

**BYLAWS OF  
CT STATE COMMUNITY COLLEGE NORTHWESTERN  
STUDENT SENATE  
PREAMBLE**

These Bylaws are established so that proper procedures are followed to ensure efficient operations conditioned by the Student Senate at CT State Northwestern Community College. The authority of these Bylaws are afforded to the Student Senate by the Student Senate Constitution. The Student Senate Constitution is the superseding authority on all matters related to the Student Senate and at no time can this document supersede the Student Senate Constitution.

**ARTICLE I- SENATOR RESPONSIBILITIES**

**Section 1-** All senators are required to uphold the following duties of their office as determined by the Student Senate Constitution, Bylaws, and other governing documents applicable at all times during their term of office, unless excused by the Student Senate President or Director of Student Activities.

**Section 2-** Will serve with honor and hold themselves to a high standard of decorum.

**Section 3-** Each senator must serve on no less than one (1) standing committee.

**Section 4-** Senators are obliged to attend meetings of the Senate. If a Senator misses four (4) meetings per semester regardless of the reasons, his/her seat may be revoked at the discretion of the Senate. A two-thirds (2/3) vote of the entire Senate membership is required to remove a Senate member for lack of attendance.

**Section 5-** Required to help set up/breakdown/ execute at least two (2) Student Senate events.

**Section 6-** Must attend mandatory training session during Fall & Spring Semester.

**Section 7-** Must hold at least 13 office hours per semester. Office hours should be defined as any time spent in the student activities office or at student senate events. Office hours will be tracked by the Student Senate President.

**ARTICLE II- EXECUTIVE BOARD RESPONSIBILITIES**

**Section 1-** The President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary required to uphold the following duties of their office as determined by the Student Senate Constitution, Bylaws, and other governing documents

applicable at all times during their term of office, unless excused by the Student Senate or Director of Student Activities.

**Section 2-** Will serve with honor and hold themselves to a high standard of decorum.

**Section 3-** Required to help set up/breakdown/ execute at least two (2) Student Senate events.

**Section 4-** Must attend mandatory training session during Fall & Spring Semester.

**Section 5-** Must hold at least ten (13) office hours per Fall & Spring semesters. The President must hold one (1) office hour a week per Fall & Spring semesters. Office hours will be tracked by the Director of Student Activities.

**Section 6-** The Executive Board or any member thereof shall have authority for making additional decisions related to purchases or expenditures not specifically determined by the Student Senate. (Ex: Senate Approves Food & Refreshments for an event but not specifically what that is to be, the E-Board collectively or a representative thereof can make the decision). Through the signature of the of the Student Senate President or Treasurer on the Financial Request Form, details specifically not previously set by the student senate shall be authorized without further confirmation by the Student Senate so long as it does not alter the intended use or amount determined. All actions taken under this section must be approved by the Student Senate Advisor/ Student Activities Director.

### **ARTICLE III- COMMITTEES**

**Section 1-** Standing Committees of the Senate per the Student Senate Constitution:

- • Budget Committee
- • Elections Committee
- • Program Committee
- • Judiciary Committee

#### **Section 2- The Budget Committee**

The Budget Committee shall consist of no fewer than four (4) Senators, including the chairperson who shall be the Treasurer. All budgets of the chartered clubs and organizations shall go to the committee immediately after being received from the organization requesting funds. The committee shall examine each budget, then report its recommendations to the Senate, at which time the budget is acted upon by the Senate.

#### **Section 3- The Election Committee**

1) The Election Committee shall consist of no fewer than three (3) Senators, including the chairperson who shall be the Vice President.

2) This committee shall be responsible for running the elections for Senators, Senate Officers, student representatives to College committees, and student representatives to assemblies and boards for the community college system.

#### **Section 4- The Program Committee**

1) The Program Committee shall consist of no fewer than six (6) Senators, including a non-voting chairperson who will be appointed by the President. The purpose of this committee is to propose and develop student activities for the academic year.

#### **Section 5- The Judiciary Committee**

1. The Judiciary Committee shall consist of no fewer than five (5) Senators, including the chairperson who shall be the Vice President.

2) This committee has the responsibility to investigate cases of Senatorial dereliction of duty or misconduct and all club conflicts and issue.

3) Minutes of this committee's meetings must be submitted to the Senate at the conclusion of all investigations and kept on file for a minimum of three (3) years.

4) This committee shall also render interpretations of the Student Senate Constitution for the Senate.

5) Judiciary Committee shall convene to decide matters of impeachment in accordance with all aspects of this document and the Student Senate constitution.

6) Decisions on Constitutional interpretations are to be submitted separately with a copy of the Constitution and kept on file permanently.

7) The Judiciary Committee shall convene at the request of the Senate.

8) Quorum for this committee shall consist of all members.

### **ARTICLE IV- AGENDA AND MEETING**

**Section 1-** The agenda's shall include but not limited to the following:

- o Call to Order
- o Roll Call
- o Acceptance of Previous Minutes
- o Special Speakers
- o Public Comment
- o Old Business
- o New Business
- o Committee Reports
- o Appointments
- o Adjournment

**Section 2-** The agenda and any relevant supporting documents must be made available to all meeting attendees at the meeting.

