



Cape Cod Community
College

Student Senate
Constitution

STUDENT SENATE CONSTITUTION PREAMBLE

Name: The name of the organization shall be the Student Senate of Cape Cod Community College.

Purpose: The Student Senate shall serve as the elected representatives of all students in attendance at Cape Cod Community College in all issues concerning academic and student affairs. Members of the Senate participate in planning and decision making processes, work with the faculty and administration, and when necessary act as liaisons between students and other members of the college community. Specific responsibilities include the following:

- A. disbursing monies from the Student Activities Fund to officially sanction and support recognized student clubs.
- B. scholarship fundraising.
- C. sponsoring and promoting student activities.
- D. coordinating community service projects.
- E. nominating candidates to the college standing committees.
- F. representing the college according to all rules and regulations of Cape Cod Community College.

See *Academic Policies and Procedures Manual*, *Administration Policies and Procedures Manual*, *CCCC Guide for Student Leaders & Club Advisors*, as well as all rules and regulations therein.

ARTICLE I- Organization

Section I

The Student Senate shall be composed of twenty-one students currently enrolled at Cape Cod Community College and will consist of six officers, ten senators, five at large senators and one student trustee.

Section II

A. Eligibility for student(s) running in Student Senate Elections:

1. New and returning students must be enrolled in at least nine (9) credit hours for senator and officer positions; enrolled in at least three (3) for at large positions.
2. For senator positions, returning students must have a 2.0 cumulative grade point average.
3. For officer positions, returning students must have a 2.5 cumulative grade point average and eighteen (18) completed credit hours.
4. For at large positions, returning students must be in good academic standing.

B. To maintain membership as a Student Senator, the student must:

1. Be registered as a student with a minimum of nine (9) semester hours each semester and complete each semester with a minimum of six (6) semester hours.

2. Have maintained at least a 2.0 cumulative grade point average for senators.

3. Have maintained at least a 2.5 cumulative grade point average for officers.

4. At large members must be registered for a minimum of three (3) credit hours and maintain good academic standing.

5. Eligibility of senate members will be determined by the student senate advisors who are responsible for notifying students of their membership status.

Section III

A. Senate members will serve in their positions until the end of the current academic year at which point they may run for re-election.

B. Students elected in the spring as next years Student Senate may be seated at the meetings of the Student Senate following the election, but will not assume office as a voting member until the end of the academic year.

C. For the purposes of this constitution, an academic year is defined as the start of the first of classes of any given academic year and ends with the last day of final examinations for that academic year.

Section IV

A. Failure to attend three (3) meetings will be considered a resignation and vacant seats will be filled. The Secretary shall report such forfeits to the President for announcement at the meetings.

B. Every failure to complete two (2) office hours and/or participation hours will equal one (1) meeting absence.

C. Tardiness recorded after roll call of two senate meetings will constitute one (1) absence.

D. An absence is defined as the temporary (three (3) weeks maximum) inability to participate in senate activities such as a meeting. A vacancy is defined as the permanent non-attendance of a senate member due to resignation, ineligibility, transfer, graduation or leave of absence.

Section V

A student may hold only one (1) office on the Student Senate at any given point in time.

Section VI

Vacant seats will be filled at any time through appointment by the Senate President with a 2/3 vote of confirmation by Senate membership.

Section VII

The Board of Trustees, which has governing powers over the College, includes an elected student member. The Student Trustee has a crucial role in the operation of the

entire College and represents the interests of the student body as a voting member of the Board. To be an informed and contributing member, the Student Trustee must attend regular Senate meetings to enable proper representation of students' needs to the Board of Trustees and may also be appointed to committees. The trustee is a voting member of the Student Senate and the Trustee's presence does count towards quorum. The Student Trustee, who must be and remain a full-time (12 credit hours per semester) student, maintaining a 2.5 cumulative grade point average.

