

CONSTITUTION

Middlesex Community College Student Senate

ARTICLE I: THE STUDENT SENATE

Section 1. Nomenclature

- A. Student Senate shall be the term that designates the organization of representatives of the Student Body of Middlesex Community College in Middletown, Connecticut.

Section 2. Student Body

- A. Student Body is defined as all students registered for credit courses, regardless of the number of credit hours being enrolled in at Middlesex Community College.

Section 3. Purpose

- A. The purpose of this organization shall be as follows:
 - To provide a means whereby students may express themselves collectively in the governance of the college.
 - To provide a vehicle of communication between the student body, staff, faculty and administration.
 - To assist with the development, promotion and coordination of student activities.
 - To offer students the opportunity to develop their personal skills in leadership and group management.
 - To implement and carry out ideas and policies deemed worthy by Student Senate for the Student Body including the appropriating of student activities fees.
 - To promote good policies as well as good members of society.

ARTICLE II: POWERS

Section 1. The Student Senate shall be considered the only body to represent the entire Student Body in any and all matters relating to student affairs and interests.

Section 2. All decisions shall be reported to the President of the College in the form of minutes and those decisions shall be final, except in the following instances:

- A. When the President of the College requests that action be delayed for further consideration, he/she shall make known in writing his/her requests for delay within one week of the receipt of the written report of the Student Senate.
- B. When an objection is made by the President of the College, it shall be the responsibility of the President to submit a statement of reasons in writing for such objection at the next meeting of the Student Senate with final jurisdiction resting with the President of the College in accordance with the mandate of his/her office.

ARTICLE III: RESPONSIBILITIES

Section 1. The Student Senate shall have the primary authority to act on behalf of the student body. Responsibilities include, but are not limited to:

- A. Expressing opinions and making recommendations on all issues related to the students on campus and within the college.
- B. Establishing committees as necessary and appropriately to achieve student government goals.
- C. Recommending students for appointment to college committees as appropriate and necessary.

- D. Hearing petitions or complaints from students, student clubs or organizations regarding any and all matters which concern relationships among students, faculty, and administration.
- E. Use student activity fees for activities and events to improve campus life as well as an environment of learning and engagement.

Section 2. The Student Senate at MxCC shall not discriminate against race, religion, sexual orientation, national origin, age, color, or disability.

ARTICLE IV: MEMBERSHIP/ORGANIZATIONAL STRUCTURE

Section 1. Membership shall be made of the students of Middlesex Community College as represented by:

- A. Executive Board (which may include *co-officers*):
 - President
 - Vice President/Social Planner
 - Secretary
 - Treasurer
- B. Senators-at-Large:
 - Meriden Center (1)
 - Student Representative (6) depending on number of co-officers and club representatives
 - Club Representatives (1 member from each club)

Section 2. Advisor:

- A. The Director of Student Activities shall serve as the primary advisor to the Student Senate and will assign a designee in his/her absence.
- B. See Article VIII.

ARTICLE V: QUALIFICATIONS FOR BECOMING A MEMBER OF STUDENT SENATE

Section 1. Rules governing students to the Student Senate are as follows:

- A. All Officers and Senators-at-Large must be enrolled in 6 or more credits at the time of election or appointment and must stay enrolled during his/her term of office.
- B. The President and Vice President positions can only be filled by those who have served on Senate as a Senator or a Club Rep for at least one semester.
- C. Only one member of a family can hold an Executive Officer position.
- D. Executive Officers must have a minimum GPA of 2.7 at the time of election and maintain a GPA of 2.7 or higher during his/her term of office. GPA
- E. Senators-at-Large must have a minimum GPA of 2.5 at the time of election (except for first year college students) and maintain a GPA of 2.5 or higher during his/her term of office.
- F. GPA will be based on a semester by semester basis and students must demonstrate these grades by bringing them to the Advisor.
- G. Students who no longer meet eligibility requirements while serving in that position will be automatically removed from their office or position.
- H. No candidate may run for or hold more than one officer position either in Senate or any club/organization on campus.

