

# 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, race, religion, or religion, race, religion, age,

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

## 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

- 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 (20<sup>th</sup>) 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 31<sup>st</sup> 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 B

- c) Be authorized for expenditures of up to two-hundred dollars (\$200.00) for routine operational expenses.
- d) Meet monthly.
- e) C

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 (1<sup>st</sup>) 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.

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- 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.

- 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-

**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.