

**Rochester Community and Technical College**  
**STUDENT SENATE CONSTITUTION**  
**5/2006**

**ARTICLE I – NAME**

The name of this organization shall be the Rochester Community and Technical College (RCTC) Student Senate.

**ARTICLE II – MISSION STATEMENT**

The Student Senate administers a diverse, world-class Student Life program for the lifelong educational development and betterment of RCTC stakeholders.

**ARTICLE III- VISION**

The Student Senate will provide a dynamic environment which ensures that students have abundant opportunity to acquire real-world, personalized extra- and co-curricular education and experiences.

**ARTICLE IV – PURPOSE**

Section 1: The Student Senate exists as an integral part of the college's governance. It is the official representative of the RCTC student body and represents the students' rights and views to all RCTC stakeholders.

Section 2: The Student Senate is the administrative body for the RCTC Student Life program. The Senate approves all expenditures collected through the Student Life fee, and sets requirements for and governs all student organizations on campus.

Section 3: The Senate empowers students by providing world-class leadership development, creating a diverse learning environment, and building relationships that enhance life-long learning.

**ARTICLE V – MEMBERSHIP**

Section 1: The membership of the Student Senate shall consist of no more than twelve (12) senators. Elections for six (6) new senators shall be held each fall.

Section 2: Members of the Student Senate must be a student of Rochester Community and Technical College in good standing, as defined in the Student Senate By-laws Article 1, Section 1.

Section 3: All Senate seats shall have a term of two years.

Section 4: The RCTC Student Senate does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

Section 5: Responsibilities of all Senate members shall include:

- A. Attending Senate meetings and assigned committee meetings.
- B. Reviewing of and voting on proposed motions made during regular and special meetings.
- C. Service on at least one (1) Standing Committee and one (1) All-College Committee.
- D. Serving a minimum of two (2) office hour per week.
- E. Participating in Senate functions when necessary.
- F. Attending any agreed upon meetings and conferences. A Senator that does not attend, or cancels at the last moment, shall reimburse the Student Senate in full, unless a valid excuse can be presented to the Student Senate. A hold will be put on his/her record until full reimbursement is made.
- G. Any Senator that does not fulfill a full year commitment must reimburse the Student Senate the cost of a sweatshirt, shirt, or jacket, unless a valid excuse can be presented. A hold shall be put on his/her record until full reimbursement is made.

**ARTICLE VI – OFFICERS**

- Section 1: The officers of the Student Senate shall be President, Vice President, Secretary, and Treasurer.
- Section 2: The Executive Board shall be elected by the Senate following the election of the President and preceding commencement.
- Section 3: The Executive Board shall consist of the President, Vice President, Secretary, and Treasurer.

**ARTICLE VII – MEETINGS**

- Section 1: The Student Senate shall meet weekly with their Advisor, and once a month with the RCTC Leadership Cabinet (here in after referred to as Cabinet) (September-May). The Senate President, Executive Board, or College Leadership Council may call special meetings when such meetings are deemed necessary. The Executive Board shall meet weekly with their Advisor to approve the agenda and discuss other issues for the next Senate meeting.
- Section 2: All Student Senate meetings shall be open to the public, pursuant to law.
- Section 3: Parliamentary Authority: Robert’s Rules of Order shall govern the Student Senate in all cases to which they are applicable and in which they are not inconsistent with the constitution and by-laws of the Student Senate.
- Section 4: Quorum: One member more than half of the Student Senate membership shall constitute a quorum.
- Section 5: The Student Senate President shall be a non-voting member with the exception of a tie vote, in which case he/she will be the tie breaker.

**ARTICLE VIII - ADVISOR**

- Section 1: The Student Senate Advisor shall be the Director of Student Life.
- Section 2: The Advisor, or his/her designee, shall be present at all Student Senate and Executive Board meetings, and at the MSCSA Fall and Spring General Assemblies.
- Section 3: The Advisor shall assist in yearly budget planning, training of officers and other members of the Senate, goal setting and implementation of a yearly work plan, carry out any responsibilities delegated to him/her by the Senate or the constitution and/or by-laws, and be an effective link with the administration, faculty, staff and the community.

