

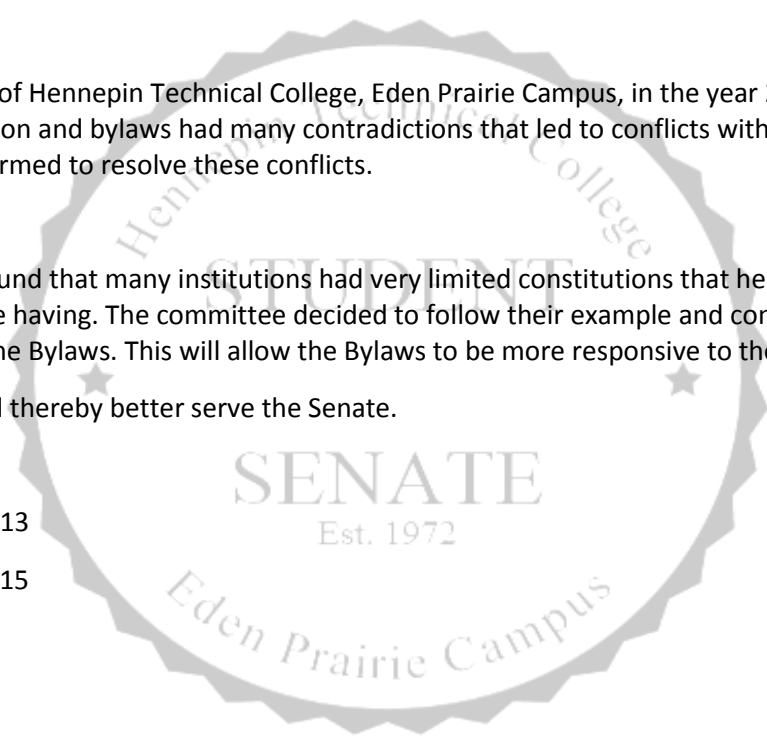
# Hennepin Technical College Eden Prairie Campus Student Senate Association

We, the Students of Hennepin Technical College, Eden Prairie Campus, in the year 2002, began to realize that our constitution and bylaws had many contradictions that led to conflicts within the Senate. A committee was formed to resolve these conflicts.

The committee found that many institutions had very limited constitutions that helps avoid the problems we were having. The committee decided to follow their example and contain all the laws and rules of order in the Bylaws. This will allow the Bylaws to be more responsive to the Student body, and thereby better serve the Senate.

Last Revised 4-22-13

1-13-15



# Hennepin Technical College Eden Prairie Student Senate Association

## Constitution

We, the students of Hennepin Technical College, Eden Prairie Campus, have established these Constitution and Bylaws in order to have an effective and organized method of exercising the responsibility and authority which is inherent in, or delegated to, the students of Hennepin Technical College, Eden Prairie Campus.

# Hennepin Technical College Eden Prairie Campus Student Association Bylaws

## Article I:

### Name and Purpose

#### Section 1: Name

The name of the Student body shall be the Hennepin Technical College Student Association. The Legislative Body of the Student Association shall be referred to as the Student Senate.

#### Section 2: Mission Statement

To be the link between the Students and Administration where each side can voice their concerns, opinions, and compliments.

#### Section 3: The purpose of the Student Senate shall be to:

- A: Act as the voice of the Student Association in matters affecting Students.
- B: Coordinate Student activities and events.
- C: Initiate consideration of Student problems and communicate action of recommendation through the Student Senate Advisor to HTC Campus Administration.
- D: Consider all matters that HTC Campus Administration refers to the Student Senate.

## Article II:

### Terminology

#### Section 1: Terminology

- A: HTC- Hennepin Technical College, Eden Prairie Campus
- B: Executive Board, E.B.—shall consist of the following officers in this order of rank;
  - 1: President
  - 2: Vice President
  - 3: Director of Communications
  - 4: Treasurer
  - 5: Public Relations Coordinator
  - 6: Secretary

