



KVCC STUDENT SENATE CONSTITUTION

Mission Statement

We, the men and women of the KVCC Student Senate believe that it is our right and responsibility to create a positive and productive learning environment. We will listen and act upon the free exchange of ideas as we strive for excellence. We strive for equality and fairness throughout race, religion, gender, or sexual orientation, and we will stand behind our student body in all aspects.

Purpose

The purpose of this Student Senate is to represent the best interests of the student body with integrity at KVCC.

Article I- Responsibilities

Section I. Voice student concerns to the Administration in order to best represent the greater student body.

Section II. Keep KVCC students informed on issues and updates pertinent to them.

Section III. Approve requests to establish new student clubs and organizations

Section IV. Approve and disperse funding requests from recognized KVCC Clubs and Organizations

Section V. Act as a resource and support for KVCC clubs

Section VI. Identify and serve the needs of the KVCC campus community and within the surrounding areas.

Article II- Membership

Section I. Membership will consist of KVCC students including one representative and one alternate from each recognized club on campus. This includes our satellite campuses.

Article III- Elections

Section I. Officer elections will be held in the fall in order to allow first year students the opportunity to hold an office. First-year students will be eligible for the positions of Vice-President and Secretary only.

Section II. The candidate may campaign with the condition that they follow KVCC regulations found in the Student Handbook.

Section III. Ballots will be collected, counted, and the officers-elect will be announced at the following Senate meeting and to the greater student body.

Article IV- Officers

Section I. The officers shall be President, Vice President/Public Affairs, Secretary, and Treasurer to be elected by the student body. All members with the exception of President may vote on all issues. The President may only vote in the case of a tie.

Section II. Those elected shall assume office immediately at the beginning of the fall semester and will remain in office until after Commencement activities end.

Section III. Duties of officers shall be as follows:

A. President:

- a. Calls and presides over all meetings of the Senate
- b. Serves as the official head of the Senate and represents the opinions and welfare of the Senate and student body to the faculty and administration of the College.
- c. To provide an agenda prior to all meetings
- d. To excuse members from attending meetings when sufficient evidence is presented.
- e. To call ad-hoc meetings of the Student Senate when deemed necessary.
- f. Serves as a member of the Leadership Committee and the General Assembly.
- g. Oversees management of the budget.
- h. Respond to emails sent to the Student Senate email folder in a timely and appropriate manner.
- i. May only vote in case of a tie.
- j. Performs other duties assigned by advisor.

B. Vice President/Public Affairs:

- a. Presides at meetings in the absence of the President.
- b. To assume the office of the President in the event of the President's departure.
- c. Act as the Public Relations Officer to KVCC
- d. May vote in all matters of the Senate, except when in overseeing the Senate.

- e. Perform other duties as assigned by the President.
- f. To act as a liaison with student organizations and clubs.

C. Treasurer:

- a. Maintains copies of club budget reports
- b. Assists President in budgetary matters.
- c. To keep and maintain financial records of the Senate in an excel sheet or similar format.
- d. Maintain communication with the Dean of Finance (John Delile) and Business Office Manager (Mike Bouchard).
- e. Will photocopy all receipts for Senate expenditures and will deliver originals to Mike Bouchard, Business Officer Manager, in a timely fashion.
- f. To perform other duties as assigned by the President.

D. Secretary:

- a. To keep and maintain all attendance and minutes of all regular and ad-hoc meetings.
- b. To present the minutes for approval at each meeting.
- c. With the President, is responsible for ensuring the agendas for Senate meetings.
- d. May vote in all matters before the Senate.
- e. Is responsible for maintaining accurate and complete files of all Senate documents.

Article V- Vacancy and Resignations

Section I. Vacancy of the President will be filled by the Vice President until re-election occurs.

Section II. Vacancies in other Student Senate officer positions will be filled internally.

Section III. Resignations from any officer position must be submitted in writing to the Advisor. The letter must include the effective resignation date, and will be archived in the Advisor's office.

Article VI- Meetings

Section I. Bi-weekly regular meetings shall be held at a time and date suitable to the majority of the Senate members.

Section II. Ad-hoc meetings may be called by the Senate President or the Advisor with the consent of the Senate President.

Section III. All officers and club representatives must attend all meetings. More than 3 unexcused absences (either consecutively, non-consecutively, or a combination of both) through official vote, may lead to dismissal from Senate, and for club representatives, loss of financial contributions to their club. If circumstances arise that will cause an absence, tardiness, or early departure, the Senate officer must notify the Advisor. This serves as official notification of the policy.

Article VII- Order of Business

Section I. Order of Business:

- I. Call to order
- II. Attendance
- III. Review and acceptance of previous meeting's minutes
- IV. Treasurer's report
- V. Club Representative Reports
- VI. Old Business
- VII. New Business
- VIII. Open Discussion
- IX. Adjournment

Section II. Voting will consist of majority vote on items brought to Senate.

Section III. Senate will comply with Robert's Rules of Order (if needed) throughout the duration of the meeting.

Article VIII- Student Senate Advisor

Section I. An advisor shall be appointed by the Administration of KVCC. The advisor shall have the privilege of the floor, but will not be allowed to vote on issues and policies of the Senate.

