

## **Student Government Constitution**

### **Article I – Name**

The name of this deliberative body shall be the Quinsigamond Community College Student Association.

### **Article II – Purpose**

This Student Constitution is an effort to establish a viable system of government for the students within Quinsigamond Community College. This constitution will work to promote the rights of students, involvement in College affairs, student input in educational matters and communications among students, faculty, and the administration of Quinsigamond Community College.

### **Article III – Membership**

All students of Quinsigamond Community College shall be members of the Student Association.

### **Article IV –Governing Body**

The representative governing body of the Student Association shall be the Student Senate. The Senate shall consist of elected representatives and their officers.

#### **A. Purpose:**

The purpose of the Student Senate shall be to represent the interests and wishes of the student body, to promote and develop ideas and interests for the benefit of Quinsigamond Community College, and to provide a suitable medium through which responsibility, cooperation, and a general awareness may be shared among all student members of the Quinsigamond Community College community.

#### **B. Representation:**

There shall be fourteen (14) Senators, including Officers: seven (7) shall be first-year students, and seven (7) second-year students). Second-year students shall be defined as students who have completed at least twenty-four (24) college credit hours. Those with exactly twenty-four (24) credit hours can serve as a first-year student or second-year student, depending on available seats.

#### **C. Officers:**

The Officers of the Student Senate shall be the President, Vice - President, Secretary, Treasurer, and Parliamentarian.

#### **D. Eligibility:**

All Senate members, except first semester freshmen, must have a minimum of a 2.0 QPA at the time of election, and maintain good academic standing while in office. In addition, the President either must have successfully completed at least twenty-four (24) semester hours at Quinsigamond Community College at the time of the election to office, or must have successfully completed twelve (12) credits, and served one (1) full semester on the Student Senate.

### **Article V – Powers And Responsibilities of the Senate**

- A. The Senate is a legislative, representative, and informative body of the Association, which together with the College Governance system, represents student interests.
- B. The Senate shall give input to proposed College policy changes suggested by the Faculty and the Administration.
- C. The Senate shall recommend cooperative relationships with organizations of higher learning and with the Community, consistent with the statement of its purpose.
- D. The Senate shall, after careful consideration, recommend students to each of the College Governance Committees.
- E. The Senate shall have jurisdiction over Student Clubs according to guidelines developed and monitored jointly by the Director of Student Life & Leadership or designee and the Student Senate.

### **Article Vi – Duties Of Officers and Student Senators**

#### **A. President – the President shall:**

1. be responsible for communicating with the student members of College standing committees.
2. be responsible for developing an agenda prior to Senate meetings.
3. preside over meetings of the Student Senate and Executive Committee, so as to assure the running of a fair and orderly meeting.
4. represent the Student Senate, when required, at appropriate College functions on and off- campus.
5. coordinate all Senate activities.
6. give assignments to Student Senators according to the Student Government Constitution.
7. assist in the development of the Student Activities Budget with the Executive Committee and the Director of Student Life & Leadership or designee.
8. serve on the Activities Programming Committee.

#### **B. Vice-President – the Vice-President shall:**

1. assume the responsibilities and duties of the President in his/ her absence.
2. assist in the development of the Student Activities Budget with the Executive Committee of the Senate and the Director of Student Life & Leadership or designee.
3. chair the Election Committee.
4. chair the Activities Programming Committee.

**C. Secretary – the secretary shall:**

1. post regular and special meetings, as described in VII.-D.
2. record and maintain the minutes of the meetings of the Student Senate and Executive Committee.
3. post the minutes of the meeting in a conspicuous place on campus and on the Student Senate bulletin board, within (3) class days following these meetings.
4. prepare and distribute official communications of the organization.
5. post the agenda for Student Senate meetings on the Student Senate bulletin board.
6. maintain a file for the presentation of all communication of the organization. Copies shall be submitted to and maintained by the Student Life Office.
7. report the attendance of the Senators at regular meetings of the Senate.

**D. Treasurer –the treasurer shall:**

1. assist in the development of the Student Activities budget with the Executive Committee of the Student Senate and the Director of Student Life & Leadership. The Treasurer will chair this Committee.
2. distribute and collect budget request forms from all clubs and organizations, on or before March 30th.
3. submit a budget proposal to the Student Senate, on or before April 15th.
4. present a monthly Financial Report to the Senate.
5. monitor Student Activities funds according to the approved budget.

