

**Part 1. Establishment:**

Rochester Community and Technical College shall award student contracts to student leaders who have satisfactorily fulfilled duties and responsibilities of the position (See Attachments for Job Descriptions). A contract shall be awarded to:

1. Student President
2. Student Senate Vice President
3. Student Senate Secretary
4. Student Senate Treasurer
5. Student Senators
6. ECHO Managing Editor
7. ECHO Assignment Editor
8. ECHO Graphics Designer & Social Media
9. ECHO Photographer (up to 2 positions)
10. ECHO General Reporter (up to 4 positions)

Contracts may be awarded to other student leaders as selected by a selection committee comprised of two (2) student senators, two (2) students-at-large, one (1) faculty representative, and one (1) staff member. The Student Life Coordinator will serve as an ex-officio member of the committee. Students being considered for a contract cannot serve on the selection committee. The Student Life Coordinator shall be responsible for administering student contracts.

**Part 2. Process For Administering Contract Awards:**

**Subpart A.** Advisors shall evaluate the performance of each student leader based on the duties and responsibilities as outlined. The advisors shall make final recommendations as to the amount of contract to be awarded.

**Subpart B.** Contracts will be approved by the Director of Student Life and shall be paid out of Student Life fees up to a maximum of the following:

Student President	Up to \$1,900 per semester	Up to \$3,800 per academic year	10 hours per week
Student Senate Vice President	Up to \$1,900 per semester	Up to \$3,800 per academic year	10 hours per week
Student Senate Secretary	Up to \$1,200 per semester	Up to \$2,400 per academic year	5 hours per week
Student Senate Treasurer	Up to \$1,200 per semester	Up to \$2,400 per academic year	5 hours per week
Student Senators	Up to \$175 per semester	Up to \$350 per academic year	5 hours per month
ECHO Managing Editor	Up to \$750 per semester	Up to \$1500 per academic year	Publication deadline met
ECHO Assignment Editor	Up to \$600 per semester	Up to \$1200 per academic year	Publication deadline met
ECHO Graphics Designer & Social Media	Up to \$600 per semester	Up to \$1200 per academic year	Publication deadline met
ECHO Photographer (up to 2 positions)	Up to \$300 per semester	Up to \$600 per academic year	Publication deadline met
ECHO General Reporter (up to 4 positions)	Up to \$300 per semester	Up to \$600 per academic year	Publication deadline met

### **Part 3. Criteria for Contracts:**

All recipients must obtain a cumulative grade point average of at least 2.0 for eligibility to receive a contract. Other criteria to be considered:

**Subpart A. Student President** shall fulfill all duties as stated in the constitution and by-laws of the Student Senate and fulfill additional responsibilities as stated by the attached job description. (See Appendix A)

**Subpart B. Student Senate Vice President** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix B)

**Subpart C. Student Senate Secretary** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix C)

**Subpart D. Student Senate Treasurer** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix D)

**Subpart E. Student Senators** shall fulfill all responsibilities as stated in the constitution and by-laws of the Student Senate and additional responsibilities as stated in the attached job description. (See Appendix E)

**Subpart F. ECHO Managing Editor** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix F)

**Subpart G. ECHO Assignment Editor** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix G)

**Subpart H. ECHO Student Graphics Designer & Social Media** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO Advisor. (See Appendix H)

**Subpart I. ECHO Photographer** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO advisor. (see Appendix I)

**Subpart J. ECHO General Reporter** shall fulfill all responsibilities as stated in the constitution and by-laws of the ECHO student newspaper, from the attached job description and as outlined by the RCTC student policy manual or requested by the ECHO advisor. (see Appendix J)

*Date of Implementation: Immediate*

*Date of Adoption: August 15, 2001*

*Revisions: 1/29/2002; 8/30/2004; 3/31/2005; 5/11/2006; 8/28/2007, 8/2008; 3/2009; 4/2010; 1/8/2014; 3/1/2018; 10/29/2024; 11/26/2024*

