



## STUDENT SENATE OF GILLETTE COLLEGE BY-LAWS

### ARTICLE I

#### Advisors

##### Section 1. Selection Process

- A.) Student Senate Advisors will be appointed by Gillette College and signified in job descriptions

##### Section 2. Duties

- A.) Attend all Student Senate meetings or ensure another faculty or staff member is present
- B.) Relay all information to the students from faculty, the administration, and the staff
- C.) Give assistance and advisement to the Student Senate when needed
- D.) Accompany and/or coordinate travel arrangements for student senate members as needed
- E.) Coordinate elections for the executive board during the fall and spring semester
- F.) Keep Constitution and By-laws up-to-date
- G.) Maintain and update all Student Senate forms as needed
- H.) Maintain all updated club and organization constitutions and by-laws

### ARTICLE II

#### General Requirements of Elected Members of Student Senate

##### Section 1. Expectations

- A.) One-year Term (fall and spring semester)
- B.) Complete designated amount of hours set forth at the beginning of each semester (upwards of 20)
- C.) Carry a cumulative GPA of 2.5 or higher for senators; 2.75 or higher for executive board
- D.) Commit to two (2) office hours per week. Can be supplemented by other meetings requested by faculty or advisors.
  - a. Office hours include but are not limited to: working in senate office, tabling, preparation for Senate events
- E.) Conform to Gillette College Policy and Procedures and Student Code of Conduct
- F.) Attend all GA meetings unless previously approved, and/or excused
- G.) Elected members of Student Senate may provide updates on behalf of clubs, but the club will not receive hours.
- H.) All elected members will sign a contract of understanding at the start of each term
- I.) All elected members are required to chair one event or committee per year

## Section 2: Executive Board Member General Requirements

- A.) Maintain 12 credit hours
- B.) Maintain a cumulative GPA of 2.75 or higher for executive board
- C.) All Executive Officers should attend Gillette College for at least one semester prior to their term of office, unless a special election takes place due to exigent circumstances
- D.) Duties
  1. Hold general assembly meetings and executive board meetings weekly, or more often as scheduled by the executive board
  2. Assist in preparing a budget to present to the Student Senate General Assembly prior to spring allocations for the upcoming year. This budget will be submitted through SFAC.
  3. Maintain a high level of visibility at student organized activities and maintain relationships with organizations within Gillette College
  4. Attend one club or campus event per month

## Section 3. Specific Officer Duties

- A.) President
  1. Preside over all meetings for Student Senate
  2. Provide an oral report for the Student Senate at all general assembly meetings
  3. Create weekly agendas
  4. Act as ex-officio member (they can sit in on any committee meeting) of all committees
  5. Appoint all committees as needed
  6. Call special meetings of the Student Senate, if needed
  7. Attend regular one-on-one meetings with the advisor
  8. Appoint all vacancies of Student Senate until a formal election can be arranged or a decision is made to temporarily suspend the position
  9. Attend all Gillette College Advisory Board, Board of Trustee and Student Fee Allocation, and District Council meetings or appoint another officer or senator to attend them
  10. Administer all other responsibilities not assigned to other officers
- B.) Vice President
  1. Preside over all meetings in the absence of the President
  2. Provide an oral report for the Student Senate at all general assembly meetings
  3. The Vice President will become interim President upon the resignation or disqualification of the President
  4. Act as ex-officio member of all committees appointed by the President and when necessary, in the absence of the president
  5. Assist Student Senate President in all endeavors
  6. Maintain Attendance Form for each executive board officers, clubs, and senators
  7. Maintain all community service hours, provide updates, and communicate approval/denial of hours to appropriate clubs after Executive Board Meetings
  8. Responsible for presentation of submitted Hours of Opportunity forms at Executive Board meeting
- C.) Secretary
  1. Record and file all minutes of Student Senate meetings
  2. Provide an oral report for the Student Senate at all general assembly meetings

3. Publish copies of the minutes to the GC Student Senate page within 48 hours of Student Senate meeting and provide minutes to clubs as requested
4. Record and save all notes from Executive Board Meetings

D.) Treasurer

1. Keep a documented account of all Student Senate funds
2. Make an oral report for the Student Senate at all general meetings
3. In general, all college recognized Clubs or DAOs desiring any financial assistance shall submit a grant request form to the treasurer. Such requests will be voted upon at a regularly scheduled General Assembly meeting.
4. All monetary transactions of Student Senate must be conducted with the involvement of the treasurer

