

Dakota College at Bottineau Student Government Bylaws

ARTICLE I Election Procedures

Elections of members to the Student Senate and of Senate officers are conducted according to the following provisions:

Section 1 - Candidates are required to have at least a 2.0 semester and cumulative grade point average (GPA) to be eligible for the Student Senate. Prospective member who do not have a GPA from any College may use their transfer GPA; any students in their first semester of college may use their high school GPA. Members must maintain a 2.0 GPA to remain in office. Senators who receive an incomplete grade from a previous semester will have 2 weeks starting at the beginning of the current semester to rectify and submit their updated grades. Students that fall below a 2.0 must sign an Academic Improvement plan with the Student Senate advisor, show proof of participation on a SAP plan, and they are to be suspended until they have a minimum of a 2.0 GPA.

Section 2 - Prospective students who are inquiring to become a senator shall prepare to lead the student body and be an active member in the Student Senate including:

- A. Participate in the community projects
- B. Attend meetings
- C. Be an active speaker and listener
- D. Talk to students across campus
- E. Be able to represent not only yourself but the school on the state/national level
- F. Give committee reports when deemed necessary by an officer.

Section 3 - Only members who plan to attend the Dakota College at Bottineau for the entire academic school year are eligible to become a member of the Student Senate.

Section 4 - Each candidate for the Student Senate must file a petition for candidacy signed by at least 25 qualified voters, the Associate Registrar of Enrollment Services and the Executive Director of Student Services and Residential Life. Petitions must be submitted to the advisor of Student Senate by the stated deadline.

Section 5 - Senators elected in the spring will serve for the remainder of the academic year until the next academic school year, and for as long as they wish to serve while attending Dakota College at Bottineau for subsequent years.

Section 6 - In the event a member of the Student Senate does not return to college, withdraws from college, resigns, or is asked to leave, the Student Senate shall have the option to nominate willing candidates and vote in a new Senator to fill the vacant position by a majority vote, or elect to continue on without filling the vacancy with the option to vote in a candidate later on in the school year.

Section 7 - Notice of Student Senate elections shall be marketed through various avenues at least two weeks prior to the date of the election.

Section 8 - In the event that the number of applicants is equal to or less than the number of minimum positions, interviews shall be conducted by a special committee of the Senate with the applicants, and new members shall be appointed at the recommendation of the committee.

Section 9 - Election for President shall be held on the 3rd Wednesday of April.

ARTICLE II Qualifications for officers of the Student Senate

Section 1 - All officers must be duly elected members of the Student Senate.

Section 2 - Officers shall be elected by the Student Senate, with the exception of the Student Body President/Student Senate President.

Section 3 - Be knowledgeable and/or willing to learn Robert's Rules of Order.

ARTICLE III Powers and duties of officers and members of the Student Senate

Section 1 - All officers and members of the Student Senate shall attend all meetings unless the advisor and/or president has excused the absence prior to the meeting time except in special circumstances decided by the Senate.

Section 2 - The President of the Student Senate shall:

- A. Call and preside over all meetings of the Student Senate.
- B. Have power to call for special reports from members.
- C. Have the power to assign duties.
- D. Have no vote except to cast the tie breaking vote of the Senate.
- E. Act as the official representative of the Student Senate at meetings and functions of the college, student body and community or appoint a member of the Student Senate to take his/her place as an official representative.
- F. Attend the Management Team meetings or appoint a member of the Senate to attend in their place.
- G. Call for special meetings when needed at the President's discretion, and be responsible for notifying all members of said meetings.
- I. Be responsible for notifying all members of special meetings.

Section 3 - The Vice-President/ Dakota College at Bottineau Head Delegate shall:

- A. Call and preside over Student Senate meetings in the temporary absence of the President.
- B. Serve as the Dakota College at Bottineau Head Delegate representative to the North Dakota Student Association.
- C. Appoint a representative as Head Delegate to attend a North Dakota Student Association meeting if the Vice-President cannot attend said meeting.
- D. Collect documents from the Student Senate mailbox prior to meetings.

