



Bylaws

Revised 9/19/11

1. The title of Student Senate in these Bylaws refers exclusively to both the Central Lakes College Brainerd and Staples Student Senates.
2. The Student Senate, being affiliated with the Minnesota State College Student Association (MSCSA), shall abide by the rules and regulations set forth by MSCSA or any other organization when attending events or sponsored activities of such organizations.
3. The Student Senate shall pay to send representatives to attend all MSCSA conferences and meetings, which include:
 - a. Fall & Spring General Assemblies
 - b. Governing Council Meetings
 - c. Platform Meetings
 - d. Transition Conference
 - e. Regional Meetings
4. Students must sign the Central Lakes College Student Senate Travel Code of Conduct prior to registration.
5. Students must adhere to the Central Lakes College Student Senate Travel Code of Conduct at all MSCSA events.
6. The Executive Board by unanimous vote may overturn a decision to pass registration responsibility onto the student if sufficient extenuating circumstances are presented.
7. Our duty as Student Senate is to ensure student representation on committee's which, by their purpose, will affect the Student Body of Central Lakes College. This representation shall be honored by the adherence to MnSCU board policies, Chapter 2-3, as well as college president mandate:
 - a. Student Life Committee
 - b. Technology Fee Committee
 - c. Fiscal & Facilities Committee
 - d. Regional Advisory Committee
 - e. Gordon C. Rosenmeier Committee
8. Student Senate representation shall act in accordance with MnSCU board policies Chapter 2.3 on Decision Making, and Chapter 2.8 on Student Life.

9. The Student Senate retains the right to appoint representatives to said college committees, including the right to set the limit and student to faculty ratio on the Student Life Fee Committee.
10. Students will be referred to the Central Lakes College Student Handbook on matters concerning faculty, staff, and students.
11. Students shall follow financial procedures as defined in the Business Office Procedure Manual, Student Senate Purchase Policy.
12. Traditional events sponsored by the Brainerd and Staples Student Senate include the following:
 - a. American Red Cross Blood Drive, Fall and Spring Semester
 - b. Student Appreciation Day, Fall and Spring Semester
 - c. Campus Awards Day, Spring Semester
 - d. Graduation Ceremony, Fall and Spring Semester
 - e. Student Homecoming, Fall Semester
 - f. Get Out The Vote! Campaign, Fall Semester
 - g. Student Success Day
 - h. Snow Days, Spring Semester
 - i. Beat The Heat Week, Spring Semester
13. The Director of Student Life will adhere to the List of Expectations as defined by the Vice President of Student and Academic Affairs.
14. The Qualifications for Candidacy of the Student Senate and the Executive Board are as follows:
 - a. Candidates for Student Senate must maintain at least a cumulative 2.00 grade point average on a 4.0 scale, following one full semester of classes.
 - b. Candidates must stay in academic good standing, and carry a minimum of 6 credits per semester.
 - c. Applicants for the Executive Board are required to have two letters of recommendation from a current faculty or staff member and have completed an intent to run form.
 - d. Applicants wishing to become a Senator are required to complete an intent to run form and have attended three Student Senate meetings.
 - e. Applicants wishing to become an Honorary Senator are required to meet with the Executive Board and provide an intent to run form and proof of academic scheduling conflicts to be eligible for candidacy.
15. Election Policy of the Student Senate
 - a. Candidacy
 - i. Students and Senators must meet the qualifications for candidacy as described.

- ii. Executive Officer and Senator Candidates must have announced their intent to run at an official Student Senate meeting as advertised by the Election Committee.
- iii. Must be willing to abide by the guidelines set by the Election Committee and the Student Senate Constitution and its Bylaws.
- iv. Any Senator can run for an Executive Officer position on the campus in which they attend the majority of their classes.
- v. A Senator can only serve in one Executive Officer position at one time.
- b. Nominations for Senator and Executive Board Positions
 - i. The Election committee will announce the opening of the intent to run week for all executive officer positions.
 - ii. The Election Committee will announce the final day for students to announce their intent to run for said offices.
 - iii. Students, who have announced their intent to run for any Student Senate position, must fill out an application and obtain the required letters of recommendation (if required).
 - iv. The Student Senate Advisor will monitor the nomination process in accordance to the Constitution.
 - v. In the event the senator-to-student ratio has been met, a special election will be held for all remaining applicants.
 - vi. Honorary Senator Candidates must submit their intent to run form to the Executive Board.
- c. Elections
 - i. Elections for President and Secretary will be held during the Spring Semester of the current year.
 - ii. All other Executive Board elections will be filled within 35 days of the Fall Semester as outlined by the election committee.
 - iii. The Election Committee will work to permanently fill any vacant position of the Senate Executive Board within 21 days of said vacancy.
 - iv. The Election Committee will submit President and Secretary Candidate information to the Director of Student Life to be used during the voting period on D2L.
 - v. The Election Committee will conduct voting of Vice President, Treasurer, and Public Relations Liaison through silent ballot during fall elections.
 - vi. The Director of Student Life will confirm qualifications of candidacy for all applications.
 - vii. The Election Committee will announce the voting time frame at the next scheduled Student Senate meeting.

