

# **STUDENT SENATE**

AT HOLYOKE COMMUNITY COLLEGE

# **Constitution**

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## Article I. Mission

The mission of the Holyoke Community College Student Senate shall be to serve as the representative voice of the student body, facilitating communication among and between students of the college and staff, faculty, and the administration of the college, in order to improve the lives of students, and to protect the reputation and experience of the student body, so that we may foster a sense of community, empower students, and safeguard academic standards and personal rights.

## Article II. Senate Membership

### Section 1. Membership Eligibility

1. All members of Student Senate must currently be enrolled at Holyoke Community College with a minimum of one credit.
2. All members must maintain good academic standing with the college.
3. All members must have a cumulative GPA of 2.5 or greater when Nomination Forms are submitted.
4. All members must sign the Code of Conduct and abide by the Student Handbook for the college.
5. All new members must complete the application and follow the procedure for new members outlined in the Senate handbook each year.
6. All members must become familiar with Robert's Rules of Order Newly Revised.
7. No member may hold more than one Executive Board and/or Cabinet position concurrently unless no other eligible member is willing to hold the office. For vacancies, see Article II., Section 3, Subsection 1.
8. No Executive Board member may also hold the position of Student Trustee.

### Section 2. Admission Procedures

All active students in the Spring semester wishing to obtain membership for the Fall semester of the following academic year must express their intent through the appropriate Declaration of Candidacy Form, according to Election Policy and Procedure Guide (see Appendix C) as required by the Student Senate Advisor.

All eligible students seeking membership after the semester has begun shall complete the Senate Application Form. This form must be submitted by the end of the day one calendar month following the first day of classes or the deadline outlined in the Senate Handbook if it is different. The Advisor shall confirm the validity of all information contained within the application, as well as eligibility of the applying student.

The student has four (4) weeks from the confirmation of their Nomination Forms to become a full Student Senate member.

New members shall be introduced as full voting members of Student Senate at the beginning of the third consecutive meeting they attend following the submission of Nomination Forms.

Terms begin each year on June 1st, and extend through to the end of the academic year.

### Section 3. Executive Board Election Procedure

All Executive Board members must be elected each year, during an election period held near the end of the academic year. Election shall be held in accordance with Election Policy and Procedure Guide.

**Executive Board Vacancies**

1. Should any elected member of the Executive Board express in writing to the Advisor their intent to decline the position they have been elected to, prior to the beginning of their term, the position shall be filled by the candidate receiving the second most votes during the election, so long as that candidate meets a threshold of at least twenty-five (25) percent of the vote.
2. In the event that no other candidate qualifies, Student Senate shall fill the position according to procedure described for in-term vacancies after the term begins.
3. If the position of President is vacant anytime following the beginning of the term, the Executive Vice President shall assume the position immediately. If they do not wish to hold the position, an internal election shall be held within two weeks of the vacancy. In this event, they shall retain the position of Executive Vice President following the internal election.
4. If the position of Executive Vice President or Secretary becomes vacant following the beginning of the term, the President shall hold an internal election for the position within two weeks of the vacancy.
5. If all Executive Board positions are vacant, an internal Student Senate election must be held within two weeks. Current Student Senators are eligible to be candidates and to vote. The Parliamentarian, under the guidance of the Advisor, shall be responsible for organizing elections.

**Section 4. Resignation from Membership**

Any member desiring to resign from their position shall submit their resignation in writing to the Executive Board and the Advisor.

### Article III. Duties of all Senators

#### All Senators:

1. Shall serve on at least one Student Senate committee, as assigned by the President.
2. Shall serve on at least one College Committee, as assigned by the Executive Vice President. Reports of such proceedings shall be provided to Student Senate at the next regular meeting, and made easily available to the student body. In the event of a scheduling conflict with a Committee meeting, it is that member's responsibility to find a suitable substitute.
3. Must keep abreast of Senate activities, including checking their student email and bulletin boards on a daily basis.
4. While classes are in session, shall spend at least two (2) hours per week on Student Senate business, in addition to regular Student Senate meetings.
5. Shall create a Google calendar within one week of becoming a voting Student Senate member, update within one week in advance of any known changes, and share with the Executive Board.
6. Shall confirm with the Secretary through email that minutes have been received and read prior to the beginning of the next regular meeting.

### Article IV. Meetings

#### Section 1. Agenda items

- a. Members wishing to have an item included in the agenda must submit the item to the Secretary for inclusion no less than twelve (12) hours before the weekly meeting of the Executive Board.
- b. Any item submitted to the Secretary and to be addressed as a motion must be posted to Student Senate bulletin board at least twelve (12) hours prior to the Student Senate meeting.
- c. All motions made during a Student Senate meeting must pertain to a scheduled agenda item.
- d. Senators may request to bring up items not on the agenda as new business, at the consent of the Chair. Items rejected by the Chair may be brought up with a two-thirds vote of present voting members.

