

University of Arkansas – Pulaski Technical College

Student Senate By-laws

PURPOSE: THE PURPOSE OF THE UNIVERSITY OF ARKANSAS – PULASKI TECHNICAL COLLEGE STUDENT SENATE is to represent the needs, interests, and concerns of all students, to be the voice of the student body, and to foster student leadership development within its membership. Student Senate represents students within the University of Arkansas – Pulaski Technical College (UA – PTC) Shared Governance structure.

Article I: Name

The name of this organization shall be the University of Arkansas – Pulaski Technical College Student Senate.

Article II: Purpose

1. To act in a liaison capacity to the school administration in representation of the student body in matters concerning the College.
2. To foster student activities and involvement in the College.
3. To promote within the student body a sense of responsibility to the College and to create and maintain a standard of good citizenship and collegiate culture.
4. To ensure that each student feels that they are an integral part of the College.
5. To promote student opportunities for service to the College and leadership of their fellow students.
6. To promote the best interest of the College, making it a positive institution for mental and moral development.
7. To promote progress within the College. This may include recognizing outstanding students, faculty, and administrators at the College.
8. The purpose of the Student Senate is to promote a cooperative and respectful relationship among students, faculty, staff, and administration.

Article III: Membership

1. Membership in the Student Senate will consist of those students who are interested in furthering their social and professional development, as well as creating a liaison between the students and the administration, faculty, and staff. All students at UA-PTC are invited to attend Student Senate Meetings.
2. A member must be a student at UA – PTC.
3. There will be twelve additional Senators that will be elected by the student body.
 - a. An election will only take place when there are more than twelve (12) candidates filing Petitions for Candidacy.

The duties of members shall be:

1. To attend all Student Senate meetings and functions and to abide by the By-laws of the Student Senate, the Registered Student Organization Handbook, as well as the policies of the UA - PTC.
2. To bring up issues/concerns of their peers to the Student Senate, when the need arises.

3. To report activities of the Student Senate to their peers.
4. To be in attendance at Student Senate-sponsored events.

Article IV: Appointment and Election

The election of Student Senators will take place during the fall semester. The Office of Student Life and Leadership will provide interested students with a Petition for Candidacy, which must be completed by the specified deadline. Students must maintain a GPA of 2.5 (checked at the end of the fall semester for new students) and must have no record of student code of conduct violations. All qualified candidates, who complete the Petition for Candidacy, will be notified by the Student Senate Advisor(s) concerning election details. If there are fewer candidates than Officer or Senator seats, an election will be deemed unnecessary, and qualified candidates will be declared members. If there are more qualified candidates than available seats, an official election will take place.

Student Senate may reopen the Petition for Candidacy if a Senator Seat becomes vacant. New Senators will only serve for the remaining time that is left for the academic year. In order to serve the following year, they will need to submit a new Petition for Candidacy for the following academic year.

The election of Student Senate Officers shall be held at the end of the spring semester from the current membership. Once a member has been nominated, they may choose to decline or accept the nomination. If they choose to accept the nomination, the candidate will be given the opportunity to speak at the following meeting. Once all candidates have spoken, voting will take place via secret ballot using ballots that are provided by the Advisor(s). Election of Student Senate Executive Officers may take place only if there are two-thirds (2/3) members, or quorum, present. A candidate will be declared the winner if they receive the majority (51%) of the vote.

In the event that an Officer seat becomes vacant during the academic year, nominations will be opened up within the membership to fill the seat. New Officers will only serve for the remaining time that is left for the academic year.

1. The Officers shall be the President, Vice President, Secretary, and Treasurer.
2. The Advisor(s) will check qualifications for all candidates and will count the votes. There must be two additional UA – PTC employees present during the counting of the votes.
 - a. Protests of election results or procedures must be submitted to the Advisor(s) within forty-eight (48) hours of the posting of the results. Protests will be reviewed by the Advisor and two Student Senate members.
3. Term of office is one academic year.
4. Any full-time or part-time student at UA – PTC with a cumulative grade point average (GPA) of no less than 2.5 will be eligible to run for office.
5. All officers will attend all meetings and special functions of the Student Senate unless prior notification is given to the Advisor.
6. Officers are also required to serve on one Shared Governance College Committee, representing the students of UA – PTC.
7. Officers are required to hold two (2) office hours a week.