# Appendix A

## Responsibilities/Duties of the Student President

The President of the Student Senate is responsible for the organization and general operations of the Student Senate, which includes, but is not limited to the following:

- A. Chair all Executive Cabinet and Cabinet/Administration meetings.
- B. See to the proper execution of all motions passed by the Senate.
- C. Appoint students to serve on campus-wide college committees upon request.
- D. Maintain communications with LEAD MN and other Minnesota State Student Governments.
- E. Meet with the Student Government Advisor and Administration throughout the term.
- F. Perform a minimum of ten (10) office hours per week.
- G. Attend, or designate a Student Government Official to attend, LEAD MN Governing Council/regional meetings. Attend LEAD MN's fall and spring General Assembly meetings, and other meetings upon request. Report on these meetings to the Student Senate.
- H. Coordinate all LEAD MN travel details including event registrations for attendees.
- I. Act as a liaison between the ECHO and Student Government.
- J. Attend other college and community events to represent Student Government.
- K. Work with the Student Government Advisor to train Student Government Officials.
- L. Speak at Commencement and other college related functions as assigned.
- M. Serve as ex-officio, non-voting member of the Senate.
- N. Serve as a member of the Student Life Finance Committee.

As a member of the Executive Board of the Student Senate the President is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly LEAD MN Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## Appendix B

### Responsibilities/Duties of the Student Senate Vice President

The Vice President of the Student Senate is responsible for, but not limited to, the following:

- A. Fulfill duties of the Student President in the event the Student President leaves office or is unavailable for an extended period.
- B. Enforce the Constitution and By-laws of Student Government.
- C. Ensure all Senate meetings follow Parliamentary Order (Robert's Rules).
- D. Perform a minimum of ten (10) office hours per week.
- E. Serve as a member of the Student Life Finance Committee.
- F. Serve as presiding officer at all Student Senate meetings and serve as an ex-officio member of the Senate, non-voting except in the case of a tie vote.
- G. Forward all legislation within two days of its passage to the Student Body President.
- H. Call all meetings of the Student Senate.
- I. Assign the chairs and members of Student Senate committees and maintain committee rosters.
- J. other duties as assigned by the Student President.

As a member of the Executive Board of the Student Senate the Vice President is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## Appendix C

### Responsibilities/Duties of the Student Senate Secretary

The Secretary of Student Senate is responsible for, but not limited to, the following:

- A. Assist the Student President in aspects of student government/leadership.
- B. Record proceedings of all Student Senate and Senate/Cabinet meetings including the responsibility of motion slips.
- C. Submit within two (2) days of any meeting a typed draft of the minutes to the Senate Advisor, at which time corrections will be made. The final copy will be distributed within three (3) days of said meeting.
- D. Maintain a roster, along with the Senate Advisor, of each Senator's attendance at meetings.
- E. Serve as the custodian of all records for the Student Senate.
- F. Perform a minimum of five (5) office hours per week.
- G. Other duties assigned by the Student President.

As a member of the Executive Board of the Student Senate the Secretary is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## Appendix D

### Responsibilities/Duties of the Student Senate Treasurer

The Treasurer of the Student Senate is responsible for, but not limited to, the following:

- A. Fulfill duties of the Student President in the event the Student President leaves office or is unavailable for an extended period.
- B. Enforce the Constitution and By-laws of Student Government.
- C. Ensure all Senate meetings follow Parliamentary Order (Robert's Rules).
- D. Perform a minimum of ten (10) office hours per week.
- E. Serve as a member of the Student Life Finance Committee.
- F. Serve as presiding officer at all Student Senate meetings and serve as an ex-officio member of the Senate, non-voting except in the case of a tie vote.
- G. Forward all legislation within two days of its passage to the Student Body President.
- H. Call all meetings of the Student Senate.
- I. Assign the chairs and members of Student Senate committees and maintain committee rosters.
- J. Other duties as assigned by the Student President.