Elections for the trustee position will be held annually during the student senate's spring general election. The procedure for the election can be obtained from the Student Life Office. The term of office for the Student Trustee will commence on July 1 following the election and will continue until June 30 of the following year or upon graduation. If the Student Trustee ceases to be a full-time (12 credit hours per semester) undergraduate student and/or maintain a 2.5 cumulative grade point average, his/her membership on the Board and Senate is terminated and the office is deemed vacant. Any such vacancy occurring before the one-year term expires shall be filled by a special election and only for the remaining portion of the term and in the same manner as election to a full term.

ARTICLE II - Senate Meetings

Section I

The Student Senate shall meet weekly each semester exclusive of final examination periods. Student Senate meetings are open meetings. All senate meetings, including committee meetings, require forty-eight (48) hours posted notice. Executive sessions may be called in accordance with *Massachusetts Open Meeting Act* and *Robert's Rules of Order*.

Section II

Senate Standing Committees are required to meet at least once per month and to report the results of that meeting to the Vice President.

Section III

Unless nullified by this constitution, all rules contained in *ROBERT'S RULES OF ORDER, REVISED, (the latest edition)* and the *Massachusetts Open Meetings Act* will govern all Student Senate and Standing Committee meetings.

Section IV

Students or student groups wishing to appear before the Senate may do so if they make a request through a senator or advisor to be on the meeting agenda.

ARTICLE III - Officers of the Senate

The officers of the Senate shall be the President, Vice President, Secretary, Treasurer, Public Relations Officer and Parliamentarian. Officers must fulfill all requirements to be a senator as outlined in **ARTICLE I, Section II**. All officers of the senate are elected.

A. Student Senate Presidential Duties

The President of the Student Senate will:

1. Preside over all weekly meetings and during those meetings, may only vote in the case of a tie and participate in discussion if he/she turns over the chair of the meeting to another member.
2. Appoint committees, assign senators to ad hoc committees as necessary and act as an ex-officio member of all committees.
3. Create weekly meeting agendas and post agendas forty-eight (48) hours in advance.
4. Attend college meeting.
5. Appoint the Parliamentarian.
6. Appoint students into vacant seats with a majority vote of confirmation by senate membership.
7. Be a member of the College Steering Committee.

B. Student Senate Vice Presidential Duties

The Vice President of the Student Senate will:

1. In the absence, not vacancy of the Student Senate President, serve in that office. Duties do not include the appointment of new senate members.
2. Collect and file all regular and special reports and ensure participation in all Senate and College Standing Committees and all Ad Hoc Committees.
3. Preside as Chairperson of the Election Committee unless the Vice President is running for office. In this case, the President appoints a chairperson to the Election Committee.

C. Student Senate Secretarial Duties

The Secretary of the Student Senate will:

1. Be the official recorder of all Student Senate meetings.
2. Take a roll call and record absences.
3. Post minutes of the previous Senate meeting forty-eight (48) hours prior to the next regularly scheduled meeting.
4. Forward to the President of the College, the Vice President for Academic and Student Affairs, the Dean of

Learning Resources & Student Success and all Senate Advisors a copy of the minutes and agenda of each meeting.

D. Student Senate Treasurer Duties

The Treasurer of the Student Senate will:

1. Must submit financial reports of the Student Senate to the membership at regularly scheduled meetings of the Student Senate.
2. Preside and chair the Budget & Finance Committee.
3. Recommend to the Student Senate budget allocations for student clubs during the yearly budgetary requisition cycle.

E. Student Senate Public Relations Officer

The Public Relations Officer of the Student Senate will:

1. Submit weekly Student Senate reports to the student newspaper including posting of meeting times and events.
2. Act as chairperson of the Public Relations Committee.
3. Coordinate advertising of Senate events.
4. Be responsible for the coordination of Student Senate activities/events to the Office of College Communications.

