

Bylaws of the WETCC Student Senate

MISSION STATEMENT

The Mission and intention of the White Earth Tribal & Community College Student Senate is to first be guided by the seven (7) Anishinaabe values. By these, we intend on laying a foundation down that will assist the current and future Senates in performing their duties as the Government of the Student Body, carrying out the rights of the students, considering the voice of all students, advocating on behalf of the students, being and active liaison between the college and the student body, assisting students with tools they need to get projects off the ground, as well as responding and taking action on the needs of the Student Body as a whole.

Section 1: Order of Business

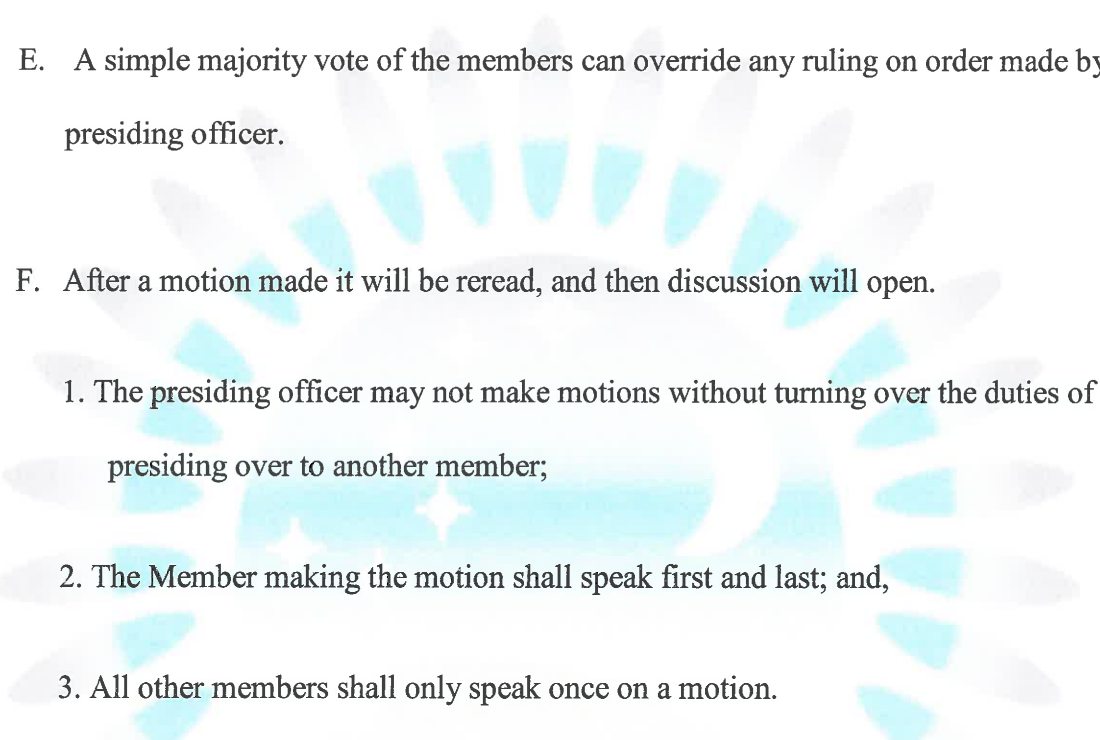
- I. Call to Order
- II. Roll Call
- III. Reports
- IV. Old Business
- V. New Business
- VI. Points for the Good of the Order
- VII. Open Forum

VIII. Announcements

IX. Adjournment

Section 2: Procedures of the Student Senate

- A. Only voting members of the Senate are allowed to make motions and to speak on motions.
- B. Open Forum is the only time in which individuals may speak before the Senate, on items that they would like the Senate to consider.
 - 1. No guest or public member is allowed to speak while the Senate is discussing a business item;
 - 2. No item presented during Open Forum shall be considered during that same day. The item may be assigned to a Senator, Officer, or Committee to research and report back to the Senate at the next regularly scheduled meeting; and,
 - 3. Guests may be extended an invitation to speak or present on a specific topic during the “Reports” section on the agenda, by invitation of an Officer as long as there are no objections.
- C. Discussion on any one issue will be limited. The presiding officer may call discussion closed after ten minutes, or a member may move to close the discussion. If discussion ends due to no one wishing to speak further, discussion will close on its own.
- D. A motion can be made by any Senator or Officer present, without need for a second.