- C: Presiding Officer—The highest-ranking officer present at a Senate, or E.B. meeting, unless  
the E.B. agrees to turn control of the meeting over to another person.
- D: Representative—limited to the qualification, duties and rights listed in Art. 3 Sec.1.
- E: Senator—full member with all Qualifications, Rights and Duties, entitled to a full member in addition to those listed in Art. 3 Sec.2.
- F: Majority—more than 50%
- G: 2/3 Majority—more than 67%
- H: Quorum —3 Executive Board Members
- I: Rights—an option of the position, but not a requirement.
- J: Qualifications—a condition required for exercising a right or holding an office.
- K: Duties—a task that is required of the position.
- L: Grade Point Average (G.P.A.)—see college definition.
- M: Fall—fall semester as defined by HTC.
- N: Spring—spring semester as defined by HTC.
- O: Summer—summer semester as defined by HTC.
- P: Committee—the group formed, made up of senators, officers, and representatives, in order to research and make suggestions to the Senate.
- Q: Sergeant—at—Arms—non-voting member, or advisor of the Senate who is responsible for ensuring the validity of an election.
- R: Chain of Command—order of authority that follows with the ranking of the Officers.
- S: Minutes—record of activities during all meetings.
- T: Advisor—a senate approved representative of administration that serves the Senate as a conduit or link between the Senate and HTC Administration.

## Article III:

### Membership

#### Section 1: Representatives

##### A: Qualifications

- 1: Hold at least one (1) credit in the current semester at HTC.

##### B: Duties

- 1: Be Respectful.
- 2: Comply with all Senate policies and procedures as outlined in this document.
- 3: Make an effort to progress in knowledge of parliamentary procedures.
- 4: Make an effort to recruit new members for the Student Senate.
- 5: Inform classmates about Senate activities.

#### C: Rights

- 1: Vote on issues that solely affect representatives.
- 2: Participate in debates.
- 3: Serve and vote on committees.
- 4: Bring new business before the Senate.
- 5: Make and second motions.

### **Section 2: Senators**

#### A: Qualifications

- 1: Hold at least one (1) credit in the current semester at HTC.
- 2: After completion of two (2) consecutive senate meetings and upon attendance at the beginning of the 3rd meeting, a person will then be proclaimed a Senator. Thereafter missing two (2) consecutive unexcused meetings (see Article 6, Section 2) and upon the beginning of the 3rd consecutive meeting, said person is demoted to a representative. All students attending the 1st meeting of the semester shall immediately be named a Senator.
- 3: Maintain a minimum 2.0 GPA as monitored by the advisor.
- 4: Senator's rights are maintained from one (1) semester to the next, and from spring to fall, providing all other qualifications are maintained.
- 5: Former executive board members will retain permanent senate voting rights in compliance with previously stated enrollment requirements.

#### B: Duties

- 1: Inform classmates about Senate activities.
- 2: Serve on at least one (1) committee.
- 3: Make an effort to recruit new members for the Student Senate.

#### C: Rights

- 1: Vote on all issues, and elections.
- 2: Participate in debates.
- 3: Bring new business before the Senate.
- 4: Attend open E.B. meetings.

## Article IV:

### Meetings

#### **Section 1: Senate Meetings**

- A: Senate meetings shall be held every week for approximately fifty (50) minutes.
- B: Senate meetings will be held at a regularly set location unless otherwise posted.
- C: Senate meetings must meet quorum of the officers.
- D: The meetings shall proceed according to an agenda prepared by the presiding officer as closely as time allows.
- E: The President has the right to call an emergency meeting of the senate in lieu of that week's scheduled committee meeting.
- F: Any member of the executive board may call a meeting in lieu of the regularly scheduled meeting so long as 2/3 of the executive board agree to such a meeting.

#### **Section 2: Executive Board Meetings**

- A: The E.B. has the right to hold closed meetings when a course of disciplinary action is being considered.
- B: Closed meetings must be posted.
- C: The E.B. shall meet at the discretion of the presiding officer.
- D: The presiding officer will attempt to notify all board members and the Advisor by at least 2 separate means (example: E-mail, and Telephone) about all meetings not scheduled on a weekly basis.
- E: E.B. meetings must meet quorum of the officers.
- F: The officers shall determine the length of E.B. meetings.
- G: E.B. meetings are held in order to establish and adjust the Senate's goals for the year, semester, and week, and complete the business delegated to the E.B.

