

# CONSTITUTION OF THE COWLEY COLLEGE STUDENT SENATE

## PREAMBLE

We, the students of Cowley College, in order to stimulate and improve student senate, establish better communications with the administration, and foster the recognition of the rights and responsibilities of students of the college, do hereby establish this Constitution of the Student Senate.

## ARTICLE I – NAME

The name of this body shall be the Cowley College Student Senate, hereafter referred to as CCSS.

## ARTICLE II – PURPOSE

The purpose of CCSS is to promote the interests of students to various councils, the administration, and other groups. CCSS supports extracurricular activities, student organizations and special events that promote mental and physical wellness and growth opportunities for a diverse student population.

## ARTICLE III – MEMBERSHIP

- **Section 1** – Organizational Membership: Any college organization certified by the college administration shall be admitted to organizational membership in CCSS. This includes one representative (or an alternate should the regular member be absent).
- **Section 2** – General Membership: Any person who is recognized by the college to be a student (full or part-time) shall be admitted to general membership in CCSS.

- **Section 3** – Executive Membership: The officers of CCSS shall be admitted to executive membership. The president, vice-president, secretary, sophomore liaison, and freshman liaison shall be elected from the student body.

#### **ARTICLE IV – MEETINGS**

CCSS members shall meet throughout the academic year (at times established by the CCSS bylaws) to conduct all business of CCSS. The members shall be responsible for:

- A. Nominating and electing subsidiary officers;
- B. Approving all appointments made by the president of CCSS;
- C. Determining student's policies and programs to be undertaken in the name of CCSS;
- D. Acting as liaisons between CCSS and organizations that are represented. This includes reporting organizational activities to CCSS and vice-versa;
- E. Revising any bylaws to meet the needs of CCSS with a two-thirds vote of members present at the meeting called for that purpose;
- F. Determining and approving expenditures of CCSS;
- G. Impeaching, suspending, or removing its own members or officers on the basis of the findings of CCSS, by majority vote of the membership of CCSS;
- H. Creating standing committees to promote student interests and welfare.

#### **ARTICLE V – BUDGET**

The budget allocated for Student Life events is proposed yearly by the Cowley Administration Team. It is the responsibility of the Student Life Director to maintain the Student Life Budget.

#### **ARTICLE VI – CONSTITUTION**

The Constitution of CCSS may only be altered and amended by a two-thirds vote of the general membership voters, which consists of members who have attended at least 75% of CCSS

meetings. If there is a recommendation of an alteration or change from a general member, it shall be brought to the executive members, where it is then voted on to be moved to a vote from general membership.

#### **ARTICLE VII – DURATION**

The duration of CCSS shall be for the period of the existence of the college, unless sooner terminated by its membership.

#### **ARTICLE VIII – CCSS SPONSOR**

The college administration shall appoint a sponsor of faculty or administrative status for advisory purposes to CCSS.

#### **ARTICLE IX – RATIFICATION**

The Constitution shall become effective immediately upon its ratification by two-thirds vote of executive members. At the conclusion of each academic school year, the outgoing and incoming officers shall meet and update any changes that need to be made.

#### **STUDENT SENATE BYLAWS.**

##### **ARTICLE I – MEETINGS**

- **Section 1:** Place of Meeting: All meetings of CCSS shall be specified by officers with an advance notice of two weeks whenever possible. It is the officers' responsibility to arrange the availability of the meeting site.
- **Section 2:** Regular Meetings: Officers should schedule two meetings per month; one executive meeting and one general meeting. Officers will set up a regular meeting schedule at the start of the school year.

