

# **Constitution of the Mayville State University Student Senate**

## **PREAMBLE**

We, the students of Mayville State University, do hereby ordain and establish this constitution of the Mayville State University Student Senate for the benefit of all students of this institution. Student Senate is committed to a policy that all students shall have equal opportunity to our programs and to participate in Student Senate without discrimination based on race, color, national origin, religion, sexual orientation, sex, handicap, or age.

## **ARTICLE I**

The name shall be “Mayville State University Student Senate”, henceforth referred to as “Student Senate”.

## **ARTICLE II**

### **PURPOSE**

The purpose of the Student Senate is twofold:

- 1) To act as the governing organization of the student body
- 2) To act as a representative of the student body to the faculty and staff

## **ARTICLE III**

### **MEMBERSHIP**

All students enrolled in any of the regular curricula of the university and possessing a valid identification card, shall be members of the student body. Every student is eligible for membership in the Student Senate, providing they have a cumulative G.P.A. of 2.00 or better, and are in good standing in accordance with the current [Code of Student Conduct](#), located in Student Services.

## **ARTICLE IV**

### **THE STUDENT SENATE**

#### **Section 1.**

Authority of the Student Senate:

The authority of the Senate shall include but not be limited to the following:

- A. To safeguard a student's right to participate in all MaSU sponsored activities and receive a fair hearing of all grievances before any agency of appropriate jurisdiction.
- B. Have the power to review all Student Senate committee action.
- C. To propose legislation that falls under major school policy, and to take action on that legislation as defined in Article X.
- D. Delegate any powers granted to it under this constitution to duly recognized student organizations. The Student Senate shall at least hold the powers concurrently and may withdraw these powers should the constituent organization fail to meet the responsibilities vested in them.
- E. To secure information from any board or official of the University as is deemed necessary and appropriate.
- F. To exercise such additional powers as deemed necessary for the general welfare of the student body.
- G. To take all necessary and proper actions for executing the foregoing powers and duties vested in this Constitution in the Senate or any of its officers.
- H. To set up regulations governing social affairs and any other activities that fall under the jurisdiction of the Student Senate.

Section 2.

Meetings:

- A. The Student Senate shall meet at least 10 times per semester during the regular academic year. The time and place of meetings shall be set and posted by the President at least 24 hours prior to the meeting in a minimum of two places around campus, via electronic mail, or on the shared campus virtual drive.
- B. A simple majority (half plus one) of Student Senate members shall constitute a quorum.

- C. The most current edition of Robert's Rules of Order Newly Revised shall be the parliamentary authority on all matters not covered in this Constitution.
- D. Postponement of Senate meetings shall be designated by the President.
- E. All meetings are open. All guests may have a voice but no vote.

Section 3.

Voting Procedures:

Roll call vote will be taken on all introduced legislation, and the individual results will be posted by the secretary in no less than two public areas on campus or on the shared campus virtual drive no later than 24 hours after vote has been taken.

Section 4.

Forfeiture of Office:

- A. Any member of the Student Senate who is absent from Student Senate meetings three times during a semester shall forfeit the office and privileges that accompany the position. Senators who exceed these absences may appeal to stay on Student Senate to the executive committee.
- B. It is each Senator's duty to inform the President of their absence prior to a scheduled meeting.
- C. In the event any Student Senate member is found to be in violation of In Good Standing, he/she shall forfeit his/her membership for the duration of his/her term in office.
- D. Any member who is unable to attend the regular meetings of the Student Senate for more than one semester shall forfeit their office or membership and the position shall be declared vacant.

Section 5.

Recall – Suspension – Impeachment:

Any member of the Student Senate may be recalled upon presentation of charge by petition. This petition shall contain the names of at least fifteen percent of current FTE. The person charged will have one opportunity to state their case for defense in front of the Student Senate before the vote of the Student Senate before the vote of the Student Senate is taken. The functions of any office are suspended upon charge of recall.

**ARTICLE V**

**DUTIES, POWERS AND RESPONSIBILITIES OF THE EXECUTIVE OFFICERS**

Section 1.

