

Colorado Northwestern Community College

Student Senate Constitution & By Laws

Approved 12 October 2005

Article I Name

The name of this organization shall be the Colorado Northwestern Community College/Rangely Student Senate (CNCC/R SS), hereinafter referred to as the Rangely Student Senate (R/SS or CNCC/R SS).

Article II Purpose

The CNCC/R SS shall be, elect, and represent the student body of the Rangely campus of CNCC. The R/SS shall promote higher education, uphold the morale of CNCC and strive to promote the general welfare of the students, the college, and the community to promote the best possible relationship between the students, faculty, administration, and community and to educate ourselves in the fundamental theories and practices of a democratic form of government.

Article III Membership

Any regularly enrolled student at the Rangely campus carrying a minimum of twelve (12) academic hours and having paid the regular enrollment fees shall be an eligible member of the CNCC/Rangely Student Senate.

Article IV Student Senate

The CNCC/R SS shall be the governing body of the students of the Rangely campus of Colorado Northwestern Community College, and shall consist of the following voting members: President, Vice President, Secretary, Treasurer, Representative to the State Student Advisory Council (SSAC), six representatives -- two from each of the Freshman and Sophomore classes and two off-campus representatives.

Section 1 Purpose

The CNCC/R SS shall be the governing body of the students of the Rangely campus of CNCC. The purpose of the CNCC/R SS shall be to represent the interests of the students and bring about needed change through better understanding; offer service to campus clubs, organizations and the community, open channels of communication between the students faculty, and administrative segments of the college as well as the local community and generally make CNCC a better place.

Section 2 Officers and Duties

President

1. Shall preside at all meetings of the CNCC/R SS.
2. Shall act as chief representative of the CNCC students.
3. Shall vote at CNCC/R SS meetings only in case of a tie or as authorized in the By-laws.
4. Shall present a prepared agenda of all business before the opening of the meeting to each officer, member, and advisor.
5. Shall, upon invitation, attend faculty meetings to report on R/SS activities.
6. Shall appoint standing committees as directed by the By-laws or by vote of the R/SS.
7. Shall have the power to call special meetings of the CNCC/R SS.
8. Shall be present in the R/SS offices not less than 1 hour per week.
9. Shall perform all other duties which may be assigned to him/her by the By-laws or rules of the organization.
10. Shall receive a stipend of \$600 per semester per year for services.

Vice President

1. Shall perform all duties and shall have all stated powers of the president in the absence of the president or at his/her request and act as an aide to the president.
2. Shall serve as the president for the remainder of the term in the event of vacancy of the office of president of the CNCC/R SS as covered in the By-laws.
3. Shall be chair of the Constitution Committee.
4. Shall inform all members of the CNCC/R SS of all meetings.
5. Shall be present in the Student Senate offices not less than 1 hour per week.
6. Shall perform all other duties which may be assigned to him/her by the By-laws, by the president, or by rules of the organization.
7. Shall receive a stipend of \$400 per semester per year.

Secretary

1. Shall keep accurately all records of the proceedings of the CNCC/R SS.
2. Shall keep a file of minutes and all other records of the CNCC/R SS.
3. Shall carry on official correspondence for the CNCC/R SS and shall keep records of all correspondence on file.
4. Shall publish a summary of the minutes of the last regular meeting of the CNCC/R SS in the CNCC Newsletter and shall/post deliver those minutes. Shall present copies of the minutes to the Director of Students, all CNCC R/SS members, and the Student Senate Faculty Advisor.
5. Shall send official notice of the decision of the CNCC/R SS to any person or persons involved.
6. Shall keep on file the constitution and a list of all officers and advisors of all student organizations.
7. Shall keep an alphabetical list of all Senate members which shall indicate status or membership according to the By-laws
8. Shall perform all other duties assigned to the position by the By-laws, rules of the organization or the president.
9. Shall generate a monthly report for the Vice President of Student Affairs.
10. Shall be present in the Student Senate office not less than 1 hour per week.
11. Shall receive a stipend of \$400 per semester per year.

Treasurer

1. Shall keep a complete record of all receipts and expenditures of the CNCC/R SS.
2. Shall present the current financial report to the CNCC/R SS at each meeting.
3. Shall prepare and post a complete financial report at the end of each semester or upon request of the CNCC/R SS.
4. Shall be chief financial officer and supervisor of all financial affairs and transactions of all R/SS funds and property according to financial procedures.
5. Shall perform any other duties assigned to the position by the By-laws, rules of the organization, or president.
6. Shall be responsible for carrying out all financial transactions in accordance with the accepted bookkeeping procedures.

