

# **Maricopa Student Senate**

December 2019



**MARICOPA**  
COMMUNITY COLLEGES

## **TABLE OF CONTENTS – ARTICLES**

|       |                                       |           |
|-------|---------------------------------------|-----------|
| I.    | Organization and Composition.....     | <b>1</b>  |
| II.   | Purpose and Objectives.....           | <b>2</b>  |
| III.  | Senator Seats and Membership.....     | <b>3</b>  |
| IV.   | Officers.....                         | <b>5</b>  |
| V.    | Student Senator Responsibilities..... | <b>8</b>  |
| VI.   | Meetings.....                         | <b>10</b> |
| VII.  | Selection Process.....                | <b>11</b> |
| VIII. | Robert’s Rules of Order.....          | <b>11</b> |
| IX.   | Amendments to Bylaws.....             | <b>11</b> |
| X.    | Statement of Political Activity.....  | <b>12</b> |
| XI.   | Statement of Non-Discrimination.....  | <b>12</b> |
| XII.  | Financial Obligation.....             | <b>12</b> |
| XIII. | Statement of Non-Hazing.....          | <b>13</b> |
| XIV.  | Statement of Compliance.....          | <b>13</b> |



## **STUDENT SENATE BYLAWS**

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### **ARTICLE I: ORGANIZATION AND COMPOSITION**

#### **A. NAME**

The name of this organization shall be the Maricopa Student Senate (MSS). The MSS is a student representative body of the Maricopa County Community College District (MCCCD).

#### **B. COMPOSITION**

1. The organization is comprised of ten (10) MCCCD Student Senators, who are elected, selected, or appointed by Student Life Managers, and the Student Governing Board Member. One Senator from each college will represent their fellow students from the following constituencies/colleges:
  - a. Chandler-Gilbert Community College
  - b. Estrella Mountain Community College
  - c. GateWay Community College
  - d. Glendale Community College
  - e. Mesa Community College
  - f. Paradise Valley Community College
  - g. Phoenix College
  - h. Rio Salado College
  - i. Scottsdale Community College
  - j. South Mountain Community College

#### **C. ADMINISTRATIVE OVERSIGHT**

1. The Associate Vice Chancellor for Student Affairs (AVCSA) or appointed designee, along with at least one (1) faculty sponsor, have oversight of and responsibility for the MSS and serve as non-voting members along with two (2) Student Life staff members (Managers/Directors).

## **ARTICLE II: PURPOSE AND OBJECTIVES**

### **A. STUDENT ADVOCACY AND INFORMATION**

1. The MSS functions to advocate for the common interests of all MCCCCD students in order to share student achievements and concerns with their fellow students, the Governing Board, Chancellor, colleges, administrators, and community.

### **B. ADDITIONAL OBJECTIVES**

1. Additional objectives of the MSS shall be the following:
  - a. To promote interest among students in the MCCCCD and all it has to offer;
  - b. To promote fellowship and collaboration among students, staff, faculty, and administrators;
  - c. To represent student needs and concerns while pursuing educational opportunities within the MCCCCD;
  - d. To provide a forum for students to present innovative ideas for the benefit of the MCCCCD community;
  - e. To address issues applicable to all colleges;
  - f. To utilize best practices internally and externally for all colleges;
  - g. To network among student leaders at the colleges;
  - h. To recruit/select student representatives for Student Governing Board member (pursuant to Governing Board Policy 4.13 Student Board Member), committees, focus groups, and surveys, etc.;
  - i. To provide reports on student issues to the Chancellor and Governing Board;
  - j. To identify and address issues that impact students through community engagement; and
  - k. To develop leadership skills and acquire experience.

