

Clinton Community College

Student Senate By-Laws

Revised April 2015

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Clinton Community College

Preamble

In order to promote the general welfare of the student body, to stimulate interest in and support of those activities contributing in our cultural, social and physical improvement, to establish a just College community with the promotion of democratic participation in the areas of concern to the College community, and to provide the students with the opportunity for the training and experience of a democratic government, we, the students of Clinton Community College, do hereby decree this Constitution of the Clinton Community College Student Senate.

Article I—Name and Membership

Section I

The representative body of the students at Clinton Community College shall be known and referred to as the Student Senate.

Section II

The Student Senate shall consist of the following membership:

- Up to sixteen Senators elected by the student body, including four (4) Senate Officers
- Two Faculty Council members, elected by the Faculty Council and approved by a 2/3 vote of the Senate to serve a two (2) year term as advisors to the Senate. These advisors shall be elected every other year for a term running from September 2 of any year and ending August 30 two (2) years later.
- The Vice President for Student Services and/or his/her designee.
- The Student Senate Bookkeeper.

Section III

The Student Senate must approve an additional representative to the Faculty Student Association (who could be a Senator *or* a member of the student body at-large).

Article II—Election of Student Members to the Student Senate College Board of Trustees and Faculty Student Association

Section I

All Student Senators must be enrolled in credit bearing courses at Clinton Community College and maintain a cumulative 2.00 GPA to qualify for candidacy and to remain in office. All candidates for the position of Senator must secure at least twenty-five (25) signatures of students enrolled at Clinton Community College on the proper petition announcing their candidacy for the Student Senate to secure their name on the ballot.

Section II

Elected Student Senator Positions are for one (1) academic year terms, with the exception of The Student Trustee, which is for (1) calendar year, July 1-June 30. Elections for Student Trustee, Student Representatives to the Faculty Student Association, eight Student Senators and four members of the Student Activities Board will be held in April. An election for the remaining eight members of the Senate and any vacancies that have occurred since the last election, will be held in September. Officer elections will be held in April and as necessary.

In

the event of a mid-year opening for the Student Trustee, the Student Senate shall elect the candidate (qualifications listed below still apply).

Section III

The Student Senate offices of President, Vice President, Treasurer, and Secretary shall be filled by election of the full student membership of the new senate at the first regular meeting after the spring elections. The President of the Student Senate must be enrolled for a minimum of six (6) credit hours. All officers must be students. The newly elected officers will assume office at the beginning of the fall semester.

Section IV

Vacancies in offices other than President which occur between regularly scheduled elections shall be filled by a majority vote of the remaining Student Senate with said elections taking place within two (2) weeks of the time the vacancy occurs. Any officer may not hold additional office on the Student Senate. The newly elected officers will assume office at the end of the spring semester.

Section V

Candidates for the Student Trustee Must:

- 1)** Be enrolled in a degree or certificate program at CCC;
- 2)** Have a cumulative GPA of 2.5;
- 3)** Be nominated by a faculty or staff member. Desired qualities include involvement in multiple clubs or organizations on campus, strong communication skills and an ability to get along well with others.
- 4)** Be elected by the student body during Senate elections in April.

Education pertaining to being a Trustee is highly recommended and once elected it is expected that candidate will attend the New York Community Colleges Trustees Conference.

Section VI

Candidates for the position of Faculty Student Association Representative must conform to all qualifications set by the FSA Board of Directors.

Section VII

Student members of the Student Senate whose cumulative GPA drops below a 2.0 must resign by the first meeting of the following semester.

Section VIII

All activity-fee paying students of the College may vote in the general elections. A current ID is proof of enrollment. The student shall have one vote for each vacant student senator position. A vote of ten (10) percent of the activity-fee paying student enrollment is necessary to validate the election.

