



Student Senate
Northeast Wisconsin Technical College
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STUDENT SENATE CONSTITUTION

PREAMBLE

We, the Students of Northeast Wisconsin Technical College-Green Bay, Marinette and Sturgeon Bay, herewith unite for the common good of all students both within and our College by promoting the well-being of ourselves, the College, community, state and nation; by providing a balanced self-governing system of representation; and by assuring the basic rights of all students within the College environment.

ARTICLE I – NAME

This organization shall be known as the Student Senate of Northeast Wisconsin Technical College-Green Bay, Marinette, and Sturgeon Bay and shall represent all postsecondary students enrolled at Northeast Wisconsin Technical College.

ARTICLE II – PURPOSE

This organization shall serve as a coordinating unit for Northeast Wisconsin Technical College-Green Bay, Marinette, and Sturgeon Bay and the students therein for the purpose of:

- A. Providing liaison between the administration and students.
- B. Promoting citizenship and leadership among the student body.
- C. Operating as the student's voice.
- D. Acquiring and disseminating accurate information to the student body.
- E. Encouraging improvement of the College and its surroundings by the student body.
- F. Promoting any activity that shall result in the betterment of Northeast Wisconsin Technical College-Green Bay, Marinette and Sturgeon Bay.

- G. Working to create and approve a fiscal year budget, and expend student activity funds and other revenues generated by the Student Involvement Office, in concert with legislation issued in 1993 with the implementation of Wisconsin Act 101.

ARTICLE III – GOVERNMENT

- A. The Senate Board of the Student Senate shall consist of a President, Vice-President, Secretary-Treasurer, WSG Governor, and WSG Lieutenant Governor as elected by the prevailing members of the Student Senate.
- B. The meetings of the Student Senate shall be conducted by the Senate Board as provided in the By-Laws.

CONSTITUTION BYLAWS

ARTICLE I – GENERAL PROCEDURES

- A. Duties of the Student Senate members are:
 - 1. To attend all regularly called meetings of the Student Senate and such special meetings as designated.
 - 2. To carry out the obligations of any committee to which they are appointed or volunteered.
 - 3. To establish and/or amend all policies concerning student rights.
 - 4. To serve the student body to the fullest extent of their abilities.
 - 5. To amend and approve the budget for the following fiscal year.
- B. This organization and its members will not discriminate with regard to race, color, national origin, creed, gender, sexual orientation, age, handicap, marital status, ancestry arrest/conviction record, or other protected status

ARTICLE II – MEMBERSHIP

- A. Membership shall consist of one student representative from each of the officially recognized Student Organizations, postsecondary program students, and/or apprenticeship program students, and two at large members for undeclared student representation.
- B. To be designated as an officially recognized Student Senate Representative the student must be registered and continuously enrolled during the semester. Officially recognized representatives must be a student in good standing to remain a member of Student Senate. A student in good standing is a representative with a GPA of 2.0 or greater. If a member fails to be in good standing, the member will be removed from Student Senate and replaced by a successor. Verification shall be the responsibility of the Student Involvement Coordinator.

To be designated as an officially recognized Student Senate Officer the student must be registered and continuously enrolled during the semester. Any individual elected to the Student Senate executive board must meet acceptable requirements of a background

investigation. Officers must be a student in good standing to remain a member of Student Senate. A student in good standing is an officer maintaining a minimum 2.5 GPA. If an officer fails to be in good standing, they will be removed from Student Senate and replaced by a successor. Verification shall be the responsibility of the Student Involvement Coordinator. When any officer is enrolled in less than nine (9) credits, the other Student Senate Board Officers shall meet to determine whether the officer in question shall continue his/her position. The determination shall be based on the student being in good standing and on campus enough hours to represent the student body in an appropriate manner.

1. Officially Recognized Student Organization Representatives – each officially recognized Student Organization will have one (1) representative, the Student Organization vice-president or an appropriate representative appointed by the Student Organization advisor.
 2. Postsecondary Program Students – Whereas the length of time postsecondary program students are involved with Northeast Wisconsin Technical College, and whereas they are student activity fee paying students, any program not represented by a Student Organization may have the lead program instructor approve one student from the program to be a representative to Student Senate.
 3. Apprenticeship Programs/Apprenticeship Students – Whereas the length of time apprenticeship students are involved with Northeast Wisconsin Technical College, and whereas they are student activity fee paying students, these students will be allowed one vote for the total apprenticeship programs and representation in Student Senate. Approval for representation with Student Senate must be approved by the Associate Dean of the Apprenticeship Division.
 4. At large representatives will be determined through an application process, approved by the Executive Board and the Student Involvement Coordinator. Each at large member would have voting privileges
- C. If a vacancy occurs in the Student Senate by either an officer or officially recognized Student Organization representative, the vacancy should be filled within a two (2) week period.

