

# *Mid-State Technical College*

## *Student Senate Constitution - Wisconsin Rapids*

### *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*

*Section 1. This organization shall be known as the Student Senate of the Mid-State Technical College, representing all post-secondary students on the Wisconsin Rapids Campus.*

### *Article II: Purpose*

*Section 1. This organization shall serve as a coordinating unit for all post-secondary students within this campus for the purposes of:*

- A. Representing the students' voice in their school government;*
- B. Providing liaison between the administration and the students;*
- C. Promoting citizenship and leadership among the student body;*
- D. Encouraging improvement of the campus and it's surroundings by the student body;*
- E. Acquiring and disseminating accurate information to the student body;*
- F. Communicating accurate information to the student body concerning the promotion of technical and adult education within the community; and*
- G. Encouraging student involvement in educational and social activities.*

### *Article III: Government*

*Section 1. The officers of the Student Senate shall consist of a President, Vice-President, Treasurer, and Secretary. The Executive Committee will consist of these four officers.*

*Section 2. The meetings of the Senate shall be conducted by the Executive Committee as provided by the bylaws.*

*Section 3. Chairpersons of committees which are deemed necessary to carry on the work of the organization will be appointed by the Executive Committee.*

*Section 4. The established parliamentary procedures of **Roberts Rules of Order** for officers and committees shall guide those responsible in carrying out their duties.*

### *Article IV: Amendments*

*Section 1. Any active member may propose an amendment to the constitution. Proposed amendments must be supported by a Quorum of active members, and then submitted to the Secretary. The Secretary shall present all such petitions to the Student Senate for action. When acted upon by the Student Senate and approved by an affirmative two-thirds vote, the*

*amendments shall then be submitted by the President of the Senate to the Vice President of Student Affairs for approval.*

**Section 2.** *Adoption of such amendments shall be constituted after:*

- A.** *An affirmative approval has been given by the Director of Student Support Services and Vice President of Student Affairs.*
- B.** *An announcement has been made to the Student Senate regarding the acceptance or rejection of such amendment by the Vice President of Student Affairs and/or Director of Student Support.*

## **Constitution Bylaws**

### **Article I: Membership**

**Section 1.** *The number of Representatives will be proportionate to the total number of clubs and educational divisions (as defined in Article II & X).*

**Section 2.** *Only students carrying twelve or more credits in a full-time post-secondary program will be entitled to membership as an officer (President, Vice-President, Treasurer, and Secretary).*

**Section 3.** *Only students with a minimum of two-point-zero overall Grade Point Average will be entitled to membership as an officer on the Student Senate.*

**Section 4.** *All members will be elected with respect to Article IV. Any student Representative being dismissed from the Senate due to the lack of credits or failure to meet Grade Point Average 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 Mid-State Technical College. An appeal must be made to the Executive Committee for retention.*

**Section 5.** *All members will be required to carry out duties assigned them by the Executive Committee.*

**Section 6.** *Any person elected to the Student Senate has the right to decline the post if so desired.*

**Section 7.** *In case of a vacancy, the subsequent steps will be followed:*

- A.** *Voluntary move-up will be offered each member of the Executive Committee following this chain of command:*
  - *President*
  - *Vice-President*
  - *Secretary*
  - *Treasurer*
- B.** *Remaining openings will be offered to any active Representative wishing to move-up.*
- C.** *A student body vote will be held to fill remaining elected positions.*
- D.** *In the event there is interest in a position by more than one Representative, the successor will be decided by majority vote of the Senate.*

**Section 8.** *Senate/Club Representatives are expected to attend all scheduled meetings, or arrange for an alternate. Two absences will be allowed provided there is prior notification to the Senate President or advisor and an alternate is in attendance After a third absence the Student Senate*

will discuss dismissal. For attendance purposes an individual may only represent one club or executive office per meeting and must declare the representation at roll call.

**Section 9.** All clubs recognized by the Senate (as stated in Article X) must elect one Representative to serve on the Senate.

## *Article II: Voting Rights*

**Section 1.** One vote per Representative and Officer excluding the President.

**Section 2.** All eligible clubs meeting the requirements set in Article X may elect one Representative to serve on the Student Senate.

**Section 3.** There may be one Representative elected from each educational core (Business, Service Technologies, Health Services and Technical Division & Industrial Division). In addition, a sixth Representative may be elected at large from any of the educational divisions.

**Section 4.** Representatives shall have a say in the proceedings of the general meetings and a vote on issues at hand. They will be liaisons between their respective programs/divisions/clubs and the Senate.

## *Article III: Nominations*

**Section 1.** Nomination papers must be given to the Student Senate Advisor a minimum of 1 week prior to the election. Nomination papers must include the student's name, position to which he/she is seeking election, twenty-five student signatures, and five staff signatures.

- A.** A minimum overall Grade Point Average of two-point-zero is required for nomination to any executive officer position.
- B.** A Student Senate officer must also carry a minimum of twelve credits during each semester in which he/she serves on the Senate.
- C.** Nomination paper requirements may be waived for active senate representatives in good standing by simple majority vote.

