the position.

Section C. Any member may hold one executive title for no more than four (4) full semesters. Any service within said office more than one third the semester (1/3) constitute a full semester. An interim position does not count as holding an executive title.

Section D. Terms of Office:

Subsection i. The term of office for any executive board member shall end on June 30th, unless called upon by the President.

Subsection iii. The term of office for any student representative shall end on June 30th. A student CSS member will be continued if they are present for the next scheduled meeting after June 30th.

Section E. Vote Tabulation:

Subsection i. The CSS Advisor and at least one (1) student not running for office appointed by the CSS shall form an election committee in charge of running the elections by:

- 1) the tabulation of ballots in all elections.
- 2) hearing any complaints about unfairness in any aspect of the elections.

Subsection ii. If the CSS advisor is not available, no vote will be tabulated.

Subsection iii. Immediately upon tabulation, the President shall notify the CSS, and subsequently the student body, faculty, and administration, of the spring election outcome.

Section F. Spring Elections:

Subsection i. The offices of the President and Vice President shall be elected by the student body during the spring semester of each school year before the LeadMN Spring General Assembly.

Subsection ii. Any student intending to enroll for at least six (6) credits for the upcoming year may apply for a position.

Subsection iii. Candidates applying for either position must submit a letter of intent to the current CSS at least five (5) business days prior to election date, which shall include:

- 1) Name
- 2) Office of intent
- 3) Qualifications for office
- 4) Future plans for CSS
- 5) No less than fifteen (15) student signatures and corresponding student/tech IDs indicating support

Subsection iv. No write-in candidates shall be allowed. Ballots with write-in votes shall not be counted.

Subsection v. “No confidence” and “abstain” shall be offered as choices on the ballot.

Subsection vi. No candidates may preside over any voting booth or voting device or count the ballots.

Commented [NG2]: I added more to this, let me know what you think.

Subsection vii. If deemed necessary, supervision of voters and voting will take place by objective members of staff to ensure that neither ballot tampering, or intimidation of voters has taken place. This may include a private, single-voter area being erected for the purpose of privacy.

Subsection viii. Votes to be tabulated as stated in Section E.

Subsection ix. The candidate(s) with the most votes shall be declared the winner(s).

Subsection x. The winner(s) of the spring election shall take office the following July 1st.

Section G. Fall Elections:

Subsection i. Nominees for any Executive Board position must be a current or pending CSS member; there is no limit to the number of nominees on any one ballot.

Subsection ii. The Secretary, Director of Public Relations, Treasurer, and Director of Technology shall be nominated and elected by current CSS members during the third CSS meeting of fall semester.

Subsection iii. Nominations and elections for all executive board positions during the fall elections shall take place in one meeting except in cases of removal, dismissal or no nomination for position. The CSS President can't nominate any persons.

Commented [NG3]: Added this for the fall election process

Subsection iv. Following a nomination, candidates are required to introduce themselves, state their qualifications, and provide other information regarding their interest in the office.

Subsection v. The election shall be held by secret ballot

Subsection vi. “No confidence” and “abstain” shall be offered as choices on the ballot.

Subsection vii. All Senators in attendance get exactly one (1) vote in each election. No votes can be proxied.

Subsection viii. Votes to be tabulated as stated in Section E.

Subsection ix. A candidate is elected by receiving the most votes. In the case of a tie, a second vote between only the tied candidates will be taken, and the president shall act as a tiebreaker. The candidate with the most votes will be sworn into the position.

Section H. Removal or Resignation:

Subsection i. In cases of removal or resignation of officers, a special mid-year election is required.

Subsection ii. This election shall take place no sooner than the next meeting or a week after the resignation or dismissal is effective.

Subsection iii. In the exception of semester break, the special election shall take place the second meeting after the semester resumes.

Subsection iv. Mid-year elections shall be conducted as fall elections.

Subsection v. Failure to meet these criteria may result in removal:

- 1) Failing to carry-out his/her membership responsibilities; as specified in Article II, Section C.
- 2) Failing to maintain minimum qualifications.
- 3) Failing to follow student conduct set forth by Anoka Ramsey Community College.
- 4) Tardiness will be recognized by the CSS board and will be addressed accordingly.

Section I. 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 Secretary 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 Secretary 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 or 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 Secretary, the President shall appoint a member as interim secretary to take minutes until the position is filled.