## **ARTICLE III: SENATOR SEATS AND MEMBERSHIP**

### **A. ELIGIBILITY REQUIREMENTS**

1. Any student may be selected to serve as a Senator on the MSS, provided the following eligibility requirements are met and fulfilled:
  - a. Must have accumulated six (6) credit hours with a 2.5 grade point average (GPA) prior to submitting an application;
  - b. Maintain a cumulative 2.5 GPA and be in good academic standing while serving in a Senator position;
  - c. Enrolled in at least six (6) credits per semester (fall and spring);
  - d. Commit to serve one (1) academic year (fall and spring) and have the role as Senator be their primary extracurricular function;
  - e. Currently serving as or has been an ex-officio member of their college's student governing body;
  - f. Free of code of conduct violations;
  - g. Currently involved on campus (student government, clubs, Phi Theta Kappa, Student Public Policy Forum, etc., but may not serve as an officer during the term in which they serve on MSS);
  - h. Demonstrate impartiality and self-awareness;
  - i. Responsible for reasonable transportation (as needed).
  - j. See Governing Board Policy, 4.13 Student Board Member, for eligibility requirements.

### **B. SELECTION OF SENATORS**

1. An online application will be open to all students who meet the eligibility requirements.
2. All applicants must secure a completed evaluation form from designated college leadership, per the application process.
3. All applicants must submit a one-page, double-spaced essay from provided questions.
4. Interviews of candidates will be conducted by a diverse committee of representatives from college Student Life staff and student representatives, per the application process.
5. All applicants will be evaluated based on their online application, essay, evaluation, and interview.

6. The election, selection, and appointment process will be the same at each college.

**C. REQUIRED ELIGIBILITY REPORTING**

1. Any student selected/appointed to or serving on the MSS must promptly notify the MSS Chair and the AVCSA (or designee) of any changes affecting the student's eligibility to serve.

**D. DISMISSALS AND APPEAL**

1. Senators are required to attend at least eighty (80) percent of scheduled meetings at both District and college levels; those Senators who, during a Senate term, acquire more than two (2) unexcused absences from regular scheduled meetings will be dismissed from the MSS. Absences must be reported to the Student Life Manager or designee prior to a scheduled meeting.
2. Roll call will be performed each meeting. Any Senator not present at the time of roll call will be marked as an unexcused absence. If a Senator notified their Student Life Manager or designee, the absence will be adjusted. Excused tardiness will be allowed up to no more than thirty (30) minutes into the meeting.
3. Senators who fail to maintain their eligibility status may be dismissed from their position.
4. Senators will be notified of their dismissal in writing by the MSS Chair after consultation with the co-advisor(s)/AVCSA (or designee); written notifications must include the following:
  - a. The specific eligibility requirement(s) the Senator failed to meet, including citation(s) to the MSS Bylaws;
  - b. The specific facts supporting a finding that the Senator has failed to meet the eligibility requirement(s)/expectation(s) (*e.g.*, an insufficient GPA, a finding of a Code of Conduct violation, behavior on campus, maintaining meeting attendance, etc.); and
  - c. The Senator's right to appeal the dismissal.
5. Students who are dismissed from the MSS may appeal their dismissal; appeals will be reviewed and decided upon by the AVCSA on a case-by-case basis. Appeals of dismissal from the MSS must be made in writing to the AVCSA (or designee) within seven (7) business days of the dismissal notification.

## **ARTICLE IV: OFFICERS**

### **A. SENATOR OFFICER ROLES**

1. The officers of the MSS shall consist of the following (see Article IV, section F for Duties of Officers):
  - a. Senator
  - b. Student Governing Board Member
  - c. Student Senate Chair
  - d. Student Senate Deputy Chair
  - e. Student Senate Secretary
2. No Senator may hold more than one (1) office at any given time.

### **B. ELECTION OF SENATOR OFFICER ROLES**

1. Election of officers will take place at the end of each spring semester when all Senate positions have been seated (see Article IV, F for Duties of Officers).
2. Any active Senator may self-nominate for any office except Student Governing Board Member.
3. The MSS will rely on the Governing Board-approved process for application, review, and selection of the Student Governing Board Member (see MCCCCD Governing Board Policy 4.13 Student Board Member).
4. Officers will be elected by written ballot with each active Senator casting one (1) vote.
5. Officers will be elected by simple majority vote (fifty (50) percent plus one (1)).
6. Officers will assume office upon their selection and, unless they are recalled, hold their offices until the next selection period, or leave MCCCCD whichever comes first.