- viii. Write-ins will be accepted on official ballot sheets and D2L. Write-ins must meet the Qualifications for Candidacy.
- ix. The Director of Student Life and Elections Committee will monitor and count ballots after elections are closed. A successful vote will be by a simple majority. In the event of a tie the Senate shall decide by 2/3 majority.
- x. The Election Committee will report voting results at the next meeting of the Student Senate Meeting.
- xi. The Director of Student Life has the right to appoint an acting officer until elections are held in the event of President and Vice President vacancy.
- xii. Students eligible to be Senators will be elected by a simple majority vote during a Student Senate meeting.
- xiii. Honorary Senator Candidates will be elected by a simple majority of the Executive Board.

d. General Policy

- i. In case of an executive office vacancy other than President, any qualifying member of the Student Senate has the right to run for such an opening.
- ii. The Election Committee will be responsible for all Executive Board election planning.
- iii. The President and Secretary's term of elected office will begin the next day after the end of Spring Semester and continue until the end of the last day of Spring Semester of the next academic year.
- iv. The Vice President, Treasurer, and Public Relations Liaison elect will begin their term of elected office following the end of the Student Senate meeting where election results are announced until the meeting where a new Vice President, Treasurer, and Public Relations Liaison are elected.
- v. A Senator and Honorary Senators' term will start on the day they were voted in and end under one of the following circumstances:
 - 1. A Senator or Honorary Senator graduates from Central Lakes College
 - 2. A Senator or Honorary Senator is removed from office per Student Senate policy.

16. Duties of the President

- a. Will preside at all meetings
- b. Will work with the secretary to develop an agenda no later than two regular school days prior to each Student Senate meeting.
- c. Will conduct meetings in accordance with the Student Senate Constitution and recommended parliamentary procedure.

- d. Will call special meetings when deemed necessary in promoting the general welfare of the Student Senate per the Constitution.
- e. Will represent the Student Senate at state, regional, and national conferences, in addition of the MSCSA General Conferences and General Assembly meetings, and Presidents' Group Meetings.
- f. Will serve on all committees as representation for the Student Senate as described in the Constitution and these Bylaws.
- g. Will serve all Student Clubs and Organizations as defined in the Constitution.
- h. Will oversee all other Student Senate positions and office space.
- i. Will have one vote on general matters of the Student Senate in the event of a tie.
- j. Will appoint the formation of all Ad-Hoc Committees.
- k. Will serve on a minimum of one Ad-Hoc committee.
- l. Will have regularly scheduled meetings with the college president to report on Student Senate matters.
- m. Will serve as a voting member on the Student Life Fee Committee
- n. Will serve as a voting member on the Technology Fee Committee

17. Duties of the Vice President

- a. Will succeed the President in the event of the Presidents' resignation, removal, or death.
- b. Will oversee all Ad-Hoc Committees.
- c. Will serve all Student Clubs and Organizations as defined in the Constitution.
- d. Will have one vote on general matters of the Student Senate, unless serving in a Presidential capacity.
- e. Will serve on all assessment committees as representation for Student Senate.
- f. Will submit a Senator roster to the Director of Student Life no later than seven days after the end of both fall and spring semester to determine Senator eligibility.

18. Duties of the Treasurer

- a. Will, in cooperation with the Administration and Director of Student Life, perform said duties in accordance with the general policies of Central Lakes College and of the Student Senate as defined in the Constitution.
- b. Will serve on all committees as representation for the Student Senate as described in the Constitution.
- c. Will serve Student Clubs and Organizations as defined in the Constitution.
- d. Will have one vote on general matters of the Student Senate.
- e. Will serve on a minimum of one Ad-Hoc Committee per semester.

