

**South Central Technical College**  
**Faribault Campus**  
1225 SW Third Street  
Faribault, MN 55021  
(507)334-3965 or (800)422-0391

**Student Senate Constitution and Bylaws**  
Last Revised: September 20, 2004

**Preamble**

We, the students of the South Central Technical College, Faribault Campus, do hereby declare this the Constitution and Bylaws of our governing body, hereafter the Student Senate.

**Mission Statement**

We, the Student Senate of the South Central Technical College, Faribault Campus, will at all times be ruled by the following pages. In our everyday business, we will strive to better our fellow students' college life.

**Article I — Purpose**

1. To administer student life fees.
2. To encourage participation in school and community activities, which contribute to the educational, cultural, or physical well being of the student body.
3. To encourage scholastic interest and achievement.
4. To promote in all ways possible, the best interest of the students of the South Central Technical College, Faribault Campus.
5. To consult with the administration of the college on issues of importance to the student body.
6. To provide a forum in which student concerns can be addressed.
7. To maintain and improve student relations with faculty, staff, and administration.
8. To promote the ideas of leadership and citizenship throughout the student body.
9. To advocate for education at the local, state, and national level.
10. To represent the South Central Technical College, Faribault Campus in the Minnesota State College Student Association (MSCSA).

I  
**Article II - Organization**

**Section 1 Membership**

There will be a representative and an alternate from all first and second year programs (i.e., first year Accounting & second year Accounting) at the South Central Technical College, Faribault Campus. Representatives will be expected to attend all meetings and will be entitled to one vote. Alternates will be encouraged to attend all meetings, but will not be entitled to a vote unless the Representative is absent. Alternates may, however, make and second motions as well as partake in discussions.

It will be the responsibility of the program instructor(s) to select (through either an appointment or election process) one individual from within the program to serve as a representative and one individual to serve as an alternate. All appointments or elections should be completed no later than three calendar weeks from the start of the fall semester. It is also expected that program instructor(s) will make time for the representative or alternate to give reports to his/her class.

Any other student from South Central Technical College, Faribault Campus will have the right to attend meetings and partake in discussions. However, they will not be entitled to make and second motions or have voting rights.

**Section 2 Election of President and Vice President**

The Student Senate President and Vice President will be elected during spring semester each year. Any member of the student body who meets eligibility requirements may run for these positions. To be eligible, all candidates for these positions must be enrolled in a minimum of 6 credits and maintain a minimum of a 2.0 GPA (see Section 5). Each candidate will be required to get 25 signatures of current students and one signature of an instructor (preferably his/her advisor), prior to being on the ballot. They will serve as President-elect and Vice President-elect until the first day of fall semester when their terms of President and Vice President will begin. Their term will end at the completion of spring semester. It is the responsibility of the current President and Vice President to hold a transition meeting with the President-elect and Vice President-elect to answer questions and help in the transition of the new officers. Voting on these candidates will take place at a time and place to be announced, and all SCTC students will be given the opportunity to vote. If there are no candidates for President or Vice President, the election of these officers will take place at the first organizational meeting of the Student Senate during fall semester and will be open to any student senator or alternate attending the meeting. All candidates will be elected by a simple majority.

**Section 3 Election of Secretary, Treasurer, and Director of Communications**

1) Election of the Secretary, Treasurer, and Director of Communications will take place at the

first organizational meeting of the Student Senate during the fall semester. To be eligible, all candidates for these positions must be enrolled in a minimum of 6 credits and maintain a minimum of a 2.0 GPA (see Section 5). They will be elected from the representatives and alternates of the Student Senate and voted upon by the student senators present. All candidates will be elected by a simple majority of the students present.

2) After said student senators have been elected to hold the positions of Secretary, Treasurer, or Director of Communications, they will give up their representative or alternate seat but not their voting rights. The representative or alternate seat may be filled by another member of the same program. This new student senator will be granted the same rights as all other members of the Student Senate. As a balance to keep one program from dominating decisions or votes on matters of the Student Senate, this process of replacement may only occur once for each program represented in the Student Senate.

#### **Section 4 Officers and Their Duties**

##### *President*

- 1) Serve on the Executive Board
- 2) Attend all monthly meetings of the Executive Board and Student Senate
- 3) Preside at all Executive Board and Student Senate meetings
- 4) Create and distribute the agenda for Executive Board and Student Senate meetings to Student Senators and Officers at least three days prior to meeting
- 5) Run each meeting using Parliamentary Procedure
- 6) Conduct all meetings in an impartial manner and give all a fair chance to be heard
- 7) Attend the fall and spring General Assemblies (MSCSA)  
\*If the President is unable to attend he/she will appoint a delegate, with the consent of the Executive Board, to go in his/her place.
- 8) Be active in most of Student Senate functions throughout the year
- 9) Establish committees and appoint chairpersons for such committees
- 10) Be responsible for enforcing the Constitution and Bylaws of the Student Senate
- 11) Be available as necessary, to promote the general welfare of the South Central Technical College, Faribault Campus
- 12) Be accessible to the student body via e-mail

