

Senate Constitution

Johnson County Community College Student Senate Constitution

We, the members of the Student Senate, in order to create a greater establishment, insure justice, provide the voice for the students, and secure the given rights and privileges granted by the Board of Trustees to ourselves and those who succeed us, do ordain and establish this Constitution of the Student Senate of Johnson County Community College.

ARTICLE I: ELECTIONS

Senator Qualifications. To be a senator and therefore represent the student body, one must be an enrolled student in good standing at Johnson County Community College. A senator must also maintain a 2.0 JCCC cumulative GPA from the time of election till the end of the term. This is to be in accordance with official college record. The elected senator shall assume office upon installation and until the proceeding election.

Nomination Requirements for Senators. Potential candidates must personally secure signatures of at least fifty (50) members of the currently enrolled credit students on official nominating petition forms provided by the Election Committee. To be considered, the candidate must not have been previously removed from the Johnson County Community College Student Senate during a term that occurred within the previous two years of the current election. The potential candidate will be automatically omitted from the elections if he/she does not meet the requirements and/or fails to follow the campaign guidelines.

Senator Elections. There is to be an Election Committee to coordinate and enforce nomination and election procedures. The election committee will consist of an Election Commissioner, an Advisor to the Student Senate, and the Executive Board of the Student Senate, none of whom may be running for office. There is to be a minimum of 5 members on the Senate Election committee. The Vice President will nominate an Election Commissioner for the semester of current election. This Election Committee must recommend campaign guidelines for the upcoming election to the Student Senate before adjournment in the spring semester. The campaign guidelines will be approved by a fixed majority.

Note: "fixed majority" can be achieved by attaining one more than half of the eligible voters at any regular General Assembly meeting.

In the event where a written complaint is deemed necessary, it must be submitted within 24 hours of the conclusion of the election to the Election Commissioner for immediate review by the Election Committee if procedure is under question.

Election Procedures for Fall Elections. A supervised ballot box or voting machine shall be available to the students of Johnson County Community College three consecutive days between the hours of 9:00 am and 2:00 pm, and 5:30 pm and 8:00 pm. This ballot box or voting machine will be located at COM 2.0 or as it is publicized. Students must present a valid Johnson County Community College ID at the time of voting. The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.

Elections must be held within the first four weeks of the beginning of the Fall Semester. The ballots resulting from the elections are to be counted within 24 hours of its conclusion. Results will be posted within 48 hours of the election's conclusion.

Throughout the year, Senators may find that they cannot keep their position for some reason or another. This provides openings in the Student Senate that can be filled. Any student who wishes to participate may do so by filling out the election packet, meeting all the Senator qualifications, attending three consecutive meetings, and/or being elected in by the Senate. On the third consecutive meeting, a probationary senator should give a short

speech on why he/she wants to join the Student Senate. He/she may become an official senator immediately after being elected by the Senate with a 2/3 vote.

Executive Board Member Qualifications. The candidates for the Executive Board must declare their intent to become full-time students throughout the duration of their term in office. They will enroll for a minimum of twelve (12) credits hours per semester and will be in good standing at Johnson County Community College. To be allowed on the ballot, one must have at least a 2.5 JCCC cumulative GPA in accordance with official college record, and if the candidate is elected, the candidate must maintain this grade point average throughout the rest of their term. If JCCC GPA is five or more years old, candidate must complete at least one semester at JCCC and have a 2.5 GPA. If candidate is transferring from another school, the previous institution's GPA will be considered. Candidates must have either completed or be currently attending the Cavalier Leadership Development Program. Relevant life and or career experience can be substituted for attendance of the CLDP upon pleading case. Once a quorum of 2/3 is established, the majority vote will approve the experience presented. Candidates for President and Vice President cannot concurrently serve as an intern for Student Activities or serve as an editor for the Campus Ledger. The President and Vice President must also have a minimum one semester of experience as a Student Senator or as a representative member of some form of secondary or post-secondary Student Government. Attending twelve (12) full Senate meetings as a Johnson County Community College visitor will count as a one semester of experience in the event where there is no room for additional Senators to join the Student Government. At the time of elections, if a student does not meet the minimum requirements but would like to run for President or Vice President, he/she may bring a case and completed election letter of intent before the General Assembly. In the event that he/she receives a simple majority vote from the Senate, he/she will be allowed on the ballot.

