

# **STUDENT GOVERNMENT CONSTITUTION OF THE STUDENTS OF CASPER COLLEGE AND THE AFFILIATED INSTITUTIONS**

We the Students of Casper College and affiliated institutions, seeking to provide an effective organization which will coordinate student activities and advance the welfare of all the students, and recognizing that such an organization is necessary in building an institution of greater quality, do ordain and establish this constitution. Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Linda Toohey, associate vice president for student services, at 125 College Dr, Casper, WY 82601, 307-268-2667, or [linda.toohey@caspercollege.edu](mailto:linda.toohey@caspercollege.edu), or the U.S. Department of Education, **Office for Civil Rights** (<https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm?contactstate=WY&findocroffice=Find+a+local+OCR+office>), 1224 Speer Blvd, Ste 310, Denver, Co 80204-3582, 303-844-5695 or TDD 303-844-3417

## **Article I: Name, Purpose and Membership**

**Section A:** The name of this organization shall be the “Associated Students of Casper College and Affiliated Institutions”, here after referred to as the “ASCC”.

**Section B:** The purpose of this organization shall be to serve as the agency to recognize student organizations, coordinate student activities in correlation with student life, and advance the welfare of all students.

**Section C:** All credit generating students of Casper College and students of Affiliated Institutions become members of the ASCC upon registration and payment of per credit student fees to Casper College.

**Section D:** The governing powers of the ASCC shall be vested in the Student Senate. The Student Senate is a representative body of the ASCC and will be referred to as the Student Senate.

## **Article II: Student Senate: Organizational Structure**

**Section A:** The elected membership of the Student Senate shall be comprised of the following: individuals, who are required to be full time, degree-seeking students at Casper College:

1. The President of the Student Senate (to be voted on by all Casper College students)
2. The Vice President of the Student Senate (to be voted on by all Casper College students)
3. The Treasurer of the Student Senate (to be voted on by all Casper College students)
4. The Secretary of the Student Senate (to be voted on by all Casper College students)
5. Two Freshman Student SAB Representatives and Two Sophomore Student SAB Representatives of the Student Senate (to be voted on by eligible Casper College students during their respective elections.)
6. The Public Relations Coordinator of the Student Senate (to be voted on by all Casper College students)

7. **Sophomore Class Representatives:** There shall be a total of four Sophomore Representatives (2 general representatives and 2 SAB representatives (to be voted on by all eligible Casper College students at the time of the election). A sophomore is a student in at least his/her third semester as a full-time student at Casper College.
8. **Freshman Class Representatives:** There shall be a total of four Freshman Representatives (2 general representatives and 2 SAB representatives (to be voted on by all eligible Casper College students in the fall semester). A freshman is a student who began his/her first fulltime semester at Casper College at the time of election.
9. **Academic School Representatives:** Each academic school is allowed one representative to the Student Senate, which shall be appointed by each Academic School's Dean or by teacher's recommendation. Selection will be determined in the fall by each of the five schools with chosen students serving for one academic year.

**Section B:** The duties and powers of the Student Senate shall consist of the following when deemed appropriate.

1. To recommend administrative action on policies concerning the general welfare of the ASCC.
2. To dispense funds to organizations recognized by the Student Senate.
3. To give official recognition to all student organizations and to approve their constitutions. Each club must submit their constitutions when requested or when clubs amend their constitutions. Each student organization must have a current copy of their constitution on file with the Student Senate.
4. To forward recommendations of approval or disapproval of any national organization seeking campus affiliation to the Vice President for Student Services office.
5. To work in conjunction with the Student Activities Board to provide and coordinate student activities.
6. To provide for an annual review of the Student Senate Constitution and Bylaws.

**Section C:** All voting members of the Student Senate shall have rights and responsibilities as follows:

1. To have control over the budget.
2. To have Administrative power and voting rights over items that affect the ASCC.
3. To have the right to speak and to vote during meetings.
4. In the case of a tie vote, the President shall cast the deciding vote.
5. To have the sole right of impeachment of all Student Senate members.

**Section D:** The total membership of the Student Senate of the ASCC shall not exceed 22 members nor be less than 10 members.

**Section E:** All questions concerning the interpretation of the Constitution & Bylaws shall be decided by a two-thirds majority vote of the Student Senate.

