



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 all students at Century College, particularly acting as an advocate between the administration and student body. The CCSS will represent Century College as a unified campus promoting student visibility.

It is the goal of the CCSS to:

- Represent the student body on issues that affect students
- To encourage the cooperation of the student community
- Organize, provide, and promote activities within the student community
- To further scholastic interests and achievements, encouraging students to join organizations related to their fields of study
- Represent Century College students through the Minnesota State Colleges Student Association

Article II **Membership**

Section A

Executive and Senator Membership Requirements

1. Any student who wishes to become a voting Senate executive or Senator must be a currently registered student
2. Maintain a minimum credit load of six (6) credits
3. Maintain a cumulative 2.0 GPA.
 - a. GPA waivers may be obtained from the Dean of Student Life and the Student Senate Advisor.
4. No person shall serve as a member of the executive board for more than four (4) cumulative semesters (this does not include summer session).
5. Senate executives and senators who are elected in the fall are to remain in their position until 4:59 p.m. on the day of spring graduation.

Section B

Club Representatives and Club Status

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. The club representative will attend the full Senate meetings on Wednesday from 2:30 to 4:00pm and be enrolled as a student at Century College.
 - a. Clubs will not schedule events or meetings during Senate meetings, Wednesdays, from 2:30 p.m.– 4:00 p.m (please refer to Article VII for further details).

- b. Clubs may send an alternate member to senate meetings if the selected club member is unable to attend and the alternate informs the Director of Communication at the beginning of the meeting or prior to roll call.
- 2. If a club fails to complete the following (or a combination of any two) that club will enter inactive status:
 - a. Send a representative to two (2) consecutive meetings without reason
 - b. Fail to turn in two (2) consecutive reports on time
 - c. Does not follow the club guidelines as written in the Student Senate Constitution and Bylaws and Century College Club handbook.
- 3. If a club of CCSS goes into inactive status, funds will be frozen for said club and further investigation into the status and activity of said club shall begin. The club will remain inactive until a vote of the CCSS reinstates voting capability:

Section C

Senators

- 1. Five senators will be elected campus-wide during fall and Spring Semester. Campus senators are a current student and a voting member of the CCSS. A campus elected senator shall meet and maintain the following membership requirements (3 hours per week):
 - a. Volunteer at a CCSS sponsored event
 - b. Attend full Senate meetings
 - c. Serve on a campus-wide committee
 - d. Work on projects in the Student Club Center.
 - e. Other delegated duties as determined by the executive board.
- 2. Senators who miss two (2) consecutive meetings are recognized as forfeiting their voting privileges and are removed from their position as senator on the CCSS.

Section D

Executive Committee

- 1. The executive board shall consist of the eight (8) elected officers of the CCSS and the Advisor as an ex-officio member. The executive board shall:
 - a. Meet and maintain membership requirements
 - b. Serve in its capacity as the full CCSS from 5:00pm on the day of spring graduation of said election year to 4:59pm of the following spring graduation.
 - c. Be available to attend the April Spring MSCSA General Assembly and fall G.A.
 - d. Will meet at 2:30 p.m. on the first and third Wednesday of the month
 - e. Will be given the opportunity to attend MSCSA meetings on a rotational basis
- 2. The executive board shall run the CCSS during the summer session of the academic year.

Section E

Ex-Officio (non-voting) Members

- 1. Any student who is unable to attend regularly scheduled meetings but wishes to be involved in student senate may write a letter of petition asking CCSS to become an ex-officio member. If a motion passes by two-thirds 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 or help plan or facilitate CCSS events.
- 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. The CCSS advisor, Associate Director of Student Life and Leadership Development and Dean of Student Life shall be considered ex-officio members.