Section IX

In the event a position is not filled during the Student Senate elections, any position vacated may be filled by Student Senate appointment following two thirds (2/3) majority vote of the student membership of the Student Senate. All candidates for appointment to the Student Senate members must meet requirements as defined by this Constitution. Term of appointments shall be until the next general meeting.

Article III—Powers and Duties of the Student Senate

Section I

The Student Senate shall be the legislative and policy making body of the student body, except when provided for by other parts of this Constitution. The Student Senate shall also be the official representative body of the student component of the College, and in that capacity shall have the authority to consult with the faculty and administration of the College regarding matters affective student membership of the Student Senate. The Vice President for Student Affairs or designee and the faculty representatives shall act as advisors to the Student Senate.

Section II

The Student Senate shall have the responsibility for the Administration of the student activities fee monies. A budget process of application and review shall be conducted. The meeting in which the budget is to be approved must be an open meeting. The final budget shall then be submitted by the Student Senate to the Chief Administrative Officer of the College no later than May 15 for final approval. In the administration and use of monies from student activity fees, three separate signatures are required to approve all expenditures of activity fee monies prior to their expenditure.

The approvals come from the following:

- 1)** Faculty Advisor and Club President (in the event the Club President is unavailable or non-existent, the Faculty Advisors signature will suffice).
- 2)** Student Senate Treasurer, or in the absence of the Treasurer, the Student Senate Bookkeeper.
- 3)** Vice President of Student Affairs or his/her designee or the College President.

Section III

Among those powers, not by way of limitation, that the Student Senate shall have are:

- 1)** The Student Senate shall see that the rights and privileges of the student in academic and nonacademic matters are preserved. This will be done within the framework of the Code of Student Conduct and the Academic Grievance Procedure.
- 2)** The power to initiate, undertake, or support any project or activity which, in its opinion, will serve the general interests of the College; the Student Senate shall have the power to revoke the organization's charter.
- 3)** The power to charter student organizations, to allocate funds from activities fees to those organizations, and to coordinate their activities, within the policies of the State University of New York and those of Clinton Community College. Should a student organization violate a policy of the Student Senate, State University of New York, or Clinton Community College, the Student Senate shall have the power to revoke the organization's charter.
- 4)** The power to conduct investigations and studies, appoint committees, commissions and boards in order to further its legislative functions.
- 5)** The Student Senate shall be responsible for recommending students to memberships on committees of the Faculty Council.
- 6)** The Student Senate shall be responsible for final authorization of all actions of its standing committees.
- 7)** The Student Senate shall have the power to freeze an organization's funds when it repeatedly fails to meet or is declared inactive by the faculty advisor. The Student Senate further shall have the authority to freeze and/or reallocate previously budgeted funds if the financial regulations for administering these funds are violated by the budgeted organization or program area.
- 8)** The Student Senate shall have the power to recommend impeachment of its officers or members whose conduct and general college record discredits the Student Senate. Action for impeachment must be initiated by:
 - a) A petition to the Student Senate containing ten (10) percent of the activity fee paying enrollment

OR

 - b) A two-thirds (2/3) vote of the student membership of the Student Senate.

The highest-ranking officer of the Student Senate not bringing forth the grievance shall serve as the Chair of the impeachment proceedings. The member of the Senate charged with impeachment may not serve as the Chair. During impeachment proceedings, the officer or Senate member will maintain all duties and rights hereinafter defined. The removal of a Senator or officer must be approved by two-thirds (2/3) of the total student membership of the Student Senate after the recommendation of the Chair.

Article IV—Powers and Duties of the Officers and Members of the Student Senate

Section I—President

The powers and duties of the President of the Student Senate shall be as follows:

- 1)** To preside over all meetings of the Student Senate in the capacity of the President.
- 2)** With the advice and consent of the Student Senate membership, appoint the Chairman and members of all standing committees.
- 3)** To call special meetings of the Student Senate whenever necessary.
- 4)** To represent the members of the student body at official College ceremonies and upon other occasions where such representation is appropriate.
- 5)** To present Student Senate recommendations directly relating to College environment to the Chief Administrative Officer of the College. Copies of such recommendations are to be filed in the Vice President for Student Affairs or designees office.
- 6)** To temporarily maintain any powers and duties the Student Senate deems necessary. Such powers shall exist for a maximum of one semester and must be approved by two-thirds (2/3) of the total student membership of the Student Senate.
- 7)** Shall vote only in the event of a tie.

