

STUDENT SENATE

Senate Bylaws & Constitution



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Senate Constitution

Johnson County Community College Student Senate Constitution

We, the members of the Student Senate, to create a greater establishment, ensure justice, provide the voice for the students, and secure the given rights and privileges granted by the Board of Trustees to ourselves and those who succeed us, do ordain and establish this Constitution of the Student Senate of Johnson County Community College (JCCC).

TITLE I

Elections

ARTICLE I

THE ELECTION COMMITTEE

Section 1: Procedures - Four to six (4-6) weeks before each Student Senate Election, an Election Committee is to be formed by the Student Senate. The Election Committee will coordinate and enforce nomination and election procedures for each election.

§ 1 – The Election Committee will consist of an Election Commissioner, the advisor to the Student Senate, and several Senators and Executive Board Members, none of whom may be running for office.

- a) The Vice President will nominate an Election Commissioner for the semester of the current election.
- b) This Election Committee must recommend campaign guidelines for the upcoming election to the Student Senate before adjournment of the semester preceding the election.
- c) The campaign guidelines will be approved by a fixed majority.

Section 2: Election Procedure Complaints - If a written complaint is deemed necessary, it must be submitted within twenty-four (24) hours after the conclusion of the election to the Election Commissioner for immediate review by the Election Committee if the procedure is under question.

ARTICLE II:

GENERAL SENATOR ELECTIONS

Section 1: Qualifications - To be a senator and therefore represent the student body, one must be an enrolled student actively taking:

- a) one (1) or more credit hour classes, with good standing at JCCC.

b) A senator must also maintain a 2.0 JCCC institutional GPA from the time of election till the end of the term.

§ 1 – This is to be following official college records. Students who do not have a GPA are allowed to run for a Senator position.

c) A Student Senator must maintain a minimum of four (4) hours each week for Senate business and activities.

Section 2: *Nomination Requirements* - Potential candidates must personally:

a) secure signatures of at least fifty (50) currently enrolled credit students on the official election packet provided by the Election Committee

b) submit the election packet by its deadline.

c) To be considered, the candidate must not have been previously removed from the JCCC Student Senate during a term that occurred within the previous two years of the current election.

d) The potential candidate will be automatically omitted from the elections if they do not meet the requirements and/or fail to follow the campaign guidelines.

Section 3: *Election Procedures* - The ballot will be available online for voters to access throughout the election period. The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.

a) The General Senator Elections must be held within the first four (4) weeks of the beginning of the fall semester.

b) A supervised ballot box or voting machine shall be available to the students of JCCC for three (3) consecutive days between the hours of 10:00 a.m. and 2:00 p.m., and 5:00 p.m. and 6:00 p.m.

c) The ballot box or voting machine location will be pre-publicized. If it is possible, a second voting station will be established.

§ 1 – To run the ballot box or voting machine, each Senator, excluding those who run for office, is required to give a minimum of two (2) hours to help run the elections.

§ 2 – Violating this requirement will be counted as an absence, per the attendance policy.

d) The ballots resulting from the elections are to be counted within twenty-four (24) hours of its conclusion.

e) Results will be announced by the Student Senate advisor within forty-eight (48) hours of the election's conclusion.

f) A Student Senator is elected for a term that begins with the day of the Fall Election results until the last day of the following spring semester.

§ 1 – Should a Senator join the Senate after the Senator Fall Elections, his/her term also ends on the last day of the following spring semester.

Section 4: *Senators Re-Election Requirements.* Senators are allowed to re-run for office in the following:

- a) Senator Re-Elections and General Senator Elections as long as the candidates meet the requirements.
- b) In the situation that the Student Senate is not filled to its maximum of twenty-five (25) Senators after General Senator Elections, students shall be able to join the Student Senate thereafter.
- c) A student who wishes to become a Senator must personally secure signatures of at least ten (10) currently enrolled credit students on the official election packet.

§ 1 – submit the election packet (which entails meeting all Senator qualifications)

- d) Attend two (2) General Assembly meetings in their entirety, and in the subsequent session be elected by the Senate.

§ 1 – During this subsequent meeting, a probationary Senator must give a short speech on why they want to join the Senate.

- e) If a quorum of two-thirds (2/3) is established, they may become an official Senator immediately after being elected by the Senate with a two-thirds (2/3) majority vote.

ARTICLE III

EXECUTIVE BOARD ELECTIONS

Section 1: *Qualifications.* The candidates for the Executive Board must declare their intent to become full-time students throughout the duration of their term in office.

- a) They will enroll for a minimum of twelve (12) credits hours per semester and will be in good standing at JCCC.
- b) To be allowed on the ballot, one must have at least a 2.5 JCCC institutional GPA following official college records which one must maintain throughout the rest of one's term.

§ 1 – If a candidate's JCCC institutional GPA is five (5) or more years old, the candidate must complete at least one semester at JCCC and have a 2.5 GPA. If a candidate is transferring from another school, the previous institution's GPA will be considered.

- c) Candidates must have completed the Cavalier Leadership Program (CLP) by the end of their first complete semester in office.

§ 1 – Relevant life and/or career experience can be substituted for attendance of CLP upon pleading the case.

§ 2 – Once a quorum of two-thirds (2/3) is established, the majority vote will approve the experience presented.

- d) Candidates for President and Vice President cannot concurrently serve in any campus-sponsored position of student media, including but not limited to campus media producer or editor.
- e) The President and Vice President must also have a minimum of one semester of experience as a Student Senator or as a representative member of some form of secondary or post-secondary student government.
- f) Attending twelve (12) full Senate meetings as a JCCC visitor will count as a one-semester of experience in the event where there is no room for additional Senators to join the Student Government.
- g) At the time of elections, if a student does not meet the minimum requirements but would like to run for an officer position, they may appeal to the Student Senate Advisor, and if his/her appeal is accepted, they will be allowed on the ballot.
- h) If at any time an officer is not meeting the minimum requirements to hold the position, they may appeal to the Student Senate Advisor.

