

## Hennepin Technical College Eden Prairie Campus Student Senate Association

We, the Students of Hennepin Technical College, Eden Prairie Campus, in the year 2002, began to realize that our constitution and bylaws had many contradictions that led to conflicts within the Senate. A committee was formed to resolve these conflicts.

The committee found that many institutions had very limited constitutions that helps avoid the problems we were having. The committee decided to follow their example and contain all the laws and rules of order in the Bylaws. This will allow the Bylaws to be more responsive to the Student body, and thereby better serve the Senate.

In 2023, the Senate decided to make major revisions to the bylaws to account for digitization and the post-pandemic reality.

Last Revised

4-22-13

1-13-15

12-1-23

10-1-24

Hennepin Technical College Eden Prairie Student Senate Association

### Constitution

We, the students of Hennepin Technical College, Eden Prairie Campus, have established these Constitution and Bylaws in order to have an effective and organized method of exercising the responsibility and authority which is inherent in, or delegated to, the students of Hennepin Technical College, Eden Prairie Campus.

# Hennepin Technical College Eden Prairie Campus Student Association Bylaws

## Article I. Name and Purpose

### Section 1.01 Name

- (a) The name of the Student body shall be the Hennepin Technical College Student Association. The Legislative Body of the Student Association shall be referred to as the Student Senate.

### Section 1.02 Mission Statement

- (a) To be the link between the Students and Administration where each side can voice their concerns, opinions, and compliments.

### Section 1.03 Section 3: The purpose of the Student Senate shall be to:

- (a) A: Act as the voice of the Student Association in matters affecting Students.
- (b) B: Coordinate Student activities and events.
- (c) C: Initiate consideration of Student problems and communicate action of recommendation through the Student Senate Advisor to HTC Campus Administration.
- (d) D: Consider all matters that HTC Campus Administration refers to the Student Senate.

## Article II. Terminology

### Section 2.01 Section 1: Terminology

- (a) A: HTC- Hennepin Technical College, Eden Prairie Campus
- (b) B: Executive Board, E.B.—shall consist of the following officers in this order of rank;
  - (i) 1: *President*
  - (ii) 2: *Vice President*
  - (iii) 3: *Treasurer*
  - (iv) 4: *Public Relations Coordinator*
  - (v) 5: *Secretary*
- (c) C: Presiding Officer—The highest-ranking officer present at a Senate, or E.B. meeting, unless the E.B. agrees to turn control of the meeting over to another person.
- (d) D: Representative—limited to the qualification, duties and rights listed in Art. 3 Sec.1.
- (e) E: Senator—full member with all Qualifications, Rights and Duties, entitled to a full member in addition to those listed in Art. 3 Sec.2.
- (f) F: Majority—more than 50%
- (g) G: 2/3 Majority—more than 66%
- (h) H: Quorum —3 Executive Board Members
- (i) I: Rights—an option of the position, but not a requirement.
- (j) J: Qualifications—a condition required for exercising a right or holding an office. K: Duties—a task that is required of the position.
- (k) L: Grade Point Average (G.P.A.)—see college definition.
- (l) M: Fall—fall semester as defined by HTC.
- (m) N: Spring—spring semester as defined by HTC.
- (n) O: Summer—summer semester as defined by HTC.
- (o) P: Committee—the group formed, made up of senators, officers, and representatives, in order to research and make suggestions to the Senate.
- (p) Q: Sergeant—at—Arms—advisor of the Senate who is responsible for ensuring the validity of an election.
- (q) R: Chain of Command—order of authority that follows with the ranking of the Officers. S: Minutes—record of activities during all meetings.

- (r) T: Advisor—a senate approved representative of administration that serves the Senate as a conduit or link between the Senate and HTC Administration.