## **ARTICLE V- NEW STUDENT ORGANIZATION FORMATION**

**Section 1-** Students interested in forming a new student organization or reactivating an inactive student organization shall fulfill the following obligations:

- (1) Must review the “New Student Organization Creation Packet” and submit the packet completed to the Student Activities Office and must include a club constitution, advisors agreement, and all other necessary documents as see fit by the director of Student Activities.
- (2) The Student Senate shall determine if recommendation of charting the club/organization shall be made to the College President
- (3) Both the Student Senate and the College President must approve recommendation for charting a new club.
- (4) A club cannot request student activity funds from the Student Senate unless they are chartered.
- (5) New clubs that are chartered can submit a budget. Their first budget request for the semester in which they are recognized cannot exceed Five Hundred dollars (\$500).
- (6) Must complete all training and necessary forms as prescribed by the Director of Student Activities.
- (7) Must meet all deadlines as set by the Director of Student Activities or the Student Senate while so long as they are a chartered club.

## **ARTICLE VI – STUDENT ORGANIZATIONS & ACTIVITIES**

**Section 1-** The student senate shall require that all clubs, club members, and advisors of student clubs will be held responsible for any violations for failure to comply by the Student Senate Constitution, Student Senate Governing Documents, any Federal, State, Local laws, or policies of the Board of Regents.

**Section 2-** The Student Senate may suspend or dissolve any student organization under the jurisdiction of the Student Senate by a two-thirds (2/3) vote in the affirmative of Senators present.

**Section 3-** The student senate shall require that student organization club accounts shall be automatically closed after four (4) consecutive semesters of inactivity, unless the inactivity of a student organization is imposed upon by administration of the university. Any remaining funds in the student organizations fundraising account will be transferred to the Student Senate Account. In the event that the organization is disbanded by the senate, any remaining funds in the student organizations fundraising account will be transferred to the Student Senate Account and student activity funds may be reallocated to another club/organization or to the surplus account.

**Section 4-** The student senate shall require that all student organization officers are required to maintain a NCCC email account.

**Section 5-** No student organization or member of a student organization shall engage in hazing any members or potential members. The implied or expressed consent of the victim shall not be a defense in any action brought by under this section. A student organization that violates this section shall forfeit for a period of no less than one year all rights and privileges of being an organization organized or operating at an institution of higher education. Hazing shall be defined by any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization.

**Section 6-** The student senate shall require that In order to remain active, clubs must submit the following: their officers list as required by the Director of Student Activities annually, their advisors agreement annually (unless otherwise needed), and their semester budget request (if requesting SAF funds).

**Section 7-** All members of the Student Senate are considered Ex-Officio members of all student clubs & organizations sanctioned by the student senate.

#### **ARTICLE VII- STUDENT ACTIVITY FUNDS**

**Section 1 -** The student senate shall require that student clubs submit a supplementary budget request to reallocate unused Student Activity Funds that are remaining or were unused in the semester that they provided should the desired use change. This request must be accompanied by the club minutes reflecting the club approved the change.

**Section 2-** Any event funded by the Student Senate through allocation of the student activity fee shall not be advertised before funds have been appropriated or re-appropriated.

**Section 3-** The unallocated fund shall only be used events/activities that benefit the entire college community as a whole per the guidelines of the Comptroller's office of the state of Connecticut, and the Board of Regents policies.

**Section 4-** All events funded by the Student Senate must be open and publicized to all NWCC Students, unless otherwise approved by the Student Senate.

**Section 5-** At the end of the fiscal year, all unallocated Student Activity Funds will be rolled back over into the Unallocated Fund Account.

**Section 6-** Spending request and expenditure limits for student clubs/organizations (excluding the student senate) shall to set at following levels not to exceed per semester:

- a) T-Shirts and apparel: \$250 per club
- b) Travel expenses (airfare, hotel, transportation tickets, etc.): \$250 per student
- c) Conference & education exhibit entrance fees (not including travel): \$50 per student
- d) Advertising materials- \$30 per event

- e) Refreshments- \$200 per event
- f) Decorations - \$100 per event
- g) Guest speakers- \$300

Any clarification of the interpretation of this section will be decided on a case-by-case basis with a two-thirds majority vote of the senate. If a consensus is failed to be reached, the Director of Student Activities will interpret. The language in this section may be overridden by a three-fourths (3/4) affirmative vote of the senate during any consideration of a club expense.

Clubs may use their fundraised funds to exceed any caps pertaining to this section.

**Section 7-** All votes concerning Student Activity Fund requests shall require a two-thirds (2/3) affirmative vote to pass.

**Section 8-** Club's may submit a request for an allocation of funds at any time for the Student Senates Consideration. The Student Senate will take up the consideration of the allocation at the next regular meeting. The request must be submitted no less than 24 hours prior to the next regular meeting.

a) New club allocation of fund requests may be submitted and considered at the meeting in which the Student Senate recommends approval. Should the club be recommended for approval by the Student Senate and their budget passed, their funds will not be available until after the clubs charting approval by the College President. Should the club fail to be approved, the budget is null and void.

b) Requests will not be considered until clubs have completed and submitted their Student Organization Information and Faculty Advisor Agreement Form.

c) Unused items from the fall budget must be placed on the spring budget for reconsideration as part of the spring budget processes.

d) A request for allocation of funds must be accompanied by the club/organizational minutes.

**Section 9-** Student Senate Officers shall receive a semesterly stipend of \$300 per semester from the Student Activity Fund and Student Senators shall receive a stipend of \$250 per semester from the Student Activity Fund. Senate Officers and Senators shall receive their payment at the end of the semester. They must complete their entire semester of service to receive their stipend. Officers and Senator's that join during the semester will receive a pro-rated stipend for service from their start date through the last week of final exams.

## **ARTICLE VIII - AMENDMENTS**

**Section 1-** Proposed amendments to these Bylaws must be submitted to E-Board to be placed on the agenda at the next regular meeting in accordance with the Student Constitution.

**Section 2-** Amendments to these Bylaws shall be passed with a two-thirds (2/3) vote of the Senate members present and voting.

**Last Updated: November 7<sup>th</sup>, 2023**