

Tohono O'odham Community College

Ka:T-Ni'oki – Student Senate Constitution and Bylaws

Mission Statement

To represent and be the voice of the student body, working together to bring forth ideas of concern and interest, that would best serve and promote the Tohono O'odham Community College mission, vision, and core values.

Preamble

We, the students of Tohono O'odham Community College, come together to form this government body: Ka:T-Ni'oki- Student Senate, for the purpose of supporting students in their relations with the administration, faculty, staff and the community by supporting student interest's, student activities and clubs; advocating student right's and, providing a system to facilitate positive change for all students.

Article I – Name

The name of this organization shall be Tohono O'odham Community College Ka:T-Ni'oki- Student Senate, hereinafter: Ka:T-Ni'oki- Student Senate. (“Ka: T-Ni'oki” = “Ka: g T-Ni'oki”. . . it translates to “Listen/hear our Language.”)

Article II – Purpose

The purpose of the Tohono O'odham Community College Ka:T-Ni'oki – Student Senate shall be:

Section 1. To help students organize, carry out activities and events that reflect the needs of the diverse and multicultural student body of Tohono O'odham Community College.

Section 2. To serve as the official voice of the student body, by serving as positive representatives through promoting and supporting the overall success of the Tohono O'odham Community College.

Section 3. To provide an opportunity for students to develop and demonstrate

leadership skills as they interact with student clubs, the Tohono O’odham Community College campuses, and the Tohono O’odham Nation community on issues that impact the student body.

Section 4. To enhance leadership skills which students will be able to apply in their community and future endeavors.

Section 5. To enhance a stronger O’odham cultural awareness and support the Himdag in a positive and respectful manner.

Article III. Membership

Membership in Ka:T-Ni’oki – Student Senate requires the following:

Section 1. Ka:T-Ni’oki – Student Senate shall consist of 9 members elected by the Tohono O’odham Community College student body. Membership shall include the following:

President

Vice President

Secretary

Treasurer

Public Relations

Residence Life Representative

Main Campus Representative

Central Campus Representative

West Campus Representative

Section 2. Elected Membership is extended to all students who are enrolled in a minimum of 3 credit hours at Tohono O’odham Community College during their involvement with Ka:T-Ni’oki – Student Senate.

Section 3. All Tohono O’odham Community College students are encouraged to attend open Student Senate meetings. Students who are enrolled in a minimum of 3 credit hours are awarded the right to vote in these sessions.

Section 4. Ka:T-Ni’oki – Student Senate shall appoint an Advisor(s) after the first official meeting in the academic year, the Vice-President of Student Services shall be notified of Advisor Appointments.

Article IV. Meetings

Section 1. Regular Meetings

- A. *A schedule of meeting dates shall be compiled at the beginning of each term to accommodate the needs of all parties involved.*
- B. *Schedule of meeting dates shall be made available to Students, faculty, and staff once approved by the Ka:T-Ni'oki – Student Senate.*
- C. *A quorum shall consist of at least (4) Ka:T-Ni'oki – Student Senate elected members.*
- D. *The agenda of a regular meeting shall be assembled according to Robert's Rules of Order.*
- E. *The agenda of the meetings must be posted in advance, within 24 hours.*
- F. *Notices of meetings will be posted and disseminated a week in advance.*
- G. *Minutes from the Ka:T-Ni'oki – Student Senate meeting must be posted and made available to students, faculty, and staff within one week of the meeting's conclusion.*

Section 2. Special Meetings

- A. *Any Ka:T-Ni'oki – Student Senate Officer may call a special meeting.*
- B. *A quorum shall consist of four (4) Ka:Ti'-oki – Student Senate elected members.*
- C. *The agenda of a special meeting shall be assembled according to Robert's Rules of Order.*
- D. *Special meetings must be posted to the student body at least 24 hours in advance of the scheduled meeting.*
- E. *Minutes from the Ka:T-Ni'oki – Student Senate special meeting must be posted and made available to students, faculty, and staff within one week of the meeting's conclusion.*
- F. *Minutes from the Ka:T-Ni'oki – Student Senate special meeting must be posted and made available to students, faculty, and staff within one week of the meeting's conclusion.*

Section 3. Cancellation of Meetings

- A. *Notification of meeting cancellations will be posted twenty-four (24) hours*

prior to the scheduled meeting.

B. An Advisor of the Ka:T-Ni'oki – Student Senate may call the cancellation of a meeting.

Article V. Duties & Liberties of Officers and Representatives

The term of the newly elected Officers, Representatives of Ka:T-Ni'oki – Student Senate shall be one (1) year; commencing and ending in April of the Spring Semester. Ka:T-Ni'oki – Student Senate members will be required to attend all regular meetings, and activities hosted by the Ka:T-Ni'oki – Student Senate, with the exception of (3) justifiable absences. The Advisor will determine if the absences are justifiable.

Section 1. President

A. Prepare Ka:T-Ni'oki – Student Senate meeting agendas in collaboration with the Vice- President, Secretary.

B. Shall preside at all regular meetings, and maintain discussion regarding items on the agenda.

C. Represent and be the designated spokesperson of the Ka:T-Ni'oki – Student Senate at any orientation, forum debate, conference, or school sponsored event.

D. Support all activities of Ka:T-ni'oki – Student Senate.

E. Vote at meetings in the event of a tie.

F. Act as a liaison between Ka:T-Ni'oki – Student Senate and the Vice-President of Student Services, Tohono O'odham Community College President, and the Board of Trustees.