#### Section 2. Voting

- a. Only voting members may make motions.
- b. Voting requirements shall follow proper Parliamentary procedure as described in *Robert's Rules of Order Newly Revised*.
- c. Quorum shall be fifty (50) percent plus one (1) of current voting members. If a quorum is not present at any time during a regular meeting, all motions shall be considered tabled until a quorum is present.
- d. Any vote that is not unanimous shall be retaken by a roll call vote and recorded by the Secretary.
- e. Presidential vetoes may be overridden by a two-thirds vote of present voting members at the next regular meeting following submission of the veto.

### **Section 3. Procedure**

- a. Student Senate shall meet once a week, Thursdays at 2:00pm, while classes are in session. This shall be defined as a regular meeting.
- b. Student Senate meetings are open, unless declared closed by the Student Senate President, and supported by a majority vote of present voting members.
- c. Student Senate meetings may only be cancelled by a two-thirds majority vote of present voting members with one week advance notice or by the Advisor.
- d. Any procedural interpretation by the Parliamentarian may be overridden with a two-thirds vote of present voting members.
- e. Emergency sessions may be called by a majority vote of the executive board. The business at such sessions shall be clearly defined and no other business other than such defined business shall be voted upon. Rules regarding quorum and motions shall be the same as with regular meetings.

## **Article V. The Executive Board**

### **Section 1. Eligibility**

1. All members of the Executive Board must have a cumulative GPA of 3.0 or greater when taking office, and maintain a GPA of 3.0 to keep office from one semester to the next.
2. Must have completed one successful semester as a Student Senate member prior to taking office as an Executive Board member.
3. Must currently be enrolled at Holyoke Community College with a minimum of three (3) credits.
4. Should have an expectation to be enrolled for full academic year.
5. No Executive Board member may concurrently hold the position of Student Trustee.

### **Section 2. Executive Board composition**

*President*

*Executive Vice President*

*Secretary*

### **Section 3. Executive Board's Duties and Powers**

#### **The Executive Board:**

1. Shall have general supervision of the affairs of Student Senate, make recommendations to Student Senate, and perform other duties as specified in this Constitution.
2. Shall meet once per week to approve an agenda for that week's regular meeting. The time and day of such meeting shall be scheduled each semester based on availability of Executive Board members.
3. Shall meet with the Cabinet at least once per month while classes are in session.
4. Shall spend at least five (5) hours per week, when classes are in session, on Student Senate business.
5. Shall be knowledgeable about all Student Senate business and office procedures.

6. Shall nominate members to serve in Cabinet positions. Nominations shall take place no later than two weeks after the start of the Fall semester or two weeks following a vacancy. Nominations shall be confirmed by a majority vote of present members.

#### **Section 4. Duties of Executive Board Members**

##### **The President:**

1. Shall chair and preside over all Student Senate meetings and Conduct Committee meetings.
2. May delegate their duties as Chair to any member of the Executive Board or Cabinet if they deem it necessary, or may share duties of the Chair with a member of the Executive Board or Cabinet.
3. Shall be familiar with, and enforce as appropriate, *Robert's Rules of Order Newly Revised*.
4. Shall work to ensure that all Senators are attending to their duties as assigned by the Constitution.
5. May veto any motion approved by Student Senate. Veto must be submitted in writing to the Secretary within forty-eight (48) hours of the vote, and must include an explanation for the veto. Any motion may only be vetoed once. A temporary or acting President does not have veto power.
6. Shall be an ex-officio voting member on all Student Senate committees.
  - a. Shall have the right to make a final statement on all questions before the Student Senate, previous to the final vote.
  - b. Shall attend all College Senate meetings and Professional Association meetings, or shall delegate a member of the Executive Board or Cabinet member to attend in their place if a scheduling conflict prevents attendance at such meetings.
  - c. Shall serve as student member on College Rules Committee.

