

**EASTERN WYOMING COLLEGE
STUDENT ASSOCIATION/STUDENT SENATE CONSTITUTION**

PREAMBLE: (objectives)

We, the students of Eastern Wyoming College, desiring to:

- 1) Organize, promote and sponsor college functions and activities for students, faculty and staff;
- 2) Promote student leadership;
- 3) Promote student awareness of self and environment;
- 4) Improve educational facilities and curriculum;
- 5) Foster the recognition of rights and responsibilities of students to the College and the community;
- 6) Promote positive relationships and mutual understanding among and between students, faculty, staff and administration; and
- 7) Encourage the spirit of loyalty and respect for the College and its endeavors; do ordain and establish this Constitution for the students of Eastern Wyoming College.

The name of the organization shall be the Student Association of Eastern Wyoming College **and shall be represented on both the Torrington and Douglas campuses through their respective representative body of the Student Association shall be known as the** Student Senates. **Each Student Senate** ~~and~~ shall conduct the regular business of the Student Association. **Each The** Student Senate, composed of elected officers and representatives as described herein, shall act as the executive and legislative body of the Student Association of Eastern Wyoming College.

ARTICLE I: (membership)

Section I: Qualifications

All academic credit fee paying students attending ~~the~~ Eastern Wyoming College ~~Torrington Campus~~ for the semester shall be members of the Association **represented as by their respective Student Senate and are Membership in the Association shall** entitled ~~such members~~ to vote in the election of **said Student Senate the** officers. ~~for the Association and to receive any other benefits offered by the Association.~~

ARTICLE II: (nominations)

Section 1: Officers

The four elective Student Senate Officers **on each campus** are by title:

President
Vice-President
Secretary
Treasurer

Section 2: Nominations

Qualified candidates for the offices of President, Vice-President, Secretary and Treasurer will file for candidacy with the Student Senate ~~Advisor Sponsor~~ not later than (5) days before general election. Elections will be by secret ballot designed by the Student Senate ~~Advisor Sponsor~~. Nominees may not campaign on Election Day. Should more than one person file for candidacy for any of the four offices, an election will be held.

Section 3: Elections

3.1: Spring Elections

- A) Elections for Senate Office **on each campus** will be held annually at least three (3) weeks prior to the end of the Spring semester with elected officers serving the following Fall and Spring semesters.
- B) **Eligible voters must be registered in the subsequent fall semester in at least 12 credit hours.**
- C) Each of the chartered clubs/organizations will meet, nominate and select one (1) representative to the Student Senate within the first four (4) weeks of the Fall semester.
- D) All elected officers and members will hold office for a term of one academic year unless removed by action of the College Administration, Associated Students or the Student Senate.

3.2: Fall Elections

- A) **Eligible voters must be registered in at least 12 credit hours.**
- B) **Torrington Campus Only – Two (2) Freshman Representatives ~~at large (1 female and 1 male)~~ (must be full-time academic credit fee paying students whose primary place of residence is in a college residence hall) and one (1) Off-Campus Representative (must be a full-time academic credit fee paying student whose primary place of residence during the academic year is not in a college residence hall) will be elected no later than ~~four (4) two (2)~~ weeks after the start of the Fall semester and will serve for that academic year.**
- C) **Douglas Campus Only – Two (2) representatives (must be part-time academic credit fee paying), one (1) Freshman, and one(1) Sophomore, will be elected no later than four (4) weeks after the start of the Fall semester and will serve for that academic year.**

Section 4: Vacancies

In the case of a vacancy in the Senate due to resignation, dismissal for absenteeism or ~~unsatisfactory grades~~ **academic standing**, the Senate will accept applications for such vacancy/vacancies for one week. The Senate will elect new member(s) from the applicants by a 2/3 majority vote. Clubs **without which lose representation after will have** 14 calendar days **must to** select new representation **or may risk impacting their allocation fee requests.**

ARTICLE III (duties of officers)

Section 1: The President shall:

