
THE ASSOCIATED STUDENTS OF MONMOUTH COLLEGE

CONSTITUTION & BYLAWS

Preamble

The Associated Students of Monmouth College, herein referred to as ASMC, is an association which serves as the voice of the students. The body's objectives shall be to promote student interests before faculty, staff, and administration; to maintain students' rights and freedoms; to represent the student body of Monmouth College to local, state, national, and international bodies; to improve general student welfare; and encourage student involvement in the political process. In the hopes that by striving to meet these objectives we will continue to uphold the mission and purposes of Monmouth College, we hereby establish the Associated Students of Monmouth College, comprised of: the Student Body Executive Board and the Student Senate, as the official governing organizations of the student body.

Article I. Purpose and Rights

I. Purpose

ASMC shall be established to represent the Student Body of Monmouth College and to promote its interests, opinions, desires, and attitudes by:

- a. Ensuring that Monmouth College provides adequate services for all students and organizations.
- b. Recognizing ASMC organizations and clubs and the respective campus activities which they provide.
- c. Being responsible for the allocation of funds to College recognized clubs and organizations.
- d. Serving as a student body liaison with faculty, staff, administration, Board of Trustees, and the alumni of Monmouth College.
- e. Maintaining students' rights and responsibilities, as outlined in Article I, section II.

II. Student Bill of Rights

We believe that as students we have certain rights, and have accompanying responsibilities to the academic community, society and ourselves. It shall be the purpose of ASMC to work to uphold these rights and responsibilities. We believe that:

- a. The students should have the best faculty, courses, and administration possible; towards this end, the students have the responsibility of helping to maintain an atmosphere conducive to a liberal arts education.
- b. As members of the College community, the students have both the right and duty to participate responsibly in the formation of College policy.
- c. Students have the right and liberty to speak, write, organize, and otherwise advocate their beliefs or opinions in a manner which agrees with the educational atmosphere of the College.
- d. Each student searching to improve the College community has the right to petition through the ASMC.

Article II. Division of Power

I. ASMC shall have two branches under which to carry out its purposes:

- a. Executive Branch consisting of the ASMC Executive Board
- b. Legislative Branch consisting of the Student Senate

Article III. Executive Branch

- I. Purpose
 - a. Executive authority of ASMC shall be vested in the Student Body Executive Board. This body shall preside over the Student Senate.
- II. Student Body Executive Board
 - a. The Executive Board of the ASMC shall consist of the executive officers of the Student Body: President, Vice-President, Clerk, Treasurer, Parliamentarian, and the Student Body Student Affairs Officer.
 - b. The President shall be the chair and along with the Vice President, Clerk, Treasurer and Student Body Student Affairs Officer be a voting member of the Student Body Executive Board.
 - c. The Parliamentarian shall serve as a non-voting member of the Student Body Executive Board.
 - d. The Executive Board may invite from time to time as needed Committee Chairs, other members of the Senate and guests to meet with the Executive Board.
- III. Election
 - a. The President and Vice President shall be elected by the Student Body.
 - b. Anyone seeking election as President or Vice President must meet the following requirements:
 - i. Be a full time student.
 - ii. Have been a Senator of the Student Senate who has attended at least 75% of Student Senate meetings that academic year (two semesters preceding the election, including the semester the election occurs within) prior to the election filing deadline, established annually by the Student Elections Commission, as certified by the Clerk.
 - iii. Be in good academic standing, and hold at least a 2.5 cumulative GPA.
 - c. The President and Vice-President shall run together on a single ticket.
 - d. The candidate pair receiving the most votes, providing they receive at least 25% of votes cast, shall be declared the winner of the election. If the 25% minimum is not reached, a second election shall take place within one week between the top two candidate pairs.
 - e. Elections will be held during the spring semester, under the supervision of the Student Election Commission.
 - f. The President and Vice President will be installed at the last meeting of the spring semester elected and shall hold office for one academic year, assuming office on the first day of classes of the fall semester.
- IV. Student Body President
 - a. The President shall serve as chair and voting member of the Student Body Executive Board.
 - b. The President shall be a non-voting member of the Student Senate casting a vote on matters before the Student Senate only in the event of a tie.
 - c. The President shall be responsible for representing the ASMC to the administration, Board of Trustees, Faculty, and alumni of Monmouth College.
 - d. The President shall be the chair of the Student Senate and shall be responsible for upholding the Constitution and all legislation of the Student Senate.
 - e. The President shall have the power to appoint students to faculty committees with a majority approval of the Executive Board.

