



CONSTITUTION AND BY- LAWS

North Hennepin Community College CONSTITUTION OF THE STUDENT SENATE

Presented April 17, 2014 | Ratified: May 2, 2014
Presented November 27, 2012 | Ratified April 8, 2013
Original Constitution Ratified September 16, 1998 |
Amended April 13, 2001 | Amended October 16, 2012

Article I – Name

- A. The name of this organization shall be the North Hennepin Community College Student Senate and hereafter referred to as the Student Senate.
- B. The Student Senate is the campus student government at North Hennepin Community College (NHCC) and is affiliated with the Minnesota State College Student Association (MSCSA).

Article II – Purpose

The student senate is the official voice of the students and speaks with the authority of the student body. This power is derived from college policy, MNSCU policy and the laws of the State of Minnesota. The purpose of the Student Senate shall be to represent the student body at NHCC, which has an all-comers policy. Consequently, all registered student organizations must allow any interested student to participate, become a member, or seek leadership positions in the organization, regardless of their status or beliefs. The Student Senate shall be committed to reflect the diversity of the student body in its membership and policies. The Student Senate shall keep itself informed of and act on issues of concern to the student body, including but not limited to:

- Legislation Affecting Students
- Student Grievance and Complaint Procedures
- Student Concerns and Affairs
- Personnel
- Curriculum
- Facilities
- Represent Student Life Organizations/Clubs
- General College Matters
- College Committees
- Recognition of Clubs and Organizations
- Regulation of Clubs and Organizations
- Requests for Student Senate Funds

Article III – Membership, Attendance and Eligibility

- A. The Student Senate shall include six Student Executive Board members: President, Vice President, Secretary, Treasurer, Public Relations Coordinator, and Legislative Coordinator. These members shall be elected in annual elections under guidelines stated in Article VIII of the by-laws attached to this constitution.
- B. Senators at large may be elected or appointed at the discretion of the senate provided they meet the eligibility requirements outlined here and fulfil the duties outlined in Article IV of the bylaws.
- C. Each recognized organization/club must appoint a representative to the Student Senate in accordance with Article VI of the by-laws attached to this constitution.
 1. A club or organization is defined as any group that is promoted at NHCC or through online means by NHCC to students for the purpose of fellowship, support, recreation that occurs outside of an academic course, program or initiative and meets regularly or promotes scheduled meetings of its members. A club or organization may not necessarily have the designation of club or organization in its official title but will still be defined as such. Meeting regularly is defined as more than twice in an academic year.
 2. Newly recognized clubs shall undergo a trial period of 1 full semester before obtaining a budget, shall maintain 5 members, and must be in compliance with this constitution. Once fully activated as a standing club, each club must maintain a membership of at

least 7 active members in order to keep a budget and recognition within Student Senate. Clubs in a trial period as well as fully recognized members and representatives must have in attendance a representative at all full senate meetings for the entire duration of each meeting.

D. Membership from the general student body population meeting the following criteria shall not be limited:

1. Prospective members and members shall be enrolled at NHCC.
2. Prospective members, members, and Organization/Club Representative members must maintain a 2.0 semester GPA, must not be on academic probation, and must not have incomplete work.

E. Absences and Loss of Membership:

1. All members must be in compliance with this constitution.
2. All clubs, executive board members, and senators are allowed a total of 6 absences in an academic year.
3. An absence is defined as failure to attend meetings, arriving after roll is called, or leaving before the president has adjourned the meeting.
4. Upon accruing a 6th absence a club, organization, or representative will lose their status, recognition, and any existing budget. Club and Organization budgets will be returned to the Student Senate's New Initiative Fund account.
5. A disbanded club, organization, or representative that loses status can re-apply the fall of the next academic year under the new club guidelines. Senators cannot be affiliated or obtain membership in a club or organization. Such action shall result in a loss of Student Senate recognition and membership.

Article IV – Operations

A. Quorum

1. Meeting times must be arranged to provide for a quorum.
2. A quorum consisting of at least three (3) members is required for Executive Board meetings.
3. A majority of the total of Student Senate shall constitute a quorum for Student Senate meetings.

B. Meetings

1. The regular meeting schedule of the Student Senate shall be determined by the Executive Board and will be distributed in writing to all members. General meetings shall be open to all students, faculty, administration, and staff. Meeting times shall be published in NHCC E-News.
2. The Executive Board may call emergency meetings for special circumstances.
3. Any person who has a matter they wish the Student Senate to address may gain permission to present their issue before the Student Senate with approval from the Executive Board. The matter in question must be presented in writing at least two (2) working days before the next Executive Board meeting.

4. The conduct of business of the Student Senate shall comply with Robert's Rules of Order.
5. The organizations/clubs shall comply with sound practices of financial management. All funds shall be maintained in accounts overseen by the college business office.
6. The treasurer shall be responsible for the disbursement of disbanded clubs or organizations funds. Should any clubs or organizations disband or lose recognition from Student Senate the treasurer shall disburse those club/organization funds into the Student Senate New Initiative Fund account.
7. Any Student Senate member unable to be in attendance and who is excused from attending a Student Senate meeting may proxy their vote after submitting a written notification prior to the meeting in which a proxy is given.
8. Student Senate members may proxy their vote once per semester. The Senate Secretary shall keep a record of all proxies.
9. No Student Senate member may hold more than one (1) proxy during a meeting.
10. The Student Senate may override a presidential veto with a two-thirds (2/3) vote of the entire Student Senate.