### **Section 3: Committees**

- A: Regular Committee meetings shall be held during one of the alternating off weeks of the regular senate meetings according to a schedule established by the E.B. and will last approximately (50) minutes.
- B: A committee may hold other meetings as scheduled a by its members.
- C: In the event that the President calls an emergency Senate meeting, that week's committee meetings will be postponed until the next scheduled meeting time.
- D: To maintain membership in a committee a senator or representative must attend at least the biweekly meetings.
- E: All committees with the exception of the Event and Activity Planning Committee as stated under Article 6 Section B: 1 must be chaired and vice-chaired by an E.B. member.

## Article V:

### Elections

#### **Section 1: Election Procedure**

- A: Elections shall be held once per year. All positions shall serve a one-year term and shall be elected at each spring election.
- B: The president shall appoint a member or Advisor of the Student Senate to be a sergeant— at—arms for each election.
- C: Duties of the sergeant—at—arms:
  - 1: The sergeant—at—arms cannot be running for any position in the election.
  - 2: The sergeant—at—arms must close the door to any one coming in after voting has begun.
  - 3: The sergeant—at—arms shall call roll for all eligible voters.
  - 4: The sergeant—at—arms shall issue ballots only to eligible Senators present at the meeting.
  - 5: The sergeant—at—arms shall collect the votes from all eligible senators.
  - 6: The sergeant—at—arms shall tally the votes.
- D: A notice of the Student Senate elections shall be posted at least one (1) month before the elections in several locations throughout the school.

E: Election nominations shall be opened at the first Senate meeting in April and the first Senate meeting in November. Elections shall take place during the first regularly scheduled meeting at the first Senate meeting in December and the first Senate meeting in May. In the event that the meeting cannot take place, the election shall be postponed until the next senate meeting.

F: A candidate may run for two (2) executive posts in any election, but may serve in only one (1) post at a time. A candidate may only run for up to two (2) executive board positions exclusive to a single campus. Candidates nominated may not run at any other campus.

1: If elected for two (2) positions the candidate must choose one (1), and the other will be filled by the vacancy policies

G: Each candidate will be allowed to make a one (1)-minute speech before the election and answer questions from the senate for an equal time as all other candidates. Time will be set by the presiding officer.

H: The E.B. will review the attendance records during the preceding E.B. meeting and prepare an approved list of Senators that are eligible.

I: The winner for each position is whoever obtains the majority of the votes, and the sergeant— at—arms shall announce the winners at the meeting.

J: In the case of a tie, each of the tied candidates in question shall be given 2 minutes to make a speech before a second vote is taken for the position in question. In case of a tie each candidate shall receive five identical pieces of paper to write their name on. The papers shall be placed in a container; the first name drawn shall be the winner.

K: An officer cannot assume his/her post until they have taken the oath of office.

## **Section 2: Resignations**

A: Resignations must be submitted in written form to the highest-ranking E.B. officer.

B: Open Seats on the E.B. will be filled following the filling vacancies section of this document.

## **Section 3: Filling Vacancies**

A: In the case of a presidential vacancy, the highest-ranking officer who is willing to take the position shall assume the presidency, and serve out the remainder of the term.

B: In the case of non-presidential vacancies, the president shall appoint a senator to fill the vacancy. The president's appointment must then be ratified by a 2/3 vote of the Senate at the next scheduled Senate meeting after the appointment is made.

## **Section 4: Terms of Office**



#### A: Fall term

- 1: An officer's fall term begins on the last Senate meeting of the spring semester.
- 2: An officer's fall term ends during the last meeting of fall semester when the new officers are sworn in. Except the President who serves a full year term.
- 3: Stipends for the months of June, July, and Augusts must be voted on by the Senate based on work the officer has done.

#### B: Spring Term

- 1: Spring term shall begin on the first scheduled meeting of the spring semester, when the executive officers have taken the oath of office. The presiding officer shall administer all the oaths of office.
- 2: The spring term ends at the last Senate meeting of the spring semester after swearing in the fall semester's officers.

## Article VI:

### Executive Board

#### Section 1: All Executive Board Members

##### A: Qualifications

- 1: Meet all the qualifications of a senator.
- 2: Have been elected to the position, or appointed by the president during the elections for the term they will be serving.
- 3: All candidates must have served on the HTC Student Senate for at least four (4) consecutive senate meetings.
- 4: Must not have held the same E.B. position for the majority of the previous two (2) consecutive terms.

