

Constitution of the Student Senate

Article I

Name

This constitution shall be the governing document of the corporate Student Senate, Student Association of Valley City State University, Valley City, North Dakota.

Article II

Purpose of this Organization

- Section I The Student Senate is the governing body for the Student Association. The Student Association includes all Valley City State University Students.
- Section II The Student Senate appoints numerous student senators to University and Student Senate administrative duties and committees.
- Section III All student organizations are directly or indirectly responsible to the Student Senate.
- Section IV Student Senate, through Student Senate Finance Commission, controls and administers a large portion of the student activity fee for other organizations on campus that request funds.

Article III

Purpose of this Constitution

- Section I As the governing document of this Student Body, this constitution shall promote development and protection of student rights, as designed by the Valley City State University manual and student handbook, of student participation in university activities, and of the coordination of all student activities.
- Section II Under the appropriate provisions of this constitution, Student Senate, representing the Student Body, shall act as a liaison body between the Student Body and the Valley City State University administration, Valley City State University faculty, State Board of Higher Education, North Dakota University System, North Dakota Student Association, and the city of Valley City and/or the state of North Dakota.
- Section III The interpretation of this constitution shall be left to the discretion of Student Senate members.

Article IV

Membership

Section I All members of Student Senate must have a 2.0 cumulative GPA from VCSU at the end of the semester prior to elections and must maintain a 2.0 cumulative GPA throughout the year or relinquish their position.

Section II Officers

Officers of Student Senate shall consist of President, Vice-President, Treasurer, Secretary, North Dakota Student Association (NDSA) Head Delegate, and Public Relations Manager.

1. Officers of Student Senate shall meet the following qualifications: successful completion of 24 credit hours of study, including 15 hours from VCSU.
2. The candidates for President and Vice-President must have served on Student Senate for at least two full semesters prior to taking office. Officers are to be elected on the basis of plurality vote. The administration of this election shall be the responsibility of the Student Senate. All officers shall be elected by April 16 of each year. The candidates for Treasurer, Secretary, NDSA Head Delegate, and Public Relations Manager must have served on Student Senate for at least one full semester prior to taking office. In the event that no qualified Student Senate member runs for a particular office position, that position will then be open to any VCSU student meeting all other requirements previously mentioned in Article IV, Section I.
3. All officers shall be elected for a term of one school year consisting of fall and spring semesters. Officers elected shall remain in their previous position until they are officially installed during the last Student Senate meeting of the year.
4. In the case of the President missing a meeting, he/she must notify the Vice-President, or the acting chairperson prior to the missed meeting. The chairperson will then determine whether the absence is excused or unexcused.
 - a. In the case of the resignation or dismissal of the President: The Vice-President will assume the offices and duties of the President.
 - i. A special election will take place to fill the position of Vice-President.
 1. Position will be filled by a member already on Student Senate.
 - a. If no member of Student Senate runs for the position, the election opens up to the Student Body.
5. In case of resignation or dismissal of any other officer position:

- a. Special election will take place to fill the position.
 - i. Position will be filled by a member already on Student Senate.
 - 1. If no member of Student Senate runs for the position, the election opens up to the Student Body.
- 6. Officers may not obtain a leave of absence.
- 7. Actions of the officers are subject to Student Senate discretion. This includes the rules of the Student Code of Conduct. Infractions shall be brought before the Student Senate for review.
- 8. Officer impeachment may be achieved by a favorable 2/3 vote of the Student Senate.

Section III Student Senators shall consist of the following positions that are voted upon by the VCSU Student Body.

- 1. Six offices, consisting of President, Vice-President, Treasurer, Secretary, NDSA Head Delegate, and Public Relations Manager.
- 2. Ten at-large Student Senators, consisting of:
 - a. Three Student Senators of Freshman status.
 - b. One Student Senator of Transfer status.
 - c. One Student of International status.
 - d. Five Sophomore through Senior status.
- 3. Athletics
- 4. Viking Ambassador
- 5. Viking Campus Activities Board (VCAB)
- 6. Communication Arts and Social Science
- 7. Fine Arts (Art, Music, Language, and Literature)
- 8. Math, Science, and Health and Physical Education
- 9. Business and Information Technology (Business, CSSE, and Technology Education)
- 10. Elementary Education and School of Education and Graduate Studies.
- 11. Online Student
 - a. Senator must be a member of the respective department or campus organization they are seeking to represent.
 - b. All positions except Freshman and Transfer representatives will be elected in the spring following the elections for the executive officers.
 - c. Freshman and Transfer representatives and all open seats will be elected at the beginning of fall semester.
 - d. At the beginning of spring semester, an election may be held for any open seats.
 - e. Elections shall follow the procedures as detailed in Student Senate ByLaws.
 - f. Student Senators may be impeached by a favorable 2/3 vote of Student Senate.

- g. Online student position is exempt from submitting fifty signatures.

Section IV Attendance

The penalty of any Student Senate member having three unexcused absences during a full academic year, excluding special meetings or academic related events upon the President's approval, the Senator will relinquish his/her position on Student Senate. In addition, three excused absences will be permitted per semester. The President of Student Senate shall be notified and will determine if the absences are excused or unexcused. Members have the right to appeal any unexcused absence before Student Senate vote by the next meeting date. The Student Senate may change the absence by a 2/3 vote.

