

Anoka-Ramsey Community College (ARCC) Student Senate Constitution

(Ratified April 2024)

Article I

Name and Purpose

Section 1. The name of this organization is the Anoka-Ramsey Community College (ARCC) – 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 help each student develop.

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 regarding 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 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.

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 college committee/board per academic year. (Not including Senate Ad-hoc Committees)

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Subsection iii. Vote on issues brought before the Student Senate.

Subsection iv. Maintain open and friendly communications with the college community, faculty and staff.

Subsection v. Attending regularly scheduled meetings.

a) Members shall not have more than one unexcused absence per semester.

c) A member is required to notify the President, Chair, or advisor in advance of an absence.

Subsection vi. 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. Fall-elected senators will serve until the end of finals week.

Subsection iii. Senators are obligated to devote at least two hours per week to active senate duties.

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 2 consecutive unexcused meetings or 2 weeks of their 2 hours per week office hours are recognized as forfeiting their privileges and position as a senator of the Student Senate.

Section 4. 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 Assistant Director of Student Activities & Wellness Programs).

Subsection ii. Failing to carry out his/her membership responsibilities. In the case that the member is on the student senate Executive Board

- a) The President and Student Senate Advisor shall offer mediation during an initial meeting with the Executive Board member and their duties.
- b) Upon a second meeting, the President and Student Senate Advisor shall give the Executive Board member two weeks to present proof of their own in-depth report of duties performed.
- c) If proof is not presented or is deemed insufficient, then the 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 iii. Behaving in a manner deemed unfit by the Student Senate as outlined by the student code of conduct.

Subsection iv. Missing two 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

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

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 elected annually by 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.

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 but may recommend actions for it.

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

Subsection iv. The Executive Board shall hold regularly scheduled meetings weekly or bi-weekly.

Subsection v. The Executive Board shall be chaired by the President.

Section 5. Any two 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 30 members or 1% of the student body full-time equivalency, 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.

Article IV

Nomination, Election, and Vacancy of Officers

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

Section 2. 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 ii. A student's Senate membership will continue if they are present for the next regularly scheduled meeting after June 30th.

Section 3. Vote Tabulation

Subsection i. The Student Senate Advisor and at least 2 and not to exceed 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 4. 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 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 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

Subsection iv. Applications submitted after the deadline will not be accepted.

Subsection v. Only Student Senate can 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 interact with students about voting on the election day. Any reports of candidates speaking of elections on the day of shall be treated as a violation of campaign rules.

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 erected for privacy.

Subsection xi. A simple majority shall win the elections.

Subsection xii. The winner of the spring election shall take office the July 1st.

Subsection xiii. Upon becoming Executive Board-elect, the elected members must attend all remaining Student Senate meetings and the remaining LeadMN Conferences and shadow the current Executive Board member.

Subsection xiv. If there are open positions on the Executive Board in the Fall Semester. The election process will be as described below:

Subsection xv. 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 xvi. 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 xvii. The elections shall be by secret ballot and “No confidence” or “abstain” (For conflict of interest or bias) shall be offered as choices on the ballot.

Subsection xviii. A candidate wins by receiving a majority vote.

Section 5. Removal or Resignation

Subsection i. In cases of removal or resignation of officers, elections shall be conducted as fall elections.

Subsection ii. The election shall take place no sooner than one school/business week after the resignation or dismissal is effective.

Section 6. 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 7. 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 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 8. 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 majority vote 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. No Representative may hold more than one executive officer position at any given time.

Subsection ii. All Executive Board Officers must attend the Executive Board Meetings.

a) Failure to attend without prior notice and approval of the advisor shall be counted as an unexcused absence.

Subsection iii. Facilitate relations with and provide guidance to clubs.

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. Represent the student body on the College Advisory Committee.

Subsection iv. Be familiar with Minnesota State, LeadMN, and ARCC student-related policies.

Subsection v. 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 vi. Meet weekly with the Student Senate Advisor.