Subsection v. In the absence of the President, Vice President, and Secretary, the CSS Advisor shall chair an election to fill one or more positions before any further business is conducted. The CSS Advisor may appoint one CSS member to assist in the tabulation of the ballots.

Section J. Campaigning Rules:

Subsection i. Campaign posters and paraphernalia 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) posters per campaign, per candidate.

Subsection iii. Only four (4) posters may be larger than legal size paper.

Subsection iv. Candidates may not send out global emails through the campus email network.

Subsection v. Campaigns may not be funded in part or in whole by student-life funds.

Subsection vi. Candidates shall remove posters and campaign paraphernalia by no more than 24 hours post-election.

Article V. Duties of Executive Board Officers

Section A. Requirements of all Executive Board Officers:

Subsection i. All Executive Board Officers must meet the minimum qualifications for Senators as outlined in Article II Section B. Minimum Qualifications and Article II Section D. Senators.

Subsection ii. Any Executive Board position must be vacated upon that officer's status change to Senator-At-Large.

Subsection iii. All Executive Board Officers must carry at least six (6) credits per semester at ARCC.

Subsection iv. All Executive Board Officers must maintain at least a 2.0 cumulative GPA.

Subsection v. All Executive Board Officers must commit at least two (2) hour per week to staffing the CSS office.

Subsection vi. Any Executive Board Officer cannot be a member of the student senate executive board of any other college, the LeadMN executive board, or Students United executive board. you must disclose your other executive position to the clubs you are involved in. People running for these positions should be mindful of their time commitments. The CSS President may not be president of any other club.

Commented [NG4]: Do we need this, because its stated above

Subsection vii. Executive Board members shall hold no powers not specifically outlined in this document unless approved by the full senate at a regular or emergency meeting held for such a purpose.

Subsection viii. Shall attend all CSS executive board meetings with a minimum of three executive board meetings an academic year.

Section B. President:

Subsection i. Responsibilities:

- 1) Responsible for the overall organization and operations of the CSS, and for enforcing the constitution.
- 2) Call and preside over regularly scheduled CSS meetings, including Executive Board and special meetings.
- 3) Ensure that motions passed by the CSS are carried out.
- 4) Appoint members to fill temporary Executive Board vacancies.

- 5) Serve as Ex-Officio member of all internal committees unless an alternate is appointed by the President or elected by the CSS.
- 6) Represent the student body on the College Advisory Committee.
- 7) Possess knowledge of LeadMN governing documents.
- 8) Be familiar with Minnesota State and ARCC student-related policies.
- 9) Represent the CSS and serve as chief delegate at LeadMN events.
 - a) If unable to attend LeadMN meetings, the President may appoint the Vice President or another member to attend as the CSS delegate.
- 10) Maintain regular communication with other community and technical colleges, the LeadMN Executive Board, and Metro North GC and PC reps.
- 11) Meet weekly with the Student Activities Coordinator.
- 12) Prepare meeting agendas for the Secretary two days prior to regular meetings.

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Commented [NG6]: Moved to Secretary

Section C. Vice President:

Subsection i. Responsibilities:

- 1) Shall assist the President in all Presidential duties.
- 2) Preside over meetings in the absence of the President.
- 3) Advise the CSS concerning matters of parliamentary procedure.
 - a) Assist the presiding officer, as requested, on questions of parliamentary procedure as defined by Robert's Rules of Order.
 - b) Assist the presiding officer by keeping track of the order of those wishing to speak, motions, amendments, voting, etc. during meetings.
 - c) Assist with the coordination of motions and resolutions as requested.
- 4) Shall organize and chair the Constitution committee. Including updating the bylaws and constitution with amendments
- 5) Assist the President in maintaining the organization of CSS and in handling the internal affairs of the CSS.
- 6) Assist other members in any special projects or events.

Section D. Secretary:

Subsection i. Responsibilities:

- 1) Shall distribute CSS meeting agendas.
- 2) Orient new members to policies and procedures of the CSS.

