

II. By-Laws

Article I DUTIES OF STUDENT SENATE OFFICERS, STUDENT SENATE REPRESENTATIVES AND ELECTED FACULTY/ADMINISTRATORS

Section A President:

- 1) Act as the Chair of the Executive Committee.
- 2) Preside over Student Senate meetings.
- 3) Ensure Student Senate initiatives are discussed, voted upon, and completed.
- 4) Serve as an ex-officio member of all standing and ad-hoc committees (without vote and attendance sanctions).
- 5) Supervise Student Senate work to ensure all Student Senators perform accordingly in relation to their duties and responsibilities.
- 6) Serve as a liaison between the student body and campus administration.

Section B Vice President:

- 1) Perform the duties of the president in their absence.
- 2) Assist the president in any and all matters relating to the Student Senate when requested.
- 3) Serve as the chairperson of the Student Activities Committee.
- 4) Act as the Student Senate consultant to the executive boards of clubs and organizations.
- 5) Serve as an ex-officio member of all standing and ad-hoc committees (without vote and attendance sanctions).

Section C Treasurer:

- 1) See that the funds are distributed according to allocations approved by the Student Senate.
- 2) Give updated financial report on Student Activities Fund with relevant allocations on a weekly basis.
- 3) Review all fund requests and allocations. Inspect requests of ten (10) percent or more of the Student Senate Budget for legitimacy.
- 4) Serve as a member of the Executive Committee.
- 5) Serve as the chair of the Finance Committee.

Section D Secretary:

- 1) Maintain a current roll of all members of the Student Senate.
- 2) Maintain a record of all members' attendance.
- 3) Takes, publishes, and posts the minutes of all meetings.
- 4) Brings a physical or digital copy of the Constitution and By-Laws to all meetings.
- 5) Serve as a member of the Executive Committee.

Section E Student Parliamentarian:

- 1) Work with Student Senate President to ensure proper procedures are being followed in accordance to Roberts' Rules of Order, Student Senate Constitution, and the Student Senate By-Laws.
- 2) Serve as the chairperson of the Standards Committee.
- 3) Serve as a member of the Executive Committee.
- 4) Maintain record of Student Senators' attendance and report quorum issues to the Student Senate.

Section F Sergeant at Arms:

- 1) Maintains order, meeting flow, and productivity.
- 2) Request dismissal of disruptive attendees with approval of faculty advisor.
- 3) Carry out requests of the chair.
- 4) Serve as the assistant chair of the Standards Committee.

Section G Representatives:

- 1) Attend and take an active part in all Student Senate meetings and relevant committees.
- 2) Bring to the attention of the Student Senate valid suggestions and concern from the student body and make recommendations for putting these desires into action.

Section H Faculty Advisor:

- 1) Act as a consultant to the members of the Student Senate.
- 2) Attend all meetings of the Student Senate and when possible, attend Student Senate sponsored events.
- 3) Serve as an advisor of the Executive and Election Committees.

Section I (Assistant) Director of Student Activities:

- 1) Serve as a liaison between the Student Senate and the administrative offices of the college.
- 2) Provide advice to the Treasurer in disbursement of funds, financial report, and yearly budget.
- 3) Keep the Student Senate informed of college policy and procedures while assisting the incorporation of said procedures into Student Senate operations.

Article II PROCEDURES FOR THE OPERATION OF THE EXECUTIVE COMMITTEE

Section A Purpose:

To serve as the executives of the Student Senate, communicate information to representatives, and ensure Student Senate initiatives are completed in a timely fashion.

Section B Membership:

The Executive Committee shall consist of the President, Vice-President, Treasurer, Secretary, Student Parliamentarian, and Sergeant-at-Arms. The Faculty Advisor and the (Assistant) Director of Student Activities will provide advice upon request of the committee.

Section C Tasks:

- 1) Assist the Student Senate President with the overall operation of Student Senate Activities.
- 2) Create a weekly agenda.
- 3) Review Student Senate events attendance, relevance, and student perception.
- 4) Chair the Senate meetings on a rotating chair basis. The rotating chair will consist of only executive board members who volunteer for the position.

Section D Meetings:

- 1) The Executive Committee will meet on an as-needed basis. The president may call a meeting with a minimum of twenty-four (24) hours advance notice.
- 2) The president or, in their absence, the most senior officer will chair the meeting.
- 3) Attendance at all Committee meetings is mandatory, unless excused by the meeting chair.
- 4) This committee will operate under Roberts' Rules, the Student Senate Constitution, and the Student Senate By-Laws.