Article III

Structure of the Executive Committee -

Section A

Duties of the Executive Committee

A. Duties of President shall include, but are not limited to:

1. Preside at all meetings of the CCSS with the exception of the meetings chaired by other members or as specified elsewhere in the By-Laws.
2. Act as the official representative of CCSS and advocate in the best interest and welfare of all Century students.
3. Shall, with the Interior Vice President and Director of Communications, prepare the agenda for Senate meetings and post the agenda on the S-Drive at least 48 hours before the scheduled meeting time, notifying the advisor via email and efolio
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 the CCSS Director of Legislative on student advocacy campaigns
7. Shall have knowledge of all MSCSA governing documents.
8. Attend and represent CCSS at CCSS Executive Board meetings, MSCSA General Assemblies, and all other related meetings or designate an Executive Committee substitute.
9. Designate assignments with CCSS Executive Officers and Senators as pertaining to their position.
10. Shall provide a written report at each regularly scheduled meeting to document in what capacity the President represented Century students, including any resolutions or conclusions that were made during the previous week. The report will include a brief synopsis of the items to be on the next agenda and a list of proposed meetings for the upcoming week
11. In case of a tie, shall vote to break the tie.
12. Assume other duties as may be assigned or related to the office.

B Duties of the Exterior Vice President

Shall include, but are not limited to:

1. When necessary, assume the duties and responsibilities of the President.
2. Serve as chair of the CCSS Strategic Planning Committee;
 - a. Research policy issues that affect students
 - b. Present findings to the CCSS Strategic Planning Committee
 - c. Ensure the plan is reviewed each summer by the Committee
 - d. Recommend with any amendments at the last CCSS meeting before the MSCSA Fall General Assembly.
3. With the Office Manager, update the Bylaws with input from the C & B Review Committee and Executive Board.
4. Work with the Director of Legislation on organizing Advocacy Days for CCSS.
5. Attend all CCSS, CCSS Executive Board, MSCSA General Assemblies, and all other related or later assigned meetings.
6. Submit a report at every CCSS meeting about what they have done since the previous meeting.
7. Other duties assigned by Executive Committee.

C. Duties of the Interior Vice President

Shall include, but are not limited to:

1. Assume the duties and responsibilities of the President when the Exterior Vice President is unavailable.
2. With the President, Director of Communications, and Office Manager prepare the agenda for Senate meetings and post the agenda on the S-Drive at least 48 hours before the scheduled meeting time, notifying the advisor via email and efolio.
3. Serve as the awards liaison. This includes but is not limited to completing nomination forms for the Spring General Assembly Awards and the Wood Duck Club Awards with input from the other officers.
4. Serve as the contact for CCSS organization members and Century College student concerns and ideas.
5. In collaboration with the Office Manager, develop and update club database and information.
6. Maintain and organize all files and records for CCSS.
7. Ensure all officers, senators, senators-at-large, and club three ring binders have copies of the By-laws and Addendums and related MSCSA documents.
8. Serving on the Student Life Committee.
9. Attending all CCSS, CCSS Executive Board meetings, and MSCSA General Assemblies.
10. Submitting a report at every CCSS meeting about what they have done since the previous meeting.
11. Other duties assigned by Executive Committee.

D. Duties of the Director of Communication

Shall include, but are not limited to:

1. With the President, Internal Vice-President and Office Manager prepare the agenda for Senate meetings and post the agenda on the S-Drive at least 48 hours before the scheduled meeting time, notifying the advisor via email and efolio.
2. Take roll call of all CCSS meetings.
3. With the Office Manager, check the office voicemail and attend to Student Senate mail.
4. In coordination with the Office Manager, produce minutes and have them available no later than 48 hours after stated CCSS, Student Life, Executive meetings, and post them on the S-Drive and efolio.
5. In coordination with the Office Manager, keep accurate records of attendance and report submission.
6. Coordinate drafts of letters or memos on the Senate's behalf to the President of the College, State Legislature or other high ranking officials.
7. Update the CCSS website with the Director of Information Technology and Office Manager when new information is available .
8. Serve on the Marketing and Web Oversight Committee
9. Coordinating public relations for CCSS.
10. In collaboration with the President, coordinate the election materials and procedures for the CCSS.
11. Attend all CCSS meetings, CCSS Executives Board meetings, and all MSCSA General Assemblies.
12. Submit a report at every CCSS meeting about what they have done since the previous meeting.
13. Duties assigned by Executive Committee.

