

BYLAWS OF THE NORTHLAND COMMUNITY AND TECHNICAL COLLEGE
EAST GRAND FORKS STUDENT SENATE

As indicated by Article III, Section B of the Senate Constitution, these bylaws contain all other conditions, terms, and other governing policies subscribed to by the Senate and its membership.

SECTION I: DISTRIBUTION OF STUDENT LIFE FUNDS

A. Article VIII, Section A.7 of the Senate Constitution allows that student organizations that reach the maximum of \$1000.00 per term, or \$2000.00 per year, may request additional moneys. The Student Life Committee must approve the request based on need and availability of funds. All such requests must be submitted in writing and a majority vote of the Student Senate Representatives is required for a student organization to receive additional funds.

In addition to availability and need, the following guidelines shall be used in deciding to distribute any additional funds to a student organization:

1. The money must go to an event or activity that contributes to campus life (e.g., funding a campus cultural event); or
2. The money must be used for an event or activity that contributes to the academic goals (e.g., attendance of professional conferences) of student members of the requesting student organization.
3. All active student club accounts will roll over their balances every fiscal year. This is to include but not limited to their institutional and revenue accounts.
4. If a club becomes a non-active club the funds will be recouped into the Student Senate general account.

SECTION II: ELECTIONS

- A. The following guidelines are used by the Senate in conducting elections:
1. Posters: Limit 10.
 2. Posters can only be placed on the brick walls or enclosed bulletin boards on campus.
 3. Only three posters may be larger than legal size paper.
 4. All posters must be removed before the election begins.
 5. Candidates are able to make one speech of up to 10 minutes length on the day of the election. This occurs in the candidate forum just prior to elections.
 6. Students are allowed to vote one time only.
- B. Fall elections for Vice President and Secretary should be held no later than mid-September. Spring elections for President and Treasurer should be held no later than the end of April.
- C. The Senate *may* decide to provide those students who vote in an election certain incentives (e.g., free lunch passes, treats, etc.) This practice is not universal.
- D. Polls for voting are open for 2 hours, generally over the lunch hour. However, some variation in the exact length of polling is common.

SECTION III: ACTIVATION OF STUDENT ORGANIZATIONS

- A. Student organizations must seek annual recognition of active status.
- B. The following information should be provided to the Student Life Committee by an organization when it seeks active status:
 - 1. Names of officers.
 - 2. Name and signature of advisor.
 - 3. Names of representatives as well as Alt. Email of President or VP of club.
 - 4. The representatives must sign a statement acknowledging their willingness to abide by the guidelines from Section V of the Senate Constitution.
 - 5. These conditions may be met through the completion of a Student Organization Recognition Request form.
- C. A current copy of the student organization's constitution is kept on file by the Senate. It is the responsibility of student organizations to provide the Senate updated copies of the constitution if changes in it are made. The Senate may request a copy from an organization if it does not possess a copy of the organization's constitution in its files. A copy of an organization's constitution may be required and approved by the Executive Board before Student Life dollars are transferred to that organization.

SECTION IV: SCHEDULING OF CAMPUS EVENTS

- A. Student organizations should inform the Senate and Student Life Director of scheduled campus events. The purpose of this is to avoid double-scheduling events by different student organizations on the same day and location.
- B. Student organizations must complete a Campus Activity Approval Procedure Form per the campus policy.

SECTION V: PAYMENT OF STIPENDS

- A. Per Article VII of the Senate Constitution, students receive a stipend for attending meetings or designated activities as approved by the Senate President. These guidelines pertain to said designated activities:
 - 1. Designated activities may include serving on campus wide committees (e.g., search/hiring committees, academic appeals committee, etc.)
 - 2. The Senate does not include activities such as attending regional or state meetings, conferences, retreats, and so forth since travel expenses and fees are often paid for by the Senate.