- A) **Torrington Campus** - Have completed ~~one two~~ semesters at Eastern Wyoming College as a full-time student in good academic standing
Douglas Campus – have completed at least one semester in good academic standing
- B) **Torrington Campus** - Be a full-time academic credit fee paying student at ~~the~~ Eastern Wyoming College ~~Torrington-Campus~~
Douglas Campus – be at minimum a part-time student in good academic standing
- C) Develop agendas for Student Senate meetings with the approval of the Student Senate ~~Advisor Sponsor~~ or Vice President for Student Services
- D) Chair the Student Senate
- E) Call and conduct all meetings of the Senate and Student Association in accordance with Roberts Rules of Order
- F) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- G) Have the right to vote, in cases of a tie, on all motions made before the Student Senate
- H) Be an ex-officio member of every Senate committee
- I) Serve as the official representative of their **respective campus Student Association** at all meetings and convocations concerning it, and voice the position most favorable to and for the benefit of EWC students
- J) Be strongly urged to attend meetings of the College Board of Trustees and present a monthly report

Section 2: The Vice-President shall:

- A) **Torrington Campus** - Have completed ~~one two~~ semesters at Eastern Wyoming College as a full-time student in good academic standing
Douglas Campus – have completed at least one semester in good academic standing
- B) **Torrington Campus** - Must be a full-time academic credit fee paying student at Eastern Wyoming College
Douglas Campus – be at minimum a part-time student in good academic standing
- C) Assume the duties of the President during his/her absence
- D) Succeed to the Presidency upon Presidential vacancy
- E) Prepare and distribute Cards of Congratulations, Condolences, etc.
- F) Chair or Co-chair every Senate committee
- G) Perform duties as assigned by the President
- H) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- I) Have the right to vote on all motions made before the Student Senate.

Section 3: The Secretary shall:

- A) **Torrington Campus** - Have completed ~~one~~ two ~~semester~~s at Eastern Wyoming College as a full-time student in good academic standing
Douglas Campus – have completed at least one semester in good academic standing
- B) **Torrington Campus** - Must be a full-time academic credit fee paying student at Eastern Wyoming College
Douglas Campus – be at minimum a part-time student in good academic standing
- C) Maintain a complete written record of all Senate meetings
- D) Maintain a complete permanent written record of all reports, papers and documents submitted to the Secretary during Senate meetings
- E) Be in charge of official ~~minutes~~ ~~correspondence~~ of the Senate
- F) Act as presiding officer of the Senate in the absence of both the President and the Vice President
- G) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- H) Have the right to vote on all motions made before the Student Senate
- I) Present a report to the Senate in April of each year summarizing the Senate's activities for the current academic year
- J) Deliver all Student Senate papers and records to the Student Senate **Advisor** ~~Sponsor~~ before the end of her/his term.

Section 4: The Treasurer shall:

- A) **Torrington Campus** - Have completed ~~one~~ two ~~semester~~s at Eastern Wyoming College as a full-time student in good academic standing
Douglas Campus – have completed at least one semester in good academic standing
- B) **Torrington Campus** - Must be a full-time academic credit fee paying student at Eastern Wyoming College.
Douglas Campus – be at minimum a part-time student in good academic standing
- C) Record income and expenditures of the **respective** Senate
- D) Approve all purchases prior to procurement
- E) ~~Initialize payment of all bills~~
- F) Present a treasury report at all meetings
- G) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- H) Have the right to vote on all motions made before the Student Senate
- I) Present a report to the Senate in April of each year summarizing the Senate's finances for the current academic year.

Section 5: The Parliamentarian shall:

- A) Be appointed by the President with confirmation of the Senate members

- B) Be versed in the rules and procedures of parliamentary law (Robert's Rules of Order)
- C) Maintain order according to Robert's Rules of Order throughout Senate meetings
- D) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- E) Have the right to vote on all motions made before the Student Senate.
- F) Torrington Campus – Have completed one semester at Eastern Wyoming College as a full-time student in good academic standing.
Douglas Campus – Have completed one semester at Eastern Wyoming College in good academic standing.