- 13) Assume other duties as are generally associated with the office
- 14) Log a minimum of 40 hours of Student Senate related work per semester

*Vice President*

- 1) Serve on the Executive Board
- 2) Attend all monthly meetings of the Executive Board and Student Senate
- 3) Attend the fall and spring General Assemblies (MSCSA)  
\*If the Vice President is unable to attend he/she will appoint a delegate, with the consent of the Executive Board, to go in his/her place.
- 4) Be active in most Student Senate functions throughout the year
- 5) Serve as directed by the President, Constitution and Bylaws
- 6) Take minutes during the first Student Senate meeting until Secretary is elected
- 7) Order and pick up lunches for Student Senate meetings  
\*This task may also be delegated to another Student Senator as deemed appropriate and necessary.
- 8) Be available as necessary, to promote the general welfare of the South Central Technical College, Faribault Campus
- 9) Assume the office of the President (temporarily or permanently, as circumstances dictate) in the event the President is absent, resigns, is removed from office or is unable to complete his/her term
- 10) Assume other duties as requested and as are generally associated with the office
- 11) Log a minimum of 30 hours of Student Senate related work per semester

*Secretary*

- 1) Serve on the Executive Board
- 2) Attend all monthly meetings of the Executive Board and Student Senate
- 3) Attend the fall and spring General Assemblies (MSCSA)  
\*If the Secretary is unable to attend he/she will appoint a delegate, with the consent of the Executive Board, to go in his/her place.
- 4) Be active in most Student Senate functions throughout the year

- 5) Serve as directed by the President, Constitution and Bylaws
- 6) Record and distribute copies of minutes from all Executive Board and Student Senate meetings (via e-mail attachment) to advisor and Student Senate Officers within three working days
- 7) Post agendas and minutes of Executive Board and Student Senate meetings on the Student Senate Bulletin Board
- 8) Keep record of minutes from previous Student Senate meetings and make them available upon request
- 9) Collect, file, and keep record of special committee meeting minutes to be made available upon request
- 10) Be available as necessary, to promote the general welfare of the South Central Technical College, Faribault Campus
- 11) Assume other duties as requested and as are generally associated with the office
- 12) Log a minimum of 25 hours of Student Senate related work per semester

*Treasurer*

- 1) Serve on the Executive Board
- 2) Attend all monthly meetings of the Executive Board and Student Senate
- 3) Attend the fall and spring General Assemblies (MSCSA)  
\*If the Treasurer is unable to attend he/she will appoint a delegate, with the consent of the Executive Board, to go in his/her place.
- 4) Be active in most Student Senate functions throughout the year
- 5) Serve as directed by the President, Constitution and Bylaws
- 6) Present financial reports at each meeting
- 7) Maintain detailed financial records of the Student Senate
- 8) Receive training on how to use a purchase order
- 9) Be available as necessary, to promote the general welfare of the South Central Technical College, Faribault Campus
- 10) Assume other duties as requested and as are generally associated with the office

11) Log a minimum of 22 hours of Student Senate related work per semester

*Director of Communications*

- 1) Serve on the Executive Board
- 2) Attend all monthly meetings of the Executive Board and Student Senate
- 3) Attend the fall and spring General Assemblies (MSCSA)  
\*If the Director of Communications is unable to attend he/she will appoint a delegate, with the consent of the Executive Board, to go in his/her place.
- 4) Be active in most Student Senate functions throughout the year
- 5) Serve as directed by the President, Constitution and Bylaws
- 6) Register all members attending MSCSA functions
- 7) Take care of all official correspondence pertaining to the Student Senate
- 8) Publicize all Student Senate meetings by way of signs in hallway, message on hallway monitors, and email reminder to all student senators
- 9) Be in charge of publicizing/advertising all Student Senate activities
- 10) Maintain the Student Senate bulletin board located just inside the student lounge  
\*This duty may be delegated to another Student Senator as deemed appropriate and necessary.
- 11) Be available as necessary, to promote the general welfare of the South Central Technical College, Faribault Campus
- 12) Assume other duties as requested and as are generally associated with the office
- 13) Log a minimum of 22 hours of Student Senate related work per semester

**Section 5— Officer Requirements**

Members of the Executive Board will be required to maintain the following:

- 1) 6 credit class load
- 2) 2.0 GPA on a 4.0 scale

If the above requirements are not maintained, the student will be removed from office.

## **Section 6- Student Senate Officer Compensation**

Because it takes significant time and effort to fulfill the duties of a Student Senate Officer, the above officer positions will be compensated as follows if all of the stipulations found in their above job descriptions are met.

\*President will be paid \$320 per semester

\*Vice. President will be paid \$240 per semester

\*Secretary will be paid \$200 per semester

\*Treasurer will be paid \$175 per semester

\*Director of Communications will be paid \$175 per semester

1) Officers will be paid in mid-December for the fall semester and in mid-May for the Spring Semester. No payment (or partial payment) will be made to Officers who don't fulfill all of the responsibilities above.

2) All Student Senate Officers must fill out a bi-weekly work log and submit to the Student Senate Advisor. Bi-weekly work logs must be approved and signed by the advisor in order for the hours to be counted towards the total needed above.

