

Student Senate Constitution

Preamble

We the students of Alpena Community college, in order to form a representative government; to bring about a closer cooperation between the administration, the faculty, student clubs and organizations, and the student body; and to maintain the highest academic standards; do obtain and establish this Constitution of the Student Senate of Alpena Community College.

Article 1

Name, Membership, Purpose

SECTION A: Name

The general representation agency of the student body of Alpena Community College (hereafter referred to as ACC) shall be titled the Student Senate.

SECTION B: Membership

The membership of Student Senate will consist of 15 elected members, and college staff member(s) selected by the Senate for the position of Advisor. Five of the elected Members will constitute the Executive Board; the remaining will consist of four sophomore representatives and four Freshman representatives, and two representatives from Huron Shores Campus (in Oscoda), a Freshman and Sophomore Representative from that campus.(11-07). Non-elected members will consist of one representative from each active student club or organization.

The following titles will be used for the five Executive Board Officers:

- The presiding executive officer will be termed President
- The assistant to the President will be termed Vice President
- The Secretary
- The Treasure
- The Public Relations Officer

SECTIONC: Purpose

The purpose of the Student Senate of ACC shall be to provide a line of communication between the Institution, student clubs and organizations, and the student body. It shall also faithfully represent the views and concerns of the college, student clubs and organizations, the student body, the community, the state, and the nation; here, home, and abroad.

Article II

Duties, Powers, and Responsibilities

SECTION A: The President

It shall be the duty of the President to manage the Student Senate, including planning, organizing, leading, and controlling the daily and long-term operations. It is the responsibility of the President to organize and chair the general meetings of the Student Senate as part of this responsibility. The President will have the power to initiate changes in the Bylaws for a more efficient day-to-day operation. The Senate majority must approve all proposals, additions, changes, or deletions to the Bylaws. The President shall have the right and authority to execute the Articles of the Constitution and to enforce the Bylaws and decisions of the Student Senate majority. The President shall have the power to create any ad hoc committees as necessary. A Senate member must chair each committee, but the remainder of individuals on the committee may include other Senate members, college staff or students.

SECTION B: The Vice President

It shall be the duty of the Vice President to assist the President in any and all ways of his/her duties. In his/her temporary absence, the Vice President will perform the duties of the President. The Vice President will have all the necessary powers and restrictions of the President while acting in this function.

SECTION C: The Secretary

It shall be the duty of the Secretary to perform all secretarial functions within the Senate. It is the responsibility of the Secretary to record the minutes and attendance of all Student Senate general meetings, formal or informal. A copy of these records may be made available at the request of any student or college staff members.

SECTION D: The Treasurer

It shall be the duty of the Treasurer to perform all accounting functions within the Senate. It is the responsibility of the Treasurer to maintain a record of all the financial transactions of the Senate. A copy of this record may be made available at the request of any student or college staff member.

SECTION E: The Advisor

It shall be the duty of the Advisor to serve as a liaison between the Student Senate and the institution. He/she will faithfully represent the views and concerns of the Senate at all staff-level functions as required by the College and those required by the public. The Advisor does not have the power to vote in any Senate election and will remain impartial and objective at all times. The Advisor reserves the right to approve or disprove with valid reason all Senate expenditures.

SECTION F: The Public Relations Officer

It shall be the duty of the Public Relations Officer to be the liaison between the Senate and all outside parties. It is also his/her duty to advertise the activities of the Senate.

SECTION G: Sophomore and Freshman Representatives

It shall be the duty of the Representatives to serve as liaison between the student body and the Student Senate. It is the duty of the Representative to faithfully express and uphold the sentiments of the students.

SECTION H: Clubs and Organization Representatives

Club and Organization Representatives will be bound by the rules and policies of the club or organizations which they represent and also the Student Senate when participating.