## *Article IV: Elections*

**Section 1.** Preparation for the election of the Student Senate members shall be carried out by the Executive Committee of the Student Senate with help from the Advisor.

**Section 2.** Elections of new core and club representatives will be held

**Section 3.** The Executive Officers will be elected by the end of the second week of May of each year. Eligibility for the offices of the President, Vice-President, Secretary, and Treasurer are restricted to a returning Mid-State Technical College student who will be carrying more than half of their credits on the Wisconsin Rapids campus & currently hold a cumulative GPA of a 2.0

**Section 4.** The Student Senate Executive Committee in coordination with the Student Senate Advisor will set the time and place for the elections.

**Section 5.** Procedures for election of Executive Committee.

- A.** The Student Senate officers will provide information about the purpose and aims of the Senate.

- B. Each nominee may circulate campaign materials and make use of bulletin boards as explained in the student handbook.*
- C. Ballots with the nominees' names printed on them will be distributed at the election site.*
- D. Write-in candidates are permissible.*
- E. No candidate shall be allowed within 25 feet of the election area unless casting his or her ballot.*
- F. Ballots will be administered and counted by the Senate officials and Advisor.*
- G. The runners-up will be recorded according to the votes received.*
- H. Under extenuating circumstances the Executive Committee may extend voting by simple majority vote.*

*Section 6. The Executive Officers will be announced and take office immediately following elections. The new Executive Officers will be held responsible for performing the duties of the complete Senate throughout the summer and for preparing the fall election.*

*Section 7. The officers elected will hold office for one year unless removed for failure to effectively perform their duties, for non-attendance of meetings, for failure to maintain GPA or credit requirements, for conduct unbecoming an officer, or if he/she does not return for the next term of school.*

## *Article V: Duties*

*Section 1. The President's duties shall be:*

- A. To chair the meetings of the General Session and the Executive Committee using Roberts Rules of Order procedure.*
- B. To appoint chairpersons.*
- C. To conduct business not otherwise provided for that may arise between meetings.*
- D. To ensure that the Senate continues to operate during the summer.*
- E. To act as liaison to Mid-State Technical College Board and Administration.*
- F. And all other duties as normally befall this office.*

*Section 2. The Vice-President's duties shall be:*

- A. To assume the duties of any unfilled Executive Committee position in case of resignation, temporary, or permanent absence.*
- B. To assist in coordinating the actions and projects of the different committees.*
- C. To perform any duties as assigned by the President.*

*Section 3. The Secretary's duties shall be:*

- A. To record all proceedings & roll call of the meetings held by the Student or the Executive Committee.*
- B. To submit the minutes of each formal meeting to the Senate Advisor for corrections or additions within five business days.*
- C. To conduct such correspondence as directed by the Student Senate or Senate Advisor.*
- D. To distribute copies of minutes to the minutes distribution list (including senate members, senate advisor, club advisors, Vice President of Student Affairs and the Director of Student Support Services, one week prior to next regularly scheduled meeting.*

*Section 4. The Treasurer's duties shall be:*

- A. To serve as custodian of all funds of the Senate.*
- B. To request and process all payments of transactions conducted by the Senate, keeping record of all receipts, expenditures, and authorizations for them.*

C. To present a financial report at each meeting.

**Section 5.** *The Executive Committee's duties shall be:*

- A. *To present plans and policies to the Senate for approval.*
- B. *To act upon such matters as may require immediate disposal between meetings of the full Senate.*
- C. *To promote needed legislation.*
- D. *To recommend removal of any Senate officer or member for cause.*
- E. *To spend five hours per week in the Student Senate office (required for stipend eligibility).*
- F. *And all such other duties as would normally befall this committee.*

**Section 6.** *The Representative's duties shall be:*

- A. *To represent his/her respective clubs or educational cores at all general Senate meetings.*
- B. *To act as a liaison between the Senate and his/her club or educational core ensuring the flow of Senate related information.*
- C. *Maintain required attendance and submit club information as stated in Article I section 8 & Article X section 5 to be eligible for funding.*

**Section 7.** *It shall be the duty of every Senate member to actively participate on at least one committee, either of his/her choosing or as assigned by the President.*

### *Article VI: Advisor*

**Section 1.** *The Advisor shall be a professional employee of Mid-State Technical College appointed by the administration.*

**Section 2.** *The duties of the Advisor for Senate shall be:*

- A. *To work with the Senate for the betterment of the school.*
- B. *To advise the Senate as needed and when problems arise.*
- C. *To attend Senate meetings regularly.*
- D. *To act or be responsible for chaperons at Senate events.*
- E. *To act as liaison, where needed, with the administration.*

### *Article VII: Meetings*

**Section 1.** *General meetings will be held at least once a month, on the third Monday of each month during the designated activity period. Meeting time may be changed to accommodate college calendar in instances of Winter break or graduation upon agreement of Senate members.*