E.) Liaison

1. Notify the appropriate media sources of all important Student Senate events
2. Provide an oral report for the Student Senate at all general assembly meetings
3. Work in conjunction with any type of media to inform students of matters concerning them
4. Coordinate the advertising for Student Senate functions and meetings
5. Coordinate and represent Student Senate with all organizations/affiliations within Gillette Community
6. Maintain social media accounts

#### **Section 4. Senators**

A.) The number of Senators per academic year to be determined by pending budget

B.) Term

1. One year (fall and spring semesters)

C.) Requirements

1. Maintain at least 6 credit hours
2. Conform to the Gillette College "Policies and Procedures Handbook" specifically "Student Code of Conduct."
  - a. Maintain a cumulative GPA of 2.5 or higher
3. Attend the Student Senate General Assembly meetings and are encouraged to attend the Executive Board meetings every week. Senators may vote during executive board meetings.
  - a. Senators with more than 3 unexcused absences at General Assembly may be subject to removal, at the discretion of the Executive Board. Advisors will not vote unless there is a tie.
4. Complete designated amount of hours set forth at the beginning of each semester (upwards of 20)
5. Chair or Co-chair at least one committee per year
6. Maintain a high level of visibility at student organized activities and maintain relationships with organizations within Gillette College. Attend at least one Gillette College sponsored event per month.

### **ARTICLE III**

#### **Club Representation**

##### **Section 1. Club Overview**

All members of the Associated Student Body (ASB) and community members are permitted to participate in clubs. Officers shall be elected, and advisors chosen by participating members. No club may be recognized unless it is sponsored by a faculty or staff member of Gillette College. At least three members must be registered within Gillette College. At least one Executive member must be registered for at least six (6) credit hours; Exceptions may be made on a case by case basis on approval of Student Senate Executive Board.

## **Section 2. Club Requirements**

No club will be acknowledged in the Student Senate unless they comply with the following items:

- A.) Submit a club constitution and by-laws within thirty (30) days of formation, and each academic year thereafter
- B.) Have an active, full time advisor who works for GCCD
- C.) Maintain at least three active members
- D.) Maintain an updated constitution and by-laws
- E.) Adhere to all GCCD policies and procedures
- F.) Adhere to all federal, state, and local laws
- G.) Re-charter each semester

## **Section 3. Student Senate “Active Standing”:**

At the beginning of each year, clubs may request and receive student fee allocations based on submitted requests from the previous semester. For clubs to receive this money, they must be considered in active standing with Student Senate. The following are requirements that must be met:

- A.) Clubs requesting student fees must have attended at least four General Assembly meetings per semester. Exceptions to these requirements will be heard by the Senate Executive Team and be passed by a majority vote.
- B.) When evaluating fund distribution, the following criteria must be applied:
  - 1. The club must submit appropriate request forms in accordance with the timeline afforded. Late requests due to exigent circumstances will be assessed on a case-by-case basis.
  - 2. The funds must be available.
- C.) The Club Representative will:
  - 1. Provide communication between their club and the Student Senate
  - 2. Serve on committees as appointed
- D.) All clubs must complete the designated amount of hours, upwards of 20, per semester.

## **Section 4. New Clubs**

New and/or forming clubs will meet with a Student Senate advisor, as described in this section. The purpose of this meeting will be for the Advisor and the club representative to familiarize the new club with Student Senate documents and procedures. All clubs will have access to the Student Senate By-laws and Constitution each academic year. Expectations of this initial and ongoing contact are as follows:

- A.) The Advisor will familiarize the club with the following documents and procedures:
  - 1. Student Senate Constitution
  - 2. Student Senate By-Laws
  - 3. Expectations and privileges of new clubs
  - 4. Hours system procedures

- B.) The Advisor will provide on-going guidance to the new and/or forming club for any questions that may arise regarding Student Senate procedures
- C.) The Student Senate may, through a vote, award a startup grant to a newly established club which has been recognized by the Student Senate provided that the club's advisor attends the meeting during which the funds are requested (see article VII).

### **Section 5. Inactive Clubs**

- A.) Inactive clubs that do not carry membership from semester to semester, or do not meet the requirements will be subject to the removal of all funds, equipment, and property. Non-fundraised funds will be returned to the Student Senate for re-allocation; fundraised funds will remain in the account for 3 years.
- B.) Inactive clubs will not possess privileges of active clubs including: room reservations, student fee allocations, and club recognition through Gillette College.