Article V: Campaign Rules

1. Campaigning does not guarantee a name on the ballot. Criteria will be checked after all petitions are turned in to the Office of Student Life and Leadership. After criteria are checked, the official ballot will be developed.
2. Candidates may campaign for a period of two (2) weeks leading up to the official election. A petition must be turned in to the Student Life and Leadership Office before you may campaign.
3. All campaign flyers/posters must be approved by the Office of Student Life and Leadership before posting. Anything not approved will be removed and may result in a candidate's removal from the ballot.
4. Candidates are allowed to campaign by using posters, flyers, word of mouth, etc. No distribution of food, candy, etc. will be allowed.
 - a. If candidates would like to use campaigning materials not listed here, they must first receive permission from the Dean of Students.
5. No campaigning will be allowed within the polling site. All campaign flyers and other campaign materials must be posted more than twenty (20) feet from the polling site. No person shall be allowed to escort voters to the voting booth.
6. Candidates are allowed to campaign on official student bulletin boards only. Do not hang campaign materials on walls, elevators, bathroom stalls, doors, or windows. One sign per bulletin board. All UA – PTC Posting policies must be followed as outlined in the Student Handbook.
7. Candidates are not allowed to distribute posters, flyers, etc. on vehicles.
8. Candidates will be responsible for removing any campaign material remaining on campus within forty-eight (48) hours following the election.

Article VI: Duties of the Student Senate Executive Board

1. President
 - a. The President shall preside at all Student Senate meetings and at each special function arranged through or on behalf of the Student Senate unless excused by the Advisor.
 - b. The President shall appoint sub-committees, call special meetings when necessary, and vote only in the event of a tie.
 - c. The President shall be responsible for ensuring that all Officers are fulfilling their job responsibilities.
 - d. The President will work with the Advisors(s) to ensure the Student Senate is following UA – PTC policies and procedures.
 - e. The President will attend and serve on College Council, as a voting member.
2. Vice-President
 - a. The Vice-President presides as President in the temporary absence of the President.
 - b. Shall become President in case of resignation or removal of the President.
 - c. Shall assist the President with administrative and other duties as needed.
 - d. The Vice-President will chair sub-committees of the Student Senate.
 - e. The Vice-President is responsible for marketing events and meetings to the

- campus community, which includes making and posting fliers, removing old postings, and working with the Advisor(s) on announcements.
 - f. Coordinates and schedules volunteers for Student Senate events and activities.
 - g. Responsible for ensuring that proper parliamentary procedures/Roberts Rules of Order are followed during meetings.
 - h. Serves on the Student and Academic Affairs Council as a voting student member.
3. Secretary
- a. The Secretary maintains a roll of all members and a record of each meeting.
 - b. Takes detailed minutes for each meeting and posts on LibGuides, within one (1) week of each meeting.
 - c. The Secretary reports the minutes of each meeting at the following regular meeting.
 - d. Shall be responsible for all communications regarding the Student Senate. The Advisor must approve all communications prior to release.
 - e. Serves on the Recruitment and Retention Committee as the student voting member.
4. Treasurer
- a. Will be responsible for the oversight of all fundraising events for the Student Senate.
 - b. Will work with the Advisor in keeping an accurate account of all monetary receipts and expenditures.
 - c. Announces the balance, expenditures, and deposits of the Student Senate Agency Account at each meeting.
 - d. Communicates with other clubs across campus about funding opportunities
 - e. Writes budget proposals/requests as needed.
 - f. Serves on the Planning and Budget Council as the student voting member.