##### **The Executive Vice President:**

1. Shall assist the President in all duties.
2. Shall assume the role of acting President should the President be absent.
3. Shall assume the role of President in the event of the President's removal from office.
4. Shall help set agendas and monitor the work of Student Senate Cabinet and Student Senate committees, and act as Chair pro tem of such committees.
5. Shall ensure that the student body is represented on all current and appropriate College Standing Committees.
  - a. Obtaining a current appropriate list, with names and contact info of Chairs from the College Senate President or the Chair of Rules Committee.
  - b. Assigning Student Senate members to College Committees based on interest and availability. All Senators should be assigned to at least one College Committee.
  - c. Obtaining suggestions from the Advisor, President, or membership for committee assignments. Providing a list of such assignments to the President, Secretary, and Advisor.
  - d. Shall work to ensure members are attending College Committee meetings, and are reporting proceedings of such meetings during regular Student Senate meetings. This duty may be delegated to a different Student Senator upon approval from the Executive Board.
6. Shall assign Student Senate members as liaisons to all active student clubs. This duty includes:

- a. Obtaining an appropriate list, with names and contact info of advisors from the Student Club Coordinator.
  - b. Assigning Student Senate members to student clubs based on interest and availability. The goal shall be to have every Student Senate member assigned to at least one student club.
  - c. Obtaining suggestions from the Club Coordinator, Advisor, President, or membership for club assignments. Providing a list of such assignments to the President, Secretary, and Advisor.
  - d. Shall work to ensure members are maintaining communication with student clubs, and are reporting updates of student club business during regular Student Senate meetings. This duty may be delegated to a different Student Senator upon approval from the Executive Board.
7. Shall maintain a board highlighting all current Student Senate projects and individual goals. This duty may be delegated to a different Student Senator upon approval from the Executive Board.

**C. The Secretary:**

1. Shall be responsible for maintaining the minutes of all Student Senate meetings.
  - a. Recording the minutes, typing the minutes and providing them to all current Student Senate members through email within 72 hours of the meeting.
  - b. Shall file the minutes in physical form and make them easily available to the student body.
  - c. Shall post minutes on public bulletin board each week.
  - d. Should the Secretary be unable to fulfill these duties temporarily, they are responsible for finding a suitable substitute. They may not assign these duties to another Senator on a long term basis.
2. Shall provide veto orders from the President to all Student Senate members within twenty-four (24) hours of receiving such order, and display order on the Student Senate bulletin board.
3. Shall be responsible for distribution of the Student Senate Constitution, the Student Senate Handbook, and the Code of Conduct to all new members before their first Student Senate meeting.
4. Shall establish and maintain a current Student Senate membership list, and provide such list to members of the Student Senate and the Advisor. All parties shall be informed of any modifications.
5. Shall enforce attendance requirements of Student Senate membership.
  - a. Tracking regular attendance of all members.
  - b. Reporting this information to the rest of the Executive Board at the next Executive Board meeting.
  - c. Notifying the individual member, as well as the Executive Board, when absences occur.
  - d. After meeting with the Advisor and Executive Board, the Secretary may notify the individual member when they have been removed from Student Senate due to an attendance violation.

**Article VI. Cabinet****Section 1. Cabinet Members**

Vice President of Academic Affairs

Vice President of Student Affairs

Vice President of Administration and Finance

Vice President of Business and Community Services

Vice President of Institutional Advancement

Parliamentarian

**Section 2. Cabinet Duties and Powers****Cabinet members:**

1. While classes are in session, shall spend at least three (3) hours per week on Student Senate business, in addition to regular Student Senate meetings.
2. While classes are in session, Cabinet shall meet with the Executive Vice President of the Student Senate once per month and maintain consistent communication.
3. Shall complete a Semester and Yearly Review of the position and projects.

**A. Vice President of Academic Affairs:**

1. Shall meet at least twice per semester with the College's Vice President of Academic Affairs, preferably at the beginning and end of each semester.
2. Shall advocate for student issues related to academic administration, academic policies, procedures, instructors, and curriculum.
3. Shall attend at least one meeting of Division Deans per semester after securing permission.
4. Shall provide reports of such meetings to Student Senate at the next regular meeting, and make them easily available to the student body.
5. May form an Academic Affairs Committee on an ad hoc basis based on the need around a specific issue, and may request that another Senator chair such committee.

**B. Vice President of Student Affairs:**

1. Shall meet at least twice per semester with the College's Vice President of Student Affairs, preferably at the beginning and end of each semester.
2. Shall provide reports of such meetings to Student Senate at the next regular meeting, and make them easily available to the student body.
3. Shall advocate for student issues related to enrollment services, student support services, athletics and recreation, multicultural language/ESL, and special programs.
4. May form a Student Affairs Committee on an ad hoc basis based on the need around a specific issue, and may request that another Senator chair such committee.

**C. Vice President of Administration and Finance:**

1. Shall meet at least twice per semester with the College's Vice President of Administration and Finance, preferably at the beginning and end of each semester.
2. Shall provide reports of such meetings to Student Senate at the next regular meeting, and make them easily available to the student body.
3. Shall advocate for student issues related to a just, equitable, reasonable, and content-neutral distribution of funds.
4. May form an Administration and Finance Committee on an ad hoc basis based on the need around a specific issue, and may request that another Senator chair such committee.