Section 6: Douglas Campus Only

- A) The Freshman Representative shall be a student classified as a freshman at Eastern Wyoming College on the Douglas Campus. A freshman is classified as a student who has earned less than 30 hours at the time of his or her appointment
- B) Sophomore Representative shall be a student classified as a sophomore at Eastern Wyoming College on the Douglas Campus. A sophomore is classified as a student who has earned 30 or more credit hours at the time of his or her appointment

Section 6 7: All Senate representatives shall:

- A) Attend Senate meetings
- B) Represent the College and/or Club/Organization in voting on matters before the Senate
- C) Communicate and interpret the decisions and projects of the Senate to the College and/or Club/Organization
- D) Serve on a minimum of one Senate committee per semester
- E) Have the right to place motions before the Senate and make requests on behalf of the College and/or Club/Organization
- F) Have the right to vote on all motions made before the Senate G) Actively support all Student Senate sponsored events and activities.

ARTICLE IV: (committees)

Section 1: Committees will be formed by the President in response to specifically identified needs. The President will also appoint Committee Co-Chairs if appropriate.

Section 2: Each Student Senate ~~The Activity Committee~~ will serve as a standing committee, composed of all Senate members, with the purpose of planning and organizing activities (social) for all EWC students and their guests. This committee shall take part in sponsoring at least two (2) campus-wide events each semester and assist clubs in their events. ~~work with and assist each college recognized organization (those~~

~~receiving funds from student activity fees) in sponsoring a college social event during the school year.~~

ARTICLE V: (duties and responsibilities of the Senate)

Section 1: ~~Each The~~ Student Senate shall serve as the executive and legislative body of the Student Association of Eastern Wyoming College.

Section 2: ~~Each The~~ Student Senate shall be responsible for chartering all clubs and organizations established within Eastern Wyoming College.

- A) All organizations desiring to be recognized at EWC must have a representative present an application to the Senate at a regularly scheduled meeting of the Senate.
- B) All organizations applying for charter must have a constitution which calls for an elected president, vice-president, secretary, treasurer and a sponsor who is an employee of EWC.
- C) All recognized clubs/organizations wishing to be recognized by the Student Senate for the current academic year must present an official statement requesting such recognition to the Student Senate ~~Advisor Sponsor~~ not later than one month following the beginning of the Fall semester.
- D) All recognized clubs/organizations shall have a member of their organization on the Senate with all rights/responsibilities and privileges granted to representatives.

Section 3: ~~Each Student Senate maintains and administers a yearly budget for their respective campus. Budgets are determined by yearly Student Fee Allocations and are contingent upon presidential approval (see Appendix A). Each Student Senate is required to retain 15% of their yearly allocation within their budget. Any unencumbered student activity funds are carried over to the subsequent fiscal year. Approved budgetary expenditures include: supporting Student Senate events; appropriate requests from active clubs; funding newly chartered clubs, leadership development; and recognition awards (Refer to Appendix A, Sect. 6 regarding Funding Criteria). Each Student Senate may set aside up to 20% of their allocated budget to fund student opportunities such as internships, salaries, room and board and scholarships contingent upon approval by Financial Aid.~~

Section 4 3: ~~Each The~~ Student Senate shall have the general powers to enact any measure for the good of the students. This power shall be limited only by ~~EWC Board of Trustees, EWC policies~~ and administrative regulations, and the EWC Student Senate Constitution.

Section 5 4: ~~Each The~~ Student Senate will hold ~~regular weekly~~ meetings (~~Torrington Campus – weekly; Douglas campus – monthly~~) during the Fall and Spring semesters

when academic classes are in session. Special meetings may be called by the President with approval of the Student Senate ~~Advisor Sponsor~~. A quorum (minimum of 6 people) for meetings shall be the President or Vice-President, two (2) other officers, two (2) members at large or other officers, and one (1) faculty advisor. Any member who misses three (3) regularly scheduled meetings shall be subject to a probationary period or dismissal by the Student Senate Advisor upon the recommendation of elected officers via a majority vote. ~~a hearing before elective officers and a majority vote of the Senate.~~

Section 6 5: All Student Senate members must maintain full-time academic status and a 2.0 minimum cumulative G.P.A. Any member who fails to maintain full-time academic status and/or the minimum GPA requirements may be subject to a probationary period or dismissal by the Student Senate Advisor.

Section 7 6: Any action of a student organization affecting the EWC student body as a whole or the welfare of the College must have prior approval of the Senate.