SECTION I: Huron Shores Campus Sophomore and Freshman Representatives

To be considered a Huron Shores Campus Representative, the representative must attend the Huron Shores Campus in Oscoda. It shall be the duty of the Huron Shores Campus Representative to faithfully represent the views and concerns of the students of Huron Shores Campus to the Senate, and be a liaison between the Huron Shores Campus Students and the Student Senate, Institution, faculty, staff, and the student body. (11-07)

Article III:

Voting and Voting Qualifications

SECTION A: Elections

Any person who is a student will have the right to vote in any general election by the Student Senate. Absentee ballots will not be allowed in Student Senate elections.

SECTION B: General Meetings

All elected and appointed Student Senate members have the right to vote on issues before the Senate. Each member must be present and may cast only one vote. The President is allowed to vote only when his/her vote is necessary to break ties. The President also doesn't move or second issues. He/she can only suggest that an issue be presented and seconded.

All recognized and active clubs have the right to vote. Each club shall be recognized as constituting one vote.

A recognized club is defined as having a Constitution on record with the Student Senate, which has been approved by the Student Services Department, and an advisor or liaison who is a member of the College staff.

A club or organization will be classified as active during the current semester when a membership roster containing at minimum 10 signatures of current participating students is presented to the Student Senate as proof of functioning. This requirement may only be waived for individual organizations if approved by the Student Services Department.

Article IV

Elective Procedures

SECTION A: Initiation

The general election procedure of the Student Senate will be initiated in the spring semester by the present assembled Senate with the notification of the Student Body that nominations are being accepted for Student Senate positions for the next academic year, with the exception of Freshmen Representatives.

The present assembled Senate will initiate the general election procedure of Student Senate Freshmen Representatives as the beginning of the fall semester with the notification of the student body that nominations are being accepted for the position of Freshmen Representative.

All other elections are initiated with the notification of the concerned nominating groups.

SECTION B: Qualifications for Election

All students currently enrolled at ACC may run for office in any Student Senate general election. Students running for the positions of Sophomore or Freshmen Representatives must be of sophomore or freshmen status respectively, as defined by ACC, for at least the first 50 percent of their term.

All general elections applicants must submit a nomination petition containing the signatures of the applicant, three staff members, the applicant's academic advisor, and 50 currently enrolled students. This petition must state the position the applicant is being nominated for.

Candidates may not change the position nominated for after any student or staff member has signed the petition. Candidates may be nominated for more than one office, by separate petitions, but may only be placed on the ballot for one position.

Qualifications for non-general elections will be determined by the majority vote of the Senate.

SECTION C: Huron Shores Campus Representatives

As stated before a Huron Shores Campus Representative must attend the Huron Shores Campus in Oscoda. The Huron Shores Representatives must at least attend on class on Huron Shores Campus in Oscoda to be nominated for the representatives positions. They must also maintain a 2.0 GPA, and be elected by the Huron Shores students and Main campus students. (11-07

SECTION D: Procedure

After all nominations or registration procedures have been completed, the voting interest groups are to be notified of the date, time, location, and subject of the election. Notification must be made at least one week before the date of the election. The voting interest group for the Senate's general election is the student body. Voting locations are to be easily accessible and clearly marked. A list of ballot items is to be displayed at the voting site. Candidates cannot supervise polls. During the time of the election, candidates may only be present to cast their ballot. Candidates cannot take ballots to class or other areas to pass them out for student use or in any other way handle ballots at election locations, other than their own. After the close of the polls, votes are to be validated and counted in the presence of the Senate Advisor and one administrator. All voting and tabulation materials are to be placed in the possession of the Student Services Department for a minimum of two weeks after which they may be dealt with at the discretion of the Department. The Student Senate and Student Services Department will take all additional steps deemed necessary to ensure a fair election.

To be elected to office in the general election, candidates must receive a majority of the votes cast for that office. For other elections, the requirements for a win by a candidate or the passing of a ballot item will be determined by the majority vote of the Senate.

