

Cumberland County College
STUDENT SENATE
CONSTITUTION

We, the senators of Cumberland County College in order to promote the general welfare of the college, provide student representation in college governance, and unity and amplify the general voice of each student, do ordain and establish this constitution for the Student Senate of Cumberland County College.

Article I

Name

The name of this organization shall hereby be the Student Senate of Cumberland County College.

Article II

Purpose

- Section 1. Provide student participation in college governance.
- Section 2. Develop student involvement and leadership.
- Section 3. Assist the college's awareness and understanding of the needs, concerns and issues of Cumberland County College students.
- Section 4. Develop suggestions and/or recommendations to address student needs, concerns and issues.
- Section 5. Assist the student body's awareness and understanding of procedures, policies and services at Cumberland County College.

Article III

Membership

- Section 1. Full or part-time students, not on academic probation or any type of disciplinary sanction, are eligible for membership in the Student Senate.
- Section 2. Students are nominated for the Senate by college personnel.
- Section 3. Students may be nominated for membership at any time during the academic year.

Article IV

Organization

- Section 1. The active membership of this organization shall not exceed five percent of the total current enrollment of students at CCC.
- Section 2. The officer positions shall hereby consist of:
 - A. Chairperson
 - B. Vice-Chairperson
 - C. Secretary
- Section 3. The advisor to the Student Senate shall be the, Director of Student Life, or designee unless otherwise appointed by the President of the College.
- Section 4. Officers for the Student Senate shall be elected at the beginning of the academic year and shall serve in their office throughout the duration of that year.
- Section 5. Officers shall maintain accountability among themselves, the Senate and with

the Director of Student Life and the Executive Director of Student Life and Campus Services.

Article V

Duties of Senators

- Section 1. It shall be the duty of each senate member to:
- A. Attend Student Senate meetings and activities.
 - B. Select the officers for the Student Senate.
 - C. Vote on all ideas, issues and concerns, which are formally presented to the college administration.
 - D. Serve as representatives on college councils and committees.
 - E. Organize and offer student forums to present and/or discuss relevant student topics.
 - F. Report to the Senate the activity of their college councils and committees.
 - G. Represent the student body by actively engaging their opinions, concerns, likes, dislikes, needs and issues.
 - H. Serve on Senate sub committees to address particular issues, ideas and/or activities.
 - I. Present to the college the ideas, issues, needs, and/or procedures of the students.
 - J. Develop possible alternatives, solutions and/or procedures for the students' needs issues and concerns.
 - K. Provide the student body with information about college services, decisions, procedures and policies.
 - L. Show respect for the legitimate issues expressed by fellow senators and objectively review issues and ideas presented.

Article VI

Duties of Officers

- Section 1. No Senate officer shall usurp the given authority of the administrative staff or faculty members unless unfair discrimination is evident.
- Section 2. A. Each officer must follow proper protocol and the appropriate chain of command when seeking to present, negotiate, and finalize a particular issue.
B. It shall be the specific duty of all officers to maintain an orderly and effective organization.
- Section 3. No Senate officer may be an officer of other CCC student clubs or organizations.
- Section 4. It shall be the specific duty of the Chairperson to:
- A. Preside at all meetings.
 - B. Serve as primary spokesperson for the Senate.
 - C. Appoint subcommittees and members of those committees within the Senate, upon approval of the Senate.
 - D. Coordinate the Senate activities.
- Section 5. It shall be the specific duty of the Vice-Chairperson to:
- A. Preside at all meetings in the event of the President's absence.

- B. Coordinate the Senate representatives for college councils and committees and Senate sub committees.
- C. Assist the Chairperson in conducting meetings.
- D. Assist in the coordination of senate activities.

Section 6. It shall be the specific duty of the Secretary to:

- A. Prepare and keep a record of attendance at all proceedings
- B. Record and distribute the minutes of Senate meetings and information to Senate members.

Section 7. It shall be the specific duty of ALL officers to:

- A. Arbitrate grievances among senators to maintain a professional atmosphere.

Article VII Procedures

Section 1. Meetings:

- A. The Student Senate shall usually meet weekly during the fall and spring semesters. The senate meetings shall be held on Thursdays at 2pm.
- B. The date and time of the initial and final meetings during the academic school year is at such time as designated by the Student Senate or advisor.
- C. No senate meeting shall be held on holidays or vacation breaks.
- D. In the event a governance issue occurs outside the fall or spring semesters a Student Senate meeting may be held.
- E. One third (33%) of the active membership, or 10 active members must be in attendance for a quorum.
- F. A quorum is necessary for an official Senate meeting and actions. This includes voting, recommendations, resolutions and constitutional amendments.

Section 2. Addressing Issues

- A. Any idea, concern and/or need evolving into an issue shall be carried out in the following manner:
 1. Proper identification of the issue(s).
 2. Determine the validity of the issue(s).
 3. Thoroughly research its background and present circumstances.
 4. Determine the actual root cause and/or problem if it applies.
 5. Conceive several possible solutions.
 6. Present issue and all acquired material to the proper authority.
 7. Be prepared and willing to negotiate.
 8. Finalize the circumstances and follow up on all conclusions.

Section 3. Sub-Committees

- A. In the event of multiple issues, the chairperson may create sub-committees. These committees shall concentrate on pursuing an issue in the manner formatted in article VII, Section 2. The chairperson may appoint committee leaders and assistants as he/she sees fit.

Section 4. Student Forums

- A. The Student Senate may organize student forums as they deem necessary. These forums are for the purpose of presenting and/or discussing a topic of interest for the student body.