3. Each hour of service to the Student Senate shall count as one hour towards the total needed above, EXCEPT for the following:

\*General Assemblies =2 hours credit per day attended

\*Regional Meetings =2 hours credit per day attended

\*MSCSA Governing Council Meetings 2 hours credit per day attended

\*Rally at Capitol/Lobbying at Capitol =2 hours credit per day attended

\*Washington, **DC Trip =2 hours** credit per day attended

## **Section 7 Student Senate Advisor**

The South Central Technical College, Faribault Campus, will appoint an advisor to advise the Senate on matters with which they are not familiar. It will be the advisor's job to direct where needed and to sit in on all Executive Board and Student Senate meetings, to act as a liaison between the Student Senate and faculty where needed, and to accompany the members attending MSCSA functions.

## **Article III Executive Board**

### **Section 1 Membership**

The Executive board will consist of the five elected officers of the Student Senate: President, Vice President, Secretary, Treasurer, and Director of Communications.

### **Section 2 Vacancies**

Vacancies of the Student Senate Executive Board will be appointed by the remaining members of the Executive Board and approved by the Student Senate. In the event that the President's position is vacated, the Vice President will take over the President's position and follow the previous procedures of replacing his/her position. However, if the Vice President is unable to assume the president's position, the Executive Board may appoint a replacement, which also must be approved by the Student Senate.

## **Article IV - Student Senate Powers**

### **Section 1 - Authorization**

The power of the Executive Board and Student Senate is granted by the school administration; therefore, the Executive Leadership Team (ELT) of the college has the power to veto any Student Senate action(s) deemed not in the best interest of the South Central Technical College, Faribault Campus and its student body.

### **Section 2 Authority of the Senate**

The Student Senate Executive Board made up of the five officers is the ruling body of the Student Senate. The Senate Executive Board will have the power to authorize full payments of \$100.00 or less to a single vendor, while payments to a single vendor of over \$100.00 must receive approval by simple majority of voting members at a student senate meeting.

### **Section 3 Voting**

A quorum will consist of the voting members present including the officers. Business deemed necessary by the president will be conducted and voted upon by the voting members present, including the officers. A simple majority is necessary to approve a motion made and seconded.

## **Article V - Meetings**

### **Section 1 Dates of Meetings**

Student Senate meetings are usually held on the third Monday of every month, from noon to 1

p.m. If there is a need for a meeting other than those regularly scheduled, it will be called and announced by the Student Senate President. Those present will take action as deemed necessary.

## **Article VI - Conduct of Student Senate Members Section 1**

### **School Policies**

Student Senators and members of the Executive Board will conform to all school regulations in order to set an example for the student body.

#### **Section 2 Removal**

An officer or elected representative may be removed from office due to:

- 1) Failure to attend meetings. Three unexcused absences may be grounds for removal. Absences may be excused by any member of the Executive Board or the Student Senate Advisor.
- 2) Failure to represent South Central Technical College, Faribault Campus in a manner becoming of a Student Senate member.
- 3) Failure to conform to the Code of Conduct found on the South Central Technical College website.
- 4) Failure to maintain satisfactory progress in course work.

A unanimous vote of the remaining Executive Board will be necessary for the removal.

#### **Section 3 Harassment Policy Statement**

It is the policy of South Central Technical College, Faribault Campus, to maintain a learning and working environment that is free from discrimination and/or intimidation. The South Central Technical College, Faribault Campus prohibits harassment on the basis of one's protected status, including sexual harassment. For further explanation of the harassment policy, see the SCTC website.

## **Article VII- Amendments to Constitution and Bylaws**

### **Section 1 Amendments**

1) A standing Constitution and Bylaws Committee will be responsible for advising the Student Senate on issues pertaining to their Constitution and Bylaws, as well as for researching and drafting changes to the document as deemed necessary. These changes must then be approved by a 2/3 vote of the Student Senate members, including officers, present at the meeting.

2) At any time a member of the Student Senate may propose an amendment or revision to the Constitution and Bylaws. The proposed amendment or revision may be researched and considered if approved by a majority vote of the Student Senate. If approved by a majority of Student Senate members, the proposal will be handed over to the standing Constitution and Bylaws Committee for drafting. The committee will bring the proposal draft to the next scheduled meeting for approval. The proposal will become a part of the Constitution and Bylaws document by a 2/3 vote of the Student Senate members, including officers, present at the meeting.

3) The Constitution and Bylaws Committee may propose or seek to make changes to the original document and may draft changes therein without prior approval of the Student Senate; however, in order for these changes to take effect and/or become part of the standing document they must be voted upon and approved by the Student Senate as stipulated previously.

## **Article VIII- Posting of Constitution and Bylaws**

### **Section 1 - Constitution and Bylaws Publication**

In order to keep the student body informed of the role and responsibilities of the Student Senate, a copy of the current Constitution and Bylaws must be made available at all times in the Student Senate office, Student Senate Advisor's office, and on the Student Senate bulletin board. Also, a copy will be made available to any student requesting one.