### **C. RECALL OF OFFICERS**

1. Officers may be subject to recall for malfeasance in office, including, but not limited to, violations of the Student Code of Conduct, District Policies, or for having two (2) unexcused absences of MSS meetings per MSS term (two (2) semesters).
2. Recall procedures require a request in writing initiated by five (5) active members of the MSS, or the student's home college.
3. A recall hearing will be conducted at a regular meeting for the presentation of evidence from all concerned parties.

4. A recall hearing requires a two (2)-week notice to all members of the MSS.
5. A two-thirds (2/3) majority vote of members present at a formally scheduled meeting is necessary to recall any officer.

#### **D. APPEAL PROCESS**

1. Officers who are recalled and desire to appeal their alleged malfeasance in office must submit their appeal in writing within seven (7) calendar days of original notification to the AVCSA.
2. A review of the appeal will be conducted by an appeal board selected by the AVCSA and made up of District Student Affairs staff, Student Life Managers, and college student government officers.

#### **E. RESIGNATION AND VACANCIES OF OFFICERS APPOINTED, SPECIALLY ELECTED OR SELECTED**

1. When a Senator resigns, or is recalled from their office before completion of the elected term, or is unable to otherwise complete their term, there are three (3) options to obtain replacements:
  - a. The runner-up from the previous selection process is seated as new Senator;
  - b. The selection process is re-opened through the online application process and a special selection following the process is conducted; or
  - c. Student Life Manager appoints a new Senator.
2. If an officer position has been vacated, the MSS will conduct a special election which will take place at the next MSS meeting. A two-thirds (2/3) majority must be present in order for the vote to take place. Special elections for officer roles shall otherwise be conducted in the same manner as regular elections.
3. MSS Senators appointed, elected, or selected via special circumstances shall serve out the remainder of their predecessors' term, and regular elections for their respective offices shall be held according to the Bylaws.

#### **F. DUTIES OF OFFICERS**

1. **Senator**
  - a. Be knowledgeable about the MSS Constitution, Bylaws and parliamentary procedure, including Robert's Rules of Order.
  - b. Shall serve as the student representative of their respective college and advocate for the common interests of their peers.
  - c. Be present to vote on matters before the MSS.
  - d. Attend two (2) or more meetings per semester with assigned mentor; each



Senator will be assigned a mentor for the duration of their term in office.

## **2. Student Governing Board Member**

- a. The primary role of the Student Governing Board Member within MSS is to act as the liaison between the MSS and the Governing Board.
- b. Complimentary role differentiation is to be determined by the MSS between the Student Governing Board Member and the Senate Chair. Both roles are vital to the success of the MSS, however, their duties may vary based upon the Governing Board's expectations and the decisions arrived at by consensus of the MSS.

## **3. Chair**

- a. The principle role of the Chair shall be to manage and provide leadership to the MSS.
- b. The Chair will work in partnership with the Student Governing Board Member to raise issues to the Governing Board.
- c. The Chair of the MSS shall preside at all meetings of the MSS, remaining impartial and neutral on issues under discussion.
- d. The Chair's other duties include, but are not limited to, the following:
  1. Being knowledgeable on Robert's Rules of Order or parliamentary procedure for the purposes of conducting a MSS meeting;
  2. Responsible for setting agenda and review of minutes;
  3. Serving as moderator of voting on action items and debate;
  4. Maintaining professional decorum and civil tone at each meeting;
  5. Conferring regularly with the AVCSA (or designee) to coordinate the governing and management functions of the MSS;
  6. Providing regular written and verbal report on student and MSS activities to the Governing Board during monthly meetings;
  7. Reporting back to the MSS on matters of interest to students that were discussed at monthly Governing Board meetings; and
  8. Meeting as requested with the Chancellor and/or Provost.