Advertisements promoting a particular candidate or ballot item may not be placed within 10 feet of the voting site. No candidate may use Senate property or materials to advertise or advocate their campaign.

After the start of the election, voting sites may not be added, moved, or removed until the close of the polls in accordance with the pre-election schedule as set by a majority vote of the Senate and as advertised to the voting interest groups. Ballots must be completed by the voter at the voting site and cannot be distributed to other locations. Candidates cannot be placed on the ballot for more than one position in the Senate general election.

SECTION E: Ballots

In order for a candidate to appear on the ballot, an application must be submitted by the established deadline. If the application is not received by the deadline, or filled out and finished correctly the candidate will not appear on the ballot. However, write-in candidates are allowed.

A write-in candidacy is defined as a candidate who is not on the ballot, but is written into a spot reserved on the ballot for write-ins by the voting interest group. Write-ins can only run for one position like the other candidates in the election. Student Senate must receive an application for a write-in candidate within two weeks after verification and notification of election results. Write ins must have first and last names to be counted.

Every position being voted on in the election, including those, which are uncontested, must appear on the ballot, with the exception of Freshman Representatives in the spring, and Sophomore Representatives in the fall. Student Senate is not responsible for illegible write-ins. (11-07)

SECTION F: Succession

All members successful elected in the general election, with the exception of Freshman Representatives, will begin their term of office on the first day of summer semester. Freshman Representatives will begin their term of office immediately upon being successfully elected.

Succession procedures for winning candidates of non-general elections will be determined by the majority vote of the Senate.

Article V

Standards for Holding Office

SECTION A: GPA and Attendance

All elected and appointed members of the Student Senate must not be on academic or social probation. Members must be an ACC student as defined by the College (excluding the summer session) and also maintain a 2.0 Grade Point Average each session. Members who fail the above standards at any time during their term of office will be removed from office.

All Senate members must maintain a minimum standard of attendance. Unless specified otherwise by the Bylaws, members must not be absent from more than two consecutive general meetings without prior notification. If two consecutive meetings are missed, the members in question is to be notified in writing of their pending violation of minimum attendance standards and may be considered for dismissal as outlined below.

SECTION B: Student Senate Activities

Student Senate Representatives must be involved in at least one Senate activity per semester, two during their term of office. Senate Executive Officers must be involved in at least half of the Senate Activities during their term of office. All Senate members must attend most of Senate Activities during their term of office, when possible. (11-07)

SECTION C: Club Standards

Club representatives are under the jurisdiction of the Student Senate Constitution. If a club representative is behaving in a manner that the Student Senate majority feels is detrimental to the Senate or club, the club Advisor and chief executive will be notified. If this fails to correct the situation, the Student Services Department will be notified, and the representative will be dismissed from the Student Senate. The club or organization in which the representative was from has the opportunity to replace the vacant seat.

If the Student Services Department gives monetary compensation, it will not be distributed until the end of each semester of service.

Article VI

End of Term of Office

The end of the term of office for all Senate members, excluding freshman and club representatives, will be the first day of the summer semester.

Article VII

Procedures for Vacancy, Dismissal, and Recall

SECTION A: Procedures for Dismissal of Senate Members

A motion from the floor initiates the procedure for the dismissal of Student Senate members. Upon the successful majority vote of the Senate, the member(s) facing dismissal are granted one week to seek witnesses and prepare a defense, while a dismissal procedure meeting is scheduled. The Advisor/President facilitates the dismissal procedure meeting, but does not vote. Also, the member(s) facing dismissal does not vote. At the meeting, the initiators of the dismissal proceedings present their case. Then, each member facing recall is allowed the opportunity to present his or her defense. After the close of the debate, the Advisor/President, conducts a vote by secret ballot with a two-thirds majority of the senate members present required for dismissal.

