

CONSTITUTION
Of the
IOWA LAKES COMMUNITY COLLEGE
STUDENT BODY

Revised: April 2007

Article 1 - Object

The purpose of this organization is for the members to obtain a higher education and to make better individuals out of each and every member. (Board policy 411)

Article 2 - Membership

All students, full or part-time, shall make up the membership of the student body. (Board policy 411)

Article 3 - Governing Body

The governing body of the student body shall be the Student Senate at the campus, composed of representatives from their body.

Section 1. Composition of the membership of the Student Senate.

- a. The Senate shall consist of the officers, carry-over members, and members elected in the fall.
 1. The minimum number of members in the Senate shall have is ten in Emmetsburg and Estherville, and two in Algona, Spencer, and Spirit Lake.
 2. The maximum number of members in Emmetsburg and Estherville campus Senates shall be no more than twelve. (12)
 3. The Student Senate will make every effort to be gender and program balanced.

Section 2. Election of officers and senators.

1. The President will be elected in April for carrying out matters through the summer and to be prepared for fall procedures.
2. The Vice-President and Secretary-Treasurer shall be elected by each campus' Student Senate from their own membership. Vice-president and Secretary-Treasurer shall be elected by October 1st.
3. Election of the Vice-President and Secretary-Treasurer shall be conducted by the President with nominations from the floor. Voting shall be by secret ballot with the majority of votes determining the officer(s).

Article 4 - Officers

Section 1. Qualifications to hold office

- a. The President is required to have at least one semester of Student Senate experience.
- b. All senators must be at least part-time students (taking at least six credits), as determined by school policy.

- c. A cumulative grade point average of 2.0 is required for any Student Senate member.

Section 2. Term of Office

- a. The President shall be elected by May 1st.
- b. The President shall begin office the first full week in May.

Section 3. Vacancies in the Senate.

- a. The Vice-President shall serve as President in the event of a presidential vacancy.
- b. Vacancies in any other office position shall be filled in the manner of Article 3, Section 2.
- c. Senators at large may be replaced by interested students by a majority of votes of existing senators.

Section 4. Duties of Officers.

- a. The President shall preside at all Senate meetings, have the power to call special meetings, appoint needed committees, and see to the proper execution of all motions proposed by the Senate. He/She has no voting privilege on Senate matters except when the Senate has a tie vote.
- b. The Vice-President shall, in the absence of the President, preside at the Senate meeting and carry on duties of the President.
- c. The Secretary-Treasurer shall keep the minutes, treasury books, and copies of the Senate meetings.

Article 5-The Inter-campus Committee

Section 1. Inter-campus Committee.

- a. The Inter-campus Committee shall have a minimum of one senator from each campus. If there are no volunteers, the President has the power to appoint these members.
- b. The Inter-campus Committee shall suggest input for the Student Handbook and coordinate dates for activities.
- c. The Inter-campus Committee shall be an advisory group to problems brought before it at any campus.
 - 1. The Inter-campus Committee shall discuss the problem and state all suggestions for courses of action brought up in discussion.
 - 2. This information shall be directed back to the campus, which brought the problem to the Inter-campus Committee.
- d. A chairperson shall be elected within the committee and conduct the meetings.
- e. The committee shall meet at least once each month.
- f. The Inter-campus Committee shall suggest its interpretation of this Constitution when questions arise.

Article 6-Clubs

Student Senate reserves the right to dissolve the recognition of any club on the ground that the club is not acting according to college procedures. Copies of the Formation of New Club Procedures and Student Club Fee Allocation Distribution Process are available in the Student Senate Coordinator's Office on each campus.

Section 1. Requirements of clubs.

- a. The purpose of the organization must be submitted to the Student Senate.
- b. Names of officers must be submitted to the Student Senate.
- c. Assurance that the club will abide by reasonable college regulations.
- d. There should be a representative from the club at a semester budget committee meeting to justify budget requests.
- e. The club must submit an annual report of activity and spending.

Article 7-Expenditure of Student Funds

Section 1. Student activity fee.

- a. Changes of percentages.
 1. The expenditure of funds collected from students for activities shall be determined by the student government unit with administrative and board approval. Any increases in student fees for activities shall be determined by the student government unit with administrative and board approval (State Code 280A. 18[7]).
 2. A recommendation to change the percentage breakdown of the student activity fees, at a campus, shall be submitted to the Board of Directors by their February meeting to take effect the following school year. These changes must be approved by a student referendum at the campus affected by a simple majority of those voting. If approved the changes are then presented to the Board.

Section 2. Procedures for yearly and semesterly budgeting.

- a. A skeleton budget for the next year will be submitted by the last week in April.
- b. After the Senate receives the total amount of money available to them from the student activity fee that semester a budget should be submitted to the Student Activities Coordinator.

Section 3. Publication of spending.

- a. Each semester, the Student Senate shall publish their expenditures in the Spindrift.

Article 8-Amendments

Section 1. Amendment proposals.

- a. Amendment proposals to this Constitution may be presented in the following ways:
 1. By a Senate member at any regularly scheduled Senate meeting. To approve this type of amendment proposal requires majority vote of the existing Senate members.

2. By a non-Senate member presenting to the Senate a petition signed by at least 10 percent of the student body. To approve this type of amendment proposal requires a majority vote of the existing Senate members.
- b. There shall be a waiting period of at least one week from the time the amendment proposal is presented to the Senate and the Senate acts on the amendment proposed. Any approved amendment proposal must be presented to the other centers for approval. (Section 2)
- c. The person proposing the amendment proposal shall act as spokesman throughout the proceedings for such change.