- I. The duties of any office may be held jointly by two people as Co-Officers. While the duties of that shared office may be divided in a manner agreed upon by the persons jointly holding said office, the responsibilities lie equally on both Co-Officers. Neither is relieved of any of its duties. They are each, separately, still wholly responsible for them. If any office is held jointly, the number of Student Representatives will be reduced by one and the Co-Officer not performing the office duty will be treated as a Student Representative.
- J. Student Senate members must adhere to all policies set forth by the college.

Section 2. Electing of Officers and Senators:

- A. In the month of April each year (the exact date to be set by the Election Committee), an election for the Officers of the Executive Board who shall govern the following summer beginning July 1 and both semesters of the next academic year shall take place. The Student Senate President shall, in September, open the unfilled executive positions to a vote by the Student Body in conjunction with the fall senator elections (election dates and times will be determined to provide students with the greatest opportunity to vote).
- B. An Election Committee, appointed by the President of the Student Senate, shall formulate and publicize rules governing the election year.
- C. During the fall elections, unsuccessful candidates for Executive Board offices shall have their votes put toward one of the Senate Representative seats.
- D. All students new or returning must file a petition with the Student Activities Office specifying their intended position each academic year.

Section 3. Election Policies and Procedures:

- A. All policies and procedures for elections should be developed to maximize student involvement in the process including maximizing the opportunity for students to vote in elections by the Election Committee.
- B. No voting shall take place within twenty (20) feet of the Student Activities Office. Current Officers, Senators -at-Large or person running must remain twenty (20) feet from all voting locations due to any conflicts that may occur.

Section 4. Term of Office:

- A. Executive Officers elected in the spring shall assume the responsibility of their position starting July1 and ending June 30 the next year (One year term).
- B. All Executive Officers shall serve one-year terms (July 1- June30).
- C. An individual may serve in the Senate either in the same position or different position for an unlimited number of terms based on majority vote.
- D. Senators-at-Large will serve a term of one academic year. Senators elected in the fall will serve from date of election until June 30. Senators who start mid-year will serve for the remainder of the current academic year term until June 30.
- E. All students new or returning must file a petition with the Student Activities Office specifying their intended position each academic year.

ARTICLE VI: EXPECTATIONS AND DUTIES OF EXECUTIVE OFFICERS

Section 1. Duties of the President:

- A. Shall act as an Official Representative of the Student Body.
- B. Shall act as Chairperson of all Senate and Executive Board meetings.

- C. Utilize proper parliamentary procedures during all Senate and Executive Board meetings as defined by the latest edition of *Robert's Rules of Order*.
- D. Ensure that all members of the Senate fulfill their duties as outlined in this Constitution or as delegated.
- E. Shall have voting privileges in both the Senate and its Executive Board only when necessary to break a tie vote.
- F. Shall establish the agenda for all Senate and Executive Board meetings prior to the scheduled meeting day and time.
- G. Shall establish a schedule of Senate meeting dates and may also call emergency sessions of the Senate or Executive Board as required.
- H. May call for emergency sessions of the Senate or Executive Board as required.
- I. Shall review all financial records in collaboration with Student Activities Secretary and report to the Student Senate and clubs/organizations the financial standings as necessary.
- J. Shall report Senate approved allocations to the Student Activities Secretary for timely processing.
- K. Shall delegate duties and activities to Senate members as necessary.
- L. Shall be responsible for the representation of the Student Body on the College Council.
- M. Shall establish and convene the following committees at the start of the school year: Senate Constitution Committee, Senate Budget Committee, Senate Social Planning Committee, and the Senate Game Room Committee.
- N. Shall establish and convene the Election Committee in the Spring Semester.
- O. Shall establish campus-wide committee membership obligations of all Senate members and officers per Article VII, Section 5, and others.