The Executive Committee:

- A. The executive powers of the government of the Student Senate shall be vested in the President, Vice President, Secretary, Public Relations Officer and Parliamentarian. They shall be elected in the manner prescribed in the [Code of Student Senate Elections](#) and shall hold office for one year.
- B. The Executive Officers' term will expire two weeks after the inauguration of the new officers. During such time they will serve as guidance and research personnel for the newly elected Executive Committee.
- C. Inauguration of new officers shall take place two weeks before the end of the Spring term, the exact date to be set by the Student Senate then in office. The new President shall appoint a Parliamentarian at large before the end of the Spring semester.

Section 2.

The President:

- A. The President of the Student Senate shall preside at all student assemblies and shall act as chairperson of the Student Senate.
- B. The President shall have the authority to call all meetings of the Student Senate and the Student Body at all public functions.

- C. The President shall appoint special committees for administering the policies and activities of the Student Senate.
- D. The President shall have the power to appoint members of both the Student Senate and the student body to committees with the agreement of the appointees and the Senate.
- E. The President shall have the power to appoint the Parliamentarian, with Senate Approval.
- F. The President shall chair the Executive Committee.
- G. The President shall be responsible for enforcing the policies and procedures as determined by the Student Senate and the Constitution.
- H. The president shall compose the weekly agenda and post it, via electronic mail, or on the shared campus virtual drive at least 24 hours before the meeting.
- I. The President shall cast a vote in case of a tie, whether in Executive or Senate meetings.

### Section 3.

#### The Vice President:

- A. The Vice President shall perform the duties of the President in the latter's absence.
- B. The Vice President shall perform the duties of the President upon the request of the President.
- C. The Vice President shall assume the office of the President upon the withdrawal from school, or the resignation or dismissal of the President.
- D. The Vice President shall have the right to vote at Student Senate meetings and the right to introduce legislation.
- E. The Vice President shall serve as a voting member of the Finance Committee.

- F. The Vice President shall chair the committees as outlined in the [By-Laws](#).
- G. The Vice President of the Student Senate shall be an ex officio member of all student committees and shall perform the duties customarily pertaining to the office of the Vice President.

#### Section 4.

##### The Secretary:

- A. The Secretary shall be responsible for the maintenance of any Student Senate records not covered by the Treasurer. The Secretary's records shall be maintained in the official Student Senate scrapbook. The President of the Student Senate may request a report of the Secretary at any regular meeting of the Senate.
- B. The Secretary shall be responsible for submitting the minutes of the meeting. The Secretary shall be responsible for posting the minutes via electronic mail, or on the shared campus virtual drive.
- C. The Secretary shall keep an accurate roll of all Student meetings, including voting records by all Senate members. These results should be made available for public viewing by the Secretary.
- D. The Secretary shall be responsible for informing Student Senate of absentees pertaining to the attendance policy as outlined in Article IV, Section 4.
- E. The Secretary shall be responsible for maintaining an open records policy. The records shall be open to all students and the President of the University.
- F. The Secretary shall be responsible for keeping records on file in the Student Senate Office.
- G. The Secretary shall perform duties specified by the President at the request of the President.
- H. The Secretary shall have a right to vote at Student Senate meetings and to introduce legislation.

- I. The Secretary shall chair the Recruitment and Retention Committee.

Section 5.

The Treasurer:

- A. The Treasurer shall collect, through the Business Office of the University, all fees and monies due Student Senate.
- B. The Treasurer shall deposit, have charge of, and account for all the funds of the Student Senate and shall be custodian of its property.
- C. The Treasurer shall pay bills upon the approval of the Student Senate.
- D. The Treasurer's accounts shall be audited annually by the Student Senate and by the University accountant.
- E. An itemized report of expenditures and receipts shall be submitted to the Student Senate at Senate meetings.
- F. The Treasurer shall serve as a voting member on the University Finance Committee.
- G. The Treasurer shall chair the Budget and Finance Committee.
- H. The Treasurer shall perform duties specified by the President at the request of the President.
- I. The Treasurer shall have a right to vote at Student Senate meetings and to introduce legislation.

Section 6.