Article III PROCEDURES FOR THE OPERATION OF STUDENT SENATE COMMITTEES

Section A Purpose:

Student Senate Committees will operate according to standard rules regarding membership, attendance, tasks, and meetings unless indicated otherwise. These committees include (but are not limited to) Standards, Finance, Activities, and Ad-Hoc committees. These are the standard procedures for all Student Senate Committees excluding Executive and Election.

Section B Membership:

1. All Committees must have a chair and at least three members. Committee members must be Student Senators and all committees are open to all Student Senators.
2. Vacancies shall be filled from the Student Senate membership upon recommendation from the Committee or appointment by the President with ratification by the Student Senate.

Section C Tasks:

1. Tasks of each committee will be specified under each article.

Section D Meetings:

1. Committees will meet on an as-needed basis as determined by the Committee chair.
2. The committee chair may call special meetings at any time with a minimum of twenty-four (24) hours advance notice. Notice must be published to all members.
3. Meeting minutes will be taken at each committee meeting. The committee chair will designate one member to take meeting minutes.
4. Attendance at all Committee meetings is mandatory, unless excused by the meeting chair.

Article IV PROCEDURES FOR THE OPERATION OF THE STANDARDS COMMITTEE

Section A Purpose:

- 1) Review and recommend changes to Student Senate Constitution, By-Laws, and rules governing the Student Senate and/or affiliated organizations.
- 2) Assist individuals and groups affiliated with the Student Senate in complying with the rules of the organization.
- 3) Investigate infractions of Student Senate Constitution, By-Laws, and Robert's Rules and implement necessary sanctions.

Section B Membership:

- 1) Student Parliamentarian will chair the committee. The Sergeant-at-arms will be the assistant chair of the committee and will chair the committee in the Student Parliamentarian's absence.

Section C Tasks:

- 1) To investigate cases referred to the Committee by the Student Senate involving members charged with violating Student Senate rules.
- 2) To recommend to the Student Senate final disposition of the cases discussed in the point above.
- 3) To interpret ambiguous passages of the Student Senate Constitution and By-Laws.
- 4) To aid in the development of all organizations affiliated with, or wanting to affiliate with, the Student Senate.
- 5) Preparing a standardized format for the Student Senate Constitution and By-Laws for the use of groups desiring to affiliate with, the Student Senate.
 - A) Providing, in writing, a critique of the Constitution and By-Laws, which stating specifically those portions, if any, that need to be corrected to conform to the rules of the Student Senate.
- 6) To maintain a file of all approved club constitutions affiliated with the Student Senate.
- 7) To maintain a file of recommended changes to the Student Senate Constitution and By-Laws.

- 8) To conduct reviews of the Constitution and By-Laws as needed.
 - i. Recommendations must be proposed to and voted on by the Student Senate.

Section D Meetings:

- 1) During meetings when the order of business is to investigate cases dealing with infractions of rules, the persons charged with the infraction may choose to have the meeting closed or opened to members of Housatonic Community College.

Section E Guidelines for the Conduct Hearing:

The Committee shall be guided, where appropriate, by the pertinent sections of Articles IX in fulfilling the assigned task of investigating cases of infraction of rules that are referred to it by the Student Senate.

Article V PROCEDURES FOR THE OPERATION OF THE FINANCE COMMITTEE

Section A Purpose:

The Finance Committee shall have the responsibility for the implementation of state, college, and Student Senate policies established for the expenditures of money from student activity fund.

Section B Membership:

- 1) The treasurer will chair this committee.

Section C Tasks:

- 1) Prepare an annual budget for the Student Senate with the Director of Student Activities. The Finance Committee will have access to the full Student Activities Fund, and will budget accordingly with projected spending for the school year. The Finance Committee must leave a minimum of \$20,000 in “cash available”.
- 2) Review the itemized budgets submitted by groups subsidized by the Student Senate in accordance with Section E of the By-Laws

Section D Annual Student Activities Fund Procedures:

- 1) Process for preparation and approval of budgets:
 - i) An annual budget should be completed by the April 1 each year.
 - ii) The Student Senate will vote on the budget the meeting immediately after submission.
 - iii) The Student Senate will submit the annual budget by April 15 to campus administration following Student Senate approval.
 - iv) Published July 1 by the Director of Student Activities in its entirety.
 - v) Spring semester budget reviewed and revisions recommended by the Finance Committee and submitted to the Student Senate by November 15th.

