

**Lake Region State College**  
**Policy and Procedure Manual**

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SECTION 1400.03

LAKE REGION STATE COLLEGE STUDENT SENATE CONSTITUTION

We, the students of Lake Region State College, in order to establish a representative system of self-government, to ensure students of an effective role in University government, to encourage the development of leaders and participants for the community and the State of North Dakota, to stimulate an awareness of the rights and responsibilities of students in relation to the community and the world, to improve students cultural, social and physical welfare, and to promote the general welfare of this institution, do hereby ordain and establish this constitution for Lake Region State College.

Article I.            Organization

Name: The name of this organization shall be the Student Senate of Lake Region State College.

Membership: Shall consist of students that are interested or registered in Student Government.

Equal Opportunity Policy: The Lake Region State College Student Senate, in its programs, activities and appointments with not discriminate against persons on the basis of race, creed, national origin, sex, sexual preference, age, disability or marital status.

Article II.           Executive Officers

Section A:           Membership

1. The executive officers of the Student Senate shall be:
  - a. Student Senate President
  - b. Student Senate Vice President
  - c. Student Senate Secretary
  - d. Student Senate Treasurer/Parliamentarian
  - e. Student Senate Activities Coordinator

Section B:           Qualifications

No student may be considered eligible for the fore-mentioned offices unless he/she is a sophomore with at least a 2.0 grade point average at Lake Region State College.

Section C:           Powers and Duties:

1. Student Senate President:
  - a. The Student Senate President shall be the official representative of the general Student Body and the Student Senate.
  - b. The Student Senate President shall be the representative to the Faculty Senate.
  - c. The Student Senate President shall serve as an ex-officio member on all Student Senate Committees, and shall be able to vote in the case of a tie.
  - d. The Student Senate President shall serve as the administrative head of the Student Senate, voting only in case of a tie.
    - i. The Student Senate President shall have the power of executive veto over all actions of the Student Senate a two-thirds majority vote of the total membership of the Student Senate shall be necessary to override a Presidential veto.
    - ii. The Student Senate President shall be responsible for the fiscal planning and the yearly budget for the Student Senate.

- iii. The Student Senate President shall be authorized to call a special session of the Student Senate with at least one-third of the total membership present and with one (1) week prior notice.
- 2. Student Senate Vice President:
  - a. The Student Senate Vice President shall assist the Student Senate President in the performance of his/her duties.
  - b. The Student Senate Vice President shall be the chair in all committees excluding activities committees.
  - c. The Student Senate Vice President shall set the agenda for the Student Government meetings. Communication will be up-held with the Student Senate President and Student Senate Secretary for agenda items.
  - d. The Student Senate Vice President shall serve as the chair-person of the Student Senate, in case of the President's absence, voting only in case of a tie.
- 3. Student Senate Secretary:
  - a. The Student Senate Secretary shall maintain accurate records of all meetings of the Executive Board and the Student Senate.
  - b. The Student Senate Secretary shall call and record roll at every scheduled meeting.
  - c. The Student Senate Secretary shall maintain a current roster of the officers and the senators with addresses and telephone numbers.
  - d. The Student Senate Secretary shall prepare all official correspondence for the Student Senate.
  - e. The Student Senate Secretary shall post a copy of the Student Senate minutes within one week of which the minutes reflect on the Lake Region State College website. A copy of the minutes shall also be filed in the Student Senate Office.
  - f. The Student Senate Secretary shall keep clubs informed of the Student Senate activities and notify the Student Senate of club activities.
  - g. Club Point System
    - i. The Student Senate Secretary shall establish a club point system. The Student Senate, with a simple majority vote will approve this point system.
    - ii. The Student Senate Secretary shall keep documented records of club points.
    - iii. The Student Senate Secretary shall approve points for club activities within the guidelines of the point system.
    - iv. The Student Senate Secretary shall approve points for the club activities within the guidelines of the point system.
  - h. The Student Senate Secretary shall coordinate and regulate the activities of the Student Body Organizations for the benefit of the entire Student Body.
  - i. The Student Senate Secretary shall serve as the chair-person of the Student Senate, in case of the Vice President's absence, voting only in case of a tie.
- 4. Student Senate Treasurer/Parliamentarian:
  - a. The Student Senate Treasurer/Parliamentarian shall maintain a current account of the Student Senate account.
  - b. The Student Senate Treasurer shall be the chair of Campus Activities Board.
  - c. The Student Senate Treasurer/Parliamentarian has the power to consider any act unconstitutional and/or against the by-laws.
  - d. Any and all petitions to previous actions or motions by the Student Senate shall be handed to the Treasurer/Parliamentarian, two (2) weeks after it has taken place, excluding impeachment of the officers.