## **ARTICLE IV**

### **District Affiliated Organizations (DAOs)**

#### **Section 1. DAO Overview**

All members of the Associated Student Body have the ability to engage with or participate in District Affiliated Organization. A DAO is an organization of students whose function is very similar to a Club, but they have a special, elevated relationship with a GCCD Department or Office. Their function serves a role larger than a club which provides a greater student need on behalf of the District.

- A.) DAOs have a direct tie into an educational program or compliance need
- B.) DAOs may have 3 or more students dedicated to programming
- C.) DAOs may request student fees but must remain in active standing with Student Senate. To remain in active standing, the following requirements must be met:
  1. An active advisor of GCCD
  2. Adhere to all GCCD policies and Procedures
  3. Adhere to all federal, state and local laws

## **ARTICLE V**

### **Hours Accrual**

#### **Section 1. Community Service**

Clubs, elected members of Student Senate, and all members of the Associated Student Body (ASB) are either required or highly encouraged to give back to the Gillette College community and the community of Gillette. Service areas should meet one of the following criteria to be considered for approval: 1. The activity should promote self-growth and has a reflection component (i.e. leadership conference and reflecting on what it means to you), 2. The activity is a team building activity that promotes leadership or community building (Ex. Pumpkin Walk/Trunk or Treat) or 3. The activity is voluntary and/or does not provide compensation (volunteering at the animal shelter or a church for no pay) or 4. The event serves others in the community (Free oil changes for single mothers etc.)

- A.) Individuals wishing to receive hours for an event or community engagement must submit the hour's approval form (found through the HUB)
- B.) The hour's approval form must be submitted within 60 days of the event date. After receipt of the form, it will be reviewed at the Executive Board meeting and club hour totals will be updated accordingly. Clubs or members requesting hours will receive an email from the Vice President of Student Senate stating the approval or denial and on what basis.
- C.) Clubs, elected members of Student Senate and members of the Associated Student Body may receive a maximum amount of 4 hours of service per event, per day. Exceptions may be made on a case-by-case basis.
- D.) Clubs default to inactive status for summer semester and should only be active and accruing hours from mid-August through mid-May
- E.) Clubs will receive one individual hour for every General Assembly meeting. Senators may receive one hour for every Executive Board Meeting they attend since these are NOT required meetings.
- F.) Clubs and elected members who engage in several community service events may choose to donate their community service hours to a group of their choosing.
- G.) Any Student Senate pre-approved event will not require a submission of hours to the Vice President of Student Senate if clubs or elected members participate in the event. They must instead report the amount of hours, not to exceed 4, to the Vice President and sign in on the "event sign-up sheet" provided by the Vice President of Student Senate. These events will be discussed at weekly GA meetings.

## **Section 2. DAO Hour Opportunity Requirements**

DAOs are not required to submit forms for hours as their contributions are significantly higher than the number of required hours and their educational component.

## **ARTICLE VI**

### **Senate Committees**

#### **Section 1. Student Senate Committee Overview**

In order to provide continuity in Student Senate activities and in an attempt to continue meeting the needs of GCCD students, the following Student Senate committees are established:

- A.) Hope Cupboard
  - 1. Purpose. To maintain, fill and improve the designated area with non-perishable food items for those that may not be able to afford to eat. Additional responsibilities include: to fundraise or collect food for the cupboard, to clean and check for outdated items, and to determine organizational methods and need for appliances.
- B.) Library Resource Committee
  - 1. Purpose. To establish communications between students and library staff, attend monthly library resource meetings, and increase collaboration with the library.
- C.) Student Fee Allocation Committee
 

Purpose: The purpose of the Student Fee Allocation Committee (SFAC) is to review financial requests from active clubs and organizations and ultimately make a recommendation to the Vice President for Student Affairs for allocation of student fees

  - 1. The six voting members of the Student Fee Allocation Committee (SFAC) for the allocation process are as follows:
    - a. Treasurer of Student Senate who is responsible for tracking allocation amounts.



- b. Four at-large members of the student body, preferably one of each:
      1. Residential Student
      2. Commuter Student
      3. Adult-Returning Student
      4. Student Athlete
  2. SFAC is chaired by the President of the Student Senate who votes only in the case of a tie.
  3. Student Senate Advisor(s) in a non-voting capacity.
  4. Secretary of Student Senate to take minutes, in a non-voting capacity.
  5. A quorum will consist of a majority of voting members.
  6. Voting members with a conflict of interest must declare the conflict and, although they can engage in discussion on the issue in which they have conflict, they will refrain from any vote on the issue.
- D.) Career Closet
  1. Purpose. To maintain and fill designated area with professional attire for those who may not be able to afford professional attire. To collect donated items for the closet, discern professional from nonprofessional attire, organize the closet, and donate the items deemed unprofessional.
- E.) Safety on Campus
  1. Purpose. To communicate with campus administrators and ensure campus remains safe (lighting, infectious disease protocols, etc.)