- 3) Shall maintain accurate historical records of CSS, including agendas, meeting minutes, Constitution and Bylaws, CSS membership rosters, etc.
- 4) Shall record meetings minutes, and distribute minutes to interested students, faculty, and administration prior to the next meeting. As well as take roll-call votes
- 5) Shall ensure that each member of the Executive Board has a current copy of the Constitution.
- 6) Shall keep an accurate senate member roster, and report on additions, subtractions and status changes at each regular meeting.
- 7) Shall post the CSS documents on both the Student Senate Bulletin board(s) as well as work with the CSS Adviser to post documents electronically, including:
 - a) Meeting Agendas at least one (1) business day prior to the meeting
 - b) Meeting Minutes at least one (1) business day prior to the next meeting

Section E. Director of Public Relations

Subsection i. Responsibilities

- 1) Shall promote the CSS to the campus and recruit new members.
- 2) Shall distribute, as appropriate, mass communication noting concerns and positions of CSS on key issues with professionalism through the proper channels utilizing excellent written and verbal communication skills
- 3) Shall submit publicity for CSS sponsored events to appropriate parties (student newspaper, local media, electronic displays, etc.)
- 4) Promote Senate and LeadMN Rally Days on campus.
- 5) Shall administer CSS's Facebook group.
 - a) Assist clubs with promotion when requested.
 - b) Keep the CSS members knowledgeable about proceedings within the CSS.

Commented [NG7]: I added this, let me know what people think.

Section F. Treasurer:

Subsection i. Responsibilities:

- 1) Shall administer and maintain accurate records of all budgets funded through Student Life fees.
- 2) Shall report to the Student Senate and its Executive Board on the Government and related budgets with addition to administrative budget consultations

- 3) Shall serve as the Cambridge Campus student representative to the ARCC Budget Committee.
- 4) Shall assist the President when actions taken by Student Senate involve the expenditure or transfer of funds and shall ensure that proper procedures are followed to carry out the intentions of the Government.

Section G. LeadMN Liaison

Subsection i. Responsibilities

- 1) Be responsible for completing LeadMN Star Campus goals.
- 2) Take on any LeadMN initiatives and implement them on campus
- 3) Maintain contact with the LeadMN Executive Board, the Metro North Governing Council Representative, and the Metro North Platform Committee Representative
- 4) Shall maintain contact with the LeadMN Government Relations Association.
 - a. Promote LeadMN Advocacy Days on campus.

Commented [NG8]: I added the duties in here.

Article VI. Committees

Section A. The President shall appoint with a 2/3 majority approval from the CSS any CSS member to College committees (standing or ad-hoc).

Section B. Senators who stand on committees, either of the CSS or the College, are required to attend such committee meetings. If unable to attend a meeting, an alt should be found.

Section C. CSS standing committees are committees that have indefinite terms and need to be maintained yearly.
Constitution Committee chaired by the Vice President

Section D. All ad-hoc committees formed by a majority vote of the CSS shall be chaired by an elected designee by the CSS. Each ad-hoc committee is disbanded by the established date of the CSS.

Section E. All committees shall provide a verbal report monthly at a regularly scheduled meeting. Written reports shall include, but not be limited to: place, dates of meetings, members, visitors in attendance, and brief summary of each meeting. There should be a minimum of one written report at the committee's disbandment or at the end of the

academic year (this includes CSS and College committees), with the exception to hiring committees.

Article VII. Meetings

Section A. The CSS shall meet once per week during fall and spring semesters, excluding finals week and spring break, or at the call of the President during summer session.

Section B. Any CSS member, College administrator, faculty member, staff member, or registered student may submit an item to the agenda within one (1) hour of regularly scheduled meetings.

Commented [NG9]: I don't know why Emergency meetings would be before everything else.

Section C. All meetings are subject to Robert's Rules of Order, current edition.

Section D. The President shall chair CSS meetings. In the event of vacancies or absences, the temporary chair shall be (in this order): The Vice President, Secretary, allocated by the CSS advisor.

Section E. Emergency Meetings:

Subsection i. The President, a majority of Senators, 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) hour notice must be given for such meetings, and the agenda must be posted twenty-four (24) hours in advance.

Section F. Attendance:

Subsection i. CSS members are required to attend all regularly scheduled meetings.

Subsection ii. A member will not be considered in attendance if they do not stay for 30 minutes or ½ of the meeting whichever is greater.

Subsection iii. A member is required to notify the Secretary and President 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 and Vice President before the meeting.