#### **4. Deputy Chair**

- a. In the absence of the Chair, the Deputy Chair assumes all related duties of that office.
- b. The Deputy Chair assists the Chair wherever possible; and
- c. Assumes the role of moderator when the Chair yields to vote.

#### **5. Secretary**

- a. Maintains accurate and current information of the MSS and its membership;
- b. Assists Chair and advisors to coordinate organizational activities;
- c. Keeps accurate minutes of each meeting and forwards copies to Senators and advisors;
- d. Keeps attendance records for meetings; and
- e. Researches procedural questions when necessary and delivers findings to the Chair.

### **ARTICLE V: STUDENT SENATOR RESPONSIBILITIES**

#### **A. VOTING**

1. Each Senator will have one (1) vote. An item may only be voted on after a motion has been presented;
2. Senators have the option to vote in favor of (Aye), against (Nay), or may abstain;
3. A quorum (fifty (50) percent plus one (1)) of the actively attending MSS membership shall be in attendance before any official business may be conducted; and
4. Senator disclosure: a Senator should recuse themselves from voting on any actual or potential conflict of interest and refrain from voting on issues connected with this conflict.

#### **B. MEETINGS**

1. Student Senators must complete the following meetings per semester:
  - a. One (1) MSS meeting a month on every second Tuesday at 6

p.m. at the District Office in Tempe, Arizona. All meetings will be open to the public.

- b. Two (2) or more meetings per semester with assigned mentor; each Senator will be assigned a mentor for the duration of their term in office;
  - c. May participate in video conferencing option for meetings only two (2) times per year; and
  - d. Must be available at designated campus for a minimum of two (2) hours per week for MSS business.
2. Senators will be requested to attend Governing Board meetings.
- a. At a minimum, Senators will be required to attend four (4) Governing Board meetings during each academic year.
  - b. However, it is highly recommended that Senators attend all Governing Board meetings; there are ten (10) meetings held per year, August-June.

### **C. COMPENSATION/BENEFITS**

- 1. A stipend of \$200 per semester for each Senator, excluding the Student Governing Board Member, will be provided after the successful completion of courses at the end of the semester;
- 2. Per the MCCCCD travel policy, round trip mileage from the student's home to the scheduled meeting destination (as needed) is eligible for reimbursement. Meetings held at the Senator's college do not qualify for this reimbursement. Reimbursements will be processed monthly and will follow all MCCCCD travel policies, and
- 3. Portraits will be taken for promotion, publication, and the public website.

### **D. MENTORSHIP**

- 1. Student Senators will be mentored by the Student Life Director/Manager or Student Life representative at their respective college; and
- 2. Senators will be required to meet two (2) times a semester with their mentors, outlining their goals and objectives for professional and academic development during each meeting.

## **ARTICLE VI: MEETINGS**

### **A. REGULAR MEETINGS**

1. The MSS shall hold monthly meetings per Senate term; additional meetings may be scheduled by the Senate (as needed);
2. Notice of the dates, times, and locations of all MSS meetings shall be widely published to the MCCCCD community at least two (2) weeks prior to meeting dates;
3. Meetings may be attended by any interested individual, although only duly elected or appointed Senators are eligible to vote;
  - a. The MSS meeting agenda must include a public comment section; this would be limited to three (3) minutes per item, for a maximum of ten (10) minutes per meeting;
  - b. Item subjects are encouraged to be grouped together, and not to be repeated;
4. MSS meetings are to be organized by the Chair and controlled by Senators; and
5. Speakers placed on the agenda will be limited to a ten (10) minute presentation followed by a five (5) minute question and answer period;
  - a. A limit of two (2) speakers per meeting.
  - b. Speakers must be invited by the Chair one (1) meeting prior to their presentation to the MSS.

### **B. SPECIAL MEETINGS**

1. Special meetings of the MSS may be called by the Chair or upon the request of five (5) Senators;
2. In the event the Chair, the Senate officers, Governing Board, Chancellor, and/or Provost determine that there is the need for a vote on action items during a time when there is no meeting scheduled by the MSS or any committee of the MSS, the voting may be conducted by email.

