

CONSTITUTION OF LAKE SUPERIOR COLLEGE STUDENT SENATE

Lake Superior College
Policy II.1, Campus Student Associations,
authorizes the Lake Superior College Student Senate
to be the official student body representation of
Lake Superior College, Duluth, Minnesota
Revised on July 19, 2005

Article I –NAME

The name of this organization shall be Lake Superior College Student Senate, here in after referred to as LSCSS.

Article II – PURPOSE

The purpose of the LSCSS is to provide the official student representation and advisory association for the concerns of the LSC student body. The LSCSS shall consider individual students, student organizations, as well as campus issues, state and national issues, and/or legislative actions concerning the LSC community.

Article III –MEMBERSHIP

- A. The LSCSS is open to any student in good standing enrolled at Lake Superior College who is enrolled in at least six on-ground semester credits each semester, and maintains a cumulative grade point average of at least 2.0.
- B. The LSCSS does not discriminate on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership or activity in a local commission as defined by law.
- C. Voting privileges shall be granted to students in good standing enrolled at Lake Superior College.
- D. The responsibilities of all members shall include:
 - Attendance at all LSCSS meetings unless prior approval from an Executive Board member is received.
 - Attend and/or assist with the events/activities held at LSC.
 - Review of and voting on proposed motions made during regular and special meetings.
 - Informing the students on matters before the LSCSS.
 - Two hours per week to the LSCSS to assist in fulfilling the LSCSS responsibilities.
 - Serving on at least one Lake Superior College committee.
 - Serve on the Senate's Institutional Effectiveness Committee.
- E. Removal
 1. A member shall be removed for one or more of the following:
 - A senator being placed on academic/behavioral probation
 - A senator being placed on academic/behavioral suspension.

2. Membership may be terminated because of one or more of the following:
 - Three unexcused absences, as determined by the Executive Board.
 - Failure to perform the duties/responsibilities of a senator.
 3. The LSCSS Executive Board shall review all allegations for the removal of a senator. The LSCSS Executive Board shall issue a determination of findings based on the following three options:
 - Clear the senator of any wrongdoing.
 - Reprimand the senator, or
 - Recommend dismissal of the senator to the full LSCSS.
 4. Determination of dismissal shall be made by two-thirds majority vote of the attending membership of the LSCSS by secret ballot.
- F. Elections of the LSCSS membership shall be held twice per academic year under the following guidelines.
1. Elections for the first one-half of the membership shall be held during Spring Semester in the third week of March each year, or a week prior to spring break if the break falls on the third week.
 2. Elections for the second one-half of the membership shall be held during fall elections in the third week of September each year.
 3. The total number of LSCSS membership shall be based upon student enrollment, one member per 100 FTE students with a maximum of 25 total members.
 4. Elections shall be held in accordance with Appendix A, Elections.
 5. Those individuals who have been elected, for both Fall and Spring semesters are required to attend the first LSCSS meeting after the elections. Failure to participate in this meeting will result in the forfeiture of the seat on the LSCSS. Extenuating circumstances will be reviewed on a case-by-case basis by the Executive Board.
- G. Term of Office
- The term of office for senators elected in the Fall Semester shall commence at the first meeting following the elections and conclude one calendar year from the date the senator is seated. The term of office for senators elected in the Spring Semester shall commence June 1 and conclude the following May 31.

Article IV -OFFICERS

A. Officers

The officers of the LSCSS shall include the President, Vice President, Secretary, Treasurer, and the Public Relations Liaison. The President of LSCSS shall appoint a Public Relations Liaison with approval of the senate.

B. Eligibility

1. Must be enrolled students, in good standing at Lake Superior College.
2. Must be a member of the LSCSS.
3. Must have served as a member of the LSCSS in the prior semester to be nominated to the Executive Board.

C. Duties and Responsibilities

1. The president shall:
 - a) Preside at all meetings of the organization.
 - b) Represent the organization to the college and others.
 - c) Shall convene the executive committee at least monthly during an academic session.