Section 4 - The Administrative Assistant shall:

- A. Keep accurate minutes of all official Student Senate meetings and have them available by the Friday of the current week.
- B. Prepare an agenda with help from the officers and advisors for each regular meeting by the Friday of the previous week for regular meetings to make it available for Student Senate members.
- C. Be responsible for handling correspondence between the Student Senate and outside sources. This shall include maintaining the information on the Dakota College at Bottineau website and other social media sources.
- D. Be responsible for keeping a permanent record of previous agendas, meeting minutes, special committee minutes and other documents for the Student Senate.
- E. Call and preside over Student Senate meetings in the temporary absence of the President and Vice President.

- F. E-mail clubs and maintain records of all fundraising request approvals and denials.
- G. Post weekly minutes in a prominent place.
- H. Maintain the DCB OneDrive

Section 5 - The Treasurer shall:

- A. Work collaboratively to prepare the Student Senate's budgets.
 - 1. Present the budget to the Senate for approval.
 - 2. Ensure the Senate adheres to the approved budget.
- B. Maintain accurate financial records throughout the year.
- C. Call and preside over Student Senate meetings in the temporary absence of the President, Vice President, and Administrative Assistant.
- D. Be able to report the financial standing of the Student Senate.
- E. Track all financial transactions and reporting of the financial condition of the Student Senate with the advisors.

Section 6 - The Senators shall:

- A. Conduct themselves respectfully and professionally as leaders and representatives of the Dakota College at Bottineau and the student body while on campus, away from campus and online.
- B. Report any student concerns to the Senate.
- C. Be an active participant in Student Senate meetings, programs, and activities.
- D. Attend at least one North Dakota Student Association meeting per academic year of being elected.
- E. Be a member of at least one standing committee within a month of being elected.

ARTICLE IV Meeting Time, Place and Attendance

Section 1 - The Student Senate shall meet regularly in a manner which is most convenient for the members and advisors.

Section 2 - The Student Senate shall meet in the scheduled room on the Dakota College at Bottineau campus unless otherwise specified.

Section 3 - All members are expected to attend all meetings. Any member who fails to perform his/her assigned duties, is absent for more than three consecutive meetings, or a combination thereof, within an academic year, without just cause, may be removed by a vote of the majority of the Student Senate. Three "tardies" or "early leaves" for any meeting shall result in one absence of a meeting.

Section 4 - Members of the student body may attend in reasonable numbers. Persons representing special interest groups may appear before the Student Senate to present their proposals if it is in the best interests of the College.

Section 5 - A quorum shall be necessary to transact any business. A quorum shall consist of a majority of the Student Senate membership and an advisor.

Section 6 - Senators shall wear appropriate clothing when representing the college when the President and Advisor deem it appropriate.

ARTICLE V Additional Powers of the Student Senate:

Section 1 - The Student Senate shall voice its opinions on matters of day to day operations of the school to official presiding bodies.

Section 2 - In the event that situations arise which are not specifically described or allowed for in this Constitution and Bylaws, the Student Senate shall have the power to act in the best interests of the student body.

Section 3 - One Student Senate member shall have open communication with the Faculty/Staff Senate Presidents.

Section 4 - Students interested in establishing a student club/organization are required to be recognized by the Student Senate and should complete the following:

- A. Attend a regular meeting of the Student Senate to state the purpose of the organization and to receive authorization to carry out organization procedures.
- B. Obtain signatures of at least twenty-five students interested in forming the proposed organization and in becoming members.
- D. Have a representative of the proposed organization present the signed petition to the Student Senate Administrative Assistant.
- E. Await notification of approval of the constitution before scheduling the first official meeting. (A two-week waiting period is required after submitting the constitution to enable the Student Senate to study the petition and the constitution).

Section 5 - The Student Senate shall have the power to dissolve inactive clubs.

- A. "Active" shall be defined as meeting once per semester.
- B. Dissolution shall be overseen by the club advisor.
- C. Upon failure to meet activity requirements, the club advisor shall send a written report to the Student Senate at the end of each calendar year.
- D. Dissolution shall be finalized by the Student Senate.

ARTICLE VI Parliamentary Authority

The most current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority on all matters not covered in the Dakota College at Bottineau Constitution and Bylaws.