Nomination Requirements for Executive Board Members. One may not serve more than two terms as either the President or the Vice President. Potential candidates must personally secure signatures of at least fifty (50) members of the currently enrolled credit students on official nominating petition forms provided by the Election Committee. To be considered, the candidate must not have been previously removed from the Johnson County Community College Student Senate during a term that occurred within the previous two years of the current election. The potential candidate will be automatically omitted from the elections if he/she does not meet the requirements and/or fails to follow the campaign guidelines.

Executive Board Elections. There is to be an Election Committee comprised of the Commissioner, an Advisor of the Student Senate, and five Senators who are not running for office. The Election Commissioner is recommended by the Vice President and must be approved by the Student Senate with a fixed-majority vote. The Election Committee members will then be recommended by the Commissioner and approved individually by the Student Senate with a fixed-majority vote. This committee, once formed, is responsible for the coordination and enforcement of rules and guidelines concerning the nomination and election procedures. It must also prepare and set before the Senate campaign guidelines for them to approve by a fixed majority.

In the event where procedures are under question, one must submit a written complaint to the Election Committee within 48 hours of the conclusion of the elections. The Election Committee must immediately review the complaint and recommend action for the Senate to undertake to resolve these issues.

Executive Board Election Procedures. A supervised ballot box or voting machine shall be available to the students of Johnson County Community College three consecutive days between the hours of 9:00 am and 2:00 pm, and 5:30 pm and 8:00 pm. This ballot box or voting machine will be located at COM 2.0 as pre-publicized. Students must present a valid Johnson County Community College ID at the time of voting. The responsibility of maintaining all campaign rules and further election mechanics as prescribed by the Senate shall be that of the Election Committee.

The spring elections for the Executive Board are to be held within three weeks after Spring Break. The ballots are to be counted within 24 hours of the conclusion of the election. Results will be made public no later than 48 hours after the election's conclusion. The Election Commissioner will notify the elected candidates, and results will be posted at the Student Activities desk.

ARTICLE II: DUTIES (Executive Board and Senators)

The Executive Branch: which consists of a President, Vice President, Secretary, Treasurer, and Parliamentarian, contains all the executive powers. The President has the authority of the chairman of the Senate and the foremost representative of the Student Body. The Vice President is vested with the power to interpret the guidelines for clubs and organizations and serve as the President in the case of absence. The Secretary is granted with the responsibility of chief Historian and Informer for the Student Senate. This position is also privileged to deal with public relations. The Treasurer is trusted with all of the Student Senate funds. It is the Treasurer's duty to provide reports on finances, develop fund sources, and make recommendations to the Senate on motions concerning the budget. Finally, the Parliamentarian holds the right to interpret the Constitution, Bylaws, and Executive orders. These five positions comprise the executive powers of the Student Senate.

Executive Board Duties and Activity Time. Every Executive Board member is also a Senator in that he can vote and represent the students. Therefore, it is recommended that each Executive Board member spend at least ten hours per week on Senate-sponsored Activities.

President Duties. The Student President is the Chief Executive Officer of the Johnson County Community College Senate and shall call and preside over all meetings of the Student Senate. It is the responsibility of the President to represent or appoint a representative to the campus-wide committees where official student voice is deemed advisable. These appointed representatives must be announced. The President has the right to exercise all special powers granted to him by a fixed 2/3 vote of the Student Senate. The President is authorized to establish committees, which are subject to the approval of the Senate by a simple majority vote. The President will direct all orientation for incoming Senators and will appoint and remove chairpersons and members of standing, ad-hoc committees, and campus-wide committees after deliberation with the Executive Board. Most notably, the Student Senate President has the power to veto any action, or line veto any document passed by the Senate. This veto can only be overridden by a 2/3 majority vote. The President will meet regularly with the Dean of Student Services and the College President and will report back to the Senate. Finally, the President has the right to vote on any motions of the Student Senate or its committees, except when acting as the chairperson.