Subsection v. Failure to notify in advance and/or submit a report shall result in an unexcused absence.

Section G. All meetings are open to all interested parties; The President must grant the floor to anyone wishing to speak, with the ability of the president to place a reasonable time limit.

Section H. Filibusters are not allowed in CSS meetings.

Section I. The CSS, 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 J. The CSS, by a two-thirds (2/3) vote, may order to discuss a sensitive or private issue. Only CSS members and the CSS Advisor may be in attendance for said issue.

Section K. Layout:

Subsection i. The order of business shall be:

- 1) Call to Order
- 2) Roll Call and Establishment of Quorum
- 3) Approval of the Agenda
- 4) Approval of the Minutes
- 5) Student Open Floor and Guest Speakers
- 6) Executive Board Reports
- 7) Advisor/ Dean Report
- 8) Committee Reports
- 9) Unfinished Business
- 10) New Business
- 11) Other/Good of the Order
- 12) Announcements
- 13) Adjournment

Subsection ii. The President or meeting chairperson may use discretion in deviating from above order of business as may be necessary for any individual meeting.

Article VIII. Clubs and Organizations

Section A. Student groups seeking official club or organization status must meet the following requirements:

Subsection i. Must have no discrimination regarding race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender, membership or activity in a local commission as defined by law.

Subsection ii. Ensure that the club's purpose will benefit students and the College.

Subsection iii. Secure a faculty or staff advisor, approved by the Student Activities Coordinator and the Dean of Student Life.

Subsection iv. Submit a proposed written constitution to the CSS. If the proposed club is affiliated with a state or national organization, the affiliated constitution and the terms of affiliation must also be submitted.

Subsection v. Submit a roster of active student-members and student/tech IDs, ensuring the minimum membership is at least five (5) members.

Subsection vi. Approval of the charter requires two thirds (2/3) majority vote of the CSS.

Subsection vii. A pre-term calendar of events and financial/budget statement must also be presented to the CSS.

Section B. Responsibilities of clubs and organizations include:

Subsection i. Maintain at least five (5) active student members at all times. be a registered student of the campus with at least one (1) credit.

Subsection ii. Submit revisions and or amendments to the club Constitution and Bylaws as needed.

Subsection iii. Submit the pre-term calendar of events and financial/budget statement to the CSS annually.

Subsection iv. All clubs and organization members that receive approval for travel must agree and sign the Student Travel Responsibility Contract and return it to the Student Activities Coordinator.

Section C. CSS responsibilities in regard to clubs and organizations include:

Subsection i. The CSS considers requests for provisional and official club status and recommends action to the College President. The College President shall have final authority to approve or deny all charters.

Subsection ii. The CSS 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 CSS shall have the privilege of calling presiding officers or other duly constituted members of the clubs for consultation when considering matters of concern to these organizations.

Subsection iv. The CSS may suspend or place on probation clubs and organizations that are determined, by means of a hearing, to be in violation of the CSS rules or of their charter.

Subsection v. The CSS, by two-thirds (2/3) vote, may revoke the charter and official club status of any club or organization which fails to abide by its stated purpose, responsibilities or overall requirements of the College. Prior to revocation, club members shall be granted an opportunity to speak on behalf of the club.

Section D. Each group, club and/or organization must have one representative (student or advisor) who will submit a report to the Student Organization Collaboration D2L discussion board to share upcoming events, collaborate with other organizations or share other pertinent business.

Section E. One student representative of each club/group/organization that receives student life funds should attend one CSS meeting a semester and should report their club activity.

Section F. Revising old charters. Each group, club, and/or organization shall submit updated charters/constitutions to be approved according to the same CSS requirements in the fall of each year.

Article IX. Discipline

Section A. Any CSS member found in violation of the Student Conduct Code or illegal behavior shall be removed from the CSS immediately by the CSS advisor.

Section B. Any CSS member is subject to removal for:

Subsection i. Failing to maintain the minimum qualifications stated in Article II, Section A (as determined by the Student Senate Advisor).

Subsection ii. Failing to carry out their membership responsibilities.

Subsection iii. Behaving in a manner deemed unfit by the CSS.

Subsection iv. Missing two (2) consecutive meetings unexcused (see Article II, Section C., Subsection v.).