Section 5. Elections

- A. Any senator, who is not currently an officer in any CCC club or organization, is eligible for Senate officer candidacy.
- B. The candidate must be able to serve the entire academic year (September – May).
- C. Nominations shall be received by the advisor to the Senate. A candidate may nominate him/herself. When nominating another student the nominee must give consent. A period of time for nominations shall be announced.
- D. No additional nominations shall be considered or allowed after the close of the nomination period.
- E. All nominees are expected to give a brief presentation of their candidacy to the Student Senate.
- F. A designated period shall be determined, at a Senate meeting for formal candidate presentation(s).
- G. The election of Student Senate officers shall be held at the next meeting following the close of the nomination period.
 - 1. In the event of there being an insufficient number of nominations, the advisor and Senate may agree to extend the nomination period.
 - 2. If an insufficient number of nominees continue, the advisor, with the Senate shall select student(s) for the officer position(s) without an election.
- H. Voting shall be completed at a designated time and through secret ballot by only the senators present.
- I. In case of tie votes, the following procedures shall be followed.
 - 1. If more than two candidates are originally considered, and two or more candidates end up with an equal number of votes, those candidates shall be included in an immediate re-vote. The candidate with the most votes shall be the elected officer.
 - 2. If two candidates are tied after a vote, the selection shall be decided by a flip of the coin by the Director of Student Life or designee.
- J. The elected officers shall begin their term in the week following the elections.

Section 6. Amendments and Ratifications

- A. Amendments and ratifications to the constitution may be made through simple majority vote of the senators presently assembled.
- B. Each amendment and ratification must be made through the approval of the advisor.
- C. All senators must be notified of potential amendments and ratifications two weeks prior to voting. Likewise, all senators must be fully informed of the outcome of voting by one week following the vote.
- D. All amendments and ratifications made to the Constitution shall follow the established numbering system.

Section 7. Inactive Membership

- A. A senate member who is unable to attend meetings or participate in senate activities for an extended period of time (two months, semester, etc....)

because of schedule conflicts with classes or work should notify the Senate officers or advisor.

- B. Upon such notification a senate member shall be given inactive membership status. He/she shall continue in the Senate as an inactive member.
- C. An inactive member cannot vote or receive any privileges available to Senate members for the period in which he/she is inactive.
- D. An inactive member can be returned to active membership by notifying the officers or advisor that he/she can now regularly attend Senate meetings and activities.
- E. A Senate officer cannot continue in his/her position as an inactive member.
- F. Any active senator not attending three consecutive Senate meetings or activities, without notification of absence, shall automatically be changed to inactive membership status.

Section 8. Resignations and/or Expulsions

- A. Any senator desiring not to remain in the Senate should submit a letter of resignation to the officer and/or advisor to the Senate.
 - 1. Senators not responding to inquiries about their continued inactive membership status shall be removed from the Senate roster.
- B. Any senator, who is placed on academic probation or subject to a disciplinary sanction or involved in any conduct violation, shall be removed from membership in the Student Senate.
- C. Appeal Procedures
 - 1. A student may appeal their removal by submitting a written request to the advisor.
 - 2. For appeals other than academic standards or disciplinary sanction, the appeal shall be presented to the Senate at the next available Senate meeting.
 - 3. A majority vote by the senators present shall constitute approval or denial of the appeal.
 - 4. If appeal is not approved there is no further appeal.
- D. In the event of removal or resignation of an officer, election procedures shall be acted upon, according to the procedures outlined in article VII, Section 5 and/or by a remaining officer filling the vacant position. If an officer assumes a vacated officer position, the above election procedures shall be followed to select a new officer for the remaining vacated position(s).

Section 9. Officer Impeachment/Removal

- A. An officer may be impeached or removed for any of the following reasons:
 - 1. Frequent unreasonable absences
 - 2. Neglect of duties
 - 3. Violation of this constitution
 - 4. Placed on probation
 - 5. Involvement in any conduct inappropriate for a representative of a student body.
- B. An officer may be impeached/removed by a majority, closed ballot vote of the membership present.

1. Prior to a vote by the Senate, the officer shall be allowed to make an appeal/presentation concerning their impeachment and related issues.

Article VIII

Professor of the Year Selection

- Section 1. The Student Senate shall serve as the nomination forum to determine candidates for selection of "Professor of the Year".
- Section 2. Eligibility and Nomination
- A. Eligibility
1. Fulltime teaching faculty members currently employed by Cumberland County College or
 2. Adjunct teaching faculty members currently employed or eligible for continued employment at Cumberland County College. An adjunct teaching faculty member must have taught a total of six credit hours within the year of nomination. The year begins with the summer semester and ends with the spring semester.
 3. The current advisor for the Student Senate is not eligible for nomination.
- B. Nomination Consideration
1. Stimulating and challenging in the classroom.
 2. Accessible for students outside the classroom.
 3. Provides assistance for students both in and out of classroom.
 4. Supports and participates in extra and co-curricular activities.
 5. Facilitates student growth and development.
- Section 3. Student Senate members shall nominate those individuals whom they feel most exemplify the above characteristics/criteria. Student Senate members may each nominate only one professor. Nominations will also be accepted from the Student body through Senators.
- Section 4. From all candidates nominated, the Student Senate membership shall vote to choose the top 3 – 5 candidates per majority of nominations. These finalists shall be placed on the ballot.
- Section 5. Individuals may win this recognition once every two years. The Professor of the Year Awardee(s) from the previous year is not eligible for consideration.
- Section 6. A ballot shall be presented for vote to all currently enrolled students, which shall determine the individual selected as Professor of the Year. The candidate with the greatest number of votes will be determined the winner.
- A. In the event of a tie vote, Co-Professors of the Year will be awarded.
- Section 7. Presentation of the Award shall be made at the President's Honor Ceremony.

5/95
Amended 1/02
Amended 5/03
Amended 3/05
Amended 3/06