Vice President Duties. The Vice President shall assume all duties of the President in his/her absence, and will assist the President in the completion of all necessary duties. The Vice President publicizes the Student Senate and promotes active participation. It is his/her responsibility to direct all committees and report to the Executive Board on the performance of committee chairs and members. As the President of the Inter-Club Council, the Vice President shall assist new student organizations in becoming recognized by the Student Senate. The Vice President is considered a voting member, except when the chair of a committee or meeting.

Secretary Duties. The Secretary or Historian has the most diverse amount of responsibilities to accomplish. Roll call, contact Senators in case of absence, and write a letter of warning to any Senator who has more than two unexcused absences. The Secretary must report to the Parliamentarian of the removal of any Senator due to three unexcused absences and to notify the removed person. In the event the Secretary is in violation of the attendance policy, the Parliamentarian will be responsible for enforcing the attendance policy. The Secretary prepares and maintains copies of minutes and agendas for all official Senate meetings, as well as being responsible for distributing official communiqués. Acting as the Historian, it is the Secretary's duty to keep an official, orderly file for all records and documentation. The Secretary assigns and maintains mailboxes and shall serve as the chairperson of the Public Relations committee. The Secretary must attend a majority of Student Senate events and appoint someone to take his/her place when he/she cannot make it. The Secretary is a voting member, except when serving as the chairman.

Treasurer Duties. The Treasurer maintains a complete and orderly record of all financial documents of the Student Senate and serves as the chair of the Budget committee. It is the responsibility of the Treasurer to give a monthly report to the Senate and to discuss these reports in the General Assembly meeting. The Treasurer will work with a Student Senate Advisor in preparation of the pending Student Senate fiscal year's end report. The Treasurer shall present a statement that shall be recommended to the Johnson County Community College Board of Trustees and

Student Senate through the school's channels. The Treasurer is a voting member, except when serving as the chairperson in a committee or presenting budgeting requests.

Parliamentarian Duties. The Parliamentarian is to assist the President in following Parliamentary procedure in Senate meetings. It is the core responsibility of the Parliamentarian to interpret Robert's Rules of Order when questions of procedure arise and will serve as the chair of the Rules and Conduct committee. The Parliamentarian is responsible for reporting to the Executive Board any interpretations of the Impeachment process derived from the Constitution and will conduct formal removal proceedings for Senators and Officers. If the Parliamentarian is under question, then the line of succession is as follows: chairperson of the Rules and Conduct committee, President, and Vice President. If all three are in question, the Senate nominates a representative to lead Impeachment proceedings. The Parliamentarian is considered a voting member of the Student Senate, except when chairing a committee or the General Assembly.

Senator Duties and Activity Time. There are to be 25 members of the Student Senate who represent the Student Body of Johnson County Community College. It is the duty of every Senator to become aware of the opinions and ideas of the students and maintain knowledge of relevant campus issues. Each Senator is to perform duties related to his/her area of concern as directed by the Executive Board and specified constituencies (i.e. chairpersons, appointed directors, etc.).

Senators are required to attend all meetings of the Senate. Every Senator present at the General Assembly meetings are strongly encouraged to vote on all motions placed before the Senate, except on motions pertaining to a campus student organization in which he/she is affiliated. In this case, he/she must abstain. Abstentions will not count for or against a motion unless the motion is one requiring a fixed voter ratio. He/she may not act as a delegate for any other student organization during these meetings.