- d) Establish and maintain communications with the administration and staff of Lake Superior College.
 - e) Keep communications open between the LSCSS, student body, and all other LSCSS recognized student organizations.
 - f) Act as chair of the Student Council of Presidents in the absence of the Student Life Director.
 - g) Request and prepare senators to serve on college committees.
 - h) Perform other duties as prescribed by the LSCSS.
2. The vice president shall:
- a) Assume the duties of the President in his/her absence.
 - b) Oversee all LSCSS committee activities and accept the responsibilities of the president when he/she is not available.
 - c) Assume the office and duties of the president when the president resigns or is removed from office.
 - d) Perform other duties as prescribed by the LSCSS President or membership.
3. The secretary shall:
- a) Record the proceedings of all meetings, as a basis for preparing the minutes.
 - b) Prepare and certify the correctness of the minutes within one week following the meeting.
 - c) Enter any corrections of the minutes approved by the LSCSS membership.
 - d) Read all papers, documents, or communications as directed by the presiding officer.
 - e) Prepare a list and call roll when directed by the presiding officer.
 - f) Assist the presiding officer in preparing a detailed agenda.
 - g) Prepare and send agenda and required notices of meetings one week prior to the meeting.
 - h) Preserve all records, reports, and official documents of the LSCSS except for those assigned to the custody of others.
 - i) Ensure all official documents are typed using Bookman Old Style, which is the official font of the LSCSS.
 - j) Perform other duties as prescribed by the LSCSS President or membership.
4. The treasurer shall:
- a) Keep all financial records and transactions of the LSCSS.
 - b) Present financial reports at each meeting.
 - c) Disburse all funds with the advisor of the LSCSS.
 - d) Deposit money, drafts, and checks in the name of and to the credit of the LSCSS in the student payment office of Lake Superior College.
 - e) Maintain a record of all receipts and expenditures.
 - f) Serves on the LSC finance committee as a student representative.
 - g) Obtain an itemized statement of the LSCSS account from Student Life by the 20th day of each month.
 - h) Shall submit a draft of the next fiscal year Budget to the Executive Board by December 31ST of each year.
 - i) Shall ensure Article VII Finance is strictly adhered to.
 - j) Shall ensure that no goods and services are ordered without a Purchase Order from Student Life or Purchasing.
 - k) Perform other duties as prescribed by the LSCSS President or membership.

5. The Public Relations Liaison, when appointed, shall:
 - a) Prepare all official correspondence of the LSCSS as directed by the President or membership.
 - b) Serve as the LSCSS liaison on all legislative matters.
 - c) Assist the LSCSS President as Liaison with MSCSA.
 - d) Perform other duties as prescribed by the LSCSS President or membership.

D. Election

1. All elections will follow Appendix A, Elections.
2. In May of each year, an officer transition meeting will be held as determined by the advisor and/or LSCSS Executive Board. The term of office for the new Executive Board will commence at this meeting and conclude at the next Transitional Meeting. This meeting shall consist of both the outgoing and incoming Executive Board members. A detailed President and Treasurer's report shall be given at this meeting.

Article V. COMMITTEES

A. Standing Committees

1. The Executive Board
 - a) Shall be comprised of the elected officers of the organization.
 - b) Shall meet to prepare agenda items and informational reports, and to collaborate on the business of the organization.
 - c) May authorize expenditures of up to \$200.00 for routine operational expenses.
 - d) Shall meet monthly.
 - e) Shall conduct the operations of the LSCSS during the summer months
 - f) Shall propose an annual budget to the entire LSCSS for approval.
 - g) Submit approved budget to the Student Life Committee by February first of each year.
 - h) Enforce the LSCSS Constitution.
2. The Election Committee.
 - a) Shall be established in accordance with Appendix A, Elections.
3. Institution Effectiveness Committee
 - a) Each senator shall serve as a member in one of the five strategic initiatives of the IE Plan.

B. Ad Hoc Committees

1. The LSCSS president, membership, or the Executive Board may establish ad hoc committees at any time as deemed necessary.
2. The President shall appoint members to the ad hoc committees.

Article VI OPERATIONS

A. Quorum

A quorum for conducting any business of the organization shall consist of one-third of the entire LSCSS membership.

B. Proxy voting is prohibited.

C. Meetings

1. The regular meeting schedule of LSCSS shall be determined at the beginning of each semester and will be distributed in writing to all members.
2. The Executive Board may call special meetings and notice shall be given in writing to all members at least one day prior to the special meeting.

