



# By-Laws

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## Article I - Name

The name of this organization shall be the Moraine Park Technical College West Bend Campus Student Senate.

## Article II - Object

The purpose of this organization shall be to:

- A. Provide opportunities for leadership training to 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 statement of Moraine Park Technical College, District Student Government, Wisconsin Student Government and student bodies.
- F. Proactively participate in the formulating and approving the use of Student Activities/Supplemental Fees (in accordance with the Wisconsin State Law).
- G. Utilize available resources.

## Article III - Membership

### Section 1: Composition

- A. The student senate shall consist of no more than fifteen members.
- B. The membership of the student senate shall consist of one elected representative from each of the officially recognized student clubs and up to fifteen members-at-large.
- C. Each official student club shall elect their one official voting representative for the Student Senate.

### Section 2: Qualifications

- A. Members must be students at Moraine Park Technical College – West Bend Campus registered in credit courses.
- B. Each Senate member must maintain a 2.5 GPA per semester or maintain a 2.75 cumulative GPA and be enrolled in minimum of 6 credits per semester or in an MPTC program.

### Section 3: Duties of Members

#### The Members shall:

- A. Routinely attend meetings of the student senate.
- B. Notification of absences from meetings must be reported to the Student Senate President or the Student Involvement Specialist prior to the meeting.
- C. Carry out the duties assigned to them by the president or the executive committee.
- D. Be active in developing school citizenship, student leadership, and high academic standards.

### Section 4: Members Term of Office

Members 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 the West Bend Campus Student Senate by a two-thirds vote with written notice having been given at the previous regular meeting.
- B. A member can be removed for violating the Student Conduct guidelines as published in the Moraine Park Technical College Student Handbook.

### 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.

**Section 7: 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 who register themselves or pay for conference-related expenses without prior approval from senate will not be reimbursed money from senate funds.

**Article IV – Nominations and Elections****Section 1: Election of Student Club Members**

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

**Section 2: Selection of Members-at-Large**

- A. Students interested in joining student senate should attend an information session.
- B. Selection of up to fifteen members-at-large and the elections of officers shall take place at the first regular meeting.
- C. The selection process shall be conducted according to rules adopted by the student senate.

**Article V – Officers****Section 1: Elected Officers**

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

**Section 2: Appointed Positions**

- A. An activities committee chairperson may be appointed by the president and approved by the student senate.
- B. A photographer may be appointed by the president and approved by the student senate.
- C. A parliamentarian may be appointed by the president and approved by the student senate.

**Section 3: Election of Officers**

- A. Nominations for elected officers shall take place at the first regular meeting of the school year.
- B. Election of the nominated officers shall take place at the first regular meeting of the school year.
- C. Nominees will be asked to give their qualifications and a statement as to why they are interested in the position at the meeting prior to the vote.
- D. Election shall be by ballot vote.

**Section 4: Officers Term of Office**

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

**Section 5: Officer Vacancy**

- A. In the case of a vacancy in the office of the 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 the president.

**Section 6: Duties of Elected 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 committee, 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 committee members and chairpersons, subject to the approval of the student senate.
- D. Prepare meeting agendas with the Student Involvement Specialist and the executive committee, and be responsible for submitting the agenda to the Senate at least three days prior to any regular meeting.
- E. Communicate information and updates routinely to the executive committee and general membership via e-mail.
- F. Serve as a member of the District Student Government.
- G. Be responsible for monitoring the MPTC West Bend Student Senate email account, as detailed in the Senate Email – Procedure.

**The Vice President shall:**

- A. Preside in the absence of the president.
- B. Assist the president as required.
- C. Prepare meeting agendas with the Student Involvement Specialist and the executive committee.

**The Secretary shall:**

- A. Record the proceedings of all meetings of the student senate and executive committee.
- B. Post copies of the minutes, provide a copy for the Student Involvement Specialist, keep a file of all minutes and provide copies at the Executive Committee meeting for review and distribution at the next regular Senate meeting.
- C. Prepare meeting agendas with the Student Involvement Specialist and the executive committee.

**The Treasurer shall:**

- A. Serve as custodian of the funds of the student senate.
- B. Give a financial report at each meeting of the student senate.
- C. Prepare meeting agendas with the Student Involvement Specialist and the executive committee.

