

Northland Community and Technical
College
Thief River Falls,
Minnesota

Student Senate Constitution

Preamble

We, as representatives of the student body of Northland Community and Technical College, in order to present the needs and view of the students of this college to further scholastic goals as well as the social interests to promote the growth and development of the college, do hereby establish this constitution.

ARTICLE I.

NAMES AND OBJECTIVES

Section 1. The name of the organization shall be the Northland Community and Technical College Student Senate. Hereafter, this organization shall be referred to as the Student Senate.

Section 2. The school colors shall be scarlet and navy.

Section 3. The objectives of the Student Senate shall be:

- A. To represent the student body and affiliated organizations in all matters of mutual concern.
- B. To approve social, recreational and cultural activities for the student body.
- C. To establish a calendar of events to act as a guide for student activities throughout the school year and to establish a budget for Student College Center and Student Senate activities.
- D. To act as an advocate between the administration and student body.
- E. To act as the final authority in disputes between students and student organizations on matters pertaining to the general welfare of the student body.
- F. To insure student representation on all committees in which, by their purpose, will affect students at Northland Community and Technical College. Hereafter, referred to as NCTC.
- G. To help insure Student Life and all Minnesota State policies are followed by NCTC.
- H. To foster connections between NCTC and the local communities of Thief River Falls, Pennington County, and the state of Minnesota.
- I.

ARTICLE II.
DELEGATED POWERS

- Section 1. The Student Senate shall retain the right to regulate its own affairs, as represented by the objectives of this organization, in cooperation with the advisor as assigned by the NCTC college president.
- Section 2. The Student Senate shall revise the budget within general college policies, as prepared by the Student Life Committee or Advisor. The Student Senate, as a whole, through their involvement on the Student Life Committee will recommend budgeted activity expenditures to the President and Senate Advisor of the college.
- Section 3. The Student Senate shall have the right to approve the formation of all college sponsored student organizations.
- Section 4. The student senate shall act as the voice of the student body in matters affecting student or curricular activities.
- A. Coordinate student activities and events and help insure the proper supervision is provided.
 - B. Establish minimum participation numbers for clubs and activities in cooperation with Student Life Committee and Advisor to the Senate.

ARTICLE III.
MEMBERSHIP

- Section 1. Any student who is enrolled and has paid the activity fee is eligible to be an active member of this organization of the student body.
- Section 2. The membership of the Student Senate shall consist of but not exceed one Student Senate President and **up to** nineteen elected representatives of NCTC. Of the nineteen senators four Executives/Officers will be elected by members of the Senate.
- Section 3. Eligible candidates for student senate shall be selected by a valid endorsement outlined in Section 8 of Article III. Endorsements must be recognized by the current Student President, or Senate Advisor given the absence of an elected Student President. Given an excess of nineteen candidates a general election will be held, outlined in Section 9 & 10 of Article III

Section 4. The Student Senate shall elect Executives via closed ballot vote of simple majority of senators present. The need for diversity on the Student Senate is noted.

A. The Student Senate shall elect/select a President-elect and Treasurer-elect from its current membership during the academic year in the month of May.

1. Student Senate members interested must express their interest in this position in May, and the current senate membership will select the President and Treasurer elect at its last meeting in May to hold office as a President during the following school year.
2. After being selected/elected by membership of the Student Senate, the President-elect shall make every effort to attend the LeadMN General Assemblies and to learn more about the process of being involved in a statewide and local organization.
3. If the President or Treasurer-elect is for any reason unable to return to office the following year, a new President or Treasurer will be voted into office during the Executive election period in September

Section 5. Qualifications for Student Senators shall be as follows

- A. Candidates for Student Senate must have a 2.5 cumulative GPA or better
- B.
- C. Candidates must be able to devote the necessary time to assist the Senate to fulfill its responsibilities and follow the constitution
- D. Candidates must agree to serve on committees as assigned by the Senate.

Section 6. The Student Senate shall contact the Presidents (or other duly constituted representatives) of various student organizations for consultation when considering matters of vital concern to these organizations. Student organizations or clubs shall always be amenable to the Student Senate.

Section 7. Removal and Vacancies:

- A. The Student Senate or Senate Advisor may remove any member of this organization for scholastic reason, school disciplinary reasons, or violation of the Student Senate Constitution.
- B. A member or officer will be removed from the senate if they do not maintain a 2.5 cumulative GPA, or ceases to be enrolled.
- C. A member or officer may be removed from the senate by a simple majority of the senate membership for one or more of the following reasons:
 1. Two unexcused absences from official meetings.
 2. Absences, excused or unexcused, of 25% of regular order meetings per semester or 4 meetings, whichever is fewer.
 3. Disciplinary action taken by school officials
 4. Improper, inappropriate, or conduct not becoming of a Student Senate member representing students at NCTC as determined by

a simple majority of Student Senate. Violations of any part of the NCTC Student Handbook.

