

Century College Student Senate Bylaws 2008

Article I Mission Statement

The Century College Student Senate (herein referred to as the “CCSS”) is a student elected group whose purpose is to support and represent the rights of all students at Century College. The CCSS will act as a representative to the student body and affiliated organizations in all matters of mutual concern particularly acting as an advocate between the administration and student body. It is the hope and goal of the CCSS to organize, provide, and promote activities within the student community at Century College and to encourage the cooperation of the student community. We (the CCSS) will aim to further scholastic interests and achievements while encouraging students to join organizations related to their fields of study. Each year the CCSS will work to establish a calendar of events to act as a guide for student activities throughout the school year, as well as establishing a working budget for the CCSS. The CCSS will represent Century College as a unified campus promoting student visibility to local campus faculty, administration, the Minnesota State College Student Association (herein referred to as MSCSA), Minnesota State Colleges and Universities Board of Trustees (herein referred to as MnSCU), the Minnesota State Legislature, Congress, and all other agencies affecting higher education.

Article II Membership (Non-Executive)

Section A

Club Representatives

1. All clubs that receive a portion of the student life budget shall select one representative to serve as a voting member of the CCSS.
 - a. Clubs may send an alternate member to senate meetings if the selected club member is unable to attend and the alternate is to inform the DOC at the beginning of meeting during roll call.
 - b. If a club fails to send a representative to two consecutive meetings, that club is said to be ex-officio until a vote of the CCSS reinstates the voting capabilities.
2. If a club of the CCSS goes into ex-officio status, funds will be frozen for said club and further investigation into the status and activity of said club shall begin.
3. All voting members are required to spend at least one (1) hours per week in the Student Club Center.
4. Duties may include: attending senate meetings, volunteering on a CCSS sponsored event, checking club mail box, serving on student senate committees and/or representing the senate at club meetings, and completing reports for monthly club or activity reports.

Section B

Senators

1. A campus elected senator is a student and is a voting member of the CCSS.
2. All voting members are required to spend at least (2) two hours per week in the Student Club Center, or spend at least two (2) hours volunteering on a CCSS sponsor event.
3. Senators who are elected in fall are to be senators until finals week of the academic school year.
4. Campus elected members shall be elected at the beginning of each semester.
5. Campus elections shall be held no later than the fourth week of fall and spring semesters.
6. Notice of said election shall be made public no less than 10 class days prior to the election.
7. Any student wishing to run for a campus elected senator position must submit an application of their intention five (5) class days before the campus election.
 - a. Said student must submit a biographical statement at least ½ page in length. These shall be posted for all students to view in the senate office area bulletin board.
8. Voting booths shall be open from 11:00am until 1:00pm during the election day, and shall be at the West Campus Cafeteria and Lincoln Mall.
9. All ballots shall contain all candidates' names who have met the conditions stated in this section.
10. The five students with the most votes after the election is closed shall become campus elected representatives.
11. At the close of polling (as previously stated in this section), the ballots will be counted by the electoral committee.
12. Senators who miss 3 consecutive meetings are recognized as forfeiting their voting privileges and position of senator on the CCSS.

Section C

Members At-Large

1. For a student to become elected as a voting member at-large of the CCSS, said student must attend three (3) consecutive meetings.
2. During or any time after the third meeting, a passing motion with two-thirds majority vote will grant said student membership to the CCSS effective at the time of the passed motion.
3. Any student who wishes to become an at-large voting member must have and maintain at least a 2.0 GPA or a waiver from the Dean of Students.
4. This student must also be registered for, and maintain a minimum credit load of six (6) credits.
5. All voting memberships shall run from the date elected until completion of finals week of the current academic year.
6. Hold a committee position as determined by the executive board and shall also be delegated various duties as deemed necessary by the executive officers.
7. All members at-large must spend one (1) hour per week in the Student Club Center.
 8. Members-at-Large who miss 3 consecutive meetings are recognized as forfeiting their voting privileges and position Member At-Large on the CCSS.

Section D

Executive Committee

1. The executive board shall consist of all elected officers of the CCSS and the Advisor as ex-officio member.
2. Shall serve in its capacity as the full senate from June 1 to May 31 of each academic year.
3. Shall run the CCSS for the summer session each academic year.

