

**MID-STATE TECHNICAL COLLEGE
MARSHFIELD CAMPUS
2600 WEST FIFTH STREET
MARSHFIELD, WI 54449**



STUDENT SENATE CONSTITUTION

*This constitution replaces the previous constitution and
was voted and adopted by the 2007-08 Student Senate.
(5/08)*

STUDENT SENATE PLEDGE

We, the student representatives, pledge to represent the interests of all students; to promote student/faculty understanding; to participate in community affairs that concern, involve, or affect our students; but, above all, to encourage students to become involved in the educational social activities of Mid-State Technical College. The Student Senate is: learning through involvement.

ARTICLE I: NAME

This organization shall be known as the Student Senate of Mid-State Technical College, representing all post-secondary students on the Marshfield Campus.

ARTICLE II: PURPOSE

This organization shall serve as a coordinating unit for all post-secondary students within this campus for the purpose of:

Marshfield Campus.

Providing students' point of view from the various departments.

Setting good examples and following the school policies.

Promoting leadership.

ARTICLE III: GOVERNMENT

Section I: The officers of the Senate shall consist of a president, vice president, treasurer, and secretary. The Executive Board will consist of these four officers.

Section II: The meeting of the Senate shall be conducted by the Executive Board as provided by the bylaws.

Section III: Chairpersons of committees which are deemed necessary to carry on the work of the Senate will be appointed by the Executive Board.

Section IV: The established parliamentary procedures of Roberts Rules of Order for officers and committees shall guide those responsible in carrying out their duties.

ARTICLE IV: MEMBERSHIP

Section I: The number of representatives will be two representatives from each academic program. (Ex. Medical Assistant, Office, Assistant, Accounting.) These representatives will be obtained by the Advisor from each class.

Section II: Only students enrolled in a full-time post-secondary program will be entitled to membership as an officer (president, vice president, treasurer and secretary.)

Section III: All Members shall maintain a minimum of 2.0 overall GPA based on a 4.0 system to be eligible for membership in the Senate.

Section IV: Any student representative being dismissed from the senate due to lack of credits or failure to meet GPA requirements required for membership may be retained by the Senate upon a simple majority vote as long as the regular elected term has not expired and that the representative continues to be a student at MSTC. An appeal must be made for retainment.

Section V: All members will be required to carry out duties assigned them by the Executive Board.

Section VI: In case of a vacancy, the Executive Board will fill the vacated position for the remainder of the year.

Section VII: Any person elected to Student Senate has the right to decline the post if so desired.

Section VIII: Each Senate member will be allowed two unexcused absences during the academic calendar year. After a third absence, the Senate shall discuss in his/her presence expulsion from the Senate.

ARTICLE V: VOTING RIGHTS

Section I: Each Senate member excluding the President will have one vote in the affairs of the Senate.

Section II: Representatives shall have a say in the proceeding of the general meeting and a vote on issues at hand. They will be liaisons between their respective programs and the Senate.

Section III: All motions brought before the Senate, other than amendments shall be passed only after a vote by the Senate. (Which will consist of 50 percent of those present plus one vote for passing.)

ARTICLE VII: NOMINATION AND ELECTION

Section I: The Student Senate Advisor will obtain names of two students that are interested in participating in Student Senate from each program advisor.

Section II: The Student Senate representatives of their respective divisions will hold a meeting the third week of the first semester.

Section III: The election of the Executive Board will be held at the first Student Senate meeting. The advisor will ask for names of students interested in being an officer. If more than one person is interested in a position, then an election will be held at the next month's meeting and voting will be done by the Student Senate members.

Section IV: In case an election is needed, the procedures for election of the Executive Board are as follows:

- Ballots with the nominees' names printed on them will be distributed at the election site.

- The Student Senate officers will provide information about the purpose and aims of the Senate.
- Each nominee may circulate campaign materials and make use of bulletin boards as explained in the Student Handbook.
- No other nominations or write-ins will be allowed after the nominating meeting of the Student Senate Representatives.
- Ballots will be counted by the Advisor in front of the Senate.