Section 2. Other campus approval of amendment proposal.

- a. The other campus's Senate shall act on all amendment proposals approved in Section 1.
- b. The amendment proposal shall be presented to the other campus's Senate at a special meeting or the first regularly scheduled meeting.
- c. The other campus's Senate, after being presented the amendment proposal, shall wait at least one week but not more than two weeks before acting on the proposal.
- d. The amendment proposal must be approved by a majority vote of the existing Senate members.

Section 3. Student body approval.

- a. If the Senates of both campuses approve the amendment proposal, it shall be presented to the student body of all campuses.
- b. After it is presented to the student body, a period of two weeks shall pass before the students vote on the amendment proposal.
- c. Voting shall take place on the same day at each campus.
- d. Students at all campuses shall be considered as one voting body in this amendment change.
- e. A two-thirds favorable vote of students voting shall be required as students' approval of the amendment proposal.
- f. If approved, the amendment proposal shall be presented to the College President for board approval.

Section 4. Effect of disapproval.

- a. If the student senate does not approve a proposed amendment, the same amendment shall not be presented to the student body until at least one full semester shall have elapsed.

Article 9-Student Rights and Responsibilities

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should expect to exercise their freedom with responsibility.

Section 1. In the classroom.

In the classroom, student performance should be evaluated on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

- a. Students should be able to express their views in any course, but are responsible for learning course content.
- b. Student protection from prejudiced or capricious academic evaluation will be enforced through a due process procedure.
- c. Students should be protected from improper disclosure of their views, beliefs, and political associations. Information which professors acquire in the course of their work as instructors, advisors, and counselors would be considered confidential.
- d. Instructors shall inform students at the beginning of each course the course content, objectives, how students will be evaluated, on what criteria, and when.

Section 2. Student records.

The Iowa Lakes Community College shall have a carefully considered policy as to the information which should be part of a student's permanent educational record and as to the condition of its disclosure. (Board Policy 522)

- a. Academic and disciplinary records should be separate.
- b. Academic records should contain only information about the students academic status.
- c. Records should be available to unauthorized personnel on or off campus. Exceptions would be:
 1. With student approval.
 2. Under legal compulsion.
 3. If the case affects the safety of people or property.
- d. Faculty and administrative staff should respect confidential information about students they acquire in the course of their work.

Section 3. Student services.

In student affairs, certain standards must be maintained if the freedom of the students is to be preserved.

- a. Students should be free to form and join clubs according to established institutional procedures, regardless of race, religion, or sex.
- b. Students should be free to inquire and express views concerning this academic institution.
 1. Students should be free to discuss questions of interest to them. At the same time, it should be made clear to the academic institution and community that in their public expression or demonstrations, students or student organizations speak for themselves.
 2. Students should be free to support, by orderly and lawful means, their views as to the operation of the institution.

Section 4. Citizenship.

As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy and as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

- a. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.
- b. Institutional authority and civil penalties. Because activities of students may, upon occasion, result in violation of the law be it:
 1. Students violating existing statutes may incur the penalties prescribed by civil or criminal authorities for such acts.
 2. Institutional authority should never be used to duplicate general functions of the law.
 3. Only where institutional interests, as an academic institution is concerned,-should the special authority of the institution be asserted.
 4. Institutional action should be independent of community pressures.

Article 10-Student Responsibilities

Section 1. Individual responsibilities.

- a. Iowa Lakes Community College expects all students to conduct themselves under all circumstances in a responsible manner.
- b. Students are expected to observe the policies of the College and the laws of city, state, and nation governments.
- c. Students are subject to disciplinary action for violation of college policies or regulations which have been published and are readily available to the student.

Section 2. Violations of responsible student behavior.

- a. Disrupting the orderly process of activities of the college, both within and outside of the classroom, including unauthorized entry or exit to any college property, also including any unauthorized or improper use of any college property, equipment or facilities.
- b. Cheating, i.e., procuring help in a test, copying a test, or plagiarism, i.e., the unacknowledged use of copyrighted materials and other written materials such as reports, assignments, and term papers.
- c. Furnishing false, incomplete, or misleading information to college officials or on official records, or altering such records..
- d. Theft or wrongful appropriation, or willful destruction, damage, defacement, or mutilation of any property belonging to or in the possession or custody of another member of the College or of the College community.
- e. Assaulting, threatening, physically abusing, harassing, or endangering in any other manner the health or safety of any person on College property or at any college sponsored or supervised function or event. All threats of violence will be viewed with the assumption that they will be carried out and will be dealt with appropriately.
- f. Zero tolerance for illegally possessing or using any firearm, explosive, dangerous chemical, or other weapon, on college property or college supervised property.

- g. Soliciting on college property (recognized student organizations may raise funds under the policy for fundraising projects).
- h. Gambling on college property without proper authorization or license.
- i. The use of smokeless or smoking tobacco in Iowa Lakes buildings or vehicles.
- j. The possession or consumption of alcohol on college property, including student housing. See the Alcohol Policy section in the Student Handbook.
- k. Possessing, using, or furnishing on college property or college supervised property any controlled substances, the possession, use or furnishing of which is illegal by municipal, state or federal law. This policy is outlined in the Drug Policy section of the Student Handbook.

Appropriate disciplinary action will be taken by the campus dean or designee against any student of the institution who has taken any of these actions on college property.

Article 11-Due Process Procedures

Please refer to the Iowa Lakes Community College Student Handbook for descriptions of disciplinary actions, appeal procedure, review process, review procedures and results of the review process.