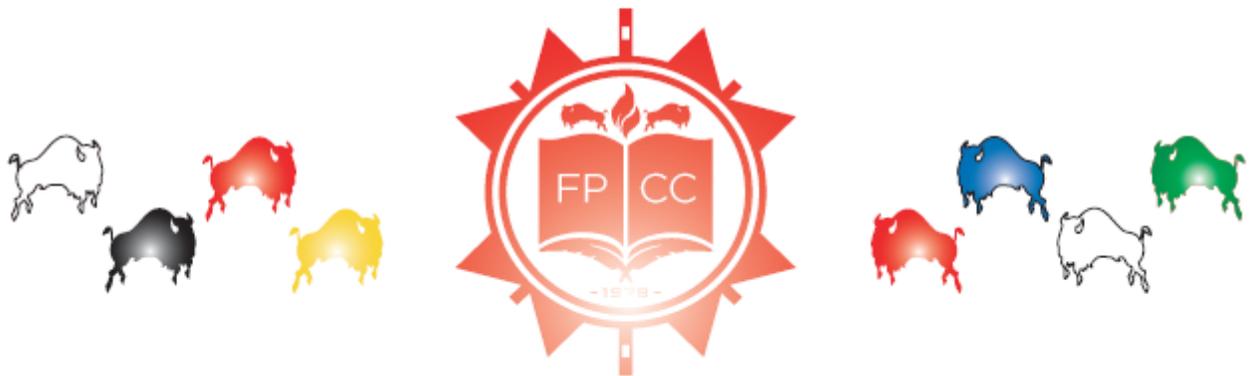


# Student Senate Constitution & Bylaws



**FORT PECK**  
COMMUNITY COLLEGE

**UPDATED 2015**

## Student Senate Constitution and By-Laws

Mission Statement.....	240
Code of Ethics.....	240
<u>Section I – Name</u> .....	240
<u>Section II – Purpose</u> .....	240
<u>Section III – Membership</u> .....	240
<u>Section IV – Governing Body</u> .....	240
<u>Section V – Nominations and Elections</u> .....	241
<u>Section VI – Removal, Vacancies, Filling Of Vacancies</u> .....	241
<u>Section VII – Conduct of Meetings</u> .....	242
<u>Section VIII – Quorum</u> .....	242
<u>Section IX – Duties of Officers</u> .....	242
<u>Section X – Fiscal Management</u> .....	243
<u>Section XI – Committees</u> .....	243
<u>Section XII – Amendments</u> .....	244
<u>Section XIII – Severability</u> .....	244
<u>Section XIV – Ratification</u> .....	244
Certificate of Adoption.....	244

**Mission Statement**

We, the students of the Fort Peck Community College, have an obligation to help guide our community college to encourage constructive relationships among the students, the faculty, the administration and the board of directors, to represent student interests, needs and welfare upon the FPCC campus, and to provide a means by which students can express their concerns.

**Code of Ethics**

1. Attend meetings regularly.
2. Come to meetings prepared.
3. Participate in student senate and give a full effort.
4. Be honest and respectful.
5. Don't use obscenities.
6. Give everyone their right to be heard.
7. Respect opinions of others including rights and feelings.
8. Don't be rude.

**Section I – Name**

The name of the organization of the student body of the Fort Peck Community College shall be the Student Senate.

**Section II – Purpose**

The Student Senate is organized for the following purposes

1. To conduct the general business of the Student Senate
2. To promote the best interests of the student body as a whole
3. To serve as an intermediary between the student body, the Faculty, Administration and Board of Directors of the Fort Peck Community College
4. To assist and introduce all new students to the college system
5. To encourage student participation in social and extra-curricular activities

**Section III – Membership**

Only registered students of the Fort Peck Community College excluding Fort Peck Community College faculty and staff, shall elect the members of the Student Senate. This shall include all students taking telecommunications courses through fort Peck Community College. Members of the Student Senate shall be entitled.

1. To hold elected or appointed offices
2. To take part in and vote on issues before the Student Senate

**Section IV – Governing Body**

The governing body of the Student Senate shall consist of its officers. The officers shall be selected from within the group of eleven (11) Student Senate representatives, which members have been elected at large by the student body. The officers shall consist of a President, a Vice-President, a Secretary, and a Treasurer.

Officers may serve on committees such as those listed in Section XI.

The term of office for each elected officer or Senator shall be limited to one year, beginning and ending with a new election. This is not to be construed to prevent a Senator from being reelected to successive terms in any position.

Each Senator shall hold office until his/her successor has been duly elected or the Senator has resigned or has been removed for cause.

### **Section V – Nominations and Elections**

All registered students as defined in Section III are entitled to vote.

Annual elections for Student Senate shall be held during fall semester, four weeks after classes convenes.

#### **Nominations**

Each prospective nominee is required to obtain the signatures of five (5) registered students in order to have his/her name placed on the official ballot. Nominations will close two (2) weeks after classes convene in the fall.

#### **Elections**

Elections shall be held under the direction of the Vice-President of Student Services. The Vice-President shall appoint an Election Commission to oversee the election procedure. The commission shall consist of one (1) faculty member, one (1) staff member and one (1) student (non-candidate).

### **Section VI – Removal, Vacancies, Filling Of Vacancies**

Student Senate officers or Senators may be removed from office by a majority of those Student Body members voting in a recall election. Such recall shall commence with a petition filed with the Student Senate, notice having been given by the Secretary seven (7) days prior to the vote. A recall election shall be held at least seven (7) days after Notice of Petition has been provided to the individual subject to removal.