**E. Parliamentarian – the Parliamentarian shall:**

1. ensure that Roberts' Rules of Order of small meetings are followed during all regular and special meetings.
2. provide the Senators with copies of Roberts' Rules of Order.

**Article VII – Student Senate Meetings**

**A. Regular Meetings**

There shall be a regular meeting of the Student Senate on campus at least every two weeks during the academic semester, and at least two regular meetings during the summer vacation.

**B. Special Meetings:**

Special meetings of the Student Senate may be called by the Executive Committee or by a majority vote of the Student Senate.

**C. Quorum:**

A quorum shall consist of no less than 51% of the voting Student Senate.

**D. Notice of meetings:**

1. Regular Meetings: On the Monday of the first full week of the Semester, a schedule of all meetings shall be developed by the Director of Student Life & Leadership and the Student Senate President, indicating the time and place of the meetings. Notice of the time, place, and agenda of the regular meeting of the Student Senate shall be posted twenty-four (24) hours prior to the meeting in a conspicuous place on campus.
2. Special Meetings: Notice of the time and place of the special meetings of the Student Senate shall be posted at least two (2) business days prior to the meeting by the Senate Secretary on the designated student bulletin board and in a conspicuous place on campus.

**E. Conduct of meetings:**

1. Roberts' Rules of Order for small meetings shall be followed in deliberations of the Student Senate, except if otherwise provided for in this Constitution. The Parliamentarian will have final authority in questions of proper procedures.
2. Communications between the Senate members during a meeting shall be allowed until such time as it shall cause a disturbance to the meetings. The President shall decide when the communication becomes a disturbance.
3. Attendance:
  - a. Attendance of all members of the Student Senate is mandatory. Notification of absence must be given to the Student Senate Secretary or President, within twenty-four (24) hours before, or after the meeting missed (the status of the absence will be voted upon by the Student Senate).
  - b. Members of the Student Association are welcome to attend and to participate in meetings of the Student Senate in a non-voting capacity and as recognized by the presiding officer.

**Article VIII – Election of Members of the Student Senate**

**A. Nomination requirement:**

Candidates for election are required to submit complete nomination papers to the Election Committee no later than ten (10) class days prior to election day. Nomination papers shall bear fifty (50) signatures, in ink, of members of the Student Association.

**B. Senators:**

Senators shall be elected according to the criteria described in Article IV. Students shall vote for candidates from both classes. Those with the most votes from each class shall be the Senators to represent that class. If there are insufficient nominees, those with the most votes shall become Senators.

**C. Senate officers:**

1. Officers of the Student Senate shall be elected by the majority vote of the voting members of Student Senate at the second meeting in the Fall Semester and will take office in the Semester for the term of one (1) year, not to exceed two (2) terms.
2. Elections of student officers will not occur unless 2/3 of voting members are present.

**D. Time of election, installation and term of office:**

1. Elections for all sophomore and returning freshman positions that are currently on the Senate shall be held during the last full week of April.
2. Elections for all unfilled freshman and sophomore positions shall be held during the first full week of October.
3. Senators elected in the April election shall serve in a non-voting position until the last day of class in Spring semester and assume their official senatorial seats at that time.
4. Senators elected in the fall take office within seven (7) days of the date of the new election and shall remain in office until a new elected Senate is seated.
5. In addition, all Senators must take part in a Leadership Training Program.
6. No Senator may serve more than two (2) academic years, or four (4) semesters and will be deemed ineligible after that time. By agreement between the Student Senate Executive Committee and the Vice President of Enrollment and Student Services, exceptions may be granted.
7. In case an office shall be vacated for any reason, the following method for refilling that office shall pertain:
  - a. For Senators: Replacements shall be sought first from the list of candidates from the October election in order of votes received. After this list has been exhausted, replacements shall then be required to attend and participate as a non-voting member in two consecutive Senate meetings, after which the Senate will vote on whether or not to make the candidate a Senator. A majority vote is required by the Senate (a quorum must be present).
  - b. For Student Senate Officers: Replacements will be selected by the Senate from its membership.

**Article IX – Procedures For Removal From Office**

1. At least 48 hours before an official meeting, the person(s) accused must be informed with a written copy of the charges.
2. At least two (2) members of the Student Association must bring written charges and factual evidence to a formal meeting of the Senate.
3. The Student Senate, by majority, must vote to hold a hearing on the charges.
4. A hearing will be held at a formal Student Senate meeting, and all evidence will be presented at this time.
5. At least 2/3 of the voting senators must vote in favor of the removal from office in order for it to be passed.