Section E

Ex-Officio (non-voting) Members

1. Any student who is unable to attend regularly scheduled meetings but still wishes to be involved in student senate may write a letter of petition asking the CCSS to become an ex-officio (non-voting) member. If a motion passes by two-thirds (2/3) majority vote, said student becomes an ex-officio member.
2. All ex-officio members are requested to spend one (1) hour per week in the Student Club Center.
3. Any member of the CCSS elected to the executive board of the MSCSA shall be considered an ex-officio member of the Executive CCSS committee.
4. The CCSS advisor shall be considered an ex-officio member.

Article III

Structure of the Executive Committee

Section A

Application and Nomination Procedures

1. A member must submit an application stating he or she will be able to serve as an officer for the coming academic year.
2. All applicants must submit a biographical statement at least ½ page in length. These shall be posted for all students to view in student center area bulletin board.
3. A candidate for office must be a currently registered student with no less than six (6) credits a semester for the fall and spring semester, and a minimum cumulative grade point average of 2.0 or higher. These requirements must be maintained throughout the candidate's term of office if elected.
4. All materials must be submitted to the chair (or designee) of the election committee 5 days prior to the election.

Section B

Elections

1. All elections shall be by secret ballot.
2. Elections for the CCSS executive committee for the next academic year must be held prior to May 1 of the current year, preferably prior to the Spring MSCSA General Assembly.
3. If not all of the executive committee positions are filled, then those elections shall be held with the senator elections in the fall.

4. A candidate shall be considered successful when they garner the majority of the voting body.
5. Each candidate will be asked the same three questions and will have one minute to respond for each question.

Section C

Term and Term Limits

1. Every term of office for an elected position shall begin the day after Spring Graduation and end the day of Spring Graduation.
2. No person shall be elected to no more than 4 consecutive semesters for any executive board position (this does not include summer session).

Article IV Officer Duties

Section A

Duties of the President

1. Shall preside at all meetings of the CCSS, with exception of the meetings chaired by other members, and as specified elsewhere in these By-Laws.
2. Act as the official representative of CCSS and advocate in the best interest and welfare of all Century students.
3. Shall prepare with the Secretary the agenda for Senate meetings and post the agenda on the S-drive for all senators, member-at-large, and club representatives at least 48 hours before the scheduled meeting time and a notice sent via email to the Advisor.
4. Serve as ex-officio on all student and campus-wide committees.
5. Facilitate the activities of the executive board.
6. Work with the MSCSA vice president and Director of Legislative Activities on the "Get out the Vote" campaign.
7. Shall have knowledge of all MSCSA governing Documents.
8. Responsible for delegating assignments to CCSS Executive Officers, Senators, and Members-At-Large as needed.
9. Shall serve on the All College Council.
10. Assume other duties as may be assigned or related to the office.
11. Shall attend all or designate an Exec committee member to represent CCSS at CCSS, CCSS Executive Board, MSCSA General Assemblies, and all other related or later assigned meetings.
12. Shall provide a written report at each regularly scheduled meeting that the President represented the student Senate at during the previous week. A detailed description of any and all resolutions or conclusions that came out of those meetings. A list of the proposed meeting that he or she will be representing the Student Senate in the upcoming week and brief synopsis of the items to be on the agenda of the upcoming meeting.

Section B

Duties of the Vice President

1. Assume the duties and responsibilities of the president when needed.

2. Serve as chair of the CCSS Strategic Planning Committee.
3. Research policy issues affecting the students and present findings to the CCSS Strategic Planning Committee.
4. Ensure that the CCSS Strategic Plan is reviewed each summer by the CCSS Strategic Planning Committee and recommended, with any amendments, to the last CCSS meeting before the MSCSA Fall General Assembly.
5. Shall update the Bylaws with the input given by the Executive Officers.
6. Shall work with Director of Legislation and organize Advocacy Days for CCSS.
7. Shall serve on the Campus Planning Committee.
8. Shall serve on Student Life Committee.
9. Shall fill out Nomination forms with the Secretary for the Spring General Assembly awards with input from the other officers.
10. Assist the president as necessary.
11. Assume other duties as may be assigned or related to the office.
12. Shall attend all CCSS, CCSS Executive Board, all MSCSA General Assemblies, and all other related or later assigned meetings.
13. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section C