ARTICLE III – ELECTION OF THE STUDENT SENATE BOARD OFFICERS

- A. The President, Secretary/Treasurer, and WSG Governor shall be elected six (6) weeks before the end of the College year. President, Secretary/Treasurer, and WSG Governor (see Article IV-Officers, Section C, Paragraph 7) will be nominated no later than the first meeting in March and elections shall be held no later than the first meeting in April. The Vice-President and WSG Lieutenant Governor shall be elected at the start of each College year. And will be nominated no later than the second meeting of the College year and elections shall be held by the third meeting of each College year.
1. Officers are not allowed to hold their position longer than a two-year period.
 2. The President and Secretary/Treasurer shall take office after the last Student Senate meeting in May. The WSG Governor will take office after the April WSG meeting. The Vice-President and WSG Lieutenant Governor shall take office immediately after election.

3. Election ties will be broken in accordance with Revised Roberts' Rules of Order.
4. When an officially recognized Student Organization representative is elected to an officer position, the Student Organization shall appoint another Student Organization member to be the officially recognized Student Organization representative to Student Senate.
5. Upon receiving a letter of resignation from an officer, vacancies which occur on the Student Senate Board will be filled as follows:
 - a. The Vice-President will automatically fill any vacancy in the position of President.
 - b. An election of a new Vice-President shall take place immediately at the next scheduled meeting of Student Senate after receipt of a letter of resignation from the Vice-President or movement to the position of President.
 - c. An appointment shall be made by the President when a vacancy of Secretary/Treasurer exists. In lieu of an appointment, the President may declare that an election shall be held to fill the vacancy of the Secretary/Treasurer.

ARTICLE IV – OFFICERS

- A. The officers of Student Senate are as follows: President, Vice-President, Secretary/Treasurer, Ex-Official WSG Governor and Ex-Official WSG Lieutenant Governor.
- B. The Student Senate Board duties shall be to:
 1. To attend 90-100% of all general meetings of the student Senate and such special meetings as called.
 2. Present plans and policies to the Student Senate representatives for approval
 3. Handle such matters as directed or may be required by the Student Involvement Coordinator.
 4. Approve all committees and chairpersons.
 5. To serve the student body to the fullest extent of their abilities.
 6. Conduct business not otherwise provided for as it arises between meetings.
- C. The five (5) elected Student Senate Board positions are paid positions.
 1. The President of the Student Senate shall be held accountable for the following requirements.
 - a. **Must attend 90-100% of all Student Senate and Student Senate Board meetings.**
 - b. Attend NWTC District Board Meetings as a non-voting student representative.
 - c. Act as chairperson of all meetings of the Student Senate and Senate Board.
 - d. Make any appointments deemed necessary with the approval of the Student Senate Board.
 - e. Draw up an agenda for the Student Senate meetings, which must be given to the secretary to be recorded before any Student Senate meeting is to take place
 - f. Vote only when a deadlock exists.
 - g. Plan, coordinate, and establish a committee structure that will aid in any aspect the Student Senate may need.