**Voting By-Laws**

1. All elections shall be held in an official, designated voting area.
2. All elections shall be conducted by secret ballot, and ballots shall be marked in the presence of an official election attendant.
3. All elections shall be held for six (6) hours on two (2) successive days [twelve (12) hours total].
4. Election dates shall be announced two (2) weeks prior to those elections in the College newspaper and through other media (official bulletin boards, etc.).
5. All special elections shall be announced two (2) weeks in advance through the Quinsigamond Community College media.
6. Any Quinsigamond Community student who wishes to vote shall present some personal identification, driver's license, or some other identification.
7. An eligible voter is any current Quinsigamond Community College student who has paid a student fee and is currently registered in courses.
8. If a voter's name does not appear on the official voter eligibility sheet, that person's vote shall be placed in a sealed envelope. The voter must sign the envelope, and his/her vote shall be validated at the conclusion of the election.
9. The voter shall vote only once, and his/her name must be recorded by the official election attendant.
10. An official election attendant shall not discuss any candidate's qualifications, nor any other matters of the campaign, nor the candidates, when handing a voter a ballot and while performing his/her official duties.
11. The official election attendant may not suggest, discuss, persuade, or advise a voter during an election.
12. No member of the Election Committee, nor any other official who plays a role in conducting and governing student elections shall publicly declare his/her support, or non-support, for any candidate(s) for office during, or before, an election.

**Ballots**

1. All candidates' names shall appear on the ballot in an order determined by lot.
2. Ballots shall be placed by voters in an official voting box, which has an opening large enough to place a ballot inside, but is otherwise sealed.
3. The number of ballots cast shall equal the number of voters who voted and were recorded on the official registration sheet.
4. At the conclusion of all elections, the ballots shall be tallied by the Election Committee. Any defaced or improperly marked ballots will be destroyed. Any questionable ballots shall either be tallied or be destroyed, according to the unanimous decision of the Election Committee.
5. A candidate shall be elected to office by obtaining a simple majority of votes cast.

**Campaigns**

1. All candidates shall be given equal opportunity and equal time to express their thoughts and opinions in the College newspaper or other Quinsigamond Community College media.
2. Campaign material provided by Student Life shall be available to all candidates.
3. Campaign material of a slanderous nature shall be deemed inappropriate, and a demand for its removal from the campus shall be made by the Elections Committee.
4. No candidate, his/her supporters, or campaign literature (signs, buttons, etc.) shall be placed within thirty (30) feet of the designated voting area.
5. No candidate shall place campaign signs, cards, etc., in such a location, or position, as to cause harm, or present a possible hazard.
6. No candidates shall mark, destroy, or otherwise deface another candidate's campaign materials.

### **Election Results**

1. A written account of the election results shall be publicly announced (College Newspaper, official bulletin board, other Quinsigamond Community College media) within one (1) week after an election.
2. All election results (ballots and voter registration sheet) shall be open to any candidate's or student's inspection for two (2) weeks following an election.

### **Activity Programming Committee**

Members of the Activity Programming Committee shall assist the Director of Student Life & Leadership or designee in the planning and implementation of all on-going social, cultural, and recreational activities at Quinsigamond Community College.

The Committee shall:

1. Be made up of no less than seven (7), nor more than fifteen (15) students who are currently enrolled and in good academic standing at Quinsigamond Community College, two (2) of whom are members of the Student Senate.
2. The Committee shall be chaired by the Vice-President of the Student Senate.

### **Article X – Amendments to the Constitution**

- A. The Senate shall form a Sub-Committee (the Constitution Revision Committee) to discuss and recommend proposal amendments.
- B. The Committee shall take its recommendations to the Senate, where a two-thirds vote of the total fourteen (14) Senators shall be required for passage.
- C. If passed by the Senate, the proposed changes must be published in the student newspaper, or an equivalent communication source, and sent to the President of the College for his/her approval.
- D. The Student Senate shall conduct one (1) open meeting for the purpose of encouraging discussion by interested students.
- E. Following the open meeting, a Referendum shall be conducted by the Elections Committee. Sixty (60) percent of those voting in the Referendum must approve each item in order for it to pass. (Referendum must have a minimum of 20% of the membership of the Student Association voting in order to be valid.)