- f. Will attend the annual Central Lakes College Budget Open Forum and report back to the Student Senate at the next scheduled meeting.
 - g. Will meet with the Vice President of Administrative Services prior to the meeting of the Student Life and Technology Fee Committees to be educated on the projected tuition and fee amounts.
 - h. Will keep an electronic record of all Student Senate financial transactions on the QuickBooks financial program.
 - i. Will review all club/organization financial proposals above and beyond their initial sponsorship and provide a recommendation to the Student Senate at the meeting the request is proposed.
 - j. Present financial reports at each Student Senate meeting.
 - k. Will complete authorization forms with the Director of Student Life
 - l. Both Student Senate Treasurers will work with the Director of Student Life to establish a proposed Student Senate budget for the following fiscal year.
 - m. Will serve as a voting member on the Student Life Fee Committee
 - n. Will serve as a voting member on the Technology Fee Committee
19. Duties of the Secretary
- a. Will complete other duties as assigned by the President.
 - b. Will distribute meeting minutes of all Student Senate meetings no later than 48 hours after the previous meeting.
 - c. Will update and revise the Student Senate Constitution and Bylaws incorporating approved amendments or revisions as directed by the Student Senate.
 - d. Will maintain hard copy and electronic file of all communications, reports, and working documents except for those assigned to the custody of others.
 - e. Will serve Student Clubs and Organizations as described in the Constitution.
 - f. Will have on vote on general matters of the Student Senate.
 - g. Will serve on a minimum of one Ad-Hoc Committee per semester.
 - h. Will maintain a current list of all voting members of the Student Senate.
 - i. Will prepare a list and conduct roll call when directed by the presiding officer of the Student Senate meetings.
 - j. Will assist the President in the development for the next week's agenda.
 - k. Will post Student Senate meeting agendas on D2L no later than 48 hours prior to the next meeting.
 - l. Will post Student Senate meeting minutes on D2L no later than 48 hours following the previous meeting.
 - m. Will e-mail Student Senate meeting minutes to all Central Lakes College Students, Faculty, and Staff no later than 48 hours following the previous meeting.

- n. Will e-mail Student Senate agendas to all Central Lakes College students, faculty, staff, and administration no later than 48 hours prior to the next scheduled Student Senate meeting.

20. Duties of the Public Relations Liaison

- a. Will promote the Student Senate and recruit new members in a manner directed by the Student Senate President.
- b. Will work with the Director of Student Life to promote and publicize all Student Senate activities and events.
- c. Will collaborate with the Secretary to publish a monthly newsletter to be available to all students.
- d. Will organize GOTV efforts to get students registered and active in local city, state, and federal elections.
- e. Will organize GOTV efforts to get students registered and active in local city, state, and federal elections.
- f. Will work with the North Central Regional Platform Representative to keep students informed on legislative issues affected Community and Technical College students.
- g. Will report any local, state, and/or federal legislative issues that affect Central Lakes College students.
- h. Will serve Student Clubs and Organizations as described in the Constitution.
- i. Will have on vote on general matters of the Student Senate.
- j. Will complete other duties as assigned by the President.

21. Duties of the Director of Student Life

- a. Will be responsible for all related Student Senate financial accounts.
- b. Will monitor and maintain the Student Senate and Student Life Initiatives Fund.
- c. Will oversee all Student Senate Ad-Hoc Committees.
- d. Will assist the Public Relations Liaison to coordinate, promote, and publicize all Student Senate activities.
- e. Will serve Student Clubs and Organizations as described in the Constitution.
- f. Will request, in written form, expenditure requests of \$500.00 or more for all activities to be paid for out of the Student Senate cost centers; and adheres the Constitution in such matters.
- g. Will provide guidance and leadership at Student Senate meetings.
- h. Will recruit, train, and evaluate Student Senate Executive Board members.
- i. Will provide leadership training and development opportunities for Student Senate Executive Cabinet Members.
- j. Will coordinate meetings scheduled for Student Senate and Student Senate Executive Board.

- k. Will attend off campus Student Senate meetings and state sponsored Student Senate meetings as appropriate.
 - l. Will assist Student Senate with the maintenance and enforcement of Student Senate Constitution and Bylaws.
 - m. Will assist and monitor Student Senate Executive Cabinet members to ensure completion of Student Senate job tasks in accordance with job duties.
 - n. Will develop and update the Student Senate webpage, located on the Central Lakes College website. Will ensure the web page contains information regarding membership, constitution, bylaws, budget information, and Student Senate minutes.
 - o. Will publish and monitor budgets related to Student Life activities.
 - p. Will develop and coordinate opportunities within the communities of Brainerd and Staples for such things as service learning projects, housing lists, and discount purchasing options.
 - q. Will manage and coordinate the Student Life Center and the services it provides on each Central Lakes College campus.
 - r. Will develop and maintain social networking sites such as Facebook for the Central Lakes College student body.
 - s. Will participate in coordinating major student events such as:
 - i. Graduation
 - ii. EZ Enrollment
 - iii. Student Success Day
 - iv. Central Lakes College Brainerd/Staples Awards Day
 - v. Central Lakes College Homecoming
 - vi. Other extra-curricular activities
 - t. Will serve as the initial point of contact for all Student Senate matters and/or concerns.
22. Duties of the Senate members:
- a. Student Senators
 - i. Will represent at-large or a division of the Central Lakes College, Brainerd or Staples Campuses Student Body.
 - ii. Will attend all meetings of the Student Senate.
 - iii. Will serve Student Clubs and Organizations as defined in the Constitution.
 - iv. Will serve on a minimum of on activity for Staples Campus, and 2 activities for Brainerd Campus per semester. Activities include:
 - 1. Ad-Hoc Committees
 - 2. Student Senate Campus Events

