

CONSTITUTION OF LAKE SUPERIOR COLLEGE STUDENT SENATE

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Lake Superior College
MnSCU Board Policy II.1, Campus Student Associations,
authorizes the Lake Superior College Student Senate
to be the official student body representation of
Lake Superior College, Duluth, Minnesota
September 2023

Article I –NAME

The name of this organization shall be Lake Superior College Student Senate, herein after referred to as LSCSS.

Article II – MISSION/PURPOSE

- A. The mission of the LSCSS is to conduct research to better understand student and stakeholder needs, represent and advocate for the Lake Superior College student body through shared governance, and be helpful and provide leadership to students and stakeholders.
- B. The purpose of the LSCSS is to provide the official student representation and advisory association for the concerns of the Lake Superior College student body. The LSCSS shall consider individual students and student organizations, as well as campus issues, state and national issues, and/or legislative actions concerning the Lake Superior College community.

Article III – DEFINITIONS

- A. For the purpose of clarification, the following definitions shall be considered when referring to this Constitution:
 1. Appendix – a standing rule when conducting business that may be amended or suspended to allow for unforeseen/special circumstances.
 2. In good standing – the criteria of being enrolled in at least four (4) credits per semester and maintaining a cumulative grade point average of at least two point seventy-five with petition (2.75).
 3. Proxy - voting for an absent senator.

Article IV –MEMBERSHIP

- A. The LSCSS is open to any current student in good standing at Lake Superior College.
- B. The LSCSS does not discriminate on the basis of ethnicity, gender, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation or membership, or activity in a local commission as defined by law.
- C. The responsibilities of all members shall include:
 1. Attending all LSCSS meetings.
 2. Attending and/or assisting with the events/activities held at Lake Superior College unless prior approval from an executive board member is received.
 3. Reviewing of and voting on proposed motions made during general and special meetings.
 4. Informing the students on matters before the LSCSS.
 5. Spending two hours per week, consisting of two office hours in the LSCSS office and/or one office hour and one field hour communicating with students on campus outside of the LSCSS office, to assist in fulfilling the responsibilities of the LSCSS.
 6. Serving on at least one (1) Lake Superior College campus-wide committee.
 - a) One (1) ad hoc committee may be used as a substitution for serving on a campus wide committee if none are available.
 7. Reading and understanding the Student Senate Handbook.

8. Upholding the oath of office:
 - a) I do solemnly swear that I will support the Constitution of the Lake Superior College Student Senate, that I take this obligation freely, without any mental reservation or purpose of self-agenda, and that I will well and faithfully discharge the duties of the office on which I have entered.

D. Removal

1. A member shall be removed for one or more of the following:
 - a) A senator being placed on academic/behavioral probation.
 - b) A senator being placed on academic/behavioral suspension.
2. Membership may be terminated because of one or more of the following:
 - a) Two (2) unexcused absences, or excessive excused absences, as determined by the executive board.
 - b) Failure to perform the duties/responsibilities of a senator.
3. The LSCSS Executive Board shall review all allegations for the removal of a senator. The LSCSS Executive Board shall issue a determination of findings to the LSCSS and recommend one (1) of the following three (3) actions be taken:
 - a) Clear the senator of any wrongdoing.
 - b) Reprimand the senator.
 - c) Recommend dismissal of the senator to the full LSCSS.
4. Determination of dismissal shall be made by two-thirds (2/3) majority vote of the attending membership of the LSCSS by secret ballot.
5. Senators will be given a probationary period of four weeks or one month before committing to the LSC Student Senate.

E. Elections of the LSCSS membership shall be held twice per academic year under the following guidelines:

1. Voting privileges shall be granted to all students enrolled at Lake Superior College.
2. The total number of LSCSS membership shall be a maximum of seventeen (17) total members.
3. Elections shall be held in accordance with Appendix A, Elections.
4. Those individuals who have been elected, for both fall and spring semesters, are required to attend the first (1st) LSCSS meeting after the elections. Failure to participate in this meeting shall result in the forfeiture of their seat on the LSCSS. Extenuating circumstances shall be reviewed on a case-by-case basis by the Executive Board to determine an excused absence from this meeting.

