

Peru State College

Student Senate Constitution Bylaws

Agenda:

- A. The meeting will follow the agenda set forth by the Vice President of Student Senate.

Allocation of Funds:

- A. The Student Senate will allocate the budgets for Campus Activities Board (CAB) and the Peru State College Times. The allocations will be based on: 1) the current activity fee, 2) the current projected enrollment, and 3) the amount remaining in the fund from previous years. When the committee is satisfied with the information, it will convene to determine the allocations.
- B. Information concerning request for funds will be made available in writing to all campus organizations and the deadlines for the initial request period will be clearly stated. The request for funds will be sufficiently detailed to include: amount requested, programs and activities for which the funds will be used, and clear (as possible) cost breakdown of the program or activity. The request will receive an initial screening by the Budget Committee. Applicants could be called before the Budget Committee to answer any questions that the committee may have.
- C. When the allocations have been determined, they will be brought before the Senate for adjustment and ratification.

Amending the Bylaws:

- A. Bylaws may be amended by a two-thirds majority vote of Senate.
- B. Amendments take effect upon ratification unless otherwise specified. They cannot be retro-active.

Attendance:

- A. Excused Absences: Excused absences will include the following:
 - 1. Emergency in the Senator's immediate family
 - 2. Illness
 - 3. PSC functions, excluding intramurals or social events.
- B. Unexcused Absences:
 - 1. Two tardies will equal one (1) unexcused absence. If a Senator is not present when his/her name is called, he/she will count as a tardy.
 - 2. Advisors shall be exempt from tardiness.
 - 3. Written communication stating a reason for the absence/ tardy must be turned in to the Senate President, Vice-President, Recording Secretary, or Advisors prior to the meeting that will be missed. Other unavoidable absences will be subject to review by the Executive Committee and Advisors.

Board of Trustees Representative:

- A. It is recommended that the Board of Trustees Representative be a full time student during their term as representative. They will also be required to give full reports of Board of Trustee Meetings to Student Senate.

Election Process:

- A. The election process is to be overseen by the Sergeant at Arms, the Student Senate Rules and Judiciary Committee, and the Advisors.
- B. The election process outlined in the Student Senate Constitution will be followed.

Encumbrance and Disbursement of Funds:

- A. Any disbursement of funds from the accounts of the Student Senate should be made only under the signature of the Financial Secretary of Student Senate.
 - 1. In the event of the Financial Secretary's absence, the signature of a Faculty Advisor will suffice.
 - 2. With the exception of the Executive Board members, no member of the Student Senate can sign checks or purchase order requests without direct authorization from the Senate Executive Board.
- B. Certain levels of expenditures require approval of either the Executive Board or the entire Student Senate.
 - 1. Any expenditure of Student Senate funds less than or equal to \$50.00 must have the prior approval of the Senate Executive Board.
 - 2. Any expenditure of Student Senate funds in excess of \$50.00 must have the prior approval of the Student Senate during a regular or special meeting.
- C. Cash disbursements will be made only in the most exceptional situations and will be subject to the prior approval of the Senate Executive Board regardless of the amount.
 - 1. Any cash request must be accompanied by an original sales receipt, invoice, or detailed explanation for the request.
 - 2. Only the Financial Secretary or a Faculty Advisor may sign a check on the Senate checking account for a cash disbursement.
- D. The Financial Secretary will present as a part of the Executive Meetings for Student Senate a list of the current bills to be paid or those items paid since the last meeting.

Executive Officers:

- A. The Student Senate President is assigned responsibilities in the Constitution (Article II). Other specific responsibilities include:
 - 1. Representing the Student Senate at campus meetings.
 - 2. Recommend legislation which will benefit the students.
 - 3. Making certain that there is student representation on all college committees

which need such representation.