Section 2. Duties of the Vice President/Social Planner:

- A. Act as an Official Representative of the Student Body.
- B. Shall have voting privileges in both the Student Senate and its Executive Board unless assuming the duties of the chairperson in the absence of the Student Senate President.
- C. Shall assume the duties of the Student Senate President due to the President's absence, removal or resignation.
- D. Serves as Chairperson of the Student Senate Social Planning Committee.
- E. Working in conjunction with the Director of Student Activities, is responsible for the planning, advertising, and implementing of co-curricular and social activities for the MxCC Student Body.
- F. Must maintain a record of all activities for future reference.
- G. Shall be responsible for the representation of the Student Body on the President's Leadership Team.
- H. Shall assume other duties as assigned.

Section 3. Duties of the Secretary:

- A. Act as an Official Representative of the Student Body.

- B. Shall hold voting privileges in both the Student Senate and Executive Board unless assuming the duties of the Chairperson in the absence of the Student Senate President and Vice President/Social Planner.
- C. Shall assume the duties of the Student Senate President due to the President's absence, removal, or resignation should the Vice President/Social Planner be unable to do so.
- D. Shall record the minutes of all Student Senate and Executive Board meetings when required.
- E. Shall maintain accurate and up to date files of all minutes taken at Student Senate and Executive Board meetings. Minutes must be submitted to the Student Activities Office staff within three (3) working days of said meeting.
- F. Shall, on the day following approval by the Student Senate, submit a copy of all Student Senate and Executive Board minutes to the following staff members of the college:
 - Director of Student Activities
 - President of the College
 - Dean of Learning and Student Development
 - Dean of Finance, Administration and Planning
 - Associate Dean of Learning and Student Development
 - Director of Finance and Administrative Services
- G. Shall be responsible for the representation of the Student Body on the Student Development Committee.
- H. Serves as Chairperson of the Senate Constitution Committee.
- I. Shall write and maintain all Senate correspondence.
- J. Shall assume other duties as assigned.

Section 4. Duties of the Treasurer

- A. Act as an Official Representative of the Student Body
- B. Shall hold voting privileges in both the Student Senate and Executive Board unless assuming the duties of the Chairperson in the absence of the Student Senate President, Vice President/Social Planner and Secretary.
- C. Shall assume the duties of the Student Senate President due to the President's absence, removal, or resignation should the Vice President/Social Planner and Secretary be unable to do so.
- D. Shall assist in writing and signing purchase requisition forms (pinks), as well as deposit slips.
- E. Shall work with the Student Activities Office to keep an up-to-date record of the annual budget to present to the Senate every two weeks.
- F. Shall report Senate approved allocations to the Student Activities Secretary within one business day of the allocation.
- G. Shall serve as the Chairperson of the Budget Committee.
- H. Shall assume other duties as assigned.

Section 5. Vacancy due to removal or resignation/succession of office:

- A. In the event of a vacancy due to removal or resignation, the duties of President shall be resumed by the Vice President. If not the Vice President, then the Secretary. If not the Secretary, then the Treasurer.
- B. All other vacant Executive Board positions shall be elected by the next Student Senate meeting by calling for nominations and electing the officer immediately by secret ballot.

ARTICLE VII: POWERS, DUTIES AND RESPONSIBILITIES OF STUDENT SENATOR-AT-LARGE

- Section 1. Shall serve as official representative of the Student Body.*
- Section 2. Shall carry out the purpose of the Student Senate.*
- Section 3. Each Senator, excluding the Student Senate President, shall have one vote in the Student Senate. The President will vote in the case of a tie.*
- Section 4. Shall attend all meetings of the Student Senate and respective committees.*
- Section 5. All Senators will serve on at least one standing committee of the Student Senate or act as a senate representative to a standing committee of the College Governance Body as asked by the President of Student Senate.*
- Section 6. Any Senator who fails to attend three (3) regularly scheduled meetings without notifying the Advisor and a member of the Executive Board may be removed from the rolls of the Student Senate as outlined in Article XII, Impeachment.*