3. Lake Superior College students, enrolled in good standing, may be recognized at regular meetings of the LSCSS.
 4. Lake Superior College staff, faculty, alumni, members of associations and organizations, and members of the community may be recognized on matters pertinent to the Lake Superior College student body provided that written notice is submitted to and approved by the LSCSS Executive Board.
 5. Time limits may be imposed to students and guests that are recognized at regular meetings.
- D. Organization Business
1. The conduct of business of the organization shall comply with Robert's Rules of Order, current edition in all situations not otherwise provided for in this constitution.
 2. Should this organization disband, the Executive Board shall disburse the assets to Lake Superior College Student Life. Should no officers be available, the Vice President of Student Services of Lake Superior College shall be authorized to make the disbursal.
- E. Advisor
- The LSCSS shall have 2 advisors appointed by the college administration with a recommendation from the LSCSS. The advisors shall attend meetings when possible and serve as a liaison between the organization and the college, and other duties as applicable.

Article VII FINANCE

- A. Budget
1. The LSCSS budget for the following academic year will be approved no later than February ~~first~~ 1st of each year.
 2. The budget will be submitted to the LSC Student Life Committee by February 1st of each year.
- B. Revenue
1. All revenue shall be deposited directly into the LSCSS account at the LSC student payment office.
- C. Stipends
1. The LSCSS shall distribute stipends in accordance with the LSCSS Stipend Procedures (Appendix B).
- D. Disbursements
1. All disbursements, except for normal operating expenses already allocated within the budget that have been approved by the LSCSS Executive Board, shall require a majority vote of the attending LSCSS membership.
 2. No contract, written or verbal, shall be made which would allocate any part or percentage of any revenue before it is deposited into the LSCSS account.
 3. No vouchers for disbursement shall be paid unless signed by the president or designee and LSCSS advisor.
 4. Approval of any disbursements of \$500.00 or greater require that item to be placed on the agenda, at least one week prior to a meeting.

Article VIII STUDENT ORGANIZATIONS

- A. Formation
1. All Lake Superior College student organizations/clubs must obtain approval from the LSCSS. The LSCSS will make a recommendation to the Lake Superior College president as to approve or reject the formation of a recognized student organization/club on campus.

B. Process for approval of a student organization/club

1. A representative of the proposed club/organization may appear and/or submit a petition to the LSCSS for recommendation.
2. The purpose of the club/organization must be stated. The purpose must demonstrate a benefit to the students of Lake Superior College.
3. A faculty/staff advisor must be obtained for the proposed organization.
4. The proposed club/organization must submit a copy of bylaws along with the petition.
5. The LSCSS will submit recommendation to the Lake Superior College president.

C. Probation

1. The LSCSS may, by three-fourths vote of its membership, place a chartered club/organization on probation for the following reasons:
 - a) The club/organization has not attempted to fulfill its stated purpose within a six-month period.
 - b) The club/organization has operated in a manner contrary to the policies, philosophy, and objectives of Lake Superior College and MnSCU.

Article IX AMENDMENTS

1. The LSCSS may amend the constitution by the establishment of a Constitution review Committee who shall make recommendations to the LSC Executive Board.
2. Any member of the student body, in good standing, may submit a proposed amendment to the constitution for consideration by the LSCSS.
3. Any proposed amendment from a member of the student body, in good standing, must be accompanied by a minimum of fifty (50) signatures of the Lake Superior College student body.
4. Proposed amendments shall be submitted to the LSCSS Executive Board for review and recommendation, and the Executive Board will post the amendment on the LSCSS web site until it is acted upon.
5. The proposed amendment shall be distributed to the LSCSS membership at least 30 days prior to the meeting at which the amendment will be acted upon.
6. This constitution may be amended by a 2/3 vote of the total LSCSS membership.
7. The proposed amendment shall be posted, and copies be available upon request.
8. The newly accepted constitution shall be presented to the College President for review and approval. It is the responsibility of the LSCSS President to ensure the constitution is approved at the college level.

