**Mission Statement**

The Student Senate shall be the governing body of students at HTC. As such, it will represent the student body on issues of concern to the students.

**Article I**

**Name**

**Par. 1**

The name of the student body shall be the Hennepin Technical College, Brooklyn Park Campus Student Senate. The legislative/governing body of the Student Association shall be referred to as the Student Senate.

**Article II**

**Student Body Government**

**Par. 1**

The delegated powers of the Student Senate shall be as follows:

1. Act as the voice of the student body in matters affecting students.
2. Create opportunities for students to be engaged on campus. Share student concerns with administration, consider all matters referred to the Student Senate by school authorities.

**Article III**

**Membership**

**Par. 1**

Members must be registered students of HTC –Brooklyn Park campus

# Par. 2

All members attending two consecutive meetings will be declared a voting member. Each voting member has one (1) vote.

# Par. 3

The school administration shall designate an individual(s) to serve in an advisory capacity, from here on referred to as an Advisor, to the Student Senate. The individual(s) must be ratified by the Student Senate, at the start of each fall semester.

**Article IV**

**Officers**

**Par. 1**

The officers of the Student Senate will consist of the following offices:

## President

The duties of the President are as follows:

* + To serve as the chief spokesperson for the Student Senate.
  + Provide an agenda prior to the meetings.
  + Preside over the Executive Board.
  + Preside over all Student Senate Meetings.
  + Assist in the transition of duties of the current administration to the new administration.
  + Must attend one LeadMN Conference per semester.
  + Follow up and support the executive board members in carrying out tasks.
  + Follow up with the senate advisor weekly.
  + Remind the VP about emailing student club attending senate meeting
  + Remind the VP to send a copy of the report if a club will not make it to the senate meeting
  + Assign duties to the executive board on what they need to complete
  + Must attend meetings with College Leadership, and budget consultation meetings as well.

## Vice President

The duties of the Vice President are as follows:

* + Assume the duties of the President in his/her absence.
  + Assume the duties of the President upon the request of the President.
  + Shall be a member of the Student Life board. If the Vice President cannot be on the Student Life Board, then another member of the Senate Executive Board will take their place on the Board.
  + Advise the President of correct parliamentary procedures.
  + Determine if a Quorum is present.
  + To serve as an advocate for the minority for any issue being addressed by the Student Body or Executive Board.
  + To attend all meetings of the Executive Board and senate meeting.
  + Shall the play the role of Omnibus regarding student issues. They will research and formulate a report to present to the Executive Board.
  + Perform other duties as assigned by the President and/or Executive Board.
  + Must attend one LeadMN Conference per semester.
  + Remind student club leaders on senate dates/meetings, and if club can’t make it to the meeting, the VP will request a report from club to share at the senate meeting.
  + Communicate student club reports if club is absent at the meeting.
  + Take club attendance at the meeting and report to the secretary.
  + The VP should give a short report on what was talked about in Student Life Board Meeting to the Executive Board

## Secretary

The duties of the Secretary are as follows:

* + Take the minutes during meetings and possess a copy of the Bylaws.
  + Record all motions made at the Student Senate meetings.
  + Maintain attendance records (This is a list of all executive committee members, senators, guest speakers and records of voting members.)
  + Make copies of the minutes available at the meeting and email a copy to Student Senate members who provide an email address, prior to the next meeting.
  + Provide a copy of the minutes to the HTC Student Affairs Administrative Assistant.
  + Take attendance at all meetings and report attendance to the President.
  + Perform other duties as assigned by the President and/or Executive Board.
  + Email a copy of the bylaws to the executive board members and Senate Advisor and Minutes should be sent to the Senate President on Mondays
  + The secretary **is** responsible for taking the laptops to the meeting and setting them up before the meeting.
  + Must attend one LeadMN Conference per semester.

## Treasurer

The duties of the Treasurer are as follows:

* + To account for all receipts and expenditures made by the Student Senate, along with all assets, owned by the Student Senate.
  + Prepare a Monthly typed Treasurer’s Report.
  + Supply a copy of the Treasurer’s Reports to the Secretary to be filed with the minutes and agenda in the file cabinet in the Student Senate office.
  + Perform other duties as assigned by the President and/or Executive Board.
  + Must attend one LeadMN Conference per semester.
  + Help the PRC with minutes if the secretary is absent.
  + Treasurer and the advisor will present budget request for the upcoming year.
  + Meet with senate advisor weekly to discuss food order for meetings.

