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| **Sinclair Student Senate**  **Constitution** |

**Adopted August 3, 2019**

(This constitution shall supersede any previous versions)

Constitution of Sinclair Sinclair Student Senate

**Preamble**

Sinclair's Student Senate is a multi-branch system that advocates for the student body. Selected student leaders will serve as the representatives of the student voice to enhance the quality of education and further the mission of Sinclair College. Student Senate provides recommendations to college administrators from the student perspective and recognizes that it is not a decision maker for the college. Other responsibilities of Student Senate include creating and fostering an environment where students, faculty, and staff are engaged in campus life through college wide service initiatives and events.

**Article 1**

**Name**

**1.1:** The name of this student organization shall be **Sinclair Student Senate**.

**Article 2**

**Mission**

**2.1:** The mission of the Sinclair Student Senate is to promote the overall success for all students by serving as a voice of the student body to advocate for change and to foster an inclusive, civil, and engaging campus environment.

**Article 3**

**Membership**

**3.1: Criteria to become a Senator:**

**3.1.1**: Complete the designated application process by the determined closure date (see below).

**3.1.2:** Be enrolled at Sinclair for at least 3 credit hours during the term of application and each term of service.

**3.1.3:** Be a degree or certificate seeking student at Sinclair or CCP Student/Pre College.

**3.1.4:** Be in good academic standing at Sinclair including having no administrative holds, no current violations of the Student Code of Conduct, and/or no outstanding or pending sanctions. Meets Sinclair’s SAP (Satisfactory Academic Progress) standards.

**3.1.5:** Earn a college GPA of 2.5 or higher each term of service.

**3.2: Definitions**

**3.2.1:** Voting Members: any elected and/or appointed member of the Sinclair Student Senate, shall be able to vote on Senate issues.

**3.2.3:** Advisor: The Advisor of the Student Senate is a guide to help the organization navigate policies and procedures of Sinclair Community College.

**Article 4**

**Organization**

**4.1: Structure**

**4.1.1:** Student Senate will be comprised of at least 10 members (4 officers and 6 senators) up to 26 members.

**4.1.1a:** Students may represent multiple groups but may only cast one (1) vote on Senate issues.

**4.1.2:** Career Communities (6 communities)

**4.1.3:** Regional Centers (4 locations)

**4.1.4:** School and Community Partnership/pre-college program (1 program).

**4.1.5:** Four Student Officers (4).

**4.2: Governing Rules**

**4.2.1:** Robert’s Rules will be the governing document for Senate and Officer meetings

**4.2.2:** The Sinclair Honor Code and Code of Conduct

**4.2.2a:**[**https://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/**](https://www.sinclair.edu/services/conduct-safety/student-judicial-affairs/student-code-of-conduct-handbook/)

**4.2.3:** Attendance Policy

**4.2.3a:** Officers must attend 75% of all events for the school year

* Should an Officer not be able to attend a meeting or event, they must inform the President and Advisor as soon as possible prior to the event or meeting.

**4.2.3b:** Senators must attend 50% of all events for the school year

* Should a Senator not be able to attend a meeting or event, they must inform the Secretary and President as soon as possible prior to the event or meeting.

**4.2.3c:** All organization members must vote on all measures, even if it is a vote to abstain.

**4.3:** **Elections and Appointments**

**4.3.1:** Student Senators:

**4.3.1a:** Complete the designated application process by the determined closure date.

**4.3.1b:** Will be selected on or before September 30th of each year if possible.

**4.3.1c:** Midterm appointments will be done through an interview process which include the Advisor and the Senate President.

**4.1.1d:** The Entire Senate will vote on the appointment of midterm Senators.

**4.3.2:** Student Officers:

To run for Executive Office, candidates, in addition to meeting all of the minimum criteria to be a Senator, must:

* Be a current Student Senator
* Have a 3.0 cumulative GPA
* Be enrolled in six (6) credit hours per semester of service
* Student Senators who intend to run for office must be returning to Sinclair the fall after the election
* Pre-college Student Senators may not run for Executive Office as they are not degree seeking students.

**4.3.2a:** The Advisor for Student Senate shall facilitate the election process.

**4.3.2b:** In order to be elected, one must receive a majority of the votes cast by the student body for that position.

**4.3.2c:** All votes will be vetted through Sinclair’s Research, Analytics and Reporting office, to ensure votes are cast by current Sinclair students.

**4.3.2d:** Students that are eligible to vote are:

* Degree/Certificate seeking
* Enrolled in at least 3 credit hours.

**4.3.2e:** Elections shall be held the week prior to Spring Semester Finals and will last throughout that week.

**4.3.2g:** Vacant Officer positions shall be addressed on a case by case basis through an internal, Senate only vote.

**4.3.2h:** In the event of a student senator officer seat being uncontested, the sole candidate shall assume the role of that office. **(Amended 4/16/18)  
4.3.2i: if there are multiple candidates running for a specific seat- and we have a seat that has not been applied for- that the student who did not win the officer position is eligible for the seat that has not been applied for (REWORD)**

**4.4: Terms of Office**

**4.4.1:** The tenure of selected **Student Senator** is from the date they are notified that they have been selected through the end of the following spring term.

**4.4.2:** The tenure of elected **Student** **Officers** is from the beginning of the summer semester after their election through the end of the following spring term.