The Public Relations Officer:

- A. The Public Relations Officer shall have a right to vote at Student Senate meetings and to introduce legislation.
- B. The Public Relations Officer shall chair the Public Relations Committee.

- C. The Public Relations Officer works with the Senate in posting any advertisements. The Public Relations Officer will be responsible for the maintenance of a calendar of activities sponsored by the Senate.
- D. The Public Relations Officer shall update and maintain the official Student Senate scrapbook and website which shall be kept in the Student Senate office and may be reviewed by any member of the Student Senate upon their request.

Section 7.

The Parliamentarian:

- A. The Parliamentarian shall be a consultant to the Student Senate President and Student Senate. The Parliamentarian should be familiar with the Student Senate Constitution, [By-Laws](#), [Code of Student Senate Elections](#), and [Robert's Rules of Order Revised](#).
- B. The Parliamentarian shall chair the Legislative Committee.
- C. The Parliamentarian shall have a right to vote at Student Senate meetings and to introduce legislation.
- D. The Parliamentarian shall perform duties specified by the President at the request of the President.
- E. The Parliamentarian shall establish and chair the General Election Committee and enforce any rules from the [Code of Student Senate Elections](#).
- F. The Parliamentarian shall establish that all Senate members remain in good standing throughout their term.

Section 8.

Action Taken by the Executive Committee:

- A. The Executive Committee of the Student Senate is authorized to exercise discretionary power until such matter as the Senate can be convened in a matter requiring immediate action.



- B. In order for the Executive Committee to act, all members of the Executive Committee must be present. Action taken by the Executive Committee shall be either approved or disapproved by the Student Senate at the next regular meeting by the Student Senate.
- C. Summer session interim – see Article VIII, Section 1.

Section 9.

Meeting Schedules:

The Executive Committee of the Student Senate shall meet at least once a month during the regular academic year. The meetings will be called at the discretion of the President.

## **ARTICLE VI**

### **ADVISOR(S) OF THE STUDENT SENATE**

Section 1.

The Student Senate advisor(s) shall be appointed before the end of the Spring semester by the President with Senate approval. This position may be filled by any Faculty, Staff, Administration member, or qualifying student(s). The Student Senate may appoint additional advisors at its discretion. The additional Student Senate advisor shall serve at the discretion of the Senate.

Section 2.

The Student Senate advisor(s) shall remain neutral in providing advice, suggestions, and recommendations.

## **ARTICLE VII**

### **PRESIDENTIAL APPOINTMENTS**

Section 1.

The President shall have the authority to appoint all committee members and chairpersons, who must then be approved by a two-thirds majority of the Student Senate. Likewise, in the case of the dismissal of any Presidential appointee, a two-thirds majority of the Student Senate is required.

Section 2. All Presidential appointees shall be directly responsible to the President and the Student Senate as a whole. They shall attend all meetings of their respective committees to ensure that the students' interests and rights are fairly and rationally represented. They shall report any and all action taken by the committees to the Student Senate President and the Student Senate.

## **ARTICLE VIII**

### **ADOPTED MEASURES**

Section 1. Activities:

During the Summer Session of the University, the customary activities of the Student Senate shall be carried on under the direction of an Interim Council composed of the Student Senate advisors and the existing Executive Committee.

Section 2. Adopted Measures:

Measures adopted by the Interim Council or the student body in the Summer Session shall be binding for that term only, but resolutions recommending more permanent action may be presented to the Student Senate when they reconvene in the Fall Semester.

Section 3. Finances:

The Interim Council monies shall consist of only those fees collected during the Summer Session. In any extreme emergency, the Interim Council can apply to the President of the University for the Student Senate funds left over from the previous semester.

## ARTICLE IX

### AMENDMENTS TO THE CONSTITUTION

Section 1. Submissions of Amendments:

All proposed amendments to this Constitution shall first be proposed to the Student Senate for consideration. If a proposed amendment is approved by the Senate, it shall be brought before the student body for final action. A meeting or balloting must be held no later than one month after the proposed amendment was presented to the Student Senate.