If the members facing dismissal fail to attend the dismissal proceedings without prior notice or good reason they will be considered as resigned from their post. Replacements will be found according to the procedure for vacancy as stated below.

SECTION B: Procedures for Recall

Recall of elected officials is initiated by the student body with the completion of a petition containing signatures representing at least five percent of the total student enrollment count based on the last semester, excluding the summer session. The petition must state the names of the members being recalled and the reason for the recall. This petition must be submitted to the Student Services Department. Upon the approval of the petition by the Student Services Department, the Student Senate then initiates the recall

elections following the standard election procedures with a two-thirds majority vote required for recall. A replacement is then found according to Section D below.

If a member's duties are called into question, that member's compensation may be denied. The compensation can only be denied by a two-thirds vote of the members not including the member under question. (A preliminary review board may be established to investigate the matter further. A trial should then be held with the chairperson of the review board and the member under question.)

If a Senate member is recalled during his or her term, they shall receive no monetary compensation and their portion of compensation shall be given to the replacement of their position.

SECTION C: Dismissal Procedures for the Advisor

The Senate Advisor may be dismissed by a two-thirds majority vote of the Senate. A replacement is then installed according to procedures for vacancy. Section D below. Upon Senate action to dismiss the Advisor, the Dean of Students will be notified of the Senates action.

SECTION D: Procedures for Vacancy

If during the academic year a vacancy occurs in the office of the President, the Vice President may assume the position along with all duties and powers. A new Vice President is installed as outline below. If the Vice President waives his/her right to succeed as President, a new President is installed according to the normal procedures for vacancy stated below.

If during the academic year a vacancy occurs in any position and the full term cannot be served, or if the Vice President relinquishes his/her right to fulfill a vacant President position, the vacancy is filled by a majority vote within the Senate. Another member must first nominate any Senate member who wishes to run for the open position. The Advisor/President then takes a vote by secret ballot with a majority vote needed to be elected. The elected previous powers and duties associated with their former position.

If no nominations are made or accepted, then a replacement is found through an application process. This process is initiated by the notification to the student body that applications are being accepted for the vacant position. Applications will be provided by the Senate and must include a description of all duties and powers associated with the office. The Senate reviews applications; the vacant position is filled by a majority vote. Students may apply for a vacant Representative's position that they would normally not qualify for, based on class status, if no other qualified persons apply.

If a vacancy occurs in the position of Advisor, a replacement will be installed by a majority vote of the Senate form among interested college staff who apply.

Article VIII

Business Procedures

SECTION A: Quorum Standards

A quorum must be present at all meetings before and voting decisions can be made. A quorum is defined as two-thirds of the current members of Senate. (05-06)

SECTION B: Meetings

Meetings must have prepared agendas in accordance with the Bylaws, if specified, and must include items for the questioning of the accuracy of the minutes of past meetings, opportunities for visitors to speak, and an item to end the meeting at the end of the agenda.

The rules of order for all general meetings of the Student Senate will be those outlined in the latest edition of the book titled *Robert's Rules of Order*.

Any changes to the procedure or agenda of general meetings must be approved by a majority vote of the Senate.

In the event that a quorum is not present at a scheduled general meeting, the acting chairperson will declare the meeting as either canceled or informal. If the meeting is canceled, all agenda items will be postponed until the next general meeting. If the meeting is declared informal, the meeting will be held according to the prepared agenda, but all voting decisions will be tabled until the next general meeting. The Senate will appoint a Parliamentarian whose duty will be to rule on parliamentarian issues during meetings. A new Parliamentarian will be appointed at the beginning of the school year.

SECTION C: Financial Transactions

All transactions of funds must be approved by the majority vote of the Senate and a requisition must be filled out in advance and signed by the President or Vice President, and the Advisor.

SECTION D: Other Powers, Responsibilities, and Restrictions

All appointments to committees or other representative function must be approved by the majority vote of Senate.

All Senate records will be kept for a minimum of two years.