Duties of the Director of Communication

1. Maintain communication with all CCSS members.
2. Take the roll call of all CCSS meetings.
3. Maintain relations and communications with other organizations and student associations.
4. Shall update the CCSS website with the Director of Information Technology.
5. Shall receive training to maintain the CCSS D2L site with the Director of Information Technology.
6. Coordinate public relations for CCSS.
7. Update Student Senate Election packets with current information.
8. Shall serve on the Student Life Committee.
9. Assist the president as necessary.
10. Assume other duties as may be assigned or related to the office.
11. Shall attend all CCSS meetings, CCSS Executive Board meetings, and all MSCSA General Assemblies.
12. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section D

Duties of the Treasurer

1. Ensure the over all financial security and accountability of the CCSS.
2. Coordinate logistics for all CCSS meetings and functions.
3. Maintain a journal of all receipts.
4. Distribute financial reports to the CCSS at the first meeting of every month.
5. Present a financial report on the CCSS Student Life committee on the third meeting of each semester.

6. Coordinate bill payment procedures with the CCSS Advisor.
7. Monitor all expenditures of the CCSS.
8. Shall be responsible in the coordinating of active clubs.
9. Shall send out notices to Club Reps, Advisors, and Student Life funded activity coordinators about getting on and making the Agenda for Student Life meetings.
10. Shall Co-Chair the Student Life Committee with faculty or administration representative.
11. Assist the CCSS president as necessary.
12. Assume other duties as may be assigned or related to the office.
13. Shall attend all CCSS, CCSS Executive Board meetings, and all MSCSA General Assemblies.
14. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section E

Duties of the Director of Events

1. Shall act as a liaison for the student senate and serve as co-chair of the Planning Activities Committee
2. Will post meeting notices at least 24 hours prior to each PAC meeting - noting that all meetings are open to the student body.
3. Shall be responsible for updates regarding the daily planner and activity website.
4. Support efforts in development of CCSS projects.
5. Shall be responsible for contacting administration regarding the reservation of rooms, tables, chairs, and other facilities for CCSS functions.
6. Shall serve on the Student Life committee.
7. Assist the president as necessary.
8. Assume other duties as may be assigned or related to the office.
9. Shall attend all CCSS, CCSS Executive Board meetings, and all MSCSA General Assemblies.
10. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section F

Duties of the Director of Information Technology

1. Shall be the official representative for students to all matters concerning Information Technology, and therefore will gather student opinion, concern, and desire when appropriate and is possible and represent the student body accordingly.
2. Shall attain and maintain a level being informed on all technology issues affecting students; this level shall be determined by the CCSS.
3. Will be involved in and provide student input and opinion in the process that includes updating, reorganization, and/or changing of the Century College website.
4. Shall coordinate efforts of the CCSS website where it concerns student organizations and/or clubs and their representation to the public eye.
5. Shall coordinate efforts with Century College Student Web Portals that will affect students.

6. May research and develop a policy for On-line Learning that will affect students as they develop.
7. Will monitor policy, status, implementation, and resolves that involve Desire2Learn (D2L) and the delivery of online learning to the students of Century College.
8. Shall maintain communication with MNOnline Council and MSCSA Representatives, and be informed of The Office of Instructional Technology (MnSCU OIT).
9. Shall serve on Technology Committee as the official student representative chair to that committee and will be involved in the creating of the yearly IT budget.
10. Assist the president as necessary.
11. Assume other duties as may be assigned or related to the office.
12. Shall attend all CCSS, CCSS Executive Board meetings, and all MSCSA General Assemblies.
13. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section G