4. Informing students of campus and State College policies or proposed policies which will directly affect the student body.
 5. Regular monthly meetings with administration.
 6. Check Student Senate email regularly and update senators.
- B. The Vice President of the Student Senate is assigned responsibilities in the Constitution (Article II). Other specific responsibilities include:
1. Serving as the Presiding Officer of Student Senate and conducting all meetings whether they are regular sessions or special sessions if the Student Senate President is not in attendance.
 2. Assists in presiding of the Executive Board meetings of the Student Senate.
 3. Assists in the assigning of members of the Student Senate to standing and special committees, in consultation with the Student Senate President
 4. Establishing the agenda for full meetings of the Student Senate.
 5. Check Student Senate email regularly and update senators.
- C. Financial Secretary/Budget Committee Chair
1. Serve as Chief Financial Officer for Student Senate and reports to President and Vice-President.
 2. Chairman for the Senate Budget Committee
 3. Maintaining an accurate bookkeeping system of all Student Senate financial matters.
 4. Handling all Senate accounts in a timely manner.
 5. Disbursing funds as directed by the Senate Executive Board or the Student Senate.
 6. Preparing and distributing an accurate statement of the Senate's financial position at each executive meeting.
 7. Submitting in writing a complete financial report to the Student Senate at the end of each semester.
 8. Will serve as Presiding Officer of Student Senate when President, Vice-President, Sergeant At Arms, Recording Secretary, and Corresponding Secretary are not present.
- D. Recording Secretary
1. Records minutes of all meetings both Executive and Student Senate.
 2. Coordinates issuance of supplies, and Senate apparel.
 3. Providing a list of members absent and tardy to the President and Vice-President after each meeting.
 4. Submits weekly minutes to Technology Chair for placement on Student Senate Website.
 5. Prepares weekly minutes for each meeting (copies for senators).
 6. Keeping the files and records of the Senate accurate and up-to-date;
 7. Maintaining an adequate supply of office supplies; and moderating the use and distribution of these materials.
 8. Will serve at Presiding Officer of Senate when President, Vice-President, and Sergeant At Arms are not present.
- E. Corresponding Secretary
1. Senate Historian

2. Contact with additional colleges.
 3. Preparation and timely distribution of correspondence mandated by the Senate Executive Board.
 4. Recording and delivering other correspondence from the Senate. This will include press releases to PSC Times Newspaper, thank you notes, condolences, and any correspondence seen necessary by Senate President.
 5. Check Student Senate email regularly and update senators.
 6. Will serve as Presiding Officer of Senate when President, Vice-President, Sergeant At Arms, and Recording Secretary are not present.
- F. Sergeant At Arms: Sergeant At Arms is head of Senate Rules and Judiciary Committee as assigned in the constitution. (Article 1) Other responsibilities include:
1. Suggestions and/or Complaints:
 1. The Sergeant At Arms shall set up and be responsible for a box where suggestions and/or complaints from the student body may be placed.
 2. Any written suggestions and/or complaints shall be read and investigated by the Sergeant At Arms in Executive Meetings. Any reasonable written suggestions and/or complaints shall be presented to the Student Senate in a timely manner after receipt of suggestions and/or complaints.
 2. Will serve as Presiding Officer of Senate when President and Vice-President are not present.

Executive Officers will meet weekly to establish an agenda and discuss and present solutions on matters that have been tabled for more than two weeks by Student Senate.

Executive Officers will urge for decisions to be made in a timely manner for the benefits of Student Senate and students at Peru State College.

Executive Officers failing to complete these tasks will forfeit their position and face further disciplinary action.

Homecoming:

- A. Homecoming committee assignments will begin the first meeting when newly elected Senators At Large will be in attendance.
- B. Bi-monthly reports to Student Senate President, Vice President, Executive Committee, and Advisors will be expected from end of spring semester (May) through beginning following fall semester (August).
- C. Homecoming Committees will be assigned by President and Vice-President.
- D. All homecoming committees will have completed their tasks and assignments two weeks prior to homecoming.

