

Revised 9/1/10

MORAINE PARK TECHNICAL COLLEGE
Fond du Lac

Student Senate Bylaws – 2010-2011

ARTICLE I
Name

The name of this organization shall be the Moraine Park Technical College Student Senate-Fond du Lac.

ARTICLE II
Objective

The object and purpose of this organization shall be to:

- A. Promote student leadership.
- B. Provide student activities.
- C. Act as a liaison between the student body and the administration and faculty.
- D. Promote student rights.
- E. Support the mission and goals of Moraine Park Technical College.
- F. Utilize available resources.

ARTICLE III
Membership

Section 1: Composition

- A. The membership of the student senate shall consist of one elected representative from each of the officially recognized student organizations and up to five members-at-large.
- B. Each official student organization shall elect their one official voting representative for the student senate.
- C. The WSG Governor and Lieutenant Governor shall not serve as elected officers on the campus senate but shall serve as a student at large at their respective campus.

Section 2: Qualifications

- A. Members must be students at Moraine Park Technical College-Fond du Lac registered in credit classes. Each senate member must 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. GPA and credits will be verified by the Office of Registration.

Section 3: Duties of Members

Members shall:

- A. Attend all meetings of the student senate. With the exception of excused absences for and no more than one unexcused absence per term.
- B. Carry out the duties assigned to them by the president or the executive board.
- C. Be active in developing school citizenship, student leadership, high scholastic standards, and informing the student body of issues of the student senate.

Section 4: Term of Office

- A. Members shall serve a term of one year or until their successors assume membership.
- B. Terms may not be more than six (6) consecutive academic semesters.

Section 5: Removal

- A. Members that fail to fulfill their duties in student senate may be removed by a 2/3 vote with written notice having been given at the previous regular meeting.

Section 6: Vacancy

- A. A vacancy in a student club representative shall be filled by the student club.
- B. A vacancy in a member-at-large position shall be filled by the student senate.

**ARTICLE IV
Nominations and Elections**

Section 1: Election of Student Club Members

- A. Members representing student clubs shall be selected by the members of the student clubs according to a procedure determined by the student club.

Section 2: Selection of Members-at-Large

- A. Selection of up to five members-at-large shall take place at the second meeting in September.
- B. These students will be reviewed and approved by the student senate membership.
- C. The selection process shall be conducted according to rules adopted by the student senate.

ARTICLE V Officers

Section 1: Elected Officers

- A. The elected officers shall be a president, vice-president, secretary, and treasurer.

Section 2: Election of Officers

- A. Nominations for elected officers shall take place at the first meeting of the school year.
- B. Election of elected officers shall take place at the second meeting of the school year.
Election shall be by ballot vote.

Section 3: Term of Office

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

Section 4: Officer Vacancy

- B. In the case of a vacancy in the office of president, the vice-president shall serve as president for the remainder of the term.
- C. A vacancy other than the president shall be filled by the members of the student senate.

Section 5: Duties of Officers

The elected officers shall perform the duties provided in this section and such other duties as are prescribed in these bylaws, by the student senate, by the executive board, or in the adopted parliamentary authority.

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. Appoint committees and chairpersons, subject to the approval of the student senate.
- D. Determine the outcome in cases of dead-lock or tie vote.
- E. Be a member of the MPTC district student government.
- F. Form agendas with the executive committee.
- G. Be responsible for monitoring the MPTC Fond du Lac Senate e-mail account, as detailed in the "Senate E-mail Procedure".

The vice-president shall:

- A. Preside in the absence of the president.
- B. Assist the president when needed.
- C. Form agendas with the executive committee.

The secretary shall:

- A. Record the proceedings of all meetings of the student senate.
- B. Be responsible for the posting of minutes, providing copies for the Advisor, and keeping a file of all approved minutes.

- C. Form agendas with the executive committee.

The treasurer shall:

- A. Serve as custodian of the funds of the student senate
- B. Pay all accounts approved by the senate and keep a record of all receipts, expenditures, and authorizations for them.
- C. Have all requisitions co-signed by the Advisor.
- D. Give a financial report at each student senate meeting.
- E. Form agendas with the executive committee.

**ARTICLE VI
Meetings**

Section 1: Regular Meetings

- A. The place, time, and, date of regular meetings shall be determined by the executive committee.
- B. Notice of regular meetings shall be sent to members of the student senate five days in advance of the meeting.