##### B: Duties

- 1: Perform all the duties of a senator.
- 2: Executives must attend all Senate and E.B. meetings unless an excused absence applies. (See Art 6, Sec. 2)
- 3: Should attend at least one (1) on-campus orientation session.
- 4: Inform the senate of all decisions made regarding Senate business.
- 5: E.B. members must wear nametag and senate apparel at al senate meetings.

### C. Rights

- 1: All officers are entitled to a stipend as specified in Article 10 Section 7. An officer's stipend may be denied following disciplinary procedures set forth in Article 7.
- 2: To make decisions in the Senate, which is necessary to achieve the goals, set by a Senate vote as long as the chain of command is followed.
- 3: Except the E.B. officer serving as the presiding officer, all others have all the rights of a Senator.

### Section 2: President

#### A: Qualifications

- 1: Served on at least two (2) committees.
- 2: Make an effort to progress in knowledge of parliamentary procedures and Bylaws.
- 3: Be as available as necessary in promoting the general welfare of the Student Association.
- 4: Attended at least one (1) MSCSA (Minnesota State College Student Association) meeting. Possible candidates may achieve exceptions from this qualification with a 2/3 approval vote of the Senate by secret ballot.

#### B: Duties

- 1: Shall preside at all meetings of the HTC-EP, with exception of the meetings chaired by other members, and as specified elsewhere in these By-Laws.
- 2: Act as the official representative of HTC-EP and advocate in the best interest and welfare of all HTC students.
- 3: Shall prepare with the Secretary the agenda for Senate meetings and post the agenda at least 48 hours before the scheduled meeting time.
- 4: Introduce new members into the Student Senate and explain voting rights at the beginning of their first meeting.
- 5: Protect the rights of all members.
- 6: Be in contact with all student clubs that are recognized by the Student Life Board, or the Senate.
- 7: Insure that all officers complete their tasks on time.
- 8: Communicate regularly with our MSCSA Regional Representative.
- 9: Facilitate the activities of the executive board.

- 10: Shall have knowledge of all MSCSA governing Documents.
- 11: Responsible for delegating assignments to HTC-EP Executive Officers, Senators as needed.
- 12: Assume other duties as may be assigned or related to the office.
- 13: Shall attend all or designate an Exec committee member to represent HTC-EP at MSCSA General Assemblies and Governing Council Meetings.

#### C: Rights

- 1: Veto any motion under extreme circumstances. These circumstances include but are not limited to:
  - a: The bill or motion does clearly affect the student body in a negative way
  - b: The veto must be exercised at a regularly scheduled meeting, within seven (7) days since the motion was passed.
  - c: Veto may be overturned by a 2/3 vote of the Senate.
- 2: To interpret the Bylaws unless there is a majority Senate vote on how they should be interpreted.
- 3: Has the right to assist with any officers as needed to complete a task on time.
- 4: Right to vote at E.B. and Senate meetings only in case of a tie.

#### **Section 3: Vice President**

##### A: Qualifications

- 1: Make an effort to progress in knowledge of parliamentary procedures, the Constitution, and Bylaws.
- 2: Make themselves as available as necessary in promoting the general welfare of the Student Association.

##### B: Duties

- 1: Assume the duties and responsibilities of the president when needed.
- 2: Assist the president whenever able.
- 3: Research policy issues affecting the students and present findings to the HTC-EP Student Senate
- 4: Shall update the Bylaws with the input given by the Executive Officers.
- 5: Shall serve on Student Life Committee.

- 6: Assume other duties as may be assigned or related to the office.
- 7: Shall attend all MSCSA General Assembly and One MSCSA Governing Council Meeting during his term.

C: Rights

- 1: Has the right to preside over all meetings when the president is absent or otherwise unable.
- 2: Right to vote at E.B. and Senate meetings; unless serving as presiding officer.

**Section 4: PRC/DOC**

A: Qualifications

- 1: Must be able to type
- 2: Must have basic website building skills.
- 3: Must be a good communicator.