- e. The Student Senate Treasurer/Parliamentarian is required to know “Roberts Rules of Order” and is able to use it in meetings.
  - f. The Student Senate Treasurer/Parliamentarian shall serve as the chairperson of the Student Senate, in case of the Secretaries absence, voting only in case of a tie.
5. Student Senate Activities Coordinator:
- a. The Student Senate Activities Coordinator shall serve as chair of all activity committees and as chair of the Host committee.
  - b. The Student Senate Activities Coordinator shall approve activity committee members.
  - c. The Student Senate Activities Coordinator shall approve any contracts with entertainers with a two-thirds (2/3) majority vote of the Student Senate.
  - d. The Student Senate Activities Coordinator shall attend all activities.
  - e. The Student Senate Activities Coordinator shall communicate with the Lower Deck Manager and the Intramurals Manager.
  - f. The Student Senate Activities Coordinator shall work with other colleges for co-op booking entertainers.
  - g. The Student Senate Activities Coordinator shall communicate with all agents.
6. Student Senate Association Advisor:
- a. The Vice President of Academic and Student Affairs shall appoint either a member of the college faculty or Student Affairs personnel to the position of “Advisor to the Student Senate Association”.
  - b. The Student Senate Advisor shall have the right to attend all Student Senate Association meetings as a non-voting member and to participate in the proceedings.
  - c. All expenditures of the student activity fees shall require the prior approval of the Student Senate Advisor.
  - d. The Student Senate Advisor shall serve as an ex-officio member on all Student Senate Committees.

Succession: In the event that the Student Senate President Office is vacated, the Student Senate Vice President shall assume the duties of the Student Senate President. The Student Senate, by a two-thirds (2/3) majority vote of the current membership, shall choose a Senator from its membership to assume the duties of the Student Senate Vice President until the next scheduled Student Senate election.

### Article III. Student Senate

#### Section A: Purpose

- 1. To provide the means whereby the members of the Student Body may express concerns effectively in matters of interest to them.
- 2. To serve as a liaison between the Student Body and the Faculty and Administration.
- 3. To represent and investigate all matters or concerns of the Student Body’s interests.
- 4. To affiliate with other student governments at state and national levels if and when possible.

#### Section B: The Student Senators

- 1. No student may be considered eligible for a Student Senate position unless he/she has a 2.0 grade point average at Lake Region State College.
- 2. Student Senators shall assume those prescribed or implied powers that enable them to carry out an effective role in representing the diverse student attitude on campus.
- 3. In the event of a Student Senate vacancy, the Student Senate shall fill the vacancy by special election or by appointment. If by appointment, the new appointee must be approved by a two-thirds (2/3) majority vote of the current total membership of the Student Senate. A vacancy shall be filled within three (3) weeks after the position became vacant.

#### Section C: Meetings

1. The Student Senate shall meet weekly during the academic year and each meeting time and place shall be posted.
2. Meetings of the Student Senate shall be open to the public.
3. Quorum at the Student Senate shall consist of a simple majority of the present total Student Senate membership.
4. Attendance at Student Senate meetings:
  - a. All members are required to attend Student Senate meetings.
  - b. The Student Senate Vice President shall notify any Student Senator who has three or more unexcused absences.
  - c. Failure to attend three (3) or more meetings may be considered by the Student Senate as grounds for impeachment and removal from the Student Senate.