- v. Will demonstrate to the Executive Board; accountability, responsibility, and availability.
 - vi. Will have one vote on general matters of the Student Senate.
 - vii. The Brainerd Student Senate will elect Senators to fill the remaining open positions of the Student Life Budget Committee.
- b. Honorary Senators
 - i. Will represent at-large or a division of the Central Lakes College, Brainerd or Staples Campuses Student body.
 - ii. Will participate in 3 Student Senate activities or committees per semester.
 - iii. Will demonstrate to the Executive Board accountability, responsibility, and availability.
 - iv. Are eligible to run for Student Life Fee Committee positions
 - v. Will not have voting privileges at regularly scheduled Student Senate meetings.
 - c. Student Visitor
 - i. Will be exempted from the following articles and sections of the Student Senate Bylaws: Article VII, Section A, B, C, and D.
 - ii. Will adhere to all other Articles and Sections, not mentioned above, of the Constitution and its Bylaws.
 - iii. May present proposals for the consideration of Student Senate.
 - d. Senate Visitors
 - i. Will be exempted from the following articles and sections of the Student Senate Bylaws: Article VII, Sections A, B, C, and D.
 - ii. Will adhere to all other Articles and Sections, not mentioned above, of the Constitution and its Bylaws.

23. Duties of the Ad-Hoc Committees

- a. Will serve in a capacity as directed by the President and Vice-President
- b. Will demonstrate accountability and task management.
- c. Will provide, in written or verbal form, a report to the Student Senate at each regularly scheduled Student Senate meeting.
- d. Will elect an executive officer member or senator as its chairperson.

24. Vacancy, Removal, and Misconduct

- a. The Student Senate and Executive Board may initiate action in the event of one or more of the following
 - i. A vacancy is defined as: An unexpected open position of the Executive Board.

1. In this event, a senator may be temporarily appointed to the open position by the collective decision of the President and Director of Student Life together.
- ii. A removal is defined as: The decision of the Student Senate and/or the Executive Board to relieve an individual from their current office. A removal may result in the case of the following:
 1. A report from the Dean of Enrollment Management and Student Services or the Director of Student Life to the student informing them of failing to meet the GPA requirements of Membership and Candidacy as described in the Constitution and these Bylaws.
 2. A verifiable dereliction of duty.
 3. Any person not in academic good standing after each semester and have no student conduct files on record at Central Lakes College.
 4. Having three unexcused absences during a semester. The President must be advised of these absences prior to the meeting by submitting an absence form to the Director of Student Life or Student Senate President.
 5. After a formal complaint process is completed by the Director of Student Life relating to senator conduct or dereliction of duty.
- iii. Any member of the Senate can submit a formal complaint to the Director of Student Life.
- iv. A Student Senate member in question has the right to appeal the decision of the Director of Student Life.
- v. A misconduct is defined as: a subjective term used to define a person's violation of conduct requirements of the Student Senate and its Affiliations defined in the Student Senate Constitution, Bylaws, and Central Lakes College policies and procedures.
- vi. Initiated action on the part of the Executive Board or the Student Senate with the Director of Student Life may include but is no limited to the following:
 1. Referral to the Dean of Enrollment Management and Student Services
 2. Probationary period including a review of past offenses.
 3. Temporary removal from the Student Senate.
 4. Permanent removal from the Student Senate.

25. Emergency Meetings

- a. Written notification with a clearly defined urgency must be submitted to the Executive Board to request consideration for an emergency meeting. Emergency meetings will be approved by a majority vote by the Executive Board.
26. The Student Senate Club and Advisor Policy are as follows:
 - a. A Student Club/Organization is defined as a special interest organization consisting of an administratively approved Advisor.
 - b. Students of Central Lakes College may form Student Clubs/Organizations with sponsorship from the Student Senate.
 - c. Student Clubs and Organizations adhere to the Student Senate club and Advisor Policy.
 - d. Student Club packets shall be made available in the Student Senate office.
27. The Brainerd Student Senate will oversee the Central Lakes College Brainerd Campus Student Food Shelf usage and take necessary actions to ensure that student's needs are being adequately met.