F. Student Senate Parliamentarian

The Parliamentarian will:

1. Preside over the Senate meeting in the absence, not vacancy, of the President and Vice President.
2. Monitor each Senate meeting ensuring the proper use of parliamentary procedures.
3. Chair the Judiciary Committee.

ARTICLE IV - Executive Committee

There shall be an Executive Committee consisting of the officers of the Student Senate. Its function will be to assist in the planning of the agenda prior to each meeting. The Executive Committee should meet within two days prior to each regularly scheduled Senate meeting.

ARTICLE V - Senate Standing Committees

Section I

There shall be at least four (4) Student Senate Standing Committees. They shall consist of Student Senate members appointed by the President with confirmation of two-thirds (2/3) of the voting members of the Student Senate. All appointments are for the duration of that particular academic year. The permanent Standing Committees of the Senate will be: Budget and Finance, Elections, Judiciary, and Public Relations.

A. Budget and Finance Committee

1. The Budget and Finance Committee will be composed of:

- a. Senate Treasurer who is the Chairperson and will preside over all meetings.
- b. The Senate President shall appoint an even number of Senate members, minimum of two (2).

2. Responsibilities regarding activities within the Student Senate:

- a. Budgetary requests of \$100 and above.
 - b. Present budgetary motions to the Senate for approval.
 - c. Advise the Senate regarding appropriate monetary expenditures according to the Club Handbook and the Academic Policies and Procedures Manual.
3. Responsibilities regarding activities for student clubs and organizations:

The following criteria will be used to determine the allocation of the Student Activities Fund:

- a. The club must have a constitution providing specific aims, elected officers, periodic meetings, and an advisor who is a member of the faculty and/or staff of this college.
 - b. The organization must be open to all students desiring to join.
 - c. Complete budget request and club paperwork that include the following information:
 1. Size of membership
 2. Number of meetings
 3. Approximate number of members in attendance at each meeting
 4. List of club officers and advisor(s).
 5. A copy of last year's expenditures, including fundraisers
 6. A current copy of their constitution
 - d. All Cape Cod Community College Student Clubs and Organizations must perform or participate in a minimum of one (1) Community Service Project/Civic Engagement during the academic year for which funding is allocated toward that club or organization's use.
4. Student Senate will not allocate funds for the following:
- a. Food and beverages totaling more than \$250 per calendar year. This does not preclude clubs from raising additional funds to pay for food and beverages.
 - b. Any event limited to a small number of students (fewer than ten (10) students)
 - c. Payment of a salary or commission to any person by virtue of their belonging to and/or participating in a club activity.
5. Any money remaining in a student club account at the end of the academic year will be automatically reverted back

to the Student Senate Reserve. All unused funds will revert back to the Senate Reserve if a club/organization is found to be in violation of this constitution and/or its constitution. Any request of more than \$100 is automatically referred to the Budget and Finance Committee. No students will make payment of dues or fees to any club.

B. Election Committee

1. The Election Committee will be composed of:
 - a. The Senate Vice President as Chairperson who will preside over all meetings.
 - b. Four (4) Senate members who are not on the ballot, appointed by the Senate President.
 - c. In the absence of an Elections Committee as described in item 1a and 1b above, Student Senate elections will be conducted by the Coordinator of Student Life and Co-Curricular Programs/Senate Advisors, and with as many Senate members available at the time.
2. The Election Committee will be responsible for conducting all Student Senate elections under the supervision of at least one Senate Advisor.
3. The Election Committee will receive a candidate eligibility report from the Coordinator of Student Life and Co-Curricular Programs/Senate Advisors before adding candidate's name to the election ballot.
4. The Election Committee will make nomination papers available to the student body two (2) weeks prior to an election.

C. Judiciary Committee

1. The Judiciary Committee will be composed of:
 - a. The Senate Parliamentarian who is the Chairperson and presides over all meetings.
 - b. Two (2) Senate members appointed by the Senate President.
2. The Senate Judiciary Committee shall investigate senate disciplinary matters and report their findings to the Senate.