Section 2: *Nomination Requirements*

- a) One may not serve more than two collective terms in the President and/or the Vice President positions.
- b) Potential candidates must personally secure signatures of at least fifty (50) currently enrolled credit students on the official election packet provided by the Election Committee and must submit the election packet by its deadline.
- c) To be considered, the candidate must not have been previously removed from the JCCC Student Senate during a term that occurred within the previous two (2) years of the current election.
- d) The potential candidate will be automatically omitted from the elections if they do not meet the requirements and/or fail to follow the campaign guidelines.
- e) Anyone not meeting the qualifications, except for the GPA requirements, may appeal verbally to the General Assembly before the election.

§ 1 – If they receive a simple majority vote from the Senate, they will be allowed on the ballot.

Section 3: *Election Procedures*

- a) The elections for the Executive Board are to be held within three (3) weeks following spring break.
- b) The Executive Board Elections will occur in conjunction with the Senator Re-elections and will follow identical procedures.

§ 1 – A supervised ballot box or voting machine shall be available to the students of JCCC for three (3) consecutive days between the hours of 10:00 a.m. and 2:00 p.m., and 5:00 p.m. and 6:00 p.m.

§ 2 – The ballot box or voting machine location will be pre-publicized. If it is possible, a second voting station will be established.

§ 3 – To run the ballot box or voting machine, each Senator, excluding those who run for office, is required to give a minimum of two (2) hours to help run the elections.

§ 4 – Violating this requirement will be counted as an absence, per the attendance policy.

§ 5 – In addition, an online ballot will be available for voters to access throughout the election period.

- c) The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.
- d) The ballots resulting from the elections are to be counted within twenty-four (24) hours of its conclusion.
- e) Results will be announced by the Student Senate advisor within forty-eight (48) hours of the election's conclusion.
- f) An Executive Board Member is elected for a term that begins after the last day of the spring semester through the last day of the following spring semester.
- g) Executive Board Members are allowed to re-run for office as long as the candidates meet the requirements.

§ 1 – Write-ins. In addition to the formally nominated candidates, every position on the ballot will be supplemented by an option for write-in candidates. Herein any currently enrolled student who meets the minimum requirements for the respective position is eligible to receive votes by having their full name inputted by an eligible voter.

ARTICLE IV

SENATOR RE-ELECTIONS

Section 1: Qualifications.

- a) To be a senator and therefore represent the student body, one must be an enrolled student in good standing at JCCC.
- b) A senator must also maintain a 2.0 JCCC institutional GPA from the time of election till the end of the term.
- c) This is to be following official college records.
- d) A Student Senator must maintain a minimum of four (4) hours each week for Senate business and activities.

Section 2: Nomination Requirements.

- a) Potential candidates must personally secure signatures of at least fifty (50) currently enrolled credit students on the official election packet provided by the Election Committee and must submit the election packet by its deadline.
- b) To be considered, the candidate must not have been previously removed from the JCCC Student Senate during a term that occurred within the previous two years of the current election.
- c) The potential candidate will be automatically omitted from the elections if they do not meet the requirements and/or fails to follow the campaign guidelines.

Section 3: Election Procedures.

- a) The Senator re-elections are to be held within three (3) weeks after spring break and will occur in conjunction with Executive Board Elections which will follow identical procedures.
- b) This election is only open to active Senators interested in returning to the Student Senate in the fall semester.
- c) All Senators elected during Senator Re-Elections will be subject to the Student Senate Constitution as well as to their rightful duties as senators on the first day of the fall semester.
- d) The ballot will be available online for voters to access throughout the election period.
- e) A supervised ballot box or voting machine shall be available to the students of JCCC for three (3) consecutive days between the hours of 10:00 a.m. and 2:00 p.m., and 5:00 p.m. and 6:00 p.m.

- f) The ballot box or voting machine location will be pre-publicized. If it is possible, a second voting station will be established.
- g) To run the ballot box or voting machine, each Senator, excluding those who run for Executive Board Member positions, is required to give a minimum of two (2) hours to help run the elections.
- h) Violating this requirement will be counted as an absence, per the attendance policy.
- i) In addition, an online ballot will be available for voters to access throughout the election period.
- j) The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.
- k) The ballots resulting from the elections are to be counted within twenty-four (24) hours of its conclusion.
- l) Results will be announced by the Student Senate advisor within forty-eight (48) hours of the elections' conclusion.
- m) A Student Senator is re-elected for a term that begins from the first day of the following fall semester until the last day of the following spring semester.
- n) Elected Senators are allowed to re-run for office as long as the candidates meet the requirements.

TITLE II

Duties

ARTICLE I

EXECUTIVE BOARD DUTIES

Section 1: The Executive Board, which consists of a President, Vice President, Secretary, Treasurer, and Parliamentarian, contains all the executive powers.

- a) The President has the authority of the chair of the Senate and is the foremost representative of the Student Body.
- b) The Vice President is vested with the power to interpret the guidelines for clubs and organizations and serve as the President in the case of absence.
- c) The Secretary is granted the responsibility of chief Historian and Informer for the Student Senate. This position is also privileged to deal with public relations.
- d) The Treasurer is trusted with all of the Student Senate funds. The Treasurer must provide reports on finances, develop fund sources, and make recommendations to the Senate on motions concerning the budget.
- e) The Parliamentarian holds the right to interpret the Constitution, Bylaws, and Executive Orders. These five positions comprise the executive powers of the Student Senate.
- f) Every Executive Board member is also a Senator in that they can vote and represent the students.
- g) It is expected that each Executive Board member spends at least ten | 3 | (10) hours per week on average on Senate-sponsored activities.

