

Bylaws of Student Senate

ARTICLE I: Terms of Office

Section A: Terms of Elected Members of the Student Senate.

1. The terms of each Student Senate member shall commence the last three meetings of the academic year after the general election in the spring. Incoming members will be mentored during these final three meetings by the outgoing Senate members.
2. Freshman Representatives will be elected by the end of the sixth week of the fall semester.
3. The term of each Student Senate member shall expire at the last meeting of the academic year after the general election in the spring.
4. The Vice President is in charge of Student Senate office hours.

Section B: Terms of Nonelected Student Senate Members

1. Nonelected Student Senate members will serve the same term as elected members.

ARTICLE II: Duties and Powers of the Executive Officers of the Student Senate

Section A: Office of the President

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To serve as President on the ASCC Executive Council.
4. To be the official representative of the ASCC at all times.
5. Shall preside over all meetings of the Student Senate with the following privileges:
 - a. Shall appoint chairs to preside over the meetings in case of an absence.
 - b. Shall have speaking privileges.
 - c. Has the right to veto any vote of the Student Senate.
 - d. Is entitled to a vote in cases of tie situations, except for veto overrides.
6. To keep informed of the progress of, and make recommendations to, all committees that are under the jurisdiction of the Constitution of the Student Senate.
7. To nominate students to fill existing vacancies in the Student Senate in the event of resignation or ineligibility.
8. In conjunction with the Student Senate Secretary, to prepare and publish an agenda for each meeting.
9. May appoint a member of the Student Senate or student body to act as Parliamentarian, who is a nonvoting member of the Student Senate.
10. To form any ad-hoc or standing committees that the President deems necessary and to appoint a chairperson and members.
11. In conjunction with the Student Senate Treasurer, draft a projected budget for the current year by the second regular meeting of the fall semester.
12. Shall schedule, prepare, and preside over the annual Presidents' Meeting of all recognized student organizations within the first four weeks of fall semester.

Section B: Office of the Vice President of the Student Senate.

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To serve as Vice President on the ASCC Executive Council.
4. Shall be an ex-officio member of all committees that are under the jurisdiction of the Constitution of the Student Senate.
5. To succeed to the office of President of the Student Senate if the latter becomes ineligible.
6. Shall have the power to perform the duties of the President, should the President be unable to perform their duties.
7. To maintain a current list of all recognized student organizations on the Casper College campus.
 - a. To maintain a current list of the student organizations that voting members of the Student Senate belong to.
 - b. The Vice President shall notify the President when a voting member of the Senate is a member of an organization that is requesting Student Senate funds before said vote so as to comply with the conflict of interest clause, as defined in Article V Section D of the Bylaws.
8. Is responsible for Student Senate office hours

Section C: Office of the Secretary

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.

3. To serve as Secretary on the ASCC Executive Council.
4. To keep, preserve and maintain an accurate record of all Student Senate proceedings, which will include (but not be limited to):
 - a. Any legislation and/or resolutions discussed by the Student Senate.
 - b. Attendance of the voting members of the Student Senate.
 - c. Attendance of any recognized student organization.
 - d. Community Service and Student Activities Board responsibilities as outlined in Article V, Section D.
5. To prepare all internal correspondence for the Student Senate.
6. To work in conjunction with the ASCC President to prepare and publish an agenda for each meeting of the Student Senate.
7. To inform other members of the Student Senate of special meetings when necessary at least 24 hours in advance of said meetings.
8. Inform the Executive Council of excessive absences of any voting members as outlined Article IV, Section C of the Constitution.
9. To chair the Constitution Committee.

Section D: Office of the Treasurer

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To serve as Treasurer on the ASCC Executive Council.
4. To chair the Finance (Budget) Committee.
 - a. As Chair, shall investigate all budget requests submitted to the Student Senate and to verify that they comply with the rules and regulations regarding the disbursement of student funds.
 - b. Develop a request form which shall be used by recognized organizations when requesting funding. This form will be approved by the President.
5. To keep record of all receipts, appropriations, and expenditures of the Student Senate.
6. In conjunction with the Student Senate President, draft a projected budget for the current year by the second regular meeting of the fall semester.

Section E: Public Relations Coordinator

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To serve as Public Relations Coordinator on the ASCC Executive Council.
4. To act as the official external spokesperson for the Student Senate, informing the campus community of current business.
5. To prepare all public correspondence on behalf of the Student Senate.
6. On a yearly basis, maintain a historical record of the following Senate activities:
 - a. Community Service
 - b. Fundraising
 - c. Presidents' Meeting
 - d. Meetings of the Executive Council
 - e. Elections
7. To chair the Public Relations Committee

ARTICLE III: Powers and Duties of Other Members of the Student Senate

Section A: Sophomore and Freshman Representatives

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To be an active member of at least one (standing or ad-hoc) committee of the Student Senate.
4. To be responsible for maintaining the fundraising collection boxes.
5. Every member is required to participate in a minimum of 4 SAB activities per year.
6. Sophomore Representatives will fill in for the Vice President and Secretary if they are absent from a meeting.
7. Freshmen Representative will fill in for the Treasurer and Public Relations if they are absent from a meeting.
8. Sophomore Representative are in charge of comment /suggestion boards.