**Section F:** The Executive Council

1. The membership of the Executive Council shall consist of the following:
  - a. President of the Student Senate
  - b. Vice President of the Student Senate
  - c. Treasurer of the Student Senate
  - d. Secretary of the Student Senate
  - e. The Public Relations Coordinator of the Student Senate

2. The Executive Council has the right to meet and make decisions for the Student Senate in those situations when immediate action is required. The Executive Council must inform the Student Senate of its action(s) at the next regularly scheduled Student Senate meeting.

**Section G:** The ASCC Student Senate will have two College Staff Advisors.

1. The advisors will be the Vice President for Student Services (or designee as approved by both the Vice President and Student Senate Executive Council) and one other advisor from the faculty or staff of Casper College.
2. The faculty or staff advisor will be elected by the Student Senate and will have no limits on the number of terms she/he may serve.
3. The advisors will serve as consultants on college procedures, Student Senate operations and other functions as requested by the Student Senate.

### **Article III: Qualifications and Elections of Members of Student Senate**

**Section A:** Any candidate for ASCC office must be in good standing with the Vice President for Student Services and Casper College.

1. Elected Student Senate members must have a cumulative GPA of 2.00 on a 4.0 scale; carry a full-time academic load (12 semester hours); be degree-seeking from Casper College.
2. Appointed members must have a cumulative GPA of 2.00 on a 4.0 scale; carry a full or part-time academic load; be degree-seeking from Casper College.
3. Student Senate members must adhere to the Casper College Student Conduct and Judicial code standards and placed on disciplinary probation, then the Executive Council must review the situation and determine if the member may maintain their position (refer to the Bylaws of the Student Government, Article VI, Section D).

**Section B:** All ballot applications for Student Senate offices shall be filed with the Election Board for approval.

**Section C:** All elections for Student Senate offices shall be by electronic ballot.

**Section D:** Elections shall be set by majority vote of the Student Senate. The Election Board shall give ASCC two weeks notice prior to the date of the election.

**Section E:** The Election Board shall consist of the elected members of the Student Senate and one Faculty or Administration sponsor. Said board shall organize the ASCC Elections, including start and end dates, poster removal, with the Public Relations official holding responsibility to organize all electronic voting.

**Section F:** Elected officers and members, except Freshman Representatives, shall be elected in the Spring Semesters. If a vacancy is created prior to the fall election, the vacancy may be filled in the fall election at the discretion of the Senate.

**Section G:** In case of a tie, a run-off election shall be held between the tied candidates one week after the general election.

**Section H:** Failure to comply with the provisions in this article constitutes automatic disqualification from holding an elected office.

**Section I:** If the Senate finds that an election has been conducted in a manner that is improper, including but not limited to ineligible persons voting, coercion of voters by candidates or inaccurate voting documentation kept, then the Senate must hold a new election within two weeks of the disputed election. Any candidate found to be engaging in such conduct may be subject to removal from office.

**Article IV: Meetings of the Student Senate**

**Section A:** Meetings of the Student Senate shall be held on a weekly basis. The time and day shall be determined each spring semester by the newly elected Student Senate members. Special meetings may be called if (a) decided by three-quarters of the Student Senate, at a regular meeting, (b) decided by a majority vote of the Executive Council. Official business may be conducted when a quorum (half of the current Student Senate members plus one) is present.

**Section B:** A notice of a special meeting must be served to each member by the Secretary of the Student Senate 24 hours in advance of said meeting. Special meetings may be held without notice anytime the entire membership is present.

**Section C:** Members of the Student Senate who have more than two “Unexcused Absences” per semester will be required to resign their positions. “Unexcused vs. Excused Absences” will be determined by the Executive Council.

**Section D:** Procedure for all Student Senate meetings shall be set in the bylaws of the ASCC. The “Revised Robert’s Rules of Order” shall be the final authority in case of Parliamentary disputes.

**Article V: Amendments to the ASCC Constitution**

**Section A:** Amendments to the constitution may be adopted as amended by a majority of the votes cast by ballot at any election of the ASCC.

1. The Student Senate, by two-thirds majority vote may initiate an amendment to this constitution.
2. The Student Senate shall hold an annual review of the ASCC Constitution and recommend any necessary changes.
3. All ASCC members may vote on amendments to this Constitution.