## Public Relations Coordinator (P.R.C.)

The duties of the Public Relations Coordinator (P.R.C.) are as follows:

* + - To direct the overall publicity and promotion of the Student Senate. These duties may be delegated to an Ad Hoc committee of which the P.R.C. shall oversee.
    - Assume overall responsibility for recruiting members to the student senate.
    - Perform other duties as assigned by the President and/or Executive Board
    - The P.R.C should take minutes of the meeting if the Secretary is absent in the meeting.
    - Post minutes to the Facebook page, and create senate events post on Facebook.
    - The PRC is responsible for placing the signs about senate meeting around campus.
    - Update the senate board by the student lounge/ campus store area with minutes/agendas, senate event flyers and other information for students
    - Make/ create marketing flyer and event flyers as well.
    - Must attend one LeadMN Conference per semester.

# Par. 2

**Order of Succession:**

A. The order of succession for officers will be: President, Vice-President, Secretary, Treasurer, P.R.C.

# Par. 3

**Election of Officers:**

1. All officers elected at this time shall serve in office for a period of one academic year, commencing May 11.
2. If there are fewer than two people running for an office, nominations may be taken from the floor on the day of nomination closes.
3. All Nominees should attend one senate meeting.
4. Reason for two meeting, is that they will get the sense of how a meeting works and runs
5. Elections will be sent out to students after candidate speeche**s** in March, subject to the following conditions:
6. Student body will be notified of elections via email. Students will vote for candidates via D2L.
7. Every Student will have a chance to vote by using they StarID. Students can vote only once.
8. The Senate Advisor is the only one who can see votes.
9. All offices will be voted, in the order of succession.
10. Voting results will be listed in order of succession.
11. Candidate Speeches will on the third Senate Meeting of March.
12. Senate elections shall be announced during the spring semester Senate 101 meeting.
13. Election Results

* Results shall be announced to the executive board before the open senate meeting.
* Senate Advisor shall send elected candidates an email. Candidates who have not been elected will be given an opportunity to join the Student Life board.
* If an elected candidate no longer wishes to secure the position, the candidate with the next highest votes will be offered he position.

# Par. 4 Nominations

1. Nominee requirements
   1. GPA 2.0 or higher
   2. Taking 5 or more credits both semesters at Brooklyn Park Campus
   3. All nominees must attend two senate meeting to consider running for an executive board position
      * Reason for two meeting, is that they will get the sense of how a meeting works and runs
2. Nominations for these offices will be opened in the first meeting in February, and closed the first meeting in March, except for the following conditions:
   1. If there are two (2) or more people running for the same office, nominations will not be open for that position on the day of nomination closes.
   2. If there are fewer than two people running for an office, nominations may be taken from the floor on the day of nomination closes.

# Par.5 Campaigning

A. While campaigning, candidates must campaign in a positive and fair manner. Any negative personal references, intimidation, derogatory remarks and inappropriate language and messages towards opponents are prohibited. Failure to adhere to this rule will result in a meeting with the student senate advisor and possible removal from running for a position.

# Par.6 Vacancies

1. An office may be declared vacant for the following reason:
2. If the officer resigns from office.
3. If the officer is no longer a registered student at Hennepin Technical College.
4. If the officer is no longer in good standing with the college.
5. The Executive Board declares the office vacant upon an officer having three (3) or more unexcused absences in a row, subject to the following conditions:
   * + The President will inform the officer upon asking for an excused absence, whether the absence is excused or not.
   * The Secretary will record the absence in the minutes the officer is missing from the meeting, and whether the absence is excused or unexcused.
   * Upon the second unexcused absence the officer is sent a letter warning telling them if they have one more unexcused absence the office will be declared vacant.
   * Upon the issuance of a warning letter and a third unexcused absence, the delinquent officer will be called to a disciplinary meeting consisting of the executive board and advisor. In the disciplinary meeting the delinquent officer will be given the opportunity to appeal their actions in order to turn any unexcused absence into an excused absence. The final decision of whether the officer will retain their position is at the discretion of the executive board and advisor.
6. If the officer is removed from office, refer to Par. 5 of Article IV.
7. For offices declared vacant:
   * The President will announce the vacancy and the reason for it at the next regular meeting of the Student Senate.
   * If the office is that of the President, the Vice-President will assume the duties of the office, until a new President can be elected.
   * For all other offices, the Executive Board will appoint a person to assume the duties of the office, until elections can be held for the vacancy.
   * In the meeting following the meeting the office was declared vacant, the election process will be started to fill the vacancy. Subject to the same procedure used to elect all other offices (Refer to Article IV, Par. 3).
8. Vacant positions after elections will be appointed in the summer/fall semester by the Senate Advisor.

