

Rochester Community and Technical College  
Student Government



**Constitution and By-laws**

Updated: March 21<sup>st</sup>, 2025

Rochester Community and Technical College  
Student Government Constitution

**ARTICLE I - NAME**

The name of this organization shall be Rochester Community and Technical College (hereinafter "RCTC") Student Government.

**ARTICLE II - MISSION STATEMENT**

RCTC Student Government is dedicated to hearing student concerns and ideas, advocating on behalf of students at the local and state level, working with student clubs, and representing the student voice to college administration.

**ARTICLE III - PURPOSE**

Section 1: Student Government exists as an integral part of the College's governance. It is the official representative of the RCTC student body and represents the students' rights and views to all RCTC stakeholders.

Section 2: Student Government approves the annual Student Life budget, annually sets and approves the Student Life fee, and approves all expenditures from the Student Life fund balance.

Section 3: Student Government sets requirements for and governs all student clubs on campus. Student Government is responsible for approving new club charters and forwarding approved charters for approval by the College President.

**ARTICLE IV - MEMBERSHIP**

Section 1: All students who are enrolled in the College shall be entitled to vote in the Student Body Elections and participate in Student Government.

Section 2: Student Government Officials shall consist of:

- a. Executive Cabinet consisting of the Student President, Vice President/Senate President, Treasurer, and Secretary.
- b. No more than 20 Student Senators (see Article VI).
- c. Appointments by the Student President.

Section 3: Student Government Officials must be a student at RCTC in good standing, as defined in the Student Government By-laws, Article I, Section 1.

Section 4: All Student Senate seats shall have a term of one academic year. Executive Cabinet terms shall run from commencement to commencement. Other appointed Officials shall serve terms set by the Student President.

Section 5: RCTC Student Government does not discriminate based on race, sex, color, creed, religion, age, national origin, disability, marital status, status regarding public assistance, sexual orientation, or membership or activity in a local commission as defined by law.

**ARTICLE V - EXECUTIVE CABINET**

Section 1: The Executive Cabinet of Student Government shall be the Student President, Vice President, Secretary, and Treasurer.

Section 2: The Executive Cabinet shall be elected for a one-year term by a majority of those voting in the Spring General Election.

Section 3: The Student President shall:

- 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. 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 an internal committee as designated during the initial training meeting
- o. Serve as a member of the Student Life Finance Committee.

Section 4: The Vice President shall:

- 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. Serve as a member of an internal committee as designated during the initial training meeting
- k. Other duties as assigned by the Student President.

Section 5: The Treasurer shall:

- a. Coordinate with the Student Life Coordinator to ensure accuracy of the Student Life Budget.
- b. Serve as custodian of all financial records for the Student Senate.
- c. Perform a minimum of five (5) office hours per week.
- d. Serve as ex-officio, non-voting member of the Senate.
- e. Serve as a member of an internal committee as designated during the initial training meeting

- f. Other duties as assigned by the Student President.

Section 6: The Secretary shall:

- a) Record Meeting Minutes
- b) Post minutes a week prior to the next Senate meeting
- c) Attend all Senate Meetings
- d) Perform a minimum of 5 office hours per week
- e) Serve as a member of an internal committee as designated during the initial training meeting
- f) Serve as ex-officio, non-voting member of the Senate.

Section 7: All Student Government Officials will take the following Oath of Office:

*"I, (officer name) do solemnly swear (or affirm) that I shall faithfully represent the interests of the Student Body of Rochester Community and Technical College, that I will dutifully uphold and preserve the Student Government Constitution, and that I will faithfully execute the office of (name of office) for the (academic year)."*

#### **ARTICLE VI - STUDENT SENATE**

Section 1: The legislative power for the RCTC Student Body shall be vested in the Student Senate.

Section 2: The Student Senate shall be composed of no more than 20 Senators.

Section 3: Senators shall be apportioned among the colleges according to percentage of FYE enrollment.