ARTICLE VI: (Student Senate ~~sponsor~~ Advisor)

Section 1: The Vice President for Student Services shall appoint one or more employees of EWC to serve as the Student Senate ~~Sponsor~~ Advisor and representative of the College President and the Board of Trustees at Student Senate meetings.

Section 2: The Student Senate ~~Sponsor~~ Advisor shall:

- A) Function in an advisory role
- B) Have veto power over the action of the Senate on all matters involving college policy or EWC administrative regulations. This veto power is subject to confirmation by the Vice President for Student Services.
- C) Attend all Senate sponsored activities or obtain a substitute.

ARTICLE VII: (amendments)

Section 1: Amendments to the Constitution may be proposed by a majority of the Senate members or by petition of 25% of the EWC Student Association.

Section 2: Proposed amendments must be filed with the Vice President for Student Services and posted in a prominent place for a minimum of two (2) weeks prior to voting on the proposal.

Section 3: Amendments shall become effective upon ratification by a 2/3 majority vote of the Student Association at EWC by Australian ballot.

ARTICLE VIII: (ratification)

Section 1: This Constitution shall become effective upon approval of the College Board of Trustees.

APPENDIX A

STUDENT FEE ALLOCATION COMMITTEE PROCEDURES

1. INTRODUCTION

Eastern Wyoming College will implement the processes described in this policy for the distribution of student fees consistent with the authority and decisions of the Board of Trustees. This process provides the financial base for opportunities to meet student needs and interests that would not be made possible through state current fund support alone.

2. DEFINITION

- A. Student fees are monies which are collected from students in addition to tuition, according to the rate schedule set by the Board of Trustees. All students registering for credit in the College are obliged to pay these fees. The fees will be assessed and collected by the College through the regular tuition collection procedures, and directed to either Torrington or Douglas Campus relative to where said student is registered.
- B. Instructional Clubs are groups who
 - i. Are associated with or are extensions of a specific academic ~~division~~ department, program, or course and
 - ii. Are usually limited to students in the ~~division, department~~, program, or course.
- C. Student Services Clubs are groups who
 - i. Are formed to enhance the social, recreational, educational, or cultural needs of students,
 - ii. Are open to any registered EWC student, and
 - iii. Have no more than 75 percent of their active membership from one instructional program or course.

3. PURPOSE

Student fees are designed to support student-oriented clubs, organizations, and activities which are recommended by each campuses' ~~the~~ Student Fee Allocation Committee. The purpose of ~~each the~~ Committee will be to make recommendations to the Vice President for Student Services and the Vice President for Douglas Campus, respectively. Each VP will then make recommendations to the President about the activities which should receive student fee support and the level of assistance.

4. MEMBERSHIP – TORRINGTON CAMPUS

- A. The voting members of the Student Fee Allocation Committee will be as follows:
- ~~Three (3) One~~ students, appointed from ~~the each~~ instructional divisions/departments ~~(not more than one (1) student from any instructional division/department~~ - see page 12 § for list of instructional divisions/departments)
 - President of the Student Senate
 - Treasurer of the Student Senate
 - Student Senate ~~Advisor~~ ~~Sponsor~~
 - One (1) member at large from the Student Senate
- B. The committee will be chaired by the Student Senate Advisor with the Vice President for Student Services attending as an ex-officio member.
- C. Minutes of every Student Fee Allocation Committee meeting will be kept by an appointed secretary.
- D. A quorum shall consist of a majority of voting members and must be present before a decision is rendered.
- E. The Vice President for Academic Services and the Department Chairs/Program Directors will be included in all communications regarding Instructional Clubs.

5. MEMBERSHIP – DOUGLAS CAMPUS

- A. The voting members of the Student Fee Allocation Committee will be as follows:
- Two (2) students appointed from the Student Senate at large (not more than one (1) student from any instructional division/department - see page 12 § for list of instructional divisions/departments)
 - President of the Student Senate
 - Treasurer of the Student Senate
 - Student Senate Advisor
- B. The committee will be chaired by the Student Senate Advisor with the Associate Vice President for Academic Services or the current Vice President of the Douglas campus attending as an ex-officio member.
- C. Minutes of every Student Fee Allocation Committee meeting will be kept by an appointed secretary.
- D. A quorum shall consist of a majority of voting members and must be present before a decision is rendered.