## **Section 2. Special Committees**

Special committees may be formed at the discretion of the Student Senate. They will operate until dissolved by the Student Senate.

## **Section 3. Committee Reports**

The Student Senate President and Vice President may require or provide reports from any Student Senate committees, program directors, or senators in such form and at such times, as they deem necessary and proper for the furthering of the goals and objectives of the Student Senate.

## **ARTICLE VII**

### **Grants**

#### **Section 1. Grant Overview**

Within budget constraints, the Student Senate reserves the right to award grants to clubs with Senate representation.

##### **A.) Club/DAO Grants:**

1. A grant may be given to support clubs and DAOs for educational endeavors
2. Grants must be requested and endorsed by a recognized club, or DAO of Gillette College
3. Grants must further or supplement Gillette College vision, mission, or values.
4. Must be passed by a two-thirds majority vote of the Student Senate
5. Student Senate has money to allocate for student grants for the academic year.  
\*dependent on budget

6. This money may only be requested to cover registration fees – no travel expenses
7. Requests must be submitted to the Student Senate Treasurer a minimum of 60 days in advance.
8. May request up to \$2000 per discretion of executive board members.
9. Must provide an extensive budget breakdown at a General Assembly Meeting

B.) New Charter Grants:

1. This money is for the start-up of new clubs
2. May request up to \$2000 per discretion of executive board members
3. An extensive, detailed budget sheet must be provided

C.) Timeline

1. Submit form 90 days in advance to Treasurer.
2. Give oral presentation at general assembly to the Associated Student Body in a timely manner
3. A secret ballot vote must occur by the ASB to pass the request. The vote must pass with 2/3 majority.
4. Official announcement at general assembly.
5. Upon return, individuals or group must provide a presentation of their experience.

## **ARTICLE VIII**

### **Elections**

#### **Section 1. Election Overview**

Elections shall be performed as follows:

- A.) The time/date of election of the Executive Board will be coordinated by the Advisor(s)
- B.) Elections and voting will take place online

#### **Section 2. Spring Elections**

The Spring Election shall:

1. Elect the executive officers of the Student Senate
2. Applications will be available in March
3. Elections will take place via online survey
4. Election votes shall be reviewed by at least one Advisor and one Executive Team Member. The winner of an election shall be the candidate receiving the plurality of the votes cast. If a tie occurs the two candidates will be entitled to another election.
5. Candidates will be notified within 24 hours of the tabulation of the results.

#### **Section 3. Fall Elections**

The Fall Election shall:

1. Elect the senators of the Student Senate
2. Applications will be available the first business day of September. Applications will be due, and elections will be held in the month of September.
3. Elections will be by online survey and supervised by Student Senate members not running for a position
4. The winner of an election shall be the candidate receiving the plurality of the votes cast. If a tie occurs the two candidates will be entitled to another election.
5. The results of the voting in each election shall be released by the advisor or designee as soon as possible after voting closes online.



## Section 4. Election Rules

Rules for campaign materials shall be as follows:

1. Negative campaigning is strictly prohibited. Any personal references about opponents, any derogatory remarks about GCCD or any group, all types of profanity, and any inappropriate language or messages will immediately disqualify the candidate.
2. Any candidate found responsible of defacing/removing other candidate's materials will be disqualified.
3. All candidates must strictly adhere to GCCD's Posting Policy. Should candidates not comply, materials will be removed and the candidate will lose the ability to post flyers/posters/etc.
4. Candidates may not exceed a spending limit of \$100.00 for election/campaigning season.\*\* **Lack of financial funding should not be a barrier to running for an elected position at GCCD.**
5. Campaigning should not under any circumstances interfere with the academic, educational experience at GCCD. Campaigning may not interfere in the classroom environment.
6. Tabling is an acceptable form of campaigning as long as the space is requested and reserved working in conjunction with Facilities. Classrooms are strictly prohibited for campaigning.
7. Campaigning on social media may not include any Gillette College professional pages (i.e. Gillette College, Student Activities Board, etc.)
8. **NWCCD's Posting Policy can be found at:** [http://www.sheridan.edu/wp-content/uploads/2018/08/Procedure\\_5060.5\\_Posting\\_on\\_Campus.pdf](http://www.sheridan.edu/wp-content/uploads/2018/08/Procedure_5060.5_Posting_on_Campus.pdf)

## Section 3. Vacancy of Office

Procedure for filling vacancies of Executive officers between elections:

- A.) Upon the resignation, permanent absence, or incapacity of the President, the Vice President shall become President.
- B.) Vacancies will be appointed by the president.
- C.) Upon the appointment to fill a vacancy, additional compensation will be determined by the Advisor(s) of Student Senate.