- B. Students traveling to state meetings, national conferences, and other state or national events for the Student Senate receive reimbursement of travel expenses.
 - 1. Meals are reimbursed at the state faculty rate.
 - 2. Travel and lodging expenses are reimbursed in full.
 - 3. Conference fees are reimbursed in full.
 - 4. All other expenses, as covered by state faculty contract, may be reimbursed

SECTION VI: STUDENT LIFE DIRECTOR

- A. The position of Student Life Director is appointed by the NCTC-EGF Administration in consultation with the Executive Board. The position, when open, is to be posted to all faculty and support staff of NCTC-EGF. The Administration and Executive Board review and consult upon all applicants.
- B. The faculty member will receive 6 credits release time, per year, in exchange for fulfillment of duties. The faculty member may also receive 1-2 credits overload pay for fulfilling duties during the summer (based on need as determined by the Student Life Committee and Administration).
- C. The NCTC-EGF administration agrees to pay half of costs, which are calculated at \$1000.00 per credit. This results in a total cost of \$6000 per academic year, plus \$1000-\$2000 during the summer. The Student Life Committee agrees to pay the remaining half of the expenses from the Student Life Budget.
- D. The duties of the Student Life Director include overseeing and aiding in the promotion of all Student Life Events for the East Grand Forks Campus, to include specifically:
 - 1. Coordination and planning of the annual Graduation Banquet.
 - 2. Chairing the Graduation Committee, and assisting in planning of graduation.
 - 3. Coordination and/or planning of Student Life campus events (performers, speakers, movie nights, etc.).
 - 4. Attending meetings of the Student Life Committee (i.e., the Student Senate).
 - 5. Maintain relations and communications with other organizations and student associations.
 - 6. Attending, as needed, meetings of committees which address student life issues (Diversity Committee, technology, marketing, etc.).
 - 7. Attending, as needed, meetings of Student Clubs in order to coordinate and/or assist in planning campus events.
 - 8. Shall be responsible for updates regarding the daily planner and activity website.
 - 9. Support efforts in development of Senate projects.
 - 10. Coordination, as needed, with Intramural Sports.
 - 11. Production of a Calendar of Student Life events for East Grand Forks.
 - 12. Overseeing Student Life displays on campus.
 - 13. Assisting, as needed, with the promotion of planned student life events.
 - 14. Management of purchase orders for Student Life events, including communication of expenditures to the Student Life Committee Treasurer (i.e., Student Senate Treasurer).
 - 15. Shall submit a report at every Senate meeting about what they have done or activities taking place in future since the previous meeting.
 - 16. Work interchangeably with the Student Senate Advisor on all projects.
 - 17. Other related duties as assigned.

Appendix to the Bylaws

Robert's Rules of Parliamentary Procedure:

Order of Business

1. Call to order (Roll Call)
2. Reading of minutes from previous meeting
3. Officers' reports
4. Committee reports
5. Unfinished business
6. New business
7. Announcements
8. Adjournment

To make a motion

1. Obtain the floor – speak to the chair
2. Make your motion – “I move that we. . .”
3. Wait for a second – “I second the motion”
4. Chair states your motion – “It is moved and seconded that we. . .”
5. Expand on your motion – mover speaks first and may speak again when all other speakers are finished
6. Motion is debated
7. Put the question – vote

Definitions

Amend : To change a motion by adding, deleting, or substituting words or provisions.

The amendment is voted on entirely separately from the motion.

Appeal : A decision of the chairperson may be appealed. An appeal requires that the decision be referred to the assembly for its determination by a vote.

Close debate : To stop all discussion on a motion and to take a vote on it immediately.

Dispose of Motion : To remove it from the consideration of the assembly.

Division of assembly : A vote taken by counting members, either by raising or by a show of hands. Often taken to verify a voice vote.

Motion : A proposal submitted to an assembly for its consideration and introduced by the words “I move.”

Pending question : A question, or motion, before the assembly, which has not yet been voted upon.

Point of Order : An assertion amounting to a demand addressed to the chairperson that a mistake should be corrected or a rule enforced.

Postpone definitely : To defer consideration of a motion or report until a specific time.

Postpone indefinitely : To kill a motion or report by deferring consideration of it indefinitely.

Postpone temporarily : To defer consideration of a report or motion until the assembly chooses to take it up again. The old form of the motion was “lay on the table.”

Quorum : Number or proportion of members, which must be present at a meeting to enable the assembly to act legally on business. Typically two-thirds.

Reconsider : Motion to cancel the effect of a vote so that the question may be reviewed and re-decided.

Second : An indication of approval of the consideration of a proposed motion.

Suppress a motion: To kill it without letting it come to a vote.

Yeas and nays : Roll-call vote during which each member answers “yea” or “nay” when called by name.

All previous Constitutions and Bylaws are void.

Dated: 28 April 2011