Section II—Vice President

The powers and duties of the Vice President of the Student Senate shall be as follows:

- 1)** In the event of a vacancy of the presidency, the Vice President shall assume the Office of President until the next regular election.
- 2)** In the absence of the President, the Vice President shall preside at Student Senate meetings.
- 3)** The Vice President shall be a voting member of the Student Senate.

Section III—Treasurer

The power and duties of the Treasurer of the Student Senate shall be as follows:

- 1)** The Treasurer shall share the responsibility with the Vice President for Student Affairs for the administration of the student activities funds in accordance of policies defined by the State university of New York, Clinton Community College, and the Student Senate.
- 2)** The Treasurer in cooperation with Faculty Student Association Bookkeeper, shall maintain accurate records of the income, expenditures and current balances of the student activities fund.
- 3)** The Treasurer, along with the Dean of Student Affairs, shall have the authority to investigate an expenditure or allocation of monies from the student activities fund.

- 4) The Treasurer shall be a voting member of the Student Senate.
- 5) The Treasurer shall be the Chairperson of the Finance Committee and shall report all Finance Committee recommendations to the Student Senate.
- 6) The Treasurer shall have the responsibility of reporting to the Student Senate at regular meetings.

Section IV—Secretary

The powers and duties of the Secretary of the Student Senate shall be as follows:

- 1) The secretary shall maintain an accurate record of all meetings of the Student Senate. A copy of the minutes of each meeting shall be submitted to the Vice President for Student Affairs' Office for processing and dissemination.
- 2) Copies of the minutes shall be distributed at or before the next regular meeting to the Chief Executive Officer of the College, the Vice Presidents of the College, all members of the Student Senate, and the Student Senate Bookkeeper.
- 3) The secretary shall be responsible for the maintenance of a file of all the minutes of every Student Senate meeting and of all correspondence of the Student Senate. Such records must be kept on file in the Student Senate Office for a minimum of three (3) years.
- 4) The Secretary shall be a voting member of the Student Senate.

Section V—Senators

The powers and duties of each Senator shall be as follows:

- 1) The Senators are required to be cognizant of the demands and needs of the student body from which they were elected.
- 2) The Senators will have the authority to introduce for consideration of the full Student Senate any motions or resolutions which, in their opinion, or the opinion of any member of the student body, will advance the purpose of the student body and the Student Senate.
- 3) Each Senator shall be a voting member of the Student Senate.
- 4) Each Senator shall be required to attend every regularly scheduled meeting of the Student Senate. If a Senator misses four (4) such meetings during one (1) term, he/she shall be removed from office unless such absences are excused. Excused absences shall include personal illness, death or illness in the family, or other circumstances approved in advance by the President of the Student Senate.
- 5) All Senators are expected to attend all meetings of the committees of which they are members. Furthermore, the designated Senators will be expected to perform duties concerned with and become a working member of said committees (e.g. budget hearings).

Article V—Powers and Duties of the Student Trustee

1. Attendance at monthly meetings of the Board of Trustees;
2. Representing students' interests in all matters before the Board;
3. Actively participating in Board matters, including votes;
4. Attendance at graduation; and
5. Communicating with the Board Chairperson when attendance at meetings is impossible due to extenuating circumstances.
6. The Student Trustee shall be a voting member of the Student Senate.

Article VI—Meetings of the Student Senate

Section I

Regular meetings of the Student Senate shall be held every week during each academic semester when the College is in full session. Special meetings may be called in advance by the President of the Student Senate upon his/her own discretion or upon the request of four (4) members of the Student Senate. Such special meetings must be announced and publicized at least forty-eight (48) hours prior to the special meeting.

