

*Fulton-Montgomery Community College  
Student Senate Association*

*Articles of Governance  
September 1, 2015*

# *Philosophy*

## **Philosophy:**

The Fulton-Montgomery Community College Student Senate derives all of its rights and responsibilities to function as a part of the shared governance system of Fulton-Montgomery Community College (FM) from the College Board of Trustees through the College Administration. The FM Student Senate is comprised of one senator from each active club on campus, a FM College Senate Student Representative, a Treasurer, and a Student Trustee.

The FM Student Senate, in support of the mission of the college and the FM College Senate, serves as part of an overall shared governance structure for the College and provides the student community a forum for recommendations and discussions regarding club policies and operations, college policies, college initiatives and FM Student Senate Association programming.

# *Articles*

## **Article I: FM Student Senate**

The shared governance body for the students of Fulton-Montgomery Community College shall be the FM Student Senate. All previous forms of student government, constitutions, bylaws, etc. shall be nullified upon the FM Board of Trustees' approval of these *Articles of Governance*. The FM Student Senate shall conduct its business in accordance with the policies of Fulton-Montgomery Community College as approved by the Board of Trustees.

## **Article II: Purpose**

### ***Purpose:***

- To foster social, recreational, academic and cultural opportunities for students beyond those offered in the formal curriculum of the College
- To review and make recommendations to the College Administration for FM Student Senate processes and procedures
- To review and allocate Student Senate club budgets as well as requests for additional club funding throughout the year
- To review proposed college policies, as they relate to students, and make recommendations to the College Administration regarding their content and impact
- To promote collegial discussions among the student community
- To provide recommendations to the College Administration on major College initiatives
- To provide student representation on FM College Senate Committees or College-wide Committees as requested by the FM College Senate or College Administration

### Article III: FM Student Senate Advisors

Advisors of the FM Student Senate shall be: The Coordinator of Student Activities/Director of the College Union and the Vice-Chair of the FM College Senate, upon his/her election by the College Senate. In the absence of the FM College Senate Vice-Chair, the Chair will act as Advisor until the election of a new Vice-Chair is complete.

### Article IV: Senate Membership

Members of the FM Student Senate are comprised of one elected member (senator) from each active club on campus. All students who pay a student activity fee are recognized members of the FM Student Senate Association (SSA). All members may participate in the SSA through individual participation or by representation. Students elected to the officer positions will continue to represent their club. All senators, including officers, shall have one vote for any item before the FM Student Senate. Officers, individually or as a body, shall have no decision making authority beyond those duties identified below.

**SSA Sponsored Clubs-** All SSA clubs are open to FM students who have paid the student activity fee. All clubs shall have an advisor from among the FM college community. Advisors may be: FM teaching professionals (including adjuncts), FM non-teaching professionals, FM Administrators, and FCA employees.

#### ***Composition of the FMCC Student Senate***

**Club Senator:** At the start of the Fall semester, each club will elect a senator from their club. The senator will represent that club and their interests at the FM Student Senate. The senator will hold a one-year (September-May) term. Each senator will have one vote at the Student Senate meetings.

**Student Trustee:** The Student Trustee will act as a liaison between the Board of Trustees and the FM Student Senate. The Student Trustee shall be elected from the student body at-large and will serve on the FM Student Senate as well as the FM Board of Trustees. The Student Trustee will serve a one-year term (September - August) and shall have all of the responsibility and authority as provided by New York State Law. The Student Trustee may be elected for additional terms by the student body as long as the student remains enrolled at Fulton-Montgomery Community College. The Student Trustee shall vote at FM Student Senate meetings.

**FM Senate - Student Representative:** The FM Senate - Student Representative will be a currently enrolled student and elected by the student body at-large. This Representative will serve a one-year term (September - May). The FM Senate - Student Representative shall vote at FM Student Senate meetings.

