

# STUDENT SENATE BY-LAWS OF HUDSON VALLEY COMMUNITY COLLEGE

## Article 1: Election By-Law

### Section 1: Election Committee Responsibility

The members of the Election Committee shall not engage in partisan activity during the period commencing with nominations and during appeals and ratification of the election results by the Student Senate.

The Election Committee shall run the elections and the Student Senate shall be the arbitrator in all disputes. The Election Committee is responsible for counting all election results in the presence of the following person: the Director of Student Life (or designee). All members shall sign an approval as witnesses to the tally of votes.

#### A. Membership

1. Members of the Student Senate Election Committee shall consist of no fewer than four (4) Student Senate members. One of these members shall be an executive officer. The President of the Student Senate shall be solely empowered to appoint committee members unless the President is seeking election. If election is being sought by the President, the next highest officer not seeking election will appoint committee members.
2. The President of the Student Senate shall appoint a chairperson if he/she is not seeking election. The chairperson reports directly to the President or highest officer not seeking election.
3. No member of the Student Senate Election Committee may be a candidate for any Student Senate seat, for a position as FSA Student-at-Large, or Student Trustee of the Hudson Valley Community College Board of Trustees.
4. The Student Senate President cannot serve on the Election Committee. The Director of Student Life (or designee) will serve as a non-voting member of this committee.

#### B. Dismissal

1. Any conduct or activity of partisan behavior by a member shall merit removal of said

## **Section 2: Elections**

### **A. Procedures**

1. Elections for Senior Senators and Executive Officers shall be held no earlier than April 1st and no later than April 30th of the academic school year.
2. Elections for Freshman Senators shall be held no earlier than October 1st and no later than October 31st of the academic school year.
3. Election of class officers shall take place at the same time as their respective class elections.
4. Each class and academic division shall be permitted a minimum of one (1) Student Senate representative.
5. The Student Senate election committee shall determine candidate eligibility through



- a. Candidates for Freshman Senator must meet the qualifications as described in Article VI of the Student Senate Constitution.
- b. Candidates are required to be full-time students in the academic divisions and classes they are representing and be in good academic standing with less than twenty-seven (27) Hudson Valley Community College credit hours.

**6. FSA Student-at-Large**

- a. The FSA Student-at-Large Representative must be a registered full or part-time student of Hudson Valley Community College, attending classes as of the first week of instruction in the fall and spring semesters, continue to maintain a full or part-time course load throughout the semester, must maintain a 2.0 or

- h. Any petition returned after the deadline date, or not meeting the criteria as stated in these By-Laws and on the petition, will be considered void and that person will not be placed on the ballot.
  - i. With the exception of the Student Trustee, students cannot collect signatures for more than one position.
  - j. A student seeking nomination is not allowed to hand out any campaign materials during the nomination period.
  - k. All petitions will be validated by the Student Senate Election Committee.
2. Petitioning by Office
- a. Composition of Student Senate
    - i. The composition of the Student Senate shall be as follows: President, Vice

4. The Student Senate Election Committee reserves the right to determine what constitutes slanderous behavior.
5. Any student who is affiliated with a particular campaign, who is found in violation of any of the campaign rules, will be referred to the Student Senate Election Committee to determine whether sanctions should be assessed.
6. A candidate affiliated with the students or individuals in violation of the election rules will be subject to sanctions which may include disqualification from the elections.
7. A candidate who has been removed from the election will not be allowed to participate in the election in any way and is also ineligible for appointment to the Student Senate or any position or any board.
8. All candidates are responsible for removing all campaign materials within seventy-two (72) hours after the close of the election booths.
9. Candidates are liable for any damages caused by their campaign materials to Hudson Valley Community College property.
10. Any non-compliance will result in sanctions which may result in disqualifications and removal from the ballot.
11. The decision of the Student Senate in cases of disqualification is final.
12. The decision is based upon a majority vote of the entire Student Senate.

#### **H. Campaigning Definition**

1. Campaigning is defined as:
  - a. Putting up or passing out posters or other materials.
  - b. Introducing oneself to others as a candidate.
  - c. Marketing viewpoints, platforms, goals and ideas to others.
2. Campaigning may not begin before the close of the nomination period.
3. Two or more candidates may form a party by writing the name of their party line on their petitions. Names of existing parties (i.e.: Democratic, Republican) cannot be used.
4. Those individuals not in a party will be considered "Independent".
5. Candidates of the same party will be listed on the same row of the ballot. Party rows will be selected at random.
6. Independents will be listed in alphabetical order after the last party.

## **I. Voting**

Every student who is eligible to vote must adhere to voting rules. Only students who have paid their student activity fee, as stated in these By-Laws, may vote in elections.

Voting will be conducted either by the use of voting booths or by an online voting process. The method will be determined by the Student Senate Election Committee by March 1st of each academic school year for the spring election and the following fall election.