Section 2. Reconsideration of the Amendments:

Should the Student Senate fail to recommend a constitutional amendment proposed by one or more members of the student body, the student body may draw up a petition. The Student Senate shall, within ten school days of the receipt of the petition, call a meeting or balloting of the student body to vote upon the proposed amendment. Such petitions must be presented to the Student Senate at least ten school days before the close of the regular school year.

Section 3. Notice of Amendments:

A copy of the proposed amendment shall be posted in at least two areas around campus, the current campus publication, via electronic mail, or on the shared campus virtual drive at least one week before the date set for the meeting or balloting at which the amendment is to be voted on.

Section 4. Ratification of Amendments:

Fifteen percent of the previous semester's FTE count shall constitute a quorum when an amendment or revision of the constitution or a revised portion of it is proposed.

The proposed amendment or revision, having passed the Constitutional Revision Committee and the Student Senate, will then be voted on by the student body. A majority of the students voting for the amendment shall constitute ratification of the amendment.

## **ARTICLE X**

### **LEGISLATIVE ACTIONS**

- Section 1. Those qualified to introduce legislation (as defined in Article V) shall propose a piece of legislation to the Student Senate.
- Section 2. A quorum of Student Senate (as defined in Article IV, Section 2) shall vote on the proposed legislation, and of those voting a 2/3 majority must be attained for the proposal to gain support.
- Section 3. The proposed legislation, as accepted by Student Senate, shall be presented before the student body, and a vote taken on it. Of those voting, a 2/3 majority shall be needed to pass the legislation.
- Section 4. The proposed legislation shall be presented to the President of the University and to the appropriate Faculty Association committee for its consideration in a regular or special assembly of the members.

## **ARTICLE XI**

### **ADDITIONAL MATTERS**

- Section 1. Permanent files of the Student Senate shall be located in the Student Senate office or on the shared campus virtual drive.
- Section 2. A copy of this Constitution, all amendments, the [By-Laws](#), the [Code of Student Elections](#), resolutions, and other official measures enacted or adopted by the Student Senate shall be placed by the Secretary in the permanent files of the Student Senate or on the shared campus virtual drive. A duplicate copy shall be filed with the Vice President of Student Affairs, the Student Senate Advisors, and the University Library.

## ARTICLE XII

### RATIFICATION TO THE CONSTITUTION

- RATIFIED - Student Senate Constitutional Revision Committee, May 1, 1988, by a unanimous ballot. Mitchell G. Nelson, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, April 26, 1989, by a unanimous ballot. Cheryl Holweger, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, April 29, 1990, by a unanimous ballot. Shannon McDonald, Chairman and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, May 13, 1991, by a unanimous ballot. Melissa Wagner, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, February 15, 1995. Margaux Kotchman, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, February 21, 1996. Darla Mikkelson, Chairperson and Parliamentarian.
- RATIFIED - Student Senate Constitutional Revision Committee, March 10, 2001. John Lyng, Chairperson and Parliamentarian
- RATIFIED - Student Senate Constitutional Revision Committee, January 20, 2002. Mandy Beck, Chairperson and Parliamentarian
- RATIFIED- Student Senate Constitutional Revision Committee, March 19, 2012. Michael Voller, Chairperson and Parliamentarian

# **BY-LAWS OF THE MAYVILLE STATE UNIVERSITY STUDENT SENATE CONSTITUTION**

## **ARTICLE 1**

### **PURPOSE OF BY-LAWS**

The By-laws shall provide a set of rules and specifications for the establishment and implementation of the constitutional directives. The By-laws shall also provide a written record of certain procedures to be followed to which the Student Senate or student body may refer.

## **ARTICLE II**

### **REVISIONS TO THE BY-LAWS**

The by-laws of the Student Senate may be amended or revised by two-thirds vote of the Student Senate at any regular meeting at which a quorum of the Student Senate is present. Proposed amendments or revisions to the By-laws must be presented to the Student Senate at least one week before a vote on the amendments or revisions is held.

## **ARTICLE III**

### **APPOINTMENTS MADE BY THE PRESIDENT WITH SENATE APPROVAL**

#### **Section 1.**

The Public Relations Chair:

The Public Relations Person works with the Senate in posting any advertisements. The Public Relations Person will work with the Secretary to meet this goal. The Public Relations Person will be responsible for the maintenance of a calendar of activities sponsored by the Senate.

