



STUDENT LIFE
How do I become involved in the Student Senate?
Frequently Asked Questions

1. What is the Student Senate and what do they do?

The Student Senate is an enthusiastic group of students who are involved with student issues at the College, State and Federal levels. Members of the student senate serve on various college committees, meet with representatives of all the student clubs and organizations. This student group serves as the official student voice on campus to represent the North Hennepin Community College student body.

2. How do I become involved in the Student Senate?

Complete a student senator application form in the Student Activity Resource Guide. Consider attending a full senate meeting prior to completing the application, or

Each student club or organization is required to send a representative to the full senate meetings. You could volunteer within your student organization to be that representative, or

When there is a vacant position on the Executive Board, you can complete the application form and submit it to the Student Senate Office and to the Student Life Office. Complete details for filling a vacant position are outlined in the Student Senate Constitution and Bylaws. These documents are available from the Student Senate or contact the student Life Office. Both are located in the Campus Center.

3. Once I become a senator or an executive board officer, what do I need to do? How much time is involved?

Senators are required to attend the full senate meetings, assist the executive board members as necessary, serve on college committees, and identify a lead senator to attend the executive board meetings.

Generally the full senate meets every other week, and the executive board members meet on the “off weeks” of the full senate meetings. Senators may be required to attend a meeting once a week or every other week, depending on the position.

Executive board members will meet weekly and are required to have office hours.

The meetings are usually 1.5 hours. The time and day depends on the majority of the members schedules.

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Roles of Responsibilities of the Student Senate

Executive Board by Office

A. President

1. The Chair (President) shall preside at all Student Senate meetings, represent the Student Senate to the college and others, and shall convene the Executive Board at least monthly during an academic term.
2. May only vote to break a tie.
3. Have a working knowledge of Robert's Rules of Order Revised. Have a working knowledge of the MSCSA Constitution and By-Laws and North Hennepin Community College's rules and regulations, and must abide by them.
4. Call special meetings of the Student Senate as deemed necessary, giving a minimum of two (2) days notification.
5. Have authority to make emergency decisions, to be submitted to the Student Senate at the next regularly scheduled Student Senate meeting for approval.
6. Appoint special committees and chairpersons subject to approval by the Student Senate and appointees.
7. Have the ability to veto any measure passed by the Student Senate by submitted a formal letter to the Student Senate within one (1) week of passage, stating the reason for the veto. (Constitution, Article XII, Section B-11)
8. Shall represent the Student Senate at new student orientations and other official functions involving North Hennepin Community College or appoint an alternative representative.
9. Shall attend all MSCSA Governing Council meetings and General Assembly meetings, or appoint such a representative.

A. Vice President

1. The Vice President shall assume the duties the responsibilities during the President's absence.
2. Have working order knowledge of Robert's Rules of Order Revised and of all committees of the Student Senate.
3. Maintain files on all current projects, committees, and policies.
4. Shall be a voting member of the Student Senate, excluding meetings when presiding as President.

B. Secretary

1. The Secretary shall record the minutes of the Student Senate meetings and maintain a permanent record of said minutes on the Student Senate computer along with a hard copy on file in the Student Senate office.
2. Conduct a verbal roll call and maintain attendance at the Student Senate meetings.
3. Distribute copies of the current Student Senate minutes to members and organizations/clubs and post them on appropriate boards within two (2) days following the Student Senate meetings.

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4. Maintain a current directory of the Student Senate members' addresses, telephone numbers, classes, and work schedules, as well as a record of attendance at Student Senate meetings of all active members.
5. Perform all secretarial duties according to Robert's Rules of Order Revised.
6. Shall be a voting member of the Student Senate.

C. Treasurer

1. The Treasurer shall keep all records of the Student Life budget and approved financial transactions.
2. Shall be responsible for requests to the college for all monies dispersed from the Student Life organizations/clubs accounts.
3. Shall maintain the status of the Student Life organizations/clubs accounts and shall report monthly an oral report as well as a written report.
4. The Student Senate President and the Student Senate Advisor must approve all Student Senate requests for monies.
5. Shall balance books with the Student Senate Advisor and the Student Senate President monthly.
6. Shall be a voting member of the Student Senate.

D. Communications Coordinator

1. The Communications Coordinator shall be responsible for posting the agenda on the Student Senate bulletin boards two (2) days prior to a Student Senate meeting.
2. Be responsible for submitting the agenda to the Student Bulletin.
3. Be responsible for distributing the agenda to Student Life organizations/clubs two (2) days prior to Student Senate meetings.
4. Act as Secretary in the absence of the Secretary during all Student Senate meetings.
5. Shall be responsible for open communications between all MSCSA colleges.
6. Shall be a voting member of the Student Senate.

E. Legislative Coordinator

1. The Legislative Coordinator shall be responsible for all legislative affairs of the Student Senate that shall be conducted in the best interest of the North Hennepin Community College student body.
2. Facilitate a monthly legislative report to the Student Senate, as well as semester wrap-up.

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3. Work with the MSCSA legislative team in the best interest of the North Hennepin Community College student body.
4. Obtain subscriptions to and maintain a file of all relevant legislative mailings (i.e. Senate Briefly and House Weekly).
5. Shall be a voting member of the Student Senate.

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