

Rochester Community and Technical College
Student Senate Constitution

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:
A. One representative, or designee, from each RCTC chartered club.
B. Three students-at-large.
C. One female and one male representative from the athletic programs.
- 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 one year.
- 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. Participating in Senate functions when necessary.
D. 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.
E. 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, Treasurer, Parliamentarian, and Public/Government Relations Officer.
- Section 2: The Executive Board, including the President, shall be elected by the Student Senate Body during the second (2nd) meeting of each Fall Semester.
- Section 3: The Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Parliamentarian, and Public/Government Relations Officer.

ARTICLE VII – MEETINGS

- Section 1: The Student Senate shall meet the first and third Tuesday of the month with their Advisor and Assistant Advisor. The Senate President, Executive Board, or Leadership Cabinet may call special meetings when such meetings are deemed necessary.

- Section 2: The Executive Board shall meet:
- A. The second and fourth Tuesday at 2:00 pm with their Advisor and Assistant Advisor to approve the agenda and discuss other issues for the next Senate meeting.
 - B. The second Tuesday at 3:30 pm with the RCTC Leadership Cabinet (herein referred to as Cabinet) September-May.
- Section 3: All Student Senate meetings shall be open to the public, pursuant to law.
- Section 4: 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 5: Quorum: One member more than half of the Student Senate membership shall constitute a quorum.
- Section 6: 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 Student Senate Assistant Advisor shall be the Associate Director of Student Life.
- Section 3: The Advisor and/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 4: 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, carrying out any responsibilities delegated to him/her by the Senate or the Constitution and/or By-laws, and serving as 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 proposal 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

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. All students must 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.
- B. Special circumstances will be addressed by the Senate and will need a two-thirds (2/3) vote of the membership for approval.

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. Distribute agendas for all Student Senate meetings by the last day of the previous week.
- C. See to the proper execution of all motions passed by the Senate.
- D. Review all committee appointments set by the Vice President.
- E. Recommend members from the Senate or Student Body to serve on campus wide search committees.
- F. Maintain communications with the RCTC Student Senate, in regard 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 will 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. Chair the Legislative Committee and chair the Student Life Finance Committee.

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. Fulfill 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.
- D. Work a minimum of five (5) office hours per week.
- E. Maintain all committee rosters.
- F. 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 Student Life Weekly newsletter and posting boards.
- D. Assist the Student Senate Advisor in maintaining attendance rosters.
- 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. 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.
- C. Serve as a member of the Student Life Finance Committee.
- D. Serve as custodian of all financial records for the Student Senate.
- E. Perform a minimum of five (5) office hours per week.

- F. Other duties assigned by the Student Senate President.
- Section 5: The Parliamentarian 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. Assist the President in using proper parliamentary procedure in conducting meetings.
 - C. Enforce the Constitution and By-laws of the Student Senate
 - D. Ensure all Senate meetings follow Parliamentary Order (Robert's Rules).
 - E. Serve as chair of the Working Documents Committee.
 - F. Perform a minimum of five (5) office hours per week.
 - G. Other duties assigned by the Student Senate President.
- Section 6: The Public/Government Relations Officer is responsible for, but not limited to, the following:
- A. Updating the Student Life website every week.
 - B. Advertising all Student Senate activities, via appropriate channels to appropriate stakeholders.
 - C. Acting as a liaison between the ECHO and the Senate.
 - D. Acting as a liaison between the Senate and all federal, state, and local government leaders.
 - E. Perform a minimum of five (5) office hours per week.
 - F. Serve as co-chair of the legislative committee.
 - G. Other duties assigned by the Student Senate President.
- Section 7: 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. Approve the Senate agendas prior to the next Senate meeting.
 - C. Attend all available leadership conferences.
 - D. Serve no more than two years in any given executive seat.
 - E. Participate in Senate functions/activities.
 - F. Attend all Senate/Cabinet meetings and Executive Board meetings.
 - G. Discuss and implement standing committee initiatives.
 - H. Attend Fall and Spring General Assembly meetings and a national leadership conference and are encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
 - I. Understand and enforce Robert's Rules of Order.

ARTICLE III – MEMBERSHIP

- Section 1: Each RCTC Chartered club will appoint one delegate and one alternate to serve as a member of the Student Senate by the fourth Tuesday of the fall semester. Clubs will not have access to Student Life funds until they have appointed a delegate to the Student Senate. The initial meeting of the entire RCTC Student Senate will be held on the fourth Tuesday, 2:00 pm, of the fall semester.
- Section 2: Each newly chartered club during the academic year, must appoint a delegate and one alternate by the third (3rd) week after the club is chartered.
- Section 3: The Men's and Women's Athletic Director will appoint a male and female delegate and alternate by the fourth week of the fall semester.
- Section 4: The Senate shall elect three (3) students-at-large to be members of the Senate during the second Student Senate meeting of Fall Semester.

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: Two (2) Student Senate meeting absences per year shall be considered prima facie evidence to suspend that member's club charter and freeze all club funds. In the event of an extreme circumstance, the Student Senate may by two-thirds (2/3) majority vote, suspend the attendance policy on a case-by-case basis.
- Section 3: Any club charter which has been suspended and funds frozen, must have a delegate or designee attend two (2) consecutive Senate meetings which will automatically return the club to good standing.

- Section 4: The Student Body, with approval from the RCTC President can 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 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 RCTC President.

ARTICLE V – COMMITTEES

- Section 1: Standing Committees shall consist of: Working Documents, Volunteer, Student Life Finance, and Legislative.
- A. Legislative: The 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 student body a breast of pertinent legislation and for organizing the annual Capitol Day trip to St. Paul and for organizing open forums on campus.
 - B. Student Life Finance: See Article 7.
 - C. Volunteer: 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
 - D. Working Documents: 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, Standard Operating Procedure, as well as the Student Life Finance Committee Policies and Procedures and Student Life's Strategic Plan.
- 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.

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 full time 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 will revoke 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.
 - D. If an RCTC Chartered Club does not appoint one delegate and one alternate to the Student Senate by the fourth week of the fall semester, clubs will not have access to club funds.
- Section 6: Denial or revocation of a charter or probationary status for a club or organization shall not be used as a device for censorship.
- Section 7: All chartered clubs shall be responsible for:

- A. Appointing one delegate and one alternate to serve as a member of the Student Senate by the fourth week of the fall semester.
- B. Submitting a Student Life Club Report in the fall and spring semesters to the Director of Student Life.
- C. Assigning a Student Senate delegate and alternate as stated in Article 3 of the By-laws.
- D. Submitting a budget for the next fiscal year by the date stated by the Student Life Finance Committee.

Section 8: Student Life funds shall be distributed to the clubs as per the Student Life Finance Policy and Procedures.

Section 9: 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, Director of Student Life, Associate Director of Student Life and three (3) LIFT team members which are appointed by the LIFT advisor.

Section 2: Duties of the committee:

- A. To approve all expenditures from the Student Life Contingency Fund.
- B. To develop a Student Life Budget including Student Life Fee recommendations for the following year, and to appropriate funding to the Student Life cost centers.
- C. The Student Life Budget that is adopted by the committee shall be subject to the review of the Student Senate, and approved by a majority of the senate membership and sent to the College President for final 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 – 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 IX – 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 X – ACTIVATION

This Constitution and By-laws, upon ratification, shall become effective on May 15, 2008. 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 15, 2008.

Keith Strehlow, RCTC Student President, 2007-08

Donald Supalla, RCTC President