## Article III. Membership

### Section 3.01 Section 1: Representatives

- (a) A: Qualifications
  - (i) 1: *Hold at least one (1) credit in the current semester at HTC.*
- (b) B: Duties
  - (i) 1: *Be Respectful.*
  - (ii) 2: *Comply with all Senate policies and procedures as outlined in this document.*
  - (iii) 3: *Make an effort to progress in knowledge of parliamentary procedures.*
  - (iv) 4: *Make an effort to recruit new members for the Student Senate.*
  - (v) 5: *Inform classmates about Senate activities.*
- (c) C: Rights
  - (i) 1: *Vote on issues that solely affect representatives.*
  - (ii) 2: *Participate in debates.*
  - (iii) 3: *Serve and vote on committees.*
  - (iv) 4: *Bring new business before the Senate.*
  - (v) 5: *Make and second motions.*

### Section 3.02 Section 2: Senators

- (a) A: Qualifications
  - (i) 1: *Hold at least one (1) credit in the current semester at HTC.*
  - (ii) 2: *After completion of two (2) consecutive senate meetings and upon attendance at the beginning of the 3rd meeting, a person will then be proclaimed a Senator. Thereafter missing two (2) consecutive unexcused meetings (see Article 6, Section 2) and upon the beginning of the 3rd consecutive meeting, said person is demoted to a representative. All students attending the 1st meeting of the semester shall immediately be named a Senator.*
  - (iii) 3: *Senator's rights are maintained from one (1) semester to the next, and from spring to fall, providing all other qualifications are maintained.*
  - (iv) 4: *Former executive board members will retain permanent senate voting rights in compliance with previously stated enrollment requirements.*
- (b) B: Duties
  - (i) 1: *Inform classmates about Senate activities.*
  - (ii) 2: *Serve on at least one (1) committee.*
  - (iii) 3: *Make an effort to recruit new members for the Student Senate.*

- (c) C: Rights
  - (i) 1: *Vote on all issues, and elections.*
  - (ii) 2: *Participate in debates.*
  - (iii) 3: *Bring new business before the Senate.*
  - (iv) 4: *Attend open E.B. meetings.*

## Article IV. Meetings

### Section 4.01 Section 1: Senate Meetings

- (a) A: Senate meetings shall be held every week for approximately fifty (50) minutes.
- (b) B: Senate meetings will be held at a regularly set location unless otherwise posted.
- (c) C: Senate meetings must meet quorum of the officers.
- (d) D: The meetings shall proceed according to an agenda prepared by the presiding officer as closely as time allows.
- (e) E: The President has the right to call an emergency meeting of the senate in lieu of that week's scheduled committee meeting.
- (f) F: Any member of the executive board may call a meeting in lieu of the regularly scheduled meeting so long as 2/3 of the executive board agree to such a meeting.

### Section 4.02 Section 2: Executive Board Meetings

- (a) A: The E.B. has the right to hold closed meetings when a course of disciplinary action is being considered.
- (b) B: Closed meetings must be posted.
- (c) C: The E.B. shall meet at the discretion of the presiding officer.
- (d) D: The presiding officer will attempt to notify all board members and the Advisor by at least 2 separate means (example: E-mail, and Telephone) about all meetings not scheduled on a weekly basis.
- (e) E: E.B. meetings must meet quorum of the officers.
- (f) F: The officers shall determine the length of E.B. meetings.
- (g) G: E.B. meetings are held in order to establish and adjust the Senate's goals for the year, semester, and week, and complete the business delegated to the E.B.

### Section 4.03 Section 3: Committees

- (a) A: Regular Committee meetings shall be held during one of the alternating off weeks of the regular senate meetings according to a schedule established by the E.B. and will last approximately (50) minutes.
- (b) B: A committee may hold other meetings as scheduled a by its members.
- (c) C: In the event that the President calls an emergency Senate meeting, that week's committee meetings will be postponed until the next scheduled meeting time.
- (d) D: To maintain membership in a committee a senator or representative must attend at least the biweekly meetings.