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1. A motion can be made with informality upon agreement of the Senate at the beginning of each new Semester; or,
 2. If the Senate cannot agree, motions shall be made in a formal manner as prescribed by “**Mason’s Manual of Legislative Procedure**” most recent edition.
- E. A simple majority vote of the members can override any ruling on order made by the presiding officer.
- F. After a motion made it will be reread, and then discussion will open.
1. The presiding officer may not make motions without turning over the duties of presiding over to another member;
 2. The Member making the motion shall speak first and last; and,
 3. All other members shall only speak once on a motion.
- G. At the end of discussion, a vote will be taken; unless a “Motion to Table the Vote” has been made and voted on instead. The Presiding Officer has discretion as to the type of vote to be used, if no Member has requested a particular method.
1. Unanimous consent - motion carries if all are in favor.
 2. Voice vote - "aye" - "nay", simple majority carries the motion.

3. Roll call - each member will be called upon individually and may either vote in the affirmative, negative, or abstain from voting. The secretary will count and announce the vote outcome.

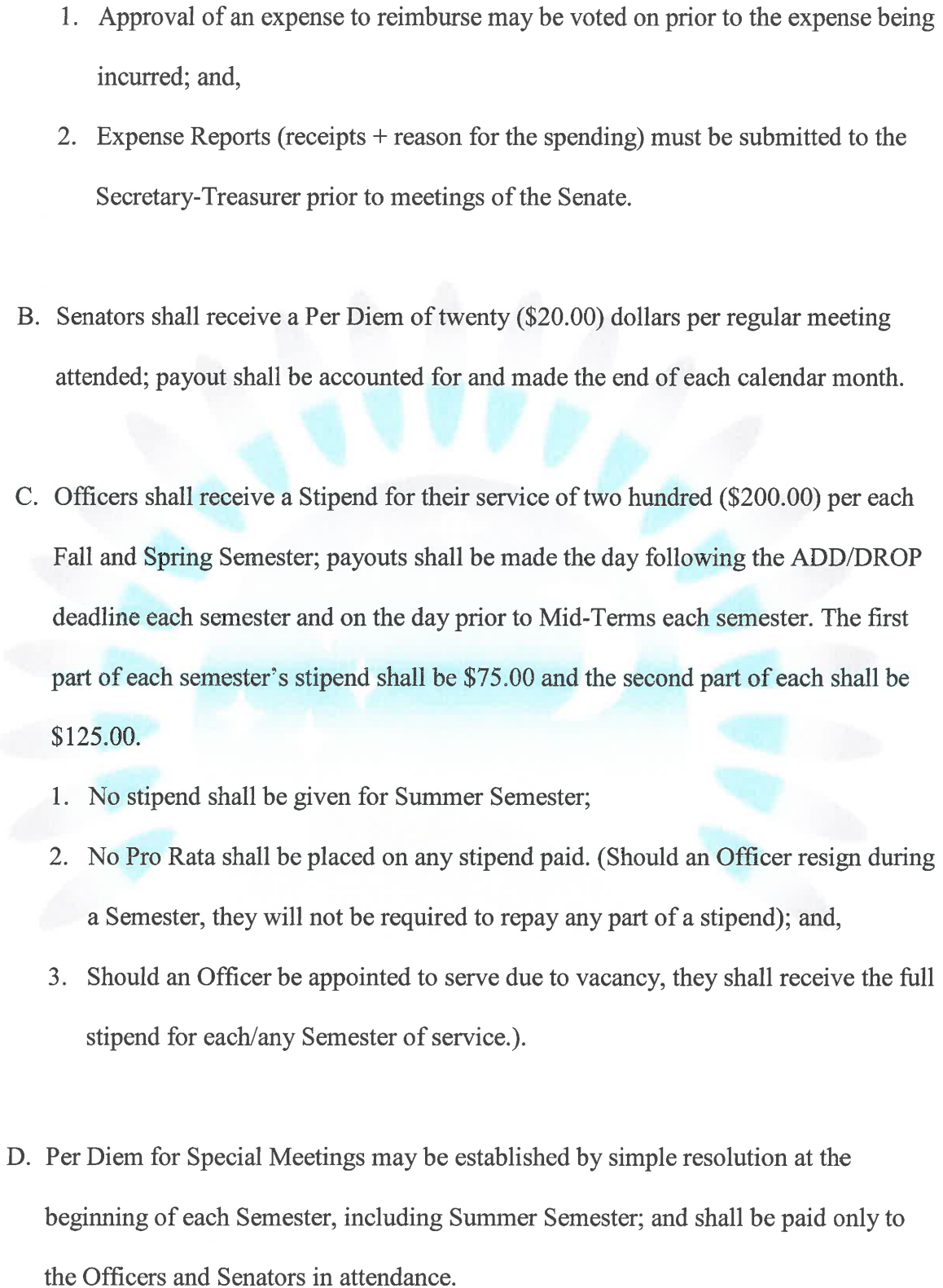
H. A simple majority (50%+1) implies a majority of those members of the Student Senate present at the meeting voting in the affirmative or the negative on the motion, amendment, or motion to table.