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- f. The President shall have the power to veto Student Senate legislation within five academic days of its passing. Such a veto can be overridden by a two-thirds majority approval of the Student Senate assembled at the next full body meeting following the veto.
 - g. The President shall have the ability to create *ad hoc* committees to serve the Student Senate with a majority approval of the Senate assembled.
 - h. The President shall appoint the other Executive Officers of a Clerk, a Treasurer, a Parliamentarian, and a Student Body Student Body Student Affairs Officer. Each must be approved by a two-thirds majority of the Student Senate assembled.
 - i. If any Executive Officer is unable to complete the full term of office, the President shall fill the vacancy with another Student Senator. This appointment must also receive a two-thirds majority approval of the Student Senate assembled.
- V. Student Body Vice President
- a. In the absence of the President, or in the event that the President is unable to complete a full term in office, the Vice President shall assume the office of the President.
 - b. The Vice President shall be a non-voting member of the Student Senate.
 - c. The Vice President shall assist the President and complete duties as assigned by the President.
 - d. The Vice President shall have the power to appoint or remove Student Senate committee chairs with a simple majority approval of the Student Senate assembled.
 - e. The Vice President shall be an *ex officio* member of all Student Senate committees.
- VI. Student Body Clerk
- a. The Clerk shall perform the following tasks:
 - i. All correspondence
 - ii. Take Student Senate and Student Body Executive Board minutes
 - iii. Keep all Student Senate records
 - iv. Track attendance of duly registered senators and associate members
 - b. The Clerk shall be a non-voting member of the Student Senate.
- VII. Student Body Treasurer
- a. The Treasurer shall serve as the chair of the Finance Committee.
 - b. The Treasurer shall be a non-voting member of the Student Senate.
 - c. The Treasurer shall maintain appropriate financial records.
 - d. The Treasurer shall disburse Student Senate funds according to the guidelines outlined in Article VII of this document.
 - e. The Treasurer shall provide Student Senate with a financial report on a regular basis.
- VIII. Student Body Parliamentarian
- a. The Parliamentarian shall inform the ASMC of any infractions of the Associated Students of Monmouth College Constitution and By-Laws.
 - b. The Parliamentarian shall be a non-voting member of the Student Senate.
 - c. The Parliamentarian shall assist the Student Elections Commission as a member of the election auditing body as well as clarify constitutional questions related to the elections.
 - d. As new student groups seek to be recognized the Parliamentarian shall work with the Greek Life, Involvement and Service Office and assist these new student organizations in the development of their constitutions for presentation to the Executive Board.
 - e. The Parliamentarian shall serve as sergeant-at-arms for the ASMC.

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- f. The Parliamentarian shall assist the President with facilitating and maintaining order in meetings as outlined in Robert's Rules of Order.
 - g. The Parliamentarian shall provide advice to the President regarding the interpretation of the Constitution.
 - h. The Parliamentarian shall protect the rights of all members of the Student Senate.
- IX. Student Body Student Affairs Officer
- a. The Student Body Student Affairs Officer shall be responsible for bringing student concerns through the proper channels so that these concerns are made known to the administration, faculty, and staff of Monmouth College.
 - b. The Student Body Student Affairs Officer shall chair the Student Affairs Committee of the Student Senate.
 - c. The Student Body Student Affairs Officer shall be a non-voting member of the Student Senate.
 - d. The Student Body Student Affairs Officer shall be one of the ASMC representatives to the Student Affairs Committee of the Faculty.
- X. Recall of Executive Officers
- a. The recall of any Student Body Executive Board Officer may be brought about by a petition of the Student Elections Commission containing the signatures of at least two-thirds of the Student Body. The recall must pass by at least two-thirds of the Student Senate for approval.