- h. With approval from the Student Involvement Coordinator, attend any statewide meeting, workshop or conference which involves other Wisconsin Technical College System student senates or student governments.
 - i. Is required to serve on at least one NWTC committee.
 - j. Must sign the code of ethics and has a copy on file in the Student Involvement Office no later than one week after election.
 - k. Carry out other duties as may befall this office.
2. The Vice-President of the Student Senate shall be held accountable for the following requirements:
- a. **Must attend 90-100% of all Student Senate and Student Senate Board meetings.**
 - b. **Attend at least 90-100% of the fall and spring semester NWTC District Board Meetings as a non-voting student representative and present one report per semester to the District Board. This report is in essence a summary of Student Senate activities and any other communication between the students and District Board.**
 - c. Act on behalf of the President in his/her absence, and in case of impeachment or resignation of the President, to succeed him/her for the remainder of the College year.
 - d. Succeed the President in case of prolonged or permanent absence, impeachment, or resignation.
 - e. Act as coordination chairperson for all committees as appointed by the Student Senate President or representatives of Student Senate.
 - f. With the approval from the Student Involvement Coordinator, attend any statewide meeting, workshop or conference which involves other Wisconsin Technical College System student senates or student government.
 - g. Act as Sergeant-At-Arms (Parliamentarian) at all Student Senate meetings and Student Senate Board meetings.
 - h. Must keep order in all meetings, ensuring that each student who wishes to speak is given a chance to speak.
 - i. Is required to serve on at least one NWTC committee.
 - j. Must sign the code of ethics and has a copy on file in the Student Involvement office no later than one week after election.
 - k. Carry out other duties as may befall this office.
3. The Secretary/Treasurer of the Student Senator shall be held accountable for the following requirements:
- a. **Must attend 90-100% of all Student Senate and Student Senate Board meetings**
 - b. Must in the event of an absence, is required to locate a replacement for herself/himself to cover the Student Senate meeting.
 - c. Obtain roll call at the beginning and end of each Student Senate meeting.
 - d. Must keep record of all agendas, minutes, attendance, and any other documents in need of keeping.

- e. Must record the minutes at each meeting of the Student Senate. These minutes must be typed and posted in the agreed upon area no later than seven days after such a meeting has been adjourned.
 - f. Must keep a contact list of all voting members maintained. This list must be updated each month (if needed).
 - g. Must present a report of finances to the Student Senate at least once a month.
 - h. Is required to serve on at least one NWTC committee.
 - i. With approval from the Student Involvement Coordinator, attend any statewide meeting, workshop or conference which involves other Wisconsin Technical College System student senates or student governments.
 - j. Must sign the code of ethics and has a copy on file in the Student Involvement office no later than one week after election.
 - k. Carry out other duties as may befall this office.
4. The Governor of the Student Senate shall be held accountable for the following requirements.
- a. **Must attend 90-100% of all Student Senate and Student Senate Board meetings**
 - b. **Requires 100% attendance to WSG functions and activities.**
 - c. With approval from the Student Involvement Coordinator, attend Student Senate meetings, Wisconsin Student Government (WSG) meeting and conferences.
 - d. Be responsible for proper functioning of the WSG arrangements and actions in this district.
 - e. Report WSG meeting contents and actions to the Student Senate.
 - f. When applicable, present and initiate actions to the Student Senate Board.
 - g. Vote only when a deadlock exists only on WSG issues.
 - h. The Governor must aid the WSG Lieutenant Governor in obtaining the experience and knowledge involved with the Governor position.
 - i. The WSG Lieutenant Governor must assist the Governor in order to obtain the experience and knowledge involved in the Governor position.
 - j. Is required to serve on at least one NWTC committee.
 - k. Must sign the code of ethics and has a copy on file in the Student Involvement office no later than one week after election.
 - l. Carry out other duties as may befall this position through summer session.
5. The WSG Lieutenant Governor of the Student Senate shall be held accountable for the following requirements:
- a. **Must attend 90-100% of all Student Senate and Student Senate Board meetings**
 - b. **Requires 90-100% attendance to WSG functions and activities.**
 - c. Act on behalf of the Governor in his/her absence, and in case of impeachment or resignation of the Governor, to succeed him/her for the remainder of the term.
 - d. With approval from the Student Involvement Coordinator, attend any statewide meeting, workshop or conference which involves other Wisconsin Technical College System student senates or student governments.

- e. Providing officer requirements are maintained under ARTICLE II-MEMBERSHIP, assume the position of Governor at the beginning of fall semester.
 - f. Is required to serve on at least one NWTC committee.
 - g. Must sign the code of ethics and has a copy on file in the Student Involvement office no later than one week after election.
 - h. Carry out other duties as may befall this position.
6. Duties of the Advisor/Student Involvement Coordinator, shall be:
- a. to attend all meetings;
 - b. to advise and inform upon request;
 - c. to act as a liaison between students and administration;
 - d. supervise the election of officers;
 - e. to assist in providing information requested by the Student Senate and Student Senate Board relating to College activities;
 - f. to assist in planning student activities;
 - g. other duties as may arise.
7. Wisconsin Student Government
- a. The Student Senate shall nominate and elect a Lieutenant Governor for the Wisconsin Student Government (WSG) organization at the time of elections.
 - b. The Lieutenant Governor must be a student who is willing to make a commitment of two years of active involvement with WSG.
 - c. The office of Lieutenant Governor leads into the office of Governor for WSG.
 - d. First year commitments:
 - 1. The first year involvement requires 90-100% attendance to WSG functions and activities.
 - 2. The Lieutenant Governor must assist the Governor in order to obtain the experience and knowledge involved in the Governor position.
 - e. Second year commitments:
 - 1. The second year involvement requires 100% attendance to WSG functions and activities.
 - 2. The second year of involvement the person who is Lieutenant Governor succeeds the position of Governor. This position is a voting position on WSG.
 - 3. The Governor must aid the Lieutenant Governor in obtaining the experience and knowledge involved with the Governor position.
8. Any member elected by the Student Senate to hold an executive position in the Student Senate may be removed from that position after charges or incompetency have been established, documented in writing, and a two-thirds (2/3) vote for removal obtained.