Section 2: *President Duties.*

- a) The Student Senate President is the Chief Executive Officer of the JCCC Student Senate and shall call and preside over all meetings of the Student Senate.
- b) It is the responsibility of the President to represent or appoint a representative to the campus-wide committees where an official student voice is deemed advisable.
- c) These appointed representatives must be announced.
- d) The President has the right to exercise all special powers, which may include issues that are not discussed in the Constitution or Bylaws, and unique situations that may arise.

§ 1 – These special powers are granted to the President by a fixed two-thirds (2/3) vote of the Student Senate.

- e) The President is authorized to establish committees, which are subject to the approval of the Senate by a simple majority vote.
- f) The President will direct all orientation for incoming Senators and will appoint and remove chairpersons and members of standing, ad-hoc, and campus-wide committees after deliberation with the Executive Board.
- g) Most notably, the Student Senate President has the power to line veto any documents passed by the Senate or veto any action passed by the Student Senate, except budget approvals, the approval of new senators, and the removal of senators.

§ 1 – This veto has to be declared no later than seven (7) days after the vote and can only be overridden by a two-thirds (2/3) majority vote.

- h) The President will meet regularly with the Assistant Dean of Student Life and Leadership Development and the College President and will report back to the Senate.
- i) Finally, the President has the right to vote on any motions of the Student Senate or its committees.

Section 3: *Vice President Duties.*

- a) The Vice President shall assume all duties of the President in their absence and will assist the President in the completion of all necessary duties.
- b) The Vice President publicizes the Student Senate and promotes active participation.
- c) It is their responsibility to support all committees and report to the Executive Board on the performance of committee chairs and members.
- d) As the President of the Inter-Club and Activities Council, the Vice President shall assist new student organizations in becoming recognized by the Student Senate and provide leadership development for club leaders.
- e) The Vice President co-chairs the Service and Fundraising Committee with the Treasurer.
- f) The Vice President is considered a voting member of the Student Senate.

Section 4: *Secretary Duties.*

- a) The Secretary/Historian has the responsibility to call the roll, contact Senators in case of absence, and write a letter of warning to any Senator who has an unexcused absence, within one week.
- b) The Secretary must report to the Parliamentarian via email of the removal of any Senator due to four (4) unexcused absences, within one week, and to notify the removed person via email.

- c) In the event the Secretary violates the attendance policy, the Parliamentarian will be responsible for enforcing the policy.
- d) The Secretary prepares and maintains copies of minutes and agendas for all official Student Senate meetings, as well as being responsible for distributing official communiqués.
- e) Acting as the Historian, the Secretary must keep an official, orderly file for all records and documentation.
- f) The Secretary serves as the Chair of the Public Relations committee.
- g) The Secretary must attend a majority of Student Senate events and appoint someone to take their place when they cannot attend. The Secretary is a voting member of the Student Senate.

Section 5:*Treasurer Duties.*

- a) The Treasurer maintains a complete and orderly record of all financial documents of the Student Senate, serves as the Chair of the Budget Committee, and co-chairs the Service and Fundraising committee with the Vice President.
- b) It is the responsibility of the Treasurer to inform the Senate of the budget balance and statement whenever there is a transaction.
- c) The Treasurer will work with a Student Senate Advisor in preparation for the pending Student Senate fiscal year's end report.
- d) The Treasurer is a voting member of the Student Senate.

Section 6:*Parliamentarian Duties.*

- a) The Parliamentarian is to assist the President in following the parliamentary procedure in Senate meetings.
- b) It is the core responsibility of the Parliamentarian to interpret Robert's Rules of Order when questions of procedure arise and serve as the chair of the Rules and Conduct Committee.
- c) The Parliamentarian is responsible for reporting to the Executive Board any interpretations of the impeachment process derived from the Constitution and will conduct formal removal proceedings for Senators and Officers.
- d) If the Parliamentarian is under question, then the line of succession is as follows: Vice-Chair of the Rules and Conduct Committee, President, and Vice President.
- e) If all three are in question, the Senate nominates a representative to lead impeachment proceedings.
- f) The Parliamentarian is considered a voting member of the Student Senate.

ARTICLE II

SENATOR DUTIES

Section 1: *Student Senate Body.* In addition to the five (5) Executive Board Members, there are to be twenty-five (25) members of the Student Senate who represent the Student Body of JCCC.

Section 2: Senator General Expectations.

- a) Every Senator has to become aware of the opinions and ideas of the student body and maintain knowledge of relevant campus issues.
- b) Each Senator is to perform duties related to their area of concern as directed by the Executive Board and specified constituencies (i.e. chairs, appointed directors, etc.).
- c) Senators are required to attend all meetings of the Senate per the attendance policy.
- d) Each Senator is expected to spend an average of four (4) hours per week on Student Senate-related activities.

Section 3: Senator Voting Protocol. Every Senator present at the General Assembly meeting is strongly encouraged to vote on all motions placed before the Senate, except on motions on a campus student organization in which they are affiliated.

- a) In this case, they must abstain.
- b) Abstentions will not count for or against a motion unless the motion is one requiring a fixed ratio.
- c) In the instance of a conflict of interest, including but not limited to, budget requests, new Senator voting, and constitutional amendments, abstentions will not be taken into consideration towards the outcome of a vote.

§ 1 – A member of the Senate with such a conflict of interest may not participate in the discussion, unless a specific question is directed to them, or to clarify incorrect information.

Section 4: Senator Primary Standing Committee. Every Senator is required to be on a minimum of one (1) standing committee.