F. Term of Office

1. The term of office for senators elected in the fall semester shall commence in the fall semester at a senate meeting in the week following the fall elections each year and conclude on the date that the following year's newly-elected fall semester senators are seated.
2. The term of office for senators elected in the spring semester shall commence in the spring semester at a senate meeting in the week following the spring elections each year and conclude on the date that the following year's newly-elected spring semester senators are seated.

Article V- OFFICERS

A. Officers

1. The elected officers of the LSCSS shall include the President, Vice President, Secretary, Treasurer, and Public Relations Coordinator.

B. Eligibility

1. All officers must be enrolled students in good standing at Lake Superior College.
2. All officers must be a member of the LSCSS.
3. Elected officers must have served on the LSCSS for one (1) full semester prior to the term of office for which he/she is running.

C. Duties and Responsibilities

1. The President shall:
 - a) Preside over all general meetings of the organization.
 - b) Represent the organization to Lake Superior College and others.
 - c) Convene the Executive Board at least once monthly during an academic session.
 - d) Establish and maintain communications with the administration and staff of Lake Superior College.
 - e) Keep communications open between the LSCSS, student body, and all other LSCSS recognized student organizations.
 - f) Write an annual letter to the Minnesota State Board of Trustees describing the consultation process used by the LSC administration and the LSCSS regarding tuition and fees for the next fiscal year.
 - g) Prepare all official correspondence of the LSCSS as directed by the LSCSS.
 - h) Perform other duties as prescribed by the LSCSS.
2. The Vice President shall:
 - a) Assume the duties of the LSCSS President in their absence.
 - b) Oversee all LSCSS committee activities and request and prepare senators to serve on Lake Superior College campus-wide committees.
 - c) Coordinate ongoing training activities, to include a training session for newly elected senators.
 - d) Assume the office and duties of the president if the president's office is vacated.
 - e) Perform other duties as prescribed by the LSCSS President or membership.
3. The Secretary shall:
 - a) Record the proceedings of all general meetings as a basis for preparing the LSCSS general meeting minutes.
 - b) Prepare the LSCSS general meeting minutes.
 - c) Enter any corrections of the LSCSS general meeting minutes after approval by the LSCSS membership.
 - d) Prepare a roll call list and call roll when directed by the presiding officer.
 - e) Assist the presiding officer in preparing a detailed agenda to be distributed at the agenda's respectful LSCSS general meeting.
 - f) Send required notices of LSCSS general meetings prior to the general meeting.
 - g) Preserve and update all records, reports, and official documents of the LSCSS except for those assigned to the custody of others.

- h) Prepare all official correspondence of the LSCSS as directed by the LSCSS President or membership.
 - i) Perform other duties as prescribed by the LSCSS President or membership.
4. The Treasurer shall:
- a) Prepare and present monthly financial reports to the LSCSS, balanced against an itemized statement of the LSCSS accounts, retrieved from the Lake Superior College Student Life Department by the twentieth (20th) day of each month.
 - b) Disburse all funds with an advisor of the LSCSS.
 - c) Deposit money, drafts, and checks in the name of and to the credit of the LSCSS in the student payment office of Lake Superior College.
 - d) Submit a draft of the next fiscal year budget to the executive board by December 31st of each year.
 - e) Ensure that Article VIII, Finance, is strictly adhered to.
 - f) Ensure that no goods or services are ordered without a purchase order from the Lake Superior College Student Life Department or the Lake Superior College Purchasing Department.
 - g) Perform other duties as prescribed by the LSCSS President or membership.
5. The public relations coordinator shall:
- a) Serve as the LSCSS liaison on all legislative matters.
 - b) Assist the LSCSS President as liason with LeadMN.
 - c) Develop and implement ongoing promotional and recruitment activities.
 - d) Prepare and distribute a minimum of two (2) LSCSS tabloids per spring and fall semesters.
 - e) Maintain communication with the Marketing Department.
 - f) Maintain and update the LSCSS webpage on the Lake Superior College website and LSC social networks.
 - g) Facilitate communication between the all Lake Superior College Campuses, informing students of LSCSS proceedings, and relaying concerns back to the LSCSS.
 - h) Perform other duties as prescribed by the LSCSS President or membership.