I. Senators' rights:

1. Move to recess - specify time.
2. Move to consider a topic in the future (table the topic or a vote) - specify time.
3. Call for a point of clarification - keep it limited to the factual. If you wish to be so recognized, call out after the speaker is through; you get preference for speaking next.
4. Point of order - if the rules are not being followed call out "point of order" noting bylaws.

Section 3. Remuneration and Compensation.

A. Remuneration (payments to reimburse expenses incurred) shall be processed following each regular or special meeting of the Student Senate; upon vote of approval of the expense.

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1. Approval of an expense to reimburse may be voted on prior to the expense being incurred; and,
 2. Expense Reports (receipts + reason for the spending) must be submitted to the Secretary-Treasurer prior to meetings of the Senate.
- B. Senators shall receive a Per Diem of twenty (\$20.00) dollars per regular meeting attended; payout shall be accounted for and made the end of each calendar month.
- C. Officers shall receive a Stipend for their service of two hundred (\$200.00) per each Fall and Spring Semester; payouts shall be made the day following the ADD/DROP deadline each semester and on the day prior to Mid-Terms each semester. The first part of each semester's stipend shall be \$75.00 and the second part of each shall be \$125.00.
1. No stipend shall be given for Summer Semester;
 2. No Pro Rata shall be placed on any stipend paid. (Should an Officer resign during a Semester, they will not be required to repay any part of a stipend); and,
 3. Should an Officer be appointed to serve due to vacancy, they shall receive the full stipend for each/any Semester of service.).
- D. Per Diem for Special Meetings may be established by simple resolution at the beginning of each Semester, including Summer Semester; and shall be paid only to the Officers and Senators in attendance.

1. Special Meetings are the only time that Officers shall receive a meeting attendance per diem.

Section 4: Allocation of Student Fees

A. Allocation Guidelines

1. Club or organization must be recognized as an approved WETCC Student Organization by the Student Senate.
2. Club or Organization must have a representative to attend meetings of the Student Senate when recognition is applied for and when annual budget allocations are requested. (Note: Special or otherwise one-time funding allocation for a specific item or activity request, need only be submitted in writing to the Student Senate for consideration.)
3. Club or organization must submit an annual itemized budget along with a request for funds in writing to the WETCC Student Senate and the Dean of Student Services.
4. Itemized budget should include: how funds will be used, amount requested for each project/item, description of project/item, justification for project/item, and the supplemental funding that the club will receive for this project/item (i.e. raised funds).
5. Funds may be used for travel and expenses to national and state conventions, conferences, and competitive* events. All travel funds shall be in accordance and travel regulations for the College. (Participation on behalf of the College in any

competition, requires approval from both the WETCC Administration and the WETCC Student Senate; whether or not the funding for the activity is made solely from outside sources.)

B. Budget Tracking

1. All clubs and organizations must carefully track the spending of any Student Activity Fee Fund allocation, along with accurate accounting details for all revenues and expenditures. Each year the Student Trustee and Faculty Trustee of a recognized student organization, may request funding allocation from the Student Senate. The Student Senate reserves the right to deny any/all allocation requests.
2. The Business Office tracks purchases for each club, which is why it is important to keep track of expenditures.

C. Clubs/organizations must submit required paperwork

1. Amount of financial support raised by membership
2. Degree to which the program benefits the College community
3. How expenditures relate to club/organization's purpose
4. Examples of acceptable projects/items to be funded
 - a. Supplies (general office supplies, poster board, paint, paper, etc.)
 - b. Speakers/lecturers
 - c. Conference/Competition Travel

d. Service Projects (direct donations from allocated funds are not permitted)

e. Events open to entire campus

5. Examples of unacceptable funding requests

a. Material/equipment/supplies for individual use

b. Alcoholic beverages

c. Non-medicinal Tobacco products

d. Food (unless it is in conjunction with a special program or event)

Section 5. Policy on Student Fees

A. Purposes and Uses. Most student fees have specific purposes that govern their assessment and use. Student fees should be managed and accounted for in a manner that will reflect the proper usage of these fees. The business purpose and usage of the various student fees will be discussed below.

B. Mandatory Student Fees. Student activity fees, Technology fees, and Special Fees are the three basic mandatory fees charged by all higher-learning “teaching” institutions.

C. Student Activity Fees. Student activity fees are collected for the purpose of supporting programs and services affecting all aspects of student life. Correspondingly, the expenditure of these fees should be student centered with the students being the primary participants or beneficiaries.

1. Student activity fee revenues may be used to support a broad spectrum of student related services, most commonly in the areas of social and entertainment activities, intramural sports, student publications and student government associations. While it is not the intent of this section to provide an exhaustive list of WETCC Student Senate rules and regulations for expenditures, the following guidance is provided on expenditures of student activity fees.

