

# BY-LAWS OF DAKOTA COUNTY TECHNICAL COLLEGE STUDENT SENATE

## ARTICLE 1 NAME AND MISSION

Section 1 The name of this organization shall be “The Dakota County Technical College Student (DCTC) Senate” also referred to as Student Senate.

Section 2 The mission of the Student Senate is to build leadership skills, good citizenship and communication between students, administration, faculty, and the community.

## PURPOSE

- To give students representation at DCTC.
- To be the students’ voice for the DCTC campus to the Legislature, and all governing bodies.
- To work with the college (administration and faculty) to promote quality education.
- To encourage community-student involvement.
- To further scholastic interest and achievement.
- To organize, and execute events with the student body and campus community.
- To encourage involvement and participation in other organizations related to the students’ fields of study.
- To encourage and support student understanding and participation in citizenship activities.
- To be the official representative for the DCTC Campus to the MSCSA.

## ARTICLE II MEMBERSHIP

Section 1 The Student Senate is an organization composed of students enrolled at Dakota County Technical College.

## ARTICLE III GOVERNANCE

- Section 1 The governing board of the Student Senate will consist of the Executive Board (all elected and/or appointed officers) and all Senators.

## ARTICLE IV REPRESENTATION

- Section 1 **Qualification of Members:**
- A. Student Senators may be part-time or full-time students who are in good standing with the college. Good standing is defined as carrying at least 6 credits and having a cumulative GPA of at least 2.0, satisfactory academic progress, and tuition obligations satisfied.
  - B. Senatorial candidates may nominate themselves for the office.
  - C. Senatorial candidates must submit a completed application form online, or to the Student Life Center, to be eligible for election or appointment.
  - D. The term of office is from mid-May to mid-May, unless leaving the college for any reason.
- Section 2 **Duties of a Student Senator:**
- A. Senators must attend at least 80% of all scheduled meetings each semester. An excused absence is written notification, or e-mail given to the Student Senate President, Student Senate Vice-President or Senate advisor prior to the meeting. If a senator misses a meeting for an excused absence, they can make up that hour by completing an extra volunteer hour, for a maximum of 3 meetings.
  - B. Actively serve on at least one of the standing committees, and attend all scheduled meetings. In your absence, you must meet with the chairperson to keep updated.
  - C. A minimum of 8 hours volunteer work toward an activity or event put on by the Senate throughout each semester. This is 8 hours at a minimum of 3 events. An activity time sheet will be available at each event or activity, monitored, and verified by the activity event coordinator and/or advisor. Hours must be met prior to stipend paperwork deadline.
  - D. Vote on issues brought before the senate and join in discussions.

- E. Maintain open and friendly communications with college administrators.
- F. Notify the program(s) they represent of meetings, and collect pertinent information from them to be presented at the Student Senate meetings.
- G. Report back to the program represented giving responses to questions and other information gathered.
- H. Consider all of the issues brought before the senate from the point of view of benefit to all students rather than their own program.
- I. Be a good role model for other students.
- J. Encourage representation and participation from all programs.

Section 3 **Executive Officers**

- A. The executive officers of the Student Senate shall be the President, Vice-President, Treasurer, Secretary, and Campus Liaison.
- B. Must be an enrolled student carrying at least 6 credits, and must submit an approved senate application by the noted deadline. There are no exceptions.
- C. An executive officer may be a part-time or full-time student who is in good standing with the college. Good standing is defined as a cumulative GPA of at least 2.5, satisfactory academic progress and tuition obligations satisfied.
- D. The term of office for all executive officers is one year, from mid-May to mid-May, unless leaving the college for any reason.
- E. The President, with the approval of the senate advisor may appoint a second officer for any position if he/she deems necessary.
- F. The Student Senate will elect all executive officers. If there is only one candidate for any of the offices, the candidate will automatically assume the office.
- G. Executive officers may choose to run for the same or another office in the following year, but no student shall serve more than two (2) years in any officer position.
- H. It is the duty of each executive officer to attend at least one (1) governing council meeting per semester and at least one (1) general assembly meeting per year of the Minnesota State College Student Association. (2 General Conference's and 1 General Assembly).
- I. All exiting and incoming elected officers are required to attend transitional training for the smooth exchange of cabinets.

- J. Must be in the office for at least 3 hours a week, outside of meetings and events.

#### Section 4 **Duties**

A. ***President:***

- It shall be the duty of the President to preside over all meetings, share information or knowledge to the group members, to establish committees, appoint chairpersons to each committee, and make sure all duties and procedures are upheld within the organization.
- The President shall prepare meeting agendas in a clear and specific manner and submit to the secretary no less than 48 hours prior to the meeting for posting in the Student Life Center.
- The President will call and preside over the meetings of the Student Senate using Robert's Rules of Order, be a team leader of the executive board, and call executive meetings as deemed necessary.
- The President will co-chair the Student Life Committee with the Director of Student Life.
- It is the duty of the President to be a student Senator or delegate representation on college committees and to perform other additional duties as assigned by the senate advisors.
- It is the duty of the President to encourage student leadership training for all students.
- The President shall serve as an ex-officio member of all formed committees as necessary.
- The President shall perform any additional duties as assigned by the Director of Student Life or advisors.