**D. Vice President of Business and Community Services:**

1. Shall meet at least twice per semester with the College's Vice President of Business and Community Services, preferably at the beginning and end of each semester.
2. Shall provide reports of such meetings to Student Senate at the next regular meeting, and make them easily available to the Student Senate.
3. Shall advocate to enhance the student body's relationship to the surrounding community - business and otherwise - to advance the student body's involvement and reputation among the community.
4. May form a Business and Community Services Committee on an ad hoc basis based on the need around a specific issue, and may request that another Senator chair such committee.

**E. Parliamentarian:**

1. Shall be familiar with *Robert's Rules of Order Newly Revised*, and assist the Chair with enforcement during meetings.
2. Shall be familiar with current Student Senate Constitution, and manage enforcement during meetings.
3. Shall be responsible for distributing a Student Senate Parliamentary Reference Guide and training new members in proper use of *Robert's Rules of Order Newly Revised*.
4. Shall enforce adherence to speakers list at each Student Senate meeting, based on approved agenda.
5. Shall be the final authority of Parliamentary procedure, and resolve questions regarding *Robert's Rules of Order Newly Revised* and Student Senate Constitution during meetings.

**Article VII. Project Action and Ad-Hoc Committees**

These committees shall be formed on an ad hoc basis at the request of any member. The purpose will be to successfully pursue the completion of a project.

1. Shall be formed at the request of any member following presentation to Student Senate.
2. Shall be chaired by a member, preferably by the member suggesting such project, as appointed by the President.
3. Shall report progress to Student Senate at regular meetings, and make reports easily available to the student body.
4. Membership of committee will preferably be between three (3) and seven (7) members and may include other Senators, but a majority shall be non-members.
5. Shall work with the college marketing department if project requires contact with area media.
6. Shall vote on a Secretary and Treasurer at the first meeting, if needed.
7. Shall file a final report to Student Senate upon completion of projects, and make report easily available to the student body.

## Article VIII. Parliamentary Authority

Parliamentary Authority of Student Senate will be in accordance with *Robert's Rules of Order Newly Revised* in all cases to which they are applicable, so long as they are consistent with this Constitution and any special rules of order the Student Senate may adopt via the Handbook or otherwise.

## Article IX. Accountability

All Student Senators are expected to perform their duties adequately, or may be subject to disciplinary process.

### Section 1. Attendance

- a. Members shall inform the Secretary by email of an expected absence from a Student Senate meeting by 10:00pm on the day prior to the meeting. Unexpected absences can be excused (uncounted) if they involve a personal emergency or illness.
- b. Three (3) total absences shall be grounds for removal. The procedure is as follows:
  1. After two absences, the Senator shall receive an email from a member of the E-Board.
  2. After three absences, the Senator shall receive an email from the Advisor.
  3. If another absence occurs, a meeting with the Senator, Advisor, and E-Board shall be scheduled to discuss the conduct violation and assign sanctions up to and including dismissal from Senate.
- c. Any member may appeal the definition of an absence and/or removal from Student Senate in writing to the Executive Board and Advisor within one week of the disciplinary action taken.
- d. Scheduled Thursday meetings are 2:00 p.m. until 3:30 p.m. Missing at least a total of thirty (30) minutes of any meeting by arriving late, leaving early, or a combination of the two, shall be recorded as an absence. In the event that any meeting continues beyond 3:30 p.m, the extra time after shall not count against any member leaving early due to a previous obligation.
- e. Repeated tardiness or leaving early may result in referral to the Executive Board for disciplinary review.
- f. Meetings missed due to obligations related to Student Senate or the college, such as committee meetings, College Senate, conferences, etc., shall not be considered absences. Appointments under the Senators' control, work schedules, and other academic or advising meetings will count as absences.
- g. Failure to attend College or Student Senate related business for which the member has confirmed participation shall be counted as an absence. This includes fundraisers and service projects.

### Section 2. Disciplinary Process

#### 1. Review of Conduct

Conduct reviews must be submitted in writing to the President and Advisor and will be conducted by the Executive Board and the Advisor or Conduct Committee. May be initiated:

- a. By any member against any other member.
- b. Due to a deliberate attempt to circumvent the Constitution and/or Student Senate Code of Conduct (See Appendix D.)
- c. Due to the failure to perform duties adequately.
- d. Due to creating harm to the reputation of Student Senate, through negligence or conscious intent.
- e. Any other malfeasance in office.

**2. Probation**

Shall be a disciplinary action taken by the Executive Board and Advisor or Conduct Committee in lieu of removal from Student Senate. Probation shall only apply to the current semester.

**a. Academic**

May be requested by any member facing removal from Student Senate due to academics.

Shall be referred to the Executive Board for review.