B: Duties

- 1: Maintain communication with all HTC-EP Student Senate members.
- 2: Take the roll call of all HTC-EP Student Senate meetings.
- 3: Maintain relations and communications with other organizations and Student associations.
- 4: Shall update the HTC-EP Student Senate website.
- 5: Shall serve on the Student Life Committee.
- 6: Assist the president as necessary.
- 7: Assume other duties as may be assigned or related to the office.
- 8: Shall attend all MSCSA General Assemblies, and all MSCSA Governing Council Meetings.
- 9: Shall Chair all Event and Activity Planning Committees.
- 10: Shall be responsible for contacting administration regarding the reservation of rooms, tables, chairs, and other facilities for Student Senate functions.
- 11: Support efforts in development of Student Senate projects.
- 12: Assume other duties as may be assigned or related to the office.
- 13: Keep a photographic record of Senate events, both recent and archived, available to any student upon request.

C: Rights

- 1: Right to vote at E.B. and Senate meetings; unless serving as presiding officer.

**Section 5: Treasurer**

A: Qualifications

- 1: Willingness to learn basic accounting practices in order to produce budget reports.
- 2: Competent math skills.
- 3: Basic knowledge of Excel
- 4: Basic knowledge of spreadsheets.

B: Duties

- 1: Ensure the overall financial security and accountability of the HTC-EP Student Senate.
- 2: Submit a monthly financial budget report to the Senate.
- 3: Assist the president as necessary.
- 4: Keep a record of Student Senate funds and transactions to the best of his/her abilities with help of the Advisor.
- 5: Be present at all financial and budget committees.
- 6: Perform duties required by Article X. (Guidelines for Senate Funds)
- 7: Keep the E.B. aware of any budgetary concerns.
- 8: Inform the E.B. and the Senate of the current balance at any time requested or as necessary.
- 9: Assume other duties as may be assigned or related to the office.
- 10: Shall attend all MSCSA General Assemblies and one MSCSA Governing Council Meeting.

C: Rights

- 1: Right to vote at E.B. and Senate meetings.
- 2: Enlist free help when needed.

**Section 7: Secretary**

A: Qualifications

- 1: Must be able to type.
- 2: Must be able to take notes efficiently and present them in printed form.

#### B: Duties

- 1: Must record the minutes of Student Senate meetings and E.B. meetings.
- 2: Keep the Student Senate Constitution and Bylaws updated by adding new amendments that have been adopted. (See Art XII)
- 3: Must have the minutes typed up and posted on the Senate bulletin board three (3) business days after the meeting.
- 4: Print an extra copy of the minutes and file it.
- 5: Maintain materials older than one (1) year to a minimum of five (5) years.
- 6: Maintain organization in archive file cabinet for the Senate Office. Preserve Senate records in order to provide continuity from year to year.
- 7: Make copies of the minutes so they are available for everyone at the next meeting.
- 8: Maintain folders to be presented to new representatives.
- 9: Keep one (1) copy of the voided Bylaws filed with marked void date.
- 10: Responsible for maintaining file cabinet for materials from present to one (1) year after.
- 11: Keep track of attendance.
- 12: Provide new updated copies of Bylaws and Constitution to all members of Senate when necessary as determined by Art XI.

#### C: Rights

- 1: Right to vote at E.B. and Senate meetings.
- 2: Right to politely interrupt for clarification of a motion or point.

## Article VII:

### Course of Disciplinary Action

#### Section 1: How to Take Disciplinary Action

##### A: In regard to senators

- 1: After the senator has had one (1) week notification, actions will be discussed and voted on by secret ballot in a closed E.B. meeting, where the Senator in question has the right to be present, with a 2/3 vote of the Board will be brought to the Senate for a 2/3 vote in order to implement.
- 2: Failure to complete their duties makes them available for action. (See Art. 6)
- 3: Actions may include but are not limited to:
  - a: Demoted to representative to be reevaluated every 3 weeks.

**B: In regards to Executive Board Members**

- 1: After the officer has had one (1) week notification, actions will be discussed and voted on by secret ballot in a closed E.B. meeting, where the Board Member in question has the right to be present, with a 2/3 vote of the Board the action will be brought to the Senate for a 2/3 vote in order to implement.
- 2: Failure to complete their duties makes them available for action. (See Art. 6)
- 3: These actions may include but are not limited to:
  - a: Denial of stipends (may not be retroactive)
  - b: Removal from board

**Section 2: Absences**

**A: Senator's unexcused absences**

- 1: When a senator has had two (2) consecutive unexcused absences they shall be demoted to a representative. (See Article 3, Section 2, A, 2)

**B: Executive Board Member's unexcused absences**

- 1: When an E.B. member has had two (2) unexcused absences at either the E.B. or Senate meetings, they have made themselves available for action to be taken against them.