Duties of the Director of Legislation

1. Shall be the official representative for the students of Century College in matters where legislation and or policy may affect the students and therefore will gather student opinion, concern, and desire when appropriate and is possible and represent the student body accordingly.
2. Shall attain and maintain a level being informed on all legislative and policy issues affecting or that may affect students, this level shall be determined by the CCSS.
3. Shall establish and maintain consistent and regular communications with the MSCSA and other community college student associations.
4. Shall establish and maintain a level of communication with current Legislators and Senators at the Local, State, and the Federal level that may represent the students of Century College, this level shall be determined by the CCSS.
5. Shall maintain and make available to all students a current roster and directory of MSCSA Executive Staff, Cabinet, Regional Representatives, Platform Committee Members, any other Campus Presidents of Student Governments and/or Associations within MSCSA, and current Legislators and Senators at the Local, State, and the Federal level that may represent any of the students of Century College.
6. Shall attend all MSCSA events that involve representation of student associations an/or unions, this includes General Conferences (held monthly).
7. Shall establish and maintain contact with the Vice President (Platform Committee Chair) of MSCSA, and have a current copy of the MSCSA Platform Document that is to be made available to all students, the DOL may have a working knowledge of the items contained within this document, and the DOL may also keep the CCSS informed of these issues when appropriate.
8. Shall be involved in coordinating all legislative activities on campus.
9. Shall coordinate and organize the "Get Out the Vote" drive in election years, and will also have voter registration available to all students.

10. Shall coordinate Campus Advocacy Days and be responsible for representing the students of Century College at this event and events that are similar to this.
11. Shall keep a working document that belongs to the students of Century College that contains all of the stances on issues that involve policy and or legislation that may affect the student body of Century College.
12. Shall serve on the Facilities Committee.
13. Assist the president as necessary.
14. Assume other duties as may be assigned or related to the office.
15. Shall attend all CCSS, CCSS Executive Board meetings, and all MSCSA General Assemblies.
16. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Section H

Duties of the Secretary

1. Shall prepare with the President the agenda for Senate meetings and post the agenda on the S-drive for all senators, member-at-large, and club representatives at least 48 hours before the scheduled meeting time and a notice sent via email to the Advisor.
2. Shall serve on Student Life committee.
3. Shall take minutes and have them available no later then forty-eight (48) hours after stated CCSS, Student Life, and Executive meetings and post on the s:drive and D2L.
4. Shall type up any letters or memos on the Senates behalf to the President of the College, State Legislature or other high ranking official.
5. Shall post all reports, minutes, and agendas on the bulletin boards inside and outside the Student Center and the East Campus. (switch 4 with 5)
6. Shall keep Motion Slips, Student Forms, and Copies of the Bylaws and Addendums stocked in the mail box area.
7. Shall fill out Nomination forms with the Vice President for the Spring General Assembly awards with input from the other officers.
8. Shall maintain and organize all files and records for CCSS.
9. Shall make sure all officers, senators, and club three ring binders have copies of the Bylaws and Addendums and related MSCSA documents.
10. Shall check the office voice mail and West Campus Mailroom for the Student Senate.
11. Shall serve on Student Life Committee.
12. Assist the president as necessary.
13. Assume other duties as may be assigned or related to the office.
14. Shall attend all CCSS, CCSS Executive Board meetings, and all MSCSA General Assemblies.
15. Shall submit a report at every CCSS meeting about what they have done since the previous meeting.

Article V

Business Matters of the CCSS

Section A

Meetings

1. Modified Roberts Rules of Order (as stated within these by-laws and it's attachments) shall run all meeting of the CCSS and its committees.
2. The CCSS shall meet at least two times per month unless otherwise decided by the CCSS and at a specific time designated by this organization during the regular school year.
3. All meetings held by the CCSS are open for any member of the Century community in good standing, administration, and MSCSA members to attend.
4. Emergency meetings of the CCSS may be called by the president or the vice president of the CCSS. Emergency meetings may also be called by the CCSS advisor or any member of the executive committee provided that the matter is of sufficient urgency and an attempt has been made to contact the president or vice president.
5. An agenda will be available to all CCSS members, activity groups, faculty advisor, and CCSS Dean of Students 48 hours prior to all regularly scheduled meetings.
 - a. Each meeting the agenda shall be adopted with flexibility - this means the president (or chair) has the ability to adjust the order of the days/direction of the meeting to meet the needs of students or guests who may be present.
 - b. Special orders are defined as special directives from executive committee i.e. committee appointments per the by-laws.
 - c. Under new business there shall be a section noted as "other"
 - d. For an action item to be considered under "other" it must first be presented during a report or detailed during "open discussion."
6. A copy of the minutes for any meeting held by the full senate shall be available within 48 hours of the completion of a meeting.
7. Minutes of a meeting shall be approved through motion and second of motion at the next scheduled meeting.
8. Agenda and minutes shall be publicized on the official CCSS website provided by Century College and on the bulletin board located outside room 1490 of the west campus.
9. The CCSS executive committee will meet on a regular basis (at least once a month) through the academic year - including summer months at the call of the chairperson or advisor as needed. They shall be responsible to take action on behalf of the full senate during summer session and in between bi-monthly meetings as needed.