- **Section 3:** Notice of Regular Meetings: The secretary shall be responsible for publicizing the meetings, stating the place, time, and purpose of the meeting, as well as keeping the minutes for each meeting to be posted on the internet.
- **Section 4:** Special Meetings: Special meetings of CCSS may be requested by any of the executive officers and/or sponsors.
- **Section 5:** Voting: Each member shall have one (1) vote on any issue.
- **Section 6:** Conduct of Meeting: The president, or in his/her absence the vice-president, shall preside over all meetings. If any officers are not present, their functions may be performed by any of the subsidiary officers present or chosen by those members in attendance.
- **Section 7:** Attendance:
  - All club representatives are expected to attend meetings, either by personal representation or by designated alternate.
  - After one (1) absence of a club representative, the sophomore liaison shall request to that club's sponsor to elect a new club representative.
  - The secretary is responsible to work with the Director of Student Life to ensure minutes are prepared and distributed to administration, sponsors, fellow executive officers, and club representatives. Attendance will be noted on the minutes, and club sponsors will be notified when their representative is not present at a regularly scheduled meeting.

## **ARTICLE II – OFFICERS**

- **Section 1:** Qualifications:

- A. All officers of CCSS must be full-time students (12 or more hours) of the college and must maintain during their service at least a 2.75 cumulative grade-point average while passing at least 12 credit hours per semester.
  - B. Candidates for the offices of president, vice-president, sophomore liaison, and freshman liaison are required to have at least a 2.75 cumulative grade-point average at the time they declare their candidacy, if running for freshman liaison a high school grade point average of 2.75 will be used.
  - C. Potential candidates and current officers whose grade-point average is below 2.75 may appeal to an election committee for the right to enter the election or to be able to stay in their current office. The committee will include current CCSS officers and sponsors.
  - D. Candidates must have completed at least one semester as a full-time student at Cowley College prior to declaring their candidacy, excluding the office of freshman liaison.
- **Section 2: Election of Officers:**
    - A. The offices of president, vice-president, secretary and sophomore liaison shall be elected from the student body of the college by the members of the student body.
    - B. All candidates running for office must complete a Declaration of Intent form to be filed by March 1 or the first school day following March 1.
    - C. The date(s) for the election, which will be held before Spring Break Vacation, shall be determined by the sponsor of CCSS.

- D. The student body will be made aware of the candidates and their campaign platforms through notices and features in the student life social media no later than one week prior to election.
- E. A special committee consisting of the president, vice-president, secretary, sophomore liaison, and the CCSS sponsor shall appoint the freshman liaison. In situations that they deem appropriate the special committee may call a special campus election at a time of their choosing, for the purpose of selecting a candidate. If a special campus election is called than all candidates must follow the campaign rules for the election of the other offices.

- **Section 3: Office and Term of the President:**

- A. The president shall preside at all meetings and shall have general supervision and management of CCSS. Any major decision, however, will be subject to a two-thirds vote of the members present. The president shall have special duties as may from time to time be prescribed by these bylaws or designated to him/her by resolution of the members.
- B. The president of CCSS shall be elected for the term of one year, to begin with the CCSS meeting immediately following the election. He/she shall remain in office until the election of new CCSS president or until his/her impeachment, suspension, or removal.
- C. The outgoing officers of CCSS shall remain in CCSS as a general member and in an advisory to the new officers until the end of the current semester.

- **Section 4: Duties of Other Officers:**

- A. The executive officers and sponsors shall follow the CCSS Constitution in planning and conducting meetings and coordinating CCSS sponsored events.
- ~~B.~~ The vice president will be in charge of making the signs that are placed on campus that inform students of the activities occurring. If they are not able to do this each day, it is their duty to find another officer that can. They must also attend any XF grade appeals as a CCSS representative.
- C. The secretary shall keep a complete and permanent record of all proceedings of the meetings and shall have general charge of the CCSS notebook.
- D. The sophomore and freshman liaisons are in charge of producing and distributing flyers around campus in order to keep the campus informed of the activities occurring around campus.
- E. If for any reason an officer is unable to fulfill one of these duties; it is their responsibility to find another executive officer to fulfill the duty.
- F. All executive officers must attend one meeting a semester with the president of the institution in order to keep him up-to-date on all of the student initiatives and activities.
- G. As many executive officers as possible must be present for CCSS hosted activities and must help at one point or another.
- H. All executive officers might be asked to perform other tasks from sponsors or other executive officers.
- **Section 5: Removal of Officers:**
  - A. Grounds for the removal of an officer include poor academic standing, excessive absences from meetings and activities, not performing the duties set forth in the