- a) In case a Senator is serving on multiple committees, they shall select one (1) committee as their primary committee during the first week of General Assembly meetings.
- b) If a Senator wants to join after elections they shall announce their primary committee during their application speech.
- c) When a Senator is serving on multiple committees, only missing their primary committee can lead to an absence.
- d) Any further committee attendance is optional.
- e) A Student Senator serving on five or more committees shall not have priority to serve on campus-wide committees.

Section 5: Senator Communication Responsibility. It is also the responsibility of each Senator to check their communication channels at least once every three (3) days, and to check the agreed-upon method of messaging communication every three (3) days.

Section 6: Proxy Voting.

- a) Members of the Senate granted excused absences/tardies are allowed to designate a member of the Executive Board to act as his/her proxy during the General Assembly.

§ 1 – In this case, the proxy is privileged with the right to vote on behalf of the aforementioned member.

- b) The proxy must be announced to at least one Executive Board member no later than twenty-four (24) hours prior to the pertinent General Assembly meeting.

- c) It is the responsibility of the absent/tardy member to become as well acquainted with the voting issue as possible.

§ 1 – Note: The reason abstentions are said to count against a fixed-ratio motion is because there must be a certain ratio of votes in favor versus voters present to pass.

TITLE III

Committees

ARTICLE I

STANDING COMMITTEES

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Section 1: Standing Committees. Student Senate hosts five (5) standing committees: Budget, Public Relations, Rules and Conduct, Service and Fundraising, and Spirit.

- a) Budget Committee. Chaired by the Treasurer, the Budget Committee reviews and recommends appropriate funding for all requests brought to the Student Senate for its approval or rejection.

§ 1 – Furthermore, the committee assists the Treasurer with proposing all budgetary matters to the General Assembly.

- b) Public Relations. Chaired by the Secretary, the Public Relations Committee develops and distributes all publicity utilized by the Student Senate.

§ 1 – In addition, the committee maintains and updates all Student Senate bulletin boards and mailboxes.

- c) Rules and Conduct Committee. Chaired by the Parliamentarian, this committee is the most fundamental when dealing with the direct policies and procedures of the operation of the Senate.

§ 1 – In conjunction with the Parliamentarian, this committee recommends changes to the Student Senate Constitution as the need arises.

§ 2 – When Robert's Rules of Order and the Constitution's interpretation comes into question, a resolution is to be found in the Rules and Conduct Committee.

Section 2: Sub-committees. Sub-committees serve as a focal point for an initiative of the standing committee. Thus, providing more time for the standing committee to complete other projects in conjunction with the sub-committee.

Section 3: Inter-Club and Activities Council. Inter-Club Council strives to provide an open means of communication for student organizations and advisors to share information and help each other with projects.

- a) Inter-Club is intended to provide leadership development to club leaders.
- b) The Inter-Club Council is led by the Student Senate Vice President in conjunction with the Student Involvement Ambassador.
- c) Events planned may include a community service project, student organization night at a basketball game, advisor appreciation efforts, and social gatherings at the college.
- d) At least one representative from each student organization is strongly encouraged to participate.
- e) At the request of the Student Senate Vice-President, up to two (2) Senators attending and actively contributing to presentations at the Inter-Club and Activities Council may consider Inter-Club a standing committee.
- f) This will fulfill the requirement to serve on at least one standing committee.

Section 4: Campus-Wide Committees. Student Senate participates in several Campus-Wide Committees including Educational Affairs, Appeals Board, Media Board, Sexual Assault Prevention, Student Sustainability Committee, Performing Arts Series, Student Experience Team, and Council Addressing Substance Abuse Issues.

§ 1 – These committees are dissolved and created at the discretion of the Board of Trustees or JCCC administrators and are subject to change.

Section 5: Ad-Hoc Committees. Ad-Hoc Committees are temporary in nature and are for a specified purpose for the functionality of the Senate and Senate initiatives. Current examples are Senate Election Committee and Officer Election Committee.

TITLE IV

Meetings/Attendance Policy

ARTICLE I

SENATE MEETINGS

Section 1: *Senate Meetings*. The Executive Board should consider a time for weekly, regular meetings for the General Assembly.

- a) The Student Senate meetings are to be open to the public unless otherwise specified by a fixed three-fourth ($\frac{3}{4}$) vote of the Student Senate Assembly.
- b) No subjects shall be discussed in closed or executive meetings, except those allowed by the Kansas KOMA laws.

§ 1 – These topics of exception non-exhaustively include the following: personal matters of non-elected persons; confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships; and matters relating to actions affecting a person as a student, patient, or resident of a public institution (except that any such person shall have a right to a public hearing if requested).

Note: Kansas KOMA laws are subject to change.

Section 2: Executive Board Meetings. The Executive Board meetings will consist of the President, Vice President, Secretary, Treasurer, and Parliamentarian.

- a) This committee is responsible for deriving agendas for Senate meetings, the applications of new clubs and organizations, and planning Senate initiatives.
- b) The Executive Board meetings will start as soon as the last day of the previous board and will conclude on the last day of the spring semester.
- c) Executive Board members are also required to attend the General Assembly meetings.
- d) Has the ability to excuse Senator absences by a simple majority vote.

Section 3: Senator Absences. Senators are allowed to have up to four (4) unexcused absences per semester, including General Assembly meetings, committees, and Senate-related projects.