Section B

Powers and Responsibilities

1. One half plus one ($1/2+1$) of all voting senate members within the CCSS constitutes quorum. The CCSS shall have the following powers:
 - a. The CCSS shall have the exclusive right to exercise the authority of the students to amend the CCSS bylaws, the platform, and financial policies.
 - b. The CCSS may adopt any motions or resolutions it deems necessary to carry out its duties as the official representative body of students. Such motions or resolutions shall be binding in all CCSS matters.

Section C.

Voting

1. Roll call and sign in sheet shall be taken at the beginning of each meeting. . Voting delegates must be present for roll call or they may not cast votes during the session unless recognized by meeting chairperson. The Director of Communications shall record the results for reference during the remainder of the session.
2. Each voting delegate shall be eligible to cast one (1) vote.

Article VI

Roberts Rules of Order (Modified)

- A. The CCSS will operate all business matters (which include but are not limited to) such as full senate meetings, executive meetings, and elections using Modified Roberts Rules of orders as stated in this articles.
- B. If for any reason a situation shall present itself and no rule is stated in this article or anywhere within the by-laws as a whole then the CCSS will refer to the most current edition available to them at that time.

Quorum

1. Quorum is defined as the number or percentage of members present which is needed to conduct business.
 - a. For the purpose of CCSS matters quorum will constitute $\frac{1}{2}$ of the senate membership +1. Example: Full senate meeting should have 40 present, quorum would be 21 members ($\frac{1}{2}$ of 40 =20 +1=21)
2. The term “tabled” is defined as setting aside business to be picked up before the close of the current meeting and “postponed” is defined as setting aside business until the next meeting as defined by the group in question.
 - a. For the purpose of CCSS matters the term “tabled” shall refer to any setting aside of business until a defined time
 - b. The member attempting to table a business matter must state whether they wish to move the matter in question to the end of the current meeting or a future (and state such) date.

Motions

1. A motion is defined as formal action taken by a member of the voting body present and must have a second.
 - a. Only voting members may make a motion or second a motion.
 - b. A chair of a committee may not make a motion but “entertain” a motion.
 - c. To entertain a motion means a chair is asking anyone of the membership present to make a motion.
2. Discussion on all motions is allowed except as defined in the addendum “Roberts Rules of Order” as attached to these by-laws.
 - a. The chair of the meeting has the soul discretion to limit discussion on an individual member basis and as a whole on any subject matter.
 - b. Membership shall wait to be recognized by the chair of the meeting during discussion.

3. A motion is considered passed by the majority of the voting membership present (1/2 + 1) indicating favor of the motion in question.
 - a. If at any time it is unclear to any member in the meeting they may call “roll call vote” at which time the Director of Communications will do a roll call of the meeting asking for each members vote.
 - b. A “roll call” vote may be called by any member at any time after discussion has been ended.
 - c. A “roll call” vote may not be called if the motion in question pertains to an election.

Article VII

Removal or Resignation of CCSS Members

Section A

Removal

The CCSS may remove any CCSS member or officer, with cause, at any time by a two-thirds (2/3) vote of the CCSS at a regular or special meeting following parliamentary rules, except for Senators or Members-at-Large who forfeit their voting privileges and position on the CCSS for missing 3 consecutive meetings..

1. All CCSS members are subject to removal if their duties are not performed as stated in the CCSS Bylaws.
2. All CCSS members are subject to removal if absent for two consecutive CCSS, or executive board meetings.
 - a. All CCSS voting members are subject for removal for excessive unexcused absences from any CCSS meeting.
 - b. An unexcused absence is define as a member being absent from a meeting they previously committed to without notifying the senate president and/or advisor of the impending absence within 24 hours of the meeting date.

Section B

Resignations and Vacancies

If a CCSS member resigns, a letter of resignation must be submitted to the CCSS president (vice-president if the president is resigning). The CCSS shall accept the resignation. The president shall notify all CCSS members at the next scheduled CCSS meeting of the vacancy.