- CCSS bylaws (Article 2, Section 3 and 4), or general conduct not appropriate for an officer.
- B. A written declaration of impeachment needs to be submitted by a current Cowley student to a CCSS sponsor. The declaration should include grounds for removal. The sponsor will then place the item on the agenda to be discussed by executive officers then to an open meeting.
  - C. Removal must be approved by a two-thirds vote of all members in attendance at the open meeting.
  - D. If the president is removed from office his/her position must be filled by the vice-president.
  - E. If the vice-president is removed, the sophomore liaison shall have the option of filling the vacant position. If the sophomore liaison chooses to remain as sophomore liaison, then the freshman liaison shall have the option of filling the vacant position. If neither party chooses to fill the position, then an election will be planned during the next open meeting for the vacant position.
  - F. If the office of sophomore liaison or freshman liaison is vacated; an election will be planned during the next open meeting for the vacant position.
  - G. If any officer is charged with a criminal offense from the college or the city, the executive officer shall hold a meeting to decide on whether the officer should receive probation, or be impeached. This decision will then be passed on to the sponsors.

### **ARTICLE III – ELECTIONS**

- **Section 1:** Conduct of Election Practices:

- A. Campaign cannot disrupt organized classes.
- B. No signs shall be placed on the outside of the buildings; all signs must be placed inside (but not on glass doors or windows).
- C. Banners, posters, etc. may be placed in the classrooms with approved staff signatures.
- D. Banners, posters, etc. must be hung so that they will not deface the wall or any college property.
- E. Handbills and similar promotional materials of candidates should be handed directly to potential voters.
- F. Candidates are asked to respect other candidates' banners, posters, etc., and to help prevent defacement.
- G. Candidates are responsible for the removal of all banners, posters, etc., immediately following the completion of the election.
- H. Candidates must furnish all materials for banners and their hanging and pay for all printing costs and incidental expenses of their campaigns. No student funds are available for such purposes.
- I. Internet campaigning is available for candidates to use as a form of campaigning.
- J. All candidates must put up at least one (1) flyer around campus.
- K. All other forms of campaigning must be Okayed by current executive officers and the CCSS sponsor.
- L. All controversial matters concerning the election will be ruled upon finally by the CCSS sponsor or another authorized designate.

M. Candidates shall submit to the sponsor of CCSS a signed Declaration of Intent to become candidates by March 1 or the first school day following March 1.

N. The Declaration of Intent shall read as follows:

**DECLARATION OF INTENT FOR CCSS OFFICE**

I, \_\_\_\_\_, as a student at Cowley County Community College do hereby declare that I am a candidate for \_\_\_\_\_ of the Cowley College Student Senate for the 20\_\_ - 20\_\_ academic year. It is understood that the term begins with the first meeting following CCSS elections. It is in good faith that I make the following pledge:

If elected,

1. I will continue my studies to graduation, and pass at least 12 semester hours work during each semester.
2. I will take an active interest in all school affairs and strive to provide constructive leadership in student activities, cooperating with the faculty, administration and student body.
3. I will be put on immediate probation upon being informed by the CCSS sponsor that I am ineligible by reason of maintaining less than 2.75 cumulative grade-point average.
4. I will carry out the constitutional duties of my office to the best of my ability and conduct myself at all times with the realization that I am the official representative of the student body of Cowley County Community College and that my actions will be construed by the public to be representative of that body. I further recognize the