Member shall present a plan to improve academic standing to the Executive Board and Advisor in order to avoid future disqualification.

**b. Conduct**

May be granted by Conduct Committee following a hearing process (See Appendix A).

Shall present a plan to address and improve conduct to the Executive Board and Advisor in order to prevent future disciplinary action.

**c. Suspension**

Shall be a temporary removal from office and/or Senate responsibilities. Suspension can include stoppage of privileges and responsibilities of office and shall be determined on a case by case basis by the Student Activities Coordinator and Executive Board.

**3. Impeachment Procedures**

Impeachment procedures can be brought against any Senator serving in a leadership position, but not against a Senator-at-Large. Allegations of misconduct by the leadership must be presented in writing to the Executive Board and the Advisor and will be reviewed by the Conduct Committee.

- a. Allegations may not be anonymous.
- b. Advisor shall provide a copy of allegations to the accused.
- c. The Conduct Committee shall be comprised of the Executive Board, Parliamentarian, and two other Senators (appointed by the Executive Board). Appointments shall be approved by a majority vote of Student Senate.
- d. In the event that the accuser or the accused is a member of the Conduct Committee, Student Senate shall choose a substitute by a majority vote. Rules of succession shall apply in the event of the President's substitution.
- e. The Advisor shall attend all Conduct Committee meetings and act as a neutral observer to ensure that all College Procedures and Policies are adhered to.
- f. The Conduct Committee shall have the right to examine the accused and the accuser.
- g. The accused shall have the right to examine the accuser.
- h. The accused and the accuser shall have the opportunity to present witnesses.
- i. A two-thirds vote of the Conduct Committee shall be required to refer an impeachment hearing before Student Senate.
  1. The Dean of Students shall chair any impeachment hearing brought before the full Student Senate.
  2. A vote to remove a member following an impeachment hearing of Student Senate shall require a two-thirds majority vote.
  3. Neither the accused nor the accuser shall have voting privileges in an impeachment hearing.

**4. Appeal of Decision:**

- a. Shall be made to College Vice President of Student Affairs.
- b. Shall include a letter explaining grounds for appeal.
- c. Shall be initiated within two weeks of disciplinary decision.

**D. Advisor's Right to Dismiss**

The Student Activities Coordinator or Dean of Students have the right to suspend or terminate a student Senator if that student has been found in violation of a college policy, failed to keep successful academic progress, pending a disciplinary hearing, suspended from a program, club, or college affiliate, or is under investigation by the college.

**Article X. Advisor to the Student Senate**

**Section 1. Eligibility**

- a. Must be a current staff or faculty member of the college.
- b. Shall be the Student Activities Coordinator, unless a vacancy requires approval of an interim Advisor, which shall be voted upon by a majority of Student Senate and approved by the Dean of Students.

**Section 2. Responsibilities**

- a. Shall attend regular Student Senate meetings.
- b. Shall be available to meet with the Executive Board regularly, and all members as requested.
- c. Shall meet with members to assess eligibility for Student Senate.
- d. Shall determine academic eligibility within two (2) weeks of GPA posting.
- e. Shall adhere to the responsibilities outlined in Student Senate Constitution.
- f. Shall maintain awareness of all activities sponsored by Student Senate.
- g. Shall inform Student Senate of events where attendance by Student Senate is requested.

**Article XI. Student Body Ballot Questions**

The Student Senate must approve all ballot questions for submission to the student body. Approval shall be by a two-thirds majority vote.

**Article XII. Amendments to the Constitution**

This Constitution may be amended at any regular meeting of Student Senate by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

Ratification of a new Constitution shall take place at a Constitutional Convention, which shall be called with a two week advance notice of such Convention. Such Convention may be called by a two-thirds majority vote of the Executive Board or the full Student Senate.

**In honor of our predecessors:**

We hold in high regard those who have come before us, maintaining and enhancing the authority and reputation of the Holyoke Community College Student Senate. In ratifying a new governing document, we respect the work of our forbearers, understanding that as the world our institution exists in evolves, so too must we evolve. To those who will come after us, just as we have observed the need for our governing document to mature, you may observe opportunities for further improvements. We wish you great success.

**Jeffery Anderson-Burgos**

**Noah Koski**

President 2014–15

Parliamentarian 2016–17

*This Constitution was ratified on Thursday, September 8, 2016.*

*Changes of note in the 2016 revision are the attendance policy and document formatting.*

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# Appendix A

## Conduct Hearing Procedure

### Purpose

The purpose of the Conduct Committee is to act as a self-disciplinary body for the Student Senate, by enforcing the Holyoke Community College Student Senate Constitution.

### Membership

Membership of the Conduct Committee is as follows: President, Executive Vice President, Secretary, Parliamentarian and two Student Senators nominated by the Executive Board and confirmed by the Student Senate.

