

# **MORAINE PARK TECHNICAL COLLEGE**

## **Beaver Dam**

### **STUDENT SENATE BYLAWS 2011-12**

#### Preamble

This student representative organization is established to provide an effective leadership role pertaining to student affairs. It will seek to promote a working relationship with administration, faculty, community, district student government, and other colleges.

#### **ARTICLE I**

##### Name

The name of this organization shall be the Moraine Park Technical College Beaver Dam Student Senate.

#### **ARTICLE II**

##### Objectives

The object and purpose of this organization shall be to:

- A. Promote student leadership.
- B. Provide and promote student activities.
- C. Act as a liaison between the student body, administration, faculty, and district student government.
- D. Promote student rights.

#### **ARTICLE III**

##### Membership

#### **Section 1: Composition**

- A. The membership of the Student Senate shall consist of Executive Committee members, voting representatives and/or one elected representative from each of the officially recognized student clubs.
- B. The WSG Governor and Lieutenant Governor shall not serve as elected officers on the campus senate but shall serve as a student at large (voting representative) at their respective campus.
- C. The Executive Committee shall consist of a president, vice president, secretary and treasurer as elected by the members of Student Senate.
- D. The Beaver Dam Student Senate shall elect three members to the District Student Government (DSG) and appoint one non-voting alternate.
  - a. The duty of the non-voting alternate is to remain current with all DSG meeting issues and replace a voting member should the situation require.

#### **Section 2: Qualifications.**

- A. Student members must be students at Moraine Park Technical College – Beaver Dam Campus; each student senate member must also maintain a 2.5 GPA per semester or maintain a 2.75 cumulative GPA and be enrolled in a minimum of 6 credits per semester or in a Moraine Park Technical College program and taking credits each semester.
- B. Membership of on-line students or those who do not fit the specific criteria above will be determined by voting representatives on a case-by-case basis.

**Section 3: Duties of Members.**

**The Member shall:**

- A. Attend all meetings of the Student Senate.
- B. Carry out the duties assigned to them by the president or the Executive Committee.
- C. Be active in developing school citizenship, student leadership, and high scholastic standards
- D. Promote senate and club sponsored activities and events.

**Section 4: Members Term of Office.**

- A. A senate member shall serve a term of one year or until their successors assume membership.

**Section 5: Removal.**

- A. A member may be removed from membership in student senate by a two-thirds vote with prior written notification. The member will be notified of the decision after the vote.
- B. A member will be removed for violating the student conduct guidelines as published in the Moraine Park Technical College Student Handbook.
- C. A member will be removed for having more than two absences per semester at regularly scheduled meetings.

**Section 6: Vacancy.**

- A. A vacancy in a student club representative shall be filled by the student club.
- B. The Student Senate shall fill a vacancy in the Executive Committee.

**Section 7: Nominations and Elections**

- A. All students will be invited to an orientation meeting of student senate. This will be the first meeting of the year. Nominations for student senate members, officers and District Student Government representatives will take place at the first official meeting of the year and will then be closed. Elections will take place at the second official meeting of Fall semester. Any Student Senate member from the previous year will automatically reside on student senate provided they have remained in good standing.

**Section 8: Members and Leadership Opportunities**

- A. Members in good standing and who receive senate approval may attend leadership conferences and workshops. Members may cancel their attendance by notifying the Student Involvement Specialist in writing prior to any specified deadline(s) as stated in meetings and minutes. Members who cancel after the deadline or fail to appear at the conference/workshop will reimburse senate for any incurred expenses, including but not limited to registration fees, related to the conference/workshop.
- B. Members will not be reimbursed for their mileage to conferences, workshops, events, meetings, etc. unless preapproved by the Student Involvement Specialist. Students shall abide by the Travel Code of Conduct Form.
- C. Members who register themselves or pay for conference-related expenses without prior approval from senate will not be reimbursed money from senate funds.

**ARTICLE IV**  
Officers

**Section 1: Elected Officers**

- A. The elected officers shall be a president, vice-president, secretary, and treasurer.
- B. All elected officers shall attend a Parliamentary Procedures training at the beginning of the year if offered by Moraine Park Technical College.

**Section 2: Appointed Officers**

- A. A parliamentarian may be appointed by the president and approved by the Student Senate.

**Section 3: Election of Officers**

- A. Nominations and election of officers shall take place at the second meeting of the school year. The election shall be by ballot vote unless there is only one candidate, then by voice. Votes shall be tallied in private by the advisor. (If requested by the losing candidate(s), an oral tally should be given.)

**Section 4: Term of Office**

- A. The elected officers shall assume office when elected and serve for a term of one year or until successors are elected.

**Section 5: Officer Vacancy.**

- A. In the case of a vacancy in the office of president, the vice-president shall serve as president for the remainder of the term.
- B. The members of the Student Senate shall fill a vacancy in any office other than president.

**Section 6: Duties of Officers.**

**The President shall:**

- A. Act as chairperson of all meetings of the Student Senate.
- B. Conduct any business not otherwise provided for that may arise between meetings.
- C. Form subcommittees on an as-needed basis subject to approval of the Student Senate.
- D. Prepare meeting agendas with the Student Involvement Specialist.
- E. Participate as a member of the District Student Government.
- F. Be responsible for maintaining the Beaver Dam Student Senate e-mail account as detailed in the “Student E-mail Usage Policy.”
- G. Serve as tie-breaking vote at meetings.