Their duties include:

 - a. Election procedures
 - b. Attendance policies
 - c. Review all club constitutions for recommendations to the Senate.
 - d. Post Election Result Inquiries. This includes all procedures before during and after a general or special student senate election. Requests for judiciary inquiry about any facet of the senate election must be submitted to the senate parliamentarian (who serves as the chair of the judiciary committee) in writing (hard copy or electronic mail) no later than ten (10) calendar days following the posting of election results. Requests not adhering to this timetable will

be considered null and void and will not be honored. In the event of the absence of a parliamentarian, the vice-president will be the presider of the judiciary committee, provided that this person is not a candidate in the election which is the subject of the request for an inquiry.

3. The Judiciary Committee is not solely responsible for the interpretation of the Senate Constitution. Such interpretations shall be arrived at by an Ad Hoc Committee comprised of the Senate Judiciary Committee, the advisors, the Coordinator of Student Life and Co-Curricular Programs and the Dean of Learning Resources and Student Success.

D. Public Relations Committee

1. The Public Relations Committee will be composed of:
 - a. The Senate Public Relations Officer who is Chairperson and presides over all meetings.
 - b. At least two (2) Senate members appointed by the Senate President.
2. The Public Relations Committee shall serve to increase the spirit of the student body, student organizations and the Senate.
3. The senators on the Public Relations Committee will assist the Public Relations Officer in submitting weekly reports to the student newspaper, advertising Senate events, and be responsible for the coordination of Student Senate activities/events to the Office of College Communications.

ARTICLE VI- College Standing Committees

Standing committees are formed by the College Meeting to help carry out the various operations of the College. Membership to Standing Committees of the College Meeting is appointive, each constituency being responsible for its own appointments (Student Senate for students, Faculty and Professional Committee for all faculty and part-time professional staff, Support Staff Association for support staff, and the President for administrators). The membership of each constituency will be broadly based and will reflect the comprehensiveness of the College. Standing Committees report their activities regularly to the College Meeting, and make recommendations to the College Meeting concerning major educational policy for consideration and action as needed. Chairpersons of Standing Committees will be determined by the committee membership (which will vote for the chairperson at the first meeting of the academic year). For the first meeting of the academic year, where necessary, the Chairperson of the College Meeting will assign a convener for each Standing Committee.

There are two categories of Standing Committees:

Business Committees, which review and recommend business to the College Meeting; and **Advisory Committees**, which act in an advisory capacity with specific, limited tasks. Business Committees report monthly to the College Meeting, Advisory Committees report to the College Meeting as needed. The following are the Standing Committees with a brief description and the membership make-up of each:

BUSINESS COMMITTEES

Academic Technology: Provide unified guidance and direction for the development of technology in concert with the evolving needs of the college, its students and faculty.

Membership: IT Executive Director, IT Technical Director, Director of Distance and Learning Technology, one Learning Resource Center representative, six full time faculty, one adjunct faculty, one professional staff, one support staff and one student.

(Approved May 10, 1999; Revised December 10, 2001)

Academic Policies and Standards: Responsible for evaluating matters related to educational philosophy, academic policy and academic standards, and for making reports and appropriate recommendations for action on these matters.

Membership: Vice President of Academic and Student Affairs, four faculty, one adjunct faculty/part-time professional staff, one student, one support staff, one other administrator/professional staff. Advantage Program Director (ex officio). Faculty shall serve three year staggered terms. (Approved May 10, 1999)

Counseling and Advising: Makes recommendations to the Associate Dean of Academic Support Services and Learning Resources, the Director of Admissions, the Vice President of Academic and Student Affairs, and the College Meeting on matters of counseling, advising, and admissions.