ARTICLE VIII: ADVISOR OF THE STUDENT SENATE

- Section 1. Shall be the Director of Student Activities or Designee.*
- Section 2. Responsibilities of the Advisor*
- A. Shall meet with the Student Senate and Executive Board regularly.*
 - B. Shall provide efficient leadership, orientation, and training assistance to the Student Senate, Executive Board, and Officers of chartered clubs and organizations in conjunction with the faculty advisors.*
 - C. Shall assist in developing brochures, handbooks, reports, programs, policies, budgets, constitution revisions and ideas/ projects within the best interest of the MxCC Student Body.*
 - D. Shall sign or co-sign purchase requisitions.*
 - E. Shall serve as a consultant to render academic programming and guidance to the Student Senate to monitor and verify the Student Senates academic qualifications or standing.*
 - F. Shall establish meeting dates and times for the Student Senate based on their class schedules.*
 - G. Shall have no voting powers.*
 - H. Shall have other duties as assigned.*

ARTICLE IX: MEETINGS

- Section 1. There shall be weekly meetings held of the Student Senate.*
- Section 2. All meetings shall be opened to all students unless Executive Session of the Student Senate is called. Participation by non-voting members will be allowed in accordance with procedures outlined in Robert's Rules of Order.*
- Section 3. Committee Chairpersons will determine meeting times of their respective committees.*
- Section 4. A special meeting of the Student Senate may be called by the President of the Student Senate or a majority of the Student Senate.*
- Section 5. A quorum of Senators must be present in order to conduct business of the Student Senate. A quorum shall consist of 50% plus one of current membership.*

- Section 6. Robert's Rules of Order shall govern meetings.*
- Section 7. One meeting per month shall be held in the evening, upon request by a member of the Student Senate with a majority vote.*
- Section 8. The Advisor or Appointee must be present at all meetings.*
- Section 9. The Executive Board must have the authority to make decisions and recommendations on behalf of the Student Senate during the semester breaks or when the senate is unable to meet and a timely response or action is required.*

ARTICLE X: COMMITTEES

- Section 1. The Student Senate shall have the following Standing Committees:*
- A. Executive
 - The Executive Committee (Board) shall consist of all of the Officers of the Student Senate. The Executive Committee (Board) will provide the agenda for regular Senate meetings.
 - B. Social Planning
 - The Social Planning Committee is responsible for the planning of social, cultural, and recreational events for the Student Body.
 - C. Budget
 - The Budget Committee is responsible for reviewing all budget requests and making recommendations to the Student Senate. The Budget Committee is responsible for composing the yearly Student Senate budget in coordination with the Student Activities Director.
 - D. Constitution
 - The Constitution Committee is responsible for a yearly review and modification of the Constitution of the Student Senate. The Constitution Committee will review and approve the Constitutions of each recognized club or organization on campus.
 - E. Election Committee
 - Convened in the spring semester, the committee will develop election procedures for the elections held at the end of that school year.
- Section 2. All Committees must have a minimum of (2) people.*
- Section 3. Ad Hoc Committees may be formed to serve special needs of the Student Senate.*

ARTICLE XI: IMPEACHMENT

- Section 1. Impeachment proceedings shall be initiated against Officers or any Senator in the event of non-fulfillment of his/her duties or any flagrant violation of this Constitution and Codes of Conduct represented by MxCC.*
- Section 2. Impeachment shall be initiated against any Officer or Senator by a written petition signed by a minimum of half of the entire voting membership of the Student Senate.*
- A. This petition is to be submitted to the Student Senate President at a regularly scheduled meeting and shall necessitate action within two weeks.
 - B. In the case of impeachment proceedings against the Student Senate President, the petition shall be presented to Director of Student Activities.
 - C. The Officer or Senator facing impeachment proceedings must:
 - Be given a written statement of the charges (Impeachment petition).
 - Be given one week's time (7 days) to prepare his/her defense, after being presented with the written statement of the charges (Impeachment petition).
 - Be allowed ample time but not more than 15 minutes on the floor of the Student Senate meeting to present his/her case.