Note: The reason abstentions are said to count against a fixed-ratio motion is because there must be a certain ratio of votes in favor versus voters present to pass.

ARTICLE II: DUTIES (Executive Board and Senators)

Every Senator is required to be on a minimum of one standing committee. However, each may not be on more than five committees at any given time. Each Senator is to spend a minimum of four hours per week on activity time. Student activity time may include such responsibilities as working in the Senate office on committee projects, time spent in both committee and Senate meetings, working with student organizations, and time spent on Student Senate-sponsored programs. If the President requests, every committee chairperson must log in the amount of activity time that the members are acquiring. Also, at the President's request, the Secretary must log in activity time acquired by attending Senate meetings and working in the office. It is also a responsibility of each Senator to check his/her mailbox and e-mail inbox at least once every seven days.

Student Senate delegates who are selected to be on the appeals boards are to represent the Student body. These Senators must be elected in the fall semester directly by the student body. Representatives are to hold their positions for one full year. If the representative cannot maintain this responsibility for the entire year, then the President of the Student Senate will appoint a Senator to take his/her place. A simple majority must approve the appointee. If the representative is in any way associated with the issue under consideration, then the President will appoint a temporary replacement who is also to be approved by a simple majority of the Student Senate.

ARTICLE III: COMMITTEES

Standing Committees. There are currently seven standing committees. These include: Inter-Club Council, Budget, Public Relations, Rules and Conduct, Service and Fundraising, Scholarship, and Dollars for Scholars.

Inter-Club Council. The Inter-Club Council (ICC) strives to provide an open means of communication for student organizations and advisors to share information with each other and if the case allows, help each other with similar projects. The Inter-Club Council is led by the Student Senate Vice President. Events planned may include a community service project, student organization night at a basketball game, advisor appreciation efforts, and

social gatherings at the college. At least one representative from each student organization is strongly encouraged to participate.

Budget Committee. Chaired by the Treasurer, the Budget committee reviews and recommends appropriate funding for all requests brought to the Student Senate for its approval or rejection. Furthermore, the committee assists the Treasurer with proposing all budgetary matters to the General Assembly. The Budget committee also aids in drafting the fiscal budget report for the Board of Trustees.

Public Relations. Chaired by the Secretary, develops and distributes all publicity utilized by the Student Senate. In addition, maintains and updates all Student Senate bulletin boards and mailboxes.

Rules and Conduct Committee. Chaired by the Parliamentarian, this committee is the most fundamental when dealing with the direct policies and procedures of the operation of the Senate. In conjunction with the Parliamentarian, this committee recommends changes to the Student Senate Constitution as the need arises. When Robert's Rules of Order and the Constitution's interpretation comes into question, a resolution is to be found in the Rules and Conduct committee.

Service and Fundraising. This committee may be chaired by either the Vice President or the Treasurer, with the possibility of co-chairing as well. A strong service orientation from the Vice President or the economics of fundraising from the Treasurer is recommended for this committee. Each semester, this committee is to conduct a service project as seen fit. Fundraising for most Senate initiatives lie within the responsibility of this committee.

Scholarship Committee. Chaired by the President, this committee fundraises and offers the International / Out-of-State Campus Involvement Award. Currently, there is a sub-committee delegated solely to the raising of funds for Student Senate Scholarships named Dollars for Scholars. However, not all fundraising must be through this sub-committee.

Dollars for Scholars Committee. The Dollars for Scholars Committee is charged with maintaining Senate's participation in the annual JCCC Dollars for Scholars auction, which serves to raise money for student scholarships. Members of this committee become active by contacting local businesses in an effort to collect as many items as possible to be auctioned off during the event's live and silent auctions. Businesses enjoy the chance to help out the college by making tax deductible donations.

Campus-Wide Committees. There are currently four campus-wide committees with Student Senate allocated seats: Educational Affairs, Parking Appeals Board, Publications Board, and Student Affairs. These committees are dissolved and created at the discretion of the Board of Trustees and are subject to change.