### **1. General Voting Guidelines**

- a. If voting booths are used, students **MUST** present their Hudson Valley Community College ID or other picture ID, and must sign the student registration book.
- b. Only voting machines and ballots provided by the Student Senate Election Committee will be utilized. If online voting is used, the Student Senate Election Committee will determine the required voting protocol for students to follow.
- c. Voting will take place only on the designated dates and times determined by the Constitution and the Student Senate Election Committee.
- d. Students may vote for only one candidate for each of the following positions: President, Vice President, Treasurer, Secretary, Senior Class President, Freshman Class President, Student Trustee, and FSA Student-at-Large Representative.
- e. Students may vote for more than one Senator.

### **2. Voting by Position**

- a. Candidates for Executive Officers, Student Trustee and FSA Student-at-Large Representative may be voted for by any student (full-time, part-time, matriculated or non-matriculated).
- b. Candidates for Class Presidents may be voted for by students in their class (i.e. freshman vote for Freshman Class President; seniors vote for Senior Class President).
- c. Candidates for Senators may be voted for by the students from their academic division, or their class, accordingly. Non-matriculated students can only vote for senatorial candidates running to represent the non-matriculated student population.

## **Article 2: Programming Board By-Law**

The Student Senate Programming Board shall plan and coordinate activities to engage the campus and enhance the quality of campus life.

### **Section 1: Membership**

- A. The Student Senate Programming Board will consist of no more than fifteen (15) members, including no fewer than nine (9) Student Senate members, the Director of Student Life (or designee) and Student Activities Program Assistant.
  1. Student Senate Vice President (Committee Chair)
  2. Student Senate Treasurer (Co-Vice Chair)
  3. Student Senate Secretary (Co-Vice Chair)
  4. Senior Class President
  5. Freshmen Class President
  6. Senior/Freshmc.

9. Senior/Freshman Senator
10. Non-Student Senator (Student)



C. Student Senate Treasurer (Co-Vice Chair) shall:

1. Monitor the Programming Board budget line.
2. Provide treasury report at bi-weekly Programming Board meetings.
3. Report in writing on all fiscal expenditures.

## **Section 4: Programming Board Coordinators**

The Programming Board will have eight (8) committee coordinators who will serve via their respective elected positions on the Student Senate for that current year. Coordinator positions shall be democratically chosen by all members actively serving on the Programming Board with recommendations from the Vice President of the Student Senate and the Director of Student Life (or designee).

- A. Comedy/Novelty Coordinator
- B. Coffee House Coordinator
- C. Music Coordinator
- D. Film/Lecture/Daytime Coordinator
- E. Special Events Coordinator
- F. Marketing Board Coordinator
- G. Diversity Coordinator
- H. Advocacy Coordinator

The Committee Coordinators shall serve via their respected elected position on the Student Senate for that current year. Coordinator positions shall be approved by a three-fourths (3/4) vote of the student members serving on the Programming Board with recommendation from the Student Senate President and the Director of Student Life (or designee).

## **Section 5: Duties of Programming Board Coordinators**

A. Comedy/Novelty Coordinator shall:

1. Coordinate an array of comedy and novelty acts throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all comedy and novelty events.
3. Attend bi-weekly meetings scheduled by the committee chair.
4. Comedy/Novelty events will include, but are not limited to: comedians, hypnotists, mentalists and ventriloquists.

B. Coffee House Coordinator shall:

1. Coordinate an array of coffee house events throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all coffee house events.
3. Attend bi-weekly meetings scheduled by the committee chair.
4. Coffee house events will include, but are not limited to: poetry, art, talent shows, musical groups, DJs, etc.

C. Music Coordinator shall:

1. Coordinate an array of music events throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all music events.
3. Attend bi-weekly meetings scheduled by the committee chair.

4. Music events will include, but are not limited to: local bands, up-and-coming bands



During the fall and spring semesters, meetings are scheduled on a bi-weekly basis, or more frequently as directed by the Programming Board. During the intersession terms, meetings are held when needed, and approved by the Director of Student Life (or designee). Attendance at meetings is required. Two training sessions a year will be provided for Programming Board members. Attendance at training sessions is required.

## **Section 10: Event Policies and Procedures**

- A. Programming Board Member Responsibilities Regarding Controlled Substance Usage
  - 1. All Programming Board members are expected to adhere to all local, state and federal laws regarding the usage of controlled substances, as well as the policies outlined in the Hudson Valley Community College Student Code of Conduct, Academic Ethics and Campus Regulations.
  - 2. Programming Board members will not consume alcohol or illegal drugs before or during any event or function sponsored by the Student Senate.
  - 3. Any member found to be in violation of these points will be immediately terminated from the Programming Board by the Director of Student Life (or designee). Further action may be taken by the Vice President of Enrollment Management and Student Development in accordance with the Student Code of Conduct, Academic Ethics and Campus Regulations.
  
