

**Chadron State College  
Student Senate By-laws**

Last Revised March 2011

**AGENDA:**

- A. The meeting will follow the agenda set forth by the Vice President of the Student Association.

**ATTENDANCE:**

- A. Excused Absences: Excused absences will include the following:
  - 1. Emergency in the Senator/Advisor's immediate family
  - 2. Illness
  - 3. C.S.C. functions, excluding intramurals or social events.
- B. Unexcused Absences:
  - 1. Two tardies will equal one (1) unexcused absence. If a Senator is not present when his/her name is called, he/she will count as a tardy.
  - 2. Two (2) unexcused office hours will equal one(1) unexcused absence.
  - 3. Advisors shall be exempt from tardiness.
  - 4. A letter stating a reason for the absence/ tardy must be turned in to the Constitutional Court prior to the meeting that will be missed. Other unavoidable absences will be subject to review by the Constitutional Court.
- C. Absenteeism and Removal:
  - 1. At the time of a Senator's second unexcused absence, he/she will be notified verbally and in writing by the Court that at the next full Student Senate meeting the Court will make recommendations for the Senator's immediate removal.
  - 2. At the time of an Advisor's fourth unexcused absence, he/she will be notified verbally and in writing by the Court that at the next full Student Senate meeting the Court will make recommendations for the Advisor's immediate replacement.
  - 3. Following receipt of notification, the absentee may write a letter of appeal to the Court. This letter must be received before the next scheduled full Senate meeting.
  - 4. Failure to present a letter of appeal to the Court will result in the Senator/Advisor's removal at the next full meeting of the Senate by a vote.
  - 5. A two-thirds vote of the Senate will be necessary to remove the Senator/Advisor from the Student Senate.

**CORRESPONDENCE:**

- A. The correspondence of the Student Senate shall be maintained by the Secretary of the Student Senate who shall have the following responsibilities:
  - 1. Recording and distributing accurate minutes of the full Senate and all executive sessions by e-mail prior to 8:00 a.m. the morning of the subsequent

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Student Senate meeting. Three (3) hard copies should also be made available at the meeting at which they are to be approved;

2. Preparation and timely distribution of correspondence mandated by the Senate Executive Board;
3. Recording and delivering other correspondence from the Senate;
4. Organizing and maintaining the minutes and agenda;
5. Organizing the preparation of name tags and name plates and distributing Chadron State College Student Senate By-laws them;
6. Keeping the files and records of the Senate accurate and up-to-date;
7. Maintaining an adequate supply of office supplies; and moderating the use and distribution of these materials.

**FINANCE:**

- A. The chief financial officer of the Student Senate shall be the Senate Treasurer who will have the following responsibilities:
  1. Presiding as the chair of the Student Senate Finance Committee;
  2. Maintaining an accurate bookkeeping system of all Student Senate financial matters;
  3. Handling all Senate accounts in a timely manner;
  4. Disbursing funds as directed by the Senate Executive Board or the Student Senate;
  5. Preparing and distributing an accurate statement of the Senate's financial position at each full Senate meeting;
  6. Submitting in writing a complete financial report to the Student Senate at the end of each semester.

**ENCUMBRANCE AND DISBURSEMENT OF FUNDS:**

- A. Any disbursement of funds from the accounts of the Student Senate should be made only under the signature of the Treasurer of the Student Senate.
  1. In the event of the Treasurer's absence, the signature of a Faculty Advisor or the President of the Student Senate will suffice.
  2. With the exception of the Executive Board members, no member of the Student Senate can sign checks or purchase order requests without direct authorization from the Senate Executive Board.
  3. Any bank signature cards shall contain the signature of the Senate Treasurer, the Senate President, and two (2) Faculty Advisors.
- B. Certain levels of expenditures require approval of either the Executive Board or the entire Student Senate.

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1. Any expenditure of Student Senate funds less than or equal to \$50.00 must have the prior approval of the Senate Executive Board.
  2. Any expenditure of Student Senate funds in excess of \$50.00 must have the prior approval of the Student Senate during a regular or special meeting.
- C. Cash disbursements will be made only in the most exceptional situations and will be subject to the prior approval of the Senate Executive Board regardless of the amount.
1. Any cash request must be accompanied by an original sales receipt, invoice, or detailed explanation for the request.
  2. Only the Senate Treasurer, the Senate President, or a Faculty Advisor may sign a check on the Senate checking account for a cash disbursement.
- D. The Senate Treasurer will present as a part of the agenda of each regular full Student Senate meeting a list of the current bills to be paid or those items paid since the last meeting, and will indicate: a) the payee for each, b) the amount paid or to be paid, c) a brief description of the reason for the payment. This report will Chadron State College Student Senate By-laws become a part of the regular Treasurer's Report and will be filed as part of the approval of such a report at each meeting.