Article V – Ratification and Amendments

- A. The Student Senate of NHCC shall submit this constitution to the student body for ratification. This constitution shall become effective upon a majority vote of the initial membership and chartering of the Student Senate.
- B. Any NHCC student may submit an amendment in writing for consideration by the Executive Board.
- C. The Student Senate shall periodically review this constitution and by three-fourths (3/4) vote of the Student Senate make amendments.
- D. Any NHCC proposed amendment must be posted in the Campus Center at least two (2) weeks prior to the Student Senate meeting in which the amendment will be voted upon.
- E. Any NHCC student who wishes to have a proposed amendment voted upon by the student body may submit written requests to the Student Senate Advisor. Upon receipt of twenty-five (25) student signatures, the Student Senate shall comply with the requests.
- F. Newly enacted amendments will take precedence over former legislation, if conflict between such an amendment and former legislation should arise.

**NORTH HENNEPIN COMMUNITY COLLEGE
BY-LAWS OF THE STUDENT SENATE**

Presented on October 16, 2012

Ratified: April 8, 2013

Original Constitution ratified September 16, 1998 and amended April 13, 2001

Article I- Membership and Eligibility

All members of the senate are required to maintain the eligibility standards outlined in the constitution and bylaws of the NHCC Student Senate

Article II- Executive Board Operations

- A. The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Public Relations Coordinator, and Legislative Coordinator.
- B. The Executive Board shall appoint Student Senate Senators from the student body to help carry out the work of the Student Senate each academic year subject to approval of the Student Senate.
- C. The Executive Board shall require its members to carry out their responsibilities in accordance with their job descriptions.
- D. The Executive Board shall compose the agenda for the Student Senate meetings and is authorized to complete any pressing business between Student Senate meetings. All decisions by the Executive Board are subject to subsequent review by the Student Senate.
- E. The Executive Board members shall serve on at least one of NHCC's committees and report back to the Student Senate on the issues discussed during the committee meetings.
- F. The Executive Board members shall present separate officer reports at all regularly scheduled meetings.
- G. The Executive Board shall send 2 to 4 representatives to all MSCSA conferences comprised of Executive Board members with the option to send the full board or to include representation from the Student Senate and Students at Large with the intention of gaining leadership training and experience. This in no way limits the number to 4, but allows for additional involvement at the discretion of the Executive Board.
- H. The Executive Board shall decide as a whole which Executive Board member(s) shall attend each of the monthly MSCSA Governing Council meetings.
- I. The Executive Board shall maintain at least two (2) hours per week in the Student Senate office.

Article III – Executive Board Positions

- A. The President:
 - 1. Shall preside at all Student Senate meetings and represent the Student Senate to the college and others. The President shall convene the Executive Board at least monthly during an academic term.
 - 2. May only vote to break a tie.

3. Shall have a working knowledge of Robert's Rules of Order. Have a working knowledge of and abide by the MSCSA constitution and by-laws and North Hennepin Community College's rules and regulations.
 4. Shall call special meetings of the Student Senate as deemed necessary, giving a minimum of two (2) days notification.
 5. Has authority to make emergency decisions, to be submitted to the Student Senate at the next regularly scheduled Student Senate meeting for approval.
 6. Shall appoint special committees and chairpersons subject to approval by the Student Senate and appointees.
 7. Has the ability to veto any measure passed by the Student Senate by submitting a formal letter to the Student Senate within one (1) week of passage, stating the reason for the veto.
 8. Shall represent the Student Senate at new student orientations and other official functions involving NHCC or appoint an alternative representative.
 9. Shall attend all MSCSA Governing Council meetings and General Assembly meetings and MSCSA Metro West Regional meetings, or appoint such a representative.
- B. The Vice President
1. Shall assume the duties and responsibilities of the President in the event of the President's absence.
 2. Shall have working knowledge of Robert's Rules of Order and of all committees of the Student Senate and NHCC.
 3. Shall 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.
- C. The Secretary
1. 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. Shall conduct a verbal roll call and maintain attendance at the Student Senate meetings.
 3. Shall 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.
 4. Shall maintain a current directory of the Student Senate members, as well as a record of attendance at Student Senate meetings of all active members, and follow up with advisors and clubs following absences.
 5. Shall perform all secretarial duties according to Robert's Rules of Order.
 6. Shall be a voting member of the Student Senate.
- D. The Treasurer
1. Shall keep all records of the Student Life budget and approved financial transactions.
 2. Shall be responsible for requests to the college for all funds dispersed from the Student Life organizations/clubs accounts.