Membership: Director of Advising and Counseling Services, Director of Admissions, Director of the O'Neill Center for Disability Services, one counselor, three faculty, two students, one support staff member, one adjunct faculty/part-time professional staff.
(Approved September 11, 2000)

Curriculum and Programs: Approves and recommends course and program additions and deletions, or changes in existing programs, and conducts periodic reviews of courses and programs. The committee operates in accordance with the statement of policies and procedures headed "Introduction of New Courses and Programs" in the Academic Policy and Procedures Manual, and implements

such changes in philosophy and policy as have been approved by the College Meeting and the President of the College.

Membership: Vice President of Academic and Student Affairs, four faculty, one professional library staff member, one adjunct faculty/part-time professional staff, one student, one support staff, one Division Dean. Faculty shall serve three year staggered terms. (Approved May 10, 1999)

Developmental Education: Makes recommendations to the Dean of Learning Resources and Student Success and to the College Meeting concerning the developmental offerings of the College.

Membership: Assistant Dean of Learning Support Services, Director of the Assessment Center, four faculty (at least two of whom represent departments teaching developmental education courses), one adjunct faculty/part-time professional staff, one student, one support staff, one other administrator/professional staff. (Approved September 11, 2000)

Institutional Research and Planning: Assists the President and the Vice Presidents in leading institutional planning processes, facilitates communication in planning processes and institutional research between and among the administration, the faculty and staff, and the various departments and committees, conducts an annual review of the BHE Implementation Plan and the College's own multi-year Strategic Plan, reviews, and makes recommendations regarding outcomes assessment reports prepared by the various academic departments, administrative units, and professional and support staff work areas and makes recommendations to College Meeting on the adoption and revision of annual and multi-year plans.

(Revised February 11, 2002)

Membership: Director of Institutional Research and Planning, four faculty, one adjunct faculty/part-time professional staff, one student, one support staff, two other administrators/professional staff. (Approved October 16, 2000)

ADVISORY COMMITTEES

Affirmative Action: Provides active campus leadership in maintaining an environment which challenges bias, fosters equity, and values diversity. To that end, the committee will fulfill functions mandated by the Board of Higher Education, including providing representation on every search and screen committee and ensuring implementation of the Affirmative Action/Equal Opportunity Diversity Plan. Further, the committee will educate the College community and advocate for the rights of all people regardless of color,

gender, disability, sexual orientation, age or religious preference. (Approved May 10, 1999)

*Membership: Director of Human Resources, Title IX and Affirmative Action Officer, Director of the O'Neill Center, one other administrator/professional staff, one support staff, two faculty, one adjunct faculty/part-time professional staff, **one student**. (Approved May 10, 1999)*

Financial Aid and Scholarships: Reviews scholarship applications and makes awards, advising the President and the College Meeting of such decisions, advises the administration on policy for handling the funds for all federal and state programs in the Office of Financial Aid. Serves as an appeal body for students who believe their requests for aid should be reviewed and keeps abreast of national trends in student financial aid.

*Membership: Director of Financial Aid, three faculty, one adjunct faculty/part-time professional staff, one support staff, one administrator/professional staff, Advantage Program Director (ex officio), **one student**. (Approved May 10, 1999)*

Honors: Serves as an advisory committee to the College Meeting. The committee will report to the Vice President for Academic and Student Affairs and submit an annual report to the President and the College Meeting. The mission of the Honors Committee is to continuously develop and maintain honors offerings and an Honors Program.

*Membership: Honors Program Coordinator (or acting coordinator), Vice President for Academic and Student Affairs, at least one member of the academic professional staff, (e.g., Director of Coaches and Mentors, or Director of Advising and Counseling, or Transfer Advisor, or Librarian), four full time faculty members from at least three different programs; one support staff; one adjunct faculty and **one student**. Phi Theta Kappa advisor, Phi Theta Kappa president will serve as ex officio members if they are not otherwise members. (Approved November 19, 2001)*

International Education: Serves in an advisory capacity to the Coordinator and Faculty Coordinator of International Education. Supports existing and new international education projects and activities, and may make recommendations regarding the international education budget.