5. Behavior that is contrary to the best interests and/or good order of the student body
- E. The members of the student body may with just cause remove a representative by presenting a petition with 15% of the current semester enrolled student's signatures.
- F. Any vacancies within the Executive Committee shall be filled within two weeks following the vacancy occurrence by the full senate

Section 8. Nominations for Student Senate elections must be made by a petition containing the signature of the enrolled student wishing to be a candidate along with the signatures of students enrolled at NCTC

Section 9. All general elections will be decided by a closed ballot of the enrolled students, a winner being declared if he or she received the greatest number of votes cast for each position. When multiple positions are indicated, the winners shall be those receiving the greatest number of votes. If there are less than 19 petitioners for membership, a vote by affirmation will be conducted to confirm the membership of the Student Senate. Once 19 valid members are confirmed no further members may be accepted.

Section 10. In the event of a tie between two or more candidates, a run-off election between these candidates will be held.

Section 11. However, newly elected Student Senate members shall assume power on the first day following the election or appointment during the school year.

Section 12. Student Stipends

Shall accord with state of Minnesota, Federal Department of Education, and Minnesota State Board of Trustees policies regarding student compensation.

ARTICLE IV.
OFFICERS

Section 1. The officers of the Student Senate shall consist of one (1) President, one (1) Vice President, one (1) Secretary, and one (1) Treasurer. These four (4) officers shall constitute the Executive Committee, selected/elected by those senators in September, by a majority attending the selection/election meeting. Officers shall serve as the primary attendees of all conferences, conventions, or statewide meetings related to Senate business. Note: See Article III for election of President and Treasurer.

Section 2. Executive Committee members must be enrolled in at least six (6) credits per semester, and can hold a particular office for no more than two years.

Section 3. The duties of the President shall be:

- A. To enforce this constitution
- B. To preside at the meetings
- C. To endorse all measures passed by the Student Senate.
- D. To call special meetings of the Student Senate when needed
- E. To serve as the State Association contact on issues regarding the MSCSA. MN State College Student Association- Hereafter named MSCSA.
- F. To guarantee nominations for chair persons of student committees with a simple majority approval by the Student Senate, and to reserve the power to appoint chairpersons if no nominations are submitted.
- G. To serve as ex-officio member of all student committees.
- H. Provide an agenda at the start of each meeting, which may include:
 1. Call to order
 2. Roll call of attendance as needed
 3. Call for the reading and approval of minutes of previous meeting.
 4. Officer reports/Advisor report
 5. Committee reports.
 6. Old business.
 7. New Business.
 8. Consideration of oral and written communications/announcements
 9. Adjournment
- I. Make sure the Advisor's signature is on all requests. Grant excused absences from official meetings.
- J. Forward all meeting minutes to the appropriate party as needed or requested.

Section 4. The duties of the Vice President shall be:

- A. To assist with the coordinating of activities associated with Advocacy Days and Legislative issues.

- B. To develop political contacts
- C. Create positive relationship with local legislators.
- D. To handle all official correspondence of the Student Senate in conjunction with the Senate Advisor.
- E. To preside over meeting if President is absent
- F. To serve on the Technology Committee.
- G. To act in conjunction with a Student Life Committee to coordinate all college-sponsored student activities and work with the Dean of Students.

Section 5. The duties of the Secretary shall be:

- A. To keep accurate computer records and printed hard copy of all sessions of the Student Senate.
- B. Maintain minutes in electronic format which is the official record of Student Senate meetings. It shall include:
 - 1. A copy of the Student Senate Constitution and By-laws
 - 2. The approved schedule or regular meetings.
 - 3. The exact wording of motions and resolutions
 - 4. Name of marker and second of all motions
 - 5. Attendance of members present and absent
 - 6. The individual vote of all motions
 - 7. Original copies of all reports.
 - 8. A copy of each meeting's minutes will be given to the members and the faculty Student Senate Advisor
- C. Keep thorough record of attendance of all members.

Section 6. The duties of the Treasurer shall be:

- A. To keep up-to-date records of the financial transactions of the Student Senate budgets and coordinate with NCTC Business Office and Senate Advisor to ensure accuracy of balances.
- B. To be prepared to submit an accurate report of the financial status of the Student Senate at all meetings of the Student Senate and maintain a permanent record thereof.
- C. Give a brief budget report at each meeting or upon request of the Senate President.
- D. To be the convener of the Student Life Committee for budget preparations.

Section 7. Role of Senate Advisor

- A. To assist with the coordination of campus and Student Senate activities on campus
- B. To analyze given information and present the Student Senate with direction on key issues that affect students at Northland.
- C. To assist with the development of political contacts

- D. Act as the parliamentarian when needed and approve final schedule of all activities established by the Student Senate.
- E. Assist with elections and qualifications for all Student Senate candidates and members to help coordinate summer activities of the Student Senate and planning and preparation for the upcoming school year.
 - a. Recommend that the Advisor attend either the fall or spring Delegate
 - b. Assembly and is encouraged to attend both, if possible with their schedule.