Section 4: Student Senators shall be elected by their academic discipline constituents in the Fall General Election.

Section 5: Student Senators shall:

- 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.

Section 6: The Senate shall elect officer positions from within its ranks as needed to conduct the business of the Senate. Officers will be elected by simple majority of those present and voting.

Section 7: The Senate shall hold a special election for the spring semester if senate membership is equal to or less than 8 senators

Section 8: All Senators will take the following Oath of Office:

*"I, (officer name) do solemnly swear (or affirm) that I shall faithfully represent the interests of the Student Body of Rochester Community and Technical College, that / will dutifully uphold and preserve the Student Government Constitution, and that I will faithfully execute the office of (name of office) for the (academic year). "*

#### **ARTICLE VII - REMOVAL OF OFFICIALS**

Section 1: By a vote of two-thirds (2/3) of the Student Senate membership by secret ballot, and in consultation with the Student Government Advisor, Student Government shall have the authority to remove any Student Government Official from membership for:

- a. Disciplinary reasons.
- b. Failure to perform duties as stated in the Constitution and By-laws. Including more than one no show/no call to a senate meeting during their year of service.
- c. No longer a student in good standing.

Section 2: A resolution to remove a Student Government Official shall first be discussed at the Senate Government Operations Committee (See Article II), at which time the Official can address the committee. If the resolution passes the committee, it will be forwarded to the full Senate for consideration. The Official is permitted to address the full Senate regarding removal.

Section 3: If a member of the Student Government's Executive Cabinet leaves for unexpected reasons or is removed from office, an internal Senate election will be held. All Senator members in good standing are eligible to run for the vacant position during the next Senate meeting. Senate members and the remaining Executive members will have voting power. In case of a tie, the Student President will be the tie breaker vote.

#### **ARTICLE VIII - MEETINGS**

Section 1: The Student Senate shall meet on predetermined days throughout the months of September through May. The Student President or Vice President may call special meetings when such meetings are deemed necessary.

Section 2: The Executive Cabinet shall meet:

- a. Regularly, except on weeks in which the Student Senate meets.
- b. Regularly with the President's Leadership Team September through May.

Section 3: All Student Government meetings shall be open to the public.

Section 4: Parliamentary Authority: The most recent published edition of Robert's Rules of Order shall govern the Student Government in all cases to which they are applicable and in which they are consistent with the Constitution and By-laws of Student Government.

Section 5: Quorum: One member more than half of the Student Senate voting membership shall constitute a quorum.

Section 6: All Executive members shall be non-voting members with exception of the Vice President in a tied vote, in which they will be the tiebreaker.

### **ARTICLE IX - ADVISOR**

Section 1: The Student Government Advisor shall be the Student Life Coordinator.

- a. The Student Government Advisor and/or their designee shall be present at all Student Senate and Executive Cabinet meetings, and at LEAD MN assemblies, conferences, retreats, and workshops as deemed appropriate.
- b. The Student Government Advisor shall assist in yearly budget planning, training of Student Government Officials, goal setting, and implementation of a yearly work plan. The student Government Advisor shall carry out any duties delegated to them by the Student Government Constitution and By-laws, and serve as an effective link with the administration, faculty, staff, and the community,

Section 2: Student Government may choose to appoint a Faculty Advisor. The Faculty Advisor for the next academic year shall be selected by the Student President, in consultation with the Student President-Elect, Faculty President, and College Administration prior to commencement. Once selected, the Faculty Advisor shall serve a term of one academic year with no term limit.

- a. The Student Government Faculty Advisor shall attend Executive Cabinet Meetings, Student Senate meetings, and serve as a resource for Student Government Officials.

### **ARTICLE X - RCTC PRESIDENT'S AUTHORITY**

The powers of the Student Government are derived from Minn. Stat. 136F.22, Minnesota State Policies 2.1, 2.3, et al., and related procedures. The President of RCTC shall have power to stay any action of the Student Government as they are legally responsible for the conduct of the college. If the President stays Student Government action, a conference shall be held within one calendar week in which the President and the members of the Student Government discuss the issues involved. If, after the conference, the President still stays the action of the Student Government, then the President's action shall become final.

