

# **Winona State University Student Association Constitution**



STUDENT  
SENATE

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WINONA STATE UNIVERSITY

**Last Amended: Spring 2018**

# Winona State University Student Association Constitution

We, the Students of Winona State University, in order to enhance our education, both curricular and co-curricular; to promote equal opportunities without regard to race, ethnicity, religion, citizenship, sex, gender, age, socioeconomic status, ability, sexual orientation, or veteran status; to provide our rights as students; to hearten free discussion, inquiry, and critical thinking; to relish general jurisdiction over academic concern, rules, and rights; and to provide self-governance; do hereby establish this Constitution.

## Article I. Establishment

### Section 1: Name

The name of this organization shall be the Winona State University Student Association, hereafter referred to as the WSUSA.

### Section 2: Authorization

This constitution is established under the authorization of the statutes of the state of Minnesota and Minnesota State Colleges and Universities Board Policy 2.1.

### Section 3: Membership

The WSUSA shall consist of all students enrolled for credit at Winona State University (hereafter referred to as WSU) who are not represented by another WSU collective bargaining agent and are not members of the excluded management group.

## Article II. Governance

### Section 1: Winona State University Student Senate

WSUSA shall be represented by the Winona State University Student Senate, hereafter referred to as WSUSS.

### Section 2: WSUSS Membership

#### Subsection A: Executive Officers

##### 1. President

- a. Shall act as the official spokesperson of the WSUSA and the WSUSS.
- b. Shall ensure that the provisions of this constitution, the WSUSS bylaws, and other written policies are followed.
- c. Shall chair the WSUSS meetings.
- d. Shall be a non-voting member of the WSUSS.
- e. Shall call special meetings of the WSUSS when necessary.
- f. Shall see to the proper execution of all motions passed by the WSUSS.
- g. Shall organize the Meet and Discuss delegation and prepare relevant materials for presentation. [Art.II.6]

- h. Shall ensure representation at all Minnesota State University Student Association (WSUSA) meetings and conferences.
  - i. Shall, in conjunction with the Vice President, appoint all Committee Chairpersons and Affiliated Members pending WSUSS confirmation.
  - j. Shall be the chair of the Cabinet meetings.
  - k. Shall serve as the chief facilitator of the Executive Board.
  - l. Shall appoint students to Student Conduct Committee, All-University Committee, Task Forces, and other university-wide groups, pending WSUSS confirmation.
  - m. Shall act as the liaison between the WSUSS and the MnSCU Board of Trustees and system-level committees.
  - n. Shall serve as the liaison between the WSUSS and governing bodies responsible for municipal, state, and/or national issues.
2. Vice President
- a. Shall perform the duties of the President in his/her absence, or in the event that a vacancy occurs in the Presidency, shall assume the title and responsibilities of that office.
  - b. Shall uphold the WSUSA Constitution, WSUSS bylaws, and other written policies.
  - c. Shall be a non-voting member of WSUSS, however, in the event of a tie among voting members of WSUSS, the Vice President shall cast a vote.
  - d. Shall, in consultation with committee chairs, appoint all WSUSS standing committee members, pending WSUSS confirmation.
  - e. Shall co-chair the Judicial Committee.
  - f. Shall coordinate senator training on subjects such as meeting procedures, Robert's Rules of Order Newly Revised, and senator duties and responsibilities as outlined in the WSUSS bylaws.
  - g. Shall, except in cases where a direct conflict of interest may result, coordinate all WSUSS elections and referendums.
  - h. Shall perform other duties as assigned by the WSUSS President.
  - i. Shall be coordinator and ex-officio member without a vote on all committees of the WSUSS.
  - j. Shall serve as sergeant-at-arms of the WSUSS.
  - k. Shall assist the Chair and act as a reference to the WSUSS concerning Robert's Rules of Order
  - l. Shall Chair Working Documents Committee.
3. Treasurer
- a. Shall be the chairperson of the Student Activity Fund Committee (SAFC).
  - b. Shall uphold the WSUSA Constitution, WSUSS bylaws, and other written policies.
  - c. Shall be a non-voting member of the WSUSS.
  - d. Shall be responsible for the financial affairs of the WSUSS.
  - e. Shall be responsible for financial reporting.
    - i. All spending must be reported on an item-by-item basis.
    - ii. All spending greater or equal to \$100 must be approved by the WSUSS.
  - f. Shall preside over audits of organizations funded by the Student Activity Fund, if such audit is deemed appropriate by the WSUSS.

- g. Shall, in conjunction with the other Executive Officers, prepare the WSUSS budget and submit it to the WSUSS for approval.
- h. Shall be a chairperson of the Student Fee Management Committee (SFMC).