- D. Dismissal shall be supported by a simple majority vote of Student Senate present at said meeting.
- E. A member may resign at any time by written letter of resignation. If they wish to be reinstated they need to present their case to the Senate and receive a majority vote.
- J. Any Senator removed from the rolls of the Student Senate for any reason shall have the right to request that he/she be reinstated. He/She shall be given a hearing before the Student Senate and may be reinstated by a simple majority vote of Student Senate present at said meeting.
- F. Any Senator removed from the rolls of the Student Senate for any reason shall not have the right to request that he/she be reinstated.
- G. In the event of a vacancy of an executive position, excluding the President position, due to removal, resignation, or election to office, the vacant position shall be selected by calling for nominations from its own members and shall be elected by the next Student Senate meeting by secret ballot. The President position will be filled by, the Vice President/Social Planner, Secretary or Treasurer in that order. If a Student Representative position becomes vacant, the Student Senate shall advertise in all appropriate areas on campus.

ARTICLE XII: CLUBS AND ORGANIZATIONS

Section 1. All Clubs and Organizations must be sanctioned by the Student Senate in order to be eligible for funds. In addition, all clubs must name a representative to the Student Senate.

Section 2. Approval will be as follows:

- A. Each Club or Organization must have at least two (2) Executive Officers and four (4) active non-officer members for a total of 6 (six) members who are currently enrolled students.
- B. Each Club or Organization must submit their Club or Organization's Constitution to the Student Senate for approval.
- C. Each Club must meet biweekly and submit minutes to the Student Activities Office and the Student Senate President.
- D. Each Club or Organization is to elect one representative who will serve as member of the Student Senate. One alternate member may also be elected for back up or club/organization may choose to alternate members.
- E. The elected club representative/designee must attend every regularly scheduled Student Senate meeting.
- F. Each Club must also have a full time faculty or staff member serve as the Advisor to the Club.
- G. Each Club must complete club packet material in its entirety and deliver to the Student Activities office. There is no deadline to submitting a club packet.
- H. Failure to meet the above requirements will be deemed inappropriate and could result in the inability to use funds. If this should happen, a letter will be sent by the Director of Student Activities or Student Senate Advisor to the Advisor of the club.

Section 3. Basic criteria for the Club or Organization's Constitution will be:

- A. Name and purpose must be stated.
- B. There has to be a minimum GPA requirement for all members (Club Representatives must have a minimum GPA of 2.5).
- C. No Club or Organization shall discriminate against race, age, color, sexual orientation, national origin, religion, or disability.

Section 4. Any amendment to a Club or Organization's Constitution will require the resubmission of said Constitution for Student Senate approval within two (2) weeks of said amendment.

ARTICLE XIII: AMENDMENTS

Section 1. The Constitution shall be in effect when ratified by a two-thirds vote of the voting Student Senate and a simple majority vote of those voting in a referendum of the Student Body.

Section 2. Amendments to the Constitution may be proposed by any member of the Student Senate and ratified in the same manner as this entire Constitution.

Section 3. Proposed amendments shall be read and distributed to the Student Senate at one regular Student Senate meeting and be voted on at the next regular Student Senate meeting. Voting must then take place among the Student body within one month of Student Senate voting.

ARTICLE XIV: CONDUCT

Section 1. The Student Senate shall act in accordance with and uphold all policies and provisions of the Constitution as well as the rules and regulations of MxCC and the State of Connecticut.

ARTICLE XV: OPERATION PROCEDURES

Section 1. Shall not enter into any contractual agreements without the approval of the Director of Student Activities or Student Senate Advisor Designee.

Section 2. No Senator shall conduct a program nor resolve a problem without the notification of the Director of Student Activities or Student Senate Advisor Designee.

Section 3. The Director of Student Activities or assigned designee is responsible for the normal operation of the Student Senate and the Student Activities Office and will consult with the Student Senate on matters needing their review and/or recommendation.

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