**C: Excused absences**

- 1: Excused absences include but may not be limited to; legal, medical, professional, academic, and family emergencies.
- 2: Any absence may be appealed to the E.B. to be approved or denied as excused by 2/3 votes, and if approved the appealing person will not face any action for absences. If denied the appealing person may face action based on the above text. (Art.6, Sec.1, A)

## Article VIII:

### Administration

#### Section 1: Advisor

A: The advisor shall be chosen by the following procedure:

- 1: HTC Campus Administration shall nominate an individual from the staff for the position of advisor
- 2: Endorsement shall be by a two-third (2/3) majority vote of the voting Senators present at a regularly scheduled meeting of the Student Senate to hold the position of advisor.
- 3: Advisor must be endorsed on a yearly basis.

B: Duties of the Advisor:

- 1: Approximately six (6) or more hours of consultation per week.
- 2: Consultation on:
  - a: Constitutional questions
  - b: Election guidelines
  - c: Parliamentary procedures
  - d: Activities
  - e: Procedures in regard to administration.
  - f: Senate expenditures and income
  - g: Goals for the year and the future
- 3: Attend both spring and fall statewide General Assemblies:
  - a: Consult with students on questions from General Assemblies
  - b: Consult with other advisors from the state
- 4: Attend National Student Leadership Conference if approved by a majority of the E.B.
- 5: Attend weekly Student Senate meetings.
- 6: Attend monthly Minnesota State College Student Association (MSCSA) Conference and Assembly meetings (when possible).
- 7: Attend HTC officer orientation meeting each semester:
- 8: Help establish expectations of advisor and Senate



9: Help establish the senate's goals

10: Review the budget for the upcoming year

## **Section 2: Administration**

A: The Student Senate will expect the administration to not hold any classes during the weekly scheduled Senate meetings, and it will be part of the advisor's duties to assist in the enforcement of this expectation.

B: The Student Senate and the advisor may consult with campus administration on issues that may be perceived as adversely affecting the Student Association prior to acting on any student proposal.

C: The Student Senate, E.B., advisor, and administration may meet at any time to discuss items affecting the students.

## **Article IX:**

### **State Conference**

#### **Section 1: Defining a State Conference.**

A: State conferences include any event that is organized by M.S.C.S.A. (Minnesota State College Student Association) affiliated schools.

B: These include, but are not limited to, General Assemblies, Rally Days, and Governing Councils.

#### **Section 2: Attendees**

A: Number of HTC attendees, change for maximum equal to the number of votes allotted at MSCSA general assembly currently 7 votes.

1: At least two (2) E.B. members are recommended in attendance

2: Up to three (3) senators not on E.B. members of the Student Senate may be approved for attendance.

3: The Student Senate advisor recommended attend.

4: A majority of the E.B. and the advisor will choose attendees.

5: Priority will be given to those interested in running for positions on the E.B. for the next term.

B: Criteria for selection of attendees

1: Student Senate voting member.

2: Must be available for conferences and make it known to the Senate at least two (2) weeks before conference paperwork is required to be turned in.

### C: Duties of attendees

- 1: Take concerns of the Senate to meetings and share concerns with others.
- 2: Come back with full individual written reports of activities, topics, and resolutions from the meeting.
- 3: If an attendee fails to attend, they shall be held responsible for the full cost incurred to the Senate for their absence.
  - a: Failure to repay the Senate may serve as strong grounds for denying attendance at future conferences.
  - b: Exception may be appealed to either the Senate or E.B.

## Article X:

### Guide Lines for Student Funds

#### Section 1: Events and Activities

- A: All on-campus, student-directed functions that affect the Student Association, must have the approval of the Student Senate. Only chartered clubs that are recognized by the Student Senate may sponsor activities.
- B: The person(s) or the organization(s) shall obtain and submit an Activities/Events Proposal form.
- C: The Activities/Events Proposal form shall be presented at a regular meeting of the Student Senate no less than two (2) weeks prior to the event.
  - 1: The person(s) of the organization(s) shall give a presentation.
  - 2: The Student Senate must determine that the Activities/Events Proposal is open to the benefit of the entire Student Association before approval can be given.
- D: the Senate shall take a vote on the proposed activity/event.
- E: If the Student Senate approves the Activities/Events Proposal it will be submitted to the senate advisor and the campus administration for signed approval. After this funds may be dispersed.