**Article IX- RCTC President’s Authority**

The President of RCTC shall have power to stay any action of the Senate. All powers of the Senate are delegated by the President of the College who is legally responsible for the conduct of the college. If the President stays Senate action, a conference shall be held within a week in which the President and the members of the Senate discuss the issues involved. If, after the conference, the President still stays the action of the Senate, then the President’s action shall become final.

**ARTICLE X - METHOD OF DISSOLUTION**

The RCTC Student Senate may be dissolved by one or more of the following methods:

- A. By a two-thirds (2/3) vote of the Student Body
- B. Closing of the college.

**ARTICLE XI - METHOD OF AMENDMENT**

- Section 1: The Student Senate, by a two thirds (2/3) vote of the entire membership, shall have the power to amend this Constitution.
- A. Amendments must be submitted in writing at least one (1) meeting before it comes to a vote.

- B. Proposed amendments must be properly displayed for at least five (5) school days preceding the meeting at which it comes to a vote.

Section 2: Any member of the Student Senate may submit a proposal for an amendment.

Section 3: Any member of the Student Body may submit a proposed for an amendment for the consideration of the Student Senate by presentation of a petition in favor of the amendment which contains the signatures of at least five (5) percent of the students at RCTC.

**Rochester Community and Technical College**  
**STUDENT SENATE BY-LAWS**

**ARTICLE I - QUALIFICATIONS FOR MEMBERSHIP**

- Section 1: Each member of the Student Senate must be, and remain, a student in good standing at Rochester Community and Technical College (RCTC). The definition of a student in good standing is as follows:
- A. A person carrying a minimum of twelve (12) credit hours at the beginning of a term, and who does not drop below nine (9) credit hours during the term.
  - OR -
  - B. The following students may carry a minimum of six (6) credit hours at the beginning of a term, and may not drop below three (3) credit hours during the term:
    - 1. A person in an approved Technical Program.
    - 2. A non-traditional student who is at least twenty-five (25) years old.
    - 3. The Student Senate President.
  - C. Special occasions will be addressed by the Senate and will need a two-thirds (2/3) vote of the membership for approval.

- Section 2: Eligibility for election to the Student Senate and criteria for remaining on the Student Senate shall be as follows:
- A. No student is eligible for election if he/she does not have a minimum cumulative grade point average (G.P.A.) of 2.5 based on a 4.0 equivalent "A" grading system. This will not apply to incoming freshmen.
  - B. No student is eligible if he/she is on academic probation or suspension.
  - C. Senators must maintain a minimum 2.5 G.P.A. to remain on the Senate.

**ARTICLE II - DUTIES OF OFFICERS**

- Section 1: The President of the Student Senate is responsible for the organization and general operations of the Student Senate, which includes, but is not limited to the following:
- A. Chair all Student Senate, Executive Board, and Senate/Cabinet meetings.
  - B. Prepare agendas for all Student Senate meetings by the last day of the previous week, with the assistance of the Student Senate Executive Board and Advisor.
  - C. See to the proper execution of all motions passed by the Senate.
  - D. Review all committee appointments set by the Vice President.
  - E. Appoint members from the Senate or Student Body to serve on campus wide search committees.
  - F. Maintain communications with the RCTC Student Senate, in regards to matters dealing with RCTC faculty, staff, and administration, other student senates and the Minnesota State College Student Association (MSCSA).
  - G. Chair the Executive Board.
  - H. Perform a minimum of ten (10) office hours per week.
  - I. Attend, or appoint a senate designee to attend, monthly MSCSA Governing Council meetings. Also attend Fall and Spring General Assembly meetings, National Leadership Conference, and regional meetings, and report to the Student Senate by the next scheduled meeting.
  - J. Speak at Commencement and other functions as assigned.
  - K. Serve as chair of the Legislative Committee and Student Life Finance Committee.
  - N. Submit one article a month to the ECHO newspaper.

- Section 2: The Vice President of the Student Senate is responsible for, but not limited to, the following:
- A. Assist the Student Senate President in aspects of student government/leadership.
  - B. Fulfills the duties of the President in the event the President leaves office or is unavailable for an extended period of time.
  - C. Present charters to the senate and monitor all activities for student organizations/clubs on campus, including all fundraising activities.
  - D. Serve as chair of the Working Documents Committee.