E. Duties of the Treasurer

Shall include, but are not limited to:

1. Establish a working budget and ensure the overall financial security and accountability of the CCSS.

2. Coordinate logistics for all CCSS meetings and functions.
3. Distribute financial reports to the CCSS at the full Student Senate meeting.
4. Coordinate bill payment procedures with the CCSS Advisor and Associate Director of Student Life and Leadership Development.
5. Monitor all expenditures of the CCSS.
6. Coordinate and communicate the status of active and inactive clubs.
7. Co-Chair the Student Life Committee with the Dean of Student Life
 - a. This includes sending out notices and status reports to club reps, advisors, and Student Life funded activity coordinators about the Student Life meeting agenda
8. Register CCSS for MSCSA functions and inform advisors when registration is completed.
9. Attend all CCSS, CCSS Executive Board meetings, and MSCSA General Assemblies.
10. Submit a report at every CCSS meeting about what they have done since the previous meeting.
11. Duties assigned by Executive Committee.

F. Duties of the Director of Events

Shall include, but are not limited to:

1. Act as a liaison for the Student Senate and the Planning Activities Committee.
2. Post meeting notices on the Club Center bulletin board, Student Senate office area and website at least 48-72 hours prior to each PAC meeting – note that all meetings are open to the student body.
3. Update the daily planner and activity website.
4. Support as the event coordinator and planner for CCSS for events including but not limited to orientation, activities fairs, and study day treats.
5. Contact administration regarding the reservation of rooms, tables, chairs, and other facilities for CCSS functions.
6. Serve on the Student Life Committee as an ex-officio member
7. Attend all CCSS, CCSS Executive Board meetings.
8. Submit a report at every CCSS meeting about what they have done since the previous meeting.
9. Duties assigned by the Executive Committee.

G. Duties of the Director of Information Technology

Shall include, but are not limited to:

1. Serve as the official representative for students regarding all matters concerning information technology. Therefore, gathering student opinions, concerns, and desires in order to represent the student body accordingly.
2. Be informed on all technology issues effecting students, the level of which shall be determined by the CCSS.
3. Be involved in, and providing student input and opinion, the process that includes updating, reorganization, and/or changing the Century College website.
4. Coordinate efforts with Century College student web portals that affect students.
5. Research and help to develop a policy for on-line learning that will affect students.
6. Monitor policy, status, implementation, and issues that involve Desire2Learn (D2L) and the delivery of online learning to the students of Century College.
7. Serve as the official student representative chair on the technology committee and be involved in creating the yearly IT budget.
8. Serve on the Web Oversight Committee
9. Maintain communication with MSCSA representatives and staying up to date with the Office of Instructional Technology (MNSCU OIT).
10. Attend all CCSS, CCSS Executive Board meetings, and MSCSA General Assemblies.

11. Submit a report at every CCSS meeting about what they have done since the previous meeting.
12. Duties assigned by Executive Committee.