Educational Affairs Committee. This committee acts as a resource concerning instructional programs of the college by reviewing and evaluating program / course proposals, modifications, and deletions. The committee also makes recommendations covering various educational matters including implementation of the goals of general education, as well as degree and graduation requirements. Ed Affairs is a valuable resource and forum for development of Johnson County Community College's educational standards.

Student Affairs Committee. This committee reviews and recommends college policies and procedures as they relate to students, and reviews issues of student residency, financial aid appeals, academic renewal appeals, academic progress appeals, and student appeals regarding disciplinary action. Student Affairs also acts as an advisory group for the Student Services area.

Publications Board. This board meets once or twice a semester to review recommendations of the Editorial Board staff, and is responsible for overseeing the implementation of the JCCC newspaper policy. During the spring semester, the board meets to review candidates for Editor in Chief of the student press and will hire him/her for the following year.

Parking Appeals Board. This committee is responsible for handling the numerous issues dealing with on-campus parking, with an emphasis on reviewing any appeals made toward parking violations and decides if it is best to excuse the violation or let it stand.

Diversity Committee. This committee is charged with furthering the JCCC diversity initiatives on campus.

Ad-Hoc Committees. Ad-Hoc Committees are temporary in nature and are for a specified purpose for functionality of the Senate and Senate initiatives. Current examples are: Senate Election Committee and Officer Election Committee.

Sub-committees. Currently, there is only one sub-committee standing which is the Dollars for Scholars committee. Sub-committees serve as a focus point for an initiative of the standing committee. Thus providing more time for the standing committee to complete other projects in conjunction with their sub-committee.

ARTICLE IV: MEETINGS/ATTENDANCE POLICY

Senate Meetings. The Executive Board should consider a time for weekly, regular meetings for the General Assembly. The Student Senate meetings are to be open to the public, unless otherwise specified by a fixed $\frac{3}{4}$ vote of the Student Senate Assembly. However, no subjects shall be discussed in closed or executive meetings, except those allowed by the Kansas KOMA laws. These topics of exception non-exhaustively include the following: personal matters of non-elected persons; confidential data relating to the financial affairs or trade secrets of corporations, partnerships, trusts, and individual proprietorships; and matters relating to actions affecting a person as a student, patient, or resident of a public institution (except that any such person shall have a right to a public hearing if requested).

Note: Kansas KOMA laws are subject to change. It is important to keep up to date with these laws which may be found at <http://www.kasb.org/bwkora.pdf>.

Executive Board Meetings. The Executive Board meetings will consist of the President, Vice President, Secretary, Treasurer, and Parliamentarian. This committee is responsible for deriving agendas for Senate meetings, the applications of new clubs and organizations, and planning Senate initiatives. This committee also has the ability to excuse Senator absences by a simple majority vote. The Executive Board meetings will start as soon as the last day of the previous board and will conclude on the last day of spring semester. Executive Board members are also required to attend the General Assembly meetings.

Senator Absences. It is not permissible for a Senator to have three cumulative unexcused absences during the period of one semester. Unexcused absences shall be defined as failing to appear, without prior verbal or written notification to the Executive Board or Student Senate Advisor(s), at Student Senate General Assembly meetings, Executive Board meetings, any Committee meetings to which he/she belongs, as well as other required Senate events as determined by the President. Any more than three cumulative unexcused absences may be grounds for removal, unless there is a vote of a majority of the senate to excuse such absences. Religious observations are automatically excused as well as Johnson County Community College-sponsored activities.

After the first unexcused absence, the Secretary will contact the senator via e-mail to notify the Senate member with a reminder about the absence policy. After the second unexcused absence, the Secretary will send a warning letter in the form of an e-mail to the Senate member in violation of the absence policy. After the third unexcused absence, the result will be removal of the Senate member from Student Senate. Notification of removal will be made via letter in the form of an email.