7. Shall be present in the R/SS offices for not less than 1 hour per week.
8. Shall receive a stipend of \$400 per semester per year.

CNCC Representative to the State Student Advisory Council (SSAC)

1. Shall be appointed by the CNCC SS Officers.
2. Shall attend all CNCC SS meetings.
3. Shall serve as the liaison between the students of CNCC and the State Student Advisory Council (SSAC).
4. Shall perform duties assigned by the president.
5. Shall be reimbursed for travel expenses incurred in performance of her/his duties.
6. Shall summarize and report to the SS on the activities of the SSAC after each meeting of said group.
7. Shall receive a stipend of \$400 per semester per year.

The Class Representatives

1. Shall attend all CNCC/R SS meetings.
2. Shall be official representatives of the CNCC/R SS.
3. Shall be responsible for representing issues of the Student Senate and shall present grievances of the general student body to the Student Senate.
4. Shall perform duties assigned by the president.
5. Shall receive a stipend of \$100 per semester per year.

Article V Quorum

The quorum of the CNCC/R SS shall be a simple majority (51%) of the entire official positions.

Article VI Ratification of the Constitution

This constitution shall become effective immediately upon receiving two-thirds affirmative vote of a quorum of the CNCC/R SS.

Section 1 Revision and Amendments

- a. A revision of the Constitution and By-laws shall be in effect after a two-thirds affirmative roll call vote of the membership of the CNCC/R SS.
- b. Revisions initiated shall be presented to the R/SS in the form of motion requiring approval by a 2/3 majority of the CNCC/R SS.

Section 2 Initiative

- a. Should a club or organization deem it necessary to initiate legislation through the CNCC/R SS they shall do so by submitting their request not less than 72 hours prior to the scheduled meeting or at a designated time determined by the president.
- b. All clubs or organizations initiating legislation as outlined above shall be put on the CNCC/R SS agenda.
- c. Proposed legislation shall become effective immediately upon receiving a 2/3 affirmative vote of the CNCC/R SS.
- d. Should the proposed legislation not be deemed "clear", request for clarification can be made for a later meeting with a motion made to hold judgment until further information is made available.

Section 3 Referendum

- a. Any sets of legislation may be subject to referendum of the general Rangely student body by the CNCC/R SS.
- b. Upon receipt of a petition signed by twenty-five (25%) of the generally enrolled Rangely student body, the CNCC/R SS shall set an election date for the proposed referendum no later than two weeks after the presentation of a satisfactory petition.

Section 4 Recall

- a. Should the action of any officer or representative of the CNCC/R SS be disapproved by his/her constituency, he/she may be subject to recall.
- b. Upon receipt of a petition signed by twenty-five percent (25%) of the general student body or 2/3^{rds} of the CNCC/R SS members a recall election shall be required.
- c. For the officer or representative concerned, the election must be held no later than two weeks after presentation of satisfactory petition.

- d. Should two-thirds of a quorum of the student body vote their dissatisfaction with any officer or representative involved, his/her resignation shall become mandatory and immediate.
- e. Should an officer or representative fail to attend two meetings of the CNCC/R SS within a semester without just cause as determined by the R/SS, he/she will be subject to automatic removal from office and forfeit their stipend. Final decision of removal is decided by presiding president and vice president.
- f. The president at any time can initiate a recall.

Article VII Vacancies

- a. Upon vacancy of the office of President, the Vice President shall assume the duties of President and appoint a temporary Vice President to fill his/her term. In case of vacancy of both President and Vice President at the same time, the CNCC/R SS shall choose a president pro tem, who shall carry out presidential duties until an election can be held by the CNCC/R SS.
- b. If a vacancy occurs in the President's office, an appointed Vice President cannot replace him/her. In this case, an election will be held to fill the office of the President, no later than two weeks after the vacancy occurs.
- c. If a single vacancy is created by resignation, withdrawal, or removal of any office other than the President's, the President shall appoint, with Senate approval, no later than two weeks after the last vacancy, a temporary officer to fill the vacancy for the balance of the term.