B. ***Vice President:***

- It shall be the duty of the Vice-President to serve as chairman of the Civic Committee and to encourage communication among Student Senators.
- It shall be the duty of the Vice-President to preside over Student Senate meetings in the absence of the President.
- The Vice-President shall assume the office of the President in case of vacancy before the end of the school year.
- The Vice President shall perform any additional duties as assigned by the Director of Student Life or advisors.

C. *Secretary:*

- It shall be the duty of the Secretary to take minutes at all meetings, to prepare the minutes and other material for the meetings.
- It shall be the duty of the Secretary to place copies of the agenda on the Student Senate bulletin board at least 48 hours before the next meeting, and a copy of the minutes on the bulletin board within three (3) days after a meeting, as required by Minnesota open meeting laws.
- It is the duty of the Secretary to archive a copy of the approved agenda and minutes for future reference, distribute copies of minutes and agendas, take roll call, keep track of attendance, and keep a current roster of senators available at every meeting.
- The Secretary shall assist the President in enforcing correct parliamentary procedures according to Robert's Rules of Order when needed in conducting meetings.
- The Secretary shall be in charge of communications under the leadership of the President.
- The Secretary shall perform any additional duties as assigned by the Director of Student Life or advisors.

D. *Treasurer:*

- It shall be the duty of the Treasurer to make sure financial records are current and available, and to keep a permanent record of all financial transactions.
- The Treasurer shall be acquainted with all of the business office policies and procedures, keep receipt and entries of all money deposited, and expenses incurred, work with the advisor on all money-matters, and be responsible for an account balance of available funds, and answer any questions at every Senate meeting.
- The Treasurer must serve as one of the five voting members on the Student Life Committee, as required by the Student Life Committee policy.
- The Treasurer shall perform any additional duties as assigned by the Director of Student Life or advisors.

E. *Campus Liaison:*

- It is the duty of the Campus Liaison to stay abreast of relevant issues in the campus community.
- It is the duty of the Campus Liaison to establish working relationships with campus administration, staff and faculty, and as necessary with regional, state, and federal officials for the DCTC student body.
- It is the duty of the Campus Liaison to update the senate bulletin board, as necessary, with assistance from the Secretary.
- The Campus Liaison will serve as chair person of the Activities Committee.
- The Campus Liaison shall perform any additional duties as assigned by the Director of Student Life or advisors.

F. *Committee Chairperson:*

- It shall be the duty of the Committee Chairperson to set and preside over their committee meetings.
- It shall be the duty of the Committee Chairperson to make sure records of the committee meetings are kept and filed.
- The Committee Chairperson shall report events and procedures of the committee to the Student Senate for approval at each general meeting.

G. *Advisor:*

- The Student Senate shall have an advisor appointed by the college administration with a recommendation from the Student Senate.
- The Student Senate Advisor shall attend meetings and serve as a liaison between the organization and the college.
- The Student Senate Advisor shall perform other duties as applicable.

Section 5 **Stipends**

- A. Stipends shall be given to Executive Officers and Student Senators who fulfill their duties and are active in the Student Senate, serving on at least one (1) committee, and have fulfilled the required total volunteer hours needed per semester.
- B. Stipends will not be awarded to senators who are not in good standing with the college, or who have accumulated more than two unexcused absences.
- C. Stipends will be awarded at the conclusion of each semester to eligible executive officers and senators.

- D. The Executive Board must complete a full semester to receive their full stipend, otherwise it will be pro-rated based on meetings attending (ie. 70% meetings = 70% stipend)
- E. Stipends will be awarded as follows:
  - The President shall be awarded \$1100 per semester.
  - The Vice-President shall be awarded \$925 per semester.
  - The Secretary shall be awarded \$800 per semester.
  - The Campus Liaison shall be awarded \$800 per semester.
  - The Treasurer shall be awarded \$750 per semester.
  - The Senators shall be awarded \$200 per semester.

## ARTICLE V COMMITTEES

- Section 1 The Student Senate will have the power to form committees to meet the needs of the college and/or students.
  
- Section 2 All committees shall function with the approval of the Student Senate and shall report to the Student Senate at each general meeting.
  
- Section 3 Each committee will have a chairperson appointed by the President. The Chairperson will be responsible for the planning and operation of the committee.
  
- Section 4 There shall be two (2) types of committees established – Standing and special.
  