authority of CCSS to impeach officers or demand their resignation as provided by the  
Constitution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- **Section 2:** Election Committee: The sponsor of CCSS shall act as commissioner of the elections held by CCSS.
- **Section 3:** Voting Eligibility: Any person designated as a student (full or part-time) at the college is eligible to vote in all elections. If you are not able to vote online for any reason, a paper vote will be allowed. This paper vote shall be presented to the Director of Student Life.
- **Section 4:** Tiebreaking Procedure: If there is a tie, then the designated sponsor and co-sponsors shall delegate and shall vote on the candidate that they believe will most adequately fulfill the requirements for that specific office.
- **Section 5:** Oath of Office: Officers shall take the following oath of office, as administered by the outgoing CCSS president, as soon as possible after the election outcome is known:
  1. I, \_\_\_\_\_, do solemnly swear
  2. To uphold the Constitution of the Cowley County Community College Student Senate;
  3. To take an active interest in all student affairs;
  4. To do my best to promote understanding and harmony between the faculty and students;
  5. To promote the welfare of Cowley College to the best of my ability;
  6. To serve as representative and spokesman/woman for the student body.
  7. I hereby engage myself to continue my studies at the college,

8. To graduation, if it be within my power to do so.
9. I will carry out the constitutional duties assigned to my office to the best of my ability;
10. And so conduct myself as to reflect credit upon the student body it is my privilege to represent.

#### **ARTICLE IV – REGULATIONS FOR CCSS HOMECOMING ELECTIONS**

- **Section 1:** Candidate Nominations: Each college-sponsored organization and varsity sport shall be able nominate one candidate for the election of king and one candidate for the election of queen. In the event that only one gender is involved in an organization (such as male in men's basketball) there will be only one nomination.
- **Section 2:** Nominee Guidelines:
  - A. Nominees must currently be full-time students (12 hours or more) with a total of 24 cumulative credit hours completed before the beginning of the fall semester.
  - B. At the time of the nomination, the nominee must have, at a minimum, a 2.0 cumulative grade-point average.
  - C. During the duration of the candidacy, there must be no criminal offenses charged to a candidate, or they will be removed from running.
- **Section 3:** Voting:
  - A. Each student (full-time or part-time) may vote once per election.
  - B. There will be two elections. One will be a preliminary election, narrowing down the nominees to the top 5 king and top 5 queen candidates. The final election will be held the week before homecoming.

- **Section 4: Voting Procedures:**
  - A. If online voting is held, the voting shall be open for a minimum of one week.
  - B. The highest-ranking officer who is not a Homecoming candidate shall not vote in any Homecoming election. That designated officer will vote only in case of a tie.
  - C. If for any reason, a student cannot vote online, a paper ballot will be accepted by the Director of Student Life.
  
- **Section 5: Crowning Ceremony:** Candidates who are not present at the crowning ceremony cannot be crowned as king or queen. The king and queen will be crowned based on the candidates who received the most votes and are present at the crowning ceremony.

#### **ARTICLE V – APPROVAL OF NEW STUDENT ORGANIZATIONS**

In order to be recognized by the college, student organizations are approved by the Student Senate and the administration.

- **Section 1: Approval:** Groups wishing to organize under college sponsorship must complete the Application for Club form available from a CCSS sponsor, the Director of Student Life, or from the college website. CCSS, the Director of Student Life, the Executive Director of Student Services. Once approved by the Executive Director of Student Services it will be placed as an action item at the next Student Senate meeting. The proposed club sponsor and petitioners shall verbally present the proposal at the meeting. The Student Senate will hold a vote. If the charter is approved, it is duly recorded and issued to the new organization as its constitution, after final approval by the College president. If the charter is denied, it is duly recorded and the petitioners may appeal to the Student Affairs Committee.

- **Section 2:** Sponsors: Students requesting the club are responsible for finding a sponsor. The sponsor assumes the responsibility for the conduct and affairs of the organization.
- **Section 3:** Club Functions: Social events and functions sponsored by the organization are subject to the rules and regulations of the college. Organizational functions must be approved by CCSS through the Director of Student Life's office and reported for publication in the school calendar at least two weeks in advance of the function.
- **Section 4:** Code of Conduct: Private parties held by club members in their homes, at commercial establishments, or at other non-college locations do not come under the jurisdiction of the College in any way. Neither the name of the College nor the club shall be used in advertising these functions or in making financial arrangements for them.

#### **ARTICLE VII – RATIFICATION**

The establishment of the by-laws shall become effective immediately upon its ratification by two-thirds vote of the members of Student Senate represented at the meeting called for ratification purposes.

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