**4.4.3:** If an officer leaves or is removed from office that spot will be filled by an in house vote by the entire senate **(4.2.3h)**

**4.5: Roles & Responsibilities of Officers and Senators**

The Student Senate Executive Office oversees all initiatives to be sponsored by the association. The executive board is composed of four Student Senate Executive Board positions: President, Vice President, Treasurer, and Secretary.

**Officers**

**4.5.1:** Student Senate President:

**4.5.1a:** Leads Executive Board branch of Student Senate.

**4.5.1b:** Convenes and presides over all Student Senate meetings and activities.

**4.5.1c:** Serves as the Student Senate liaison to the College.

**4.5.1d:** Provides guidance and leadership for all Student Senate initiatives.

**4.5.1e:** Previews and approves the meeting agenda from the Secretary for distribution to the rest of the Senate.

**4.5.2:** Student Senate Vice President

**4.5.2a:** Leads Student Senate committee assignments.

**4.5.2b:** Assists Student Senate President with all Student Senate meetings and activities.

**4.5.2c:** Serves as a liaison between the Student Senators branch and Student Senate Executive Board branch.

**4.5.3:** Student Senate Treasurer:

**4.5.3a:** Maintains records and management of all Student Senate finances.

**4.5.3b:** Provides financial updates to Student Senate Executive Board and Student Senators on a monthly basis.

**4.5.3c:** Completes allocation requests prior to Student Senate seeking the use of funds through the College’s processes.

**4.5.4d:** Oversees and manages any monetary income received through fundraisers or similar activities.

**4.5.4:** Student Senate Secretary:

**4.5.4a:** Maintains records and management of all Student Senate documents.

**4.5.4b:** Records all Student Senate meeting and distributes minutes.

**4.5.4c:** Maintains the Student Senate mailbox and inbox.

**4.5.4d:** Serves as the liaison between Student Senate and The Clarion.

**4.5.4e:** Creates and provides the meeting agenda to the Senate President to review for distribution to the rest of the Senate members.

**4.5.5:** Student Senate Officers will receive a scholarship for the amount of 1,500 dollars that will be dispersed over four payments throughout the academic year; **two per semester at midterms and finals, fall and spring only ($375; 4 times).**

**Senators:**

**4.2.1a: Acts as liaison between the Sinclair student body and Executive Officers**

**4.2.1b: Has knowledge and understanding of the Student Senate constitution and by-laws.**

**4.2.1c: Is able to communicate thoughts and ideas through written and spoken expression in a civil and professional manner.**

**4.6: Probation and/or Removal of a Member**

All Student Senate members will be subject to a membership criteria review in order to ensure that all of the requirements in the membership criteria are maintained during their tenure. Any member may be put on probation and/or removed from Student Senate if at any point they fail to meet any of the requirements that are listed in the membership criteria. This review will be done by the Student Senate Advisor.

**4.6.1: Removal from the organization**

In order to place a member on probation and/or remove them from the organization, a majority vote of no confidence must be obtained. Votes to abstain from this decision shall not be counted in the total population when determining a majority.

To initiate the removal of a Senate member, the following processes must be followed:

**4.6.1a:** A Senator must submit in writing a resolution calling for the removal of the Senate Member that includes a description of the rational for the removal.

**Article 5**

**Meetings**

**5.1:** Student Senate shall meet bi-weekly in the spring and fall and as needed in the summer.

**5.2:** Student Senate officers shall meet in addition to the Senate meetings as needed.

**5.3:** Special meetings can be called as the Senate and Officers see fit via a verbally proposed resolution at a meeting.

**5.4:** Student Senators and Student Officers shall provide the Advisor with their schedules so that he/she can compile a list of potential meeting days and times.

**5.5:** The Advisor shall propose best times to meet based off of Student Senator schedules and the Student Senators will vote at the first meeting of each term on when to meet.

**5.**6 One weeks’ notice shall be given by email before all meetings.

**5**.8a Senators may vote on measures either in person or electronically via email.

**5**.8b Members shall have three (3) days to vote on a measure electronically following a meeting.

**5**.8c Motions and resolutions shall pass by simple majority.

5.9 A Senator must submit, in writing, their resolution proposal to the Senate Secretary at least one week prior to the next meeting so that it may be placed on the agenda for the next meeting.

**Article 6**

**Quorum**

**6.1:** All sitting Student Senators and Officers will vote on resolutions except for the Student Senate President.

**6.1a:** The Student Senate President will be the tie breaking vote if needed.

**6.2:** A quorum on an item shall consist of the number of Senators present or voting electronically on a measure introduced at a meeting.

**6.3:** The Student Senate President shall be able to vote in this circumstance

**6.4:** All sitting Senators, including the Senate President will vote on amendments to the Constitution

**Article 7**

**Amendments**

**7.1: Section I: Adoption and Ratification**

**7.1.1:** A new constitution will only be adopted and ratified if the following occurs:

**7.1.1a:** If the structure of the College changes so that the current structure of the Student Senate is no longer supported as the constitution is written.

**7.1.2:** All Student Senators and Student Officers will review the document, vote on it and sign.

**7.2: Section II: Amending the Constitution**

**7.2.1:** An amendment proposal must be submitted to the Senate Secretary prior to the next Senate meeting so that it may be put on the agenda

**7.2.2:** Only voting members will vote on the amendment proposal

**7.2.2a:** All sitting Senators, including the Senate President will vote

**7.2.3:** The constitution shall undergo a vigorous review every summer semester.