Appendix A – Elections

Article I – Election Procedures

Section 1: Candidacy Forms

- A. No candidate for a senator position may sign or fill out another member's candidacy form.
- B. All candidacy forms are to be submitted to the Election Chairperson or pre-designated secure drop box.

Section 2: Senators

- A. Candidates running for election shall receive at least ten (10) votes in his or her favor in order to be eligible to obtain a seat on the LSCSS.
- B. In the event a seat is vacant; the LSCSS Executive Board retains the right to nominate and elect an interested student of LSC who meets the candidate qualifications for the remainder of a term.

Section 3: Executive Officers

- A. All nominations for Executive Office positions shall be made at the meeting in which the newly elected senators in the spring term are seated, unless a vacancy arises.
- B. No person can nominate him or herself, but must accept or decline at the time of the nomination. If extenuating circumstances occur, a senator may be nominated by proxy provided that a signed acceptance for the nomination has been given to another senator prior to nominations.
- C. All members of the LSCSS may vote for the members of the Executive Office. Prior to the beginning of their terms, newly elected senators have the right to vote for the following years Executive Board.

Article II – Election Committee

Section 1: Composition of the Election Committee

- A. The president shall appoint the Chair person and the committee members of the Election Committee pending LSCSS approval.
- B. Any senator not running for re-election may be able to serve on the Election Committee.
- C. The Election Committee shall consist of a minimum of three (3) members and a maximum of five (5) members in accordance with the LSCSS constitution.

Section 2: Responsibilities and Duties of the Election Committee

- A. The Election Committee shall oversee the election of senators and Executive Officers in an impartial manner. Members shall ensure that the elections are held in a fair and democratic manner and in accordance with the LSCSS constitution.
- B. Any committee member who shows favor or discord toward any of the candidates shall be relieved of all responsibilities and duties from the Election Committee.
- C. Election Committee members shall monitor the voting tables during the elections. Impartial members from other organizations (ie: Gus Gus, Student Life, etc.) may be recruited to assist in monitoring the voting tables.
- D. The student senate advisor shall be present during the tallying of the ballots.

Article III – Campaigning**Section 1: Candidate Information and Photographs**

- A. All candidate photographs shall accompany the completed candidacy form when submitted to the LSCSS Election Chair
- B. Candidate information shall follow the following format:
 - One (1) line stating the candidate's first, middle initial, and last name;
 - One (1) line stating the candidate's year and major at LSC;
 - Eight (8) lines briefly describing the candidate's qualifications and expectations for their term in the LSCSS;
 - One (1) line for each of the following stating the candidates telephone number, home address, and email address
 - All candidacy forms are to be submitted to the Election Chairperson or pre-designated secure drop box no later than one week prior to the first voting day. [See Art. I, Sec. 1, Part (C)]

Section 2: Campaigning Regulations

- A. The LSC Student Life Director shall approve all campaigning materials.
- B. All candidates shall maintain a distance of at least 10 ft from the ballot box unless he or she is casting their vote.
- C. All campaigning material shall be taken down one (1) week following the close of elections.

Article IV – Tallying of Votes**Section 1: Counting of Ballots**

- A. All completed ballots shall be stored in the office of the LSC Student Life Director prior to counting.
- ~~B.~~ All ballots shall be tallied in the presence of at least one ~~the~~ LSCSS Advisor.
- C. In the event that a voter's wishes are unclear, the ballot shall not be counted towards any candidates tally.

Section 2: Notification of Results

- A. The Election Chairperson shall notify all candidates of his or her results immediately after the conclusion of the tallying, but prior to public notice.
- B. Official Election results will be maintained on file for one (1) year and shall be released upon request.

Appendix B – Stipend Procedures

Each year the Student Senate allocates 40 stipends; 33 stipends funded by Student Life and 7 funded by the Senate.

Stipends are awarded twice per year, 20 for the fall semester and 20 for the spring semester.

The breakdown of stipends per semester is as follows:

| | |
|---------------------------|----|
| President: | 6 |
| Vice President: | 2 |
| Secretary: | 4 |
| Treasurer: | 4 |
| Public Relations Liaison: | 2 |
| Total: | 18 |

The additional 2 stipends are to be allocated by the Student Senate Executive Board each semester based on merit by individuals.