#### Section 2: Senate Meeting Refreshments

- A: When the Senate has a Standing Rule(s) regarding having refreshments at the Senate meetings, it will be the duty of the E.B. to make the decisions, and to fill out the paperwork required in order to follow the Standing Rule(s) set by the Senate.

#### Section 3: Mileage

A: Any member of the Senate may enter a record, which must include the date and purpose of their Senate related business mileage to the E.B. for consideration of reimbursement within (2) two weeks that the date mileage is incurred.

1: An E.B. majority vote is needed to reimburse the mileage recorded or a portion of the mileage based on whether or not the mileage was incurred while doing appropriate Senate business, within two (2) week of submission of record.

2: If the E.B. finds the mileage acceptable then the person submitting the record shall be reimbursed for the mileage and it shall be the job of the treasurer and advisor to make sure the paperwork is filled out and that the funds reach the submitting member.

3: A senate member may appeal any denial of reimbursement, or call for a denial of any reimbursement by a 2/3 vote at a Senate meeting within one (1) month of incurring mileage.

#### **Section 4: Guidelines for State Conferences**

A: Registration, and Lodging will be paid by the Student Senate provided that the attendee attends the conference.

B: Denial of Mileage reimbursement is decided by a 2/3-majority vote of the E.B. or Senate when attendees fail to complete their duties.

C: A senate member may appeal any denial of reimbursement of mileage, or call for a denial of any reimbursement of mileage by a 2/3 vote at a Senate meeting within one (1) month of incurred mileage.

#### **Section 5: Copy room charges**

A: The president must endorse all uses of the Student Senate copy room account and give the treasurer a full accounting of all copies made on that account.

B: The E.B., or the Senate may call for a 2/3-majority vote to decide if there has been an abuse, of the Senate's copy room account. If abuse is found, the president who approved the use will be held accountable.

#### **Section 6: Student Senate Office Supplies**

A: Each week the E.B. will compile a list of office supply needs, which shall then be accepted or denied, item-by-item, by a majority vote of the E.B.

B: In the case that an item to be purchased cannot wait until the next E.B. meeting the item may be ordered with approval by the president, and treasurer. They would then complete the paperwork and submit it to the advisor so the purchase can be made.

C: Each month a full accounting of total office materials purchased shall be submitted in the treasurer's report to the Senate.

D: Individual items greater than Fifty (\$50.00) dollars must be brought before the Senate prior to purchase.

E: The Senate by a majority vote sets the budget for the Student Senate Office.

### **Section 7: Stipends**

A: The President, Vice President, Treasurer, PRC/DOC and Secretary shall be paid a stipend of two hundred dollars (\$200) unless a disciplinary action revokes this right.

B: To receive their stipend, the E.B. Member must submit the proper forms by the end of the next month. (Example: To get a January stipend, paperwork must be turned in by the end of February.)

### **Section 8: Purchases necessary to achieve Senate vote**

A: Any purchases not covered the above are subject to the following guidelines.

- 1: Must have a Senate vote with an explanation of the reason and the cost of the purchase.
- 2: Must be necessary as decided by the presiding officer and the advisor to completing the task assigned by the Senate vote, and signed by both the presiding officer and the advisor.
- 3: Must be announced to the Senate at the next scheduled meeting.

### **Section 9: Reimbursements**

A: All reimbursements, not covered above must be approved by a majority vote in the Senate.

## **Article XI**

### **Amending this Document**

#### **Section 1: Constitution**

A: All amendments to the Student Senate Constitution shall adhere to the following rules.

- 1: Amendments must be submitted at least one (1) month before any vote.
- 2: A committee consisting of the President, Secretary, and Advisor shall review every submitted amendment and rule as to whether the amendment is acceptable in light of the requirements imposed by the state law, MnSCU (Minnesota State Colleges and Universities) policy, and the HTC administration requirements. The committee shall have one week to rule on each submitted amendment. Amendments not approved by the committee will not move forward.
- 3: On the next regular meeting after the one (1) month period, the amendment shall be the first item of old business that week.