- E. Work a minimum of five (5) office hours per week.
- F. Ensure all Standing Committees meet at least once a month.
- G. Maintain all committee rosters (Senate and All-College).
- H. Shall distribute all monthly committee reports to the Student Senate.
- I. Other duties as assigned by the Student Senate President.

Section 3: The Secretary of Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student Senate President in aspects of student government/leadership.
- B. Record proceedings of all Student Senate and Senate/Cabinet meetings including the responsibility of motion slips.
- C. Submit within two (2) days of any meeting a typed draft of the minutes to the Senate Advisor, at which time corrections will be made. The final copy will be distributed within three (3) days of said meeting. The minutes shall be distributed to the students through the Stinger, the Student Senate website, and the posting boards.
- D. Maintain a roster, along with the Senate Advisor, of each Senator's attendance at meetings.
- E. Serve as the custodian of all records for the Student Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Serve as the chair of the Volunteer Committee.
- H. Monitor the Student Senate picture cases.
- I. Monitor office hour sign-ins.
- J. Other duties assigned by the Student Senate President.

Section 4: The Treasurer of the Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student Senate President in all aspects of student government/leadership.
- B. Coordinate with the Director of Student Life to insure accuracy of the Senate and Student Life Activity Budgets financial activities on an on-going basis.
- C. Serve as a member of the Student Life Finance Committee.
- D. Serve as custodian of all financial records for the Student Senate.
- E. Submit a minimum of at least one monthly budget report to the entire Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Track all Student Life organizations' spending on a monthly basis using accounting software and Local Special Revenue reports from the RCTC business office.
- H. Have taken, or is taking, ACCT 2217 or equivalent (the Senate may waive this responsibility if applicable).
- I. Other duties assigned by the Student Senate President.

Section 5: The Executive Board of the Student Senate is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

### **ARTICLE III - ELECTIONS PROCESS**

- Section 1: Procedures:
- A. The President shall be elected in the spring by popular vote of the student body.
  - B. Students wishing to run for Senate President must have served on the Student Senate for at least one (1) semester prior to running.
  - C. Candidates receiving the most votes will be declared the winners.
  - D. The Senate Advisor shall be responsible for the supervision of all elections and notifying the Student Body of the outcome of all elections.
  - E. Candidates must receive a minimum of ten percent (10%) of the votes cast to become a member of the Student Senate.
  - F. The Student Senate Advisor shall make available an application for any eligible student wishing to apply for the Student Senate.
  - G. Students wishing to apply for a seat on the Senate must fill out an application from the Student Life office and turn it in by the posted deadline.
  - H. All elections will be conducted online.

- Section 2: Vacancies: A vacancy that occurs in the Senate will be filled in the following manner:
- A. Any officer vacancy shall be filled by a two thirds (2/3) majority vote of the entire Senate membership.
  - B. Candidates must complete and submit an application within seven (7) days of an announcement that such a vacancy of a specific term exists by the President. Each candidate will be invited to a Senate meeting for an interview. After debate, the Senate may select a replacement by secret ballot. In the event the Senate does not fill the vacancy, the President may again announce that a vacancy exists.
  - C. All Senators elected to fill a vacant seat shall serve until the end of that seat's term.

### **ARTICLE IV - REMOVAL OF REPRESENTATIVES**

- Section 1: By a vote of two-thirds (2/3) of the Student Senate membership by secret ballot, and with the approval of the Senate Advisor, the Student Senate shall have the authority to remove any Senator from membership for:
- A. Disciplinary reasons.
  - B. Failure to perform duties as stated in the Constitution and By-laws.
  - C. Reasons of character.
  - D. Failure to cooperate with the other members of the Student Senate.
  - E. Academic/behavioral probation and/or suspension.

- Section 2: By a vote of two-thirds (2/3) of the Student Senate membership, by secret ballot, and with the approval of the Senate Advisor, the Student Senate shall have the authority to remove any member of the Executive Board from the position that he/she holds for:
- A. Disciplinary reasons.
  - B. Failure to perform duties as stated in the Constitution and By-laws.
  - C. Reasons of character.
  - D. Failure to cooperate with the other members of the Student Senate.
  - E. Academic/behavioral probation and/or suspension.