#### **Cause for Removal**

##### **Automatic Removal** (No Recall election necessary)

1. Non-enrollment at FPCC
2. Failure to attend three consecutive meetings
3. Reasonable cause. The determination of reasonable cause is the discretion of the President of the Student Senate.

##### **Causes for Recall**

1. Failure to fulfill his/her elected or appointed duties as determined by the members of the Student Senate.
2. Behavior which reflects unfavorably on the Student Senate while representing FPCC or the Student Senate is determined by the member of the Student Senate.

For purposes of recall, should a tie exist, it shall be broken by a coin flip.

When a senatorial vacancy occurs, it will be the duty of the Student Senate President to appoint a Student body member to fill the unexpired term. Other appointees serve at the discretion of the President.

## **Section VII – Conduct of Meetings**

Meetings of the Student Senate shall follow the general rules of parliamentary procedure, with the following exceptions.

- A. If the chair, at his or her discretion, deems it advisable to dispense with the rules of parliamentary procedure, the chair shall so recommend to the Senate.
- B. If disorder should arise which prevents continuation of the Student Senate business, the chair may recess the meeting.
- C. The chair may ask or require that anyone not currently enrolled as a student at FPCC leave the meeting.

The order of business of Student Senate meetings

- A. Call of order
- B. Opening prayer
- C. Roll call
- D. Reading and Approval of the unapproved minutes
- E. Reports from officer or committees
- F. Old business
- G. New Business
- H. Adjournment

### **Special meetings**

Special meetings of the Student Senate or committees, for any purpose, may be called by the elected or appointed Student Senate President.

### **Place of meeting**

Elected or appointed officers may designate any place either at the college campus or another specified place for any meeting.

### **Notice of Meeting(s)**

Written or printed notice of meeting(s), stating place, day, hour of meeting(s), and purpose shall be posted 24 hours prior to the meeting(s).

Regular meetings of the student shall be held weekly at a designated place and time with advisor.

## **Section VIII – Quorum**

Six members of the governing body who are present shall constitute the quorum.

## **Section IX – Duties of Officers**

### **President**

The president shall be the chief officer of the Student Senate and shall supervise and control all business affairs of the Student Senate. He or she shall perform all duties incident to the office of President and

such other duties as may be prescribed by the Student Senate from time to time. He/she will keep order at all meetings and shall have the authority to remove any student who disrupts the order of the meeting.

#### Vice-president

In the absence of the President, or in event of incapacity or refusal to act by the President, the Vice-President shall perform the duties of the President.

#### Secretary

The secretary shall keep the minutes of the Senate meetings and ensure that all notices are duly posted in a timely fashion. He/she shall maintain the records of the Student Senate.

#### Treasurer

The treasurer shall share charge, custody, and responsibility for all funds with the Vice-President or Student Services. He/she shall perform the entire duties incident to the office of treasurer which include a fiscal management of funds, keeping of accurate records, but are not limited to, custodial functions for Student Senate monies and back accounts, and for providing monthly financial reports.

NOTE: In order to fill this position, it would be preferred that any student elected to this post have sufficient accounting/bookkeeping experience.

### **Section X – Fiscal Management**

The Student Senate governing body shall be responsible for fiscal management of all monies generated through their fund raising efforts and are subject to the following:

1. Student Senate shall maintain back account(s) said back accounts shall be subject to oversight by the office of the Vice-President of Student Services.
2. All expenditures must be approved by the office of Vice-President of Student Services and disbursements must contain dual signatures, including one authorized Student Senate governing body officer and one signature of a Student Senate faculty advisor.
3. All records of fiscal activity shall be kept according to generally accepted accounting principles and shall be reviewed by a knowledgeable faculty advisor. These records shall be made available upon request for the purposes of auditors. The Student Senate Treasurer shall make monthly financial activity reports to the FPCC President.

### **Section XI – Committees**

#### Designation of Committees

The Student Senate may assemble committees to transect the affairs of the Student Senate. Examples of committees are as follows:

- A. Academic Affairs Committee
- B. Constitution Committee
- C. Elections Committee
- D. Finance Committee
- E. Planning Committee
- F. Student Information Committee
- G. Survey Committee
- H. Steering Committee
- I. Student Activity Committee

**Section XII – Amendments**

Amendments to this Constitution may be proposed by the governing body, Constitution Committee, or individual registered students. The proposed Amendment must (1) pass the Constitution Committee by a majority of the voting member; (2) be scheduled for vote at the next regularly scheduled student governing body meeting; (3) be passed onto the Student Body for a vote in which it could be passed or declined by a simple majority of those student voting; and (4) it must be ratified by the FPCC Board of Directors.

**Section XIII – Severability**

If any section, clause, paragraph, or item of this Constitution is found to be in conflict with the federal, tribal or state laws, or PFCC Board resolution, then the validity of the remaining portion or provision shall not be affected, and the remainder of this Constitution shall be construed and enforced as if it did not contain the particular part, term, or provision held to be invalid.

**Section XIV – Ratification**

This Constitution shall replace all previous constitutions of this Student Senate upon ratification by a majority of those students voting in the ratification election and upon ratification by the FPCC Board of Directors.

**Certificate of Adoption**

This Constitution and By-Laws was duly adopted by a majority vote of the FPCC students eligible to vote at an election duly called and convened November 22, 1995.

Dated: \_\_\_\_\_

\_\_\_\_\_  
President, FPCC

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairperson, FPCC  
Board of Directors