- B. Non-Board Member Responsibilities Regarding Controlled Substance Usage
  - 1. All students and guests are expected to adhere to all local, state, and federal laws regarding the usage of controlled substances, as well as the policies outlined in the Student Code of Conduct, Academic Ethics and Campus Regulations.
  - 2. Any student or guest found consuming alcohol or illegal drugs (or under the influence of either substance) at an event will be asked to leave by the Director of Student Life (or designee) and/or Programming Board members. If the party in question disputes or challenges the decision, Public Safety or the local authorities shall be contacted for assistance.
  
- C. Admission Policies for Programming Board Events
  - 1. All students must have valid Hudson Valley Community College student identification for admission to events.
  - 2. Visitors/Guests must be accompanied by a Hudson Valley Community College student with a valid student identification.
  - 3. All students are responsible for the behavior of their visitors/guests.
  - 4. All visitors/guests are expected to adhere to the Student Code of Conduct, Academic Ethics, and Campus Regulations.
  
- D. Performers' Meals
  - 1. Only Programming Board members will accompany the performer(s) to the meals either before or after the performance. The meals shall not exceed a cost of \$200 (maximum two (2) board members).
  - 2. The Student Senate will only purchase the meals of the performer(s) as well as the members of the hosting Programming Board committee with the exclusion of alcoholic beverages. All other Student Senate members will be responsible for their own bills.
  - 3. In the event the meal of a performer(s) takes place after the event has concluded, Programming Board members shall conclude their interaction with the performer(s) at the restaurant.

## **Article 3: Judicial Committee By-Law**

The Student Senate Judicial Committee will investigate and recommend to the entire Student Senate sanctions of the Student Trustee or a member of the Student Senate (including Executive Officers) when accusations are made that the Student Senate By-Laws or Constitution, or the College's Student Code of Conduct, Academic Ethics and Campus Regulations have been violated.

### **Section 1: Establishment**

- A. Upon receiving a majority vote, the Student Senate Judicial Committee will be established consisting of five (5) members of the Student Senate who can agree to be unbiased and open minded to the process.
- B. The President or presiding officer shall be the non-voting chairperson of the Student Senate Judicial Committee.
- C. Each member of the committee shall have one (1) vote.

### **Section 2: Member Selection**

- A. Selection of the Senators for the Judicial Committee will be from all Senators interested in serving on the committee. Names of Senators will be taken into consideration by the President or presiding officer.
- B. If the President is the member being charged, then the next highest ranking officer will preside.
- C. Each member of the committee will have one (1) vote.
- D. The President or presiding officer will nominate five (5) members of the Student Senate to serve on the Student Senate Judicial Committee.
- E. The appointment of the Student Senate Judicial Committee must be approved by a majority of the entire Student Senate.

### **Section 3: Proceedings**

- A. The Student Senate Judicial Committee will present to the Student Trustee or Student Senate member charged, a list of the reasons for his/her impeachment.
- B. Proceedings shall be considered a closed meeting where only the Student Senate Judicial Committee and the Director of Student Life (or designee) will be present.
- C. The Student Senate Judicial Committee may request to hear from witnesses, the person charged, or gain information from the College or Student Senate resources.
- D. The person charged may have a person or representative accompany him/her at the hearing and be of support for him/her. This person may not speak to the Student Senate Judicial Committee unless called upon. This person shall not disrupt the hearing in any manner.

### **Section 4: Recommendation**

- A. The recommendation and rationale of the Student Senate Judicial Committee will be presented to the entire Student Senate at the next regularly scheduled Student Senate meeting for a vote on its recommendation.
- B. A two-thirds (2/3) vote of the entire Student Senate is required to approve the sanction sbilities(-La7tu)
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of Human Resources. The position has oversight of the Student Senate functions and is responsible for the duties as described in the job description and the Student Senate By-Laws and Constitution.

## **Article 5: Financial By-Law**

The Student Senate, as a representative of the constituent student body, shall receive all related or associated student activity fees collected by Hudson Valley Community College.

### **Section 1: Student Activity Fee and Athletic Fee**

Every three (3) years the Student Senate will vote upon the student activity and athletic fees for the student body. This vote shall be if the fees are mandatory or voluntary. Request to increase either fee can only be made every two (2) years. Either of these votes must be approved by two-thirds (2/3) vote of the entire Student Senate and the FSA Board of Directors.

### **Section 2: Use of the Activity Fee**

Use of funds which are collected from students paying the activity fee, and all revenues generated from use of the fee, shall be used only for support of the following programs for the benefit of the campus community and enhancement of student life on campus:

A. Allocations included in the budget must be co

- B. The Executive Director of the FSA shall be an alternate check signer in instances where the President of the FSA Board of Directors is unable to perform such duty.
- C. The Director of Student Life (or designee) shall be an alternate check signer in instances where the Treasurer of the Student Senate is unable to perform such duty.
- D. A check is to be issued only if a purchase order has been properly issued and is



## **Section 10: Clubs and Chartered Organizations**