The Advisor is an impartial non-voting member who oversees the process in order to ensure the process is fair. In the event that the Advisor is absent, the person that the Advisor has designated as their interim replacement shall fill this role.

### Attendance

Attendance at a Conduct Committee hearing by the members of the committee, as well as the accused and accuser is mandatory. If a member of the Conduct Committee is not present at the time of the Conduct Committee hearing, the hearing shall continue as planned.

If two or more members are absent, the hearing shall be rescheduled. Rules for absences shall apply (See Article IX., Section 1). If the member absent is the President, the rules of succession will apply for leadership of the Conduct Committee's hearing on the specific case only and the member substitution process mentioned above will take place.

If the accused or the accuser is absent, the hearing will take place as planned, unless the absent party has contacted the Advisor within a reasonable amount of time with a valid excuse.

The Student Senate Advisor is the final arbiter for excused absences.

### Procedure

1. One week prior to the hearing, copies of the accusation will be provided to the Student Senate Advisor, the Conduct Committee and the accused. These accusations will be the only accusations that may be discussed in the Conduct Committee hearing. The accused must be allowed to submit a letter of defense to be provided to the Advisor, Conduct Committee, and the accuser.
2. This meeting will be open to all persons but only the accused, the accuser, Advisor, Conduct Committee, and any approved witnesses will be allowed to participate or speak during the hearing.

3. The Chair will call the Conduct Committee hearing to order.
4. The Secretary or a designated person will take minutes of the meeting. It is suggested that the Advisor will also keep separate notes in order to have an impartial record.
5. The Advisor will read aloud the letter of accusation, as well as a letter of defense from the accused if one has been submitted.
6. The Conduct Committee will question the accuser in order to discover the reason for the accusation and any evidence supporting the accusation.
7. The accused will be allowed to question the accuser.
8. The Conduct Committee will question the accused.
9. The accused, accuser, and any other parties who are not members of the Conduct Committee will be asked to leave the room. However, the accused and accuser must remain on campus and inform the committee of where they will be during deliberation so they may be recalled as needed.
10. The Conduct Committee will deliberate the evidence and may call either or both the accused and accuser back to answer further questions.
11. At anytime during deliberations a motion may be made to do the following, any of which requires a two-thirds vote to pass. No second is required for a motion, and any motion will be followed by discussion and a vote.

**Impeachment** – This will result in the suspension of the accused until the Senate reaches a conclusion in an impeachment hearing (reference the Constitution on how to proceed to convene an Impeachment hearing)

**Temporary suspension** – This suspends the accused from all Student Senate activities (i.e. trips, meetings, fundraisers, etc.) for a temporary period not to exceed four weeks.

**Censure** – A written condemnation of actions by the accused with a required letter of apology by the accused to the accuser. Nature of apology shall be determined by broadness of infraction. For example, if infraction is based on individual harm from the accused to the accuser, apology shall be between only those parties. If the infraction is found to have harmed the Student Senate or the College, the apology shall be made to the Student Senate.

**Dismiss charges** – This dismisses all charges.

12. Once a decision is reached, all parties, including the public, shall be invited back into the room and the Chair will announce the Conduct Committee's decision.
13. If any decision other than "Dismissal of Charges" or "Impeachment" is reached by the Conduct Committee, the accused may appeal by following the appeal procedure in the Constitution under Article IX Section 2 sub-section D. If the vote is for impeachment the accused may only appeal if the Student Senate votes for impeachment at the conclusion of the Impeachment Hearing.
14. Conduct Committee shall notify all participants of a Conduct Hearing with no less than one week notice. Every effort shall be made to respect the scheduling conflicts of all parties.
15. Conduct Hearing process shall complete no longer than five (5) weeks after the presentation of the initial written accusation.

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# Appendix B

## Impeachment Hearing Procedure

### Purpose

The purpose of an impeachment hearing is to decide whether or not the actions committed by the accused warrants removal from the Student Senate.

### Membership

The entire Student Senate sits for the impeachment hearing. The Chair for the impeachment hearing is the Dean of Student Services.

### Attendance

Attendance for an impeachment hearing is mandatory for all Student Senators. If any Senator is absent the hearing will proceed with them absent. Rules for absences shall apply (See Article IX., Section 1). If the accused or the accuser is not present the hearing will take place as planned, unless the absent party has contacted the Advisor within a reasonable amount of time with a valid excuse. The Advisor is the final arbitrator for excused absences.