**Subsection B: Senators**

1. Representation

a. Academic Colleges

- i. There shall be a total of fifteen Student Senator positions representing the degree granting academic colleges.
- ii. The number of positions for each college will be based on the percentage of students in each college. Each college shall have a minimum of one senator.
- iii. WSUSS shall conduct a review of these proportions every two years.
- iv. The exact numbers and the review process shall be described in the bylaws, but in the absence of a clause in the bylaws, there shall be four seats for the College of Liberal Arts, two seats for the College of Business, four seats for the College of Nursing, three seats for the College of Science and Engineering, and two seats for the College of Education.

b. Class Senators

- i. There shall be two WSUSS positions from each academic class (Senior, Junior, Sophomore, and Freshman) as prescribed in the WSUSS bylaws.

c. Additional Representation

- i. There shall be one WSUSS position for students enrolled in Graduate Studies.
- ii. There shall be four At-Large WSUSS positions.
- iii. There shall be one Winona State University Rochester WSUSS seat.

d. Vacancies

- i. Upon the resignation or expulsion of a senator, the WSUSS shall conduct an internal election to fulfill such vacancy
- ii. Applications must be available at least one week prior to the internal election
- iii. All applicants who qualify may address the WSUSS
- iv. Majority support of the WSUSS members is required to confirm
- v. Those confirmed must be qualified to fulfill the position in accordance with the WSUSS Constitution and bylaws
- vi. Those confirmed by the WSUSS shall serve until the next supplemental election

2. Duties

- a. Shall be the only members of WSUSS eligible to vote and make motions.
- b. Shall uphold the WSUSA Constitution, WSUSS bylaws, and other written policies.
- c. Shall regularly attend the WSUSS meetings as prescribed in the WSUSS bylaws.
- d. Shall serve as a member on at least one WSUSS standing committee.
- e. Shall serve as a member on at least one All-University committee if there are any vacancies.
- f. Shall, to the best of their abilities and in accordance with their ethics, represent the interests and opinions of their constituents.

3. Seniority and Responsibilities

- a. Pro-Tempore

- i. The most senior member, as defined by the number of WSUSS meetings attended while serving in an elected WSUSS position, shall hold the title of WSUSS Pro-Tempore.
  - ii. Should a vacancy occur in the Vice Presidency, the Pro-Tempore shall serve as the interim Vice President, assuming all Vice Presidential duties and responsibilities thereof, until the results of the special election are ratified.
- b. Further Classification
  - i. The remaining senators shall be ranked after the Pro-Tempore as determined by the number of meetings attended while serving in an elected WSUSS position.
  - ii. The highest ranking member present shall assume the duties of the former Pro-Tempore while they serve as Vice President.

**Subsection C: Affiliated Members**

1. Alliance of Student Organizations Director
  - a. Shall be appointed by the President pending WSUSS approval.
  - b. Shall act as the liaison between the Alliance of Student Organizations (ASO) and WSUSS.
  - c. Shall co-chair the Judicial Committee.
2. Administrative Office Assistant
  - a. Shall be hired by the President pending WSUSS approval.
  - b. Shall act as secretary at the WSUSS meetings, post minutes and agendas, and fulfill office hours and other duties as prescribed in the WSUSS bylaws.
  - c. Shall be a non-voting member of the WSUSS.
3. Director of Communications
  - a. Shall be appointed by the President pending WSUSS confirmation
  - b. Shall execute promotional campaigns for the WSUSS
  - c. Shall oversee media correspondence and management of social media
  - d. Shall assist in the promotion of events and community outreach
4. With the advice and consent of two-thirds of the Senate, the WSUSS President may establish affiliated members as needed.

**Section 3: Procedures**

**Subsection A: Chair Succession**

1. Order of Succession
  - a. The order of succession is: President, Vice President, Pro-Tempore, and remaining WSUSS members according to seniority.
  - b. In the event that the WSUSS President is unable to call the scheduled meeting to order the most senior member in the order of succession present shall call the meeting to order and act as chair.
2. Transfer of Chair Authority
  - a. In the event that the Chair speaks in favor of one side of a question, he/she must pass the gavel to the next eligible member in the order of succession.
  - b. The gavel shall not be passed to a member who has already spoken in favor of one side of a question.

- c. The gavel shall remain with that member until passed again, or until the main question is resolved and the gavel is passed back to the highest person in the order of succession present.
- d. Along with the gavel go the rights and privileges of the Chair.
- e. If the gavel is passed to a voting member, that member votes last while chairing the meeting.

