

**Constitution of the  
Minnesota North College – Itasca  
Student Senate  
Dated: 1/21/2023**

**Article I**

**Name and Purpose**

**Section A: Name**

We, the students at Minnesota North College – Itasca Student Senate, hereby present the name of this organization as the **Minnesota North College - Itasca Student Senate**; herein, **MNC-Itasca SS** as defined in Article III of the LeadMN (formerly MSCSA) bylaws.

**Section B: Purpose**

The purpose of the **MNC-Itasca SS** shall be to have all legislative responsibilities of the student body, to allow student representation in the affairs of the college. The **MNC-Itasca SS** is responsible for representing and informing students about campus decisions. Its members initiate campus activities and meet with faculty members and/or administrators to exchange views on campus issues.

**Article II**

**Membership**

**Section A: Title of Members**

The title of a member partaking in the activities of this organization shall be Student Senate Senator, herein senator.

**Section B: Numbers**

Student Senate shall consist of at least five (5) voting members and one (1) president.

**Section C: Duties**

The **MNC-Itasca SS** requires that all senators:

1. Shall be present at scheduled SS meetings, unless otherwise excused in advance by a Cabinet Member (President, Vice President, Public Relations Coordinator, and Director of Student Life).
2. Senators are expected to participate with new member recruitment as determined by the President or designee.
3. Be involved in at least two (2) activities per semester, outside of committees and meetings.
4. Must participate in tabling if available. If unavailable to attend, must have a valid excuse in advance.

## **Section D: Qualifications**

1. All Senators shall be students enrolled for at least six (6) credits at Itasca.
2. All Senators shall adhere to the student Code of Conduct
3. Senator applicants must have a minimum 2.0 cumulative GPA.
4. Senators must show an interest in campus leadership.

## **Section E: Process for Removal of Senators**

1. A Senator may be removed from SS by a two-thirds (2/3) vote of Quorum.
2. A removed Senator may appeal the decision by written documentation of why they should stay as an active member of SS. The cabinet will review the consideration and make the final decision.
3. If the Senator is determined to be in violation of the **Minnesota North College Student** Code of Conduct policy, the cabinet will first give a warning, after which, the cabinet will have the discretion to remove the Senator, or place them on probation.

## **Section F: Process for Removal of Senators**

A Senator may be removed from his or her position by the cabinet if any of the following conditions apply:

1. The Senator's cumulative GPA has fallen below a 2.0.
2. The Senator misses three (3) consecutive meetings without a valid excuse in advance.
3. The Senator does not participate in two (2) SS activities per Semester, not including meetings, unless they have a valid excuse.
4. In the event a Senator is unable to complete **their** duties. Valid excuses for inability to complete duties are as follows:
  - a. Classes
  - b. Work
  - c. Family emergency
  - d. Other (left up to the discretion of the **MNC-Itasca SS** President)

## **Section G: Advisor**

The **MNC-Itasca SS** will have a **Minnesota North College - Itasca** faculty member, administrator, or staff member to serve as an advisor to the organization. The advisor to the **MNC-Itasca SS** will:

1. Not be an official member of the organization; thus, they are ineligible to vote on issues within the agenda.
2. Attend meetings with the President and Vice President once a week while school is in session, except for the week of final exams.
3. Have the authority to ask the Cabinet to remove any Senator if inappropriate or disrespectful behavior is being demonstrated.
  - a. In this case, the Cabinet will review the situation and decide whether to remove the Senator or place the Senator on probation for a period of time that is deemed appropriate.

## **Article III Officers and Appointees**

### **Section A: Officers**

#### **1. The President**

1. Will preside over all SS meetings and Cabinet meetings.
2. Appoints standing and ad-hoc committee heads.
3. Assigns tasks to the appropriate committees.
4. Enforces all standing rules of this Constitution.
5. Enforces the rules of order.
6. Will call to order all meetings
  - Meetings should be scheduled at a convenient time so that most Senators can attend.
7. Designates duties to other Officers and Senators.
8. Will become interim head of a vacant office, until the Senate elects a new member to head that office.
9. May attend all appropriate Minnesota North College administration committee meetings. This includes the **MNC-Itasca** Safety Committee, the **MNC-Itasca** General Advisory Committee, and the **MNC-Itasca** Search Committee.

- If the President is unable to attend these meetings, they may designate this duty to another member of the SS.
10. May attend Northeast Region meetings hosted by LeadMN
    - If the President is unable to attend these meetings, they may designate this duty to another member of the SS.
  11. Will attend monthly meetings with the campus administration.
  12. Will attend meetings with the Advisor and Vice President once a week while school is in session, except for the week of final exams.
  13. Shall have the ability to vote on an issue in the event of a fifty-fifty (50/50) vote by the Senate.
  14. Assumes all other duties not otherwise designated to an officer or the Senate as a whole.
  15. Will attend meetings of the Student Life Committee.
    - If the President is unable to attend these meetings, they may designate this duty to another member of the SS.
  16. Will be available in the Student Senate office for a minimum of 8 hours per week.