Section II. Advisor will assist President with all matters within the Senate.

Section III. Attends all regularly scheduled meetings of the Senate.

Section IV. Oversees and administratively approves or denies all proposals for Senate-sponsored events.

Section V. Advises the Senate as to appropriate procedures for conducting Senate business.

Section VI. Serves as the next level of appeal when grievance is not resolved within the Senate.

Section VII. Notifies student leaders of leadership opportunities on and off campus.

Article IX- Finances

Section I. Student senate funds are comprised of student activity fees paid for by each student each year. \$3.00 per credit hour as of Spring 2011.

Section II. The student activity fee funds shall not be spent to benefit an individual person or organization unless those funds are being paid for a service to be provided or to benefit the general student body.

Section III. A record of all money approved for expenditures by the Student Senate must appear in the meeting minutes.

Section IV. Student Senate funds will be awarded to club accounts and deducted by the club and/or faculty advisor through normal means of business (i.e. purchase orders)

Article X- Allocation of Funds

Section I. Requests for funds from the Senate shall be limited to pertinent student activities or projects as they relate to that particular club or to the general student body.

Section II. A recognized student organization may apply for funding by submitting a request to the Senate in writing. Submissions must be made a week in advance, and majority vote will constitute approval of funds. In order to be considered for full funding, the club representative who must be in good attendance standing (i.e. less than 3 unexcused absences) will present the funding request under New Business.

Section III. Recognized clubs and organizations may request a maximum of \$250 may be requested from the Senate per semester. Additional funds are available through Student Senate but must be proposed to the Student Senate who will then decide how much will be awarded. See Section II.

Article XI- Student Organizations

Section I. Any organization, which is comprised of two or more KVCC students may apply to the Senate for official recognition. Students must include a club President and a Student Senate club representative (which can be the two KVCC students in the club) and a faculty of staff advisor.

Section II. A positive majority vote will constitute as approval of the new club.

Section III. Club representatives or their alternate, must attend Senate meetings to update on club activities, funding requests, and to be able to take information disseminated at Senate back to their club.

Article XII- Amendments

Section I. The Senate Constitution may be amended by a 2/3 vote of the Senate members present.

Section II. Amendments to the Constitution and By-Laws that are approved by the Senate will be submitted to the college administration for approval.

Article XIII- Removal from Office

Section I. Any member (including officers) may be impeached from office by 2/3 vote of Senate members present, providing a quorum exists at any regular meeting.

Section II. A senate member would be impeached following sufficient evidence that they had violated the rules and regulations of the Senate or KVCC Student Code of Conduct.

Section III. Removal from office may be appealed through the administration or Leadership Team Committee. The individual in question will be ineligible for Senate membership pending the outcome of the appeal.

Article XIV-Referendums

Section I. A petition by the student body may be submitted to the Senate, which may call for a referendum in matters of the campus concern or student welfare. All students are then eligible to vote in a referendum.

Article XV- Ratification

Section I. This constitution shall be considered ratified upon a 2/3 vote of quorum of the Senate. This constitution shall be in effect after the KVCC administration has voted in favor approving the Constitution and its By-Laws.

BY LAWS

Article I- Membership

Section I. General Members

- Members must be enrolled in at least one on-campus course to maintain membership in Senate.
- Elected members of the Student Senate will be dismissed for failing to:
 - Meet eligibility guidelines
 - Comply with the policies of KVCC
 - Comply with the KVCC Constitution and its By Laws

- Adhere to the attendance policy for meetings

Section II. Officers

- Officers-elect shall be mentored by outgoing officers if/when they are available in the summer or fall. Former officers who are active in the Alumni Advisory Council may also mentor new officers.
- Outgoing officers may be asked to participate in select summer activities including, but not limited to: Student Orientation And Registration (SOAR) and Community Day.
- Officers are allowed 3 unexcused absences from meetings, after this removal from office may be considered.

Article II- Elections

Section I. Nominations

- Nominations will be open to all students interested in an officer role.
- Nominees must be in good academic & student code of conduct standings.
- Nominees for club representatives to Senate will be determined by each official club at their first meeting.

Section II. Ballots

- Counting of ballots and issuing of results shall be handled by the Student Senate Advisor and other designated representative of the College.

Article III- Student Organizations

Section I. Recognition

- All requests and paperwork will be presented to the Student Senate at the next meeting. Once a decision has been reached club Presidents will be notified. If club members would like to attend the meeting to support their proposal, they may do so.

Section II. Meetings

- Club representatives must follow attendance policy as stated in Article VI: Section III. Failure to comply with these guidelines may result in suspension of privileges and recognition.
- Weekly reports and minutes must be submitted in writing for the funds that are being requested.

Article IV- Removal from Office

Section I. Appeal

➤ If an appeal is denied, the individual will be deemed ineligible for Senate membership for a period of one semester from the date of removal from office.

Section II. Reasons

➤ An elected representative or officer will be removed from office for any of the following reasons:

- ✓ Failure to maintain good academic standing
- ✓ Violation of the Student Code of Conduct and Student Handbook
- ✓ Failure to carry out duties as outlined in the Constitution and its By-Laws
- ✓ Failure to adhere to attendance policy