H. Duties of the Director of Legislation

Shall include, but are not limited to:

1. Be the official representative for the students of Century College in matters where legislation and or policy may affect students. Therefore, gather student opinion, concern, and desire in order to represent the student body accordingly.
2. Be informed on all proposed legislative and local policy changes that may affect students.
3. Establish and maintain consistent and regular communications with MSCSA and other community college student associations.
4. Develop 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.
5. Maintain and make available to students a current roster and directory of MSCSA Executive Staff, Cabinet, Regional Representatives, Platform Committee Members, other Campus Presidents of Student Governments or Associations within MSCSA, current legislators and senators at the local state, and the federal level that may represent students of Century College.
6. Attend all MSCSA events that involve representation of student associations and/or unions, including General Conferences (held monthly).
7. Establish and maintain contact with the Vice President (Platform Committee Chair) of MSCSA, and have a current copy of the MSCSA platform document available to all students. The DOL may have a working knowledge of the items contained within this document and the DOL should keep the CCSS informed of these issues.
8. Be involved in coordinating all legislative activities on campus.
9. Coordinate and organize the “Get out the Vote” drive during election years and have voter registration available to all students.
10. Coordinate and represent the students of Century College at Campus Advocacy Days and similar events.
11. Attend all CCSS, CCSS Executive Board meetings and MSCSA General Assemblies.
12. Submit a report at every CCSS meeting about what they have done since the previous meeting.
13. Serve as the chair of the election committee.
14. Update Student Senate election packets with current information with DOC.
15. Serve on the Facilities Committee

Article IV

Removal or Resignation of CCSS Members

Section A

Removal

1. 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.
 - a. All CCSS members are subject to removal if their duties are not performed as stated in the CCSS by-laws
 - b. All CCSS members are subject to removal if absent for three (3) consecutive CCSS or executive board meetings.
 - c. All CCSS voting members are subject for removal for excessive unexcused absences from any CCSS meeting.

- i. An unexcused absence is defined as a member being absent from a meeting they previously committed to without notifying the CCSS President and/or advisor of the impending absence within hours of the meeting date.
- d. Exception for Senators who forfeit their voting privileges and position on the CCSS for missing two (2) consecutive meetings

Section B

Resignations and Vacancies

- 1. If a CCSS member resigns, a letter of resignation must be submitted to the CCSS President (Exterior Vice President if the President is resigning).
 - a. The CCSS Executive Board shall accept the resignation.
 - b. At the next scheduled meeting the President shall notify all CCSS members 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.
 - a. If the President resigns, or is removed from the office, the Exterior Vice President assumes the Presidency.
 - b. In the event that the Exterior Vice President cannot accept the vacancy the Interior Vice President assumes the Presidency.
 - c. In the event that the Interior Vice President cannot accept the vacancy of the Presidential office, a special election will be held.

Article V

Election Process

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 upcoming academic year.
- 2. 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 cumulative 2.0 GPA or obtain a waiver from the Dean of Student Life and Senate Advisor.
 - a. If elected, these requirements must be maintained throughout the candidate's term of office.
- 3. All materials, including the election packet with biography, must be submitted to the chair (or designee) of the election committee a minimum of five (5) days prior to the election.

Section B

Electoral (Elections) Committee

- 1. The purpose of this committee is to monitor and run the election process for all members of the CCSS who are elected to their positions.
- 2. Membership
 - a. The Election Committee shall be chaired by the Director of Legislation or designee
 - b. The Advisor of the CCSS as ex-officio
 - c. One (1) Executive Committee member
 - d. At least one (1) other member as appointed by the President of the CCSS.

- e. A candidate for a position up for election may not serve on election committee.

Section C

Elections for Executive Board

1. The process of election shall be determined by the election committee and will be posted in the Club Center and on eFolio ten days (10) prior to election.
 - a. Elections shall be held by secret ballot.
 - b. President and Vice President positions will be determined by a campus-wide election campaign based on student votes, two weeks prior to April 1st of the current year election of the CCSS executive committee.
 - c. Elections for the remaining CCSS executive committee for the next academic year will be held prior to the first April meeting of the current year as determined by the full senate.
 - i. If all of the executive committee positions are not filled, elections for executive vacancies shall be held as the executive members deem necessary.
 - d. A candidate shall be considered successful when they garner the majority of the voting body.
 - e. If a candidate is running for a position uncontested, a motion may be made to accept the candidate as an executive member by garnering the majority of the voting body.
2. If a position becomes open during the school year, the executive board may hold elections at various times of the year in order to fill the positions as long as the positions are publicized on both campuses and the nomination and application procedures are followed.