Homecoming Elections:

A. Nominations:

1. The Senate Rules and Judiciary Committee shall distribute all nomination packets on the first week of Student Senate meetings.
2. Nomination forms are due back to the Student Senate office no later than the Wednesday, at 5:00 p.m., of the fourth week before homecoming. Electronic correspondence nominations will also be accepted, but will adhere to the same dead line and format as paper forms.
3. Packets are to be given to all Clubs, Organizations and Sports teams on the Peru State College Campus as identified by the Political Committee.
4. Each Residence Hall, as identified by the Political Committee, will be responsible for the availability of nomination packets to its residents.
5. Any current Peru State College Student may obtain a nomination packet upon request from the Student Senate Office.
6. In accordance with the current student catalog, class standing will be determined by the earned credit hour production in the Student Information System. Any nomination that does not match the official college class standing will be void.

B. Primary Elections:

1. The primary election will be held on two consecutive days of the third week before Homecoming.
2. The freshman, sophomore, and junior classes, as classified by the Student Information System, will vote for three (3) males and three (3) females from their respective classes to be candidates for class attendants. In addition to voting for their respective class, each freshman, sophomore, and junior will vote for three (3) males and three (3) females from the senior class for King and Queen Candidates.
3. The senior class will vote for three (3) senior King and three (3) senior Queen Candidates only.
4. The three (3) males and three (3) females with the most votes in each class will be on the final ballot. However, if there are any ties in the top three (3) candidates per category, all of those names will be printed on the final ballot. A re-vote will not be taken.
5. If there is a tie between senior King and Queen Candidates, a re-vote will concern only those persons who had the equal number of votes. Exactly five (5) males and five (5) females will be chosen for King and Queen Candidates for placement on the final ballot.
6. No student can represent the same grade level for more than one year as an attendant, King or Queen.

C. Final Election

1. The final election will be held on two consecutive days of Homecoming Week.
2. The freshman, sophomore, and junior class will vote for one (1) male and one (1) female from their respective class to be their class attendant. They will also vote for one (1) senior male to be King and one (1) senior female to be Queen.
3. The senior class will vote for one (1) senior male to be King, and one (1) senior female to be Queen.

4. In the case of a tie between either the class attendants of the King and Queen candidates, a re-vote will be taken.

Student Senators:

- A. Every Senator is required to work no less than four (4) table sign-ups per semester for elections, homecoming, blood drives, and fundraising. Failure to work scheduled sign-ups may result in removal from the Senate.
- B. With the exception of Executive Committee members, each Senator will be assigned to at least one committee of the Senate. Failure to participate in assigned committee work may result in removal from the Senate.

Student Senate Committees:

- ~~A.~~ The Student Senate President and Vice President will review the responsibilities, expectations, and, obligations of each committee each year.
- ~~B.~~ The chairman of each Senate committee must be a member of the Student Senate, but other members of the committee may be appointed from the student body at large.
- ~~C.~~ The chairman of each Senate Committee should be prepared to report on committee activities at each full Senate meeting. A written report of committee activity is required at the completion of the activity.

Student Senate Office:

- A. The Student Senate Office will be open Monday through Friday during the weeks that classes are in session.
- B. All materials, files, records, correspondence, etc. in the Senate Office is confidential to anyone other than Student Senate Executive members, unless the material is designated public information. Senators shall respect this confidentiality at all times. Disregard of confidentiality may result in expulsion from the Senate.
- C. The Student Senate telephone is limited to Senate business only and should not be used for personal calls.
- D. Student Senate business has priority on the computer(s) in the Student Senate office.
- E. All Executive Board members will be issued a key to the Senate Office. They will be responsible for the use of the key and its return at the end of their term.

Travel Arrangements:

- A. The Senate Financial Secretary is responsible for allocating funds for any trip taken by a Student Senator on official Student Senate business.
- B. All receipts must be retained in order for full reimbursement of expenses.
- C. Travel expenses are set by the State of Nebraska and by the college.
- D. Hotel or motel rooms should be billed directly to the Student Senate at State rates whenever possible.