* During Senate 101 the senate president will ask for nominations that day and the next senate meeting.
* The senate president will be discussed with the rest of the executive on who will be taking over the vacant position and the senate will approve the appointee.
  + - * The Executive Board is at liberty to appoint an exec board member if there is a vacant position and less than a semester left in the academic year. This was voted on in the spring of 2021.

# Par. 7

**Removal of Officers**

1. An officer will automatically be removed from office if the officer does not meet student eligibility requirements, or if the officer is no longer in good standing with the College.
2. Officers may be removed from office subject to the following procedures:
3. The Executive Board may recommend that an officer may be removed with legitimate cause.
4. An officer may be removed from office if they have not completed their duties after receiving a warning.
5. An officer may be removed if they haven’t attended two senate meeting and/or Executive board meeting without an excused absents.
6. At a regular meeting of the membership, a motion may be passed requesting the officer to be removed with legitimate cause.
7. The secretary will record in the minutes the reason the officer is being asked to be removed.
8. If the Secretary is being asked to be removed, the Public relations Coordinator will record the minutes at the meeting.
9. The secretary will immediately try to contact the officer that such action is being taken by email, or phone, unless the officer was at the meeting the action was taken and continue trying to contact the person up until the start of the next meeting.
10. The P.R.C. will immediately try to contact the Secretary that action will be taken (If the secretary is being removed).
11. If the officer already had been excused from the next meeting, no action will be taken until the next business meeting.
12. At the meeting to decide if the officer shall be removed the following procedures will be used:

* The secretary will read the motion requesting the officer's removal.
  + - * The PRC will read the motion if the secretary is being requested to be remove from office.
* The officer whose position is in question, shall be allowed 10 minutes to speak.
* The presiding officer will declare a secret ballot vote under the supervision of the advisor.
* A 2/3 vote is required to remove the officer. Following the vote, the office will be declared vacant, if the officer is removed.
* If the position in question is the President, the next officer in succession will chair the meeting.

**Article V**

**Meetings**

**Par. 1**

Regular meetings shall be held as determined by the Student Senate Executive Board each academic year

# Par. 2

There will be a minimum of one (1) meeting per month.

# Par. 3

Meetings will follow a prepared agenda given out at the meeting.

# Par. 4

All regular meetings shall be open to all interested individuals.

# Par. 5

Visitors to the Student Senate who have special items of business may address the Senate at the end of the session under the agenda item listed as “other” or at the discretion of the President.

# Par. 6

Voting is limited to members. The president can’t vote in the meetings.

# Par. 7

Quorum shall consist of three (3) non-board members and three (3) executive board members during regular Student Senate meetings and three (3) executive board members in executive meetings.

**Par.8**

Senate 101 in the fall should be to recruit new senate members and to promote student senate. In the Spring Senate 101 is how show how we run the meetings, the procedure on how to make a motion and give a brief explanation on what each member do in the executive board.

**Article VI**

**Executive Board**

**Par. 1**

The Executive Board shall consist of all officers listed in Article IV, Par. 1 of this Constitution.

# Par. 2

Between meetings, the Executive Board members shall, have all the power to transact business within the limits of policies previously established.

# Par. 3

The Executive Board members shall, within one (1) week after each meeting of the committee, post a copy of the meeting minutes on the Student Senate web page.

**Article VII**

**Committees**

**Par. 1**

Rules and Procedures pertaining to the Student Life Board.

1. The Student Life Board shall be a standing committee of the Student Senate.
2. The committee will consist of the Vice-President and three (3) members and one (1) alternate, all positions will be appointed by the Student Senate Executive Board.
3. Appointments will be made in the start of the Fall semester If there are more than four (4) people interested in the Student Life Board, the executive board and the advisor will discuss the appointments of those interested.
4. Committee members will serve during the Fall and Spring Semesters.
5. No Executive Board Member except for the Vice President should be in the Student Life Board even if they are representing a club, and that will cause conflict of interest with the club and S.L.B.