- vi) Recommended revisions to the spring semester budget submitted by the Student Senate to campus administration by the December 1st for approval.

Section E Itemized Budget Procedures:

- 1) Process for preparation and approval:
 - i) Submitted by participating units to the Finance Committee as soon as possible after the start of the academic year for the recognition of participating units by the Student Senate have been met and approved by the Standards Committee.
 - ii) Reviewed by the Finance Committee and forwarded with appropriate recommendations to the Student Senate for approval.
- 2) Expenditures:
 - i) Expenditures or commitments for expenditures are not authorized until after the itemized budget has been approved by the Student Senate.
 - ii) Expenditures must conform to procedures established in the funding criteria.

Section F Operating Policies:

Approval or disapproval of itemized budgets shall be stated clearly for each specific item. Supporting rationale will be given for each item disapproved. This information will be placed in the minutes of the meeting and made available to subsidized groups.

Article VI PROCEDURES FOR THE OPERATION OF THE ACTIVITIES COMMITTEE

Section A Purpose:

The Activities Committee will provide a balanced calendar of cultural and social events among student clubs and organizations.

Section B Membership:

- 1) The Committee shall consist of a faculty or staff advisor, chairperson, and members from each of the student organizations affiliated with the Student Senate. This committee is open to all current students.

Section C Tasks:

- 1) To prepare a calendar of events for the academic year and submit a line item requests to the Student Senate for each event.
- 2) To assist clubs and organizations in planning, organizing, and advertising of events.
- 3) The Activities Committee shall be responsible for the scheduling of dates of events and requiring adequate advanced planning, preparation, and publicity.
- 4) To submit an evaluation of each event to the Student Senate Executive Committee, within seven (7) days following the event.
- 5) Plan events proportionately throughout the entire academic school year.
- 6) To keep the student body and faculty informed of Student Senate sponsored events.

Section D Meetings:

- 1) The Activities Committee will meet on a regularly scheduled basis, as determined by the Committee Chair.
- 2) The Vice President of Student Senate will chair the meetings. In their absence, a member of the committee, chosen by a majority vote of the Activities Committee, will chair the meeting.

Section E Criteria for Activities:

- 1) Allocated money should be used to serve the needs of all the students of the college.
- 2) The use of state, federal and private foundations, such as the Connecticut Commission of the Arts is suggested to reduce the cost of events.
- 3) All events for which there is a charge must have sequentially numbered tickets issued and be approved by the Committee.

Article VII PROCEDURES FOR THE OPERATION OF THE ELECTIONS COMMITTEE

Section A Purpose:

To organize and conduct fair elections that are transparent, honest, and encourage student participation.

Section B Membership:

- 1) The Committee shall consist of a chairperson and at least two additional Student Senators.
- 2) The most senior Executive Board member shall chair the committee. This shall be the chairperson of the committee except when they are a candidate for election. In such case, the Chairperson shall be appointed by the faculty advisor.
- 3) The faculty advisor will oversee this committee.
- 4) Additional workers may be recruited by the Committee from the student body. However, it is the responsibility of the Chairperson to ensure that these workers conform to the operating rules and do not represent a conflict of interest in the election process.

Section C Tasks:

- 1) To give one month's advance notice to the Student Body on date and time of election.
- 2) To create petitions and make them available to all potential candidates.
- 3) To review all candidates' petitions for validity and prepare a ballot.
- 4) Supervise the ballot box during the election
- 5) Tally and post the results of the election.

Section D Operating Rules:

- 1) Time of elections
 - i. Voting shall be conducted from 9 am until 5 pm.
 - ii. Elections shall be held in May before finals.

- 2) Rules of Campaigning
 - i. The committee shall coordinate the election with an event available to the entire student body.
 - ii. Campaigning will be limited to the week prior to the election, and candidates cannot campaign near the polling station.