### Procedure

1. One week prior to the impeachment hearing, copies of the letter of accusation and letter of defense (if submitted before the Conduct Committee hearing) will be distributed to the Student Senate.
2. This will be a closed meeting, only the Student Senate, accused, accuser, Advisor and Dean of Student Services may be present
3. The Chair will call the meeting to order.
4. The Secretary or a designated person will take minutes of the meeting. It is suggested that the Advisor will also keep separate notes in order to have an impartial record.
5. The Advisor will read the letter of accusation.
6. The Student Senate and Chair will question the accuser in order to discover the reason for the accusation and any evidence supporting the accusation
7. The accused will be allowed to question the accuser.
8. The Advisor will read their letter of defense, if one has been submitted prior to the Conduct Committee hearing.
9. The Conduct Committee will question the accused.
10. The accused, accuser will be asked to leave the room, however, they must remain on campus and inform the committee of where they will be during deliberation so they may be recalled as needed.

11. The Conduct Committee and Student Senate will deliberate on the evidence and may call either or both the accused and accuser back to answer further questions.
12. At anytime during the deliberations the following motions may be made. The motions may be made multiple times until either is successfully voted on. Any vote requires a two-thirds majority:
  - Impeachment** – This will remove the accused from the Student Senate for the remainder of the year
  - Dismiss Charges** – This would dismiss all charges
13. Once a decision is reached the accused and accuser will be called back into the room and the Chair will announce the Senate’s decision
14. If the Student Senate votes for Impeachment, the accused may appeal by following the appeal procedure in the Constitution under Article IX, Section 2, sub-section D.

# Appendix C

## Election Policy and Procedure Guide

### General Information

#### Election Date:

First Wednesday of May.

*Online voting shall be available for up to one week and must coincide with election day, and shall be administered by the Advisor.*

#### Deadline for Nomination Forms and Publicity Statement:

Two days prior to the beginning of online voting.

- Forms are available online. Method for submission of forms shall be declared by the advisor. Packets are not considered turned in until the entire packet is complete.
- All information about elections will be published by the Student Activities office.

### Eligibility

- Candidates for Trustee must be full-time students for both semesters of service, July 1 of current year through June 30 of the following year, and have a minimum cumulative GPA of 2.5. Candidates will not be allowed to run for this office if they intend to graduate during the year or have plans to transfer or not return in the spring semester. This may not be altered by any governing body except the state of Massachusetts.
- Candidates for the Executive Board (Student Senate President, Executive Vice President, and Secretary) must be registered at least three (3) credit hours for term they are running for, have a cumulative GPA of at least 3.0, and maintain good academic progress as determined by the institution. Candidates for Executive Board must have completed one successful semester as a Student Senator prior to taking office.

- Candidates for Student Senate, (everyone except the Executive Board and Student Trustee) must carry at least one (1) credit hour, maintain a cumulative GPA of 2.5, and maintain good academic progress as determined by the institution.

**Restrictions**

- Students are not permitted to run for more than one Student Senate Executive office at a time.
- Students must be registered for classes in the spring semester during the election and registered for the fall semester classes of the academic year they are seeking to hold office in at the time they turn in their Nomination Forms.
- Students that are under restrictions, sanctions, or dismissal due to violating campus policies, Student Senate policies, or academic probation are not permitted to run for or hold an Executive office or Trustee.

**Campaign Rules:**

The following is a combination of rules designed to assist you in your campaign. Any infraction of these rules could make you ineligible for a Student Senate seat, and could also make you subject to censure by the Vice President of Student Affairs.

- Rules about voting and voting times and days will be determined and published by the end of March of the spring semester.
- Posters and other campaign items may not be placed on windows, exit signs, classrooms, any painted surfaces, and other areas that are off-limits. Campaign materials can be placed on student bulletin boards or on concrete surfaces.
- Campaigning may begin as soon as candidate has registered for fall semester classes of the academic year they are seeking to hold office in.
  - a. Campaign materials should not litter campus.
  - b. Campaign materials should not interfere with the life of the College and must follow all policies.
  - c. All campaign materials must be removed by the candidate at the close of the campaign.
  - d. All posters and campaign materials, as well as personal campaigning (by a candidate or a designee) are prohibited within the designated polling area twenty (20) feet in all directions from the Ballot Box, and not on the same Courtyard level).
  - e. During the time when the polls are open, candidates and their campaign supporters confine themselves to any area outside the designating polling area. This includes posters, badges, pins, etc.
  - f. Candidates should confine their campaign to student issues that pertain to the office they are seeking. Questions about the duties or responsibilities of any office should be addressed to the Advisor.
  - g. Creative campaign strategies - anything other than flyers, posters, and campus TV screens - must be approved in advance by the Advisor, the Director of Facilities, and Chief of Police if necessary. Requests should be made through the Advisor.
  - h. Campaign materials must clearly indicate the campaign it is representing.
  - i. All campaigns should be civil, and respect all campus policies.

