

**Student Senate  
Manchester Community College**

**Constitution**

*Preamble*

We the students of Manchester Community College, in order to display our loyalty to our school and community; to promote better citizenship; as well as to promote student affairs and develop initiative, leadership and responsibility, do establish this Constitution to perpetuate the aims and objectives for which the college was founded.

**Article I**

*Name*

The name of the organization for carrying out the provisions of this Constitution shall be the Student Senate of Manchester Community College.

**Article II**

*Purpose*

The Student Senate has the responsibility for the coordination and promotion of student affairs, assisting in the establishment of clubs and activities, promoting and enforcing high standards of personal conduct, promoting student well-being, and assisting in the obtaining and disbursing of student activity funds which maintain extra-curricular activities.

**Article III**

*Membership*

There shall be two representatives from each class in each curriculum. At least one Faculty Advisor of the College shall be present at all meetings of the Student Senate to provide secure information on subjects relating to the administration and well-being of the student body.

**Section I**

In the spring semester, two representatives from the incoming Senior Class shall be elected for the ensuing academic year. In the fall, the incoming freshmen shall elect two Senate Representatives by the end of September. All Representatives shall be elected by a majority vote by members of their curriculum.

## **Section II**

Only Student Senate Representatives are allowed to make motions, vote, and initiate discussions on issues dealing with Student Senate activities.

## **Section III**

A student Senator may resign his or her tenure at any time without reason by informing the Senate Executive Board and the respective constituents. A Student Senate Representative also may be removed from the Senate by a two-thirds vote of his or her constituents and the Senate body. Constituents will be required to present to the Senate body a petition signed by the students of that program with reason or reasons for expulsion. The area of study will also be required to nominate a representative to replace said senator. Senators may also be expelled as a result of disciplinary or Scholastic probation taken by the College Administration.

### **Section 3.1**

Student Representatives will be required to serve on at least one committee, and one subcommittee. A Senate Officer will be responsible for the acquisition, direction, and accomplishments of committee chairperson and will act as designated counsel for committee. Designated counsel will be appointed by the Senate Executive Board.

### **Section 3.2**

The Senate Executive Board is required to inform the defending Senator one week in advance of the senate body expulsion vote. The Senator will have the right to speak on the behalf of themselves before the Senate body votes on whether or not to impeach the Senator.

## **Section IV**

There shall be a minimum of two Faculty/Staff Advisors to the Student Senate.

## **Section V**

A roster of Student Senate members, including all officers shall be distributed to the Registrar, Advisors, and Administration by October 31. This Roster shall be updated as needed.

## **Article IV**

### *Officers*

## **Section I**

The officers of the Student Senate shall be President, Vice President, Secretary, Treasurer, and Public Relations Coordinator. Along with the Faculty Advisors, they will compromise the Senate Executive Board.

### **Section 1.1**

The Executive Board will:

1. Review, Plan, Suggest and evaluate Student Senate activities, budgets, and budget allocations;
2. Create and individually act as counsel to one or more committee chairpersons, and to review Senate procedures and organize Student Senate activities.
3. Responsible for helping committee chairpersons complete committee objectives.

### **Section 1.2**

The Student Senate body will vote on all Board decisions affecting Senate affairs.

### **Section 1.3**

If the College is not in session, the Executive Board has the authority to make decisions on behalf of the Student Senate. All Executive Board decisions must be reported to the Student Senate at the next Senate meeting.

## **Section II**

All Student Senate officers shall be elected from the voting members of the Student Senate Body. All officers shall be nominated from the Senate floor, and shall be elected by a majority vote of those present. Nominations for the Student Senate offices, with the exception of the Student Senate President, shall take place first Student Senate meeting of the academic year, with the elections the following meeting. The person with the majority votes is elected.

## **Section III**

The Student Senate President shall be elected in the spring with a majority vote of the incoming senior class Representatives.

## **Section IV**

Upon assuming office, the President of the Student Senate shall relinquish his or her regular Senate prerogatives. The curriculum, from which the President came, can elect another Student Senate Representative to serve on the Student Senate.

## **Section V**

Any student who is on scholastic or disciplinary probation shall not be eligible for election to any Student Senate office. Any Student Senate officer placed on scholastic or disciplinary probation shall resign or be immediately removed from that office in the Student Senate. The Registrar shall notify the Senate Executive Board of scholastic or disciplinary probation on any officer of the Student Senate. Senate officers may also be impeached from their tenured position by a unanimous officer vote or two-thirds majority Senate body vote.