ARTICLE VII: DUTIES OF OFFICERS

Section I: The president's duties shall be:

- To chair the meetings of the General Session and the Executive Board using parliamentary procedures.
- To appoint chairpersons with the approval of the Executive Board.
- To conduct business not otherwise provided for that may arise between meetings.
- To be accountable to the Advisor and Campus Director.
- And all other duties as normally befall this office.

Section II: The vice president's duties shall be:

- To assume the duties of the president in case of resignation, temporary or permanent absence.
- To assist in coordinating the actions and projects of the different committees.
- To perform any duties as assigned by the president or advisor.

Section III: The secretary's duties shall be:

- To record all proceedings of the meetings held by the Student Senate or the Executive Board.
- To present the previous month's minutes to the members for approval.

Section IV: The treasurer's duties shall be:

- To serve as custodian of all funds of the Student Senate.
- To request and process all payments of transactions conducted by the Senate, keeping record of all receipts, expenditures, and authorizations for them in coordination with the MSTC Financial Assistant.
- To present a financial report at each meeting.
- To distribute to Senate membership said report three business days prior to the monthly meeting.

Section V: The Executive Board's duties shall be:

- To present plans and policies to the Senate for approval.
- To act upon such matters as may require immediate disposal between meetings of the full Senate.
- To approve the president's appointments to chair committees.
- To promote needed legislation.
- To fill a vacancy within the Senate.
- To recommend removal of any Senate officer or member for just cause.

- To develop semester budgets for review and approval.
- And all such other duties as would normally befall this committee.

Section VI: The representative's duties shall be:

- To represent the respective educational divisions at all general Senate meeting.
- To act as a liaison between the Senate and educational division ensuring the flow of Senate related information.

Section VII: All members duties shall be:

- It shall be the duty of every Senate member to actively participate on at least one (1) committee of his or her choosing or as assigned by the Executive Board.

ARTICLE VIII: ADVISOR

Section I:

- The Advisor shall be a professional employee of MSTC appointed by the Administration.

Section II:

The duties of the Advisor shall be:

- To work with the Senate for the betterment of the school.
- To advise the Senate as needed and when problems arise.
- To attend Senate meetings regularly.
- To act as liaison, where needed, with the Campus Director.
- To act accordingly toward all Senate members and nominees equally.

ARTICLE IX: MEETINGS

Section I:

- Meetings will be held once each month. The President or Advisor may call a special meeting when necessary.

Section II:

- Each Senate member shall have one vote in the affairs of the Senate.

Section III:

- Each Senate member will be allowed two unexcused absences during the academic calendar year. After a third absence, the Senate shall discuss in his/her presence expulsion from the Senate.

Section IV:

- Student Senate meetings will take precedence over all student organization meetings.

Section V:

- To proceed with a meeting, a quorum of one-half plus one member of the total Student Senate membership will be required.

ARTICLE X: AMENDMENTS

Section I:

- Amendments to the bylaws can be made with a three-fourths majority vote at any meeting if presented in writing by the secretary before the meeting.

Section II:

- Changes in the bylaws are subject to review and approval of the Campus Director.

Section III:

- The President does not vote except in the case of a tie.

ARTICLE XI: RECALL OF REPRESENTATIVES OR OFFICERS

Section I:

- Any member of the Senate may be recalled for not fulfilling the duties of the office or for discrediting the office served, the Senate, or MSTC.

Section II:

- The bill of charges stating the reasons for recall must be presented to the Student Senate by the Secretary. This bill must contain a statement of its purpose and a complete list of charges.

Section III:

- The Senate will then vote to recall the office/member. A two-thirds vote of ALL elected officers and representatives is necessary for recall.

Section IV:

- If accompanied by signatures of 10 percent of the full-time students on the Marshfield Campus, appeals shall be reviewed by the Campus Director, Advisor, and Student Senate.

ARTICLE XII: FUNDING REQUESTS

Section I:

- Funding requests to benefit the Marshfield Campus Student Body must be submitted to the Marshfield Student Senate Advisor by filling out the “Student Senate/Student Activity Board Funding Request Form” and presented to the Senate, at least one month or more prior to the day funds are needed.