Subsection vii. Prepare a draft agenda of the scheduled meetings and post agenda in the senate office 24 hours prior to the upcoming meeting.

Subsection viii. Facilitate the activities of the Executive Board.

Subsection ix. 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 other officers about their job duties.

Subsection v. 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 submitting them to the advisor and Senate president.

Subsection iv. Take roll-call votes.

Subsection v. 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.

Subsection vi. Will ensure that all clubs have completed all their forms, including a Club Roster Form and Expectations and Responsibilities Form, on a yearly basis.

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. Submit publicity for Student Senate sponsored events to appropriate parties (student newspaper, local media, electronic displays, etc.).

Subsection iv. Orient new members to policies and procedures of the Student Senate.

Subsection v. Advertise leadership opportunities.

Subsection vi. Inform the Student Senate of college and club-sponsored activities and events.

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 member present by proxy may be counted toward 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 excluding elections, the President must cast a swing vote.

Subsection iv. An abstain vote does not count as a no vote.

Section 3. Proxy 9

Subsection i. Voting by proxy for election purposes is prohibited.

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).

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 50 students may call an emergency meeting to deal with crucial issues as they arise.

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. 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 6. 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 two thirds vote.

Section 7. The Student Senate, by two-thirds vote, may remove anyone from the room who is disturbing order and otherwise disturbing the flow of the meeting.

Section 8. The Student Senate, by a three-fourths vote, may order to discuss a sensitive or private issue. Only Student Senate members and the Student Senate Advisor may attend for said issue.

Section 9. Layout

Subsection i. The order of business shall be at the President's discretion

- a) Call to Order
- b) Roll Call
- c) Student Open Floor and Guest Speakers
- d) Reports (Executive Board, Advisor, Committee)
- g) Unfinished Business
- h) New Business
- i) Other
- j) Good of the Order – Informal Suggestions by members that would benefit the association and its business
- k) 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. College Committees

Subsection i. Students seeking appointment to a college committee must submit a letter of intent to the Student Senate President.

Section 3. Ad Hoc Committees

Subsection i. Can be formed if there is interest from at least three senate members including at least one Executive Board member.

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 regarding 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 IDs to the Student Activities Coordinator, ensuring the minimum membership is at least five

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Subsection vii. Approval of the charter requires a three-fourths 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 5 active student members.

a) Member list must be kept current with the Student Senate.

b) Members must be registered for a minimum of one credit.

Subsection iii. Submit all Constitution and Bylaw amendments and/or revisions to the Student Activities Coordinator.

Subsection iv. 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 v. 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 vi. 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 vii. All clubs and organizations must adhere to the Expectations and Responsibilities listed in the ARCC Clubs and Organizations Guide.

Section 3. Student Senate responsibilities regarding 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 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 violate the Student Senate rules and responsibilities as previously stated.

Subsection vi. Before a charter is placed on probation, suspension, or revocation, members 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. When a student faces potential removal from the student senate due to breaches of the student code of conduct, unethical or illegal conduct, of failure in meeting responsibilities, they can present their case before the student senate advisor and executive board at a scheduled meeting.

- i. The student must provide evidence or documentation.
- ii. The executive board will deliver its decision in writing within two days
- iii. Proceedings will remain confidential until the matter is resolved.

Section 3. A student removed from the senate will have the opportunity to appeal the decision.

Subsection i. A 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 five business days from removal. All decisions about the appeal's outcome will be sent to the student in writing after reviewing it.

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 five 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 about the appeal outcome will be sent to the student in writing. This decision is final and binding now.

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 or more of the following methods:

Subsection i. By a two-thirds 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 Executive Board.

Subsection ii. A Constitution Ad Hoc Committee of not less than three members will be formed to review the constitution and make recommendations.

Section 2. Amendment Requirements

Subsection i. The Constitution shall be amended by three-fourth vote of the Student Senate.

Section 3. Ratification

Subsection i. Amendments to the Constitution, when ratified, take effect immediately.