As a member of the Executive Board of the Student Senate the Treasurer is responsible for, but not limited to, the following:

- A. Act on behalf of the Senate between meetings as necessary, however, decisions of the Executive Board may be overruled by a two-thirds (2/3) vote of the Senate membership.
- B. Prepare an operating budget to submit to the Senate for approval for the next fiscal year.
- C. Approve the Senate agendas every week prior to the next Senate meeting.
- D. Attend all available leadership conferences.
- E. Serve no more than two years in any given executive seat.
- F. Participate in Senate functions/activities.
- G. Attend all Senate/Cabinet meetings and Executive Board meetings.
- H. Discuss and implement standing committee initiatives.
- I. Attend, or assign a designee to attend, Fall and Spring General Assembly meetings and a National Leadership Conference, and encouraged to attend a minimum of one monthly MSCSA Governing Council meeting per semester and regional meetings.
- J. Understand and enforce Robert's Rules of Order.

## **Appendix E**

### **Responsibilities/Duties of Student Senators**

Responsibilities of all Senate members shall include:

- A. Attend all Student Senate meetings and assigned Senate committee meetings.
- B. Review and vote on proposed motions made during Student Senate meetings.
- C. Attend any agreed upon meetings and conferences. A Senator that does not attend, or cancels at the last moment, may be required to reimburse Student Government in full.
- D. Serve on at least one Senate Committee.
- E. Other duties as assigned by the Vice President.

Besides these requirements, Senators must complete the management by objective process outlined above.

## Appendix F

### Responsibilities/Duties of the ECHO Managing Editor

**Duties and Responsibilities:** To choose and assign duties to staff members with consultation of the advisor.

Job Description:

- A. Acts on behalf of the Echo student staff at and between meetings as necessary
- B. Assists adviser with filling open staff positions
- C. Establishes and determines frequency of staff meetings
- D. Works with Assignment Editor to ensure assignments cover a range of topics and are completed as assigned; assists with solving problems and verifying that work is progressing
- E. Serves as the lead reporter, writing at least one article or staff editorial for each issue
- F. Edits all stories for style and grammar; assists Graphics & Page Designer with writing headlines
- G. Edits final design/layout of each issue prior to being submitted for publication; ensures all advertisements are included as requested



## Appendix G

### Responsibilities/Duties of the ECHO Assignment Editor

Job Description:

- A. Assists Managing Editor in conducting staff meetings, or conducts the meetings in the Managing Editor's absence
- B. Follows up and shares copy deadlines with Student Senate President, whose responsibilities include submitting one editorial to each issue of the Echo newspaper
- C. Works with Managing Editor to ensure assignments cover a range of topics
- D. Oversees all staff assignments (including Graphics & Page Designer, all reporters and all photographers); resolves problems and verifies that work is progressing and deadlines are met
- E. Assigns self to write at least one article for each issue
- F. Assists Graphics & Page Designer to find additional content as needed

## **Appendix H**

### **Responsibilities/Duties of the ECHO Student Graphics Designer and Social Media**

Job Description:

- A. Designs and places ads, text, images, and graphics in newspaper layout for all pages of each issue
- B. Works with Assignment Editor to fill space as needed
- C. Writes/edits story headlines
- D. Works with Managing Editor and Faculty Adviser prior to designing each issue to ensure all advertisements are included
- E. Submits each issue to the publishing house and remains on call for any printing problems
- F. Places stories, images, and graphics on the Echo website and social media as appropriate

## **Appendix I**

### **Responsibilities/Duties of the ECHO Photographer(s)**

Job Description:

- A. Completes assignments as requested and by deadline
- B. Writes captions for all images submitted for publication

## **Appendix J**

### **Responsibilities/Duties of the ECHO General Reporter(s)**

Job Description:

- A. Contributes well-sourced, journalistically sound stories for each issue
- B. Discusses questions/concerns with Assignment Editor and/or Managing Editor
- C. Submits each assignment as requested and by deadline; submits a recommended headline for each assignment