Section D

Elections for Senators

1. Campus elections shall be held no later than the Fifth week of fall and spring semesters.
 - a. Notice of said election shall be made public no less than 10 class days prior to the election.
 - b. Voting booths shall be open from 11:00 a.m. until 1:00 p.m. during Election Day at the West Campus Cafeteria and the East Campus Lincoln Mall.
 - c. Ballots shall include all candidates that have met the conditions of the election packet.
 - d. At the close of polling the ballots will be counted by the electoral committee as stated in the by-laws and the five (5) students with the most votes shall become campus elected senators of the CCSS Elections
2. Any student wishing to run for a campus elected senator position must complete the following:
 - a. Submit an application of their intention five (5) academic days before the campus election.
 - b. Submit a biographical statement at least ½ page in length. These shall be posted for all students to view on the Senate Club Center bulletin board.

Section E

Special Elections (Filling Vacancies)

1. If a position becomes open during the school year, the executive board may hold elections at various times of the year in order to fill the positions.
 - a. The election committee shall handle the election procedure.
 - b. Positions must be publicized on both campuses and the nomination and application procedures are followed.

- c. All candidates seeking a vacancy must express intent to run, complete the election nomination packet, and meet Article II membership requirements.
- d. The CCSS shall fill the position by a majority vote of good standing voting members present at the meeting.

Article VI

Section A

Stipends

1. Fourteen (14) credit hour stipends will be distributed in both the fall and spring semester
 - a. No recipient is to receive more than 3 credit hours
 - b. Executive Board members may receive stipends based on if they meet or exceed job expectations.
 - i. This includes but is not limited to job duties, responsibilities, reports and meeting attendance
 - c. Non-Executive Board members may receive stipends based on their contribution to the Senate and Student Life
2. The stipend distribution shall be voted on by the CCSS
 - a. The recommendation shall be proposed by the CCSS advisor
 - i. The CCSS Advisor shall seek recommendations from the Executive Board, CCSS, club advisors, Dean of Student Life and Associate Director of Student Life

Article VII

Business Matters of the CCSS

Section A

Meetings

1. During the regular school year the CCSS shall meet on the first Wednesday of each semester and thereafter on the second Wednesday each month from 2:30 p.m. – 4:00 p.m. unless otherwise decided by the CCSS.
 - a. All CCSS meetings are open to attendance by Century College students in good standing, administration, and MSCSA members.
 - b. Only students and advisors are allowed to address the Senate unless an invited guest
2. Emergency meetings of the CCSS may be called by the President or the Exterior or Interior Vice President of the CCSS.
 - a. Emergency meetings may also be called by the CCSS Advisor or any members of the Executive Committee provided that the matter is of sufficient urgency and an attempt has been made to contact the President or the Vice Presidents.
3. An agenda will be available to all CCSS members, activity groups, the faculty advisor, and the CC Dean of Students 48 hours prior to all regularly scheduled meetings.
 - a. At each meeting the agenda shall be adopted with flexibility, meaning the President (or Chair) has the ability to adjust the agenda in order to accommodate students or guests who are 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.”

4. A copy of the minutes for every meeting held by the full CCSS shall be available within 48 hours upon the completion of a meeting.
 - a. Meeting minutes of a meeting shall be approved through a motion and second of said motion at the next scheduled meeting.
5. 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.
6. The CCSS Executive Committee will meet on the first and third Wednesdays of the month throughout the academic year.
7. The fourth Wednesday is reserved for student committees

Section B

Powers and Responsibilities

1. The CCSS shall have the following powers:
 - a. The exclusive right to exercise the authority of the students to amend the CCSS by-laws, the platform and financial policies.
 - b. The right to adopt any motion or resolution it deems necessary to carry out its duties as the official student body representative.
 - i. Such motions or resolutions shall be binding in all CCSS matters.