- a) Only one (1) unexcused absence will be recorded per day. Missing more than half of the scheduled meeting counts as one absence.
- b) If the limit of four (4) cumulative unexcused absences, in either case, is exceeded, the removal proceeding will start.
- c) For Senators to have an excused absence, the Senator must inform the Executive Board or the advisor of the Student Senate 24 (twenty-four) hours before the absences in writing.
- d) In the event of an unplanned absence, the Senator must inform the Executive Board within a week of the absence.
- e) The Executive Board may use discretion to deem any absences excused or unexcused. Following absences, the Executive Board will assess the situation and decide to excuse the absence or record it as unexcused.
- f) If the Senator wants to appeal, an appeal has to be communicated to the Executive Board and Advisor of Student Senate within a week of the removal of the Senator, later to be approved by the Student Senate to reinstate the Senator.
- g) JCCC-sponsored activities and medical emergencies, such as hospitalization, are considered excused absences.
- h) Commonly excused absences include, but are not limited to, vehicular mechanical difficulties and car accidents.
- i) After the first unexcused absence, the Secretary will contact the Senator via e-mail to notify his/her absence with a reminder about the Attendance Policy.
- j) After the second and third unexcused absences, the Secretary will send a warning letter in the form of an email to the Senator regarding the violation of the Attendance Policy.
- k) After the fourth unexcused absence, the result will be the removal of the Senator from the JCCC Student Senate.
- l) Notification of removal will be sent by email.
- m) The Senator may appeal to be reinstated within a week of their removal.

Section 4: Executive Board Member Absences. A Student Senate Executive Board member will face impeachment for two (2) unexcused absences per semester at Student Senate General Assembly meetings, Executive Board meetings, and Committee meetings to which they belong, as well as other required Senate events as determined by the President.

- a) JCCC-sponsored activities, and medical emergencies, such as hospitalization, are considered excused absences.
- b) The Executive Board may use discretion to deem any absences excused or unexcused.
- c) Commonly excused absences include, but are not limited to, vehicular mechanical difficulties and car accidents.
- d) In the event of an unplanned absence, the Executive Member must inform the other Officers or the Advisor of Student Senate within one (1) week of the absence.
- e) Following absences, the Executive Board, without the member in question, will assess the situation and decide

to excuse the absence or record it as unexcused.

- f) In the event the Secretary is absent, the Parliamentarian will carry out the duties of the Secretary of the Attendance Policy.
- g) After one (1) unexcused absence, the Secretary will send a warning letter in the form of an email to the Executive Board member in violation of the absence policy.
- h) After the second (2nd) unexcused absence, the Secretary will send a letter in the form of an email to the Executive Board member indicating they have two (2) unexcused absences and is now in danger of Impeachment.
- i) In the event the Secretary violates the attendance policy, the Parliamentarian will be responsible for enforcing the attendance policy.
- j) The Judicial Procedures section of the Constitution outlines the Impeachment process.

Section 5: *Tardiness.* Senators and Executive Board members with two (2) unexcused tardies at Student Senate General Assembly meetings, Executive Board meetings, and committee meetings will be counted as one (1) unexcused absence.

- a) Two (2) unexcused tardies do not need to be consecutive to be counted as one unexcused absence.
- b) An unexcused tardy is defined as arriving after ten (10) minutes of the scheduled meeting time or missing more than ten minutes but less than half of the scheduled meeting time at the Student Senate General Assembly meetings, Executive Board meetings, and committee meetings.

TITLE V

Judicial Procedures

ARTICLE I

The Judiciary Power

Section 1: The Judiciary power of the Student Senate shall be vested in the Rules and Conduct Committee under the leadership of the Parliamentarian. All proceedings are to be held through the Parliamentarian, unless otherwise necessary.

- a) *Rules and Conduct.* The purpose of Rules and Conduct is to interpret and make recommendations on affairs concerning the Constitution to the Student Senate.
- b) Rules and Conduct is the supreme voice on an interpretation of the Constitution and passes all decisions with a fixed-majority vote.

§ 1 –This committee will also serve as a Regulator during Senate Impeachment.

Section 2: *Vacancies.*

- a) If there becomes a vacancy in the Presidential position, the Vice President has the initial option to complete and fulfill the task of the President.

§ 1 –However, if the Vice President declines, then verbal or written nominations will be accepted.

- b) Only a previously elected Executive Board member is eligible for this nomination.
- c) After a period of two (2) weeks elapsed, the members of the Student Senate may vote upon the nominations.

§ 1 –During this time, the Vice President serves as the interim President.

- d) If there becomes a vacancy in one of the remaining Executive Board positions, then verbal or written nominations of a current Senator shall be requested within forty-eight (48) hours.
- e) At the time of application, candidates may make a statement to the Senate Body, which will be followed by a question and answer period.

§ 1 – At this time there must be a motion and a second for the acceptance of the nominees.

- f) After a seven-day (7) period, a vote by secret ballot will take place for filling the vacancy with the leading nominee.

§ 1 – If there becomes a tie between multiple candidates, then the President or interim President may cast a vote as the deciding factor.

- g) If there becomes a vacancy in a Senator position, a verbal or written application may be made at a General Assembly meeting, and at this time the candidate is to be referred to as a probationary Senator.

§ 1 – During the next week, a probationary Senator is to contact an Advisor of the Student Senate, as well as take in all that the Senate requires. Upon the second (2nd) consecutive week, a current Senator may nominate a probationary Senator for the full position, which entails voting rights, committee duties, as well as all remaining duties of a full-fledged Senator.

Section 3: *Impeachment and Consequence.* Impeachment is to be defined as an investigation into the question raised concerning an official's misconduct but does not include removal unless the petition calls for it as well. All voting of subjective matters is to be conducted by secret ballot or by the discretion of the presiding officer of the impeachment hearings.

- a) Reasons for Impeachment and/or Removal. All reasons are to be reviewed by the Rules and Conduct committee and approved by the Parliamentarian unless the Parliamentarian is in question, then it falls to the chair of the Rules and Conduct Committee, then to the President, and finally the Vice President.
- b) No Senator or Officer is exempt from any or all of the reasons for Impeachment or removal.