The President shall be responsible for scheduling meetings of the Executive Board.

Article IX

Student Senate Constitution

SECTION A: Amendments

Amendments to the Constitution of the Student Senate of Alpena Community College will be approved by a two-thirds majority vote of the Senate members present.

Amended 11-07

Student Senate Duties List and Expectations

What's not in the Constitution

(All List Subject to Change or Amendments)

Standing Committees

Year Round (Y) Fall Time/Semester (F) Spring Time/Semester (S)

1. Academic Committee (1 or 2 persons) (Y)
2. Parking Ticket Appeals Committee (Headed by VP and at least 2 and up to 5 others) (Y)
3. Cultural Awareness in-conjunction with MR. Dunckel (Y)
4. Support The Troops (as long as we have troops fighting overseas) (Y)
5. Spot Light Series (Y)
6. Scramble For Scholarships (event) (F)
7. Nurses Halloween Event (F)
8. Evening of the Macabre (F)
9. Blood Drive (F)
10. Homecoming (Feb.) (S)
11. Martin Luther King/ Black History Month (S)

Sub Committees (Possible to change)

Student Trip (open for ALL Students)

Monthly Activities

Standing Events

(list subject to change)

1. Constitution Day (Sept. 17) (Federal)
2. Scramble for Scholarships (Golf Club get a hold of Penny Bouldry) (2nd/3rd week in Sept.)
3. Open House (Get a hold of Mike Kollien) (3rd week in Oct.)
4. Cultural Awareness events (Mr. Dunckel Phone: 989-358-7267)
5. Blood Drive (Nov.)
6. Evening of the Macabre (Shawn Sexton Heading) (Oct.)
7. Nurses Halloween event (Oct.)
8. Homecoming (Feb.)
9. Awards Banquet (Before Graduation)
10. ACC Evening of the Arts (Both fall and Spring/ generally buy art for the campus)
11. Martin Luther King/ Black History Month
12. Christmas/ Winter Event
13. Easter/Spring Event
14. Senate Christmas Party
15. Fall/ Winter Elections
16. Freshmen Orientation

17. Monthly Activities not other wise listed

Student Senate President's Duties

1. Manage Student Senate
2. Run General Meetings
 - a. Make agendas for meetings
 - b. Take notes at all meeting attended
3. Schedule Senate Meetings and Meetings with Dr. Joynton for Senate Executives
4. Keep in contact and meet with advisor of Senate.
5. Meet with Dr. Joynton/ College President
6. Attend ACC Board Meetings Regularly
7. Attend activities of Senate and Campus
 - a. Keep Senate up to date on any activities outside Senate and dealing with the ACC
8. Attend Freshmen Orientation both Fall and Winter
9. Meet with College Recruiting Office (Mike Kollien)
10. Check College Senate MailBox, Voice mail, and E-mail
11. Make Ballots for Elections and Count with Advisor
12. Insure Constitution is up to date
13. Keep in touch with College NewsPaper and the Splinter.

- 14. Make sure Library get a list of who the current Student Senate is for the key sign out.
- 15. Help cover at Senate Activities
- 16. Keep track of ALL Student Senate Committees
- 17. Make sure minutes from meetings are saved and sent to Max L. Richard Sutherland and Dr. J.
- 18. Keep in touch with Campus groups and Clubs
- 19. Listen to your constituents, all the ACC Students
- 20. Amend this list as needed.
- 21. Represent ACC in a positive matter

Student Senate President's Signature

Date

Vice President's Duties

1. Running meetings when the President of Senate can not be there.
2. Help and support the President in his/her duties.
3. Attend Activities
4. Head the Parking Ticket Appeals Committee
 - a. Get tickets appeals from Parking Office
 - b. Have committee meeting or do via email with the other members
 - c. Put reason why or why not on the appeal and sign and turn back into parking office.
5. Head at least one other committee besides the Parking Committee
6. Help keep track of Senate Committees
7. Meet with Advisor/President of groups when possible
8. Meet with Student Senate Pres., Senate Advisor, and Treasure
9. Help out when and where you can.
10. Take notes for your own Records
11. Amend this list as needed
12. Represent ACC in a positive matter