#### Section D: Powers and Duties:

1. The Student Senate shall have the power to approve appointments of all student representatives to standing student and faculty committees by simple majority vote of the total membership of the Student Senate.
  - a. Any Student Senate appointee being considered for removal shall be guaranteed due process.
  - b. A resolution for removal is introduced by either the Student Senate President, or the chairperson of the committee under whom the appointee is serving.
  - c. The appointee shall be notified in writing at least one week prior to the meeting at which the resolution is to be voted on. The right of the appointee to appear before and address the Student Senate prior to the vote shall not be infringed upon.
  - d. The Student Senate shall have the power to impeach and remove any of its members by two-thirds (2/3) majority secret ballot vote of the current total membership for a reason deemed necessary by the Student Senate.

#### Article IV. Student Senate Committees

1. The Student Senate President shall have the power to create additional Student Senate Committees. Such committees will be subject to the regulations set forth by the Student Senate.
2. The Student Senate shall have the authority to provide direction, through resolutions and bylaws, for all Student Senate Committees. All committees operating guidelines or bylaws are subject to approval by the Student Senate.
3. Any provision in bylaws of any Student Senate committee that is inconsistent with this Constitution is void.

#### Article V. Elections

All elections shall follow Lake Region State College Student Senate code of elections.

#### Article VI. Limitations of Powers

##### Section A: Initiative and Referendum

The Student Body shall have the power to initiate any act within the power of the Student Senate or refer any act of the Student Senate, providing that ten percent of the Student Body sign petitions calling for an election on a bill, which shall be submitted in writing with the petitions to the Student Senate Secretary. The Student Senate President, if he/she determines the petition to be in good order and within the limitations of this Constitution, shall direct the Student Senate to conduct an election on the bill within two (2) weeks after the Student Senate President received that petition before the election. A simple majority of votes cast at the election shall be sufficient to pass the bill.

#### Section B: Recall

The Student Body shall have the power to recall the Student Senate President, Student Senate Vice President, Student Senate Secretary, Student Senate Treasure, Student Senate Club Coordinator, Student Senate Parliamentarian, Student Senate Activities Planner, or the Student Senator.

1. The incumbent has the right to be a candidate and may continue in office until the elections returns have been officially announced.
2. A majority of the votes cast is necessary to recall the Student Senate Official.

#### Section C: Impeachment and Removal from Office

1. A motion to commence impeachment proceedings against a Student Senate Official shall be represented by two (2) members at a Student Senate Meeting.
2. Charges against the Student Senate Official shall be stated in a written motion.
3. Impeachment offenses are:
  - a. Poor attendance meaning more than three (3) unexcused absences.
    - i. Unexcused meaning missing a Student Senate Meeting without notifying the Student Senate Secretary one (1) day prior to that scheduled meeting.
    - ii. When removed from office for poor attendance the Student Senate Official may not resume membership for the remainder of that academic year.
  - b. Flagrant neglect of duties designated by the Student Senate.
    - i. When removed from office for flagrant neglect of duties the Student Senate Official may not resume membership for the remainder of that academic year.
  - c. Misconduct at Student Senate Meetings.
    - i. When removed from office for misconduct the Student Senate Official may not resume membership for the remainder of that academic year.

#### Article VII. Amendment to the Constitution

The Student Body must publish proposed amendments no less than two (2) weeks prior to the vote. An amendment shall be adopted by a two-thirds (2/3) majority vote of the current total membership of the Student Senate.

#### Article VIII. Bylaws

1. The Bylaws shall in no way conflict with the principles set forth by this Constitution.
2. Changes of the Bylaws may be proposed to the Student Senate.
3. The Student Senate shall publish proposed changes no less than one week prior to the vote.
4. To adopt a proposed change, a simple majority vote of those present and voting is necessary.

#### Article IX. Approval of the Constitution

This constitution shall become effective upon two-thirds (2/3) majority vote to the total membership of the Student Senate and ratification by a simple majority of ballots cast on constitutional issue in a campus-wide election.

This constitution was adopted by the Lake Region State College Student Body and Student Senate on January 26, 2007.

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#### History