



Kansas City Kansas Community College Student Senate

The mission of Student Activities is to promote intentional campus and community involvement, facilitate leadership development, and encourage student growth through active participation in student organizations, transformative leadership opportunities, and cultural and recreational activities that is outside of the classroom to broaden the student's community college experience.

Student Senate Election Application Term: Fall 2020 – Spring 2021

Kansas City Kansas Community College Student Senate Election Information

On behalf of Student Senate, we welcome you to the 2020-21 KCKCC Student Senate Elections! We are glad you are interested in being part of our student government at KCKCC. This is a great opportunity to make a difference in the lives of our students, create new traditions, be a voice for the students at KCKCC and so much more! This is going to be another exciting year at Kansas City Kansas Community College!

To be eligible as a Student Senate Senator you must have a

- Completed application
- Photo attached with the application
- A minimum of a 2.0 grade point average
- Provide contact information for a Personal Reference and Instructor Reference
- 2 Typed short responses

Benefits of being part of the KCKCC Student Senate include:

- Semester Stipends for Student Senate representatives
- Leadership skills
- Resume/CV Building
- Networking Opportunities
- Member of College Senate
- Supervision Development
- And MORE!

Election Campaigning

Student Senate Candidates are allowed to start campaigning after you have submitted the Student Senate Application. After approval of application you may create signs with your picture and the position you are running for. Please do not post things like “promise, changes you will make, or degrading remarks towards the college or any other candidates.” All posters or campaign literature must be approved through the Director of Student Activities, Lower Jewell, room 2313. You may create appropriate literature, posters, videos etc.. Candidates must follow the KCKCC Student Code of Conduct during their campaign.

Please have all completed paperwork emailed to awilcoxen@kckcc.edu or submitted to the Student Activities Office, room 2313, Lower Jewell Student Center no later than Friday, September 1, 2020 by 5:00 pm.

Student Senate Election Application
Term: Fall 2020 – Spring 2021

OFFICE DESIRED: (PLEASE MARK)

Executive Committee Candidates:

President Vice-President Secretary Treasurer

Non-Executive Candidates:

Activities Coordinator Parliamentarian Graphic Designer Chief Information Officer

Senator

Personal Information:

Candidate's Name: _____

Student ID Number: _____ **Phone:** _____

Address, City, State, Zip Code: _____

Program: _____ **Birthday: (Day/Month)** _____

Shirt Size: _____ **KCKCC Graduation Year:** _____

Are you involved with any other activities are you involved with at KCKCC or your current High School?

Accumulative Grade Point Average: _____ **Total Number of Credit Hours Earned** _____

Current educational status in Fall 2020: (Please Mark)

Freshman Sophomore High School Senior

Emergency Contact: _____

Phone: _____ **Relationship:** _____

Are you currently employed? _____ If yes, where? _____

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Will you be working while in school? _____ If yes, how many hours per week? _____

Personal Reference #1

Instructor Reference #2

Name: _____

Name: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Years Known: _____

Years Known: _____

Why did you choose this reference?

Why did you choose this reference?

"I authorize Andrica Wilcoxon, Director of Student Activities at KCKCC to review my academic records for the purpose of confirming I have a 2.0 grade point average or higher."

Signature _____ Date _____

We are excited for the 2020-2021 Student Senate! If you have any questions, please contact the KCKCC Director of Student Activities, Andrica Wilcoxon at (913) 288-7652 or via email to awilcoxon@kckcc.edu.

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Student Senate Election Rules

- 1) A general election will be held to elect the Executive Committee Members of the Student Associations All members will be elected to serve one calendar year beginning with the first meeting in May.
- 2) A student wishing to seek election must present
 - a) As the applications are submitted, the Senate, after recognizing the qualifications of each person, shall certify, as presented by the parliamentarian, the slate of candidates for the general election and the candidates may start an online campaign: see Election Etiquette.
 - b) **Candidates are also asked to include a photo of them with the petition**
- 3) The Student Senate requests that candidates complete a slate of questions concerning student issues. Questions and completed answers will be posted at the election table during the election. These will assist voters who may be unfamiliar with the qualifications of the candidates.
- 4) Prior to the distribution of campaign materials, candidates must be recognized by the Parliamentarian. Upon recognition of a candidate by the parliamentarian, candidates for office may campaign prior to the election. All election materials must be approved by the Office of Student Activities via email.
- 5) Elections shall be held in September 9th -10th, 2020 over a two-day period electronically to give the Student Association member's equal opportunity to vote. Polls will be open from Noon - 4 p.m. (Parliamentarian reserves the right to change the time). The election polls will be attended by up to two Student Senate representatives during election hours.
- 6) Absentee ballots will be available at a designated location at the Kansas City location only. Contact the Senate Parliamentarian.
- 7) Student status will be verified with a computerized student listing. Absentee ballots will require voters to provide a printed name, signature, and student ID to verify student status.
- 8) Candidates are not allowed to be present at the counting of the election ballots. Candidates must be elected by a simple majority.