D. Election

1. All elections shall follow Appendix A, Elections.
2. In May of each year, an officer transition meeting shall be held as determined by an advisor of the LSCSS and/or the LSCSS Executive Board. The term of office for each new Executive Board shall commence at this meeting and conclude at the next transitional meeting. This meeting shall consist of both the outgoing and incoming Executive Board members. A detailed report by each outgoing Executive Board member shall be given at this meeting.

Article VI - COMMITTEES

A. Standing Committees

1. The Executive Board shall:
 - a) Be comprised of the elected officers, whose duties and titles can be found in Article V, Elections, Section C, of the organization.
 - b) Meet to prepare agenda items and informational reports and to collaborate on the business of the organization.

- c) Be authorized for expenditures of up to two-hundred dollars (\$200.00) for routine operational expenses.
 - d) Meet monthly.
 - e) Conduct the operations of the LSCSS during the summer months.
 - f) Propose an annual budget to the entire LSCSS for approval.
 - g) Submit an approved annual budget to the Student Life Committee by February first (1st) of each year.
 - h) Enforce the LSCSS Constitution.
 - i) Promote active communication between members of the LSCSS regarding current issues in senate.
 - j) Provide assistance and guidance to Lake Superior College student clubs and organizations that are in danger of probation.
 - k) Coordinate the LSCSS open forums as needed.
 - l) Participate in events at LSC and between the various campuses.
- 2. The Election Committee
 - a) Shall be established in accordance with Appendix A, Elections.
 - 3. Legacy Committee
 - a) Ensure continued maintenance of all areas of the Legacy Project.
 - b) Create a plan for the LSCSS's approval for continuation of the Legacy Project.
 - 1. Ensure each year's plan shall be a complete project in and of itself. No senate should create an obligation for future senates which would limit their ability to plan their own legacy.

B. Ad Hoc Committees

- 1. The LSCSS President, membership, or the Executive Board may establish ad hoc committees at any time as deemed necessary.
- 2. The president shall appoint members to the ad hoc committees.
- 3. The president shall keep track of ad hoc committees and ensure their activity.

Article VII - OPERATIONS

A. Quorum

- 1. A quorum for conducting any business of the organization shall consist of at least 51% of the entire LSCSS membership.

B. The LSCSS will allow proxy votes during a meeting.

- 1. Each senator may hold one (1) proxy vote per meeting.
- 2. Proxy votes must be written before the meeting.
- 3. Notification of proxy votes must be given to an officer at the start of the meeting.
- 4. In the case of special circumstances, proxy voting may not be allowed at any given meeting by a two-thirds (2/3) majority vote.

C. Meetings

- 1. The regular meeting schedule of LSCSS shall be determined by the LSCSS Vice President at the beginning of each semester and shall be distributed by official means to all members.
- 2. Student Senators must inform the Student Senate (senate@lsc.edu) if they will not be attending the meeting 24 hours in advance.
- 3. The Executive Board may call special meetings and notice shall be given by official means to all members at least 48 hours prior to the special meeting.

4. Lake Superior College students, enrolled in good standing, may be recognized at general meetings of the LSCSS.
5. Lake Superior College staff, faculty, alumni, members of associations and organizations, and members of the community may be recognized on matters pertinent to the Lake Superior College student body, provided that official notice is submitted to and approved by the LSCSS Executive Board, at least one (1) day prior to a scheduled LSCSS general meeting.
6. Time limits may be imposed to students and guests that are recognized at regular meetings.

D. Disbandment

1. Should this organization disband, the Executive Board shall disburse the assets to the Lake Superior College Student Life Department. Should no officers be available, the Vice President of Finance and Administration of Lake Superior College shall be authorized to make the disbursal.

E. Advisors

1. The LSCSS shall have two (2) advisors, one being the Lake Superior College Student Life staff and one representative of administration, appointed by the college administration with a recommendation from the LSCSS. The advisors shall attend meetings when possible, serve as coordinators between the organization and the college, and perform other duties as applicable.