## ARTICLE IX Code of Ethics

### Section 1. Standards of Behavior

As an elected and/or appointed representative of the Student Senate

- A.) We will not misuse our positions as an elected representative or the resources of Student Senate for personal gain.
- B.) We will express opinions and views on subjects brought before this governing body in a professional and civil manner and will respect and objectively evaluate the opinions and views of others.
- C.) We will not tolerate language or actions that may discriminate against or discredit any individual student, group of students.

- D.) We will embrace all views, however diverse, of any student, group of students, or student club(s) or subject, which may come before this governing body.
- E.) We will actively promote open, two-way communication, between the Student Senate leadership and the students we serve.
- F.) We will be timely, prompt, punctual and respectful of other's time.
- G.) We will maintain the confidentiality of all matters brought up in any formal meeting. If broken, member(s) will be subject to penalty.

## **Section 2. Obligations and Duties**

As an elected and/or appointed representative of the Student Senate:

- A.) We will always refrain from conduct involving dishonesty, fraud, deceit, misrepresentation, discrimination or other actions contrary to the spirit or intent of this Code of Ethics, and the Student Code of Conduct.
- B.) We will familiarize ourselves with the Constitution, By-laws and other rules and procedures of this governing body and will act within the spirit and intent of these documents.
- C.) We will endeavor to advance and promote the interests of the students of Gillette College, taking into account their diverse needs and views.
- D.) We will acknowledge and make public any potential conflict of interest arising from other involvements and will abstain from voting in the matter and will be encouraged to refrain from misusing our positions in Student Senate to influence the vote of any voting member.
- E.) We will present an accurate portrayal of the nature and extent of our qualifications and competencies when applying for positions within Student Senate and when representing Student Senate.
- F.) We will abide by the GCCD anti-discriminatory policies.

## **ARTICLE X**

### **Removal from Office**

#### **Section 1. Removal from Office Procedure**

Any elected member of the Student Senate may be removed from office through automatic disqualification during an election or term of office if found to be in violation of academic or Student Code of Conduct.

- A.) The Student Senate Advisor, or designee of the Vice President of Student Affairs shall have the authority to remove any Student Senate member who is ineligible due academic or conduct violations
- B.) The Student Senate Advisor, or designee of the Vice President of Student Affairs, shall be responsible for reviewing the eligibility of each member of Student Senate at least once during the Student Senate election and once during each academic semester.
- C.) If a candidate or current Student Senate member is ineligible for office, the Student Senate Advisor or designee of Vice President of Student Affairs shall be responsible for notifying the Executive Board.
- D.) Election candidates who are found to be ineligible for office shall be removed from the ballot upon notification. Elected or appointed officials found to be ineligible shall be removed from their respective office effective immediately.
- E.) Election candidates who are removed from the ballot shall have the privilege of being reinstated on the ballot if the appeals process of the Vice President of Student Affairs clears the individual in question of all charges in cases of disciplinary ineligibility before the election.

F.) A write-up system will be utilized. Any Executive Member receiving three write-ups over the course of the contract period will be subject to either disciplinary action or dismissal from the position. Use or possession of illegal drugs, underage possession/use of alcohol, providing alcohol to minors, or any other egregious behavior(s) will constitute immediate disciplinary action, most likely to result in immediate dismissal. Student Senate members of the age 21 or older will abstain from drinking alcohol at any school sponsored event.

## **ARTICLE XI**

### **Revisions and Adoption**

#### **Section 1. Approval**

- A. Approval for any revisions of these By-Laws requires a two-thirds (2/3) vote of the current Associated Student Body.
- B. Final approval will come from the GCCD Board of Trustees.

#### **Section 2. Amendment Proposal**

- A. Any amendment to these By-Laws must be presented to the Associated Student Body and be approved by a two-thirds (2/3) majority of the current Associated Student Body.
- B. Any member of the student body may propose an amendment to these by-laws.
- C. Final approval will come from the GCCD Board of Trustees.