**Chair:** The Chair shall be a FM Student Senator and shall be elected by the FM Student Senate. The Chair shall serve a one-year term (September - May). The Chair will preside over the FM Student Senate meetings. The Chair will create the agenda for the FM Student Senate meetings. The Chair shall serve as a liaison to the College President regarding matters of the FM Student Senate. The Chair may appoint committees of the FM Student Senate as needed to conduct research on an issue and make recommendations to the FM Student Senate or to conduct the business of the Senate. The Chair shall vote at FM Student Senate meetings.

**Vice-Chair:** The Vice Chair shall be a FM Student Senator and shall be elected by the FM Student Senate. The Vice-Chair shall serve a one-year term (September - May). In the absence of the Chair, the Vice-Chair will preside over the FM Student Senate meetings. In the event of a vacancy of the Chair, the Vice-Chair will assume the position of Chair and the FM Student Senate will elect a new Vice-Chair. The Vice-Chair shall vote at FM Student Senate meetings.

**Treasurer:** The Treasurer shall be the Fulmont College Association Accountant - ex-officio. The Treasurer will provide the FM Student Senate and each club with financial information regarding their accounts at least once per month. More frequent reports may be requested. The Treasurer may not be impeached. The Treasurer shall be a non-voting member of the FM Student Senate.

**Assistant Treasurer:** The Assistant Treasurer shall be a FM Student Senator and shall be elected by the FM Student Senate. The Assistant Treasurer shall serve a one-year term (September - May). The Assistant Treasurer will work with the Treasurer on the budget for the Student Senate and its clubs. The Assistant Treasurer will present, with the assistance of the Treasurer, monthly reports to the Student Senate. The Assistant Treasurer shall vote at FM Student Senate meetings.

**Secretary:** The Secretary shall be a FM Student Senator and shall be elected by the FM Student Senate. The Secretary shall serve for a one-year term (September - May). The Secretary shall vote at FM Student Senate meetings. The functions of the Secretary include:

- a. Issuing calls to meetings, at the direction of the Chair
- b. Maintaining and distributing minutes of the FM Student Senate meetings
- c. Keeping records of the FM Senate proceedings

All members of the FM Student Senate must maintain at least a 2.5 average in order to serve in their elected positions.

#### **Article V- Status of Clubs:**

A Student Senate club is defined as active if it has on file with the SSA a current list of officers, an advisor, and a mission or statement of purpose.

Clubs that have a poor attendance at Senate meetings during the Fall semester may be placed on probationary status by a two-thirds majority vote of the Student Senate following the final Senate meeting of the semester. This probationary status shall consist of the following spring semester, during which the club must be represented at all Senate meetings, and during which the club's budget allocation shall be decreased by 50%. Clubs which do not meet the conditions of probation shall be considered for formal deactivation by the Senate at its final meeting of the academic year.

#### ***Appeal of Probationary Status***

A. Clubs placed on probation by the FM Student Senate may appeal to the Senate for revocation of probationary status.

B. Such clubs must appeal in writing to the FM Student Senate Chair within two (2) weeks of the assignment of probationary status.

C. The appeal must be reviewed no later than the next regularly scheduled meeting of the FM Student Senate.

D. Probationary status may be reversed by a two-thirds majority vote of the entire FM Student Senate. The decision of the FM Student Senate will be final.

## **Article VI: Meetings**

### ***FM Student Senate Meetings***

Meetings of the FM Student Senate shall be held at least once a month at common hour. (Except during the months of January, June, July and August). Additional meetings may be called by the Chair, College President or a Student Senate Advisor in order to conduct Student Senate business. Meetings of the FM Student Senate are open to the entire FM student body and college community. Minutes of the meetings are to be posted electronically at least on the FM Student Senate's page on the FM website.

### ***Student-wide Informational Meetings***

Student-wide information sharing and exchange will be held at least once a semester (except during the months of January, June, July and August). These meetings will be presided over by the College President or designee and attended by the FM Student Senate members and open to the student body at large. The purpose of the informational meeting is to share information and have an open dialog with the College President. Additional meetings may be called by the Student Senate Chair or College President.