## **Section VI**

*President:* The President is the chief executive officer of the Student Senate and serves as a member ex-officio of all committees. Among his or her specific duties are the following:

1. Enforcement of the laws and by-laws of the Constitution.
2. Conduct meetings in accordance with the Robert's Rules of Order.
3. Appoint officers pro tem.
4. Appoint and discharge committees
5. Call special meetings.
6. Execute Senates wishes.
7. Shall vote only when a tie vote exists.

## **Section VII**

*Vice President:* The Vice President performs duties of the President in the event of his or her absence, disability or disqualification. He or she acts as a general assistant to the President in all matters. The Vice President will serve on the College Coordinating Council.

## **Section VIII**

*Secretary:* The secretary makes and keeps in permanent form detailed records of all meetings:

1. Read minutes of previous meetings.
2. Carries on all correspondence, including a copy of all minutes of the Student Senate meetings to the President of the College, the Vice President of Student Affairs, the business office, and Senate Officers.
3. Shall develop, distribute and update the Student Senate Roster.

## **Section IX**

*Treasurer:* The treasurer shall perform the following duties:

1. Record all financial transactions of the Student Senate in conjunction with the College's Business office designated personnel.
2. Submits a report on the finances of the Student Senate at every regular Student Senate and Executive Board meeting.
3. Is responsible for strictly adhering to the fiscal policies of the Student Senate and the State of New Hampshire.

## **Section X**

*Public Relations Coordinator:* The Public Relations Coordinator shall perform the following duties:

1. Responsible for promoting Student Senate activities, by creating advertising, posters, etc.
2. Responsible for providing text for announcements on the Electronic Bulletin Boards and keeping the Senate bulletin board current.
3. Serves as the Chairperson of the Student Senate Newsletter to be distributed two days after each Student Senate meeting, to the College community, including Administration and Advisors.

## **Article V**

### *Amendments*

An amendment may be proposed at one meeting, but cannot be voted on until the next meeting subject to the approval of the President of the College. It must receive a majority vote of the Student Senate before becoming a legal part of the Constitution.

## **Article VI**

### *By-Laws*

#### **Section I**

By Laws may be revised, deleted, waived or added by majority vote at a Student Senate meeting and Approval from the President of the College.

#### **Section II**

Regular meetings shall be held the first and third symposium period of each month beginning in October at a regularly scheduled place.

#### **Section III**

Special meetings may be called at any time by the President of the Student Senate or at the request of any member of the Senate or at the request of any Senate Advisor.

#### **Section IV**

A vacancy in one of the offices in the Student Senate may be filled by a majority vote at the next regular meeting following vacancy.

#### **Section V**

The term of office shall be one year. These officers may be re-elected.

## **Article VII**

### *Subcommittees and Organizations*

#### **Section I**

Permanent subcommittees shall be formed by the third Student Senate meeting of the academic year. The subcommittees shall include, but are not limited to: Activities, Athletics, Judiciary, and Yearbook. The Student Senate as deemed necessary may form additional subcommittees.

#### **Section 1.1**

All committees shall have one month from formation to complete desired objectives. If committee objectives are not met, one extension may be presented to the Senate body to lengthen the specified deadline. The length of deadline will be decided by

committee chairperson and approved by the Senate body with a majority vote. In the event that the extended deadline is not met the Executive Board shall decide if the committee and its objectives should be re-assigned or disbanded.

## **Section II**

Members of a committee may be Senators and/or members of the student body. The chairperson of each subcommittee must be a member of the Student Senate, whenever possible. Individual Senate officers will act as counsel to all committee chairpersons. In the event a Student Senate member is not a member of the subcommittee, then the Activities Chairperson shall be responsible for overseeing the subcommittee.

## **Section III**

Five or more students are necessary to form a new student club or organization.

## **Section IV**

Each club, organization or group shall submit a philosophy and intent to the Student Senate for initial approval. The name of the group and the advisor shall be submitted to the Student Senate for recognition as an approved club, group, or organization at Manchester Community College.

## **Section V**

Clubs, groups, and organizations may apply for Student Senate funds after receiving Student Senate recognition. Application for funds shall be made as outlined in the Student Senate Fiscal Policy.

## **Section VI**

A list of recognized clubs, groups, and organizations shall be on file with the Student Senate Secretary, and the Office of Student Life. The list shall be updated at the beginning of each fiscal year, or as needed.