Executive Board Member Absences. Within the entire academic year, a Student Senate Executive Board member will face Impeachment for two unexcused absences at Student Senate General Assembly meetings, Executive Board meetings, any Committee meetings to which he/she belongs, as well as other required Senate events as determined by the President.

After one unexcused absence, the Secretary will send a warning letter in the form of an email to the Executive Board member in violation of the absence policy. After the second unexcused absence, the Secretary will send a letter in the form of an email to the Executive board member indicating he/she has had two unexcused absences and is now in danger of Impeachment. In the event the Secretary is in violation of the attendance policy, the Parliamentarian will be responsible for enforcing the attendance policy. The Judicial Procedures section of the Constitution outlines the Impeachment process.

Tardiness. Senators and Executive Board members with two unexcused tardies at Student Senate General Assembly meetings, Executive Board meetings, and committee meetings will be counted as one unexcused absence. Two unexcused tardies do not need to be consecutive to be counted as one unexcused absence.

A unexcused tardy is defined as failure to arrive at the Student Senate General Assembly meetings, Executive Board meetings, and committee meetings prior to ten minutes after the standard meeting start time.

ARTICLE V: JUDICIAL PROCEDURES

The Judiciary power of the Student Senate shall be vested in the Rules and Conduct committee under the leadership of the Parliamentarian. All proceedings are to be held through the Parliamentarian, unless otherwise necessary.

Rules and Conduct. The purpose of Rules and Conduct is to interpret and make recommendations on affairs concerning the Constitution to the Student Senate. Rules and Conduct is the supreme voice on interpretation of the Constitution and passes all decisions with a fixed-majority vote. This committee will also serve as a regulator during Senate Impeachment.

Vacancies. If there becomes a vacancy in the Presidential position, the Vice President has the initial option to complete and fulfill the task of the President. However, if the Vice President declines, then verbal or written nominations will be accepted. Only a previously elected Executive Board member is eligible for this nomination. After a period of two weeks elapse, the members of the Student Senate may vote upon the nominations. During this time, the Vice President serves as the interim President.

If there becomes a vacancy in one of the remaining Executive Board positions, then verbal or written nominations of a current Senator shall be requested within 48 hours. At the time of application, candidates may make a statement to the Senate Body which will be followed by a question and answer period. At this time there must be a motion and a second for the acceptance of the nominees. After a seven day period, a vote by secret ballot will take place for filling the vacancy with the leading nominee. If there becomes a tie between multiple candidates, then the President or interim President may cast a vote as the deciding factor.

If there becomes a vacancy in a Senator position, verbal or written application may be made at a General Assembly meeting, and at this time the candidate is to be referred to as a probationary Senator. During the next two weeks, a probationary Senator is to contact an Advisor of the Student Senate, as well as take in all that the Senate requires. Upon the third consecutive week, a current Senator may nominate a probationary Senator for the full position, which entails voting rights, committee duties, as well as all remaining duties of a full-fledged senator.

Impeachment and Consequence. Impeachment is to be defined as: an investigation into the question raised in relation to an official's misconduct but does not include removal unless the petition calls for it as well. All voting of subjective matters is to be conducted by secret ballot or by discretion of the presiding officer of the Impeachment hearings.

Reasons for Impeachment and/or Removal. All reasons are to be reviewed by the Rules and Conduct committee and approved by the Parliamentarian, unless the Parliamentarian is in question, then it falls to the chair of the Rules and Conduct Committee, then to the President, and finally the Vice President. No Senator or Officer is exempt from any or all of the reasons for Impeachment or removal. Proceedings and actions undertaken are to be followed in the same manner as Impeachment under the interpretation of the Rules and Conduct committee.

Any Senator or Officer who commits any or all that follows is subject to impeachment and possibly removal. Any misappropriation of funds or funding; excessive failure to carry out assigned duties and or directives, organizing or publishing action with the recognition of the Student Senate without a majority vote of the Senate, any action which results in his/her being placed on suspension or dismissal from Johnson County Community College, violations of the codes of conduct or policies established by JCCC, or violation of the attendance policy.

