

NORTHEAST WISCONSIN TECHNICAL COLLEGE

STUDENT SENATE

CONSTITUTION BYLAWS



Article I. GENERAL PROCEDURES

Section 1.01 Duties of the Student Senate club representatives are:

- (a) To attend all regularly called meetings of the Student Senate and special meetings as designated.
- (b) To carry out the obligations of any committee to which they are appointed or volunteered.
- (c) To establish and/or amend all policies concerning student rights.
- (d) To serve the student body to the fullest extent of their abilities.
- (e) To amend and approve the budget for the following fiscal year.

Section 1.02 This organization and its members will not discriminate regarding race, color, national origin, creed, gender, sexual orientation, age, handicap, marital status, ancestry arrest/conviction record, or other protected status

Article II. MEMBERSHIP

Section 2.01 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.

- (a) 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. Verification shall be the responsibility of the Student Involvement Coordinator.
- (b) 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.
- (c) If a vacancy occurs in the Student Senate Executive Board, the vacancy should be filled within the following (2) Senate meetings.

Article III. ELECTIONS

Section 3.01 The Executive Board Officers that wish to carry over to the following year shall be elected by the last (2) Senate meetings of the College School year. The Executive Board Officers that wish to carry over to the following year 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 New Executive Board Officers 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.

- (a) Officers are not allowed to hold their position longer than a two-year period.
- (b) Election ties will be broken in accordance with Revised Roberts' Rules of Order.

Article IV. OFFICERS

Section 4.01 The Officers of Student Senate are Limited to five (5) positions.

Section 4.02 The Student Senate Board responsibilities shall be:

- (a) To attend 90-100% of all general meetings of the Student Senate and such special meetings as called.
- (b) Present plans and policies to the Student Senate representatives for approval.
- (c) Handle such matters as directed or may be required by the Student Involvement Coordinator.
- (d) Approve all committees and chairpersons.
- (e) To serve the student body to the fullest extent of their abilities.
- (f) Conduct business not otherwise provided for as it arises between meetings.

Section 4.03 The Student Senate Board shall delegate the following duties within:

- (a) Attend NWTC District Board Meetings as a non-voting student representative.
- (b) Act as chairperson of all meetings of the Student Senate and Senate Board.
- (c) Make any appointments deemed necessary with the approval of the Student Senate Board.
- (d) Draw up an agenda for the Student Senate meetings
- (e) Plan, coordinate, and establish a committee structure that will aid in any aspect the Student Senate may need.

- (f) 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.
- (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 office.
- (i) Must keep order in all meetings, ensuring that each student who wishes to speak is given a chance to speak.
- (j) Obtain roll call at the beginning and end of each Student Senate meeting.
- (k) Must keep record of all agendas, minutes, attendance, and any other documents in need of keeping.
- (l) 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.
- (m) Must present a report of finances to the Student Senate at least once a month.
- (n) With approval from the Student Involvement Coordinator, attend Student Senate meetings, Wisconsin Student Government (WSG) meeting and conferences.
- (o) Be responsible for proper functioning of the WSG arrangements and actions in this district.
- (p) Report WSG meeting contents and actions to the Student Senate.

Section 4.04 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.

Article V. MEETINGS

Section 5.01 Meetings of the Student Senate will be held as deemed necessary.

- (a) Normally scheduled meetings are as follows:
 - (i) *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.*

- (ii) *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.*

Section 5.02 Each officially recognized representative will have one vote at all Student Senate meetings.

- (a) Any member unable to attend a meeting may present a written proxy vote.
- (b) 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.
- (c) All proxy votes must be accepted as a legal vote by the Student Senate.

Article VI. QUORUM

Section 6.01 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 organization and any officially recognized program representative.

Article VII. IMPEACHMENT

Section 7.01 Procedure for removal from office:

- (a) 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.
- (b) Any voting on these charges will be postponed until the next regularly scheduled Student Senate meeting.
- (c) 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.
- (d) The charges must be serious, valid, and without bias.
- (e) The Student Senate representative may then be removed by majority vote of the Student Senate.

Section 7.02 Rights of appeal of a Student Senate Officer/Officially Recognized Representative:

- (a) 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.
- (b) The decision reached at said meeting will be final.

Article VIII. STUDENT ORGANIZATIONS

Section 8.01 For a Student Organization to be recognized by Student Senate, NWTC District Board, and receive Student Senate funding:

- (a) It must submit all required forms to the Student Involvement Office.

- (b) Membership in the Student Organization must be open to any student.
- (c) 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.
- (d) 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

Section 9.01 The 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.

- (a) 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.
- (b) The Constitution may be amended by unanimous vote at any meeting.

Article X. Affiliation/Representation

Section 10.01 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