#### **Section 2.**

The Historian:

The Historian(s) shall update and maintain the official Student Senate scrapbook which shall be kept in the Student Senate office and may be reviewed by any member of the Student Senate upon their request.

Section 3.

Resident Hall Association Representative:

The RHA Representative must be an on-campus senator, and shall act as a liaison between RHA and Student Senate.

## ARTICLE IV

### MEETINGS OF THE STUDENT BODY

Section 1.

Motions:

In any meeting of the student body any member shall have the privilege of introducing from the floor a motion relative to any matter of interest to the members, except amendment or revisions to the [constitution](#). The President of the Student Senate shall have the authority to discuss such a motion with the members of the student body and refer it to a committee for further study. Recommendations for amendments or revisions of the [constitution](#) shall be presented to the Student Senate as indicated in Article IX of the [Constitution](#).

Section 2.

Quorum:

At any meeting of the student body which has not less than fifteen percent of the student body, action can be taken which will be binding on the student body and the Student Senate, except for Constitutional Amendments.

Section 3.

Calling a meeting:

Students must present a petition of 10% of the student body to Student Senate one week prior to the scheduled time and date of the student body meeting.

## ARTICLE V

### FEE PAYMENTS

The Student Senate may adjust any of the items on the student portion of the Student Activity Fee. The items include: The Mill (yearbook), Contingency Funds, Student Organizations, Campus Improvements, and Student Senate.

## ARTICLE VI

### STANDING COMMITTEES OF THE STUDENT SENATE

#### Section 1.

- A. The Executive Committee (EC)
- B. The General Election Committee (GEC)
- C. The Budget and Finance Committee (BFC)
- D. The Legislative Committee (LC)
- E. The Public Relations Committee (PRC)
- F. The Blood Drive Committee (BDC)
- G. The Special Activities Committee (SpAC)
- H. The Senate Banquet Committee (SBC)
- I. The Community Service Committee (UWC)
- J. The Recruitment and Retention Committee (RRC)

#### Section 2.

Definition of each committee:

- A. The Executive Committee (EC)
  - 1. Duties of the Executive Committee are defined in the [Constitution](#).
- B. The General Election Committee (GEC)
  - 1. The General Election Committee shall be chaired by the Parliamentarian, unless he or she is running in the election.
  - 2. This committee will consist of four Student Senate members appointed by the Parliamentarian and approved by the Senate.
  - 3. This committee will do anything mentioned in the Code of Student Senate Elections or that Student Senate deems necessary.
- C. The Budget and Finance Committee (BFC)



1. The Budget and Finance Committee reviews spending and income and prepares annual budget.
  2. This committee will consist of five volunteer Student Senate members.
- D. The Legislative Committee (LC)
1. The Legislative Committee shall be chaired by the Parliamentarian.
  2. This committee will consist of four volunteer Student Senate members.
  3. This committee will handle any revisions dealing with the [Constitution](#), By-Laws, Code of Student Senate Elections, or anything the Senate deems necessary.
- E. The Public Relations Committee (PRC)
1. The Public Relations Committee shall be chaired by the Public Relations Chair.
  2. This committee consists of four additional members of Student Senate.
  3. This committee advertises activities and continues public relations with University members and the community.
- F. The Blood Drive Committee (BDC)
1. The Blood Drive Committee shall be chaired by a volunteer from Student Senate.
  2. This committee will consist of two or three additional members.
  3. This committee is responsible for arranging the Campus Center Multipurpose Room, getting volunteer workers, getting food from Marriott Food Services, and advertising the blood drive.
- G. The Special Activities Committee (SpAC)

