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# **MORAINÉ PARK TECHNICAL COLLEGE**

## **District Student Government Bylaws**

### **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, campus senates, faculty, the community and other colleges.

### **ARTICLE 1**

#### **Name**

The name of this organization shall be the Moraine Park Technical College District Student Government

### **ARTICLE II**

#### **Objectives**

#### **The object and purpose of this organization shall be to:**

- A. Provide opportunities for leadership training to promote student leadership.
- B. Provide student district-wide activities that will be funded by the District Student Government.
- C. Act as a liaison between the student body, campus student senates and the administration and faculty.
- D. Promote student rights.
- E. Support the mission and goals of the Moraine Park Technical College District Student Government and student bodies.
- F. Proactively participate in formulating and approving the use of Student Activity Fees/Student Supplemental Fees.
- G. Prepare annual DSG budget.

### **ARTICLE III**

#### **Membership**

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

- A. The District Student Government shall be limited to 9 voting members and 3 nonvoting alternates.
- B. The membership of the District Student Government shall consist of the president and two elected members and may have one nonvoting alternate.
- C. The Lieutenant Governor and Governor shall from be the 6 elected members.
- D. In the event a voting member is no longer able to serve on DSG, their delegate's seat shall be filled by the nonvoting alternate from their respective campus.

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

- A. Each member must be a member of a Moraine Park Technical College campus senate.
- B. Each 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.

#### **Section 3: Duties of Members**

##### **The Member shall:**

- A. Attend all meetings of the District Student Government unless notification received prior to the meeting by any member of the DSG advisory committee. A maximum of 2 absences per semester.
- B. Carry out the duties assigned to them by the President or the Executive Committee.
- C. Be active in developing College citizenship, student leadership and high scholastic standards.

- D. Receive compensation for mileage and meal expenses after receipts that have been submitted to the campus advisor within one week of the meeting.

**Section 4: Members Term of Office**

- A. Members shall serve a term of one academic.
- B. Terms may not be more than six (6) academic semesters.

**Section 5: Removal**

- A. A member may be removed from membership in the District Student Government by a two-thirds vote with prior notification. The member will be notified of the decision after the vote.
- B. A member can be immediately removed for violating the Student Conduct guidelines as published in the Moraine Park Technical College Student Handbook.
- C. A member can be removed for dereliction of duty

**Section 6: Vacancy**

- A. If there is a vacancy with a campus president it shall be filled by the new campus president.
- B. If there is a vacancy with an elected DSG delegate it shall be filled by a new elected member from the campus the vacancy occurred.
- C. If there is a vacancy with the Governor the Lieutenant Governor will become the Governor.
- D. If there is a vacancy with the Lieutenant Governor due to inability to fulfill obligations it shall be filled by a vote among the current eligible DSG Members from a campus the governor does not represent in the District Student Government.

**ARTICLE IV**

**Officers**

- A. The elected officers shall be a president, vice president, secretary and public relations officer.

**Section 2: Appointed Officers**

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

**Section 3: Election of Officers**

- A. Nominations 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. Votes shall be tallied in private by an adviser (if requested by the losing candidate(s), and oral tally should be given.)
- B. The election shall be by ballot vote or unanimous consent.

**Section 4: 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 District Student Government shall fill a vacancy in any office other than president.
- C. Election of vacant positions will take place at the same or first possible meeting after the previous officer resigns or is removed from their position.
- D. Election of replacement officers will take place at the same or first possible meeting after the previous officer resigns or is removed from their position.

**Section 5: Duties of Officers**

**The President shall:**

- A. Act as chairperson of all meetings of the District Student Government.
- B. Conduct any business that may arise between meetings.
- C. Form subcommittees on an as-needed basis subject to the approval of the District Student Government.
- D. Form agendas with the executive committee.

- E. Only vote in the event of a tie.

**The Vice President shall:**

- A. Preside in the absence of the president.
- B. Help with the formed committees.
- C. Form the agendas with the executive committee

**The Secretary shall:**

- A. Record the proceedings of all meetings of the District Student Government and Executive Board.
- B. Provide an electronic copy of the minutes to the advisory team within 7 days who will then make sure it is posted electronically. Shall keep files of all DSG meetings for a minimum of one year beyond the year recorded.

**The Public Relations Officer shall:**

- A. Work closely with the advisory team and campus senates to keep record of activities.
- B. Design, coordinate and provide information to Student Life Advisors for updating website.