Section B: Sophomore and Freshman Student Activities Board Representatives

1. To carry out the policies of the Student Senate.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To be active members of the Student Activities Board of Casper College.

4. To attend at least 50% of all scheduled Student Activities Board meetings per month. Failure to attend the required percentage of meetings may lead to removal from office.
5. Inform Student Senate of past and upcoming student activities.
6. Will sponsor and coordinate one Student Activity Board event per year, involving the entirety of the Student Senate.

Section C: School Representatives

1. To carry out the policies of the Student Senate as outlined in the Student Senate Constitution and Bylaws.
2. To present items of student concern to the Student Senate and to recommend appropriate action.
3. To present respective School concerns to the Student Senate and to recommend appropriate action.
4. To be an active member of at least one (standing or ad-hoc) committee of the Student Senate.

ARTICLE IV: Student Senate Membership Vacancies

Section A: Should the ASCC President resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible according to the prerequisites listed in the Constitution, the position shall be filled by the Vice President.

Section B: Should the ASCC President and Vice President resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible, according to the prerequisites listed in the Constitution, a special election shall be called to fill the vacancies. During the interim, the remaining Executive Officers shall select one of their members to preside.

Section C: Should any other member of the Student Senate (with the exception of the President) resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible, their position shall be filled by appointment by the President with a two-thirds majority approval of the Senate.

ARTICLE V: ASCC Student Senate Finances

Section A: Funding

1. No funding will be granted until the Student Senate has:
 - a. Established its projected budget and budget request guidelines for the current academic year.
 - b. Received its current semester student fee allocation.
 - c. Sufficient funds to grant the request.
 - d. Club Constitutions, Bylaws, and a current list of advisors and officers.
2. Funding for New Student Organizations
 - a. No newly formed student organization can receive approval of funding requests until four weeks after they have been initially officially recognized.

Section B: Accounts that are inactive for 5 consecutive years will be considered dormant. These dormant funds will be transferred into the Student Senate General Fund. The Executive Board will decide any future distribution of these dormant funds.

Section C: An itemized request form shall be completed and presented to the budget committee when a recognized organization is requesting appropriations, at least two weeks prior to the date funds are needed.

1. Budget Request forms must be completed in their entirety before being submitted to the Budget Committee for consideration.
2. An organizational representative, who is not a Student Senate member, must be present at the meeting of the Student Senate when their organization's request for funds is referred to the Budget committee.
3. When the request is presented by the Budget Committee to the Senate, an organizational representative must also be present at that meeting.
4. Within two weeks following the activity for which the funds were made available, an account of activity must be presented to the Budget Committee.

Section D: Requests for funding will also be considered from the following

1. Institutional Entities which may include but are not limited to: Departmentally Sponsored Activities, College Sponsored Organizations that are supported from a current college budget, and ad-hoc College Sponsored Organizations.
2. Community entities which may include but are not limited to: Charitable organizations and Civic organizations/causes in support of the mission statement of Casper College.
 - a. Casper College Student Senate shall not provide fundraising support for specific individuals.

3. At least one week prior to the date of the event for which funds are being requested the organization should provide a grant proposal to the Student Senate to include:
 - a. Purpose of the event.
 - b. Request for Student Senate Funds.
 - c. Other resources available to the entity.
 - d. A budget for the entire event.
4. All grant proposals from the above noted entities must be submitted to the Budget Committee for review and recommendation to the Student Senate.
5. Majority vote of the remaining members with no conflict of interest per Article V, Section F must vote to approve these grant proposals

Section E: The Student Senate reserves the right to withhold payment of any requests deemed inappropriate.

Section F: Conflict of Interest Clause

1. A Student Senate member, who is a member of a recognized student organization that is requesting any form of funding by the Student Senate shall abstain from voting on said action, due to a conflict of interest. The Student Senate Secretary shall register the vote of abstention in the official minutes of that meeting.
2. A Student Senate member who is also a member of a recognized student organization must only act as a representative of Student Senate during all Student Senate sponsored activities: including, but not limited to regularly scheduled meetings and special meetings. This means that Student Senators are unable to count themselves as an attending member or officially report on behalf of any student organization.

Article VI: Standing Committees

Section A: The Budget Committee:

1. Shall be chaired by the Student Senate Treasurer.
2. Shall recommend to the Student Senate the awarding of appropriate funds to recognized organizations and other entities requesting funds.
3. Shall develop budget guidelines for entities requesting funds which will then be sent to the Student Senate for approval.