### **Campaign Materials**

The Student Activities Office will provide each candidate with twenty 8 ½ x 11 flyers. Submit your materials to be copied at least a week prior to online voting and allow three days for printing. Additional materials may be made at your own expense.

### **Candidate Public Forum**

Candidates for Student Senate Executive Board and Student Trustee will have an opportunity to represent their views and answer questions at a Public Forum, if at least one candidate requests it of the Advisor at least two weeks in advance of the election. Allow one week for scheduling.

Guidelines about that Forum will be available in or near the Student Activities Office.

### **Finalization of the Ballot**

Every effort will be made to ensure the accuracy of the ballot. All candidates should check with the Technical Assistant for Student Activities on the Monday before online voting begins to confirm their representation on the ballot. No corrections or changes can be made after 4pm on that Monday.

### **Results of the Election**

- Within 24 hours of the closing of voting, ballots will be counted in a private area, by the Advisor and other College staff.
- Unclear ballots will not be counted.
- Results will be made public as soon as possible after the polls are closed. Results will be posted on the bulletin board of Student Activities, and will be communicated to the campus community via email, Week at a Glance, and/or Facebook.
- During polling and after the count, ballots will be secured in a safe place for one (1) year.

HCC will make reasonable accommodations for candidates in accordance with the Americans with Disabilities Act. Requests to modify the requirements will be determined for students with a demonstrated disability on a case-by-case basis.

Rules and regulations are official and binding as of July 21, 2014.

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# **Appendix D**

## **Code of Conduct**

UPDATED 8/17/18

### **Principles of Conduct**

The HCC Student Senate seeks to

Create and maintain a positive reputation for itself and the individuals involved, help its members learn and develop personal abilities through professional interaction, and promote a healthy campus community through role modeling and accomplishment.

All Student Senators are required to sign the Code of Conduct during or before their third meeting. This is done before a vote is taken to approve their application. This Code of Conduct will govern behavior during the tenure as a member of

Student Senate, and is updated by the advisor on an as-needed basis. Failure to comply with the Code of Conduct can result in the Senator being removed.

**Senators will refrain from:**

- Using profanity, hate speech, or offensive terms on the HCC campus, particularly when in the presence or earshot of students, faculty, staff, and visitors. What constitutes an offensive term is determined by the offended.
- Speaking of drug or alcohol use, particularly in a way that is boastful or negligent.
- Violating HCC campus policies or behaving in a manner that constitutes the encouragement of violation of a policy.
- Behaving in a manner that could be perceived as obnoxious or distasteful, particularly when in the presence or earshot of students, faculty, staff, and visitors.
- Creating unnecessary distractions or behaving in an unengaged manner while in Senate meetings or when attending an event as a Senator.
- Behaving in a manner that is unprofessional or disrespectful.

Senators are expected to work out their differences through civil discourse, conflict resolution, or mediation. Behavior between Senators who are working out a disagreement should be cordial and professional. Failure to behave in this manner will result in suspension or dismissal at the discretion of the Student Activities Coordinator and Dean of Students.

**Suspension of Duties**

Senators are immediately suspended from office if:

- They are informed that they are under review by the Conduct Committee.
- They have dropped below the enrollment or GPA requirements for their position.
- A charge has been brought against them to a member of the college Administration.

Suspension is a temporary removal from office and Senate responsibilities. Communication about the suspension will be emailed to the Senator by the Student Activities Coordinator or proxy. Suspension can include stoppage of privileges and responsibilities of office. It will be determined on a case by case basis by the Student Activities Coordinator.

**Immediate Dismissal**

**Senators are immediately dismissed from office if:**

- They are no longer enrolled at HCC.
- They are found to be in violation of an HCC campus policy.

Immediate dismissal does not require advance communication and takes effect when the violation occurs. The Student Activities Coordinator will inform the Senator of the dismissal via HCC email. Dismissal includes removal of all privileges and responsibilities of office in addition to other repercussions set by the Dean of Students and Student Activities Coordinator or proxy. These will be determined on a case by case basis, taking into consideration precedents, situation, and emergencies.

**Conduct Committee Involvement**

If it is deemed necessary by the Advisor, the Student Senate Conduct Committee can be called upon to provide input on the necessity of disciplinary action. When determining disciplinary action in this manner, the advice of the Student Senate Advisor, Student Activities Coordinator, and Dean of Students will be considered as well.

**Comment [1]:** Keeps people from sending too many or too long emails.

**Comment [2]:** The grammar rule is common sense, but should be in there: mass emails need these things to actually be considered a trusted communication by people, be read easier, and increase retention of information.

**Comment [3]:** \_Rejected suggestion\_

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