6. FUNDING CRITERIA

- A. Student fees will be used to support student services, activities, clubs, organizations, intramurals athletics, student-approved equipment purchases, and

programs which contribute to the overall mission and goals of the College and which are determined to be essential for the enrichment of the College community.

Active Student Services Clubs which are fully recognized by ~~their respective the~~ Student Senate and approved by ~~their respective the~~ Vice President ~~for Student Services~~ will be eligible to apply for student fee funding.

~~The~~ Student Fee Allocation Committees ~~can will~~ provide limited funding for travel to a national qualifying competition or conference if funds are available.

- B. The area funded by student fees must demonstrate that they
 - i. Enhance student health and/or welfare, and
 - ii. Support social, cultural, educational, or recreational needs of students, or
 - iii. Enhance the College's image. The goal will be to provide a variety of programs which attempt to meet the needs of as many students as possible.
- C. In evaluating funding requests, the level of student participation and past accomplishments will be two factors considered by the Committee.
- D. The Committee will not usually provide support for programs in which a large portion of the funds provide direct benefit to individuals (e.g., salaries, room and board, scholarships), unless it can be shown that these individuals are providing services of value to a substantial portion of the student body.
- E. The Committee will not entertain requests for student fee support from partisan political groups or sectarian religious groups.
- F. The Committee will not consider any request for student fee support of any recruiting activity except on the written recommendation of the College President.
- G. **Incomplete applications will not be considered.**

7. FUNDING PROCESS

- A. The Chairperson of ~~each the~~ Student Fee Allocation Committee shall distribute budget request procedures and forms to clubs and organizations the **last week in January**.
- B. Clubs/organizations shall submit official budget proposal forms to ~~each the~~ Student Senate ~~Advisor Sponsor~~ by the **last day of February**.
- C. Budget proposals shall be distributed to Committee members the **first week of March**.

- D. By the **end of March** ~~each the~~ Committee shall conduct budget hearings to entertain a formal presentation by no more than two representatives of each club or organization.
- E. ~~Each the~~ Committee shall submit budget recommendations to all clubs/organizations the **first week of April**.
- F. ~~Each the~~ Committee shall entertain appeals from the clubs **the last week of April**.
- G. ~~Each the~~ Committee's final budget recommendations, passed by a simple majority vote of the quorum, shall be considered at a formal meeting of the Committee. Recommendations shall be submitted to the President through the ~~respective~~ Vice President ~~for Student Services~~ no later than the **first week in May**.
- H. All meetings of ~~each the~~ Committee shall be open to the public and minutes shall be available upon request from the ~~respective~~ Student Senate ~~Advisor Sponsor~~.
- I. Funds approved for any program under this policy will be administered by the College Business Office.
- J. Any changes to this procedure will be recommended by the ~~appropriate~~ Student Fee Allocation Committee and coordinated with their ~~respective~~ Student Senate and ~~the~~ Vice President ~~for Student Services~~. Final approval will be by the College President.

EWC INSTRUCTIONAL DEPARTMENTS

1. Arts, Humanities, Social & Behavioral Sciences

- a. Art
- b. Communication
- c. Criminal Justice
- d. Economics
- e. Education
- f. English
- g. Interdisciplinary Studies
- h. Languages
- i. Music
- j. Social Science Associate

2. Science/Mathematics

- a. Biology
- b. Mathematics
- c. Nursing/ADN
- d. Physical Education, Health & Recreation
- e. Preprofessional
- f. Statistics
- g. Wildlife & Fisheries Biology & Management

3. Agriculture/Business

- a. Accounting
- b. Agri-Business
- c. Agriculture
- d. Business
- e. Entrepreneurship

4. Veterinary Technology

- a. Veterinary Aide
- b. Veterinary Technology

5. Welding/Gunsmithing

- a. Computer Applications
- b. Welding & Joining Technology
- c. Gunsmithing

6. Cosmetology

- a. Cosmetology