Section 7. General duties of the Officers

- A. In the event of an expected absence from a meeting, for officers other than the President
 - a. The officer shall appoint a non-officer senator to perform their duties for the meeting by e-mail, and have the senators agreement
 - b. The officer shall supply the senator with materials to perform their duties for the meeting
 - c. Give an explanation for the absence to the advisor by e-mail
- B. Shall attend 60% of senate meetings per semester
 - a. If the officer fails to attend the required number of meetings, the senate shall appoint from the senate a new officer

ARTICLE V.
EXECUTIVE COMMITTEE ELECTION

- Section 1. An executive board will be elected as stated in Article IV.
- Section 2. It will be comprised of four Student Senate members and one (1) Senate Advisor
- Section 3. The Vice-President, Secretary, and Treasurer are all members of the Executive Board along with the Student Senate President and Senate Advisor who, has voice without vote.
- Section 4. Student Senate President will chair the Executive Board

ARTICLE VI.
QUORUM AND VOTING

- Section 1. A quorum shall be a one-third of the Student Senate members.
- Section 2. All members of the Student Senate shall have one vote, except the President who may only vote in the case of a tie.
- Section 3. A simple majority of the Student Senate votes cast is required to pass all non- specified measures within the framework of the Constitution.
- Section 4. Voices votes will be taken on all issues unless one member requests a show of hands vote, a roll call vote, or a secret ballot.
- Section 5. Quorum shall not exist without the Dean of Students, or designee (i.e., Student Senate Advisor, Assistant to the Dean of Students) present upon the Call to Order.

ARTICLE VII.
MEETINGS

- Section 1. The Student Senate shall meet **at least** two times per month unless otherwise decided by the Student Senate and at a specified time designated by this organization during the regular school year.
- Section 2. Emergency meeting of the Student Senate may be called by the President of the Student Senate. Emergency meetings may also be called by the Student Senate Advisor or any member of the Executive Committee, provided that the matter is of grave urgency and an attempt has been made to contact the President or Vice- President.

- Section 3. Meetings of the Student Senate should be conducted following a modified version of Robert's Rule of Order.
- Section 4. An agenda will be available to all Senate members at the beginning of each meeting. Minutes of each meeting will be made available to the NCTC student body via the Student Senate Advisor. Requests for time on the agenda will be made to the President or the Advisor 24 hours before a scheduled meeting.
- Section 5. Executive Committee will meet at least once (1) a month on a regular basis or at the call of the Chair and/or Advisor.

ARTICLE VIII.
STUDENT SENATE POLICY FOR CLUBS

- Section 1. Any group of students wishing to start a club for any purpose must secure approval from the Student Senate before this organization can be recognized as an official club of Northland Community and Technical College.
- Section 2. Any approved club shall exist, in accordance with the other criteria listed, until the expiration of the academic year; upon expiration of the academic year, the club shall re-submit all necessary documentation at the beginning of the next academic year. Renewed clubs will roll their balances over from its last active academic term.
- Section 3. To secure approval for a charter, a group of students must meet the following requirements:
- A. Have a purpose for the Club which will benefit the college in some manner
 - B. Must have a faculty advisor, who attends a training hosted by the Dean of Students.
 - C. Include a proposed written constitution to the Student Senate
 - 1. The constitution must include the club's mission statement
 - D. The organization must have five enrolled members in the group at the time of petitioning.
 - E. A representative of the group must appear before the Student Senate and petition for the charter.
 - F. Club representatives shall have voice without vote, unless the representatives are also members of the Student Senate itself.

- Section 4. The Student Senate shall determine whether a club's intended purpose and actions are in line with the Student Senate's mission and shall impose any restrictions or deny privileges to the club because of majority vote.
- Section 5. The Student Senate shall notify the Dean of Students and Student Senate Advisor of NCTC of its approval for a charter to any club that successfully meets the above requirements. The Student Senate shall then issue the approval.
- Section 6. Each club is required to maintain a good standing with the Student Senate to receive their funding per Article VIII Sec. 10.
- A. Clubs will be considered in good standing with the Student Senate if;
 - a. The club acts in a manner that reflects well the club, the Senate, and NCTC.
 - b. The club provides a semester report to the Student Senate that includes a written summary of the club's activities
 - c. A representative of the club regularly attends Student Senate meetings.
 - i. If unable to attend for an unavoidable reason, the representative must inform the Senate President or Student Senate advisor of the situation prior to the meeting and ask to be excused (thereby making the absence an excused absence.)
 - ii. After two unexcused absences, clubs will be considered out of good standing with the student senate.
 - B. Clubs out of good standing can be brought back into good standing by meeting the above requirements and petitioning the Student Senate.
 - a. A two-thirds roll call vote of the Student Senate is required to approve the petition.
 - b. Upon the approval of the petition, club funding per Article VIII Section 10 will be reinstated.
- Section 7. The Student Senate, by a majority vote, may revoke any of the privileges or place on probation any club for due cause;
- A. If, in the Student Senate's judgment, for a two-semester period, a club has not actively attempted to fulfill its stated purpose as outlined in the club's constitution.
 - B. If, in the opinion of the Student Senate, a club has acted in a manner contrary to the stated purposes of NCTC.
 - C. If, a club fails to submit their constitution annually to the Senate.
 - D. If, the club is found to be acting in violation of NCTC policies and or MinnState policies.