§ 1 – Proceedings and actions undertaken are to be followed in the same manner as Impeachment under the interpretation of the Rules and Conduct committee.

- c) Any Senator or Officer who commits any or all that follows is subject to Impeachment and possibly removal.

§ 1 – Any misappropriation of funds or funding;

§ 2 – excessive failure to carry out assigned duties and or directives, organizing or publishing action with the recognition of the Student Senate without a majority vote of the Senate,

§ 3 – Any action which results in them being placed on suspension or dismissal from JCCC,

§ 4 – Violations of the Codes of Conduct or policies established by JCCC, or violation of the attendance policy.

Section 4: *Impeachment Petition Requirements.* A petition specifically describing the activity in question requires no less than one-third (1/3) of the standing Senate signatures.

- a) This petition must be submitted to either the General Assembly or the Rules and Conduct committee.

§ 1 – Within forty-eight (48) hours of the petition being filed, the parties in question must be notified, as well as the standing Senate.

- b) A minimum of seven (7) days must elapse between the presentation of the petition for impeachment and voting for Impeachment.

§ 1 – At this time, the implied parties are suspended of their powers until the Impeachment hearings have concluded, unless two-thirds (2/3) majority of the standing Senate votes otherwise.

Section 5: *Rights of the Impeached.* Addressing the charges, explaining situations, and clarifying personal perceptions are rights granted to the accused.

- a) The accused has the right to choose the order in which the sides are to be presented (i.e. prosecution followed by the defense).

§ 1 – If any of these rights are overridden, the defendant's charges are dropped unless the charges go before school policy outside of the Senate.

§ 2 – Then the issue is prescribed to the Assistant Dean of Student Life and Leadership Development and is under their discretion.

§ 3 – Upon the occurrence of an infraction upon school policy, rules, and regulations, then these parties are automatically removed, and vacancy procedures are to be followed for those parties' positions.

Section 6: *Removal and Consequence.* Following an Impeachment hearing, if the petition for Impeachment prescribes for removal, then after a guilty verdict, a secret ballot vote of two-thirds (2/3) majority is required for the removal of the parties in question.

- a) Only upon the defendant waiving their right to an Impeachment hearing or due to activity breaking policy, rules, or regulations of the school may removal take place without an Impeachment hearing.
- b) Removal seizes all powers and rights within the Senate. The consequence of removal also entails that a removed Senator or officer may not become a part of Senate for a period of two (2) years after the date of removal, at which time all rights of Senate would be restored upon readmission to the Senate.

Section 7: *Senator Appeals.* In the instance that a Senator has an extenuating circumstance that would inhibit their ability to fulfill any of the duties outlined in Article II, an appeals process may be undertaken.

- a) This process requires a written statement explaining the aforementioned circumstances.

§ 1 – Thereafter, the Senator in question will either attend a meeting of the Rules and Conduct

Committee or send the Committee their written statement.

- b) The Committee is invested with the authority to decide upon the outcome of the appeal, which may include additional activities such as referral to General Assembly and is to be approved with a fixed two-thirds (2/3) majority vote.

§ 1 – The GPA requirement, credit hours requirement, and consistently being unable to attend General Assembly may not be appealed.

TITLE VI

Student Organizations

ARTICLE I

STUDENT ORGANIZATION QUALIFICATIONS

Section 1: *Student Organization Qualifications.*

- a) A completed packet must be submitted to the Vice President for verification with the Manager of Student Life and Leadership Development.
- b) A new student organization requires a minimum of one (1) Faculty/Staff advisor for operation.
- c) A new student organization must have an active New Organization request form on file with the Center for Student Involvement.
- d) Included in the request form the potential new club must have at least ten (10) signatures of current JCCC credit students as prospective members to be considered as a new club.

§ 1 – At that point, the General Assembly will vote for the prospective club to be institutionally recognized.

§ 2 – The club request will pass with a majority vote.

- e) Student Organizations must complete annual re-registration through the Center for Student Involvement to remain active from academic year to academic year.
- f) Each student organization must be non-profit in nature, and all funds made through fundraising must go for the student organization or college agency account.
- g) Any dispute of a student club or organization's validity will be resolved by the Center for Student Involvement.
- h) A student organization may only request funds from the Student Senate after being an active organization on campus for one calendar year from the date of initiation.

§ 1 – Each student organization must send a representative for each funding request for discussion in the General Assembly and Budget Committee meetings.

§ 2 – Failure to maintain "active" status will result in an organization being ineligible to receive Senate

funding.

§ 3 – Active status is defined as follows: an organization will provide a yearly update for primary and alternate contact information to the Manager of Student Life and Leadership Development.

- i) Additionally, a reinstated organization may request funds from the Student Senate following a six-(6) month period of reinstatement at the discretion of the Student Senate Budget Committee.

§ 1 – To be considered for funding, the reinstated organization must display active involvement on campus, as well as maintain similar values and purpose as the original body.

TITLE VII

Amendments, Guidelines, Ratification, Bylaws

ARTICLE I

AMENDING THE CONSTITUTION

Section 1: Amending the Constitution. The Senate, whenever two-thirds (2/3) of its members shall deem it necessary, shall propose amendments to this Constitution.

- a) There is to be a minimum of seven (7) days between the date that an amendment is proposed and the date on which voting is to be scheduled.
 - b) A fixed two-thirds (2/3) vote must be attained to pass any amendments.
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ARTICLE II

GUIDELINES

Section 1: Guidelines. Guidelines may be established to uniformly conduct business from one (1) semester to the

- a) To pass a set of guidelines requires a simple majority vote of the Student Senate.
 - b) Current guidelines in practice are under the Student and College Codes of Conduct.
-

Section 1: Ratification. This document may be ratified by a fixed vote of two-thirds (2/3) of all those eligible to

§ 1 – Those who may vote on the ratification of this constitution include the five (5) Executive Officers and the General Assembly.