During the first three weeks of the fall semester Senate reserves the right not to hear funding requests. This is a period to be devoted to Senate orientation and operations.

Section II

All regularly scheduled meetings shall be open to any member of the student body to participate without vote except when the Student Senate decides, upon majority vote, to enter executive session.

Section III

No meeting of the Student Senate shall be held to transact business without a quorum which shall consist of a simple majority of the filled non-vacant student membership including the President of the Student Senate.

Section IV

There shall be no proxy votes.

Section V

The most recent edition of Robert's Revised Rules of Order shall govern all meetings of the Student Senate except those cases where said Rules of Order conflict with the duly established By-Laws of the Student Senate. In such cases the latter shall take precedence.

Article VII—Standing Committees

Section I

The following committees shall be considered the permanent standing of the Student Senate. All members not identified by titled positions shall be appointed by the President of the Student Senate and shall be confirmed with approval of the majority of the Student Senate. The President will have no vote on issues of confirmation. Ad Hoc Committees may be appointed by the Student Senate President at his/her discretion

Section II—Finance Committee

- 1) This committee shall review all proposed budgets from all organizations requiring the use of student activities fee monies. It shall also recommend and review all financial policies of the Student Senate.
- 2) Membership shall consist of the Student Senate Treasurer, President, the Vice President of Student Affairs and/or his designee, a Student Senate Senator, and any other members at the discretion of the Student Senate President.
- 3) The Student Senate Treasurer shall chair the committee.

Section III—Student Activities Board

- 1) The Student Activities Board (SAB) shall program events and popular entertainment activities paid for with the student activity fee monies except for those sponsored by individual clubs or the Cultural Affairs Committee.
- 2) The SAB will prepare a budget each Spring for student activities to be approved in the Student Senate budget process. Those monies labeled student activities in the approved Senate budget will be under the control of the SAB. Student Senate approval will not be required for individual student activities programs.
- 3) The chairperson of the SAB will be selected from among its membership at the first meeting after the Spring election.
- 4) Student membership on the SAB will consist of the following:
 - Four (4) members of the Student Senate appointed by the Student Senate President.

The SAB will also include the Vice President for Student Affairs or his/her designee, two faculty advisors appointed by the Faculty Senate, and the chairperson of the Cultural Affairs Committee.

Article VIII—Student Organizations

Section I

As provided under Article III, Section 3.3, the Student Senate shall have the power to charter student organizations, recommend allocated funds from the student activities budget, and to coordinate their activities.

Section II

The Student Senate shall have the power and authority to reprimand any student organization in any manner the majority of the Student Senate deems necessary for violations of State University of New York, or Student Senate policies.

Section III

All student organizations must have their constitution submitted for approval to the Student Senate and the College.

Section IV

A change in the constitution of a Student Senate chartered organization requires the approval of the Student Senate and the College.

Article IX—Amendments

Section I

Before the Constitution may be amended, the following steps must be completed:

- 1)** The proposed amendment must be introduced to the Student Senate at a regular meeting of the Student Senate. Each member of the Student Senate must receive a copy of the proposed amendment at least five (5) days prior to the meeting.
- 2)** At the following regularly scheduled meeting of the Student Senate, after discussion and the appropriate changes have been made, the Student Senate shall vote to approve or reject the proposed amendment.
- 3)** The proposed amendment is approved if three-quarters (3/4) of the elected members of the Student Senate vote of at least ten (10) percent of the total student activity fee paying enrollment and is in agreement with the policies and standards of the college.

Section II

Each of these steps described in the foregoing section must be completed in the order they are listed; if at any point the proposed amendment does not receive the required approval, it shall be declared defeated and further action on it will cease until the Chairperson submits a newer version to the Student Senate, according to foregoing section.