**EXECUTIVE OFFICERS:**

- A. The Student Association President is assigned responsibilities in the Constitution (Article II). Other specific responsibilities include:
1. Representing the Student Association at Student Senate meetings;
  2. Recommend legislation which will benefit the students;
  3. Making certain that there is student representation on all college committees which need such representation;
  4. Informing students of campus and State College policies or proposed policies which will directly affect the student body.
- B. The Vice President of the Student Association is assigned responsibilities in the Constitution (Article II). Other specific responsibilities include:
1. Serving as the Presiding Officer of the Student Senate and conducting all meetings whether they are regular sessions or special sessions;
  2. Presiding at all Executive Board meetings of the Student Senate;
  3. Assigning members of the Student Senate to standing and special committees, in consultation with the Student Association President;
  4. Establishing the agenda for full meetings of the Student Senate;
- C. Treasurer
1. Serve as chief financial officer for Student Senate and reports to senate.
  2. Chairman for the Senate Finance Committee

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- D. Secretary
  - 1. Records minutes
  - 2. Coordinates issuance of supplies, and Senate apparel.
- E. Corresponding Secretary
  - 1. Senate Historian
  - 2. Contact with additional colleges
  - 3. Chair of a Ad Hoc Committee
  - 4. Providing a list of members absent and tardy to the Secretary and Chief Justice after each meeting.
- F. Candidates for the office of Student Association President must serve at least one full term as a Senator before running for President. Candidates for the office of Student Association Vice President must serve at least one-half term as a Senator before running for Vice President.

**CONSTITUTIONAL COURT:**

- A. The Constitutional Court is assigned responsibilities in the Constitution (Article IV and Article V). Other specific responsibilities of the Court include:
  - 1. Organizing and conducting Student Association elections under terms of the Constitution and these Bylaws; Chadron State College Student Senate By-laws
  - 2. Organizing and conducting other student elections as directed by the Student Senate (such as Homecoming King and Queen);
  - 3. Keeping an accurate and up-to-date copy of the Student Association Constitution and the Student Senate Bylaws; and providing current printed copies as needed;
  - 4. Advising the Speaker of the Senate on organizational and constitutional matters;
  - 5. Monitoring attendance at all meetings and informing the Senate of possible violations and resulting expulsions.
  - 8. Keeping the records that pertain to office hours in the Senate Log Book.
  - 9. Keeping the records that pertain to unexcused or excused absences and/or tardies of Senate meetings.

**STUDENT SENATORS:**

- A. Every Senator is required to work no less than one (1) hour per week in the Student Senate Office. Every Junior Senator is required to work no less than one (1) hour per week in the Student Senate Office. Failure to work scheduled hours may result in removal from the Senate.

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- B. With the exception of Executive Board members, each Senator will be assigned to at least one committee of the Senate. Failure to participate in assigned committee work may result in expulsion from the Senate.

**STUDENT SENATE COMMITTEES:**

- A. The President of Senate will review the responsibilities and obligations each year and Ad-hoc committees will be formed as the need arises.
- B. The chairman of each Senate committee must be a member of the Student Senate, but other members of the committee may be appointed from the student body at large.
- C. The chairman of each Senate Committee should be prepared to report on committee activities at each full Senate meeting. A written report of committee activity is required at the completion of the activity.

**STUDENT SENATE OFFICE:**

- A. The Student Senate Office will be open Monday through Friday during the weeks that classes are in session. A Student Senator or Junior Senator will staff the office or Student Center desk.
  - B. All materials, files, records, correspondence, etc. in the Senate Office is confidential to anyone other than Student Senate members, unless the material is designated public information. Senators shall respect this confidentiality at all times. Disregard of confidentiality may result in expulsion from the Senate.
  - C. The Student Senate telephone is limited to Senate business only and should not be used for personal calls.
  - D. Student Senate business has priority on the computer(s) in the Student Senate office.
  - E. All Executive Board members will be issued a key to the Senate Office. They will be responsible for the use of the key and its return at the end of their term.
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**TRAVEL ARRANGEMENTS:**

- A. The Senate Treasurer is responsible for allocating funds for any trip taken by a Student Senator on official Student Senate business.
- B. All receipts must be retained in order for full reimbursement of expenses.
- C. Travel expenses are set by the State of Nebraska and by the college.
- D. Hotel or motel rooms should be billed directly to the Student Senate at State rates whenever possible.