ARTICLE IV

BYLAWS

Section 1: Bylaws. All motions passed, which relate to JCCC and that do not contradict the Constitution of the Student Senate, shall be listed in the bylaws.

- a) These laws are credible in that they ar

TITLE VIII

Student Senate Committee Bylaws

ARTICLE I

VICE CHAIR POSITION

Section 1: Definition - The Vice-Chair is an at-large senator who sits on a committee and has been elected by that committee as its Vice-Chair.

- a) A Senator may only Vice-Chair their primary Committee.
- b) The Chair and the Vice-Chair act hand in hand toward the completion of committee tasks.
- c) The Vice-Chair position is an aid to the chair.
- d) Each standing committee has one (1) Vice-Chair.
- e) Vice chairs are not interns or labor – the chair is held responsible for the committee planning, work, and structure.

Section 2: In the event, a Vice-Chair is not fulfilling the responsibilities and requirements, the Vice-Chair in question will meet with the Executive Board and Student Senate Advisor.

§ 1 –If found necessary, the Executive Board reserves the right to make a motion to demote the Vice-Chair from their position, without resulting in removal from their Student Senator position.

Section 3: Responsibilities – It is the Vice Chair’s job:

- a) To take notes in committee meetings.
- b) From these notes, the Vice-Chair must also give the committee report in the general assembly meeting.
- c) The Vice-Chair will act as a representative of the committee in the general assembly (should the committee’s Chair be absent), in other committees, and on campus.
- d) In addition, the Vice-Chair will run the committee in case of the chairs’ absence:

§ 1 – In the case of a committee with two chairs, and one is gone, the Vice-Chair assumes the role of the missing chair.

§ 2 – In the case of a committee with two chairs, and both are gone, the Vice-Chair assumes both roles and should notify the Advisor for assistance.

§ 3 – In the case of a Vice-Chair being absent from a meeting, their role is assumed by the Chair(s).

§ 4 – In the case of all chairs and the vice-chair being absent, the committee will not conduct business and the chair(s) will submit a report to the Advisor and General Assembly.

§ 5 – Procedure - To run, the applicant must be a non-executive board member of the senate, must be running on their primary committee, and must be confirmed by the advisor. The election will occur within the committee, with the members voting. The Chair doesn't vote unless the election is tied. Elections occur the second (2) week of the committee meeting. The Advisor must confirm the candidate after they are elected before they take office.

ARTICLE II

RULES AND CONDUCT COMMITTEE BYLAWS

Section 1: Definition - The purpose of the Rules and Conduct Committee is to interpret and make recommendations on affairs concerning the Student Senate Constitution and uphold the Constitution.

a) Meetings - The Rules and Conduct Committee meets weekly and is chaired by the Parliamentarian.

§ 1 – Meetings are held to discuss any potential changes and/or modernization of the Student Senate Constitution.

§ 2 – Meetings will provide a forum for discussion for any issues about the Constitution.

§ 3 – In the case of the Parliamentarian's absence from a meeting, the Vice-Chair would then chair the meeting. If both are absent, then an executive board member will chair the meeting.

§ 4 – Any changes that the Rules and Conduct Committee recommends must be presented to the senate per Title VII.

b) Member Roles and Responsibilities. The Rules and Conduct Committee is responsible for upholding the Constitution and enforcing the procedures for impeachment if required.

§ 1 – The Rules and Conduct Committee shall serve as a regulator during the Senate impeachment procedure.

§ 2 – The Parliamentarian shall oversee the application of Robert's Rules of Order within General Assembly meetings.

ARTICLE III

BUDGET COMMITTEE BYLAWS

Section 1: *Definition* - The purpose of the Budget Committee is to provide funding for the initiatives carried out by various clubs and organizations of JCCC. It is also the responsibility of the Budget Committee to track the availability of funds for the Student Senate and report them to the General Assembly before any financial decision is made by the General Assembly.

Section 2: *Meetings* - The Budget Committee will meet weekly under the guidance of the Treasurer.

Section 3: The Treasurer is responsible for inviting clubs and organizations that have requested money to attend a Budget Committee meeting and present their case for need.

- a) Based on this presentation, as well as factors listed on the budget request form (including both rewards and penalties), the Budget Committee will devise a recommended funding amount.
- b) Any decision on the Budget Committee's recommended funding level requires a majority vote by the present members of the committee.
- c) The recommended funding amount is to be submitted to the rest of the Student Senate at the General Assembly meeting the following week for final amendment and approval.
- d) If for any reason the Treasurer is unable to attend the Budget Committee meeting, the Vice-Chair will then carry the meeting. If both the Chair and Vice-Chair are unable to attend, a member of the Executive Board will chair the meeting.
- e) In the event the Budget Committee and the Executive Board are unable to accept the presentation of a student organization or club's funding request due to potential bias or unavailability, the General Assembly will receive the request and act on the Budget Committee's behalf.

Section 4: *Member Regulations and Restrictions*

- a) The acting chair must report the remaining available funds to the General Assembly.
- b) Members of the Budget Committee are barred from publicly discussing anything related to funding requested by clubs except for any Student Senate meeting including committee meetings and General Assembly.

ARTICLE IV

SERVICE AND FUNDRAISING COMMITTEE BYLAWS

Section 1: *Definition* – The Service and Fundraising Committee works to plan various service projects throughout the school year. In addition, any fund-raising initiatives, whether for Senate or charity, are planned through this committee.

Section 2: *Meetings* – The committee will meet weekly and is led by the co-chairs. The committee is co-chaired by the Treasurer and the Vice-President.