Article IV. Legislative Branch

- I. Student Senate
 - a. The legislative authority of ASMC shall be vested in the Senators of the Student Senate.
- II. Membership and Voting Allotment
 - a. The following groups are allotted voting Senators on the Student Senate:
 - i. The hall councils of all residence halls owned and operated by Monmouth College.
 - ii. All theme houses owned and operated by Monmouth College, collectively.
 - iii. All commuter students, collectively.
 - iv. All other ASMC recognized student organizations, including fraternities and sororities.
 - b. The above groups are allotted votes as follows:
 - i. One Senator/vote for the first 39 members and an additional senator/vote if the group has 40 or more members. No group will have more than two Senators.
 - c. By October 1 of each fall, the senior Senator from each organization must provide the Student Body Clerk and the Greek Life, Involvement and Service Office with a copy of the group's constitution and a list of members and Executive Board Officers. Residence Halls, Theme Houses, Commuter Students, Fraternities, and Sororities do not need to submit a constitution.
 - d. To maintain voting privileges, an organization's enrollment must remain at or above ten (10) members. If the enrollment falls below ten (10), the organization will have the duration of three consecutive semesters to meet this minimum requirement before termination of recognition is considered. An organization can seek re-recognition by submitting an updated member list and a copy of the constitution

previously approved by the Faculty to the ASMC Parliamentarian and Greek Life, Involvement and Service Office and attending two ASMC meetings.

- e. If an organization, through its Senator(s), is absent from two meetings in a semester without valid excuse as determined by the President, the organization shall lose its vote for the semester.
 - f. At the start of each semester the Clerk will report the number of votes each group has been allotted for the year based on the previously stated criteria.
 - g. An organization has the right to replace its Senator with a newly chosen person at any time.
- III. Senators
- a. Each Senator shall have one vote in the Student Senate.
 - b. Each Senator must be registered as a full-time student at Monmouth College.
 - c. If for some reason a Senator cannot attend a meeting a substitute may attend in the Senator's place. The Clerk must be notified 24 hours in advance with the name of the substitute for attendance purposes.
 - d. Each Senator must serve on at least one standing or *ad hoc* committee.
- IV. Associate Members
- a. All Monmouth College students are Associate Members of the Student Senate.
 - b. Associated Members are eligible to serve on committees and their opinions are welcome.
 - c. Associated Members may propose legislation to the Student Senate, with a Senator co-sponsoring the legislation.
 - d. The purpose of Associate Membership is to broaden the Student Senate's base of input.
 - e. Associate Members shall be non-voting members.
 - f. Associate Members must report to the Clerk before the convening of every meeting for attendance purposes.
- V. At-Large Members
- a. A maximum of four registered full-time Monmouth College students can serve on ASMC as an At-Large member at any one time.
 - b. To become an At-Large Member a petition carrying 50 signatures of registered full-time Monmouth College students must be submitted to ASMC and receive a majority vote of the Student Senate for approval.
 - c. Each At-Large Member has one vote in the Student Senate.
 - d. Each At-Large Member must serve on at least one standing or *ad hoc* committee.
 - e. The Purpose of At-Large Members is to broaden the Student Senate's base of input.
- VI. Student Senate Meetings
- a. The Student Senate shall meet on a regular basis throughout the academic year.
 - b. Special sessions may be called by the President, or by the petition of a simple majority of Student Senate Senators.
 - c. One-third of the total registered ASMC Student Senators shall constitute quorum.
 - d. At minimum the presiding officer (the President or Vice President when designated) and two other Executive Board officers must be present to conduct business.
- VII. Initiative and Referendum
- a. Legislation may be proposed by any Senator, or any Associate Member with the support of a Senator, at any full body Student Senate meeting.
 - b. Legislation shall be ratified upon the approval of a majority vote of the Student Senate assembled.