*Membership: Division of Arts and Humanities, Division of Health Sciences, Social Sciences and Human Services, Coordinator of International Education, Faculty Coordinator of International Education, three other faculty, one adjunct faculty/part-time professional staff, one support staff, **one student**. (Approved May 10, 1999)*

Library/Learning Resources: Reviews library services and advises the Director and the College community regarding all phases of the library and its services.

*Membership: Three faculty, one adjunct faculty/part-time professional staff, **one student**, one support staff, one administrator/professional staff, and a member of the library professional staff. (Approved May 10, 1999)*

Professional Development: Plans and executes social and professional activities designed to enhance college community life and to upgrade the professional skills of all those who work at the College. To that end, the committee will assist in the planning of all professional day activities which begin the fall and spring semester, and invite requests for disbursement of Professional Development funds, and make recommendations to the Vice President of Academic and Student Affairs.

*Membership: Vice President of Academic and Student Affairs, four other administrators/professional staff, two support staff, one adjunct faculty/part-time professional staff, **one student**, four faculty. (Approved September 11, 2000)*

Steering: Helps the College Meeting set semester agendas and advises elements of the governance structure on how to handle academic related matters efficiently. Implements the annual evaluation of the effectiveness of the governance process.

Membership: Vice President of Academic and Student Affairs, Chairperson of the College Meeting, Parliamentarian, Chairperson of the Support Staff Association, Chairperson of the FPC, President of the Student Senate. (Approved May 10, 1999)

ARTICLE VII - Community Service Requirement

All clubs and organizations receiving funding from the Student Senate must participate in a community service/learning activity. This can be done singularly or in partnership with another recognized student club or organization. Failure to complete same will result in funding being denied for the subsequent academic year.

ARTICLE VIII - College Meeting

The responsibilities of the College Meeting (referred to as The Meeting) are:

1. to discuss, formulate and recommend to the President major academic matters, and;
2. to communicate items of common interest to the various constituencies of The Meeting.

The responsibilities of The Meeting do not include and cannot abridge: decisions from the Department of Higher

Education and Board of Trustees, contractual matters of the Agreement between the Board of Higher Education and the Massachusetts Community College Council, items specifically within the jurisdiction of each governance component, i.e., Student Senate, academic departments, Faculty Professional Committee, President's Cabinet, Support Staff Association, and administrative offices.

Membership: The voting membership will consist of full-time faculty, full-time professional administrative staff, the five executive officers of the Student Senate, one student from each standing committee (Adopted March 27, 1995), the three officers of the Support Staff Association, one support staff member from each standing committee (Adopted October 28, 1996), two members at-large from the part-time faculty and staff, and one part-time faculty and staff member from each standing committee (Adopted December 9, 1996). Attendance by all voting members is expected. Fifty (50) members shall constitute a quorum. (Adopted May 10, 1999)

There will be regular monthly meetings during the academic year held at 2:00 p.m. (Adopted March 15, 1999) on the fourth Monday of the month, and special meetings as called. Upon the request of any ten members of The Meeting or the President of the College, the Chairperson will call a special College Meeting as soon as conveniently possible. If a special College Meeting will interfere with the academic schedule of the College, the Chairperson will request approval from the President before scheduling it. Special meetings and changes in the time of regular meetings are announced by the Chairperson. Any administrator or faculty member who cannot attend the meeting must request permission of the President. Robert's Rules of Order will be the basis for the conduct of The Meeting. A Chairperson of The Meeting will be elected annually at the last regularly scheduled meeting of the academic year; nominations will occur at the preceding meeting.