**Appointed Positions:**

**The Activities Committee Chair shall:**

- A. Act as Chairperson for the Activities Committee
- B. Research and organize student senate sponsored activities
- C. Provide a written update of events at student senate meetings
- D. Assist the Student Involvement Specialist with promotional materials and publicity of events.
- E. Communicate meeting dates and times to the Activities Committee and the Student Senate via e-mail.
- F. Prepare an annual Activities Committee budget with the Student Involvement Specialist for presentation to the Student Senate.

**The Photographer shall:**

Attend campus functions and student activities and photograph the activities.

**The Parliamentarian shall:**

Serve in the parliamentarian capacity.

**Article VI – Meetings of the Student Senate**

**Section 1 - Regular Meetings**

- A. The place, time and date of regular meetings shall be determined by the Student Senate.
- B. Notice of regular meetings shall be sent by the President to members of the Student Senate three days in advance of the meeting date.

**Section 2: Special Meetings**

Special meetings may be called by the president or Student Involvement Specialist with a minimum two days prior notice being given.

**Section 3: Quorum**

Five members shall constitute a quorum of the student senate.

**Article VII – Executive Committee**

**Section 1: Composition**

The members of the executive committee shall consist of the elected officers. The Student Involvement Specialist shall serve as the advisor.

**Section 2: Duties and Authority**

The executive committee shall:

- A. Prepare an annual budget.
- B. Recommend plans and policies to the student senate for approval.
- C. Act upon such matters as may require immediate attention including times when school is not in session.
- D. Promote needed legislation.
- E. Fulfill all other duties as normally befall this committee.

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

- A. The executive committee shall schedule the next executive committee meeting at the end of each regular Student Senate meeting- to be held at least three days prior to the next scheduled Senate meeting.
- B. Special Executive Committee meetings may be called by the president or the Student Senate Involvement Specialist, with a minimum of two days previous notice being given.

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

Three members of the executive committee shall constitute a quorum.

**Section 5: Observers**

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

**Article VIII – Officially Recognized Student Clubs****Section 1: Eligibility Requirements**

To be eligible for funds, you must be an officially recognized club (see parameters below) or an official MPTC Administrative Group. A petition and their criteria must be submitted to the senate. The criteria for these clubs to be recognized shall consist of:

- A. Constitution and By-Laws approved by the club membership, including a statement of school-related purposes for its activities. (By-Laws are to be approved by the club's President )
- B. List of membership (Minimum of six) for current semester/year.
- C. List of elected members for current semester/year.
- D. Name of faculty advisor who has been approved by the school administration.
- E. The organization's action plan.

**Section 2: Stipend Requirements**

- A. Each organization will hold at least one regular meeting per month and submit minutes from the meetings to the Student Involvement Specialist.

**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 West Bend campus Student Life Specialist) for verification no less than one week prior to the Senate meeting at which the request will be made.
  - b. Each organization shall have one elected representative regularly participating in Student Senate meetings. Notification of absences from meetings must be reported to the Student Senate President or the Student Life Specialist prior to the meeting.
    - i. Participation should be attending every Student Senate meeting; although if necessary, regular communication via phone, email, or in person directly to the Student Life Specialist MAY be considered.
- B. Funding requests may not exceed \$1,500.00 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.

**Section 4: Annual Stipend**

Completion of the Club Verification Document is required by the specified deadline in order to receive the annual stipend.

## **Article IX – Standing Committees**

### **Section 1: Committees**

- A. The standing committee shall be the Student Activities Committee. Committee members shall be appointed by the president and approved by the student senate.
- B. Each committee shall be comprised of at least two student senate members.

### **Section 2: Student Activity Committee**

The Student Activity Committee shall:

- A. Consist of at least two members.
- B. Assist the Student Involvement Specialist with activities.
- C. Solicit and initiate ideas for student activities.
- D. The appointed Activities Committee Chair shall serve as Chairperson.

### **Article X - Special Committees**

- A. Special committees may be created as necessary by the student senate or by the Executive Committee.
- B. Committee members are not limited to the West Bend Student Senate, but must be current students on the West Bend campus.

### **Article XI – Parliamentary Authority**

The rules contained in the most recent 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 XII - Amendments**

- A. The bylaws may be amended at any regular meeting of the student senate by a two-thirds 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 West Bend Campus Student Senate and the President of Moraine Park Technical College.