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- c. A Student Body referendum shall be conducted upon the approval of a simple majority vote of the Student Senate.
- VIII. Standing Committees
- a. The Standing Committees of the Student Senate:
 - Student Affairs
 - Academic Affairs
 - Special Events
 - Housing
 - Food Service
 - Finance
 - Publications
 - Information Technology
 - b. Student Affairs Committee
 - i. Membership
 - 1. There shall be no limit to the number of members who may serve on the Student Affairs Committee.
 - 2. Any Monmouth College student is eligible to serve as a member of this committee.
 - ii. Duties
 - 1. The Student Affairs Committee shall discuss all matters concerning student life at Monmouth College and shall serve as a forum in which students may express their concerns, complaints, issues, and suggestions concerning their experience as Monmouth College students.
 - 2. The Student Affairs Committee shall make the views of the Student Body, regarding student life at Monmouth College, known to the Office of Students Affairs, Student Affairs Committee of the Faculty and other appropriate bodies or offices.
 - c. Academic Affairs Committee
 - i. Membership
 - 1. There shall be no limit to the number of members who may serve on the Academic Affairs Committee.
 - 2. Any Monmouth College student is eligible to serve as a member of this committee.
 - ii. Duties
 - 1. The Academic Affairs Committee shall discuss all matters concerning academic life at Monmouth College and shall serve as a forum in which students may express their concerns, complaints, issues, and suggestions concerning their experience as Monmouth College students.
 - 2. The Academic Affairs Committee shall discuss all matters pertaining to academic life at Monmouth College including, but not limited to:
 - a. Grading procedure
 - b. Formation of syllabi
 - c. Formation of the school calendar
 - d. Requirements for degree
 - e. Maximum class limits
 - f. Any other matter relevant to academic life at Monmouth

College

3. The Academic Affairs Committee shall make the views of the Student Body, regarding academic life at Monmouth College, known to the Office of Academic Affairs, Curriculum Committee of the Faculty, the Admissions and Academic Status Committee of the Faculty and other appropriate bodies or offices.
- d. Special Events Committee
 - i. Membership
 1. There shall be no limit to the number of members who may serve on the Special Events Committee.
 2. Any Monmouth College students are eligible to serve as a member of this committee.
 - ii. Duties
 1. The Special Events Committees shall help to organize and execute all events sponsored by the Student Senate.
 2. The Special Events Committee shall send a representative to the Association for Student Activities Programming (ASAP).
 3. The Special Events Committee shall work together with ASAP in order to plan and execute the events of Scots' Eve and Scots' Day.
 - e. Housing Committee
 - i. Membership
 1. There shall be no limit to the number of members who may serve on the Housing Committee.
 2. Any Monmouth College students are eligible to serve as a member of this committee.
 - ii. Duties
 1. The Housing Committee shall discuss all matters pertaining to residence life and housing at Monmouth College.
 2. The committee shall make known to the Office of Residence Life and Housing any concerns or recommendations.
 - f. Food Service Committee
 - i. Membership
 1. There shall be no limit to the number of members who may serve on the Food Service Committee.
 2. Any Monmouth College students are eligible to serve as a member of this committee.
 - ii. Duties
 1. The Food Service Committee shall discuss all matters pertaining to the food service at Monmouth College.
 2. The committee shall make known to the Director of Food Service and other appropriate bodies and offices the views of the Student Body regarding the quality and delivery of the dining experience at the College.
 - g. Finance Committee
 - i. Membership
 1. The Treasurer shall submit to the Executive Board for their approval a list of proposed Senators and "At Large" students to serve as Finance Committee members. A simple majority vote by the

Executive Board Officers will approve the Committee. The Treasurer will then select from the approved Finance Committee members five individuals to serve during each separate funding cycle. The five will be comprised of three Student Senate members and two “At Large” members.

ii. Duties

1. The Finance Committee will hold a minimum of three funding cycles throughout the academic year.
2. All members of the Finance Committee must remain unbiased and have the best interest of all student organizations as well as Student Senate in mind when allotting money.
3. Along with the Treasurer members of the Finance Committee shall review and make decisions regarding funding requests by recognized student organizations.
4. The Student Body Treasurer as chair advises the committee but does not vote unless there is a tie.

iii. Distribution of Funds

1. Prior to October 1 of each academic year the Finance Committee shall set a date for the first of a minimum of three funding cycles and make funding applications available to student organizations recognized by the College setting a deadline for their return.
2. At the Student Senate meeting following the first allocation of funds, dates of other cycles are to be announced.

h. Publications Committee

i. Membership

1. There shall be no limit to the number of members who may serve on the Publications Committee.
2. Any Monmouth College student is eligible to serve as a member on this committee.
3. The Publications Committee will also be comprised of a Publications Manager who will act as chair, a Visual Design Coordinator who will oversee the creation and design of all publicity and publications and a Webmaster who will be responsible for maintaining the ASMC website.