- 3) Rules of Election
 - i. All students wishing to be elected to the Student Senate Executive Board must file a petition containing one hundred (100) signatures of HCC students with the Elections Committee prior to the first day of campaign week.
 - ii. The Director of Student Activities shall ensure academic good standing of candidates.
 - iii. Polls will be supervised by a member of the Committee as designated by the chairperson.
 - iv. The supervisors of the polling place will be responsible to see that each voter receive ONE (1) ballot and instruct proper voting procedure.
 - v. The Director of Student Activities will be responsible for the key to the ballot during elections.
 - vi. The supervisor of the polling place will be responsible for returning the ballot box to the Director of Student Activities whenever the polls are closed. Under no circumstances will the ballot box be left unattended during the period of elections.
 - vii. The Director of Student Activities will, after the election period is ended, turn the ballot over to the Ballot Counting Committee.

- 4) Rules for Counting Ballots
 - i. The ballots will be counted by the Election Committee.
 - ii. In the event no committee members are available, the faculty advisor will nominate two members from the Student Senate to count the ballots.
 - iii. The Committee will be responsible for recording the count of the ballots and, when the count is completed, for reporting the count to the Dean of Students.
 - iv. The Committee will be responsible for the security of the ballots for a period of five (5) days after elections. Ballots shall be stored in the Student Senate office.
 - v. In the event the ballot count is challenged by one of the candidates, a recount will be conducted by the Committee. The person challenging the vote may, if they desire, designate any students at Housatonic Committee College to observe the recount.

Article VIII PROCEDURES FOR THE OPERATING OF AD-HOC COMMITTEES

Section A Purpose:

To provide an outlet for temporary issues. The committee will determine the best course of action, and when necessary, will share results and make recommendations on behalf of the student body.

Section B Membership:

The chair of this committee will be appointed by the Student Senate majority vote.

Section C Tasks:

This will be determined by the Student Senate at time of creation.

Section D Guidelines for Committee Work:

- 1) The Executive Committee, or Student Senate, will determine the tasks of the Committee and provide special instructions, if any, for the manner in which they are to be completed in the appointing order.

Article IX STUDENT SENATE AFFILIATED CLUBS AND ORGANIZATIONS

Section A Purpose:

- 1) To provide an environment where students may share their common interests, promote greater social engagement, and
- 2) To create an environment that will promote greater social engagement at Housatonic Community College.
- 3) To provide a basis for intellectual and/or cultural activities that will supplement the curriculum of the College.

Section B Authority:

- 1) All student clubs must, in order to be approved by the Student Senate:
 - i) Submit a proposed constitution or purpose statement to the Student Senate for approval. A standard format and procedures to satisfy this requirement are available in the office of the Director of Student Activities.
 - ii) Have at least four (4) members, a faculty advisor and conduct an election of officers in accordance with Section C below.
 - iii) Conduct its activities in accordance with the provisions of its Student Senate Constitution and By-Laws and the procedures established by the Director of Student Activities.

- iv) Meetings may be held without the presence of a faculty advisor. Faculty advisors must be present during elections and votes determining money allocations.

Section C Membership:

Any student, faculty, and staff member of the Housatonic Community College community is eligible to become a member of any student club sponsored by the Student Senate. Any student club must have a minimum of four (4) members prior to being initially recognized by the Student Senate.

Section D Additional Organizations:

In the event of creating an Advisory Board and/or Student Senate Sponsored Newspaper, please refer to the Addendum for guidance.

Article X FUNDING FOR STUDENT ORGANIZATIONS

Section A Budgeting and Financing of Horizons Newspaper:

- 1) The Student Senate annual budget will contain the appropriation for the operation of the newspaper, which will comprise ten (10) percent of current student activity fees.
- 2) The annual newspaper budget will be submitted to the Finance Committee of the Student Senate each spring semester by the first Monday of April.
 - i. Newspaper Autonomy
 - a. It is the intent of the Student Senate Constitution and By-Laws to remove primary control and operation of the newspaper from the Student Senate. This supports the ideal of a free press and provides a check and balance system that enhances the prospect for a better newspaper and more efficient Student Senate operations.
 - b. No senator or officer of the Student Senate, with the exception of the Student Senate member of the Editorial Board, shall intervene in any manner into the internal operation and decision making of the newspaper staff. Should any member of the Student Senate be a newspaper staff member, he/she must abide by this rule. Any comments should be considered unofficial by the newspaper staff, carrying the same weight as a comment from any other Housatonic student.