Article VIII Meetings

- a. The CNCC/R SS shall meet weekly.
- b. All meetings of the CNCC/R SS shall be open to all interested faculty and students.
- c. Closed/executive sessions of the CNCC/R SS are permitted provided they immediately follow an open meeting.

Article IX Parliamentary Procedures

All procedures not directly provided for in this Constitution shall be governed by Roberts Rules of Order, Revised.

Article X Duties and Powers of the CNCC/R SS

Section 1 Duties and Powers

- a. In order for a student or group of students to use the name of the college or CNCC/R SS in sponsoring any activity, permission must be secured from the CNCC/R SS in accordance with public brochures and chartering student organizations.
- b. The Authority to interpret the Constitution and By-laws shall be vested in the CNCC/R SS.
- c. The CNCC/R SS shall hear student opinions, make appropriate investigations, and submit recommendations to the responsible authorities.
- d. The CNCC/R SS shall establish rules for the granting of charters to various student organizations, and shall grant such charters with the approval of the College Administration.

Section 2 College Personnel in Charge of Student Senate Government

- a. Shall act as representative of the college faculty and administration, and shall act in an advisory capacity.
- b. Shall approve and co-sign purchase requests for all expenditures.

By-Laws

Article I Elections

Section 1

The election committee for Spring elections shall consist of the members and officers of the CNCC/R SS.

Section 2

Election committee for Fall elections shall consist of the officers of the CNCC/R SS.

Section 3

Elections for President, Vice President, Secretary, and Treasurer and shall take place by May 1st of each year. Elections for Representatives shall take place in the third week of the Fall semester of each year.

Section 4

All voting shall be by secret ballot of the Rangely student body.

Section 5

Each student body member is entitled to one vote for each office or for each issue.

Section 6

The elected representatives shall take office in September and shall serve for one academic year. The newly elected officers shall attend all meetings of the CNCC/R SS school year in the Spring and shall serve for the following school year.

Section 7

Each student body member shall be eligible to vote for one freshman, one sophomore, and one off-campus candidate. The two candidates from each category with the most votes shall be declared the representative from that category.

Section 8

In the case of a tie vote for a CNCC/R SS office, a run-off election shall be held within the week following the initial election. All rules pertaining to the initial election shall apply to the run-off election.

Section 9

The elected officers and representatives shall be the President, Vice President, Secretary, Treasurer, and up to six representatives, two each from the Freshman and Sophomore classes and two representing off-campus students.

Section 10

a. Candidates for the office of President:

1. Shall be a member of the Rangely student body.
2. Shall have completed one semester at CNCC and be an enrolled full-time student.
3. Shall have and will maintain a 2.0 GPA preceding and after the election.
4. Shall be nominated by a petition signed by at least thirty (30) student, staff, or faculty signatures and shall, upon presentation to and approval of this petition by the Election Committee, have their names placed on the ballot.

b. Candidates for the office of Vice President:

1. Shall be a member of the Rangely student body.
2. Shall have completed one semester at CNCC and be an enrolled full-time student.
3. Shall have and will maintain a 2.0 GPA preceding and after the election.
4. Shall be nominated by a petition signed by at least thirty (30) student, staff, or faculty signatures and shall, upon presentation to and approval of this petition by the Election Committee, have their names placed on the ballot.

c. Candidates for the office of Secretary:

1. Shall be a member of the Rangely student body.
2. Shall have completed one semester at CNCC and be an enrolled full-time student.
3. Shall have and will maintain a 2.0 GPA preceding and after the election.
4. Shall be nominated by a petition signed by at least thirty (30) student, staff, or faculty signatures and shall, upon presentation to and approval of this petition by the Election Committee, have their names placed on the ballot.

- d. Candidates for the office of Treasurer:
 - 1. Shall be a member of the Rangely student body.
 - 2. Shall have completed one semester at CNCC and be an enrolled full-time student.
 - 3. Shall have and will maintain a 2.0 GPA preceding and after the election.
 - 4. Shall be nominated by a petition signed by at least thirty (30) student, staff, or faculty signatures and shall, upon presentation to and approval of this petition by the Election Committee, have their names placed on the ballot.

- e. Representative to the State Student Advisory Council:
(An appointed position)
 - 1. Shall be a member of the Rangely student body.
 - 2. Shall have completed one semester at CNCC and be an enrolled full-time student.
 - 3. Shall have and will maintain a 2.0 GPA preceding and after the election.