ii. Duties

1. The Publications Committee shall discuss all matters concerning ASMC publicity.
2. The Publications Committee shall be responsible for the creation and maintenance of all publicity and publications related to ASMC including the ASMC website.

i. Information Technology Committee

i. Membership

1. There shall be no limit to the number of members who may serve on the Information Technology Committee.
2. Any Monmouth College student is eligible to serve as a member of this committee.

ii. Duties

1. The Information Technology Committee shall discuss all student

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- matters relating to information technology at Monmouth College.
 2. The Information Technology Committee shall make known to the Information Systems Center and the Office of Academic Affairs any recommendations the committee shall form.

Article V. Student Elections Commission

I. Duties

- a. The Student Elections Commission shall conduct all elections under the authority of the Student Body Executive Board.
- b. Certification of election results shall be conducted by an auditing body comprised of two Senators, two Student Elections Commission members, a member of the Executive Board who is not running for office, and the Parliamentarian.
- c. The Student Elections Commission chair and four Senators shall be appointed by the President and confirmed by two-thirds majority vote of the Student Senate assembled.
- d. Prior to any election or referendum, the Student Elections Commission will develop campaign rules and regulations.
- e. All rules and regulations must be approved by the Student Senate with a two-thirds majority vote of the Student Senate assembled.
- f. The Student Elections Commission shall conduct all Student Body elections.
- g. The Student Elections Commission will investigate all charges of election irregularities.
- h. Following a finding of irregularity, if warranted, the Student Elections Commission may recommend to the Student Senate that an election or referendum be voided. A two-thirds majority vote of the Student Senate is needed to confirm.
- i. Following the voiding of an election the Student Elections Commission must set a new election or referendum date.

Article VI. Recognition of Organizations

I. Constitutions

- a. An organization seeking recognition by the ASMC must first submit a list containing a minimum of ten (10) Monmouth College student member names and a constitution containing the criteria listed below to the Parliamentarian. To expedite the process student groups may seek guidance and advice regarding the formation of a constitution from the Greek Life, Involvement and Service Office personnel.
 - i. Explanation of the reason for the group and its goals.
 - ii. Method for recognizing membership.
 - iii. Membership must be open to all those in the Student Body, unless the organization is a honorary society with its own membership regulations.
 - iv. Description of officers and their duties.
 - v. Procedure for electing and recalling of officers.

II. Approval

- a. The Parliamentarian will review the proposed constitution with the Greek Life, Involvement and Service Office and after doing so will present the proposed constitution to the Executive Board. Upon their approval the Parliamentarian will present the constitution to the Student Senate. A two-thirds majority vote of the Student Senate assembled will allow a group's recognition by the ASMC.

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- b. ASMC recognition allows an organization the following rights:
 - i. A voting seat on the Student Senate
 - c. After approval is received from the Student Senate, an organization may seek Monmouth College recognition with approval from:
 - i. the Student Affairs Committee of the Faculty
 - ii. followed by the approval of the Faculty to solidify recognition as an official Monmouth College Student Organization.
 - d. Following approval by the Faculty and registration with the Greek Life, Involvement and Service Office the organization is fully recognized by the College. This recognition allows an organization the following rights:
 - i. Right to use “Monmouth College” name
 - ii. Right to petition the Finance Committee for monies
 - iii. Right to sponsor functions on campus
 - iv. Right to use and reserve College facilities
 - v. Right to schedule events on the College calendar
- III. Organizational Constitution Amendment Procedures
- a. If a Monmouth College recognized student organization amends its constitution, it must re-submit the amended constitution to the Student Body Executive Board.
 - b. The amended constitution must then be approved by the Student Body Executive Board by a simple majority on behalf of the Student Senate.
 - c. The amended constitution must then be submitted to the Student Affairs Committee of the Faculty for final approval.
- IV. Process for Re-recognition
- a. A recognized student organization that is not registered with the Greek Life, Involvement and Service Office and ASMC for a period of 12 months ceases to be recognized.
 - b. To be reinstated to Monmouth College recognized status an organization must resubmit to the Greek Life, Involvement and Service Office and ASMC a list of names of ten (10) active Monmouth College student members, the constitution previously approved by the Faculty and attend a minimum of two ASMC meetings.
- V. Revocation of the ASMC Organization Recognition
- a. If the Student Senate finds a group in opposition to the purposes and welfare of the College, their recognition may be renounced by submitting a petition bearing the signatures of three-fourths of the Student Senate voting body to the Executive Board. Following review by the Executive Board, if warranted, a recommendation by the Executive Board to Student Senate for revocation of recognition can be made. To confirm a two-thirds majority of the Student Senate is needed.