**Section 2.** *A quorum of Senate members must be present for a meeting to be held. A quorum shall consist of fifty percent plus one of all Senate members; including at least one Executive Committee member.*

### *Article VIII: Amendments*

**Section 1.** *Amendments to the bylaws can be made with a two-thirds majority vote of those present at any meeting if presented in writing before the meeting.*

**Section 2.** *Changes in the bylaws are subject to review and approval by the Vice President of Student Affairs and the Director of Student Support Services.*

## *Article IV: Dismissal/Recall of Senate Members*

**Section 1.** Any member of the Senate may be dismissed or recalled for not fulfilling the duties of the office or for discrediting the office served, the Senate, or the school, non-attendance at meetings, or failure to follow the student code of conduct.

**Section 2.** The bill of charges stating the reasons for dismissal/recall must be presented to the Senate by a member of the Senate or Student Senate Advisor. This bill must contain a statement of its purpose and a complete list of charges.

**Section 3.** The Vice President of Student Affairs and the Director of Student Support Services will investigate the bill of charges and report their finding to the Senate at the next meeting. The Senate will then vote to dismiss/recall the officer/member. Notification must be given and a two-thirds majority vote of all elected Senate members is necessary for dismissal/recall.

**Section 4.** Recalled members may seek an appeal through the verifiable collection of the signatures of ten percent of the Student body attending classes on the Wisconsin Rapids campus.

**Section 5.** The Vice President of Student Affairs, the Director of Student Support Services and the Senate Advisor, shall review appeals.

## *Article X: Club Representation & Disbursements*

**Section 1.** A club shall consist of a minimum of ten active dues-paid members. A club with less than ten members may appeal to the Executive Committee for recognition at the next regularly scheduled Senate meeting. Recognition may be obtained with a simple majority vote of the Senate.

**Section 2.** Each club Representative shall act as a liaison between the Senate and his/her respective club. It is his/her responsibility to provide the Senate with such information as needed to determine the club status, be it active or not. Active, participating clubs shall receive a Senate contribution that is defined in Article XI, to encourage club participation.

**Section 3.** Only active recognized clubs (as established in this Article) will receive funding, in that it is the constitutional obligation of each recognized club to plan and encourage the development of professional, social, and recreational activities. Only active clubs, with necessary documentation on file and adherence to Senate attendance policies as defined in Article 1: Section 8 shall be eligible for funding.

**Section 4.** All active clubs wishing to be allotted monies must have submitted the following information prior to the last day of the mid-term week of each semester:

- A.** A Current copy of its constitution.
- B.** A list of tentatively scheduled activities and club goals for the semester.
- C.** A list of actual activities from the previous semester.
- D.** A financial statement indicating club treasury standing.
- E.** A complete roster of dues PAID members, signed by the club Advisor.

**Section 5.** The Senate shall appropriate fifty-five percent of the annual Senate operating budget to be disbursed among active clubs in equal allotments. After disbursement clubs may not approach the senate for additional funding for club specific activities.

**Section 6.** Types of expenditures considered to be appropriate for Senate funding include the following:

- A. Social and Recreational Activities*
- B. Lectures, Fine Arts, and Cultural Programs*
- C. Other Related Activities consistent with budget resources and the mission of the student activity being supported.*

**Section 7.** *Types of expenditures not considered appropriate for use of Senate funds:*

- A. Direct financial aid to an enrolled student such as scholarships, tuition, or room and board without administrative approval.*
- B. Gifts, donations, and cash awards funded with activity fee collections which are self-serving and non-competitive.*
- C. Expenditures for alcoholic beverages funded with activity fee collections. Conformance with local ordinances, State Statutes, and administrative codes pertaining to the serving of alcoholic beverages is the responsibility of the sponsoring club or organization.*
- D. Any expenditure that would violate Wisconsin Statutes or district board regulations.*

*The Vice President of Student Affairs and the Director of Student Support Services shall have final approval of all expenditures if they shall be questioned for any reason.*

*The remaining operating monies shall be allocated for club support, committee work, supplies, Senate conferences, and other activities approved by the Senate. Allocations for specific events during the course of the semester shall be approved by majority vote of Senate members present during a Senate meeting.*

### *Article XI: Budget*

*The Student Senate Advisor along with the executive-Committee shall draft the operating budget of the Student Senate by April 15 for approval for the following year. The operating budget must be approved by the Executive Committee, Student Senate, Senate Advisor, Director of Student Support Services and the Vice President of Student Affairs.*

*All disbursements will be made by the campus Financial Clerk upon receipt of a requisition. Requisitions are to be signed by the President or Treasurer, Advisor, Director of Student Support Service and Vice President of Student Affairs.*

*The administration is responsible for securing any necessary audits.*

*The aforementioned procedures shall be as per standard operating procedures of the District.*

*Senate Approved:*

*Date:*

*Director of Student Support Approved:*

*Date:*

*Vice President of Student Affairs Approved:*

*Date:*