Section C

Voting

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

Article VIII

Roberts Rules of Order (Modified)

Section A

1. The CCSS will operate all business matters (which include but are not limited to) such as full CCSS meetings, executive meetings, and elections using Modified Roberts Rules of Order as stated in this article.
2. If a situation shall present and no rules as stated in this article or anywhere within the by-laws as a whole apply, then CCSS will refer to the most current edition available at that time.

Section B

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 may “entertain” a motion.
 - i. To entertain a motion means to ask any of the membership present to make a motion.
 - c. Discussion on all motions is allowed except as defined in the addendum “Roberts Rules of Order” as attached to these by-laws.

- i. The chair of the meeting has sole discretion to limit discussion on an individual member basis, and as a whole, on any subject matter.
 - ii. During discussion, membership shall wait to be recognized by the chair of the meeting.
- 2. A motion is considered passed by the majority of the voting membership present ($1/2 + 1$) indicating favor of the motion is question.
- 3. If at any time is it unclear to any member in the meeting as to the status of a motion, they may call “roll call vote” at which time the Director of Communications will do a roll call of the meeting asking for each member’s vote.
 - a. A “roll call” vote may not be called if the motion in question pertains to an election.

Section C

Quorum

- 1. Quorum is defined as the number or percentage of members present needed to conduct business.
 - a. For the purpose of CCSS matters, quorum will constitute $1/2$ of the senate membership + 1. Example: Full senate meeting should have 40 present; quorum would be 21 members ($1/2$ of 40 = 20 + 1 = 21)

Section D

Tabling

- 1. The term “table” 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 setting aside business until a defined time.
 - b. The members attempting to table business matter must state whether they wish to move the matter in question to the end of the current meeting or to a future date.
 - c. A motion shall be made to “table” and a motion shall be made to “un-table” or to “address the tabled” business matter.

Article IX

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 and written report to the CCSS on any important information or action needed.
- 3. Committee members must submit a report on their activities and issues by the 15th of each month (September through May).

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.

Section C

Committee Terms

1. The term of office for CCSS committees shall begin when assigned with the term ending at 4:59 p.m. the graduation of the academic year.

Section D

Strategic Planning Committee

1. The CCSS Strategic Planning Committee shall be responsible for recommending policy positions to the CCSS.
 - a. They will coordinate all advocating activities to affect policy changes that are beneficial to students.
 - b. The CCSS Strategic Planning Committee shall recommend the strategic plan to the CCSS by the last meeting before the MSCSA Fall General Assembly.
2. Shall consist of five CCSS members.
 - a. The CCSS Exterior Vice President shall serve as chair of the committee
3. 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:
 - i. Three (3) members of the Executive Board of the CCSS (President, Interior Vice President, Treasurer)
 - ii. A Senator
 - iii. Four (4) members of the student body (hence referred to as Student Life Committee At-Large Members)
 1. 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.
 2. All Student Life Committee At-Large Members vacancies shall be filled by the next meeting of the CCSS after they become vacant.
 - iv. Two (2) administrative representatives chosen by the President of the Century College,
 - v. Two (2) faculty representatives chosen by the local faculty association.
 - b. The Student Life Committee voting members are expected to attend every scheduled meeting or to e-mail a notice of their absence in a timely matter.
2. Meetings
 - a. The Student Life Committee shall meet monthly to address spending concerns.
 - i. The meeting dates shall be e-mailed out during the first week of each semester.
 - ii. The Student Life Committee shall also meet regarding Student Life planning and budgeting in accordance to the Student Life timeline addendum.
 1. Budgetary issues in appropriations or regularly operated Student Life programs MNSCU Board Policy and the Minnesota Legislature.
 - iii. If an agenda item is tabled, so as to first review it, the item will be voted on at the next meeting unless otherwise noted.
3. Duties and Responsibilities of Student Life Committee Members

- a. The Student Life Committee shall be responsible for recommending the Student Life money appropriation to the CCSS and the President of Century College.
- 4. Student Life Fees
 - a. Student Life fees collected will be used to enhance student learning opportunities both on and off campus along with appropriate entertainment and recreational activities.
 - b. 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.

