

Student Senate

By-Laws

A. Article I - Name

The name of this organization shall be the Student Senate of Howard Community College. Herein referred to as the Student Senate.

B. Article II – Purpose

The Student Senate shall be a sub-committee of the Student Government Association (SGA) overseeing student representation on college committees. Senate members will sit as student representatives on HCC administrative and SGA committees and will meet collectively to examine the effects of such committees on the student body. Senators are then responsible for conveying the Senate opinion to their respective committees.

C. Article III – Structure

The Student Senate shall consist of the Executive Board of the SGA as well as individual Senators. The SGA Vice-President shall serve as the Chair of the Senate. In the event that the Vice-President is unable to fulfill this duty, the SGA President may delegate the role to another member of the Executive Board. The SGA Secretary and Treasurer shall serve in their respective roles in the Student Senate; however, the Senate may have a Secretary of its own with approval from the SGA President and Vice-President.

The Student Senate should hold regular meetings no less than once a month. Any member of the SGA may attend meetings of the Senate, however, only Senators and SGA Executive Board members who are currently serving on school committees will have voting privileges.

Senators serve as representatives of the SGA and are designated as such by the SGA President. Approval and dismissal of Senators, as well as appointments to committees, shall be the responsibility of the SGA Vice President. In the event that an issue cannot be resolved within the Senate, the SGA President will make the final determination. Written appeals to any decision made by the President may be submitted to the Director of Student Life in accordance with Article X of the SGA Constitution.

In the event that a Senator is unable to attend a meeting of his/her assigned committee or of the Student Senate, they may select an appropriate substitute. Any substitute who will attend more than two (2) meetings of any committee must be approved of by the SGA President. Whenever a substitute is being used, the Chair of the Student Senate should be notified.

D. Article IV– Duties and Responsibilities

1. Chair

- a. Governs the Student Senate and chairs all regular meetings.
- b. Arranges monthly meetings of the Senate.
- c. Works closely with the SGA President on all matters pertaining to the Student Senate including selection and dismissal of Senators and appointments to specific committees.

2. Secretary

- a. Helps to inform SGA members and/or student body as a whole of all Student Senate meetings.
- b. Takes minutes of all Student Senate meetings and submits same to Chair for approval and disseminates minutes to SGA members, if so requested.
- c. Types and mails all internal and external Student Senate correspondence.
- d. Maintains file of official records and/or archives of all Student Senate matters in the office of the SGA President, under the guidance of the Student Senate Chair and the SGA President.
- e. Helps draft Student Senate by-laws and/or resolutions.

3. SGA President

- a. Reports on committees to which (s)he is the student representative.
- b. Serves as the liaison between the Student Senate and the Student Government Association.
- c. Casts the deciding vote in any matters that cannot be resolved in the Student Senate.

E. Article V – Membership

Senators shall be appointed by the SGA Executive Board pending approval of the SGA general membership. Senators shall complete an Senator Application, participate in an interview with the SGA Executive Board, and must then be approved of by the SGA general membership.

F. Article VI– Dismissal

Any member of the SGA, Student Senate, or the College Community may submit a written complaint against any Senator to the SGA President. The SGA Executive Board shall examine all complaints and determine, through a majority vote, whether or not the Senator’s dismissal should be brought to a vote in the Student Senate. In the event that a Senator’s dismissal is brought before the Senate, then the Senate shall examine all complaints in a closed meeting and then hold a dismissal meeting. The Senator in question may not be in attendance during the closed meeting, but may present a defense including presenting documentation and witnesses on their behalf. The Senate shall then cast an

anonymous vote to determine whether or not the Senator should be dismissed. Dismissal from the Student Senate in and of itself shall not have any disciplinary consequences associated with it. However, if the student is in violation of the Student Code of Conduct then they will be subject to the disciplinary procedures as outlined in the Student Handbook. Appeals to the dismissal of any Senator may be submitted to the Director of Student Life within ten (10) business days after the dismissal meeting.

G. Article VII– Academic Standing and Course Load

All senators and the Secretary of the Student Senate shall be enrolled in at least six (6) credit hours and shall have a minimum cumulative and semester GPA of 2.5. The Secretary of the Student Senate shall have completed at least six (6) credit hours prior to assuming office.

H. Article VIII– Advisor

Any member of the HCC faculty or staff may serve as the advisor for the Student Senate. In the event that the SGA President and Vice-President cannot find an advisor, the SGA advisor or their designee will serve in the role. The advisor will serve as a resource for the Student Senate by providing information on college policy and procedure, and by providing unbiased advice that will help the Senate serve its purpose.