## Article V. Elections

### Section 5.01 Section 1: Election Procedure

- (a) A: Elections shall be held once per year. All positions shall serve a one-year term and shall be elected at each spring election.
- (b) B: The president shall appoint a member or Advisor of the Student Senate to be a sergeant— at—arms for each election.
- (c) C: Duties of the sergeant—at—arms:
  - (i) *1: The sergeant—at—arms cannot be running for any position in the election.*
  - (ii) *2: The sergeant—at—arms shall be responsible for creating the online nomination form, candidate profiles, and election ballots.*
  - (iii) *6: The sergeant—at—arms shall tally the votes.*
- (d) D: A notice of the Student Senate elections shall be posted at least two weeks before the elections in several locations throughout the school.
- (e) Election nominations shall be opened at the first Senate meeting in March and the first Senate meeting in September.
- (f) F: A candidate may run for two (2) executive posts in any election, but may serve in only one (1) post at a time. A candidate may only run for up to two (2) executive board positions exclusive to a single campus. Candidates nominated may not run at any other campus.
  - (i) *1: If elected for two (2) positions the candidate must choose one (1), and the other will be filled by the vacancy policies*
- (g) G: Each candidate will be allowed to make a one (1)-minute speech before the election and answer questions from the senate for an equal time as all other candidates. Time will be set by the presiding officer.
- (h) H: The E.B. will review the attendance records during the preceding E.B. meeting and prepare an approved list of Senators that are eligible.
- (i) I: The winner for each position is whoever obtains the majority of the votes, and the sergeant— at—arms shall announce the winners at the meeting.
- (j) J: In the case of a tie, each of the tied candidates in question shall be given 2 minutes to make a speech before a second vote is taken for the position in question. In case of a tie each candidate shall receive five identical pieces of paper to write their name on. The papers shall be placed in a container; the first name drawn shall be the winner.
- (k) K: An officer cannot assume his/her post until they have taken the oath of office.

## Section 5.02 Section 2: Resignations

- (a) A: Resignations must be submitted in written form to the highest-ranking E.B. officer.
- (b) B: Open Seats on the E.B. will be filled following the filling vacancies section of this document.

## Section 5.03 Section 3: Filling Vacancies

- (a) A: In the case of a presidential vacancy, the highest-ranking officer who is willing to take the position shall assume the presidency, and serve out the remainder of the term.
- (b) B: In the case of non-presidential vacancies, the president shall appoint a senator to fill the vacancy. The president's appointment must then be ratified by a 2/3 vote of the Senate at the next scheduled Senate meeting after the appointment is made.

# Article VI. Executive Board

## Section 6.01 Section 1: All Executive Board Members

- (a) A: Qualifications
  - (i) 1: *Have or maintain a 2.0 or higher GPA.*
  - (ii) 2: *Hold at least 1 credit in the current semester at HTC.*
  - (iii) 3: *Have been elected to the position, or appointed by the president during the elections for the term they will be serving.*
  - (iv) 4: *Must not have held the same E.B. position for the majority of the previous two (2) consecutive terms.*
- (b) B: Duties
  - (i) 1: *Perform all the duties of a senator.*
  - (ii) 2: *Executives must attend all Senate and E.B. meetings unless an excused absence applies. (See Art 7, Sec. 2)*
  - (iii) 3: *Should attend at least one (1) on-campus orientation session.*
  - (iv) 4: *Inform the student body of all decisions made regarding Senate business.*
  - (v) 5: *E.B. members must briefly identify themselves at all senate meetings.*
- (c) C: Rights
  - (i) 1: *All officers are entitled to a stipend as specified in Article 10 Section 7. An officer's stipend may be denied following disciplinary procedures set forth in Article 7.*
  - (ii) 2: *To make decisions in the Senate, which is necessary to achieve the goals, voting procedures will be followed.*
  - (iii) 3: *Except the E.B. officer serving as the presiding officer, all others have all the rights of a Senator.*

## Section 6.02 Section 2: President

- (a) A: Qualifications
  - (i) 2: *Make an effort to progress in knowledge of parliamentary procedures and Bylaws.*
  - (ii) 3: *Be as available as necessary in promoting the general welfare of the Student Association.*
- (b) B: Duties