**Subsection B: Elections and Eligibility**

1. Eligibility of WSUSS Members

- a. All members of and representatives to the WSUSS and its committees must be members of the WSUSA.
- b. Senators, Associate Senators, the ASO Director, and the AOA must have a minimum 2.0 cumulative GPA at the time of election or appointment and maintain it while holding office.
- c. The President, Vice President, and Treasurer must have a minimum 2.5 cumulative GPA at the time of election or appointment and maintain it while holding office.
- d. All members must be in good academic standing as defined by Winona State University.
- e. All members must agree to having their name placed on the Student Conduct Office WSUSS watchlist.
- f. Prior to obtaining office, the President must have served at least one full academic semester as a senator of WSUSS.
- g. Any member who is placed on disciplinary probation or suspension will be removed from their position.
- h. Any member who fails to meet the eligibility requirements may appeal their removal from WSUSS in accordance with the WSUSS bylaws.

2. Election Procedures

- a. Election Procedures shall follow the Student Senate bylaws.
- b. Elections
  - i. Spring General Elections: Executive officers, Academic College Senators, Senior Senators, Junior Senators, Sophomore Senators, Rochester Senator, and Professor of the Year will be elected in the Spring General Elections.
  - ii. Fall General Elections
    - 1. Graduate, At-Large, and Freshmen Senators will be elected in the Fall General Elections.
    - 2. Any additional vacant Student Senate positions at the time Fall General Elections applications are made available shall be filled in this election.
  - iii. Supplemental Elections
    - 1. All senator positions that are vacant at the time applications are made available will be filled during the respective supplemental election.
    - 2. WSUSS will take nominations for Professor of the Year during the Spring Supplemental Elections.
  - iv. Special Elections

1. In the event that a Vice President or Treasurer vacancy occurs, a special election must be held within four academic weeks (excluding summer terms).
    2. The WSUSS Vice President or a majority of the WSUSS may call up to two additional special elections to fill WSUSS vacancies.
    3. Special elections must follow the same guidelines regarding timelines and other procedures as any other election.
  - c. Ratification: Election results will be disclosed at the first regular WSUSS meeting following tabulation.
3. Terms of Office
  - a. Senators and Executive Officers elected in the Spring General Election shall serve from the day immediately following the last day of finals for the spring semester through the last day of finals for the spring semester the following year.
  - b. Senators and Executive Officers elected subsequently (i.e. any election other than the Spring Election) shall serve from the time of the ratification of that election through the last day of finals for the spring semester of that academic year.

#### **Subsection C: Impeachment, Expulsion, and Removal**

1. Trial Impeachment
  - a. Impeachment for gross malfeasance, misfeasance, or nonfeasance of duty shall be handled through a trial impeachment.
  - b. Impeachment notice may be presented to the WSUSS through a petition signed by at least 0.5% of students in the senator's constituency, or 25 students in the senator's constituency, whichever is greater. The full student body is considered to be the constituency for the Executive Officers.
  - c. The impeachment procedure shall be as follows:
    - i. Any impeachment notice shall be presented in writing at a Student Senate meeting. Specific charges shall be brought up at this time and referred to the WSUSS Judicial Committee.
    - ii. The WSUSS Judicial Committee shall act as the investigative committee in accordance with its constitution.
    - iii. The proceedings shall be held at a set date at least fourteen but no more than twenty-eight days after the impeachment notice is brought forward during an open session of the WSUSS. These proceedings shall occur in accordance with the bylaws.
    - iv. The WSUSS Judicial Committee shall make a recommendation to the WSUSS, which shall consider the recommendation at its next regular meeting and make a decision within two academic weeks following the recommendation. A two-thirds vote shall be needed to overturn the decision of the WSUSS Judicial Committee.
    - v. Each impeached member shall have a separate hearing.
    - vi. The accused member shall not vote on his/her own impeachment or on processes related to impeachment and shall not count against quorum in such cases unless exonerated.

2. Automatic Expulsion
  - a. Impeachment for ineligibility shall be handled by a process of automatic expulsion.
  - b. Any member of WSUSS who is made ineligible for office as a result of not being in good academic standing, academic warning, disciplinary probation, excessive absence as outlined by the WSUSS bylaws, or cessation of WSUSA student status, shall be automatically expelled from the organization.
  - c. An automatic expulsion may be appealed to the WSUSS. A majority vote shall reinstate the member.
3. Removal
  - a. Positions appointed by the President may be removed by the President with WSUSS confirmation.
  - b. Positions appointed by the Vice President may be removed by the Vice President with WSUSS confirmation.
  - c. Positions appointed by the President or Vice President may also be removed from the WSUSS by a two-thirds vote.