Article VII. ASMC Funding Allocation

- I. Process
 - a. The Allocation of funds should be an open process, available for the scrutiny of the student body, which benefits from allocation.
- II. General Fund
 - a. The General Fund shall be maintained by Student Senate and allocated by a process established by the Finance Committee and approved by a two-thirds majority vote by the Student Senate.
 - i. Only student organizations recognized by the College are eligible for

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- ii. In order for a recognized student organization to be eligible to apply for and receive funding it must have a Senator in good standing.
 - iii. A student organization that has lost recognition due to three consecutive semesters below ten (10) members or 12 or more months of inactivity may return to good standing and funding eligibility by attending two ASMC meetings and providing ASMC and the Greek Life, Involvement and Service Office with a copy of its previously approved constitution and a list of at least ten (10) members.
 - iv. The Finance Committee can deny funding to any group that proposes an activity that is not in the best interest of Monmouth College.
 - v. Student Senate shall not fund group or organization debt, or individual group paraphernalia (i.e. group t-shirts, pins, etc.).
 - vi. Any funds not used by the deadline set by the Finance Committee for each group are returned to Student Senate and are to be reallocated during the next cycle.
 - vii. There will be a minimum of three cycles in which money will be allotted. One cycle must take place at the end of the spring semester for the following fall.
 - viii. Reimbursement only occurs after receipts, bills, and statements, have been submitted to the Treasurer.
 - ix. The final cycle at the end of the year will be for groups who want to apply for funding for the following academic year. The guidelines are:
 - 1. The event must take place in the first thirty (30) days of the new school year.
 - 2. The amount of funding to be allocated for the special session in April shall be at the discretion of the Student Senate Finance Committee.

Article VIII. By-laws

- I. By-laws may be established by the Executive Branch and the Legislative Branch as each deems necessary, and must be approved by a two-thirds vote of the voting members assembled of each branch.

Article IX. Amendments

- I. Amendments must be introduced by submitting to the Clerk a petition bearing the signatures of at least thirty five percent (35%) of the Student Body including the text of the proposed amendments.
- II. Proposed amendments must then be ratified by a two-thirds majority vote of the Student Senate.
- III. Any amendment to this document must be ratified by a majority approval of the Faculty at a meeting of the Faculty, assembled.

Article X. Roberts Rules of Order

- I. The most current edition of Robert's Rules of Order shall be referred to when questions of procedure are not contained herein; however, this Constitution shall always have precedence over Robert's Rules of Order.

THE ASSOCIATED STUDENTS OF MONMOUTH COLLEGE
LEGISLATIVE BRANCH BY-LAWS
STUDENT SENATE

Article I. Purpose

- I. These bylaws shall serve as rules for the governing of meetings of the ASMC.

Article II. Parliamentary Conduct

- I. Unless special considerations are contained herein, all proceedings of the ASMC shall be presided over under the auspices of Robert's Rules of Order.

Article III. Order of Business

- I. General assembly meetings of the Senate shall be conducted in the following order of business:
- a. Call to Order
 - b. Roll Call
 - c. Approval of Minutes from the Last Meeting
 - d. Additions or Corrections to the Minutes
 - e. Officer Reports
 - f. Committee Break-outs
 - g. Committee Reports
 - h. Old Business
 - i. New Business
 - j. Announcements
 - k. Adjournment
- II. General assemblies of the Executive Board shall be presided over by the Student Body President with an order of business determined by the President.

Article IV. Amendments to the By-laws

- I. Amendments can be made to these by-laws by proposing an amendment in writing at a Student Senate full body meeting prior to the meeting where the vote is taken. A two-thirds vote of the Student Senate assembled is needed to approve the amendment.