### **ARTICLE XI - METHOD OF DISSOLUTION**

Section 1: The RCTC Student Government may be dissolved by one or more of the following methods:

- a. By a two-thirds (2/3) vote of the student body.
- b. Closing of the College.

### **ARTICLE XII - METHOD OF AMENDMENT**

Section 1: The Student Senate, by a two thirds (2/3) vote of the membership shall have the power to amend this Constitution.

- a. Amendments must be submitted in writing and presented at least one (1) Student Senate meeting in advance before it comes to a vote.
- b. Proposed amendments must be publicly displayed for at least five (5) school days preceding the meeting at which it comes to a vote.

Section 2: Any Student Government Official may submit a proposal for an amendment.

Section 3: Any member of the student body may submit a proposal for an amendment to the Student Senate by presentation of a petition in favor of the amendment which contains the signatures of at least five (5) percent of student FYE at RCTC. The proposal must be reviewed and voted on within 60 days by Student Senate.

**ARTICLE XIII- STUDENT GOVERNMENT ELECTIONS**

Section 1: There shall be an election occurring each September, to be known as the Fall General Election. At this election, the members of the Student Body shall vote upon the election of Student Senators.

- a. The Senate shall hold a special election in January if senate membership is equal to or less than 8 senators.

Section 2: There shall be an election occurring each March, to be known as the Spring General Election. At this election, the members of the Student Body shall vote upon the election of the President, Vice President, Treasurer, and Secretary

Section 3: Elections shall utilize an online platform and will be made available to all currently enrolled students

- a. Elections will use a ranking system where voters select their first, second and third choice in order to avoid tied elections.

**Rochester Community and Technical College Student  
Government By-laws**

**ARTICLE I - QUALIFICATIONS FOR MEMBERSHIP**

Section 1: Student Government Officials must be, and remain, a student in good standing at Rochester Community and Technical College (RCTC). The definition of a student in good standing is as follows:

- a. Students must carry a minimum of three (3) credit hours at the beginning of a term and may not drop below three (3) credit hours during the term.
- b. Students must carry at least a 2.0 cumulative grade point average.

Section 2: Students must not have been previously removed from Student Government.

Section 3: Special circumstances for membership will be addressed by Student Government and will need a two-thirds (2/3) vote of the Senate for approval.

Section 4: The following qualification applies to Executive Cabinet and Senator positions:

- a. Students must submit an intent-to-run form to the Department of Student Life pursuant to the Spring and Fall General Election Timelines.

**ARTICLE II - STUDENT SENATE COMMITTEES**

Section 1: Standing Committees of the Student Senate shall consist of:

- a. Student Life Finance: See Article IV.
- b. Government Operations: This committee will oversee any proposed constitution or by-law amendments, elections, Student Government Officials' disciplinary meetings, student

government structures and processes. Special initiatives will be decided upon by the committee each year.

- c. Health and Wellness: This committee will work to ensure students are aware of available resources to them on campus regarding health. Special initiatives will be decided upon by the committee each year.
- d. Campus Safety: This committee will work to ensure students are aware of, and provide input on, issues impacting campus safety and security. Special initiatives or projects will be decided upon by the committee each year.

Section 2: All Senate Committee meetings are open, but only Senators are eligible to vote.

Section 3: Ad-hoc committees can be created by vote of the Senate and shall function in the capacity for which they were designed. Ad-hoc committees shall be automatically dissolved upon submission of their final reports or conclusion of the academic year.

Section 4: The Vice President shall appoint all Senate committee members.

### **ARTICLE III - CLUBS**

Section 1: Any group of students wishing to form a club must secure a charter from the Student Senate and the approval of the College President before the club can be officially recognized.