Article VIII - FINANCE

A. Budget

1. The LSCSS budget for the following academic year shall be approved by the LSCSS no later than February first (1st) of each year or before the Lake Superior College Student Life Committee meeting at which the LSCSS budget is approved, whichever comes first.
2. The LSCSS budget shall be submitted to the Lake Superior College Student Life Committee prior to the meeting of the approval of the Lake Superior College non-personnel budget. The Dean of Students can be contacted regarding the date of this meeting.

B. Revenue

1. Any revenue shall be deposited directly into the appropriate LSCSS account at the Lake Superior College student payment office.

C. Stipends

1. The LSCSS shall distribute stipends in accordance with the LSCSS stipend procedures, which can be found in Appendix B, Stipend Procedures.

D. Disbursements

1. All disbursements, except for normal operating expenses already allocated within the budget that have been approved by the LSCSS Executive Board, shall require a majority vote of the attending LSCSS membership.
2. No contract, written or verbal, shall be made which would allocate any part or percentage of any revenue before it is deposited into the LSCSS account.
3. No vouchers for disbursement shall be paid unless signed by the LSCSS President or a designee and an LSCSS advisor.

Article IX – STUDENT CLUBS AND ORGANIZATIONS

A. Formation

1. All Lake Superior College student clubs and organizations must obtain a petition to form a student club or organization from Student Life. The LSCSS shall make a recommendation to the Lake Superior College President as to approve or reject the formation of a proposed student club or organization on campus.

B. Process for approval of a student club or organization

1. A representative of the proposed student club or organization may appear and/or submit a petition to the LSCSS for recommendation.
2. The purpose of the student club or organization must be stated and must demonstrate a benefit to the students of Lake Superior College.
3. A faculty/staff member must be obtained to be appointed as an advisor for the proposed organization.
4. The proposed student club or organization must submit a copy of bylaws along with the petition.
5. The LSCSS shall submit recommendation to the Lake Superior College President.

C. Probation

1. The LSCSS may, by two-thirds (2/3) vote of its membership, place a chartered student club or organization on probation for the following reasons:
 - a) The student club or organization has not attempted to fulfill its stated purpose within a six (6) month period.
 - b) The student club or organization has operated in a manner contrary to the policies, philosophy, and objectives of Lake Superior College and Minnesota State system.

D. Continuance

1. All LSC student clubs must submit official paperwork annually to continue being recognized for the upcoming academic year.

Article X – RULES OF ORDER

- A. The conduct of the business of the organization shall comply with Robert's Rules of Order, using the most current edition, in all situations not otherwise provided for in this constitution.

Article XI - AMENDMENTS

- A. The LSCSS may amend the constitution by the establishment of a Constitution Review Committee who shall make recommendations to the LSCSS.
- B. Any member of the Lake Superior College student body, in good standing, may submit a proposed amendment to the constitution for consideration by the LSCSS.
 1. Any proposed amendment from a member of the Lake Superior College student body, in good standing, must be accompanied by a minimum of fifty (50) signatures of members of the Lake Superior College student body.
- C. Proposed amendments shall be submitted to the LSCSS Executive Board for review and recommendation, and the executive board shall post the amendment on the LSCSS web site until it is acted upon.
- D. The proposed amendment shall be distributed to the LSCSS membership at least thirty (30) days prior to the meeting at which the amendment shall be acted upon.

- E. This constitution may be amended by a two-thirds ($2/3$) vote of the total LSCSS membership.
- F. The proposed amendment shall be posted, and copies shall be available upon request.
- G. The newly accepted constitution shall be presented to the Lake Superior College President for review and approval. It is the responsibility of the LSCSS President to ensure the constitution is approved at the college level.

Appendix A – Elections

Article I – Election Procedures

Section 1: Candidacy Forms

- A. No candidate running for a Senator position may sign or fill out another candidate's candidacy form.
- B. All candidacy forms are to be submitted to the Election Committee or a pre-designated secure drop box.
- C. All candidates must attend an informational briefing prior to the elections.

Section 2: Senators

- A. Candidates running for election must receive at least ten (10) votes in their favor in order to be eligible to obtain a seat on the LSCSS.
- B. In the event a seat is vacant, the LSCSS Executive Board retains the right to nominate and elect an interested student of Lake Superior College who meets the candidate qualifications for the remainder of a term. For vacancies that occur within thirty (30) days of a scheduled election, the position cannot be filled by the Executive Board. This does not pertain to vacancies that occur on the Executive Board.
- C. Newly elected senators must be trained in, at the latest, by two (2) weeks after swearing their oath of office.