- a) Meetings are held for planning and organizing events. As such, each meeting must be coordinated with the Student Senate Advisor to ensure access to various supplies.
- b) If for any reason a chair is unable to attend the Service and Fundraising Committee meeting, the vice-chair will then carry the meeting.
- c) When planning an event, the committee must finalize the planning phase at least two weeks before the event date. This includes tasks such as booking space and coordinating responsibilities of various event participants (such as pick-up and drop-off of the cash box).
- d) If meetings occur immediately after an event, Service and Fundraising should discuss and analyze the event evaluation forms to better plan the next event.

Section 3: Structure

- a) The committee may only have one vice-chair.
- b) The committee must act on the guidance and approval of the Student Senate Advisor to ascertain what actions and activities are permissible on a case by case basis. It is the responsibility of the co-chairs to initiate dialogue with the Student Senate Advisor.
- c) People other than Student Senators are allowed to participate in all meetings and events except for the pick-up and drop-off of the cash box.
- d) For every event hosted by the Student Senate, an event evaluation form will be provided and filled out by the members of Service and Fundraising. These event evaluations will be provided as a reference for future members to plan events.

ARTICLE V

INTER-CLUB COUNCIL

Section 1: Definition - Inter-Club Council strives to provide an open means of communication for the leaders, members, and advisors of student clubs and organizations to share information, and if the case allows, help each other with similar projects. The sessions cover topics including leadership, fundraising, and event planning.

Section 2: Meetings – Inter-Club Council meets biweekly. It is chaired by the Student Senate Vice- President and the Center for Student Involvement’s Ambassador.

- a) Meetings are held to provide presentations on topics important to club and organization leadership and success. Topics will be determined through a combination of requests made by members and the co-chairs.
- b) Meetings will provide a forum for discussion amongst the club and organization leaders, members, and advisors to share upcoming events, seek opportunities for collaboration, and help with problem-solving.
- c) Each meeting will utilize the following structure: ice breaker/team builder, presentation and guided discussion, roundtable discussion.
- d) If for any reason, a co-chair is unable to attend a meeting, the other co-chair will then carry the meeting with the Student Senate representatives.
- e) During the time in between Inter-Club Council meetings, the co-chairs, along with the Student Senate Advisor and the Student Senate representatives, will meet to plan the upcoming week’s meeting.

Section 3: Members. Up to two members of the Student Senate may formally serve on the committee as representatives of the Student Senate.

- a) The Senators share the responsibility of planning and giving presentations during meetings with the co-chairs.
- b) All student organizations are encouraged to send representatives to each Inter-Club Council meeting. Representatives can be leaders, advisors, or members of their respective clubs.
- c) It is the responsibility of the co-chairs to report club attendance to the Student Senate Treasurer for consideration regarding funding requests.

ARTICLE VI

AD-HOC COMMITTEES BYLAWS

Section 1: *Definition* – Ad-Hoc committees are temporary Committees formed to address specific topics, which require more evaluation and research before the submission of a formal proposal before the General Assembly.

Section 2: *Formation* – A simple majority vote in the General Assembly is required to approve the formation and preliminary dissolution of an ad-hoc committee. If an ad-hoc committee is not dissolved before the end of a Senate term, a vote must be held to reform the committee at the start of the subsequent term.

Section 3: *Meetings* –Ad-Hoc Committees will meet as often as is deemed necessary by its Chair.

- a) If the Ad-Hoc committee votes by simple majority to have a Vice-Chair, their nomination and election will be held under the same process as a standing committee.
- b) There is no set requirement for the frequency and duration of meetings, but the Chair must announce the time of the meeting(s) no later than the preceding General Assembly meeting.

Section 4: *Members* – The chair will be appointed by the Senate President.

- a) Senators are allowed to join any Ad-Hoc, but they may not use them as their primary committee.
- b) Non-senators are permitted to participate as non-voting members, unless, at the discretion of the Senate President, an ad-hoc is deemed to discuss confidential information.

ARTICLE VII

PUBLIC RELATIONS BYLAWS

Section 1: *Definition* – The purpose of the Public Relations Committee (PR) is to promote participation and awareness of the Student Senate as well as monitor student feedback and enhance the channels of communication.

Section 2: *Meetings* – The Public Relations Committee will meet weekly. It is chaired by the Student Senate Secretary.

Section 3: *Responsibilities*. The Public Relations committee is responsible for:

- a) Promoting Student Senate and services to the JCCC Student Body and community. Promote awareness of Student Senate elections by Advertising voting in the campus media, along with other election information

during two (2) weeks before the elections.

- b) Promote and advertising Student Senate events, programs, and services in consultation with the advisor and committee members.
- c) Maintains and updates all Student Senate bulletin boards.

Section 4: *Member Regulations and Restrictions* - Members of the Public Relations Committee must abstain from the final General Assembly vote on Public Relations initiatives.

§ 1 – The PR chair shall have the following responsibilities:

- a) Recruit Student Senators to ensure a full and representative body.
- b) Promote awareness of Student Senate elections by advertising voting in the campus media, along with other election information during and before two weeks of elections.
- c) Promote and advertising Student Senate events, programs, and services in consultation with the advisor and committee members.
- d) Enhance communication between Student Senate and campus and local media.
- e) Members of the Public Relations Committee shall serve as ambassadors to other Student Senate committees to communicate and implement the promotional campaigns of each committee.
- f) If the Secretary is unable to attend the Public Relations Committee meeting, the Vice-Chair will then carry out the meeting. If both the Chair and Vice-Chair are unable to attend, a member of the Executive Board will chair the meeting.

JCCC Student Senate Constitution, **Approved 5/10/2021** Parliamentarian: **Thanise Nunes**