#### **Section 4: Student Senate Committees**

##### **Subsection A: Standing Committees**

1. Names and Purposes
  - a. Academic Affairs: Duties shall include advising and making recommendations to the WSUSS and pursuing projects regarding academic concerns.
  - b. Student Activity Fund Committee: Duties shall include advising and making recommendations to the WSUSS regarding the Student Activity Fund and the management thereof.
  - c. Student Services: Duties shall include advising and making recommendations to the WSUSS and pursuing projects regarding student services.
  - d. Inclusion and Diversity: Duties shall include advising and making recommendations to the WSUSS regarding matters of inclusion and diversity
2. Membership
  - a. Each committee shall consist of at least three senators, as well as Associate Senators as prescribed in the WSUSS bylaws.
  - b. The Student Senate Treasurer shall be chair of the SAFC.
  - c. All remaining standing committee chairs shall be Student Senators and shall be appointed by the President pending WSUSS confirmation.

##### **Subsection B: Specialized Committees**

1. Cabinet
  - a. The purpose of the Cabinet is to advise the President; to consider policies and to establish priorities for the WSUSS committees; to make recommendations to WSUSS; and to act as a coordination body for the WSUSS.
  - b. Membership shall consist of the Executive Officers, standing committee chairs, the MSUSA representatives and interns, and ad-hoc committee chairs.
  - c. The President shall be Chair of the Cabinet.



- d. Attendance shall be limited to Cabinet members. Guests shall be allowed only if the Cabinet agrees by majority vote.
2. Election Committee
  - a. The purpose shall be to oversee and operate all elections.
  - b. Membership shall consist of up to five WSUSS members appointed by the President pending WSUSS confirmation. Members shall not have a direct conflict of interest in the election they are overseeing or operating.
  - c. The Vice President shall act as Chair in all cases except where a direct conflict of interest results.
  - d. The committee members shall act as election judges.
3. Executive Board
  - a. The purpose shall be to discuss and recommend matters of personnel and to manage the WSUSS operations.
  - b. Membership shall consist of the President, Vice President, and Treasurer.
  - c. The President shall be the chief facilitator of all meetings of the Executive Board.
  - d. Any member of the Executive Board may call a meeting, but all members must be present to constitute a quorum.
4. Working Documents
  - a. The purpose shall be to review and update the WSUSA Constitution, the WSUSS bylaws, and other written policies, and to make recommendations to the WSUSS regarding said documents.
  - b. Membership shall consist of at least five Student Senators, as well as Associate Senators as prescribed by the WSUSA bylaws.
  - c. The Chair shall appoint Working Documents committee members pending WSUSS confirmation.
5. Judicial Committee
  - a. The purpose is to uphold the WSUSS Constitution and policies
  - b. Duties include overseeing club eligibility conducting stipend reviews, recommending infractions, and other such duties prescribed in the WSUSS Constitution and bylaws.
  - c. Shall be co-chaired by the Vice President and the ASO Director
  - d. Membership shall consist of at least five Student Senators, appointed by the President pending WSUSS confirmation

**Subsection C: Ad-Hoc Committees**

1. The WSUSS may form ad-hoc committees and task forces as in accordance with Robert's Rules of Order.
2. All ad-hoc committees and task forces shall remain in effect through the current academic year unless earlier dissolved.

**Section 5: Affiliated Organizations**

**Subsection A: Student Fee Management Committee**

1. The purpose shall be to review and manage all student fees, and to make recommendations to the WSUSS regarding any changes thereof.

2. At least two-thirds of the voting membership of the Student Fee Management Committee shall be WSUSS members.
3. The President shall appoint all student members pending WSUSS confirmation.

**Subsection B: Alliance of Student Organizations**

1. The ASO shall consist of representatives from all official student organizations.
2. Student organizations shall be officially recognized following the approval of the organization's constitution by the WSUSS.
3. The ASO Director shall act as liaison between ASO and WSUSS.

**Section 6: Meet and Discuss**

**Subsection A: Purpose**

1. The Meet and Discuss Team is an agency of the WSUSA created to facilitate discussion between WSU Administration and students.

**Subsection B: Membership**

1. The Meet and Discuss Team shall consist of up to ten members:
  - a. The President of the WSUSS or his/her designee.
  - b. The President of the Residence Hall Association or his/her designee.
  - c. The ASO Director or his/her designee.
  - d. Up to two representatives of the WSU student mass media.
  - e. Three WSUSS members as designated by the WSUSS President and Vice President.
  - f. Up to two additional WSUSA members, not excluding WSUSS members, as designed by the WSUSS President and Vice President.
2. Meet and Discuss designations shall be made for each Meet and Discuss. Designations must be renewed or reappointed for each occurrence.