Section B: The Campus Enhancement Committee:

1. Shall recommend to the Student Senate ways in which to improve the environment on the Casper College Campus.

Section C: The Elections Board:

1. Location(s) and time of the election shall be left to the discretion of the Elections Board in accordance with the ASCC Constitution.
2. Shall be responsible for the preparation, conduct, and evaluation of Student Senate elections which may include:
 - a. Solicitation of candidates
 - b. Election publicity
 - c. Election campaign guidelines
 - d. Ballot application forms
 - e. Poll-sitter training
 - f. Election challenge guidelines
 - g. Vote tabulation
 - h. Distribution of election results

Section D: The Constitution Committee:

1. Shall be chaired by the Student Senate Secretary.
2. Shall recommend to the Student Senate on the acceptance or denial of a student organization's constitution and also recommend to the Student Senate on the acceptance or denial of a National Association requesting affiliation on campus (For National Associations refer to Article II, Section B (4) of the ASCC Constitution).
3. Shall review and recommend to the Student Senate any changes that are needed in the ASCC Constitution or Bylaws on an annual basis.

Section E: The Public Relations Committee:

1. Shall be chaired by the Student Senate Public Relations Coordinator.
2. Handle all publicity needs of the Student Senate.
3. Collaborate with college publications, the College Publications Board, and the College Relations Office.

Article VII: Executive Council Duties, Rights, Responsibilities, and Powers

Section A: Shall implement all actions passed by the Student Senate and interpret said motions.

Section B: Shall make payments of any Student Senate bills and/or other expenses that it deems necessary.

1. The vote required to allot said funds is a simple majority.

Section C: Shall investigate any items that will affect student welfare and recommend any necessary action to the appropriate organizations.

Section D: Impeachment Trials for all Student Senate Officials.

1. Articles of impeachment can be brought against any member of the Student Senate by any other member of the Student Senate with just cause.

2. The Executive Council shall adjudicate said issue.

3. The required vote to impeach a member must be a two-thirds majority in favor of impeachment.

4. If the articles of impeachment are brought against a member of the Executive Council then that person shall lose their right to vote and to speak unless they are called upon to speak by members of the Executive Council.

5. If the above subsection is enacted then the Senate shall appoint someone to act in their place.

Article VIII: Student Organizations

Section A: Benefits of being a recognized organization may include the ability to:

1. Reserve campus facilities free of charge.

2. Conduct fundraising activities on campus.

3. Request use of campus vehicles.

4. Sponsor/cosponsor activities/special events on campus in coordination with the Student Activities Board.

5. Request assistance (e.g. financial assistance, publicity, coordination, etc.) from the Student Senate

Section B: Organizations that are already established campus clubs do not need to re-submit constitutions and bylaws unless otherwise requested.

Section C: A recognized organization is required to send a representative to an ASCC Student Senate meeting once per month. For every missed ASCC Student Senate meeting, six (6) hours of community service per club must be completed and approved by Student Senate.

Section D: Each club must complete a minimum of one community service event and sponsor one Student Activities Board event each semester to remain in good standing. These two service events will need to be documented with an advisor signature and submitted to the Secretary of the Student Senate.

1. In the event that a club cannot complete the community service event, they may sponsor an additional Student Activities Board event and remain in good standing.

2. In the event that a club requests funds before the community service and Student Activities Board component requirements have been completed, proposed events may be brought to the attention of the Student Senate for approval.

3. If a club has failed to complete the community service and Student Activities Board component requirements, they will be considered probationary. Their funding eligibility will be revoked for a period of one calendar year from the date of the infraction. Probationary status will be lifted when the service component has been completed.

Section E: To be a recognized organization, the organization must have four (4) or more student members of Casper College or affiliated institutions.

Section F: The recognized organization must fill four (4) offices within the organization which shall consist of President, Vice President, Secretary, and Treasurer.

Article IX: Amendments to Bylaws

Section A: Any Student Senator may propose amendments to the Bylaws. All the proposals are then referred to the Constitution Committee for review and recommendation.

Section B: Amendments to the Bylaws may be adopted as amended by a two-thirds majority of the vote of the full Student Senate.

Section C: No Bylaw amendment shall take effect until the start of the semester following its adoption and publication in an official copy of the Bylaws.

Article X: Outstanding Club of the Year

Section A: Criteria for Consideration:

1. Exceeding Attendance Requirements.
2. Due Diligence in Participation.
3. Extraordinary Community Service Participation.
4. Surpass the Expected Role of a Casper College Student Organization.

Section B: The club will be selected at a regularly scheduled meeting of the Student Senate. Each Student Senate member will be allowed up to one nomination, which will then be voted on at the following meeting. Winners will be announced at the Student Senate meeting.

Section C: The club recognized as the Outstanding Club of the Year will be awarded a plaque at the Casper College Commencement Ceremony that will be hung in honor of their outstanding achievements.

Revision Adopted: April 2017