Section B Budgeting and Financing of NAACP:

- 1) The Housatonic NAACP will only allocate the annual membership fees reported by the Connecticut NAACP for new year.
- 2) The Housatonic NAACP will report the membership fees for the renewal of the organization by the Connecticut NAACP's reported deadline.

Article XI GENERAL OPERATING INSTRUCTIONS FOR THE STUDENT SENATE

Section A Office Procedures:

- 1) Meetings are open to all Housatonic students, faculty, and staff. All other guests must be approved by the Executive Board before the meeting.
- 2) Any acts of misconduct of Student Senate members in the Student Senate office should be brought before the Student Senate at a regular meeting for appropriate action.

Section B Meetings:

- 1) Student Senate meetings will be conducted in sync with the following courses: Rules of Order - Parliamentary Procedures I/II/III. The meeting time will be determined the Student Senate each semester.
- 2) The Student Senate will wait ten (10) minutes for quorum. If quorum is not met, the chairperson will adjourn the meeting.
- 3) Special meetings may be called by the Student Senate President with a twenty-four (24) hour notice. These meetings are only to be called with time-sensitive issues.

Section C Student Member Participation of the H.C.C. Food Pantry:

- 1) The Student Senate shall actively represent the student body by volunteering to the Housatonic Community College Food Pantry, which will comprise of the minimum of four (4) hours per month.
- 2) Members shall report to the coordinator of the H.C.C. Food Pantry for supervision of volunteered time, inquiries, acquired signatures on members' and volunteer form.
 - i. Senators may reference Article IV, Section 6 of '*Housatonic Community College Student Senate Constitution*', for further details regarding volunteer requirements.
- 3) Members are responsible for attending the mandated dates & times posted by the H.C.C. Food Pantry Coordinator.
 - i. Members who are unable to attend the posted dates & times must report to the H.C.C. Food Pantry Coordinator for further direction.
- 4) The HCC Food Pantry is not an affiliate with the Student Senate.

Article XII FUNDING CRITERIA

Section A General:

- 1) Social activities must be open and relevant to all students.
- 2) Books and magazines funded by the Student Senate for use by clubs will be kept in the College library.
- 3) No lecture honorarium living within Fairfield County shall exceed \$300.00. No lecture honorarium living outside Fairfield county shall exceed \$400.00.

- 4) See the Student Senate Treasurer or Director of Student Activities concerning the tax-exempt number.

Section B Events:

- 1) Dates for all events must be cleared through the Director of Student Activities.
- 2) Requests shall include all costs for the event.
- 3) Admission for events requires a ticket. Tickets may not be sold at the door.
- 4) Profits made by events will be credited to the Student Senate account.
- 5) All activities (excluding student orientation) will take place within the framework of the academic year - that is, between the first and last day of classes.

Part C Ticket Sales:

1. The price of a ticket will include transportation cost and admission.
2. Ticket prices may be subsidized fifty (50) percent up to a limit of \$15.00 per ticket. This can be waived upon a majority vote by the Student Senate.
3. Publicity must be posted on all floors ten (10) academic days before the event takes place. For the first five (5) school days of ticket sales, tickets will be limited to two (2) per ID-bearing student. For the final five (5) days of ticket sales, tickets will be available to all students, faculty, and staff in quantities voted upon by the Student Senate.
4. Ticket sales will be conducted through the Student Life Office.
5. The Director of Student Activities reserves the right to cancel any event if a sufficient number of tickets have not yet been sold.
6. Tickets for all events must be available for at least ten (10) school days, with both day and evening hours set, so all students will have the opportunity to purchase tickets.
7. Items which will be considered for funding for weekend trips are:
 - i. Accommodations and transportation will be paid for by the Student Senate.
 - ii. Excursions, meals, and itinerary items will not be paid for by the Student Senate.

Revised February 2021 by the Student Senate Standards Committee

Committee Chair:

Jocelyn Eagle- Student Senate Student Parliamentarian

Committee Members:

Jaylen Daniels- Student Senate President

Jovanny Hernandez- Sergeant-at-Arms

Kellie Taylor- Student Senate Secretary

Sincere thanks to our former members: Kareme Ray, Sergeant-at-Arms Danny Petroski, Treasurer Jonathan Rodrigues, Student Senate Secretary Yeymi Velasquez, Student Senate Vice President Brandon Oakes, Student Senate Presidents Fred Kaesmann & Caroline Steadham, and Parliamentarian Antonia Oglesy for their past contributions to this document.

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