1. The Special Activities Committee shall be chaired by the Student Senate Vice President.
  2. This committee will consist of two additional Student Senate members.
  3. This committee is responsible for all campus that do not fit under any of the other standing committees.
- H. The Senate Banquet Committee (SBC)
1. The Senate Banquet Committee shall be chaired by a volunteer from Student Senate.
  2. The committee will consist of one or two volunteer Student Senate members.
  3. This committee will organize the annual Student Senate banquet by meeting with Administrators prior to the banquet to discuss details, suggestions, and concerns.
- I. The Community Service Committee (UWC)
1. The Community Service Committee will consist of three volunteer Student Senate members.
  2. The chair of this committee will be chosen by its members.
  3. This committee is responsible for arranging fund-raising events to raise money for charitable organizations.
- J. The Recruitment and Retention Committee (RRC)

1. The Recruitment and Retention Committee shall be chaired by the Student Senate Secretary
2. The committee will consist of 4 additional members of Student Senate.
3. This committee shall work with Enrollment Services and Campus Programming to construct ideas to build enrollment at MSU.

Section 3. Minimum meeting requirement:

Each committee shall meet at least one time each semester.

Section 4. If for some reason the chairperson of a committee cannot fulfill his/her duties, the President shall appoint someone to do so.

## **ARTICLE VII**

### **INSTRUCTOR OF THE YEAR**

Section 1. In recognition of the dedication and excellence in teaching at Mayville State University, the Student Senate of Mayville State University, on behalf of the student body, will select an instructor of the year.

Section 2. Nominations:

- A. Nominations for this award may be made for any faculty member. Nominations will be based on Instructor of the Year Guidelines. (See attached form A.)
- B. Nominations will be made to the President of the Student Senate at a time determined each Spring Semester.

Section 3. A. Each nominated teacher must complete a short interview session with members of Student Senate.

- B. Prior to the interview session the candidates must submit a personal essay form to the committee based on their teaching involvement.
- C. Final selection of the teacher of the year requires a 2/3 majority vote from members of Student Senate.
- D. Any Selection Committee member will abstain from voting on teacher of the year if they have nominated someone.

Section 4. The announcement of the instructor of the year will be made by the outgoing President of the Student Senate at the Student Senate Awards Banquet.

Section 5. The award will consist of an engraved plaque, which will be presented at the Student Senate Banquet. The instructor of the year will also have his/her name and the year in which the award was received engraved on the permanent plaque located in the Campus Center.

## **ARTICLE VIII**

### **SENATE EXECUTIVE COMMITTEE**

Section 1. Inauguration of new officers will occur during the annual Senate Banquet/Honors Day. The inauguration will consist of recognition of the new officers by the Student Senate President and a swearing in of new officers.

Section 2. The new officers will be sworn in by the outgoing Student Senate President, or in the case that he/she is re-elected to the presidency, or elected to any other office of the Executive Committee, the swearing in of new officers will be conducted by the Parliamentarian, or the next in succession.

Section 3. The swearing in of the officers will follow a form. The form shall include: defending the [Constitution](#) of the Mayville State University Student Senate; recognizing the duties of the office to which they have been elected; and fulfilling the aims, goals, and objectives of the [Constitution](#) to the best of their abilities.

## ARTICLE IX

### STUDENT ORGANIZATIONS

Section 1. All student organizations will be informed annually of Student Senate policies which pertain to them. A memo will be sent to the organization's President or Advisor by the Student Senate Secretary, after the first Student Senate meeting of the semester, no later than the second month of school.

Section 2. Students wishing to form a new organization on the campus shall first secure permission from the Student Senate by presenting a written [constitution](#) one week prior to the date of desired approval. The Student Senate recommendations will go to the Student Affairs Committee for their support.

Section 3. Each officially recognized club/group on campus (listed below) is required to send one delegate to attend Student Senate meetings. Any new officially recognized club approved by the Student Senate after the Spring 2024 semester will be added to the list of clubs that are required delegation at Student Senate meetings.

Clubs Required: Campus Crusade (Cru), Collegiate DECA, Fellowship of Christian Athletes, HPER Club, Health Career Club, Intercultural Club, Intramural Sports, MSU Theater, Politically Aware College Students, Rainbow Alliance, Residence Hall Association (RHA), Math and Science Club, Student Alumni Ambassadors, Student Education Association, Diversity and Inclusion, Peer Leaders, Student Athletic Advisory Committee (SAAC).