ARTICLE V – MEETINGS

- A. Meetings of the Student Senate will be held as deemed necessary. Normally scheduled meetings are as follows:
 - 1. Regular Student Senate meetings will be held on the first and third Monday of each month beginning at 2:30 p.m. on the Green Bay Campus.
 - 2. The rules contained in the current edition of Robert's Rules of Order Newly Revised Edition shall govern the Student Senate in all cases to which they apply, providing they are not inconsistent with the bylaws or any special rules of order the Student Senate may adopt.
- B. Each officially recognized representative will have one vote at all Student Senate meetings.
 - 1. Any member unable to attend a meeting may present a written proxy vote.
 - 2. Any proxy must state the nature of the material to be voted on, whether for or against, and the signature of the officially recognized representative.
 - 3. All proxy votes must be accepted as a legal vote by the Student Senate.

ARTICLE VI – QUORUM

- A. The quorum will be fifty percent (50%) of possible Student Senate representatives present from those approved and eligible student organizations that have processed all required paperwork to become an active student organizations and any officially recognized program representative.

ARTICLE VII – IMPEACHMENT

- A. Procedure for removal from office or Student Organization/program representation:
 - 1. For the purpose of removal from office, any member of the Student Senate bringing charges against another member of the Student Senate will present the charges in writing, signed by two officially recognized representatives of Student Senate.
 - 2. Any voting on these charges will be postponed until the next regularly scheduled Student Senate meeting.
 - 3. Between the time the charges are presented and the meeting at which action will be taken, notice of the motion for removal and charges presented will be given to all officially recognized representatives of the Student Senate.
 - 4. The charges must be serious, valid, and without bias.
 - 5. The Student Senate representative may then be removed by majority vote of the Student Senate.
- B. Rights of appeal of a Student Senate Officer/Officially Recognized Representative:
 - 1. Any officially recognized representative impeached or otherwise removed from office has the right to appeal the case in a formal meeting of the Student Senate.
 - 2. The decision reached at said meeting will be final.

ARTICLE VIII – STUDENT ORGANIZATIONS

- A. In order for a Student Organization to be recognized by Student Senate, NWTC District Board, and receive Student Senate funding:
 - 1. It must submit all required forms to the Student Involvement Office.
 - 2. Membership in the Student Organization must be open to any student.
 - 3. Student Organization officers will be required to sign the code of ethics and have a copy on file in the Student Involvement office no later than one week after election.
- B. At the end of each year, each Student Organization must complete and submit the annual report to the Student Involvement Coordinator in order for the advisor to be paid the appropriate stipend.

ARTICLE IX – AMENDMENTS

- A. This NWTC Student Senate Constitution may be amended at any regular meeting by two-thirds (2/3) vote of the Student Senate roll call, provided the proposed amendments have been presented in writing at a previous, regularly scheduled meeting and will take effect immediately.
- B. Any active member may propose an amendment to the Constitution. Active member shall be defined as any officially recognized representative that has attended at least two meetings in any semester.
- C. The Constitution may be amended by unanimous vote at any meeting.

ARTICLE X – Affiliation/Representation

- A. This organization shall be the official voice of the Northeast Wisconsin Technical College student body and represents the student body pursuant to Act 101 (WI Statutes 38.145) in all dealings with:
 - a. The Administration
 - b. The Northeast Wisconsin Technical College System Board
 - c. The State of Wisconsin Technical College System Board
 - d. The Local Legislative Bodies
 - e. The State Legislative Bodies

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