**The Vice President shall:**

- A. Preside in the absence of the president.
- B. Help with formed committees.

**The Secretary shall:**

- A. Record the proceedings of all meetings of the Student Senate and Executive Committee.
- B. Post copies of the minutes, provide an electronic copy for the Student Involvement Specialist within seven days of the meeting, and keep a file of all minutes.
- C. Keep an attendance record of student senate members at regularly scheduled meetings.
- D. Provide a hard copy of meeting minutes to the campus library for student access.

**The Treasurer shall:**

- A. Serve as custodian of the funds of the Student Senate.
- B. Have all requisitions co-signed by the Student Involvement Specialist.
- C. Give a financial report at each meeting of the Student Senate.

**ARTICLE V**  
Meetings

**Section 1: Regular Meetings.**

- A. Meetings shall be held approximately twice a month September through May according to the school calendar and student schedules.

**Section 2: Special Meetings.**

- A. The president or Student Involvement Specialist may call special meetings, with two days’ prior notice being given.

**Section 3: Quorum.**

- A. Half plus one of the membership shall constitute a quorum of the Student Senate.

**ARTICLE VI**  
Executive Committee

**Section 1: Composition.**

- A. The members of the Executive Committee shall consist of the elected officers. The Student Involvement Specialist shall attend executive meetings as a consultant.

**Section 2: Duties and Authority.**

**The Executive Committee shall:**

- A. Have full power and authority over the affairs of the Student Senate except as otherwise provided in these bylaws.
- B. Recommend plans and policies to the Student Senate for approval.
- C. Act upon such matters as may require immediate attention including times when classes are not in session.

### **Section 3: Meetings of the Executive Committee.**

- A. The president may call meetings of the Executive Committee with two days' previous notice having been given.

### **Section 4: Quorum of the Executive Committee**

- A. Two members of the Executive Committee shall constitute a quorum.

### **Section 5: Observers.**

- A. With the exception of executive sessions, Student Senate members may attend meetings of the Executive Committee as observers.

## **ARTICLE VII** Co-curricular clubs

To be eligible for funds, clubs must be officially recognized by the Student Senate, have written bylaws, elected officers, a club action plan, a faculty/staff advisor, one official voting representative as a student senate member, and a specified purpose.

### **Section 1: Requesting Financial Assistance from Student Senate**

- A. An active club on campus must meet the following criteria in order to receive Student Senate funds.
  1. Have been recognized by Student Senate and send a representative to student senate meetings.
  2. Have a written constitution and/or bylaws (copies on file in the Student Involvement Specialist's office).
  3. Obtain a membership of six students including officers.
  4. Have completed a Club Action Plan.
  5. Have a club advisor who has reviewed and understood the Club Advisor Training Powerpoint
    1. Have verified that all club members understand the rules and obligations to remain a club in good standing.
  6. Volunteered at least once a semester at a Senate sponsored activity or at an event that was pre-approved by the Student Involvement Specialist.
  7. Been visibly active at least once per semester on campus.
  8. Participated in at least one community service-based project per school year.
  9. Have met regularly once per month and handed in copies of meeting minutes to Student Involvement Specialist.

### **Section 1: Additional Financial Support**

- A. All recognized clubs may request additional financial support from Student Senate and must meet the above criteria as well as the following criteria in order to do so.
  - a. Requests for additional funds must be made by completing a "Club Funding Request Form" (available from any campus's Student Involvement Specialist) in its entirety. This form must be submitted to the Senate's Advisor (the Beaver Dam campus Student Involvement Specialist) for verification no less than one week prior to the Senate meeting at which the request will be made.
  - b. Each club shall have one elected representative regularly participating in Student Senate meetings (with the exception of two absences per semester).
  - c. Participation should be attending every Student Senate meeting; although if necessary, regular communication via phone, email, or in person directly to the Student Involvement Specialist MAY be considered.
- B. Funding requests may not exceed 1,000.00 per club per academic year, will be available on a first come, first served basis, and approval will be left to the discretion of Senate.
- C. When discussion takes place regarding the "Club Funding Request Form," club members and representatives shall be excused from the meeting room.
- D. A club can be deemed ineligible by the Student Involvement Specialist if above requirements are not met.
  - a. All Student Senate members shall be informed of a club's inactivity within one week of the pronouncement.

## **ARTICLE VIII** Special Committee

### **Section 1: Special Committees.**

- A. Special committees may be created as deemed necessary by the student senate, i.e. Publicity Committee, Student Activities Committee, etc..

**ARTICLE IX**  
Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the Student Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Student Senate may adopt.

**ARTICLE X**  
Amendments

**Section 1: Amendments.**

- A. The bylaws may be amended at any regular meeting of the Student Senate by a two-thirds vote.
- B. A bylaw sub-committee shall be established by no later than the second official student senate meeting of the second semester.
- C. Adopted amendments to the bylaws shall be effective upon, or shall stand as written if not approved, by the President of Moraine Park Technical College within 90 days of the revision date.

*Revised and Approved May 2010*

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