## **2. Vice President**

1. Presides at SS meetings and Cabinet meetings in the absence of the President.
2. Shall preside as acting President until a Senator from the **MNC-Itasca CC** is elected.
3. Keeps financial records for the SS in the absence of the Treasurer.
4. Verifies quorum for all meetings.
5. Will attend meetings with the Advisor and President as appropriate while school is in session, except for the week of final exams.
6. Assists the President with the "other" duties, adhering to Article III, Section A, Clause 1, Item n.

## **3. Public Relations Coordinator**

1. Keeps the minutes of all SS meetings.
2. Informs senators of the place and time of meetings.
3. Files and distributes meeting minutes to all SS members, the Provost, the Dean, and the Advisor at least twenty-four (24) hours prior to the next meeting.

4. Disseminates information throughout the campus using the Minnesota North College website, electronic monitors, bulletin boards, etc.
5. Distributes meeting minutes to the student body.
6. Presides over meetings in the absence of both the President and Vice President.
7. Establishes and maintains a page on the ICC website.

#### **4. Director of Student Life**

1. Will attend meetings of the Student Life Committee.
2. Will head the SS Activities Committee.
3. Will assist the other officers on their duties.
4. Will report about Student Life decisions at the next Student Senate meeting

#### **5. Treasurer**

1. Keeps records of the SS budget and transactions, and maintains copies of these records until the end of each academic year.
2. Communicates with the incoming treasurer about where the SS stands financially for the upcoming year.
3. Will advise the SS on important financial decisions.
4. Will communicate with Advisor regarding the financial report prior to each SS meeting.
5. Provides a financial report at every SS meeting.
6. Will be responsible for attaining purchase orders, if directed to do so by the President.

#### **Section B: Cabinet**

1. All officers make up the Cabinet.
2. All Cabinet members are required to meet prior to each SS meeting to prepare and approve agenda.
3. With the approval of the Faculty Association, one (1) Cabinet member may attend the Faculty Shared Governance meeting.
4. Cabinet members are expected to attend all SS activities

#### **Section C: Qualifications**

1. See Article II, Section D, Qualifications.
2. A Senate member may only hold one (1) office position at any given time, with the exception of a Cabinet member doing the responsibilities of a vacant office. Therefore, a member may hold more than one (1) vacant office only until the vacant office is filled

## **Section D: Method of Selection and Terms of Office**

1. The President and Director of Student Life shall be elected Spring Semester. It is encouraged that candidates have been a senator for *a semester* to qualify for an office. If two (2) candidates tie for an office position, another election will be held (the advisor shall be present for the counting of the ballots).
2. The Vice-President, Public Relations Coordinator, and Treasurer will be elected at the earliest possible time during the fall semester. Candidates need not have been a senator previously.
3. Terms of office for the President and Director of Student Life are from July 1<sup>st</sup> through June 30<sup>th</sup>. The terms of office for the remaining officers runs from when they are elected to the final day of that school year.
4. In the event there are no candidates for the President and/or Director of Student Life position(s) in the spring, the outgoing President may appoint an interim officer until a new election is held during the fall semester.

## **Section E: Method of Selection and Terms of Office**

Appointee positions are formed to aid the officers in their duties and/or other SS functions as needed. **MNC-Itasca SS** Senators may hold both an Appointee position and an office position concurrently.

1. Parliamentarian
  - a. Assists the President in enforcing the Rules of Order.
2. Sergeant at Arms
  - a. Assists the President in keeping peace and order at meetings.
  - b. Accepts the duties given to them by the cabinet.

## **Section F: Removal of Officers and Appointees**

1. An Officer/Appointee may be removed from their position by a two-thirds (2/3) voting quorum.
2. An Officer/Appointee may be removed for the same reasons as a Senator, as stated under Article II; Section E.
3. An Officer/Appointee who has been removed from his/her position may, depending on the circumstances, retain their **MNC-College SS** membership with the approval of the President and Vice President.
4. An Officer/Appointee who does not adhere to the Minnesota North College Student Code of Conduct policy will be subject to review, and disciplinary action, up to and including removal from office and/or senate by the remaining cabinet

5. A removed Officer/Appointee will have two (2) weeks to appeal the decision by written documentation, stating why **they** should stay in the Officer/Appointee position. The remaining Cabinet will review the consideration and make the final decision.
6. The Officers/Appointees will not follow the rules of procession.

## **Section G: Vacancies**

1. If an office becomes vacant during the academic year, an **MNC-Itasca SS** senator will have the opportunity to be elected and fill the vacant position.
2. In the event that the President's office is vacated, the Vice President shall be acting President until the Senate elects a new President (as stated in Article III; Section A; Clause 2). In the event there is no Vice-President, the Public Relations Coordinator will assume the President position until an election is held.
3. The majority of Cabinet must approve a candidate for a vacant Appointee position.
4. If a Cabinet position becomes vacant during the school year, new Cabinet members will be elected from within the Senate

## **Article IV**

### **Student Senate Meetings**

#### **Section A: Occurrence of Meetings**

The **MNC-College SS** shall meet once a week during the academic year, unless otherwise approved by a unanimous vote by the Cabinet.