G. Provide and encourage a positive and effective united Ka:T-Ni'oki – Student Senate

Section 2. Vice-President

A. Shall automatically perform the duties of the President of the Ka:T-Ni'oki – Student Senate in the absence of the President, or when the President is unable to fulfill his/her responsibilities. Collaborate with President and Secretary in preparing Meeting Agendas.

B. Chair the Election Committee.

C. Support all activities of the Ka:T-Ni'oki – Student Senate.

D. Vote in all meetings.

E. Shall work together with the President, provide and encourage a positive

and effective unified Ka:T-Ni'oki – Student Senate.

Section 3. Secretary

- A. Shall preside over any Ka:T-Ni'oki – Student Senate meetings where both the President and Vice-President are absent and may delegate a recording secretary for that meeting.*
- B. Record the minutes at all meetings.*
- C. Organize and read the minutes of the previous meetings and make available for access to students, faculty and staff.*
- D. Support all activities of the Ka:T-Ni'oki – Student Senate.*
- E. Vote in all meetings.*

Section 4. Treasurer

- A. Keep an up-to-date record of all financial transactions of the Ka:T-Ni'oki – Student Senate, reports must be orally presented at the first meeting each month.*
- B. Confirm all transactions with the Ka:T-Ni'oki – Student Senate President, Advisor, and the Vice-President of Student Services.*
- C. Support all activities of the Ka:T-Ni'oki – Student Senate.*
- D. Vote in all meetings.*

Section 5. Public Relations Officer

- A. Develop and post any promotional materials concerning Student Senate activities and events.*
- B. Announce and post all Student Senate meetings.*
- C. Support all activities of the Student Senate.*
- D. Vote in all meetings.*

Section 6. Representatives

- A. Consult with constituents.*
- B. Support all activities of the Ka:T-Ni'oki – Student Senate.*
- C. Vote in all meetings.*

Section 7: Committees

- A. The Ka:T-Ni'oki-Student Senate reserves the right to establish and implement the use of committees as it deems necessary and appropriate to fulfill its*

mission and goals.

B. Shall be chaired by a Student Senate Officer and comprised of volunteers

Any Ka:T-Ni'oki – Student Senate member who does not participate in half of the meetings, events and activities hosted by the Ka:T-Ni'oki – Student Senate on campus, or in the community or does not perform their duties respectfully and effectively may be subject to removal from office. The process of removal is as follows:

- 1. First offense, a verbal warning will be given by the Ka:T-Ni'oki – Student Senate.*
- 2. A written warning will be submitted on the second offense.*
- 3. Removal by vote at a regular or special meeting by the Ka:T-Ni'oki – Student Senate.*

Article VI. Vacancies

Section 1. Vacancy, in the office of the President, by reason of resignation, removal, or any other cause, may at any time be fulfilled for the unfinished portion of the term by the Vice-President.

Section 2. Vacancy in any other office by reason of resignation, removal, or any other cause, calls for immediate election for that position, in a open election.

Article VII. Election of Officers

Section 1. Voting Procedures

- A. All votes shall be conducted by secret ballot.*
- B. The candidate with the greatest amount of votes shall be the winner.*
- C. In the event of a tie, Ka:T-Ni'oki – Student Senate shall determine the winner by secret ballot at the next scheduled Ka:T-Ni'oki – Student Senate meeting.*
- D. The Vice-President of Student Services or an Advisor shall count the election return ballots.*

Section 2. Election Procedures

- A. The Election Committee shall be formed one month prior to the annual election.*
- B. The election shall occur on the third Wednesday of April.*

C. The candidates will give a speech in a minimum of five (5) minutes, and also allow time for follow-up questions.

D. Any candidate who decides to withdraw from the election must notify the Chair of the Election Committee (Ka:T-Ni'oki – Student Senate Vice-President) and the Vice-President of Student Services two (2) days prior to the candidate forum.

Section 3. Campaigning

A. Campaigning may commence the day after the candidates are declared by the Ka:T-Ni'oki – Student Senate.

B. All campaigning shall take place on the Tohono O'odham Community College Campuses.

C. All campaigning must cease twenty-four (24) hours prior to the election.

D. Promoting is left up to the individual running or seeking office.

Article VIII. Amendments

Section 1. Any proposed amendments must be submitted to Ka:T-Ni'oki -Student Senate for a minimum time one (1) week, not to exceed (3) weeks. This is to allow anyone who challenges it by means of petition, no less than twenty-five (25) currently enrolled students of Tohono O'odham Community College, prior to ratifications of the proposed amendments.

Section 2. The vote shall take place at the next scheduled Ka:T-Ni'oki –Student Senate meeting after the amendment has been passed.

Section 3. An amendment must pass by two (2/3) majority vote at the next scheduled regular Ka:T-Ni'oki – Student Senate meeting.

Article IX. Ratification

Following the approval of the Tohono O'odham Community College Board of Trustees, copies of the Tohono O'odham College Ka:T-Ni'oki- Student Senate Bylaws and any subsequent amendments, shall be posted throughout the campuses. If within ten (10) working days a petition of disapproval containing ten (10%) of the student body is not filed, said Tohono O'odham Community College Ka:T-Ni'oki – Student Senate By-Laws shall stand ratified.