

# 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 no later than 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.

### 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 be the official representative of the ASCC at all times.
4. 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 which is a 2/3 vote from Senate.
5. To nominate students to fill existing vacancies in the Student Senate in the event of resignation or ineligibility.
6. In conjunction with the Student Senate Secretary, to prepare and publish an agenda for each meeting.
7. May appoint a member of the Student Senate or student body to act as Parliamentarian, who is a nonvoting member of the Student Senate.
8. To form any ad-hoc or standing committees that the President deems necessary and to appoint a chairperson and members.
9. In conjunction with the Student Senate Treasurer, draft a projected budget for the current year by the second regular meeting of the fall semester.
10. Shall schedule, prepare, and preside over the annual Presidents' Meeting of all recognized student organizations within the first four weeks of fall semester.
11. Must participate in College Council, Alumni Council, and Board of Trustees meetings throughout the year. Other meetings may either be attended or delegated to other Senate members.
12. Must coordinate at least one community service event for the Student Senate and go to at least one Student Activities event per 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.
4. To succeed to the office of President of the Student Senate if the latter becomes ineligible or resigns.
5. Shall have the power to perform the duties of the President, should the President be unable to perform their duties.
6. 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 to which voting members of the Student Senate belong.
  - 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 F of the Bylaws.
7. In consultation with the President, is responsible for the Club Master list, membership rosters, officer rosters, and new constitutions.
8. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per semester

**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 keep, preserve and maintain an accurate record of all Student Senate proceedings, which will include (but is 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 responsibilities as outlined in Article V, Section D.
4. To prepare all internal correspondence for the Student Senate.
5. To work in conjunction with the Senate President to prepare and publish an agenda for each meeting of the Student Senate.
6. To inform other members of the Student Senate of special meetings when necessary at least 24 hours in advance of said meetings.
7. Inform the Advisor and President (except in cases when the President is the subject of such reports) of excessive absences of any voting members as outlined Article IV, Section C of the Constitution.
8. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per semester

**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. 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.
4. 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.
7. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per 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 act as the official external spokesperson for the Student Senate, informing the campus community of current business.
4. To prepare all public correspondence on behalf of the Student Senate.
5. 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
6. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per semester

**Article III: Powers and Duties of Other Members of the Student Senate****Section A: 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 responsible for maintaining the fundraising collection boxes.

4. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per semester
5. Freshmen Representative will fill in for the Treasurer and Public Relations if they are absent from a meeting.

**Section B: 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. Must coordinate in at least one community service event for the Student Senate and go to at least one Student Activities event per semester
5. School Representatives are the members from each school who are elected during spring elections (two per School). Individuals who are selected for Executive Officer positions shall bear the responsibilities of those positions in addition to the responsibility of representing their School.

**Article IV: Student Senate Membership Vacancies**

1. Should the Student Senate President resign, withdraw from Casper College or an Affiliated Institution, or otherwise become ineligible according to the requirements listed in the Constitution, the position shall be filled by the Vice President.
2. Should the Student Senate 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 Officers shall select one of their members to preside.
3. 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**

1. No funding will be granted to clubs and/or organizations 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.
3. Student Senate has right to deny or allocate funds to club or organization.
4. Clubs must have completed or planned at least one Student Activities Event and one community service event per semester as well as attended at least one Senate meeting a month in order to receive funds.

**Section B:** Accounts that are inactive for 3 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:** A log of community service hours and Student Activities events must be completed and presented to the Student Activities Coordinator or to a Senate meeting 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 Senate 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 discussed by the Senate.
3. Within two weeks following the activity for which the funds were made available, an account of activity must be presented to the Treasurer of the Student Senate then to the Vice President of Student Services.

**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 per President and Vice President discretion.
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. Casper College Student Senate shall not provide fundraising support for specific individuals.
3. At least two weeks 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 Student Senate for review.
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.

#### **Article VI: 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 required vote to impeach a member must be a two-thirds majority in favor of impeachment.
3. If the articles of impeachment are brought against a member of the Student Senate then that person shall lose their right to vote and to speak unless they are called upon to speak by other members of the Student Senate.
4. If a voting member of the Student Senate is impeached, the Senate shall appoint someone to act in their place.
5. If any Senate member has 3 unexcused absences, they are subject to impeachment upon majority approval.

#### **Article VII: 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 Coordinator.
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.

1. Any changes made to constitutions must be submitted to the Student Senate.

**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.

1. If there is only one meeting in the given month, those may be interchangeable at Senates discretion.

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

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

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

c. If a club has failed to complete the community service and Student Activities requirements, they will be considered in probationary status. 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 components have 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 VIII: Amendments to Bylaws**

**Section A:** Any Student Senator may propose amendments to the Bylaws. All the proposals are then referred to the Student Senate 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, unless otherwise specified by the Senate at the time of the vote.

#### **Article IX: 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.

**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.

#### **Article X: Elections**

**Section A:** Spring elections will be arranged in accordance with the procedures outlined in the Constitution, and will seek to fill 11 Student Senate positions: two representatives from each School, and the Student Senate President. Candidates for President may also run as School Representatives, and

**Section B:** The top two vote-earning students from each School will be designated School Representatives (except for the successful winner of the President position), and will become scholarship-receiving voting members of the Student Senate. Candidates for President have the option to also run as a School Representative, and will be eligible to win one of those seats if they lose the election for President.

**Section C:** At the first meeting of the newly elected Senate members, the 11 successful candidates will choose among themselves, by simple majority vote, who of the 10 School Representatives will fill the Executive positions of Vice President, Secretary, Treasurer, and Public Relations Coordinator. The President is eligible to vote in these selections.

**Section D:** Elections for the two Freshman Representatives will take place during the fall semester, in accordance with the timeline and procedures laid out in this and other Senate governing documents.

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