Section C

Order of Succession for Office of the President

1. Succession shall be the rule and followed only for the office of the president, if said office is vacated by resignation or removal.
2. If the president resigns, or is removed from the office, the vice president assumes the presidency. In the event the vice president cannot accept the vacancy in the presidential office, a special election will be held.

Section D

Special Elections (Filing Vacancies)

1. Officer positions that become vacant (either by resignation, removal or lack succession) shall be filled by special election.
 - a. The election committee shall handle the election procedure.
 - b. The CCSS shall fill the position by a majority vote of good standing voting members present at the meeting.
 - c. All candidates seeking a vacancy must express intent to run 48 hours prior to said election.

Article VIII Committees

Section A

Committee Selection Process

1. The members of any CCSS standing committee or college wide ad-hoc committee shall be appointed by the president of the CCSS after consulting with executive committee members and/or members of the full senate.
2. Members of a CCSS standing committee, CCSS ad-hoc committee, or college ad-hoc committee must represent the concerns of the students and make a monthly verbal or written report to the CCSS on any important information or action needed.

Section B

Chairpersons

1. The chairperson of each standing or ad-hoc committee shall have the power to delegate to any committee member such duties as they deem necessary to facilitate the accomplishment of the committee's goals. The committee will choose the chair of each standing ad-hoc committee.

Section C

Committee Terms

1. The term of office for CCSS committees shall begin the day after Spring Graduation with the term ending the day of Spring Graduation.

Section D

Strategic Planning Committee

1. The CCSS Strategic Planning Committee shall be responsible for recommending policy positions to the CCSS. Furthermore, they will coordinate all advocating activities to affect policy changes that are beneficial to students.
 - a. Shall consist of five CCSS members.
 - b. The CCSS vice president shall serve as chair of the committee.
 - c. The CCSS Strategic Planning Committee shall recommend the Strategic Plan to the CCSS by the last meeting before the MSCSA Fall General Assembly.
 - d. The CCSS Strategic Planning Committee shall assist the CCSS and Executive Board in efforts to implement official CCSS policy objectives as directed by the CCSS Strategic Planning Committee and any other official CCSS policy position.

Section E

Student Life Committee

1. Membership
 - a. The Student Life Committee shall consist of the 3 members of Executive Board of the CCSS (Vice President, Treasurer, and Secretary) a Senator, 4 members of the student body (hence referred to as Student Life Committee At-Large Members), two administrative representatives chosen by the president of Century College, and two faculty representatives chosen by the local faculty association.
 - b. The Student Life Committee At-Large Members shall be appointed from within the CCSS Full Senate prior to opening the positions to the campus-wide student body.
 - c. All Student Life Committee at-large member vacancies shall be filled by the next meeting of the CCSS after they become vacant.
 - d. The Student Life Committee shall meet monthly to address spending concerns. These meeting dates shall be e-mailed out during the first week of each semester. The Student Life Committee shall also meet regarding student life planning and budgeting in accordance to the Student Life Timeline Addendum.
2. Duties and Responsibilities of Student Life Committee Members
 - a. The Student Life Committee shall be responsible for recommending the appropriations of student life money to the president of Century College.
 - b. Student Life Fees collected will be used to enhance student learning opportunities both on and off campus along with appropriate entertainment and recreational activities.
 - c. Budgetary issues in appropriations or regularly operated student life programs should come from normal appropriations as directed by MnSCU Board of Trustees and the Minnesota Legislature.
 - d. The Student Life Committee voting members are expected to attend every scheduled meeting or e-mail a notice of their absence from the meeting as soon as they know they will not be in attendance.
 - e. Students should be given adequate time for discussion and review of the proposed Student Life Fee as well as current budget issues regarding the Student Life Fee.
 - f. If an item on an agenda is put on hold for a vote so as to review it, the item will be voted on at the next meeting in two weeks but no later then one.

Section F

Electoral (Elections) Committee

1. The purpose of this committee is to monitor and run the election process for all members of the student senate who are elected to their positions.
2. The election committee shall be chaired by the president or designee and include the Advisor of the CCSS, 2 executive members and 2 other members as appointed by the president of the CCSS.