Section 8. Denial or revocation of a charter of probationary status for a club or organization shall not be used as a device for censorship. All standards established must be applied objectively and equally.

Section 9. All clubs and/or activity groups must have approval of the Dean of Students prior to scheduling an activity.

Section 10: Dispersement of Student Life Funds for Clubs

The line item designated "Club Funds" in the annual budget shall be used to support and recognize student organizations.

2. Student Life Funds shall be distributed to clubs in good standing per Article VIII, will have dispersed each fall (\$1000) and each spring (\$1000) semester, pending approval of the Student Senate for each disbursement.

a. Clubs that become active after October 15 of the fall semester or March 10th of the spring semester shall only receive half of that term's stipend (\$500).

b. No more than \$1000.00 of a club's annual funding may be disbursed during any semester.

3. Active Student clubs may also acquire additional funds through the Club of the Semester event. The event will be tracked by the Treasurer and Secretary. The information tracked will be events completed (student life activity sheet must be completed and signed) and attendance of clubs at Senate meetings. The amounts for Club of the Semester are as follows: First place: \$500, runner-up, \$300, second runner-up, \$200.

ARTICLE IX. COMMITTEES

Section 1. Steering Committees are school wide committees in which students serve on. Additional committees can be added with approval of the Senate President upon written request from the Administration. Such committees may include, but not limited to:

- A. Safety
- B. Technology
- C. Facilities
- D. Graduation
- E. Diversity and Inclusion

ARTICLE X.
TRAVELING BY STUDENT SENATE MEMBERS

- Section 1. Any Student Senate member that is registered to attend a conference and cannot attend will be responsible for the bill if no one can be found to take their place. The only exception will be if an emergency happens, the Student Senate will vote to see who will pay the bill. A majority of the Student Senate members voting is needed for a decision.
- Section 2. Individual Student Senate members shall be responsible to pay for any damaged or stolen materials that are incurred at any Student Senate function that can be directly attributed to their actions or lack thereof.
- Section 3. Student Senate members are expected to attend all meetings at conferences which pertain to them unless they get permission from the chief delegate.
- Section 4. Student Senate members shall be bound by the NCTC student code of conduct on travel for student activities.
- Section 5. Any member of the Senate may be denied travel privileges if, in the judgment of the Senate Advisor, such travel would be to the detriment of the student's academic performance, or if the student has been subject to discipline by the Senate or by the School Administration.

ARTICLE XI.
AMENDMENT POLICY

- Section 1. The senate, by a two-thirds vote of its membership, shall have the authority to amend these rules.
- Section 2. Any member of the student body may submit a proposed amendment to these by-laws for consideration by the Senate upon presentation of a petition in favor or the amendment which contains student signatures of at least twenty of the qualified full time students of NCTC.
- Section 3. The proposed amendment shall be available to all qualified Student Senate members regularly enrolled, at least 7 days prior to the meeting at which the amendments will be voted on. The Advisor must also receive the amendment at least 7 days prior to the meeting.

ARTICLE XII.
STUDENT LIFE COMMITTEE

- Section 1. The Student Life Committee shall be chaired by the Senate Treasurer, who has a voice but no vote. The Committee will be composed of the Senate President, Vice President, Secretary, and senators that wish to participate, the senate advisor and an NCTC business office representative will be voting members. The Student Life Committee must be comprised of at least 2/3rd student voting members.

1st Reading
January 12,
1998
Semester
Conversion
Adopted
May 15, 1998
Proposed Changes
March 15, 1999
Adopted
May 11, 1999
Amendments
Initiated
December 22,
2003 Proposed
Changes August
31, 2010 Adopted
September 9,
2010 Proposed
Changes
November 7,
2011 Adopted
November 21,
2011 Proposed
Changes October
15, 2013 Adopted
October 22, 2013
Proposed Changes
April 10, 2018
Adopted Changes
April 17, 2018
Proposed Changes
May 2, 2019
Adopted Changes
May 9, 2019