Impeachment petition requirements. A petition specifically describing the activity in question requires no less than 1/3 of the standing Senate signatures. This petition must be submitted to either the General Assembly or the Rules and Conduct committee. Within 48 hours of the petition being filed, the parties in question must be notified, as well as the standing Senate. A minimum of seven days (7) must elapse between the presentation of the petition for impeachment and voting for Impeachment. At this time, the implied parties are suspended of their powers until the Impeachment hearings have concluded, unless a 2/3 majority of the standing Senate votes otherwise.

Rights of the Impeached. Addressing the charges, explaining situations, and clarifying personal perceptions are rights granted to the accused. The accused has the right to choose the order in which the sides are to be presented (i.e. prosecution followed by defendant). If any of these rights are overridden, the defendant's charges are dropped unless the charges go before school policy outside of the Senate. Then the issue is prescribed to the Assistant Dean of Student Life and Leadership Development and is under their discretion. Upon the occurrence of an infraction upon school policy, rules, and regulations then these parties are automatically removed and vacancy procedures are to be followed for those parties' positions.

Removal and Consequence. Proceeding an Impeachment hearing, if the petition for Impeachment prescribes for removal, then at the conclusion of a guilty verdict, a secret ballot vote of 2/3 majority is required for removal of the parties in question. Only upon the defendant waving his/her right to an Impeachment hearing or due to activity breaking policy, rules, or regulations of the school may removal take place without an Impeachment hearing. Removal seizes all powers and rights within the Senate. Consequence of removal also entails that a removed Senator or officer may not become a part of Senate for a period of two years after the date of removal, at which time all rights of Senate would be restored upon resubmission to the Senate.

ARTICLE VI: STUDENT ORGANIZATIONS

Student Organization Qualifications. A completed packet must be submitted to the Vice President for verification with the Manager of Student Life and Leadership Development. A new student organization requires a minimum of one Faculty/Staff advisor for operation. A new student organization must have at least ten (10) signatures of Johnson County Community College students of prospective members to be recognized. Student Organization update forms are to be turned in to the Center for Student Involvement each year to remain active. Each student organization must be non-profit in nature, and all funds made through fundraising must go for the student organization or college agency account. Each student organization must send a representative for each funding request for discussion in the General Assembly and Budget Committee meetings. Any dispute of a club or organization's validity will be resolved by the Inter-Club Council Committee. A student organization may only request funds from Student Senate after being an active organization on campus for one calendar year from date of initiation. Failure to maintain an "active" status will result in an organization being ineligible to receive Senate funding. Active status is defined as follows: an organization will provide a semesterly update for primary and alternate contact information to the Manager of Student Life and Leadership Development.

ARTICLE VII: AMENDMENTS, BYLAWS, GUIDELINES, RATIFICATION

Amending the Constitution. The Senate, whenever two-thirds of its members shall deem it necessary, shall propose amendments to this Constitution. There is to be a minimum of seven days between the date that an amendment is proposed and the date on which voting is to be scheduled. A fixed 2/3 vote must be attained to pass any amendments.

Bylaws. All motions passed, which relate to Johnson County Community College and that do not contradict the Constitution of the Student Senate, shall be listed in the bylaws. These laws are credible in that they are in the

pursuance of the Constitution. To pass a bylaw requires a fixed-majority vote of the Student Senate. Current bylaws in practice are under the Student and Johnson County Community College Codes of Conduct.

Guidelines. Guidelines may be established to uniformly conduct business from one semester to the next. To pass a set of guidelines requires a simple majority vote of the Student Senate. Current guidelines in practice are under the Student and College Codes of Conduct.

Ratification. This document may be ratified by a fixed vote of two-thirds of all those eligible to vote. Those who may vote on the ratification of this Constitution include the five Executive Officers and the General Assembly.