**Section 6: Duties of WSG Governor and Lieutenant Governor**

**The WSG Governor and Lieutenant Governor shall:**

- A. Uphold and fulfill the requirements as set forth by the WSG organization and as assigned to them.
- B. Update the District Student Government on the issues and topics.
- C. Shall not serve, as an elected officer on their campus but will sit as a member on their campus senate.
- D. Governor and Lieutenant Governor must be delegates from different MPTC campuses.

**Section 7: Removal**

- A. The WSG Governor or Lt. Governor may be removed for failure to perform the duties as specified in Sec. 6 or the Moraine Park Technical College District Government bylaws by a two-thirds secret ballot with prior written notification. The member will be advised by written notification of the decision after the vote

**ARTICLE V**

Meetings

**Section 1. Regular Meetings**

- A. There shall be one meeting a month unless otherwise specified.
- B. Date, time and location of the meeting shall be determined at a previous meeting.
- C. The first meeting shall take place within one month after the respective campus senates have formed.

**Section 2: Special Meetings**

- A. The president or advisor may call special meetings, with five days' prior notice being given.

**Section 3: Quorum**

- A. Six members shall constitute a quorum of the District Student Government.

**ARTICLE VI**

Executive Committee

**Section 1: Composition**

- A. The members of the Executive Committee shall consist of the President, Vice-President, Secretary and Public Relations Officer-

**Section 2: Duties and Authority**

**The Executive Committee shall:**

- A. Have full power and authority over the affairs of the District Student Government except as otherwise provided in these bylaws.

- B. Recommend plans and policies to the District Student Government for approval.
- C. Act upon such matters requiring immediate attention including, but not limited to, times when classes are not in session, excluding financial matters.
- D. Promote needed legislation.
- E. Fulfill all other duties as normally befall this committee.
- F. At least one member of the Executive Committee, Governor, Lt. Governor or designee shall attend every District Board Meeting.

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

- A. If necessary meetings for the Executive Committee shall be held immediately following the regular meeting for the District Student Government.

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

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

**Section 5: Observers**

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

**ARTICLE VII**

Co Curricular Organizations

**Section 1: Co Curricular Clubs**

- A. To be eligible for funds, clubs must be officially recognized by the District Student Government. A petition and their criteria must be submitted to the senate and the District Student Government. The criteria for these clubs to be recognized shall consist of:
  1. Must fulfill all requirements of an official operating club and abide by their campus' by-laws,
  2. Have a faculty advisor, who has taken, understands and verifies with signature annually the advisor training. Whose duties include but are not limited to verifying that "all" club members understand the rules and obligations to remain a club.

**Section 2: Requirements of organization for allotment eligibility.**

- A. Any student club approaching DSG for funding must have previously met their respective senate's eligibility requirements to request funds. The student club must have also made their request to their respective senate prior to approaching DSG.
- B. Any officially recognized student club may request additional financial support from the District Student Government and must meet the following criteria in order to do so:
  1. 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 Student Involvement Specialists office for verification no less than one week prior to the District Student Government meeting at which the request will be made.
  2. Each club shall follow all required stipulations for official clubs and their respective campus senate by-laws. This includes attendance requirements for their campus.
- C. Funding request are based on availability of funds per academic year and will be available on a first come, first serve basis. Final approval will be left to the discretion of the District Student Government.

**Section 3: Stipends/Fundraisers**

- A. At the end of each semester the clubs progress and compliance to the information presented to each club by the Student Involvement Specialist (clubs handbook). The allotment will be awarded if all requirements have been met.
- B. All clubs who have had their students qualify as state competitors for National Competition, organized conference or seminars, may request additional financial support from District Student Government. This amount may not exceed \$200.00 per student, with a maximum of 10 students, as funds are available.

- C. The Student Activities Involvement Specialist “must approve all fundraisers”.
- D. When discussion takes place regarding the “Club Funding Request Form” club members and representatives shall be excused from the meeting room.

## **ARTICLE VIII**

### Special Committee

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

- A. Special committees may be created as deemed necessary by the District Student Government.
- B. Committee members are not limited to District Student Government members.

## **ARTICLE IX**

### Parliamentary Authority

The rules contained in the most current edition of Robert’s Rules of Order shall govern the District Student Government 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 District Student Government may adopt.

## **ARTICLE X**

### Amendments

#### **Section 1: Amendments**

- A. The bylaws may be amended at any regular meeting of the District Student Government by a two-thirds vote.
- B. The DSG executive board will establish a bylaws review subcommittee no later than the third official District Student Government meeting whose findings will be presented no later than the sixth DSG meeting.