Section 3: Executive Board Members

- A. All nominations for Executive Board positions shall be made at a meeting one (1) week prior to spring break each year, unless a vacancy arises.
- B. In order to be eligible for an elected Executive Board position, a candidate must have served on the LSCSS for one (1) full semester prior to the term of office for which they are running.
- C. Elections for the Executive Board positions shall be held at a meeting one (1) week after spring break each year.
- D. No person can nominate themselves but must accept or decline at the time of the nomination. If extenuating circumstances occur, a senator may be nominated by proxy vote provided that a signed acceptance for the nomination has been given to another senator prior to nominations.
- E. All members of the LSCSS may vote for the members of the Executive Board.
- F. When elected to the Executive Board, a member's term as a senator is extended through the following year.
- G. In the event of an Executive Board position vacancy, the LSCSS may hold a special election to fill the position. The criteria for a special election shall be determined by the Executive Board pending LSCSS approval.
- H. In the event that an officer is elected during the semester, the officer must be trained in, at the latest, by two (2) weeks after assuming office.

Section 4: Election Guidelines

- A. Elections for one-half (1/2) of the membership shall be held the Friday of the sixth (6th) week of Fall and Spring each year.

- B. A meeting with the newly elected fall and spring semester senators shall be held during the week following the elections each semester.
- C. Late submissions will not be accepted.

Article II – Election Committee

Section 1: Composition of the Election Committee

- A. The LSCSS President shall appoint the chair and the committee members of the Election Committee pending LSCSS approval.
- B. Any senator who is not running for re-election may serve on the Election Committee.
- C. The Election Committee shall consist of a minimum of three (3) members.

Section 2: Responsibilities and Duties of the Election Committee

- A. The Election Committee shall oversee the election of senators and Executive Board members in an impartial manner. Members shall ensure that the elections are held in a fair and democratic manner and in accordance with the LSCSS Constitution.
- B. Any committee member who shows favor or discord toward any of the candidates shall be relieved of all responsibilities and duties from the Election Committee.

Article III – Campaigning

Section 1: Candidate Information and Photographs

- A. A candidate may submit a photograph with their candidacy form.
- B. Candidacy forms shall include the following information and shall follow the following format:
 - 1. One (1) line stating the candidate’s first name, middle initial, and last name;
 - 2. One (1) line stating the candidate’s year and major at Lake Superior College;
 - 3. Eight (8) lines briefly describing the candidate’s qualifications and expectations for their term in the LSCSS.
 - 4. One (1) line for Candidate’s email address and cell phone number.
- C. All candidacy forms are to be submitted to the Election Committee Chair or a pre-designated secure drop box no later than one (1) week prior to the first voting day. [See App. A, Art. I, Sec. 1, Part B]

Section 2: Campaigning Regulations

- A. The Dean of Students shall approve all campaigning materials.
- B. All campaigning materials shall be taken down within one (1) week following the close of elections.

Article IV – Tallying of Votes

Section 1: Electronic Voting

- A. Elections shall be held through electronic mediums.
- B. Ballots shall be tallied electronically; the results given to the Election Committee Chair after the polls have closed.

Section 2: Notification of Results

- A. The Election Committee Chair shall notify all candidates of their results immediately after the conclusion of the tallying but prior to public notice.

Appendix B – Stipend Procedures

Article I – Officer Stipends

- A. Stipends for the Executive Board are funded by Student Life.
- B. One stipend is equal to \$150.
- C. The Dean of Students will allocate the stipend amounts through student payroll. Students will receive a portion of their total allocation through six pay periods during each semester through student payroll.
- D. Payroll shall be broken down by officer position.
 - 1. The President shall receive six (6) stipends per semester.
 - 2. The Vice President shall receive three (3) stipends per semester.
 - 3. The Secretary shall receive two (2) stipends per semester.
 - 4. The Treasurer shall receive two (2) stipends per semester.
 - 5. The Public Relations Coordinator shall receive two (2) stipends per semester.