#### **Section B: Announcement of Meetings**

**MNC-College SS** meeting times shall be communicated throughout the campus using the Itasca website, electronic monitors, bulletin boards, etc. at least two (2) days in advance of the meeting.

#### **Section C: Attendance**

**MNC-College SS** Senators are expected to attend scheduled meetings, unless a valid reason is presented in advance and accepted by the President or Vice President. All SS meetings are open to the public.

#### **Section D: Quorum:**

The number of voting Senators that must be present for a quorum is at least one-half (1/2) plus one (1). If quorum is not met, no decision-making votes can be made.

#### **Section E: Special Meetings:**

1. Special meetings may be called by the **Minnesota North College** President, MNC Provost, **MNC-Itasca SS** Advisor, **MNC-Itasca SS** President, **MNC-Itasca SS** Cabinet, or a petition signed by five (5) SS members.

2. If all SS officers are absent, the present Senators shall choose who will preside over the meeting.
3. All SS members and the Advisor shall be notified of a special meeting minimally one (1) day in advance.
4. The special meeting shall follow the standard procedures of a regular SS meeting.

## **Section F: LeadMN (formerly MSCSA) Meetings**

1. Region Meetings
  - a. Any current **MNC-Itasca SS** senator is encouraged to attend with the President to region meetings.
  - b. If the President cannot attend the meeting, an alternate attendee will be chosen by the President from amongst the senators.
2. LeadMN Meetings and Conferences
  - a. A maximum of six (6) **MNC-Itasca SS** members may attend general assembly meetings.
  - b. The President is required to attend, unless he/she has a valid excuse.
  - c. If more than six (6) senators wish to attend, they must submit a written commitment, or go through an interview process to be voted on by the Cabinet, prior to any registration deadline.
3. Requirements to Attend LeadMN Meetings and Conferences
  - a. An attendee must be a current **MNC-Itasca SS** Senator, Cabinet member, or Advisor.
  - b. Attendees must adhere to LeadMN, Minnesota State, and Itasca campus policies, rules, and regulations.
  - c. If a Senator agrees to attend a meeting/conference, and does not attend or cancels at the last minute, they shall reimburse the Senate in full, unless a valid excuse can be presented.

## **Article V Committees**

### **Section A: Student Life Committee**

1. The Student Life Committee shall remain in existence from year-to-year.
2. The chair of the committee shall be the Director of Student Life.
3. The committee can only make recommendations to the **MNC-Itasca SS**.
  - a. The SS votes whether to follow the committee's recommendations or not.
  - b. The Student Life Committee can only be given the power to act by a majority vote in the SS.
4. The committee shall plan and coordinate at least three (3) campus-wide activities per year.
5. The committee shall consist of a minimum of five (5) club delegates, from various Itasca clubs and organizations, and at least two (2) **MNC-Itasca SS** members, one being the Director of Student Life and the President, or whomever the President has delegated to attend.



## **Section B: Standing Committees**

Standing Committees are committees that remain in existence from year-to-year, until that committee's purpose is fulfilled or no longer needed. The committee is then dissolved by the SS.

1. Ad-Hoc Committees
  - a. Formed for a specific and reasonable purpose.
  - b. The committee can only make recommendations to the **MNC-Itasca SS**.
    - i. The SS votes whether to follow the committee's recommendations or not.
    - ii. Ad-Hoc Committees can only be given the power to act by a majority vote in the SS.
  - c. The President chooses every member of the committee, and the President appoints the head.

## **Article VI**

### **Parliamentary Procedure**

This Constitution and the Rules of Order for all **MNC-Itasca SS** meetings shall use the *Robert's Rules of Order*.

## **Article VII**

### **Amendments to the Constitution**

#### **Section A: Proposal of Amendments**

1. Any SS Senator or a petition signed by ten (10) percent of the student body may propose an amendment to this Constitution.
2. All proposed amendments will be posted one (1) week prior to its ratification with the SS President or their Appointee, and all proposed amendments will be posted in two (2) prominent places for examination.

#### **Section B: Acceptance of Amendment**

1. All amendments shall be submitted to the SS.
2. The amendment can only be accepted by the two-thirds (2/3) vote of Quorum.
3. Copies of the proposed amendments must be given to the **Minnesota North College-Itasca** Provost, Dean, and the SS Advisor.
4. The **Minnesota North College- Itasca** Provost must then give their approval of the amendment before it becomes a part of the Constitution

## **Section C: Voting**

It is the duty of the **MNC- Itasca SS** President or their Appointee to collect and tally the votes on the proposed amendment, and they also must post the outcome of the voting.

The rules, regulations, and policies that have been put down in this Constitution shall be in full effect during the time of ratification and after it has been ratified. All elected and appointed officers (Senators, committee members) will hold office until their present expiration date, even after this Constitution has been ratified.

## **Article VIII**

### **Enactment of Constitution**

The rules, regulations, and policies that have been put down in this Constitution shall be in full effect during the time of ratification and after it has been ratified. All elected and appointed officers (Senators, committee members) will hold office until their present expiration date, even after this Constitution has been ratified.