The Chairperson's duties are:

- to preside at The Meeting;
- to appoint a Parliamentarian;
- to prepare the agenda of The Meeting which normally will be published and posted for each constituency at least two work days prior to the meeting;
- to supervise all nominations and elections of The Meeting;
- to call special sessions of The Meeting;
- to review minutes for accuracy prior to publication;
- to write necessary correspondence for The Meeting;
- to carefully explain parliamentary procedure which may seem complex and intimidating;

- to perform such other functions as The Meeting assigns;
- to maintain a written record of all action items passed by the College Meeting and approved by the President;
- to forward recommendations of The Meeting to the President for appropriate disposition and,
- to attend general meetings of the Support Staff Association as an *ex officio* member.

The following procedures are for acting on the business (action items) of the College Meeting:

- a. Action items, especially those with any complexity, will be emailed to the membership in draft form two weeks in advance of the College Meeting in which they will be considered. Items submitted after that deadline may be placed on the following agenda by the Chairperson.
 - b. The membership will respond to the draft via e-mail during the next week so that the maker(s) of the motion can deal with obvious problems and suggested corrections. The College Meeting should not be the place for wordsmithing.
 - c. The maker(s) of the motion will have the final draft available to the membership via e-mail on the Friday before the College Meeting.
 - d. If it becomes obvious during the College Meeting that the motion needs more work, it can be sent back to the originator. Effective and efficient participation in College Meeting debate will be encouraged by:
 - a. Introducing and encouraging the use of basic parliamentary tools (introducing main motion, amendments, ways of disposing of a main motion, request for information, point of order, appeal, and decision of the chair).
 - b. Reviewing basic parliamentary processes by the Chairperson or the Parliamentarian at one meeting early in the academic year.
 - c. Reviewing fundamental ideas about professional conduct in College Meeting (criticizing ideas is encouraged; criticizing colleagues is forbidden) by the Chairperson or the Parliamentarian at one meeting early in the academic year.
 - d. Distributing a College Meeting Procedures Manual, issued by the Steering Committee, to all members.
 - e. Offering as an agenda item for the last College Meeting of the year an open discussion of College Meeting effectiveness during the year.
- A recording secretary will be provided for The College Meeting by the administration.

A record of each meeting will become the official minutes for the session they cover, following approval by the College Meeting, and will continue to be kept in the President's Office available to members of The Meeting. Each speaker at College Meeting will be limited to ten (10) minutes maximum; the Chairperson is empowered to suspend the

rule when necessary, subject to a vote by the membership. If any individual or committee has a lengthy report, they are encouraged to report in writing to the Meeting without editorializing or embellishment. (*Approved December 9, 1996*)

All action items passed by the College Meeting will become effective when the President signifies approval by signing the official vote provided by the Secretary of the College Meeting. The President will notify the membership of his or her action as part of his or her regular report to the College Meeting. A written record of all action items passed by the College Meeting and approved by the President shall be maintained by the Chairperson of the College Meeting.

ARTICLE IX- Student Clubs and Organizations

Section I

The Student Senate shall charter all clubs and has general supervision of the distribution of student activities funds to all recognized student clubs in accordance with all rules and regulations of Cape Cod Community College. They will have the power to freeze accounts of those clubs that violate contracts, abuse funds, or whenever the Senate in conjunction with the office of Student Life and Co-curricular Programs deems it necessary to hold back money.

Section II

All chartered clubs must comply with the *Student Handbook* and the *Guide for Student Leaders and Club Advisors*. Failure to comply with rules and regulations may result in:

1. The freezing of accounts by the Student Senate or Office of Student Life
2. The removal of the club's charter or any rights and privileges pertaining thereto.

ARTICLE X- Elections

Section I

A. There shall be a general election in the spring semester of any academic year at any time after the spring recess of same spring semester to elect the five Officers who fulfill the requirements beginning the Academic Calendar and serve for one academic year as stated in **ARTICLE 1, Section II, Item A.**

B. Special elections will be held as needed for vacancies that cannot be filled by appointment by the President and ratified by the senate. These senate members will assume responsibility at the next regularly scheduled Senate meeting.

Section II

Speeches and attendance at a Question & Answer period by all candidates running for an executive office is encouraged. This period shall be scheduled within one week prior to the upcoming election. Every candidate for a Senate position is encouraged to notify the school newspaper to promote his/her candidacy.

Section III

The dates of general election and voting hours shall be set one month prior to election; special elections shall be set two (2) weeks prior.

Section IV

Notification of election, nomination papers and rules are to be posted two (2) weeks in advance and nomination papers are due one (1) week in advance of any election.

Section V

A plurality of votes cast shall be necessary for the election to individual officer and senator positions. In case of a tie, a re-balloting shall occur at a designated time between those having a tie. Write-in candidates must receive a minimum of ten (10) votes to be elected. Only ballots with candidates' full name will be accepted as legitimate votes cast.

Section VI

A. Nomination papers will contain thirty-five (35) signatures for Senate seats and fifty (50) signatures for all Senate office seats. No nicknames shall appear on the nomination papers or ballots.

B. No campaigning will take place within fifty (50) feet of the voting booth including posters, flyers, and verbal communication.

C. Any member of the student body may vote by presenting their student identification card or any picture identification that will be cross checked with student roster.

D. The Elections Committee will count the ballots along with at least one Senate advisor and one representative from the student newspaper.

E. No member of the student body can run for more than one (1) office.

ARTICLE XI- Senate Advisors

The Student Senate shall have a maximum of two (2) advisors, one of whom is the Coordinator of Student Life and Co-Curricular Programs. If at any time it becomes necessary to remove an advisor from their post, a motion of removal shall be put to a vote by the Student Senate and then ratified by a three-fourths (3/4) vote. Student Senate should refer to the Club Handbook for further information on the roles and responsibilities of the advisors.

ARTICLE XII- Student Initiated Legislation (Student Referenda and Student Senate Recall)

Section I

Members of the student body may initiate legislation to be brought before the Student Senate for discussion and approval or denial by presenting to the Student Senate a legal petition signed by at least five percent (5%) of the currently enrolled student body.

Section II

The Student Senate on an absolute two-thirds (2/3) majority vote may place a referendum question on the ballot of any election. Members of the student body may place a referendum question on the ballot of an election by presenting to the Student Senate a petition signed by at least twenty-five percent (25%) of the student body. All referendum will be deemed passed by the student body upon a simple majority vote (more than 50%) of the student body.

Section III

Recall of the Student Senate may be done in the following manner:

A. A petition signed by twenty-five percent (25%) of the student body calling for a recall of the Student Senate will be presented to the Vice President of Academic & Student Affairs who will appoint an Elections Committee of non-Student Senate member to conduct a special election for the purpose of electing a new Student Senate.

B. Recall of a member of the Student Senate must be handled under the impeachment procedures outlined in this Constitution.

ARTICLE XIII- Amendments

Section I

An amendment to this constitution when presented as a motion will be discussed in an open meeting with at least seven (7) days notification to the student body including but not exclusively publication in the student newspaper and then tabled until the next publicized open Student Senate meetings at which time the amendment shall be discussed further, and voted on.

Section II

Amendments to this constitution will be incorporated into the *Student Handbook* and become effective the following academic year.

ARTICLE XIV- Impeachment Procedure

In all cases where misconduct and failure to fulfill responsibilities of elected office in a student's official

capacity as an officer or a member of the Student Senate is charged by member(s) of the student body by petition, (**see ARTICLE X**), the Judiciary Committee of the Student Senate, the Student Senate advisors, the Coordinator of Student Life and Co-Curricular Programs and the Dean of Learning Resources and Student Success shall investigate the accusation and present their findings to the Student Senate. When impeachment action shall be deemed necessary, it will be tried before the full Student Senate with the Parliamentarian as the presiding officer if the President is unable to fill that position. It is necessary that three-fourths (3/4) of the voting members of the Senate approve this impeachment action.