



CONSTITUTION
Of the
ALLEN COMMUNITY COLLEGE
STUDENT SENATE
IOLA CAMPUS

Preamble

We, the students of Allen Community College, in order to create a sense of greater cooperation between the student body and administration, to foster higher ideals and standards of conduct and to promote loyalty to Allen Community College do hereby agree to establish this constitution for the Allen Community College Student Senate.

Article I (Membership)

Section A

Membership of the Student Senate shall consist of the President, Vice President, Secretary, which will be known as the Executive Board, two Sophomore Delegates (one on campus and one off campus), and two Freshmen Delegates (one on campus and one off campus). Student Senate shall also include one representative from each recognized student organization. To be a recognized organization, an approved constitution must be on file with Student Senate. A Student Senate member can only represent one organization. The administration of Allen Community College will appoint a staff member to serve as Student Senate advisor.

Section B

TITLES: The Executive Board of Student Senate shall be the President, Vice President, Secretary, and Advisor.

DUTIES OF EXECUTIVE BOARD:

- A. Create agendas for meetings.
- B. Dismiss an officer/member with due cause and a majority vote.
- C. Hold meetings to make any executive decisions.

DUTIES OF ELECTED STUDENT SENATE OFFICES:

President:

- A. Attend Allen Board Meetings.
- B. Preside at all meetings of the Senate.
- C. Call special meetings at their discretion.
- D. Appoint all committees
- E. Carry out assignments and instructions given by him/her by vote of the Senate and advisor.
- F. Perform such other duties as customarily pertaining to the office of the President.

Vice President:

- A. Be an aid to the President and in case of absence or disability of the President, perform the duties of the President
- B. Lead and or coordinate all Student Senate committees.
- C. Contact club sponsors about representative's involvement.
- D. Perform such other duties as customarily pertaining to the office of Vice President.

Secretary:

- A. Keep a record of all meeting proceedings.
- B. Issue notices of meetings and agenda after consultation with President.
- C. Conduct the correspondences of the Senate.
- D. Accept the duties of the President in case of the absence or disability of the President and Vice President.
- E. Perform other such duties as customarily pertaining to the office of the Secretary.

Sophomore Delegate on-campus:

- A. Represent the sophomores on the Student Senate.
- B. Serve as Student Senate representative on the Student Senate Community Service Committee.

- C. Perform all other duties that customarily pertain to the office of Sophomore Delegate.

Sophomore Delegate off-campus:

- A. Represent the sophomores on the Student Senate.
- B. Serve as Student Senate representative on the Student Senate Community Service Committee.
- C. Perform all other duties that customarily pertain to the office of Sophomore Delegate.

Freshman Delegate on-campus:

- A. Represent the freshmen on the Student Senate.
- B. Serve as the Student Senate representative on the Student Community Service Committee.
- C. Perform all other duties that customarily pertain to the office of Freshman Delegate.

Freshman Delegate off-campus:

- A. Represent the freshmen on the Student Senate.
- B. Serve as the Student Senate representative on the Student Community Service Committee.
- C. Perform all other duties that customarily pertain to the office of Freshman Delegate.

Section C

ELECTIONS AND SUCCESSION

1. President, Vice President, and Secretary shall be elected on or before April 15. At which time they become President-elect, Vice President-elect, and Secretary-elect. These officers will assume their duties no later than May 1st.
2. Sophomore and Freshman Delegates (one on-campus and one off-campus for each) shall be elected in September, two weeks following Labor Day.
3. Filing for an office shall be done by petition with the deadline being no less than one week prior to the election. Candidate may begin campaigning the day they file for office. All campaign fliers, posters, and etc. must be approved by the Student Activities Office. Write-ins will not be counted as potential candidates.
4. Should there be more than one petition for President, Vice President, or Secretary; all candidates will be required to attend an open forum two days prior to the election day. If only one petition per position the forum can be canceled based on recommendation by the Student Senate advisor.
5. Eligible voters are students with a valid Allen Community College student identification card.

6. If no candidates file for an office, a student may be appointed to that office by the Executive Board.
7. The elections of the organization representatives shall be conducted by the individual clubs. Representatives must be elected no later than the second Wednesday after Labor Day.
8. In case of the President's dismissal or transferal, the Vice President shall assume the office of President, after which a special election shall be held within the Senate to fill the position of Vice President.

Section D

QUALIFICATIONS

1. All elected officers, shall have a minimum grade point average of 2.75. All club representatives must have a 2.0.
2. The President and Vice President must have completed 24 credit hours and have one semester experience in Student Senate. The exception being appointments made by the President and/or Advisor.
3. The office of Secretary may be held by either a sophomore or freshman.
4. Sophomores are defined as any student that has completed 24 credit hours.
5. Freshmen are defined as any students that have completed less than 24 credit hours.

Section E

ATTENDANCE

1. Members of the Senate shall attend meetings and participate in the carrying out of all activities for which the Senate is responsible. Failure to comply with these responsibilities may result in removal from the Senate. Elected members must be at 90% of the meetings or be excused by the Student Senate President and/or Senate Advisor. If not attended, the officer will lose office and voting privileges.
2. If the Senate should decide that a member is not carrying out his/her duties, that member may be subject to dismissal from the Senate. This member may also be dismissed upon missing more than 10% of the meetings which are not excused by the Senate President and/or Senate Advisor. Clubs must be represented at 80% of the meetings and activities.

Section F

Article I (Funding)

The Student Senate of Allen will recognize all student body organizations. Once an organization has submitted a current constitution, they will be recognized by the Student Senate as a club. Constitutions along with current officers and advisors must be received by the 21st day of the fall semester for funding during that academic semester. If an organization desires to change their status after the 21st day of the fall semester, that organization must submit a constitution prior to the 21st day of the spring semester, which will make them eligible only for funding in the spring semester. Student Senate funding will only go to those organizations with club status.

The following are mandatory requirements for any funding from the Student Senate:

1. Clubs must submit a Request for Student Senate Funding, for the fall semester on or before the 3rd Wednesday of October. For the spring semester on or before the 3rd Wednesday of February.
2. One community service project per academic semester.
3. One fundraiser event per year excluding concessions.
4. Assist Student Senate with an all school activity.

Article II (Powers)

The powers of this organization shall be promoted and regulate the conduct within the sphere of student jurisdiction, to be represented by one of its own members of any school committee the Senate deems necessary subject to the approval of the Dean. The Senate will serve as administrator of the social program of the college and all funds allotted to that purpose.

Article III (Powers of Administrators)

The Dean of Student Affairs shall appoint an advisor to the Student Senate.

Article IV (Amendments)

Amendments to this constitution shall be proposed by a two-thirds vote of the Senate at any regular meeting or by petition signed by thirty percent of the regularly enrolled students, and shall be ratified by a two-thirds majority of the votes cast in an election held for that purpose.

Article V (Adoption)

This constitution, in order to become effective, must be ratified by a two-thirds majority of all votes cast by members of the student body at an election for that purpose and then, once approved and authorized by the Dean of Student Affairs and the President of the college, it shall be immediately effective.

Article VI (Quorum)

A quorum shall consist of a simple majority of the member of the Student Senate.

Article VII

Any member of Student Senate convicted of an MIC (Minor in Consumption), MIP (Minor in Possession), or any other substance abuse offense will be relieved of their duties.

Article VIII

Grade checks (ESP) will be administered once through semester, approximately every 8 weeks. Members falling below Grade Point Average will be placed on probation. Probation will include losing the right to vote. They will gain their privileges back when grade checks are done again.