## **Article VII: of Quorum**

At regular meetings of the FM Student Senate, a quorum shall consist of a simple majority of the total number of FM Student Senate members.

## **Article VIII: Amendments**

Amendments to the FM Student Senate *Articles of Governance* may be introduced by the Chair to the FM Student Senate at any regular meeting. Amendments to the *Articles of Governance* may be debated, but shall not be voted upon during the meeting at which they are presented. Amendments shall be voted upon at the next regularly scheduled Student Senate meeting. A two-thirds majority of the Student Senate is necessary for a change to the *Articles of Governance*. Amendments to the FM Student Senate *Articles of Governance* must be ratified by the College Board of Trustees.

### **Article IX: Roberts Rules of Order**

Robert's Rules of Order will be the basis for the conduct of the FM Student Senate meetings.

### **Article X: Fiscal Agent**

The Fulmont College Association shall be the fiscal agent for the FM Student Senate Association.

### **Article XI: Fiscal Considerations**

The Board of Trustees, through the College President, shall allocate the Student Activity fee between the following organizations: Athletics, Student Activities and the FM Student Senate.

The FM Student Senate shall expend its funds, through its fiscal agent, in accordance with New York State Laws, policies and procedures of the Fulmont College Association, and FM Board of Trustees policies. All funds provided through the Student Activity Fee or through club fundraising shall be deposited and managed through the Fiscal Agent in accordance with Generally Accepted Accounting Procedures. These funds and processes shall be audited annually by a qualified auditor as selected by the fiscal agent.

Club fundraising is a supported, but not required, function of clubs and organizations on the FM Campus. Fundraising must be done for a specific purpose and the funds raised shall be expended in the year in which they are raised unless a multiyear fundraising project is approved by the FM Student Senate and the College President.

Clubs may make donations to community not-for-profit organizations and/or causes. No funds generated through the mandatory Student Activity Fee may be used for such donations.

All funds that are not expended by the end of May (unless approved as a multiyear project), shall be transferred into a contingency account to be allocated by the FM Student Senate the following year.

### **Article XII: Impeachment**

Impeachment proceedings may be conducted against any elected officer of the FM Student Senate through a petition signed by at least two-thirds of the membership of the Senate and presented at a regular or special meeting.

Impeachment proceedings shall be conducted as follows:

The Senate will conduct a hearing, for presentation of information, discussion, and debate no later than ten (10) days after receipt of the Petition to Impeach. Additional special hearings may be called as deemed necessary. No vote on impeachment will be taken at any of the hearings. Such hearings will be open to all members of the Student Senate Association, faculty, and College Administration.

The person charged in the impeachment petition will:

1. continue to exercise the responsibilities and rights of their office during impeachment proceedings;
2. be informed in writing of the reasons for the impeachment actions at the time of the presentation of the petition;
3. have the right to be assisted in their defense by an advisor or advisors of their choice;
4. be given the opportunity to testify and to present evidence on their own behalf;
5. and, be completely informed of the statements made against them including the names of those who made them.

Impeachment proceedings may be transcribed through a verbatim record, audio recording, and /or video recording of all hearings. A copy of these recordings shall be made available to any member of the FM Student Senate upon request.

The FM Student Senate shall meet to vote on the Petition to Impeach no earlier than seven (7) days but no later than thirty (30) days after the final hearing.

### **Article XIII: College President Veto**

While it is the spirit and intent of the FM Student Senate to provide an opportunity for students to practice the democratic process, learn parliamentary procedures, make recommendations to the College Administration regarding policies that affect students, and make decisions on behalf of the students of Fulton-Montgomery Community College, the FM Student Senate is not an autonomous organization and serves as a part of the College shared governance structure. Therefore, consistent with Board of Trustees Policy, the College President shall have veto authority over expenditures, procedures, events, etc. that he/she believes are not in the best interest of the students, the College, or the community.