### **C. QUORUM**

1. At all meetings of the MSS, fifty (50) percent plus one (1) of voting members shall constitute a quorum with attendance either in person or

electronically.

#### **ARTICLE VII: SELECTION PROCESS**

- A.** All MCCCDC students will be notified of MSS candidate openings and of the upcoming application process;
- B.** The MSS selection process for Senators will be widely promoted to all students utilizing appropriate MCCCDC media resources, including, but not limited to, student email, *The Maricopan*, and college communication outlets. Interested students must submit an application for eligibility to be considered for MSS candidacy prior to the selection process. Deadlines for application submission and links to online applications should be included in informational emails and other election-related announcements and promotional materials;
- C.** The selection process for all Senators will take place District-wide before the end of each spring semester;
- D.** The MSS term of office is from July 1st of each year through June 30th of the following year; and
- E.** MCCCDC students are limited to serving three (3) terms as elected, appointed, or selected Senators with the approval of the respective student life director of each college through an application process.

#### **ARTICLE VIII: ROBERT'S RULES OF ORDER**

- A.** The standard meeting guide, Robert's Rules of Order, shall be used as a guide for the protocols and conduct of all chapter of business.

#### **ARTICLE IX: AMENDMENTS TO BYLAWS**

- A.** Any member of the MSS or student body may offer, in writing, a proposed amendment to the Bylaws no less than seven (7) business days prior to the next regular meeting. Amendments to the Bylaws may be proposed at any time during the MSS term.
- B.** Once proposed amendments are received, they must be presented at the next scheduled meeting of the MSS for a first reading. This will allow a comment period between the first and second readings. At the next scheduled meeting, the second reading will occur and a vote will ensue according to the MSS's rules of order.
- C.** No vote to amend the Bylaws may be taken without a two-thirds (2/3) super quorum being present, with a super quorum being defined as no less than seven (7) out of ten (10) Senators present;
- D.** Approved Bylaws changes shall be submitted to the AVCSA for review;

- E. A joint Bylaws review meeting of college Student Life Managers, faculty advisor, and Senators will take place to review and approve any Bylaw changes with a 2/3 vote (super quorum); and
- F. The MSS Bylaws shall be reviewed automatically every two (2) years to determine if any amendments are necessary or warranted.

#### **ARTICLE X: STATEMENT OF POLITICAL ACTIVITY**

- A. Serving on the MSS does not restrict the right of individual Senators to engage in political activity in their personal, non-official capacities, provided they do not identify themselves as representatives of the MSS when engaging in said political activity or otherwise associate or give the appearance of an official association between their personal political activities and the MSS or MCCCCD.

#### **ARTICLE XI: STATEMENT OF NON-DISCRIMINATION**

- A. **Non-discrimination Statement:** *The Maricopa Community Colleges value its diverse student and employee populations and is committed to providing and supporting programs, services, and training that will enable all students and employees to achieve their educational and career objectives.*
- B. The MSS shall not discriminate on the basis of age, color, ethnicity, gender, national origin, disability, race, religion, sexual orientation, marital status, and/or veteran status. This policy will include, but is not limited to, recruitment, membership, organization activities or opportunities to hold office; (see MCCCCD's full Non-discrimination Statement at: <https://district.maricopa.edu/consumer-information/non-discrimination-statements>).

#### **ARTICLE XII: FINANCIAL OBLIGATION**

- A. There is no required financial obligation for selection to this organization; and
- B. The MSS shall not impose dues upon its elected Student Senators in order to participate.

#### **ARTICLE XIII: STATEMENT OF NON-HAZING**

- A. The MSS will not conspire to engage in hazing, participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

**ARTICLE XIV: STATEMENT OF COMPLIANCE**

- A.** The MSS shall comply with all MCCCDC-wide and individual-campus policies and regulations, as well as all local, state, and federal laws.