Section F

Ad-hoc Committees

- 1. Ad-hoc committees may be established by the CCSS as deemed necessary.
 - a. The President, with input from the executive board, shall appoint members of the committee and a committee chair.
 - i. The CCSS Executive Board may remove the chair of any ad-hoc committee.
- 2. All ad-hoc committees shall dissolve by the day after spring graduation.

Section G

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 faculty advisor and the 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 ten (10) days prior to the first meeting of a campus taskforce or any additional campus-wide committee.

Article X

Long Range Strategic Plan

Section A

Adoption

- 1. The Long Range Strategic Plan, including a mission statement, shall be adopted at the last CCSS meeting before the MSCSA Fall General Assembly
- 2. The Long Range Strategic Plan as adopted by the CCSS shall direct the advocacy efforts of the CCSS.
- 3. 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.
 - a. By a simple majority vote, the CCSS may make any amendments to the Strategic Planning Committee's recommendation.
 - b. Ratification of the Long Range Strategic Plan shall require a two-thirds (2/3)-majority vote of the CCSS.

Section B

Strategic Plan Term

- 1. The CCSS Long Range Strategic Plan will be two (2) years in length, updated on a yearly basis prior to the MSCSA Fall General Assembly.

- Goals shall be listed for each academic year with appropriate timelines.

Article XI

Amendment of By-laws

Section A

- This document may be suspended (in whole or in part) – temporarily – by a two thirds (2/3) majority vote of the voting membership present.
- The CCSS shall have the power to amend these by-laws and its attachments by a two-thirds (2/3) majority of the voting membership present.
 - Proposed amendments may be made by any Century College student and shall be submitted to the Senate
 - Amendments must include the signatures of 1% or 100 (whichever is less) of currently enrolled Century College students.
 - 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.
 - A vote on a proposed amendment shall occur only during the fall and spring semesters during CCSS meetings.
- The CCSS Executive Committee shall have the power to amend these by-laws between Memorial Day and Flag Day June 14 of each year.
 - 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.
 - If changes are made in this fashion a full report will be given to the full CCSS during the first/reorganization meeting held in August of each academic year.
- Approved amendments shall become effective immediately unless otherwise specified.
- A revision history of all Constitution and By-Law changes shall be listed on file for the current academic year and at least the previous one (1) academic year.

Article XII

Ratification

- This document may be reviewed and ratified by a 60% vote of the CCSS each fall semester.
 - The proposed Constitution must be posted prominently on campus at least five (5) class days in advance of the vote.
 - Posting shall be on the Senate eFolio and in the Club Center

Addendums

Addendums are to be found in the Century College Student Club and Organization Handbook.

Addendum I. Robert's Rule of Order Made Easy

Addendum II. CCSS Long Range Strategic Plan

Addendum III. Student Senate Activities Timeline and Procedure

Addendum IV. Responsibilities of Clubs

Addendum V. Serving on Committees

Addendum VI. CC Committees

Addendum VII. Procedure for Student Life Request

Addendum VIII. Student Life Committee Timeline

Addendum IX. Student Senate Spending Rules

Addendum X. Student Technology Fee

Addendum XI. Student Club Center and Office

Attachments: Century College Student Club and Organization Handbook

Approved by the full CCSS on 5-4-11.

Approved by the Executive Committee on 6-13-11.

President, Xiong Lor

Director of Communication, Margo Otto

Student Senate Advisor, Rick Nelson

Dean of Student Life, Kristin Hageman

Century College President, Dr. Ron Anderson