Section 2: Special Meetings

- A. A majority of the executive committee or the advisor may call special meetings. This can be accomplished by proxy vote (i.e. one member asks for a meeting to be called via email, two other members must say “aye” in a reply to the email. This email must be made available to all members at the call of the meeting.)

Section 3: Quorum

- A. A majority of the voting members shall constitute a quorum of the student senate.

**ARTICLE VII
Executive Committee**

Section 1: Composition

- A. The members of the executive committee shall consist of the elected officers and the Advisor.

Section 2: Duties and Authority

1. The executive committee shall:
 - A. Prepare an annual budget.
 - B. Determine the place, time, and dates of the student senate meetings
 - C. Present plans and policies to the student senate for approval.
 - D. Act upon such matters as may require immediate attention including times when school is not in session.
 - E. Approve committees and chairpersonships.
 - F. Promote needed legislation.
 - G. Fulfill all other such duties as normally befall this committee.

Section 3: Meetings of the Executive Committee

The executive committee shall meet at a time decided on by 2/3 vote of the committee.

- A. Special meetings may be called by the president or the Advisor, with two days prior notice being given.

Section 4: Quorum of the Executive Committee

- A. Three members of the executive committee shall constitute a quorum.

Section 5: Observers

- B. With the exception of executive sessions, student senate members may attend meetings of the executive committee as observers.

ARTICLE VIII

Co curricular Clubs

Section 1: Co-curricular Clubs and Funding

To be eligible for funds, clubs must be officially recognized by the student senate and the criteria for these clubs to be recognized shall consist of:

- A. Have a written constitution and/or bylaws (copies on file in the Student Activities Life office.
- B. Have a minimum of (6) members
- C. Have elected officers.
- D. Have a specific purpose in its activities.
- E. Have a faculty advisor.
- F. The Club's annual Action Plan form must be submitted to the Student Life Office.

Section 2: Stipend Requirements

- A. Each club shall have an elected representative in regular attendance at Senate meetings and shall not be allowed more than one (1) unexcused absence per semester or two (2) excused absences for the same period, unless an alternate is present in the representative's stead.
- B. Each club will hold at least one (1) regular meeting per month and must submit minutes from the meetings to the Student Senate Secretary.

Section 3: Additional Financial Support

- A. Any officially recognized student club may request additional financial support from the Senate and must meet 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 Life Specialist) in its entirety. This form must be submitted to the Senate's Advisor (the FDL campus Student Life Specialist) for verification no less than one week prior to the Senate meeting at which the request will be made. Meeting minutes where decision was made to request funds **MUST** be attached.
 - b. Each organization shall have one elected representative (or Alternate) regularly participating in Student Senate meetings. Notification of absences from meetings must be reported to the Student Senate President or the Student Life Specialist via phone, email, or in person prior to the meeting.
 - c. Participation should include attending every Student Senate meeting.
- B. Funding requests may not exceed \$2,000.00 per club per academic year and will be available on a first come, first served basis. Final approval will be left to the discretion of the Senate.
- C. All stipends/receiving of funds must have final approval by the FDL Student Life Specialist.

Section 4: Travel and Code of Conduct

- A. Any Club member that travels to a conference, seminar, or leadership training as part of Student Senate, must fill out a Code of Conduct form prior to attending and turn in to Student Life Specialist.
- B. Club members that sign up or register to attend a conference, seminar, or leadership training and fail to attend or cancel prior to date of event, after registration, hotel, or any other fees have been paid or submitted, must pay for any incurred fees in full. Failure to do so, will result in a hold on the individual's student records.

ARTICLE IX Standing Committees

Section 1: Standing Committees

The following committees shall be appointed by the president and confirmed by the Government at the first regular meeting following the election of officers:

- A. Student Activities Committee
- B. Any other committee Senate deems necessary.

Section 2: Student Activities Committee

1. The Student Activity Committee shall:

- A. Assist the student senate advisor to plan and execute student activities.
- B. Seek the input of other students.
- C. Consist of at least three members.
- D. Attend APCA and NACA (National Association of Campus Activities) Conference

ARTICLE X Special Committees

Section 1: Committees

- A. Special committees may be created as necessary by the student senate.

ARTICLE XI Parliamentary Authority

Section 1: Procedure

- A. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* 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 XII Amendments

Section 1: Amending Bylaws

- A. The bylaws may be amended at any regular meeting of the student senate by a simple majority vote.
- B. The proposed amendment must have been presented in writing at the previous meeting.
- C. Adopted amendments to the bylaws shall be effective upon approval by the President of Moraine Park Technical College in the spring semester of the academic year.