Qualifications for Election

A. For Executive Candidates:

1. Must be enrolled in a minimum of 9 credit hours for the Fall 2020.
2. Shall carry no less than a 2.0 cumulative grade point average (GPA) at current institution. This must be verified with an unofficial high school or college transcript.
3. A student may not run for more than one office in any election.
4. Students must be in good standing with the college to run for office. Candidate must be free of holds or debts from current institution.

B. Write-in Candidates for Executive Office

1. Any student who turns in the Election Packet after the designated deadline date but before the Election Day will be considered a “write-in” candidate and their name will not appear on the ballot.
2. If the student is elected to the position and meets all requirements in Article VIII, Section 8: A, B, C, they will be allowed to serve in that position.
3. If the student is elected to the position and fails to meet the requirements in Article VIII, Section 8: A, B, C, they will not be allowed to serve in that position.
4. Any student who is written in on the ballot without turning in a packet and is
 - a. elected to the position must fill out an Election Questionnaire, be ratified by
 - b. 2/3 of Senate votes, and meets all requirements listed in Article VIII, Section 8: A, B, C.
 - c. Any students not meeting the above requirements will not be allowed to serve in that position.

Election Violations

1. Any election rules violation must be reported to the Student Senate parliamentarian or the Student Senate Advisor within three (3) college calendar days of the announcement of results of any college-wide election.
2. The President will call a hearing of the Executive Committee and Senators, within five (5) college days of the reported violation.
3. The student bringing the violation will have the opportunity to present the violation to Student Senate. The student may have an advisor present at the hearing.
4. Appeals can be made to Dean of Student Services.

Other Election Concerns

1. Elections will be made by secret ballot via technology.
2. Special elections may be held with majority approval of the Senate.

Please answer the questions below. Answers to questions must be answered in complete sentences a minimum of 1 paragraph (5-8 sentences) per question.

Questions:

1. Why would you like to be part of the Kansas City Kansas Community College Student Senate?

2. Were you involved in any extra-curricular activities (i.e. leadership, clubs, etc.)? Yes or No, please explain below.

Job Duties for Members of Kansas City Kansas Community College Student Senate

1. President

- A. Shall serve as a spokesperson that represents KCKCC Students and the Senate
- B. Shall forward remarks of the Student Senate to proper parties
- C. Shall preside over all meetings of the Student Senate and the Executive Committee
- D. May present legislation to the Student Senate
- E. Shall be empowered to establish committees, subject to majority Senate approval
- F. Shall appoint Activities Coordinator, Tournament coordinator and Parliamentarian with majority approval of the Senate
- G. Shall have power to fill vacancies by appointment for Executive Committee members, Senators, and any other position as deemed necessary, with each position to be confirmed by 2/3-majority vote of the Senate
- H. Shall have the power to veto, which can be overridden by a 2/3-majority vote of Senate members present
- I. Shall have the power and the right to call special meetings with majority approval of the Executive Committee
- J. Shall rule on the validity of all absences from Senate meetings or functions
- K. Shall coordinate activities of Executive Committee members
- L. Shall serve as a member of the College Senate
- M. Shall attend Board of Trustees meetings
- N. Shall post on and monitor Instagram Facebook, and any other social media, in collaboration with Vice-President, Activities Coordinator and Advisor. (See Article XVII)
- O. Shall spend a minimum of 10 hours in the Student Senate Office
- P. Shall speak at both graduation ceremonies in the spring of each year and at the Candle Lighting Ceremony in the Fall
- Q. Must maintain confidentiality
- R. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment

2. Vice-President

- A. Shall serve on Executive Committee
- B. Shall appoint Student Senators and Student body members to standing committees
- C. Shall preside over all Senate meetings in absence of the President
- D. Shall succeed and assume all powers and duties of the President should said office become vacant during and unexpired term, and appoint a new vice-president from Senate membership
- E. Shall appoint a Senator to act as a pro temp officer in absence of Secretary, Treasurer and or Parliamentarian to perform duties of said officer at meetings or other scheduled events as deemed necessary
- F. Shall execute all duties delegated or assigned by the President
- G. Shall communicate in writing with organizations who have been absent to two or more Student Senate general meetings or any committee meeting
- H. Shall check the Student Senate email account, respond to any necessary emails, and inform the Executive Officers as necessary (See Article XVII)
- I. Shall write up, record, and present a report of each event Student Senate hosts. This includes time, date, location, pros, cons, suggestions, contacts used, money used, when advertising was released. Not responsible for tournaments, unless there is no T.C. elected
- J. Shall be responsible for keeping all clear records of events in the year's binder
- K. Shall attend Board of Trustees meetings
- L. Shall be responsible for creating, managing, releasing, all advertisement for events in collaboration with Activities Coordinator
- M. Shall post on and monitor Instagram, Facebook, and any other social media, in collaboration with President, Activities Coordinator and Advisor; (See Article XVII)
- N. Shall spend a minimum of 10 hours in the Student Senate Office
- O. Must maintain confidentiality
- P. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment

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3. Secretary

- A. Shall record the minutes of all meetings and be responsible for the distribution of the minutes in a timely manner (at minimum of 24 hrs. before the next Student Body Meeting)
- B. Shall serve on the Executive Committee
- C. Shall conduct correspondence of the executive officers and the Student Senate in official matters
- D. Shall be responsible for the preservation of all records
- E. Shall preside over all Senate meetings in absence of President and Vice-President
- F. Shall execute all duties delegated or assigned by the President and or Vice-President
- G. Shall spend a minimum of 5 hours in the Student Senate Office
- H. Must maintain confidentiality
- I. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment

4. Treasurer

- A. Shall present regular semi-annual financial reports to the Senate at the first meeting of each semester and when requested by the President to do so;
- B. Shall preside over the Budget Committee
- C. Shall be primarily responsible for all money transactions at events and will withhold the power to delegate who else can handle money transactions. This responsibility is delegated by the President or Director based on the Treasurer's absence
- D. Shall preside over the Senate meetings in absence of President, Vice-President and Secretary
- E. Shall execute all duties delegated or assigned by the President and or Vice-President
- F. Shall complete the Budgets by date assigned by the President
- G. Shall spend a minimum of 5 hours in the Student Senate Office
- H. Must maintain confidentiality
- I. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment.

5. Parliamentarian

- A. To be selected through application and interview process by the Executive Committee, appointed by the President and confirmed by 2/3 majority vote of the Senate
- B. Shall assist the President in following parliamentary procedure in Senate meetings
- C. Shall interpret *Robert's Rules of Order, Revised*, when questions of procedure arise
- D. Shall coordinate the Spring Elections for the position of President, Vice President, Secretary, Parliamentarian and Treasurer(Article XVIII)
- E. Shall preside as chairperson of the Judiciary Committee
- F. Shall interpret Constitutional questions
- G. Shall preside over appeal cases brought before the Judiciary Committee
- H. Shall execute all duties delegated or assigned by the President and or Vice-President
- I. May present legislation to the Student Senate
- J. Shall spend a minimum of 5 hours in the Student Senate Office
- K. Shall serve as a liaison for the Student Senate to companies, organizations, etc to outside of KCKCC
- L. Shall Complete Weekly/Event Checklist See (Article XVIII)
- M. Must maintain confidentiality
- N. Must maintain minimum 2.0 GPA and maintain 12 credit hours minimum enrollment

6. Activities Coordinator

- A. To be selected through application and interview process by the Executive Committee, appointed by the President and confirmed by 2/3 majority vote of the Senate
- B. Shall serve on the Executive Committee
- C. Shall preside over and serve as the Activities Coordinator
- D. Shall coordinate social events, community service events and all other events sponsored by the Student Senate
- E. Shall execute all duties delegated or assigned by the President and or Vice-President
- F. Shall serve as a liaison for the Student Senate to companies, organizations, etc. to outside of KCKCC
- G. Shall spend a minimum of 5 hours in the Student Senate Office
- H. Shall with hold the right to cancel an event, with a majority vote of the Executive Board and Advisor. If there are contracted parties for an event, the cancelation should be decided before 24 hours of the event (for the consideration of the parties)
- I. Shall Complete Weekly/Event Checklist See (Article XVIII)
- J. Must maintain confidentiality
- K. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment

7. Graphic Designer

- A. Shall be responsible for creating, managing, releasing, all advertisement for events; (See Article XVII)
- B. Shall execute all duties delegated or assigned by the President, Vice-president
- C. Shall serve as a liaison for the Student Senate to companies, organizations, etc. to outside of KCKCC
- D. Shall spend a minimum of 5 hours a week in the Student Senate Office
- E. Must maintain confidentiality
- F. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment

8. Chief Information Officer

- A. Shall post on and monitor Instagram, Facebook, and any other social media, in collaboration with President, Vice President and Advisor
- B. Responsible to video all of the Student Senate meetings on Facebook Live
- C. Review all club social media sites to make sure there is nothing inappropriate on the page
- D. Record club info videos for upcoming events/activities
- E. Shall spend a minimum of 5 hours a week in the Student Senate Office
- F. Must maintain confidentiality
- G. Must maintain minimum 2.0 GPA and maintain 12 credit hours' minimum enrollment