Article VII: Member Requirements and Expected Behavior

Academics should be the first priority of all UA – PTC students. Every member of the Student Senate must maintain a 2.5 Grade Point Average (GPA). The GPA of all Officers and Senators will be checked after each semester to ensure that all members maintain the appropriate GPA. Any member whose GPA is not maintained will be deemed ineligible, and their seat will be vacated.

Any Officer or Senator may be relieved of their duties for the following reasons unless prohibited by law:

1. Not obtaining the appropriate GPA.
2. Being absent for three (3) consecutive meetings and/or functions without contacting the Advisor.
3. Being absent in excess of five (5) meetings and/or functions with or without notification to the Advisor. Excessive absenteeism does not allow said members to stay abreast of activities, functions, or information discussed in meetings.
4. Being absent from assigned Counsel meetings in excess of three (3) times without proper notification to the Advisor.
5. An act of academic misconduct as outlined in the UA – PTC Student Handbook,

a violation of the UA – PTC Registered Student Organization Handbook, or being found in violation of a UA – PTC Student Code of Conduct violation as outlined in the Student Handbook.

In the event that an Officer or Senator is to be relieved of his or her duties, the Student Senate Advisor, and one additional college official as chosen by the Advisor, will meet with the member. The Advisor will inform the member of the breach of duty and will issue an official letter relieving them of all further duties. In the event that the Senator is one appointed by an RSO, the Student Senate Advisor will notify the RSO Advisor of the dismissal. The RSO will then have the opportunity to select a new Senator to fill the vacated seat.

Article VIII: Oath of Office

I do solemnly promise that I will, to the best of my ability, perform the duties of the office for which I have been elected. I will keep before me at all times the high ideals and principles which it is my duty to exemplify and encourage. I will uphold the By-laws of the Student Senate of UA – PTC and strive for an active and progressive student body. To this, I pledge my determination and leadership.

Article IX: Meetings

1. The Student Senate shall hold open, regular meetings. A special meeting may be called by the Executive Board, with the approval of the Advisor.
2. A quorum will consist of two-thirds (2/3) of the active membership of the Student Senate.
3. A copy of the minutes will be posted on the Student Senate Lib-Guide Page on the UA – PTC Website.

Article X: Limitations of Expenditures and Funds

1. Student Senate agency funds are to be used to benefit the entire student body of UA – PTC.
2. All expenditures of Student Senate funds require a quorum (2/3) for approval.
3. The Advisor(s) must approve all expenditures.

Article XI: Operating Procedures

The Standing Rules of the UA – PTC Student Senate

1. Rule I: Order of Business
 - a. The agenda will be posted to LibGuides at least three (3) days prior to the meeting. The purpose of the meeting must be stated in the announcement.
 - b. All meetings must be approved by the Advisor(s) prior to announcing.
2. Meetings shall be open, and faculty, staff, and students are welcome and encouraged to attend.
3. Meetings shall be carried out in the following order:

- a. *Call to Order* - At the time the meeting is scheduled to begin, the President shall call the meeting to order.
 - b. *Roll call* - To be taken by the Secretary to determine which members are present and which are absent. A sign-in sheet or a verbal roll call may be used and is at the Executive Board's discretion.
 - c. *Approval of Minutes* - The secretary will read the minutes from the previous meeting. The President will ask for any corrections to the minutes. If there are no corrections offered, then the President will call for a motion to approve the minutes and a second. The membership will then vote to approve the minutes. If the minutes are amended during discussion, then the President will call for a vote of the amended minutes.
 - d. *Executive Business* - President, Vice-President, Secretary, and Treasurer may communicate items directly related to their position with the membership. This is also an appropriate time to recognize member's efforts on projects. Executive Business should not consume more than five (5) minutes of any Student Senate meeting, and the President shall divide the time appropriately between Officers.
 - e. *Committee Reports* - Reports shall be given by the committee chairs or members of college standing committees. The agenda shall specify the order which reports will be given.
 - f. *Old Business* - Old business shall be any item of business that was under consideration at the previous Student Senate meeting when it adjourned.
 - g. *New Business* - Any business that is introduced in the current meeting.
 - h. *Guest Remarks* - Only current members of the UA – PTC community will be recognized to speak. Students, faculty, and staff wishing to comment will be recognized by the Student Senate President to speak for no more than one (1) minute. Those choosing to speak at this time may not open themselves up for questions. The President shall end remarks when no further guests wish to speak. This section should take no longer than five (5) minutes.
 - i. *Advisor and Member Remarks* - Advisor(s) and members wishing to give final remarks shall be recognized by the President at this time. This section of the meeting should not take more than ten (10) minutes of the meeting. Once the ten-minute time limit has been reached, no other remarks shall be given.
 - j. *Announcements* - Announcements may be made by the membership or the Advisor(s) by being recognized by the President. Announcements should be kept to one minute per speaker. Any use of this time to further discuss business addressed by the body in the current or previous meeting is inappropriate and shall be ruled out of order by the Secretary.
 - k. *Adjournment* - The President shall adjourn the meeting at the conclusion of announcements, and shall announce the time and location of the next general meeting.
4. Deviations from rule one (1), Order of Business, must be approved by the membership and the Advisor(s).
 - a. Members must submit agenda items and a full-text copy of legislation for consideration seventy-two (72) hours prior to the meeting. Items should be submitted to the President, executive board, and the Advisor via email. This ensures that the President has adequate time to properly prepare the agenda.

5. Rule II: Standards for Reporting
 - a. Oral reports shall be limited to one (1) minute in length, and shall only be given by executive board members or the committee chair or member from a college standing committee who has notified the President of the intent to present. Those students wishing to report must submit their intent to present to the President and Advisor seventy-two (72) hours prior to the meeting.
 - b. Handouts or materials related to the report must be submitted to the President seventy-two (72) hours prior to the meeting. The written materials will be included in the agenda that is sent out to members for their review.
 - c. Once the report has been concluded, the President will entertain questions. The President will recognize members who have questions and will direct all questions to the individual making the report.
6. Rule III: Introduction of Amendments and Resolutions
 - a. Members wishing to bring forth a resolution or amendment must submit a full-text version via email to the President, executive board, and advisor seventy-two (72) hours prior to the meeting.
 - b. The member wishing to present the resolution or amendment will be placed on the agenda under new business and given the opportunity to present a first read of the proposed document to the members.
 - c. Once the resolution or amendment has been presented, members may move to accept or choose to take no action.
 - d. If no member makes a move to accept the resolution or amendment, no further action regarding the document shall take place.
 - e. If members motion, second, and accept the resolution or amendment, it shall be tabled until the following meeting giving members time for a full review of the issue.
 - f. The resolution or amendment will be discussed and voted on during “old business” at the following meeting.
7. Rule IV: Procedure
 - a. Parliamentary procedure will be followed at all official meetings.
8. Rule V: Voting
 - a. Voting Methods
 - i. The President determines the manner of voting.
 - ii. *Secret Ballot vote* – secret ballot vote shall only be permitted when the body is voting on personnel issues. This includes the election of executive board members or committee chairs.
 - iii. *Roll Call vote* – any vote taken by roll call shall be entered into the minutes, by member and vote, and shall be considered public record.
 - iv. *Hand Vote* – any vote taken by hand vote shall be entered into the minutes, by the number of hands raised in favor of the motion, against the motion, and number abstaining.

Article XII: Changes to the By-laws

1. Suggested changes to the By-laws must be presented to the membership during a regular meeting.

2. Changes will be made if approved by a two-thirds (2/3) vote of the membership with the vote taking place no sooner than the next meeting after the changes were presented.
3. Voting for changes to the By-laws will be made via a roll call vote only. All votes will be recorded and entered into minutes.
4. Once the changes have been approved by the membership, the Advisor(s) will present the recommended changes to the College Council for approval.