- (i) 1: Shall preside at all meetings of the HTC-EP Student Senate, with exception of the meetings chaired by other members, and as specified elsewhere in these By-Laws.
- (ii) 2: Act as the official representative of HTC-EP and advocate in the best interest and welfare of all HTC students.
- (iii) 3: Shall prepare the agenda for Senate meetings and share with the PRC to post the agenda at least 24 hours before the scheduled meeting time.
- (iv) 4: Introduce new members into the Student Senate and explain voting rights at the beginning of their first meeting.
- (v) 5: Protect the rights of all members.
- (vi) 7: Ensure that all officers complete their tasks on time.
- (vii) 8: Communicate regularly with our LeadMN Regional Representative.
- (viii) 9: Facilitate the activities of the executive board.
- (ix) 10: Shall have knowledge of all LeadMN governing Documents.
- (x) 11: Responsible for delegating assignments to HTC-EP Executive Officers and Senators as needed.
- (xi) 12: Assume other duties as may be assigned or related to the office.
- (xii) 13: Shall attend all or designate an Exec board member to represent HTC- EP at LeadMN General Assemblies and Governing Council Meetings.

(c) C: Rights

- (i) 1: Veto any motion under extreme circumstances. These circumstances include but are not limited to:
  - 1) a: The bill or motion clearly affects the student body in a negative way.
  - 2) b: The veto must be exercised at a regularly scheduled meeting, within seven (7) days since the motion was passed.
  - 3) c: Veto may be overturned by a 2/3 vote of the Senate.
- (ii) 2: To interpret the Bylaws unless there is a majority Senate vote on how they should be interpreted.
- (iii) 3: Has the right to assist with any officers as needed to complete a task on time.
- (iv) 4: Right to vote at E.B. and Senate meetings only in case of a tie.

## Section 6.03 Section 3: Vice President

(a) A: Qualifications

- (i) 1: Make an effort to progress in knowledge of parliamentary procedures, the Constitution, and Bylaws.
- (ii) 2: Make themselves as available as necessary in promoting the general welfare of the Student Association.

(b) B: Duties

- (i) 1: Assume the duties and responsibilities of the president when needed.
- (ii) 2: Assist the president whenever able.
- (iii) 3: Research issues affecting the students and present findings to the HTC- EP Student Senate.
- (iv) 5: Shall serve on Student Life Board.



(v) 6: *Be in contact with all student clubs that are recognized by the Student Life Board, or the Senate.*

(vi) 6: *Assume other duties as may be assigned or related to the office.*

(vii) 7: *Shall attend at least one LeadMN meeting or conference during their term.*

(c) C: Rights

(i) 1: *Has the right to preside over all meetings when the president is absent or otherwise unable.*

(ii) 2: *Right to vote at E.B. and Senate meetings; unless serving as presiding officer.*

Section 6.04 Section 4: PRC

(a) A: Qualifications

(i) 1: *Willing to learn a variety of marketing and communications methods to promote Student Senate and its activities.*

(ii) 3: *Must have strong written and verbal communication skills.*

(b) B: Duties

(i) 1: *Maintain communication with all HTC-EP Student Senate members.*

(ii) 3: *Maintain relations and communications with other organizations and Student associations.*

(iii) 4: *Shall update the HTC-EP Student Senate D2L page.*

(iv) 6: *Assist the president as necessary.*

(v) 7: *Assume other duties as may be assigned or related to the office.*

(vi) 8: *Shall attend at least one LeadMN meeting or conference during their term.*

(vii) 11: *Support efforts in development of Student Senate projects.*

(viii) 12: *Assume other duties as may be assigned or related to the office.*

(ix) 13: *Keep a photographic record of Senate events, both recent and archived, available to any student upon request.*

(c) C: Rights

(i) 1: *Right to vote at E.B. and Senate meetings; unless serving as presiding officer.*

Section 6.05 Section 5: Treasurer

(a) A: Qualifications

(i) 1: *Willingness to learn basic accounting practices in order to produce budget reports.*

(ii) 2: *Competent math skills.*

(iii) 3: *Basic knowledge of Excel or willingness to learn.*

(b) B: Duties

(i) 1: *Ensure the overall financial security and accountability of the HTC-EP Student Senate.*

(ii) 2: *Submit a monthly financial budget report to the Senate.*

(iii) 3: *Assist the president as necessary.*

(iv) 4: *Keep a record of Student Senate funds and transactions to the best of their abilities with help of the Advisor.*