2. Appropriate expenditures of Student Activity fees would include:

- a. Hiring and paying travel for performers- Meals and travel expenses are subject to per-diem and non-employee travel regulations. If all costs of performing group, including travel expenses, are included as part of a lump-sum contract, travel regulations would not apply.
- b. Consultant expenses
- c. Prizes/awards from raffles-Participation in raffle must be available to all students. Raffles/lotteries may be lawfully conducted without a license if participants are allowed to enter at no cost. For these events, individual prizes must be de minimis in value (not to exceed \$100). If licenses are obtained and raffle tickets are sold, gifts are limited to funds collected in raffle.
- d. Registration fees and Chapter Dues (though not individual membership dues).
- e. Travel to and from activities.
- f. Required athletic or competition gear and equipment.

- g. General supplies.
- h. **Food and refreshments for student group events-Appropriate if event is open to all students within specific identifiable group. Food for Students**

(Activity Fee funds may be used to purchase food for students at sanctioned student events. Sanctioned student events include events and travel sponsored by recognized student groups, athletic team events, and other campus events open to the general student body and designed to further the development and education of students.)

- i. Promotional Items-Associated with promotional events for students, such as student recruitment. Acceptable items would be T-shirts, mugs, plaques, click drives, etc. Individual value should not exceed \$ 50. **Cash awards are strongly discouraged.** The institution may be subject to additional prohibitions on promotional items resulting from athletic conference regulations. T-shirts and all items with the WETCC name on it **MUST** be approved jointly by the WETCC Student Senate and WETCC Administration.
- j. Performance Based Awards-Considered acceptable if student has provided some service and/or performed some function to receive award (e.g., writing contests, dance contests, and various student skills competitions). Award amounts may vary based on value of service/performance, not to exceed \$ 500.
- k. Stipends for Officers-Appropriate if included in budget as reviewed by the Student Senate.

- 1. Event costs-Appropriate to stage events (e.g., decorating event area, printing programs, advertising).
- m. Furniture, fixtures, equipment
- n. Lease payments for Public Private Ventures if fee was assessed to fund service “rental” payments. See section on Facility fees.
- o. Other operating costs-Normal supply, maintenance and utility costs.

D. Student Activity fees should not be expended on the following:

- 1. Employee travel (including student employees)-
- 2. Donations-Except where proceeds of fund-raiser go directly for that purpose.
- 3. Scholarships- Prohibited unless based on some performance measure or service requirement. Performance measures would require some academic or student activity skill to be displayed (e.g., athletics, music, literary, math, etc.). Simply being an enrolled student would not qualify as a performance measure.
- 4. Tips-Unless covered by travel guidelines or service contract.
- 5. Faculty salaries and benefits-Student activity fees shall not be used to directly fund instructional costs of credit hour courses.
- 6. Intercollegiate Athletic program costs-Normally these costs should be paid from Athletic fees. Possible exceptions could be for support groups, such as dance teams, club sports or cheerleaders, if included in the budget as reviewed by the student fee advisory committee.
- 7. Student employee recognition luncheons/meals-Not allowable if provided for an individual or a specific group. Student employees may receive food if partaking in an event open to all students and student employees are at function as a “student”.

8. Employee travel (including student employees).

Section 6. Elections.

- A. An Election Board shall be established from the Officers and Senators not returning for the next Academic Year.
- B. The Election Board shall be responsible for promoting Officer Elections and/or recruiting candidates to run for Officer Positions.
- C. The Election Board shall convene the second week of April each Academic Year to begin election preparations.
- D. The Election Board shall be responsible for establishing filing deadlines, producing ballots, overseeing election day(s), and for the counting of ballots.
- E. Students must show their current WETCC Student ID to receive a ballot.
 - 1. If a ballot is lost or destroyed, no second ballot shall be produced for that student to cast.

Section 6. Rules Reserved.

- A. Additions to the By-Laws are hereby reserved as permitted by the Student Body Constitution.
 - 1. Additional By-Laws may be proposed by as simple majority of the quorum present at any particular meeting of the Student Senate may vote to propose a new By-Law.

2. The proposed By-Law(s) will be heard then and also during the next Student Senate meeting.

3. Adoption of a By-Law can only be made by two-thirds majority of the quorum present at the second meeting of the Student Senate to hear the proposed By-law and by voting in favor.

This edition of the By-Laws of the WETCC Student Senate were revised and adopted by an affirmative vote of the Student Senate on February 9th, 2017 and replace any preceding By-Laws previously approved. The By-Laws as all By-Laws and Policies adopted by the Student Senate are subordinate to the Constitution of the Student Body.