Subsection v. A meeting absence will be considered excused as long as the President and Secretary is notified in advance that the Senator cannot be in attendance.

Section C. With the exception of immediate removal due to a Student Conduct violation or other illegal/unethical behavior, a two-thirds (2/3) vote is necessary to remove a member from CSS. To the extent possible, the member being considered for removal shall be given an opportunity to speak on his/her own behalf.

Article X. Dormancy and Method of Dissolution

Section A. In the event the CSS becomes dormant, the CSS Advisor shall set a meeting and notify all Representatives.

Section B. The ARCC CSS may be dissolved by one (1) or more of the following methods:

- 1) By a two-thirds ($\frac{2}{3}$) vote of the student body
- 2) Closing of the college.

Article XI. Amendment

Section A. Suggestions to amend the Constitution may be made in the following manners

Subsection i. Any administrative staff of the college may submit a proposed amendment to the appropriate committee.

Subsection ii. Any Senator may submit a proposed amendment to the Constitution committee for consideration.

Subsection iii. Any student may submit a proposed amendment to the CSS, if a petition supporting the amendment has signatures of fifty (50) students, or five (5%) percent of the student body full-year enrollment (FYE), whichever is fewer.

Commented [NG10]: Fifty agrees with what was stated earlier in the document

Subsection iv. A proposed amendment must be presented to the CSS at least one meeting prior to the vote on the amendment.

Section B. Amendment Requirements:

Subsection i. The Constitution shall be amended by two thirds ($\frac{2}{3}$) vote of the CSS.

Section C. Ratification:

Subsection i. Amendments to the Constitution, when ratified, take effect 1 week after being posted in two places (Online on the ARCC website and in the Student Life Activities Center) by the Secretary.

Subsection ii. Any major amendment made to this document shall be listed in Article XIII. Revision History.

Section D. This document may be suspended, as a whole or in part, temporarily by two thirds ($\frac{2}{3}$) vote.

Article XII. Revision History

Section A. Revisions made 2009

Subsection i. Bylaws became part of the constitution again.

Subsection ii. Article X, Section 2 & Added Subsection v.

Subsection iii. Article IV. Section 4 & Section 7 & Article VIII Section 2 & Section 6

- 1) Broken up into subsections
- 2) Parliamentarian and Director of Finance job descriptions added.

Section B. Revisions made Dec. 2009

Subsection i. Article V. Job descriptions were modified.

Section C. Revisions made April 2012

Subsection i. Article V. Section B, C, D, E, F, and G.

- 1) Job descriptions were modified.

Section D. Revisions made April 2013

- 1) Added Director of student Club Affairs.
- 2) Made changes to Article V subsection vi.
- 3) Revised whole constitution.
- 4) Made grammatical changes.

Section E. Revisions made April 2015

- 1) Grammatical Changes made.
- 2) Changed names of the Student Government to Senate, as well as officer names.
- 3) Changed GPA from 2.0 to 2.5.

Section F.

- 1) Made grammatical changes.
- 2) General Formatting.
- 3) Revised Preamble.
- 4) Added "gender" to Article II Section B Subsection i
 - a) Article VIII Section A Subsection i
- 5) Article II Section B Subsection i, added point 1.
- 6) Resized all font to 12 font, excluding the article headings

Section G. Revisions Made April 10, 2017

- 1) Changed the GPA requirement of 2.5 to 2.0

Revisions made March 5, 2018

- 1) Changed all the MSCSA's to LeadMN after the rebrand of 2017
- 2) **Article III: Membership: Section E: Subsection vii.** Changed the word petition to the phrase letter of intent
- 3) **Article III: Section F: Subsection i.** changed ex-officio to ex-official
- 4) **Article IV: Section F: Subsection ii.** Changed three (3) credits to six (6) credits
- 5) **Article IV: Section H: Subsection ii.** Changed six (6) days to the next meeting/ a week
- 6) **Article V: Section B: Subsection i:** 10) Changed MnSCU to Minnesota State

Revisions made September 11, 2019

- 1) **Article II: Section D: Subsection iii.** Changed to 4 absences for any reason
- 2) **Article V: Section G: Subsection i:** Removed Technology Coordinator position and added LeadMN Liaison position with updated duties
- 3) **Article VIII: Section D:** Changed Campus Activities Board to Student Organization Collaboration D2L site