- Section 5 **Standing Committees:**
  - Standing Committees shall be those established in the by-laws, or by the President with the consent of the Executive Board based on the annual plans, goals, and objectives for the year.
  - Standing Committees are formed in the fall term and end with the appointment of committee chairs in the next fall term.
  - The Standing Committees established by these By-Laws are:
 

Student Life Committee	Chair - President
Civic Committee	Chair - Vice-President
Activities Committee	Chair - Campus Liaison

Section 6 **Special Committees:**

- Special Committees are those that are established as needed throughout the year.

**ARTICLE VI OPERATING PROCEDURES**

Section 1 No business can be done without a quorum present. The definition of a quorum is one-half plus one Senator in good standing, as stated in Robert's Rules of Order.

**ARTICLE VII ELECTIONS PROCEDURES**

- Section 1 The election of all officers will take place in April of the spring term in an official Student Senate meeting. Terms for each officer will run from mid-May to mid-May with the previous officer's term ending at the end of the semester.
- Section 2 If there are two (2) or more candidates for any of the executive offices, the final selection is decided by a Student Senate election.
- Section 3 Candidates vying for an executive office are encouraged to campaign for the position. Candidates may speak for 3 minutes at the meeting preceding the election to state their reason for running and future goals. All campaign expenses will be borne by the candidate.
- Section 4 The election will take place on the noted date and will be for one (1) day only.
- Section 5 The senate advisors will conduct the election. All senators in good standing that are present and desiring to vote on the specified day may participate in the election.
- Section 6 Proxy voting is prohibited (ie. Voting while absent, or sending a vote in).
- Section 7 Vote counts will be done by the Director of Student Life, Senate Advisor, or DCTC staff.

Section 8 In the case of ties, a re-vote will be taken on only those affected by the tie.

Section 9 Results will be announced before two (2) school days have elapsed.

### **ARTICLE VII REMOVAL FROM OFFICE**

Section 1 All members of the Executive Board and Student Senators are subject to removal if their duties are not performed as stated in these By- Laws (Article IV).

Section 2 Other senators, officers, or administration may initiate the recommendation for removal of an officer or senator.

Section 3 Officers and/or senators may be removed from office for the following:

- Failure to attend meetings.
- Failure to respect anyone within the DCTC Campus Community.
- Failure to demonstrate professionalism through misconduct at any local or state related Student Senate activity.
- Not demonstrating acceptable classroom/shop/lab progress in accordance with college standards.

Section 4 Removal of any officer will require a two-thirds vote of the Student Senate.

Section 5 The intent to vote on impeachment must be made one (1) week prior to the vote by the Student Senate.

Section 6 The Director of Student Life or Advisors retain the right to remove any senator or executive board member for any reason stated in Section 3.

## ARTICLE VIII VACANCIES

### Section 1 **Resignation of Officers**

- Resignations should be typed and presented to the advisors giving reasons for resignation and the effective date. The advisors will notify the Student Senate body.
- Should the President resign, notice shall be given to the Director or Student Life and Senate advisor.
- The Vice-President shall assume the office immediately.
- Should the Vice-President, Secretary, Treasurer, or Campus Liaison resign, the President shall appoint the new officer with a 2/3 confirmation vote of the Student Senate.

### Section 2 **Resignation of Senators**

- Resignations should be typed and presented to the Senate President giving reasons and the effective date.

Section 3 All vacancies shall be made public by posting on the Student Senate bulletin board.

## ARTICLE IX MEETINGS

Section 1 There shall be a minimum of two (2) general meetings per month and possibly two (2) committee meetings per month that school is in session, not including summer semester. Times and days will be set on a semester basis by the executive board and committee chairs.

Section 2 There shall be a minimum of one (1) executive board meeting per month that school is in session, not including summer semester. Times and days will be set on a semester basis by the executive board.

Section 3 Meetings should last about one hour, occasionally longer if needed. Attendance at Student Senate meetings can be considered an excused absence from class if worked out with individual faculty members.

Section 4 Approved expenses will be reimbursed using the policies and procedures of Dakota County Technical College and the State of Minnesota (travel, meals etc.).

Section 5 Special meetings of the Student Senate may be called by the President or by request of one-fourth of the Student Senate members with the approval of the Student Senate advisors.

### **ARTICLE X PARLIAMENTARY AUTHORITY**

Section 1 Robert's Rules of Order, revised, shall govern the Student Senate in all cases to which they are applicable and are not inconsistent with the Constitution and these By-Laws.

Section 2 All motions and amendments shall be in writing and shall be submitted to the Secretary for filing.

### **ARTICLE XI AMENDMENTS OF BY-LAWS**

Section 1 Any person in the student body may submit proposed amendments to these By-Laws for consideration by the Student Senate.

Section 2 To amend these By-Laws, the proposed amendment shall be brought forth during a Student Senate meeting. The proposed amendment will be read aloud, but not open for discussion. The proposed amendment shall then have a second reading with discussion for consideration at the next general meeting.

Section 3 These By-Laws can be amended by a two-thirds vote of the Student Senate and if passed shall become effective immediately.