- Section 3: Four (4) Student Senate meeting absences per year shall be considered prima facie evidence for dismissal from the Student Senate.
- A. A dismissed Senator may appeal the dismissal by formally petitioning the Senate at the next scheduled meeting. A two-thirds (2/3) majority of those present and voting is necessary to grant the appeal. If appeal is granted, the reinstated Senator may not miss more than one (1) more meeting during the remainder of the academic year.
  - B. In the event of an extreme circumstance the Student Senate may, by 2/3 majority vote, suspend the attendance on a case-by-case basis.

- Section 4: The Student Body, with approval from the RCTC Vice President of Development and Services, may recommend to the Student Senate the removal of any member of the Senate under the following guidelines:

- A. A petition submitted to the Student Senate Executive Board, containing the names of ~~ten~~ five percent (5%), of the student body enrolled at RCTC.
- B. The Student Senate Executive Board shall consider all recommendations of removal from the RCTC student body. Upon review of the request, the Student Senate Executive Board shall inform the entire RCTC Student Senate at the next meeting.
- C. If a Senator is removed, the former Senator has the right to appeal the decision to the Vice President of Student Development and Services.

#### **ARTICLE V - COMMITTEES**

- Section 1: Standing committees shall consist of: Working Documents, Volunteer, Student Life Finance, and Legislative.
- A. **Working Documents:** This committee is composed of three (3) Senators. The committee is charged to examine and evaluate the working documents of the Student Senate. The working documents of the Senate include, but are not limited to, the Senate's Constitution, By-laws, and Standard Operating Procedure, as well as the Student Life Finance Committee Policies and Procedures and Student Life's Strategic Plan.
  - B. **Volunteer:** This committee is composed of two (2) Senators. The committee is charged with organizing community service projects that will enhance the image of the Student Senate, the college and benefit a charitable community organization. The committee organizes the clean-up of the Senate's section for the Adopt-A-Highway program.
  - C. **Student Life Finance:** See Article 7.
  - D. **Legislative:** This committee is comprised of three (3) Senators. This committee is responsible to keep in contact with the MSCSA to keep up to date on legislative issues. The committee is responsible for keeping the Senate and the student body abreast of pertinent legislation and for organizing the annual Capitol Day trip to St. Paul and for organizing "open forums" on campus.

Section 2: Ad-hoc committees shall function in the capacity for which they were designed, and shall be automatically dissolved upon submission and acceptance of their final reports.

Section 3: The Senate Vice President shall appoint all committee members, with approval of the Senate President.

Section 4: All Standing Committee Chairs shall submit a minimum of one monthly committee written report to the Senate Vice President.

#### **ARTICLE VI - CLUBS**

Section 1: Any group of students wishing to form a club for any purpose must secure a charter from the Student Senate, and the approval of the College President, before that organization can be recognized as an official RCTC club.

- Section 2: To secure such an approval for a charter, a group must meet the following requirements:
- A. Have a purpose for the club which will benefit the College in some manner, and does not advocate discrimination or violence of any kind.
  - B. Must have a fulltime unlimited/part-time unlimited faculty/staff advisor.
  - C. Submit a written purpose statement and club constitution to the Student Senate for approval.
  - D. If the club is affiliated with any state or national organization, the affiliated constitution(s) and the terms of affiliation for the club must be filed with the constitution.
  - E. The organization must have ten (10) active student members in the group at the time of petitioning.
  - F. A representative of the group must appear, if requested by the Senate, before the Senate to answer questions.