**Subsection C: Meetings**

1. The Meet and Discuss Team shall meet at least twice per semester and once per summer while classes are in session.
2. Special meetings may be called by either the WSUSS or the WSU Administration.
3. One week notice of the meeting shall be given.
4. The agendas for the Meet and Discuss meetings shall be determined by input from both the students and the WSU administration.

**Section 7: Meeting Procedures**

**Subsection A: Quorum:** A simple majority of the filled voting membership of the WSUSS shall constitute quorum.

**Subsection B: Senate Meetings**

1. The WSUSS shall hold regularly scheduled meetings as determined by the President.
2. Meetings shall be held no less than once every two academic weeks during Fall and Spring semester.

3. The first meeting of the newly elected senate shall be called by the President by the second week of the Fall Semester.

**Subsection C: Agenda**

1. The President shall set the agenda.
2. The agenda for the WSUSS meeting shall be made public at least twenty-four hours in advance of the scheduled meeting.

**Subsection D: Parliamentary Procedure:**

1. Meetings shall be run in accordance with Robert's Rules of Order.

**Section 8: Sexual Harassment and Discrimination**

**Subsection A: Policy**

1. Sexual harassment or discrimination within the WSUSS, be it physical or verbal in nature, shall not be tolerated. Members of the Student Senate shall act in accordance with Minnesota State Colleges and Universities (MnSCU) procedure 1B.1 and Winona State Regulation 5-7.

**Section 9: Student Senate Bylaws**

**Subsection A: Contents**

1. The WSUSS bylaws shall contain policies and procedures relevant to the operations of the WSUSS and may not contradict the WSUSA Constitution.

**Subsection B: Amendment**

1. WSUSS bylaws may be amended by a two-thirds vote of WSUSS.

**Article III. Initiative and Referendum**

**Section 1: Initiative**

**Subsection A: Petition**

1. The WSUSS shall develop rules concerning the format for resolutions and the validation of signatures on the petition. A petition introduced at a regularly scheduled meeting of the WSUSS containing a draft resolution signed by 250 members of the WSUSA shall require the WSUSS to vote on the presented resolution.

**Subsection B: Senate Action**

1. The WSUSS shall vote on a presented resolution within two academic weeks following the date that the resented resolution was submitted to the WSUSS. If the resolution is defeated by the WSUSS, it must be submitted for referendum to the WSUSA within two academic weeks of the WSUSS vote.

**Subsection C: Counter-Initiative**

1. Within four academic weeks of passage of a resolution by the WSUSS a petition signed by 250 members of the WSUSA against the resolution may be presented to the WSUSS. In such an occurrence, the original resolution shall be suspended until the counter-resolution can be brought to a referendum. This referendum shall take place within two academic weeks of the date the counter-resolution was submitted.

## **Section 2: Referendum**

### **Subsection A: Referenda Administration**

1. Referenda shall be administered by the Election Committee Chair.

### **Subsection B: Referenda Passage**

1. The resolution shall become effective if at least ten percent of the WSUSA cast votes and if a majority approves the referendum.

## **Article IV. Constitutional Amendment Procedures**

### **Section 1: Amendments**

#### **Subsection A: Proposed Amendments**

1. Proposed amendments shall be in accordance with the laws, rules, and regulations of the Minnesota State Legislature and the policies of the MnSCU Board of Trustees.

### **Section 2: Proposal Methods**

#### **Subsection A: Through the Working Documents Committee**

1. WSUSA members may propose constitutional amendments to the Working Documents Committee for consideration.
2. Upon receiving majority support from the Working Documents Committee, a proposed amendment shall be then brought forward to the WSUSS.
3. Upon receiving two-thirds support by the WSUSS, the amendment shall then be put to the WSUSA for a vote; the amendment shall become effective if ten percent of the WSUSA cast their votes and if approved by a majority of said voters.
4. If the amendment does not receive two-thirds support by the WSUSS, the amendment may then be put to the WSUSA for a vote; the amendment shall become effective if at least ten percent of the WSUSA cast votes and if at least two-thirds approve the amendment.

#### **Subsection B: Through Petition**

1. Proposed amendments may be presented to the Student Senate by a student petition signed by 250 members of the WSUSA.
2. Upon receiving two-thirds support by the WSUSS, the amendment shall then be put to the WSUSA for a vote; the amendment shall become effective if at least ten percent cast votes and if a majority approve the amendment.

3. If the amendment does not receive two-thirds support by the WSUSS, the amendment shall become effective if at least ten percent of the WSUSA cast votes and if at least two-thirds approve the amendment.