Section G

Ad-hoc Committees

Ad-hoc committees may be established by the CCSS, as they deem necessary.

1. The President shall appoint members of the committee.
2. Each committee shall elect a chair from within its membership.
3. The CCSS Executive Board may remove the chair of any ad-hoc committee.
4. All ad-hoc committees shall dissolve by the day after Spring Graduation.

Section H

Campus-wide Committees and Taskforces

1. Per MnSCU Board Policy 2.3 on Student Involvement
 - a. The executive committee of the Student Senate will determine whether or not students should serve on a campus-wide committee after a request has been made through the proper channels by contacting the President and the Director of Communications to have the request placed on the agenda.
 - b. The advisor and Associate Dean of Student Life must be copied on all requests to involve students in campus-wide committees and taskforces.
 - c. Any requests should be made at least 10 days prior to the first meeting of on campus taskforce or any additional campus-wide.

Article IX

Long Range Strategic Plan

Section A

Adoption

1. The Strategic Plan, including a mission statement, shall be adopted at the last CCSS meeting before the MSCSA Fall General Assembly.
 - a. The Long Range Strategic Plan as adopted by the CCSS shall direct the advocacy efforts of the CCSS.
 - b. The Strategic Planning Committee shall recommend a complete draft of the Strategic Plan to the CCSS by the last CCSS meeting before the MSCSA Fall General Assembly.
 - c. The chair of the Strategic Planning Committee shall ensure that the Strategic Planning Committee's recommendation is prepared in full and presented to the CCSS by the last CCSS meeting before the MSCSA Fall General Assembly.
 - d. By a simple majority vote, the CCSS may make any amendments to the Strategic Planning Committee's recommendations.
 - e. Ratification of the Strategic Plan shall require a two-thirds (2/3)-majority vote of the CCSS.
 - f. No motion to adjourn the last CCSS meeting before the MSCSA Fall General Assembly shall be in order until a Strategic Plan has been adopted.

Section B

Strategic Plan Term

1. The CCSS Long Range Strategic Plan will be 3 years in length, updated on a yearly basis prior to MSCSA Fall General Assembly.
 - a. Goals shall be listed for each academic year, with appropriate timelines

Article X
AMENDMENT OF BYLAWS

1. This document may be suspended (in whole or in part) – temporarily – by a two-thirds majority vote of the voting membership present.
2. The CCSS shall have the power to amend these by-laws and its attachments by a two-thirds majority of the voting membership present.
 - a. Proposed amendments shall be submitted to the Senate and must include the signatures of 1% or 100 (whichever is less) of currently enrolled Century College students.
 - i. Proposed amendments must be posted prominently on campus for review by voting members of the CCSS and the student body at large five (5) class days prior to the vote on such amendments.
 - ii. A vote on a proposed amendment shall occur only during the fall and spring semesters during student senate meetings, excluding final exams week.
 - b. The CCSS Executive Committee shall have the power to amend these by-laws between Memorial Day and Flag Day of each year.
 - c. The CCSS Executive Committee shall seek approval of any desired changes from the senate advisor and college president. A formal presentation shall be made if so requested by the senate advisor, college president or executive committee.
 - d. If changes are made in this fashion a full report will be given to the full senate during the first/reorganization meeting held in August of each academic year.
3. Approved amendments shall become effective immediately unless otherwise specified.
4. A revision history of all Constitution and By-Law changes shall be listed for the current academic year and at least the previous two academic years.

Article XI
RATIFICATION

1. This document may be reviewed and ratified by a simple majority vote of the CCSS each fall semester.
2. The proposed constitution must be posted prominently on campus at least five (5) class days in advance of the vote.

Addendums:

- I. Roberts Rules of Order Made Easy
- II. CCSS Long Range Strategic Plan
- III. Student Senate Activities Timeline and Procedures
- IV. Responsibilities of Clubs and Organizations
- V. Serving On Committees
- VI. Century College Committees
- VII. Student Life Committee Procedure for Requests
- VIII. Student Life Committee Timeline

Student Senate By-Laws 2008-2009

- IX. Student Spending Rules
- X. Student Technology Fee Committee
- XI. Student Center and Senate Rules

Attachments: Century College Student Club and Organization Handbook