Section 2: To secure such an approval for a charter, a proposed club must meet the following requirements:

- a. State a purpose for the club which will benefit the College and does not advocate discrimination or violence of any kind.
- b. Identify a faculty advisor. Club advisors are responsible for ensuring the club operates in a manner consistent with all laws and regulations, as well as all applicable Minnesota State Colleges and Universities or RCTC policies and procedures.
- c. Submit and present a club constitution to Student Senate for approval.
- d. A minimum of five (5) active student members in the group at the time of petitioning.
- e. If the club is affiliated with any state or national organization, the affiliated constitution(s) and the terms of affiliation for the club must be filed with the constitution.

Section 3: Only club members may choose advisors, with the support of College Administration. Club advisors may not transfer their advisor role between colleagues.

Section 4: A simple majority vote of the Student Senate shall be required to recommend approval of a charter. The Student Vice President shall notify the President of the College of its charter recommendation. The College President will consider the Student Senate's recommendation and either approve or deny it with comment. If approved by the President, the Student Senate shall then issue the charter.

Section 5: The Student Senate will suspend the charter of any club for due cause:

- a. If for 14 months an active membership roll does not include a minimum of five (5) students.



- b. If for 14 months an organization has not actively attempted to fulfill its stated purpose.
- c. If the club has acted in a manner contrary to its stated purposes or has brought discredit to the college.

Section 6: Denial or revocation of a charter or probationary status for a club shall not be used as a device for censorship.

Section 7: All chartered clubs, or the club advisor as appropriate, shall be responsible for:

- a. Submitting club status reports each semester as requested by the Department of Student Life.

Section 8: Student Life funds shall be distributed to the clubs per the Student Life Finance Policies and Procedures.

#### **ARTICLE IV - STUDENT LIFE FINANCE COMMITTEE**

Section 1: The composition of the Student Life Finance Committee shall consist of the Student Treasurer as chair and a non-voting member, Student President as a voting member and the tie breaker vote, Vice President as a voting member, four (4) Senators, the Office of Student Life, and the Business Office. Senate members of the committee shall have voting power.

Section 2: Duties of the committee:

- a. To approve all expenditures from the Student Life Fund Balance.
- b. To develop a Student Life budget, including a Student Life fee recommendation for the following year, and to appropriate funding to the Student Life cost centers.
  - i. The Student Life budget that is adopted by the committee shall be presented to the Student Senate and sent to the RCTC President for final approval.
- c. If enrollment or revenue projections are not met, the Student Life Budget shall be adjusted by the Student Life Finance Committee. Adjustment recommendations must be approved by the College President and the Student Senate.

#### **ARTICLE V - METHOD OF AMENDMENT**

Section 1: Student Senate, by a simple majority vote of the membership shall have the power to amend these By-laws.

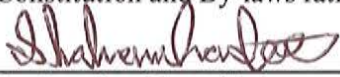
- a. Amendments must be submitted in writing and presented at least one (1) Student Senate meeting in advance before it comes to a vote.
- b. Proposed amendments must be publicly displayed for at least five (5) school days preceding the meeting at which it comes to a vote.

Section 2: Any member of the Student Body may submit a proposed amendment for consideration by the Student Senate through presentation of a petition in favor of the amendment that contains the signatures of at least five (5) percent student FYE at RCTC.

#### **ARTICLE VI - ACTIVATION**

This Constitution and By-laws, upon ratification, shall become effective on May 15<sup>th</sup>, 2025, following Commencement. All policies and regulations adopted by previous Student Governments remain in effect unless they are inconsistent with this Constitution and By-laws.

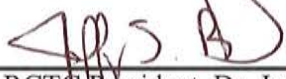
Constitution and By-laws ratified on March 21<sup>st</sup>, 2025



03/21/2025

Student President, Shabnam Qader

Date



3/21/25

RCTC President, Dr. Jeffery Boyd

Date

\*With the presentation of this constitution, and pursuant to Minnesota State Policy 2.1, part 3, the College President hereby recognizes the RCTC Student Government as the official representative of the students.