

FORT BERTHOLD COMMUNITY COLLEGE STUDENT SENATE BYLAWS



Fort Berthold Community College is accredited by the Higher Learning Commission. A Commission of the North Central Association of Colleges and Schools. For information contact; www.ncahigherlearningcommision.org.

Fort Berthold Community College
“Student Senate”
BY-LAWS

Definition and Philosophy

The following by-laws are a set of operations, procedures, and guidelines, rather than rules and regulations, by which the FBCC Student Senate is to function and be governed. This set of by-laws is binding to all members of the Student Senate, but is not binding to itself. Amendments to the by-laws may be proposed in the same manner as amendments to the policies of the Fort Berthold Community College.

“Fort Berthold Community College believes learning is a lifelong process that involves mental, social, physical and spiritual growth. Student learning is the reason the Fort Berthold Community College exists.”

Code of Conduct

Fort Berthold Community College is committed to the creation and maintenance of a living-learning environment, which fosters the intellectual, personal, social, and ethical development of the students. Respect for the rights of others and self-discipline are essential for the fulfillment of these goals. The Code of Conduct is designed to explain the rights and responsibilities inherent in membership in this academic community. Students are encouraged to familiarize themselves with all applicable policies and regulations. Ignorance of policies regarding expected behavior will not be accepted as a defense or excuse. Members of the Student Senate should recognize that their actions will reflect upon the entire Student Senate and its members. Such failure to abide by the aforementioned Code of Conduct will result in the Executive President referring the matter to the appropriate committees for review.

ARTICLE I – General Powers

SECTION 1. - GENERAL POWERS

The executive power of the Student Senate shall be vested in the Executive Council of the Student Senate. The Student Senate shall have the following powers:

1. The Vice President of Student Services shall act as a Supervisor to the Student Senate Advisors.
2. The College Administration reserves the right to approve or disapprove regulations adopted by the Student Senate.

Fort Berthold Community College
Student Senate By-Laws

3. The Student Senate shall have the power to approve or disapprove the President's appointments to or removals from the standing committees by a two-thirds (2/3) majority vote.

ARTICLE II – EXECUTIVE COUNCIL

SECTION 1. - Number of Executive Council Members

The Student Senate is the official representative of the student body at Fort Berthold Community College. It shall consist of nine (10) members from the student body.

SECTION 2. - Composition

The ten (10) members of the Executive Council shall be students enrolled at Fort Berthold Community College.

Officers:

- President
- Vice-President
- Secretary
- Treasurer

Members: (Student Representatives)

- New Town Representative
- Mandaree Representative
- Twin Buttes Representative
- White Shield Representative
- Parshall Representative
- Public Relations

SECTION 3. - ELECTION OF EXECUTIVE COUNCIL

An election is held for the positions of President, Vice-President, Secretary, Treasurer and Student Representatives during the Fall Semester each academic year.

SECTION 4. - PROCEDURES FOR ELECTION SHALL BE:

1. A special election committee will be set up by the Advisors to handle the election procedure as outlined below.
2. All Student Senate positions will be run on a campaign basis. He/She shall make written notification to the Student Advisor of their Candidacy. The written notification must be made two weeks prior to the election date.

Fort Berthold Community College
Student Senate By-Laws

3. All candidates except for first year students must maintain the appropriate grade point averages (see College Catalog – Pages 23 & 24).
4. Ballots will be prepared listing the candidates for President, Vice-President, Secretary, Treasurer and Student Representatives. Voting will take place at the Academic Center on the Fort Berthold Community campus or the Mentor Offices in the communities for a two (2) day period.
5. Students will be instructed to vote for one (1) President, one (1) Vice-President, one (1) Secretary, one (1) Treasurer, and one (1) Student Representative from each district area, and one Public Relations person.
6. Each Student will be allowed to vote only once.
7. Ballots must be filled out completely; any incomplete ballot will be thrown out and not counted.
8. The number of ballots must match the sign-in sheets at each voting area. If the number of ballots does not match the sign-in sheet numbers, the election will be called null and void. There will be a re-election.
9. Ballots will be counted by an Election Committee which will be formed by the FBCC Vice President of Student Services.

SECTION 5. - CRITERIA FOR EXECUTIVE COUCIL

Any student running for election for an officer position (President, Vice-President, Treasurer, Secretary) must be a full-time student and must be carrying at least (12) twelve credits. The District Representative and the Public Relations Person must be at least part-time, carrying at least six (6) credits.

SECTION 6. - TERMS

Term of office shall be for one (1) academic year for the Student Representatives and the Public Relations Person. Term of office for the officer positions (President, Vice-President, Treasurer, and Secretary) will be for two (2) academic years.

SECTION 7. - VACANCIES

In the event a member of the Executive Council must resign his/her position during their term of office, that position will be filled by a special election.

Exception: In filling the President's position it will be filled by the Vice-President. The vacated position of Vice-President will be filled by a special election.

Fort Berthold Community College
Student Senate By-Laws

SECTION 8. - REMOVAL

Any of the Executive Council of the Student Senate May be removed from office in the event they fail to uphold the principles of the organization. Removal from office will be enacted in the following manner:

1. Impeachment - Any member of the Student Senate may be impeached two-thirds (2/3) majority vote of the voting students of the Student Senate voting by secret ballot at a Special Meeting.

In order to approach the Student Senate on the matter of impeachment of one of its members, an individual must possess a petition bearing signatures of at least ten per cent (10%) of the student body. Charges must be in writing and signed.
2. Resignation - Any officer may resign through submission of a formal Letter of resignation.
3. Expulsion from office- Office – Three (3) unexcused absences from a duly called meeting will constitute reason for expulsion from office.
4. Withdrawal from College-Any Executive Council Member who withdraws from school automatically withdraws from the Executive council.
5. Any Student Senate member who does not abide by the Code of Conduct, attendance requirements, and grade point requirements will result in immediate dismissal.

SECTION 9. - MEETINGS

The Student Senate will meet monthly at a time and place designated by the Executive Council, unless otherwise called by the Student Senate President.

1. Order for Meeting:
 - a. The Student Senate shall operate meetings by Robert Rules of Order.
2. Regular Meetings:

The Student Senate shall hold regular meetings every month during the school year.

 - a. Notice of meetings will be posted by the Secretary
 - b. Notice will be posted two (2) days prior to meeting date
 - c. Secretary will notify students in the communities by telephone or fax.

Fort Berthold Community College
Student Senate By-Laws

3. Special Meetings:

- a. Special meetings may be called as deemed necessary by the Student Senate President, College President, Vice President of Academics or Vice President of Student Services.

SECTION 10: - QUORUM

Prior to conducting official business at a designated meeting at least three (3) members of the Executive Council must be present.

SECTION 11: - MEETING AGENDA

The agenda for the Student Senate meeting shall be developed by the Executive Council prior to the meeting. The format for the agenda will be as follows:

1. Call Meeting to order
2. Quorum Establishment
3. Approval of Agenda
4. Reading of Minutes
5. Treasurer's Report
6. Standing Committee Report
7. Committee Report
8. Old Business
9. New Business
10. Announcements

ARTICLE III

SECTION 1: - Designation

The Executive Council of the Student Senate shall consist of the President, Vice-President, Secretary, Treasurer and Five (6) Student Representatives.

No more than (1) office may be held by the same person.

No Executive Council may serve on any other Fort Berthold Community College Club/Organization as an officer

SECTION 2: - DUTIES AND AUTHORITY

The elected Executive Council of the Student Senate shall assume the respective duties and possessed of the respective authority as follows:

Fort Berthold Community College
Student Senate By-Laws

A. PRESIDENT:

1. The President shall be the presiding officer at all meetings of the Student Senate.
2. The President shall have the authority to create standing and ad hoc/special committees and to appoint members thereof, as the Student Senate may determine necessary and appropriate.
3. Represent the Student Senate at functions where an official student representative is deemed advisable.
4. Ensures the agenda is prepared for meetings
5. Serves as an ex-officio member on all standing committees.
6. Appoints chairperson of the Finance Committee.
7. Serves as chairperson of the Finance Committee.
8. Does not vote on any issues, unless there is a tie vote.

B. VICE-PRESIDENT:

1. The Vice-President shall assume the duties of the President in those instances wherein the President is not present to act, is unable to act, or refuses to act.
2. The Vice-President shall assist the President in the execution of his/her duties.
3. The Vice-President shall succeed to the office of the President of Student if the President resigns his/her position or is removed.

C. SECRETARY:

1. The Secretary shall serve as the executive secretary of the organization.
2. The Secretary shall compile and maintain all documents and other written materials arising out of the operation of the Student Senate
3. The Secretary, in conjunction with the President, shall be responsible for all written correspondence as may be necessary for the operation of the Student Senate.

Fort Berthold Community College
Student Senate By-Laws

4. The Secretary shall keep accurate records/minutes of the Student Senate Meetings, file minutes of each Student Senate Meeting and make available to all Students, College President, and Vice President of Student Services.
5. Responsible for disseminating all Student Senate information to student body.

D. TREASURER:

1. The Treasurer, along with the College's Student Accounts Payable Clerk, shall be responsible and shall have general charge of all financial matters pertaining to the operation of the Student Senate.
2. The Treasurer, along with the Student Accounts Payable Clerk, shall provide a Financial Report at each monthly meeting.

E. STUDENT/PUBLIC RELATIONS REPRESENTATIVE:

1. Attend Student Senate Meetings.
2. Provide input from the Student body.
3. Shall be the representative in their respective area in behalf of the Student Senate.
4. Shall be in the link of communication between their respective area and the Executive Officers of the Student Senate.
5. Shall carry out the duties in their areas as delegated by the president.