3. Shall be responsible for transferring all funds for each transaction regarding all aspects of Student Senate financial endeavors.
 4. Shall maintain the status of the Student Life organizations/clubs accounts and shall give an oral report regarding the status of the Student Senate budget.
 5. Shall assist the Student Senate and the Student Senate Advisor in regards to the approval of all requests for funds.
 6. Shall balance financial information with the Student Senate Advisor.
 7. Shall be knowledgeable in the areas of IT and electronics, serving as the Executive Board liaison on all technical issues.
 8. Shall be a voting member of the Student Senate.
- E. The Public Relations Coordinator
1. Shall be responsible for posting the agenda on the Student Senate bulletin boards two (2) days prior to a Student Senate meeting.
 2. Shall be responsible for submitting the agenda to the Student Bulletin.
 3. Shall be responsible for distributing the agenda to Student Life organizations/clubs two (2) days prior to Student Senate meetings.
 4. Shall 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 act as a liaison between the Student Senate and the general student body.
 7. Shall be responsible for maintaining all social media regarding the Student Senate and the Executive Board.
 8. Shall be a voting member of the Student Senate.
- F. The Legislative Coordinator
1. Shall be responsible for all legislative affairs of the Student Senate and shall see that those affairs are conducted in the best interest of the NHCC student body.
 2. Shall facilitate a legislative report as needed to the Student Senate, as well as a semester wrap-up.
 3. Shall work with the MSCSA legislative team in the best interest of the NHCC student body.
 4. Shall obtain subscriptions to and maintain a file of all relevant legislative mailings.
 5. Shall be a voting member of the Student Senate.

Article IV – Senators

- A. Senators are expected to be at large representatives of the student body, without official affiliation with a club or organization.
- B. Senators will assist the Student Senate by attending meetings, by serving on at least one (1) committee (standing or ad-hoc), and by helping with various events and activities.
- C. Senators positions shall not be greater than 15% of the total Student Senate membership.
- D. Senators shall be voting members of the Student Senate.

Article V – Clubs and Organizations

- A. Student clubs, groups and organizations are defined as any group promoted by NHCC or an agent of NHCC that meets regularly with a purpose that is extra or co-curricular and the membership is a majority of NHCC students.
- B. A student club, group or organization may be identified as such regardless if the actual word club, group or organization appears in its name.
- C. Meeting regularly is defined as more than twice a calendar year.
- D. A club and organization cannot operate without the recognition of the Student Senate to ensure that information regarding campus operations is consistent and available to all members of the student body.

Article VI – Organizational Representatives

- A. Must attend meetings of the full Student Senate.
- B. Must submit a planned budget to the Student Senate according to the North Hennepin Community College's fiscal schedule. Organizations/clubs must be present at the meetings at which their budget is presented. Failure to attend this meeting may result in no budget.
- C. Must give an oral report regarding upcoming events planned by their organization/club. The student organizations/clubs planning calendar must include a planned on campus event.
- D. Organizational Representatives must ensure the transference of information from the senate meeting to regular club meetings.

Article VII – Ad Hoc Committees

- A. The Executive Board may establish ad hoc committees at any time deemed necessary.
- B. The Executive Board shall appoint members to the ad hoc committees. These appointments must have consent from the Student Senate.
- C. The Student Senate shall have available descriptions of all the campus committees upon request.

Article VIII – Elections

- A. By the end of February each year, the Executive Board members shall appoint an Elections Committee, which shall be overseen by the Student Senate Advisor.
- B. College-wide elections shall be conducted annually during the month of April for Executive Board members.
 - 1. All currently enrolled students who meet the following criteria are eligible to run for an Executive Board or Senator position:
 - 2. Candidates for Executive Board membership shall be currently enrolled at NHCC with a minimum of 6 credits.
- C. Election and campaign procedures:
 - 1. If vacancies occur in any of the offices, an announcement shall be made to the Student Senate. The vacancy will be filled with a majority vote of the present Student Senate at the following meeting.

2. The Elections Committee shall publicize the elections, solicit candidates for the various offices, schedule the election date in accordance with this constitution, determine if criteria for each candidate has been met, appoint election judges, determine voting procedures, and be the final vote counter.
 3. Each candidate for office shall submit an application for verification that meets the eligibility requirements. Each candidate must also submit a petition with a minimum of 25 signatures from currently enrolled students, as well as two (2) references from faculty or staff of NHCC.
 4. The Election Committee members, along with the Student Senate Advisor are responsible for counting ballots and certifying the winners. Ballots cast in the election will be kept on file in the Student Senate Advisors office for a period of one (1) year.
 5. Appeals for a recount may be made to the Student Senate. A final appeal may be made to the Student Senate Advisor, who shall determine if a recount is necessary.
- D. Vacancies:
1. In the event that no student chooses to run for an office, the Election Committee will have one (1) week following election day to determine which one of the following methods is appropriate to fill the vacancy:
 - i. Hold a special election before the end of the current semester, or
 - ii. Allow the vacant office to be filled by a majority vote of the Student Senate.
 2. The vacant Executive Board position shall remain open to all students meeting the eligibility criteria.
 3. All currently enrolled students are eligible to vote in elections.

Article IX– Ratification

The Student Senate of the NHCC shall submit these by-laws to the student body for ratification. These by-laws shall become effective upon a majority vote of the initial membership and chartering of the entire Student Senate.

Signatories: