



**CONSTITUTION OF THE STUDENT SENATE
OF
CENTRAL WYOMING COLLEGE
RIVERTON, WYOMING**

Preamble

We, the students of Central Wyoming College, seeking to provide an effective organization which will coordinate student activities and advance the welfare of all the students, and recognizing that such an organization is necessary in the building of an institution of greater quality, do hereby ordain and establish this Constitution, and vest the governing powers of the Central Wyoming College student body in the Central Wyoming College Student Senate.

ARTICLE I

Name, Purpose and Membership

Section A. Name. The name of this organization shall be the Central Wyoming College Student Senate.

Section B. Purpose. The purpose of this organization shall be to coordinate student activities and advance the welfare of all students at Central Wyoming College, to include:

- ❖ Work with the CWC Faculty and Staff to provide and coordinate student activities.
- ❖ Give official campus recognition to newly organized clubs, and to approve their constitutions.
- ❖ Process national affiliation requests for on-campus clubs.
- ❖ Disburse funds to organizations recognized and approved as CWC student clubs, or to other individuals or groups of individuals, for approved activities.
- ❖ To approve on-campus fundraising activities for student clubs.
- ❖ To recommend administrative action on policies concerning the general welfare of CWC students.

Section C. Membership. The CWC Student Senate shall consist of twelve (12) members. Each member shall be known as a Senator.

ARTICLE II
Eligibility for Membership

Section A. Scholastic Eligibility (FA & SP Semesters). Students carrying a minimum of twelve (12) semester credit hours and who have a cumulative grade point average of not less than 3.0 shall be allowed to hold office in the Student Senate. The Senator must, upon election, maintain a minimum grade point average of not less than 3.0. Any Senator not maintaining the above said grade point average, shall be put on probation for a determined length of time at the option of the Student Senate Advisor(s).

Section B. Scholastic Eligibility (SU Semester). Students carrying a minimum of six (6) semester credit hours and who have a cumulative grade point average of not less than 3.0 shall be allowed to hold office, by discretion of the Senate Advisor(s) and/or the Dean of Students, in the Student Senate (as needed).

ARTICLE III
Election and Term of Office of Senators

Section A. Sponsoring Elections. The Senate and Dean of Students shall sponsor all Student Senate Elections, and will notify the student body at least two (2) weeks in advance of any general election for Student Senators.

Section B. Sign-Up. Application indicating a student's interest in running for the Student Senate shall be filed with the President or Secretary of the Student Senate. An additional copy of the letter shall also be sent to the Dean of Students. Letters of interest will be accepted until one day prior to the general election. In the case of all elections, the Dean of Students shall determine scholastic and registration eligibility for those students.

Section C. General Elections. All general elections for Student Senators shall be by secret ballot of the student body. Two general elections may be held: one in the fall and one in the summer (as needed). Exact dates and times of general elections shall be at the discretion of the Student Senate; however, the voting date shall be posted not less than two (2) weeks before any election. One (1) week prior to any general election shall be reserved for campaigning. There are no restrictions on campaigning, except, on Election Day, Senate candidates will not be permitted to campaign within fifty (50) feet of the ballot box.

Section D. Term of Office. Upon election, Student Senators' term of office will be for one (1) academic year.

ARTICLE IV

Election of Officers/Term; Executive Branch

Section A. Election of Officers. Following the fall general election, the full Student Senate shall meet and elect officers for the current academic year.

Section B. Election of Summer Officers. The Summer Senate will consist of six (6) Senators with officers elected as needed.

Section C. Executive Branch. The Executive Branch of the Central Wyoming College Student Senate shall consist of the elected officers: the President, Vice President, Secretary and Treasurer.

ARTICLE V

Voting Powers of Executive Branch; Duties

Section A. Voting Powers. The President shall have speaking privileges, but only in the event of a tie shall he/she exercise the right to vote. All other members of the Executive Branch shall have the power to exercise his/her right to vote, except when serving as the President. The President may step down from his/her position to exercise their vote, but must appoint the Vice President, Treasurer and Secretary to temporarily fill the position of President. In that temporary role, that person shall not have the power to vote except to break a tie.

Section B. President. The President shall preside at all meetings of the CWC Student Senate, and shall have the following duties:

- ❖ To represent the Student Body at all times.
- ❖ To make recommendations regarding budget or other monetary matters.
- ❖ To carry out the policies of the Senate.
- ❖ To present items of student concern to the Senate and to recommend action.
- ❖ To attend all Student Senate meetings.
- ❖ To fill vacancies in the Senate by appointment due to withdrawal, resignation, termination of other ineligibility with senate approval. (See Article VII, Section A).
- ❖ To implement all corrective action taken against Senators.
- ❖ To represent students at CWC Board of Trustees' meeting or other committee meetings, as needed.
- ❖ Should no Senators volunteer to serve on committees (dealing with Senate activities) the President may appoint committee members as needed.

Section C. Vice-President. The Vice-President shall have the following duties:

- ❖ To transact the duties of the Senate President at the Senate meeting in the President's absence
- ❖ To succeed to the office of the President should the latter withdraw, resign, or otherwise become ineligible to hold office, until such time as a special election can be held to elect a new President

Section D. Treasurer. The Treasurer shall have the following duties:

- ❖ To prepare and maintain each semester's budget.
- ❖ To keep an accurate record of all receipts, appropriations, and expenditures for the Student Senate.
- ❖ To report on the status of the budget at each meeting.
- ❖ To transact business for the President in the event that both the president and the Vice President of the Senate are absent.

Section E. Secretary. The Secretary shall have the following duties:

- ❖ To keep and preserve an accurate record of all proceedings of all meetings of the Student Senate.
- ❖ To take and record attendance of all meetings of the Student Senate.
- ❖ To maintain all Student Senate files.
- ❖ To work with the president in preparation of each meeting.
- ❖ To transact business for the President in the event that the President, the Vice-President, and the Treasurer of the Senate are absent.

Section F. Social Media Ambassador.

- ❖ Promote CWC Senate and club events through official social media accounts with the help and approval of the campus Marketing Department.
- ❖ Be present before and during all Student Senate events and create social media content focused on the event.
- ❖ Attend as many CWC club events as possible and create social media content focused on the club and or their event.
- ❖ Work with clubs to create their own social media content and connect them to other resources such as the Marketing Department.

Section G. Club Representative.

- ❖ Maintain consistent contact with all CWC clubs.
- ❖ Collect monthly club reports from all CWC clubs, report this information into the president before the 1st of every month and maintain a record these reports.
- ❖ Attend all Student Activities meetings and record attendance for each club.
- ❖ Participate in planning and presenting on campus events.

Section L. Communication.

- ❖ Maintain monthly newsletter and distribution of the newsletter.
- ❖ To prepare all correspondence for the Student Senate.

Section H. Committee Representative:

- ❖ Attend all meetings and be prepared to report back during senate meetings.
- ❖ Participate on other short term college committees when opportunities arise.

Section I. Committee Representative:

- ❖ Attend all meetings and be prepared to report back during senate meetings.
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Section J. Committee Representative:

- ❖ Attend all meetings and be prepared to report back during senate meetings.
- ❖ Participate on other short term college committees when opportunities arise.

Section K. Intermural Representative.

- ❖ Plan and attend all intermural events.
- ❖ Work with Marketing and Social Media Ambassador to advertise and promote student involvement in intermural and open gyms.

Section M.

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Article VI
Voting Powers; Duties of Senators

Section A. Voting. All senators have the right and power to exercise their votes at all Student Senate meetings.

Section B. Duties. All Student Senators shall:

- ❖ Be present and give input at all Student Senate meetings unless excused by the President of the Senate, or the Senate Advisors.
- ❖ Assist with planning, set-up, or completion duties during all the Student Senate sponsored activities, unless excused by the President of the Senate or one of the Advisors.
- ❖ Work on committees concerning Senate business, either voluntarily or by appointment of the Senate President.
- ❖ Familiarize themselves with proper Parliamentary procedure, i.e. Roberts Rules of Order, and always be prepared to conduct Senate meetings accordingly.
- ❖ When immediate action is required, all senators have the authority to confer with the Dean of Students to recommend, discuss, and elect a course of action when there is no time to call a quorum of the Senate.

ARTICLE VII
Vacancies

Section A. Membership Vacancies. Should any Student Senator, other than the President, withdraw, resign or otherwise become ineligible according to requirements listed herein, the position shall be filled by appointment of the President, with a two-thirds approving vote from the body of the Senate for the applicant. First consideration shall be given to those persons who received the next most popular vote during the preceding general election.

Section B. Executive Branch Vacancies. Should the President withdraw, resign or otherwise become ineligible according to requirements listed herein, the Vice President shall fill the position until such time as a special election shall be called to fill the vacated position. Special elections may also be called to fill any other executive branch vacancy, providing notice is given twenty-four (24) hours in advance of the meeting when the special election is to be held.

ARTICLE VIII
Meetings

Section A. Meetings. Meetings shall be called as designated by the Senate at the beginning of each educational year commencing in the fall. The specific day and time of the meetings are to be chosen by the voting body of the Student Senate.

Section B. Absenteeism. Each voting member of the Student Senate is allowed maximum of two (2) unexcused absences per academic semester. Upon the third (3) unexcused absences, the President of the Senate may implement the corrective action policy.

Section C. Quorum/Special Meetings. A simple majority of the voting members of the Senate (Not less than four (4) in the summer months and seven (7) during the fall and spring months) shall constitute a quorum sufficient to transact business at all regular and special meetings, provided that notice for a special meeting has been served on each Senator not less than twenty-four (24) hours in advance of the special meeting. Special meetings may be called at any time and the above twenty-four hours' notice may be waived by the President if and emergency situation arises.

Section D. Meeting Procedures. Parliamentary procedure will follow Robert's Rules or Order and the order of business at all Senate meetings shall be:

- ❖ Call to order
- ❖ Roll call
- ❖ Minutes of the previous meeting, read and approved
- ❖ Treasurer's Report
- ❖ Committee Reports
- ❖ Club Business
- ❖ Old Business
- ❖ New Business
- ❖ Other Business
- ❖ Adjournment

ARTICLE IX
Finances

Section A. Revenues & Income. The activities of the Student Senate shall be funded upon approval by the Dean of Students.

Section B. Budget Requests. Any funds being requested shall be presented in an itemized budget request, on a Senate approved budget request form, properly signed and completed.

Section C. Expenditures. All expenditures of Student Senate funds shall be made according to procedures established by the Central Wyoming College Board of Trustees in the Policy Manual. No Senator should sign any billing or invoice for approval without following proper procedures.

Section D. Right of Refusal. The Senate reserves the right to refuse funding or to withhold payment of invoices and requests for payment when deemed appropriate.

Section E. Advisor Approval. All expenditures require the approval and signature of one of the Senate Advisors and the Dean of Students.

ARTICLE X **Corrective Action**

Section A. Absenteeism. Unexcused absences will not be tolerated while serving as a Senator. The following measures may be taken in the event of unexcused absences:

- ❖ In the event of two (2) unexcused absences during any semester, the offending party shall be given a verbal warning by the President of the Senate.
- ❖ After three (3) unexcused absences during any semester, the offending party shall receive a notification by the President of possible removal.
- ❖ If a Senator has three (3) unexcused absences during any semester, the offending party may, at the discretion of the Senate, be terminated from the Senate after a two-thirds approval of the voting Student Senate body. A copy of the termination notice will be mailed to the Senator affected, and a copy will also be filed with the Dean of Students.

Section B. Inappropriate Behavior by a Student Senator. Any Senator committing an act that could mar the integrity of the Student Senate or Central Wyoming College could be dismissed by the President after receiving a two-thirds approving vote of the Student Senate body. (See Administrative Procedure 4.6, Student Discipline). The ruling of the Student Senate can and may be overturned by the Dean of Students.

Section C. Failure to meet the Requirements of the Senate. Anyone failing to meet the requirements of their elected position may be removed from office and/or the Senate, by the President after receiving two-thirds approving vote by the Student Senate. Should the Senate President fail to meet the requirements of their elected position, he or she may be removed from office and/or the Senate, by a Senate Advisor(s) or the Dean of Students.

ARTICLE XI **Amendments, Recall**

Section A. Initiative, Referendum, Recall. Any rules, regulations or constitutional amendments may be initiated by the student body on filing with the Secretary a petition signed by fifty (50) students from the full-time student body. Upon the filing of such a petition, the Senate shall canvas the names on the petition to determine validity. If the names are found to be valid, the Senate shall place the text on the ballot of the next general Senate election.

Section B. Amendments. Amendments to this Constitution may also be made by the Student Senate body and/or the Student Advisor(s) or the Dean of Students. Approval of any amendments (by the Student Advisor(s), brought forward by a member of the Student Senate,

will require not less than seven (7) confirming votes of the Student Senate. Notice of a vote on amendments shall be given not less than two (2) weeks in advance.

Approved: _____ Date: _____
Student Senate President

Senate Advisor: _____

Senate Advisor: _____

Senate Advisor: _____

CWC Dean of Students: _____

CWC President: _____



Central Wyoming
College