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**ELECTION PROCEDURES:**

- A. Student Senate elections are carried out as prescribed in the Constitution (Article V). However, specific procedures are left to these Bylaws as follows:
1. Student Senate elections should be conducted with the use of the Department of Information Technology. In the event that computers may not be used, paper ballots will be used. (See Sections 20, 21, 22)
  2. Effective April 1, 2011: The Fall election proceeding shall begin the 3<sup>rd</sup> Wednesday of September and the Spring election proceedings should begin the 3<sup>rd</sup> Wednesday of February. Four weeks prior to the Fall and Spring election proceedings, student petitions for any non-executive Senatorial position (Senator of E.H.P.C.P.S.W., Senator of B.E.A.M.S.S., Senator of Liberal Arts, Senator At-Large, or Constitutional Court member) will temporarily be held from consideration by the Senate until after elections have occurred. If Senatorial positions are still available after Student Senate Elections, the previously acquired petitions will then be eligible for consideration by the Student Senate.
  3. No posters or fliers will be posted in or within 100 ft. of the Student Center. The use of unsolicited mass e-mail for campaigning purposes is also prohibited.
  4. The Court will print and post election guidelines, petitions, and election dates. The material will be posted in each academic department, in each residence halls, and the Student center. Petitions must be turned in by the time and date specified by the Constitutional Court.
  5. A notification and reservation of space needs to be given to the Campus Conference office prior to election dates.
  6. One (1) active student printout should be obtained from the Computer Center. The printouts are to be used to verify petitions from candidates and to validate eligibility of electors at the polls. At the end of the elections, the printouts must be destroyed.
  7. Poll workers may be assigned from other campus organizations to assist with the election. There must be at least one (1) person working at the polls at all times. The polls will be open for two (2) consecutive days, with the hours determined by the Constitutional Court with the prior approval by the computer center.
  8. After the petition signatures have been verified by the Constitutional Court, candidate lists need to be posted in each academic department, resident hall, and the Student Center.

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9. Guidelines will be prepared and given at the Candidates' Meeting concerning what a Student Senator is required to do and what the basics are of being a Senator.
10. Signs must be made for polling place(s).
11. Constitutional and by-law changes and amendments must be typed and presented to the full Senate for approval before being put on the ballot. After the Senate has given approval, changes can be put on the ballot.
12. The names of the winning candidates should be posted immediately after the Chadron State College Student Senate By-laws results are received from the Department of Information Technology. The results can be posted on the Student Senate bulletin board in the lobby of the Student Center, in the residence halls, and the academic departments.
13. The election results should be given to the CSC Eagle and the Chadron Record. The CSC Information Office should be notified so that publicity and pictures can be taken care of.
14. The newly elected Senator's petitions should be filed in the Senate Office.
15. A letter signed by the Chief Justice of the Court will notify each candidate who is elected Senator. The letter should contain notice of the first meeting which the new Senator is expected to attend.
16. A letter signed by the Chief Justice will notify each defeated candidate.
17. Constitutional Court should write a short summary of the election, including the number of voters and the number of ballots cast on each question. Specific candidates' names should not be included in the actual vote count narrative.
18. The election results obtained from the Department of Information Technology should be retained in the locked ballot boxes in the Senate Office for a period of two (2) weeks after each election. If there is a contested election and a need for a recount, the results will be available yet confidential.
19. The Chief Justice will report the results of the election, including voter turn out, to the entire Senate so they can be recorded in the minutes.
20. If the Department of Information Technology is unavailable, no less than five hundred (500) ballots should be available during the week of elections.
21. The ballots are to be counted immediately after the polls close. The Chief Justice of the Court may appoint helpers to count. At least one (1) Faculty Advisor must be present while the ballots are being counted. No person who is a candidate for office may assist with the counting process.
22. The ballots from the election should be retained in the locked ballot boxes in the Senate Office for a period of two (2) weeks after each election. If there

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is a contested election and a need for a recount, the ballots will be available yet confidential.

23. Candidates for contested elections are prohibited from loitering near the polls.

**FINANCE COMMITTEE:**

- A. The Finance Committee is a standing committee of the Student Senate and will be chaired by the Senate treasurer.
- B. The committee shall consist of three (3) members from Senate, the Student Senate Treasurer, the Campus Activity Board (C.A.B.) treasurer, two (2) members from C.A.B., and two (2) members from the general student population (these members must be registered as full time CSC students). The Finance Committee shall also consist of an advisor who will be approved by the Student Senate annually.
- C. The Finance Committee shall have its own guidelines that must be approved by the Student Senate. Any changes made to these guidelines must also be approved through Senate.
- D. The Finance Committee will regulate the active, inactive and newly created clubs Chadron State College Student Senate By-laws on the campus. The Finance Committee is responsible for establishing and executing guidelines for the creation of clubs. This committee is also responsible for insuring that all current clubs are following guidelines that allow them to be active on campus.

**CAMPUS ACTIVITIES BOARD:**

- A. The Campus Activities Board is a standing committee of the Student Senate and will be chaired by the CAB president.
- B. The Campus Activities Board shall have its own guidelines that must be approved by the Student Senate. Any changes made to these guidelines must also be approved through Senate.

**EXECUTIVE SESSION:**

- A. Executive session will refer to “any meeting or portion of a meeting, at which the proceedings are private.”
- B. Executive Session can be called at any time by the President of the Student Senate. The Vice-President of the Student Senate can call Executive Session at any time with written or verbal consent from the President. In the event that both the President and Vice-President are absent, the Treasurer, Secretary, Parliamentarian, and Chief Justice can call an Executive Session at any time with written or verbal consent from both the President and Vice President.

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- C. All non-members of the Student Senate, the Student Trustee, and the Campus Activities Board Representative's will not attend Executive Sessions.