



By-laws of the Riverland Community College Austin Campus Student Senate

Revised: 12/9/2024

AUSTIN CAMPUS STUDENT SENATE BYLAWS

ARTICLE I ~ NAME

The name of this organization shall be the Riverland Community College Austin Campus Student Senate.

ARTICLE II ~ MEMBERSHIP

Section 1 A To be admitted to the membership of the Student Senate as a general member, a student must present a petition with signatures from 15 current students. All Senators shall have full voting privileges. Student senators serving Riverland Community College must be enrolled in at least six (6) credits (which includes PSEO students) at Riverland Community College.

A quorum will be met with 50% of the members + 1 member

Section 1 B: After a full academic year of being a student senate member, a senator taking less than 6 credits of classes at Riverland shall go through an evaluation to determine whether they deserve the continuity of their membership within the student senate.

They would converse with the advisor and the student senate vice president to confirm their willingness to continue as members. By two-thirds (2/3) votes the student senate shall conclude whether they get their membership revoked or not. The student senate Advisor (s) and or the president of the senate shall look over the whole process.

Students qualify for reelection only if:

- a) They Have been a student senate member for a full academic term with 6 credits or more.
- b) Has proven to have been in leadership positions within the senate or has taken over projects for the student senate
- c) Has maintained a good attendance record at student senate meetings (6 or more absences without good reason will automatically disqualify a student for reelection.)

ARTICLE III ~ DUTIES OF OFFICERS

Section 1: The President of the Student Senate shall be responsible (or designee) for the organization and general operations of the Student Senate, which includes, but is not limited to the following:

- A. Chair the Executive Board.
- B. Preside over the regularly scheduled meetings of the Senate, including executive board meetings.
- C. When necessary, call and preside over special meetings related to the business of the Student Senate.
- D. Properly execute all motions passed by the Senate.
- E. Shall vote only to break a tie.
- F. Appoint members from the Senate or Student Body to serve on campus-wide committees.
- G. May appoint special committees, task forces, or work teams within the student senate.
- H. Maintain communications with the student body of Riverland Community College of Austin, Student Senates from other colleges, Riverland Community College President, Vice President of Student Affairs and Student Senate Advisor(s), and the Minnesota State College Student Association.
- I. Represent the views of students from Riverland with college administrators, legislators, and other policy makers.
- J. Serve as a member of the Student Life Budget Committee.

- K. Orientate new senators to policies and procedures of the Senate.
- L. Assist in the orientation and training of the incoming President.
- M. The President Shall be in charge of the Student Senate's Social Media accounts with the Advisor.
- N. Shall serve as a member of the student life budget committee.

Section 2: The Vice-President of the Student Senate is responsible for, but not limited to, the following duties:

- A. Serve as a member of the Executive Board.
- B. In the absence of the president, shall preside over meetings.
- C. Succeed to the office of the President in case of vacancy.
- D. Shall notify students whose membership in the student senate is in jeopardy.
- E. Shall notify representatives and advisor(s) of clubs when they are out of compliance with the rules set by the Constitution and are in jeopardy of being disbanded or their funds frozen.
- F. Will maintain the roster and eligibility list of student senate members.
- G. Shall serve on the student life budget committee.
- H. Shall also serve when necessary, as communication coordinator with the student body of Riverland Community College of Austin, Student Senates from other colleges, Riverland Community College President, Vice President of Student Affairs and Student Senate Advisor(s), and the Minnesota State College Student Association.

Section 3: The Secretary of the Student Senate shall be responsible for maintaining the accurate, historical records of the organization. The Student Senate Secretary is responsible for, but not limited to, the following duties:

- A. Serve as a member of the Executive Board.
- B. Responsible for creating the agenda for scheduled Student Senate meetings, by noon two days before a scheduled senate meeting, shall share the meeting agenda with the senate.
- C. Record proceedings of all Student Senate and Executive Board meetings.
- D. Keep all official correspondences with individual committees.
- E. Distribute and post all Student Senate and Senate Advisor meeting minutes no later than forty-eight (48) hours after the conclusion of the meetings.
- F. Shall, along with the Student Senate Advisor(s), maintain a roster of each Senator's attendance at meetings.
- G. Serve as the curator of all records for the Student Senate.
- H. Maintain bulletin boards in Riverland's hallways.
- I. Shall serve as a member of the student life budget committee.

Section 4: The Treasurer of the Student Senate shall be responsible for, but not limited to, the following duties:

- A. Serve as a member of the Executive Board.
- B. Maintain communication with the Riverland's CFO
- C. Serve as a member of the Student Life Budget Committee.
- D. Works with advisor(s) for completing financial requisition approved by the Senate.

- E. Monitor all transactions that are made in the Student Senate budget.
- F. Prepare and report on the financial information for every Senate and Executive Board meeting.
- G. Prepare an operating budget to submit to the Senate for approval for the next fiscal year

Section 5: The Executive Board of the Student Senate shall be responsible for, but not limited to, the following.

- A. Act on behalf of the Senate between meetings as necessary.
- B. Co-ordination of fundraising opportunities
- C. Meet with advisor(s) at least once a month.

Section 6: The outgoing President and the President-Elect shall make every effort to attend the Spring General Assembly and summer transitional Meetings.

Section 7: By a two-thirds (2/3) vote of the Student Senate Membership, and with the approval of the advisor(s) of the Student Senate, the Senate shall have the authority to withhold a portion or all of an officer's stipend.

ARTICLE IV ~ ELECTIONS

Section 1: Procedures:

- A. To be admitted to the membership of the Student Senate, the at-large students must present a petition with signatures from 15 current students. The Senators shall elect Executive Board (officers of the senate) members from the Student Senate. The President, the Vice President, the Secretary, and the Treasury shall be elected in the Spring, before the end of the semester. Suppose the senate was unable to elect to office certain positions for the cabinet before the spring semester ended then in that case it shall be done under the advisor's supervision at the beginning of the upcoming fall semester.
- B. The Senate Advisor(s) shall be responsible for the supervision of all elections and tabulation of ballots therein. They shall notify the Student Body of the outcome of all elections.

Section 2: Filing for Office:

- A. The Student Senate Advisor(s) shall make available an application for any eligible student wishing to run for the Student Senate.

Section 3: Vacancy that occurs in the Senate Executive Board will be filled in the following manner:

- A. Any officer vacancy shall be filled by a simple majority vote of the entire Senate membership.

ARTICLE V ~ REMOVAL OF OFFICERS

Section 1: By two-thirds (2/3) vote of the Student Senate Membership, and with the approval of the advisor(s) of The Student Senate, the senate shall have the authority to remove any Officer from their position for any of the following:

- A. Disciplinary reasons.
- B. Failure to perform their duties as stated in the Student Senate By-Laws and/or the Constitution.
- C. Failure to cooperate with other members of the Student Senate.
- D. Academic/behavioral probation and/or suspension.

Section 2: Successfully removed officers will maintain their status as Student Senators with full voting privileges unless action is taken by the Senate to remove them from the Senate.

Section 3: Three (3) absences without reasoning shall be considered prima facie evidence for the dismissal of any officer position. A dismissed officer may appeal the dismissal by formal petition of the Student Senate at the next Senate meeting. A two-thirds (2/3) majority vote of those present and voting is necessary to grant the appeal. If the appeal is granted, the reinstated officer may not miss more than one more meeting during the remainder of the academic year.

Section 4: All officers are subject to removal for missing one or more General Conference and/or General Assembly meetings without finding an acceptable replacement. Two senators at a minimum are required to attend official assemblies and conferences.

Section 5: All voting for removal shall be done by secret ballot.

ARTICLE VI ~ REMOVAL OF REPRESENTATIVES/SENATORS

Section 1: By a vote of two-thirds (2/3) of the Senate membership, and with the approval of the Senate Advisor(s), the Student Senate shall have the authority to remove any Representative/Senator from membership for any of the following:

- A. Disciplinary reasons.
- B. Failure to perform their duties as stated in the Student Senate By-Laws and/or the Constitution.
- C. Reason of character.
- D. Failure to cooperate with other members of the Student Senate.
- E. Academic/behavioral probation and/or suspension.
- F. Excessive absences from assigned committee meetings.

Section 2: After six (6) absences without an approved reason to senators, a student senator may be considered up for removal from the group by a decision made after conversation with the Vice-President and advisor(s) of the Student Senate.

ARTICLE VII ~ 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 these by-laws.

A. An amendment must be submitted in writing at least 24 hours prior to the next student senate meeting and must be made known in some way to all senate members (messaging, email, verbal).