Article V

Duties of the Officers

Section I The duties and responsibilities of the President shall be:

1. To serve as chairperson of Student Senate.
2. To preside at Student Senate meetings.
3. To prepare the agenda.
4. To work with the five other officers to appoint people to serve on standing and special committees of Student Senate.
5. To appoint the chairperson of any social committee.
6. To uphold and enforce the constitution of Student Senate at all times.
7. In general, within the limits of the constitution, do everything necessary to promote the welfare of Student Senate and the Student Body.
8. To cancel meetings by notification of members in a timely fashion.
9. The President may call special Student Senate meetings at his/her discretion.
10. To attend all Finance Commission meetings as a voting member.
11. The President shall not vote in Student Senate decision except to break a tie.
12. The President shall request a list of GPA's and infraction of Student Code of Conduct of all Student Senate members from members from the Vice President of Student Affairs at the end of each semester. All personal information shall be kept confidential.
13. To attend all VCSU Executive Team meetings.
14. To attend all VCSU Strategic Planning meetings.
15. To chair the Judicial Council as a voting member.
16. Conduct a welcome at Opening Weekend and the Campus Convocation.
17. Present at the Senior Luncheon and the Faculty and Staff Appreciation Supper.

Section II The duties and responsibilities of the Vice-President shall be:

1. To chair the meetings of Student Senate in absence of the President.
2. To perform such duties prescribed by the President.

3. To serve on the Student Relations committee.
4. To attend all Faculty Senate meetings and report back to Student Senate.

Section III The duties and responsibilities of the Treasurer shall be:

1. To serve as chairperson of the Finance Commission and notify all members of the Finance Commission of meeting times and location.
2. To report to Student Senate requests and allocations presented to the Finance Commission for approval.
3. To report the financial status of the Student Senate account.
4. To receive all financial commitments due to Student Senate.
5. To approve payment of all debts from the contingency fund incurred by Student Senate.
6. To request and receive all campus organizations and groups financial reports when deemed necessary and report to Student Senate.
7. To attend all Staff Senate meetings and then report back to Student Senate.

Section IV The duties and responsibilities of the Secretary shall be:

1. To keep an official record and distribute the minutes of Student Senate and Finance Commission meetings.
2. To attend all Finance Commission meetings as a voting member and Secretary.
3. To keep an accurate record of all member's absences and weekly hours of service for Student Senate.
4. To keep a file of Student Senate correspondence.

Section V The duties and responsibilities of the NDSA Head Delegate shall be:

1. To represent VCSU at all NDSA meetings.
2. To keep in contact with the NDSA Executive Team.
3. To lobby in favor of the VCSU Student Body in state-wide settings.
4. To be in contact with local and state officials about student concerns.
5. To plan transportation and hotels for Student Senate to attend NDSA meetings.
6. To inform students of state-wide issues concerning VCSU.

Section VI The duties and responsibilities of the Public Relations Manager shall be:

1. To inform and represent Student Senate on all social media.

Article VII

Funding

Student fees paid each semester fund the Student Senate. The Student Senate will receive recommendation in the best interest of the university from the Student Senate Finance Commission for the disposal and use of paid funds. The Student Senate Finance Commission will operate within the boundaries of the authority delegated to them by Student Senate.

Section I North Dakota Student Association

North Dakota Student Association travel, and accommodation expenses incurred will be considered necessary allotment of fees.

Section II Financial Responsibilities of Campus Organizations

All campus organizations and groups that receive funds are responsible for submitting financial reports to the Treasurer when deemed necessary. These reports are due at the end of each semester. Reports should detail the specific use of funds received from Student Senate. Failure to give report(s) as required by Student Senate, may result in loss of future funding or in extreme cases, repossession of funds.

Article VII

Section I Constitutional Approval

The Constitution Committee, appointed by the Executive Committee, will submit a typed revision to Student Senate. These amendments must be approved by 2/3 favorable vote of Student Senate. The Student Body must pass the amendments by a simple majority of the students that vote. Voting will be done by secret ballot, open ballot, or electronic means of either secret or open ballot. Following the approval of the amended document, this constitution will go into effect immediately.

Section II Campus Organizations

Refer to V520.05 Policies and Regulations for Student

Article VIII

Student Senator Stipends

Section I Student Senators at the end of each semester will receive stipends based on their position.

1. President: \$250
2. Vice-President: \$150
3. Treasurer: \$100
4. Secretary: \$150
5. NDSA Rep: \$100
6. Public Relations Manager: \$100
7. All other representatives and At-Large members: \$50

Senators will only receive stipends if they meet the following qualifications: successful completion of 18 hours of senate work per semester plus two NDSA meetings per year. Failure to attend two NDSA meetings will make the senator subject to review by the Executive Team.

1. The senator has the right to appeal the Executive Team's decision with a 2/3 vote from Student Senate.

Revised: January 2018

Approved by Student Senate on 1/29/2018. Pending Approval by student body.