- Section 3: The Senate shall determine, as part of the proposed club charter, whether there are any restrictions for the club in any rights or privileges that apply to other organizations.
- Section 4: A simple majority vote of members present shall be required to recommend approval of a charter. The Senate shall notify the President of the College of its charter recommendation. The Cabinet will consider the Senate's recommendation and either approve or deny it with comment. If approved by the Cabinet, the Senate shall then issue the charter.
- Section 5: The Senate must give prior approval for on-campus fund raising by all clubs.
- Section 6: The Senate may, by two-thirds (2/3) vote, revoke any of the particular privileges or suspend the charter of any organization or club for due cause.
- A. If for two (2) consecutive years an active membership role does not include ten (10) students, excluding various National Honor Societies.
  - B. If for two (2) consecutive years, an organization has not actively attempted to fulfill its stated purpose.
  - C. If an organization has acted in a manner contrary to its stated purposes or has brought discredit to the college.
- Section 7: Denial or revocation of a charter or probationary status for a club or organization shall not be used as a device for censorship.
- Section 8: All chartered clubs shall be responsible for:
- A. Submitting one Student Life Club Report in the Fall and Spring to the Director of Student Life
  - B. Sending a designee to attend one (1) Senate meeting in the fall and one (1) Student Life Finance Committee meeting in the spring
  - C. Submitting a budget for the next fiscal year by the date stated by the Student Life Finance Committee
  - D. Sending a designee to attend all-college club council meetings.
- Section 9: Student Life funds shall be distributed to the clubs as per the Student Life Financial Policy and Procedures.
- Section 10: The Student Senate will, by the first week of April each year, notify the College President of club charters that the Senate anticipates will be renewed for the upcoming academic year.

#### **ARTICLE VII - STUDENT LIFE FINANCE COMMITTEE**

- Section 1: The composition of the Student Life Finance Committee shall consist of the Senate President as chair and a non-voting member, the Senate Treasurer, two (2) other Senators, three (3) Campus Activity Board members appointed by the CAB advisor, and the Director of Student Life.
- Section 2: Duties of the committee:
- A. To review all requests for funding from the Student Life Activity Fund.
  - B. To develop a Student Life Budget Plan, including Student Life Fee change recommendations, for the following year, and to appropriate funding to the individual activities and clubs.
  - C. The Student Life Budget Plan that the committee adopts shall be subject to the approval of the Student Senate, by a two-thirds (2/3) vote of the Senate membership, and if approved sent on to the College President for approval.
  - D. In the event that enrollment or revenue projections are not met, the Student Life Budget Plan shall be adjusted by the Director of Student Life in consultation with the Student Life Finance Committee. Adjustment recommendations must be approved by the Student Senate and the College President.
  - E. All Student Life Finance Committee members shall attend a minimum of one monthly meeting, and any special meetings called by the Senate President.

**Article VIII - PUBLIC RELATIONS SENATOR**

Section 1: The Public Relations Senator shall be chosen by the Executive Board at the beginning of the school year.

Section 2: The duties of the Public Relations Senator shall include:

- A. Updating the Senate website every week
- B. Creating questionnaire for all Snackin' with the Senates
- C. Coordinating all Snackin' with the Senates
- D. Advertising all Student Senate activities, via appropriate channels to appropriate stakeholders
- E. Acting as a liaison between the ECHO and the Senate
- F. Acting as a liaison between the CAB and the Senate
- G. Other duties assigned by the Executive Board or Senate.

Section 3: Should the Public Relations Senator not be able to fulfill his/her duties, the Executive Board shall appoint another Senator.

Section 4: The Executive Board shall be responsible for ensuring that the Public Relations Senator completes all written and assigned job duties.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

Robert's Rules of Order shall govern the Student Senate in all cases in which they are applicable and in which they are not inconsistent with the Constitution and By-laws of the Student Senate.

**ARTICLE X - METHOD OF AMENDMENT**

Section 1: The Student Senate, by a simple majority vote of the entire membership, shall have the power to amend these by-laws.

- A. Amendments must be submitted in writing at least one (1) meeting before it comes to a vote.
- B. Proposed amendments must be properly displayed for at least five (5) school days preceding the meeting at which it comes to a vote.

Section 2: The Student Senate Working Documents Committee or any member of the Student Senate may submit an amendment to any of the Senate's working documents.

Section 3: Any member of the Student Body may submit a proposed amendment for consideration of the Student Senate by presentation of a petition in favor of the amendment that contains the signatures of at least five (5) percent of the students at RCTC.

**ARTICLE XI - ACTIVATION**

This Constitution and By-laws, upon ratification, shall become effective on May 11, 2006. Election for the Student Senate 2006-2007 academic school year shall be held by the procedures stated in these By-laws. All policies and regulations adopted by previous Student Senates remain in effect unless they are inconsistent with this Constitution and By-laws.

Constitution and By-laws ratified on May 11, 2006.

---

Scott Krook, RCTC Student Senate President, 2005-06

---

Don Supalla, RCTC President