- f. Candidates for the office of Freshman, Sophomore and Off-Campus Representatives:
 - 1. Shall be a member of the Rangely student body.
 - 2. Shall have and will maintain a 2.0 GPA during the term of office.
 - 3. Shall be nominated by a petition signed by at least thirty (30) student, staff, or faculty signatures and shall, upon presentation to and approval of this petition by the Election Committee, have their names placed on the ballot.

Article II Standing Committees

Section 1 Constitution Committee

a. Membership:

The Constitution Committee shall be composed of the CNCC/R SS Vice President, who shall serve as chair, and two other members appointed from the Student Senate.
(See Article IV, Section 2, b-3)

b. Duties

1. To see that each member of the CNCC/R SS and each CNCC club receive a copy of the Constitution and By-Laws.
2. To review constitutions, submitted by organizations on campus before ratification by the CNCC/R SS.\
3. To meet at least once a semester to review and discuss the Constitution and By-Laws and make and receive any suggestions for revisions or amendments.

Section 2 Election Committee

a. Membership

The Election Committee shall be chosen from the CNCC/R SS officers, representatives and shall include the R/SS advisor(s).

b. Duties

1. To provide petitions for all candidates.
2. To receive and approve petitions from candidates for all CNCC/R SS offices.
3. To prepare the ballot for the election.
4. To set up hours for balloting on days of election.
5. To declare the election of any candidates null and void when there are obvious discrepancies in the election procedure.
6. To determine the eligibility of candidates on write-in ballots.
7. To conduct the election, tally the votes, and post the results on the official bulletin board in the Weiss Activity Center.

Article III Clubs

Section 1

Campus organizations shall be defined as a specific group of students working as a unit to promote directly a certain field of endeavor and to aid indirectly in the welfare of the entire college. Clubs wishing to function as a CNCC/R organization must submit a constitution and by-laws to the Constitution Committee for review. Three copies of the

constitution shall be submitted to the Constitution Committee upon the request of the committee.

Section 2

Each club must have a CNCC/R faculty advisor.

Section 3

Upon approval of the proposed Constitution by the CNCC/R SS, the club shall become an official Rangely Student Body organization.

Section 4

Each club must have a representative attend CNCC/R SS meetings at minimum once a month. A recognized club can be represented by regular Student Senate member who belongs to said club.

Article IV College Status

All officers and candidates for offices of the CNCC/R SS and membership of all R/SS committees shall be in and maintain both academic and disciplinary good standing with the Colorado Northwestern Community College.

Matching Funds Guidelines

Attendance:

Any CNCC club in good standing wishing to obtain matching funds from the CNCC/R SS must send one representative to the CNCC/R SS meetings each month. The attendance of their club representatives will be kept by the CNCC/R SS Treasurer for the purpose of determining eligibility for funds disbursement. The representative will provide the CNCC/R SS with up-dates on club activities and present their proposals for matching funds if the CNCC/R SS so desires.

Amount:

Each petitioning club may be granted a maximum of \$350 per semester. The amount will be granted one time during the semester. It will be no greater than the amount raised in the fundraiser. Any amount granted in excess of the \$350 per semester shall require special action by the CNCC/R SS and remain solely at the discretion of the CNCC/R SS. All clubs must raise a minimum of \$350 per semester before requesting any amount in excess of \$350 during that semester.

General Requests:

Representatives of the various clubs wishing to receive matching funds should bring their proposal to a CNCC/R SS meeting at least one week prior to their scheduled fund-raiser. The proposal should be written, and contain the date of the fund-raiser, and an estimate of the income they expect to receive. After the fund-raiser has taken place the club shall turn in a matching funds form along with a deposit receipt from their fund-raiser to the CNCC/R SS Treasurer.

All matching funds requests must be received by the CNCC/R SS two weeks prior to the last day of regular class for either the fall or spring semester.

Summer Requests:

Any club wishing to receive matching funds for fund-raisers taking place in the summer must turn in their requests two weeks prior to the last regular class day of the spring semester. The matching funds forms and receipts must be turned in to the CNCC/R SS at their first announced meeting of the fall semester. Funds received for summer fund-raising will be combined with the preceding spring semester and shall not exceed the \$350 limit.