# Par. 2

Rules and Procedures pertaining to Ad Hoc committees.

A. Committees may be formed by the Student Senate President or by the passage of a motion.

1. Ad hoc committee members will not be compensated for their work.
2. Chairpersons shall be elected by the committee.
3. Committee members may be made up of any Hennepin Technical College Brooklyn Park campus students.

**Article VIII**

**Monthly Salary**

**Par. 1**

All Student Senate Executive Board members are eligible for a monthly salary during the time they hold their positions. Executive Board members will receive a monthly salary as per the following schedule: August – May, they will each receive $200.00 per month.

# Par. 2

Monthly salaries will be paid once a month based on the Hennepin Technical College payroll schedule listed on the Human Resources web page. Timesheets for the monthly stipends are due on the last payroll end date of each month (May – August) and are signed off by the advisor. Monthly salary payments will be based on attendance and performance of the duties of the elected person. The monthly salary will be allocated from the Student Senate budget.

# Par. 3

To amend the monthly salary amount it needs to be voted on by the Student Senate by a majority vote to pass.

# Par.4

Any executive board member plus the advisor can motion to withhold any executive board member’s stipend.

1. At least 3 members are needed in order to motion to withhold a senate executive member’s stipend.
2. A majority vote of 3 or more is needed to withhold a board member’s stipend.
3. All five-executive board members plus the advisor can vote.

**Article IX**

**Parliamentary Authority**

**Par. 1**

Student Senate meetings will be run according to Roberts Rules of Order.

**Article X**

**Amendments to the By-Laws**

**Par. 1**

Amendments to the By-Laws may be offered:

1. By the Executive Board
2. By any member of the Student Senate, subject to ratification by the majority of Student Senate members in the meeting it was offered.

# Par. 2

All Amendments must be in writing and may not be in contradiction of any policy of either Hennepin Technical College or MinnState.

# Par. 3

Amendments may be further modified by amendments offered from the Student Senate membership, subject to Roberts Rules of Order, and that they are relevant to the original amendment.

# Par. 4

Amendments to the By-laws offered in one meeting of the Student Senate, can be voted on in the same Student Senate Meeting that the amendments are presented.

# Par. 5

Quorum must be met in order to adopt new bylaws.

**Article XI**

**Advisors**

**Par.1**

Advisors should only assist format the bylaw but cannot change them.

# Par.2

Advisors should assist the executive board on any help they need

# Par.3

Senate Advisors and Senate President shall train the new executive board members and laying down an understanding of their position.

**Article XII**

**Emergency Crisis**

**Par. 1**

How Senate will run if this ever happen again in a situation like COVID-19 or another emergency crisis that will affect Student Senate.

1. Senate Meetings
   1. In the event of a declared state/national emergency and the board can’t meet and/or reach quorum, a minimum of four people is needed to take action. Vice President of Student Affairs, Director of Student Life and Career Development, Student Senate Advisor and at least one Student Senate executive board member. If any of the four members is not available, the College President will act as forth member.
2. Executive Board Meetings
   1. If a meeting is canceled due to campus closure , the Executive board can try to do a zoom meeting or utilize another video chat platform.
3. Nominations
   1. If a Student Senate meeting is cancelled due to campus being closed & a video meeting cannot be held, students can nominate themselves or another student by emailing the senate advisor. Students have to follow the requirements stated in the bylaws under Article IV, Part 4, Item “A” called “Nominee Requirements to be about to run.
4. Candidate Speeches
   1. If a Student Senate meeting is canceled due to an emergency crisis/campus closure, the candidate can record a five-minute video of themselves stating what position they are running for and why they are running.
5. Campaigning
   1. While campaigning, candidates must campaign in a positive and fair manner. Any negative personal references, intimidation, derogatory remarks and inappropriate language and messages towards opponents are prohibited. Failure to adhere to this rule will result in a meeting with the student senate advisor and possible removal from running for a position.
6. Elections
   1. Voting will be sent out to students through their student email, and won’t be affected, it will only extend the time for election results.

# Bylaws Amended and Approved on May 3, 2023 at the student senate meeting.