Student Senate Vice President Signature

Date

Secretary's Duties

1. Make sure you take good notes at all meeting attended.
 - a. Make sure you take an accurate attendance
 - b. Accurate Vote counts
2. Make sure minutes are sent out to Senate members with in two days of meetings.
 - a. Keep copies of minutes on the senate computer in a file and a hard copy in the filing cabinet and for your own records
 - b. Make Copies of minutes for Dr. Joynton, D. Sutherland, Max L. as well as Advisor.
 - c. Get a copy of minutes to the College paper
3. Print up minutes for next meeting to be approved.
 - a. Sign hard copies of minutes (those that are printed out)
4. Write any memos or letters that need to be sent out.
5. Check Senate Mailbox, voice mail, and Email,
 - a. Put mail in appropriate boxes on office
 - b. Get email from advisor or Senate Pres.
 - c. Get Voice mail pass word from Advisor
6. Attend Activities
7. Work with PR Rep on Announcements, Student Senate NewsLetter.

- 8. Minutes on Senate web sight, and upcoming Senate events(In the works)
- 9. Help out when and where you can.
- 10. Amend this list as needed
- 11.Represent ACC in a positive matter

Student Senate Secretary's Signature

Date

Treasure's Duties

1. Keep a running track of the Budget
 - a. Keep account book up to date
 - b. Keep copies of any receipts
 - c. Keep copies of any invoices
2. Keep in touch with Finance office
3. Meet with Richard Sutherland
4. Meet with Advisor
5. Make sure you get the right signatures for things
6. Make out ROPs
7. Print Budget updates for meetings
8. Attend Activities
 - a. Keep and turn in money to Advisor or Casheries office
 - b. Help/Collect money at events
9. Make and turn in a Budget to Dr. Joynton
10. Check Senate Mailbox. Voice-mail when in the office
11. Amend list as needed
12. Represent ACC in a positive matter

Student Senate Treasure's Signature

Date

Public Relations Rep.'s Duties

1. Make up Posters/Fliers and send to advisor for approval
 - a. Send approved poster to Jay's office
 - b. Pick up Posters from Jay's Office and put in Senate Office
 - c. Put up Posters and Fliers where needed
 - d. Make sure Senate Members are putting up their Posters in designated areas
2. Write announcements to Local Media when needed
3. Keep track of Senate Activities and other Campus activities
4. Attend Activities
5. Let Senate President know of any activities Senate should attend.
6. Meet with Jay and Dr. Joynton
7. Meet with Senate President and Advisor
8. Meet with Penny Boltree
9. Contact and keep track of entertainment groups
10. End of the year Bash/ Concert
11. Pictures and blurbs of Senate Members for Bulletin boards around campus.
12. Keep up with Activities/ACC scrap book (In the works)
13. Submit RPO's in advance to Senate activities
14. Amend this list as needed

15. Represent ACC in a positive matter

Public Relations' Signature

Date

Committee Chairs

1. Schedule Committee meetings
2. Take note/minutes to turn into the Senate President
3. Make sure everyone on your committee is doing their job
4. Make sure everyone on the committee is doing something. (don't do everything yourself)
5. Make sure you get information to the PR rep for any posters you need made up in a timely matter
6. Make sure you put your RPO request into the Treasure/Pres./VP/Advisor in a timely matter
7. Make sure if money is to be collected that Advisor and Treasure are at the event
8. Make sure you help clean up after an event
- 9. Listen to your committee members**
10. If you feel overwhelmed ask for help
11. Amend List as needed
12. Represent ACC in a positive matter

Event

Committee Chair's Signature

Date