- 4: Vote will be done by a 2/3 majority of the senate.
- 5: If accepted, the secretary will be responsible for making copies of the new Constitution to be distributed to Senate members at the next meeting. The secretary will archive the previous copy of the Constitution.

## **Section 2: Bylaws**

A: All amendments to the Student Senate Bylaws shall follow the following rules.

- 1: Must be submitted at least one weeks before any vote.
- 2: Once the amendment is submitted, a committee will be formed including the parliamentarian, president, and advisor, they shall rule on whether or not the amendment is acceptable when compared to State Law, MinSCU (Minnesota State College and Universities) policies, and school administration requirements. They will have one (1) week to do this. If it has met these criteria, it will continue to be considered.
- 3: On the next regular meeting after the two (2) week period the amendment shall be the first item of old business that week.
- 4: Vote on the amendment will be done by a 2/3 majority of the Senate.
- 5: If accepted, the secretary will be responsible for making new copies of the Bylaws for the next meeting for all members and archiving the previous copy.

## **Section 3: Standing Rules**

A: All amendments to the Student Senate Standing Rules shall abide by the following rules.

- 1: Any standing rule be created, removed or modified at any scheduled Senate meeting a written proposal, signed by both the author and the second. It will then be given to the presiding officer.
- 2: It may be voted on immediately by a majority vote of the Senate. If approved, it may be implemented immediately.
- 3: If it is accepted the secretary is responsible for adding it to all future printings of the Constitution, and Bylaws, but all current members are expected to be aware and add it to their own copy of the Bylaws.

## **Article XII:**

### **Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of order shall govern the HTC Student Senate in all cases to which they are applicable and in which they are not inconsistent with these Constitution, Bylaws and any special rules of order the HTC Senate adopts.

## Article I

### Oath of Office

A copy of the oath of office will be kept in the historian files open to be viewed upon request made to the historian by any senate member or administrator.

## Article II

### Activities/Event Form

The Secretary will have copies of the Activities/Event Form available at every Senate meeting, and available in the office for any requesting student.

## Article III

### Amendment Form

The Secretary will have copies of the Amendment Form available at every Senate meeting, and available in the office for any requesting student.

## Article IV

### Office Operation

#### **Section 1: Access**

- A: The senate office severs primarily the duties of the E.B.
- B: Only the members of the E.B. shall be able to sign out the key for the Senate office.
- C: If and only if an E.B. member is present all other students are welcome in the office as long as they conduct themselves appropriately.

#### **Section 2: Use of Senate Resources**

- A: All materials in the senate office are for conducting senate business only.
  - 1: Anyone misusing senate materials makes themselves available for disciplinary action according to college policy for theft.
- B: Officers with most immediate business, determined by highest ranking officer present, will be given priority to office materials.
  - 1: Dead line for work will serve as primary point of consideration then determining most immediate business.

## Article V

### Orientations Meeting

## **Section 1: Description and Application**

- A: These Training meetings are to insure that necessary information is maintained within the executive board. These meeting maybe set by those involved in order to meet the needs.
- B: A training meeting must be held after the elections, but before an officer assumes their post. Incoming officers shall meet with the out going officers to exchange information vital of the post for which they are elected. The advisor should be present at all meetings and if the incoming offer cannot meet with the outgoing officer of any reason. The advisor and or president should be available to meet with incoming officer to provide the vital information of the post.
- C: In the case that an officer must be appointed it will be there duty to set a time to meet with the president and advisor in order to be trained into the positions. Failing to do so they may be found in neglect of their duties and made available for action.
- D: Each officer is responsible for maintaining a folder contains vital information necessary for performing the duties of the office efficiently.
- E. Vital information includes anything the outgoing officer deems necessary to complete their duties efficiently plus any information the incoming officer, and advisor deems necessary.

## **Article VI**

### **New Member Folder**

- A: The Secretary will have at least 2 folder sets for new members ready before every senate meeting.
- B: These folder sets shall include, but are not limited to: Copy of Constitution, Bylaws, Standing rules, map to school, minutes and agendas from last 5 meetings, list of contact information for E.B., Welcome letter from Senate President, and Advisor.