(v) 6: *Perform duties required by Article X. (Guidelines for Senate Funds)*

(vi) 7: *Keep the E.B. aware of any budgetary concerns.*

(vii) 8: *Inform the E.B. and the Senate of the current balance at any time requested or as necessary.*

- (viii) 9: Assume other duties as may be assigned or related to the office.*
- (ix) 10: Shall attend at least one LeadMN meeting or conference per term.*

**(c) C: Rights**

- (i) 1: Right to vote at E.B. and Senate meetings.*
- (ii) 2: Enlist free help when needed.*

**Section 6.06 Section 7: Secretary**

**(a) A: Qualifications**

- (i) 1: Must have competent typing skills.*
- (ii) 2: Must be able to take notes efficiently and present them in electronic form.*

**(b) B: Duties**

- (i) 1: Must record the minutes of Student Senate meetings and E.B. meetings.*
- (ii) 2: Keep the Student Senate Constitution and Bylaws updated by adding new amendments that have been adopted with the assistance of the Advisor. (See Article XII)*
- (iii) 3: Must have the minutes typed up and shared with PRC to post on the Senate D2L (3) business days after the meeting.*
- (iv) 4: Save an extra copy of the minutes to the internal electronic filing system.*
- (v) 9: Ensure the bylaws posted to the Student Senate website are current.*
- (vi) 11: Keep track of attendance.*
- (vii) 12: Instruct all members of Student Senate how to access Bylaws and Constitution when necessary as determined by Article XI.*
- (viii) 13: Shall attend at least one LeadMN meeting or conference during their term.*

**(c) C: Rights**

- (i) 1: Right to vote at E.B. and Senate meetings.*
- (ii) 2: Right to politely interrupt for clarification of a motion or point.*

## **Article VII. Course of Disciplinary Action**

**Section 7.01 Section 1: How to Take Disciplinary Action**

**(a) B: In regards to Executive Board Members**

- (i) 1: After the officer has had one (1) week notification, actions will be discussed and voted on by secret ballot in a closed E.B. meeting, where the Board Member in question has the right to be present, with a 2/3 vote of the Board the action will be brought to the Senate for a 2/3 vote in order to implement.*
- (ii) 2: Failure to complete their duties makes them available for action. (See Article. VI)*
- (iii) 3: These actions may include but are not limited to:*
  - 1) a: Denial of stipends (may not be retroactive)*
  - 2) b: Removal from board*

**Section 7.02 Section 2: Absences**

**(a) A: Senator's unexcused absences**

- (i) 1: When a senator has had two (2) consecutive unexcused absences they shall be demoted to a representative. (See Article 3, Section 2, A, 2)
- (b) B: Executive Board Member's unexcused absences
  - (i) 1: When an E.B. member has had two (2) unexcused absences at either the E.B. or Senate meetings, they have made themselves available for action to be taken against them.
  - (ii) 2: When an E.B. member has excessive unexcused tardiness at multiple meetings, they have made themselves available for action to be taken against them.
- (c) C: Excused absences
  - (i) 1: Excused absences include but may not be limited to; legal, medical, professional, academic, and family emergencies.
  - (ii) 2: Any absence may be appealed to the E.B. to be approved or denied as excused by 2/3 votes, and if approved the appealing person will not face any action for absences. If denied the appealing person may face action based on the above text. (Art.VI, Sec.1, A)

## Article VIII. Administration

### Section 8.01 Section 1: Advisor

- (a) A: The advisor shall be chosen by the following procedure:
  - (i) 1: HTC Campus Administration shall nominate an individual from the staff for the position of advisor.
  - (ii) 2: E.B. concerns about the Advisor's ability to complete duties will be directed to the Advisor's immediate supervisor for resolution.
- (b) B: Duties of the Advisor:
  - (i) 1: Approximately six (6) or more hours of consultation per week.
  - (ii) 2: Consultation on:
    - 1) a: Constitutional questions
    - 2) b: Election guidelines
    - 3) c: Parliamentary procedures d: Activities
    - 4) e: Procedures in regard to administration.
    - 5) f: Senate expenditures and income
    - 6) g: Goals for the year and the future
  - (iii) 3: 5: Attend weekly Student Senate meetings.
  - (iv) 7: Lead HTC officer orientation meeting each semester. 8: Help establish expectations of advisor and Senate
  - (v) 9: Help establish the senate's goals
  - (vi) 10: Review the budget for the upcoming year.

### Section 8.02 Section 2: Administration

- (a) A: The Student Senate will expect the administration to not hold any classes during the weekly scheduled Senate meetings, and it will be part of the advisor's duties to assist in the enforcement of this expectation.

- (b) B: The Student Senate and the advisor may consult with campus administration on issues that may be perceived as adversely affecting the Student Association prior to acting on any student proposal.
- (c) C: The Student Senate, E.B., advisor, and administration may meet at any time to discuss items affecting the students.

## Article IX. State Conference

### Section 9.01 Section 1: Defining a State Conference.

- (a) A: State conferences include any event that is organized by LeadMN affiliated schools.
- (b) B: These include, but are not limited to, General Assemblies, Rally Days, and Governing Councils.

### Section 9.02 Section 2: Attendees

- (a) A: Number of HTC attendees, change for maximum equal to the number of votes allotted at LeadMN general assembly currently 7 votes.
  - (i) 1: At least two (2) E.B. members are recommended in attendance*
  - (ii) 2: Up to three (3) senators not on E.B. members of the Student Senate may be approved for attendance.*
  - (iii) 3: The Student Senate advisor recommended attend.*
  - (iv) 4: A majority of the E.B. and the advisor will choose attendees.*
  - (v) 5: Priority will be given to those interested in running for positions on the E.B. for the next term.*
- (b) B: Criteria for selection of attendees
  - (i) 1: Student Senate voting member.*
  - (ii) 2: Must be available for conferences and make it known to the Senate at least two (2) weeks before conference paperwork is required to be turned in.*
- (c) C: Duties of attendees
  - (i) 1: Take concerns of the Senate to meetings and share concerns with others.*
  - (ii) 2: Come back with full individual written reports of activities, topics, and resolutions from the meeting.*
  - (iii) 3: Those who commit to attending agree to give at least two weeks' notice if they are for any reason not able to attend unless there is a valid medical or emergency reason why they cannot give such advanced notice.*

## Article X. Guidelines for Student Funds

### Section 10.01 Section 6: Student Senate Supplies

- (a) A: The Executive Board will take a complete inventory of all Student Senate funded supplies three times a year: August, December/January, and May. The inventory list will be stored in the Senate digital file folder.

### Section 10.02 Section 7: Stipends

- (a) A: The President, Vice President, Treasurer, PRC and Secretary shall be paid a stipend of two hundred dollars (\$200) unless a disciplinary action revokes this right.
- (b) B: To receive their stipend, the advisor must submit the proper forms by the end of the next month. (Example: To get a January stipend, paperwork must be turned in by the end of February.)

#### Section 10.03 Section 8: Purchases

- (a) A: Any purchases are subject to the following guidelines.
  - (i) *1: Must have a Senate vote with an explanation of the reason and the cost of the purchase approved by a majority.*
  - (ii) *2: Purchases should be voted upon in general Student Senate meetings unless extraordinary circumstances require the vote in an Executive Board meeting.*

### Article XI. Amending this Document

#### Section 11.01 Section 1: Constitution

- (a) A: All amendments to the Student Senate Constitution shall adhere to the following rules.
  - (i) *1: Amendments must be submitted at least one (1) month before any vote.*
  - (ii) *2: The Executive Board shall review every submitted amendment and rule as to whether the amendment is acceptable in light of the requirements imposed by the state law, MinnState policy, the Board of Trustees, and the HTC administration requirements. The E.B. shall have one week to rule on each submitted amendment. Amendments not approved by the E.B. will not move forward.*
  - (iii) *3: On the next regular meeting after the one (1) month period, the amendment shall be the first item of old business that week.*
  - (iv) *4: Vote will be done by a 2/3 majority of the senate.*
  - (v) *5: If accepted, the secretary will ensure that the updated bylaws are posted to the website and D2L.*

### Article XII. Parliamentary Authority

Section 12.01 The rules contained in the current edition of Robert's Rules of order shall govern the HTC Student Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws