EASTERN MICHIGAN UNIVERSITY STUDENT BODY
THE NINETY-EIGHTH STUDENT SENATE
WINTER TERM TWO THOUSAND TWELVE

RESOLUTION NO. S.Res-99-008

AUTHORED BY the Constitutional Convention
SUPPORTED BY Internal Affairs, Student Relations,
and Business and Finance

A RESOLUTION TO: ADOPT THE REVISIONS OF THE STUDENT GOVERNMENT BYLAWS

THE STUDENT BODY OF EASTERN MICHIGAN UNIVERSITY ENACTS:
WHEREAS, former Student Body President Jelani McGadney called the Constitutional
Convention to order,

NOTING, the Constitutional Convention consisted of a wide range of members, including
the Student Body President and Vice President, the Speaker of the Senate, specially
appointed senators, the Judicial Sergeant, and the Clerk, and was also open to public
input,

BE IT RESOLVED, the revisions of the bylaws shall be amended in the following areas that
are attached to this resolution.

INTRODUCED IN THE SENATE: 10/23/12

COMMITTEE ACTION:

VOTE REQUIRED:

SENATE VOTE TOTALS: unanimous

PASS  ✕
FAIL
SILENT CONSENT

✓ AUTHORIZE  VETO

CLERK OF THE SENATE

STUDENT BODY PRESIDENT
"Eastern Michigan University Student Government works to represent the needs of students and enhance the quality of life on campus through dynamic leadership, an ongoing commitment to diversity and fostering Eagle pride. We seek to secure a powerful and focused voice for our students and contribute to the unique campus community here at EMU."

Student Government Bylaws

EASTERN
MICHIGAN UNIVERSITY
STUDENT GOVERNMENT
Chapter 01: Student Government

Section I – Purpose

These rules serve the as the general guidelines for all parts of Student Government as should be treated as secondary and supplemental to the Student Body Constitution.

Section II – Handbooks

1 **Handbooks.** Student Government shall publish a handbook for the materials of its training course, with other important and relevant information.

2 **Director Binders.** Chairs of standing committees must keep their general information organized in binders provided by Student Government. Chairs may keep the binders on their person, but must hand them to the clerk at the end of their [the chair's] term.

3 **Permanent File.** A copy of the minutes and agendas for each meeting of the Student Senate, including reports of all committees, proposed and passed resolutions, rulings of judicial committees and any other Student Government documents shall be kept on permanent file in the Student Government archives.

4 **Open to Public.** All records of the archives shall be open to full examination by the public. The clerk shall provide copies of any record for $0.05 per page.

5 **Reference Use.** No person shall remove material from the archive for any reason except copying or temporary review in the Student Government office.

Section III – The Training Course

1 All members of Student Government shall be required to complete the Student Government training course.

2 The judicial sergeant shall be responsible for the training of Student Government members.

3 The Student Government training course shall consist of the following elements:
   A. Explanation of basic parliamentary procedure and commonly used rules of order.
   B. The structure of Student Government.
   C. Explanation of writing resolutions.
   D. Student Senate chamber decorum.
   E. Explanation of expectations of the position and disciplinary procedures.
   F. Explanation of the Department of Business and Finance, as well as the annual budget.
   G. Written statement of goals the individual will strive to reach during the position they are seeking to achieve.
   H. Explanation of the governing documents of Student Government.
E. Other Awards. Other awards may be determined by the director of services and events.

Section V – Oath and Code of Conduct

1. Upon election or appointment to office, all members of Student Government shall swear the following oath of office:

"I do solemnly affirm — that I will faithfully execute — the duties of the office — to which I have been [elected/appointed] — and will, to the best of my ability — preserve — protect — and defend — the rights and interests — of the student body — of Eastern Michigan University."

2. All members of Student Government must uphold the following principles:
   A. Professionalism. Maintain a professional and respectful manner of conversation, debate and action as a representative of Student Government.
   B. Integrity. Do not use a position for the benefit of an outside source or receive outside compensation for personal profit.
   C. Duty. Faithfully uphold the Constitution and other rules of Student Government, attend meetings and fulfill the requirements of held positions.
   D. Fairness. Act objectively and give equal consideration to all sides in an argument or matter.
   E. Leadership. Serve as a role model in all actions and behavior, regardless of position or rank.

Section VI – Student Affairs

1. The Student Body President is in charge of selecting members of the undergraduate student body to serve on Grade Grievance Committees, University Judicial Board, and the Judicial Appeals Board. All students must be selected in an unbiased manner. Students wishing to serve will not be discriminated on the basis of race, gender, marital status, age, color, religion, national origin, sexual orientation, physical or mental ability, or gender identity and expression.

   A. The Department and College Grade Grievance Committees. In undergraduate student grievances, the student representatives shall be selected from the list of representatives designated annually (no later than October 15 each year) by the Student Government (The Student Body President in consultation with Judicial Sergeant) for each department in that particular college. Appointed members serve for one full year.

   1. Selection Process. The Judicial Sergeant shall be in charge of selecting students to serve on the University Judicial Appeals Board. (Should be changed to current practice; Student Body President appoints in consultation with Judicial Sergeant and Director of Student Conduct and Community Standards)

      a. Students must fill out an application and then must be interviewed in order for their request to be sent to the Ombudsman.
C. **Forms and Obligations.** Where required, forms are due at the beginning of each month. Senators must have fulfilled their campus engagement, in whole, by the end of the respective fall or winter terms. Record of these accomplishments shall be determined through the submission of the appropriate forms.

D. **Committee Projects.** Each term, maintain satisfactory involvement in a standing committee through commitment to a project. *Involvement in a committee project includes, but is not limited to, participation in the planning of an event or activity as prescribed by the chair of a standing committee.*

E. **Office Hours.** Hold a minimum of two or more office hours per week during the term.

F. **Knowledge of Material.** All senators and delegates should seek to acquire knowledge of all items that will be addressed at Student Government business meetings, including any information provided outside of meetings (including e-mails).

G. **The Student Government Training Course.** Upon completion of the training course each member must sign an affidavit attesting to his or her knowledge of the training course.

   1. If a senator is elected during a general election they must complete the training during the Student Government summer summit.
   2. If a senator is appointed, such individuals must complete the training course within one month of being appointed.

B. **Campus Engagements.** Maintain an outreach and connection with the Student Body by completing the requirements for campus engagement. All senators must participate in campus engagement per month. The following shall consist of activities that qualify:

   A. **Activities.** The following activities shall qualify:

   1. **Student Government Programs.** Once per term, a Student Government sponsored may be used.

   2. **Board of Regents.** Once per term, attendance at a full Board of Regents meeting may be used.

   3. **Organizational Outreach.** Attendance at a designated student organization that merits a visitation by Student Government; organizations of the delegate division may also be used. The same organization may not be visited twice in the same term, and senators should not be regular, registered, or otherwise personally associated with the group visited.

   4. **University Committee.** Sit and participate in a meeting of a University Committee on behalf of Student Government.

   5. **College Advisory Boards.** Sit and participate in a meeting of a college advisory board.

B. **Frequency.** All senators must participate in campus engagement once per month. Campus engagement shall not be required for the months of December and April for senators that have maintained this requirement from the first month of the term.
A. Junior Senators. Any senators that do not meet requirements of a senior standing shall be considered a junior senator.

B. Senior Senators.

1. **Requirements.** Any senator that has two full terms of tenure within the Senate and has fulfilled all requirements during said time, shall be eligible for senior status. To acquire a term of tenure, a senator must have fulfilled all requirements expected of their position and have held a seat for the majority of the Senate meetings each term.

2. **Confirmations.** Conferment of senior rank shall occur at the end of each term. The Speaker of the Senate shall make such confirmations, but where this is not feasible, the President of the Senate may do so.

3. **Benefits.** Senior ranking members shall have the privileges specified in these rules.

4. **Mentorship.** The Speaker of the Senate shall make assignments at his or her discretion.

2. **Removal and Expulsion.** Any senator that fails to meet the requirements of office must be reviewed by the Internal Affairs Committee and shall be subject to Articles of Expulsion.

3. **Elected Seats Declined.** Senators elected in the annual general election must accept their seat by notifying the President of the Senate and taking the oath of office. If any senator-elect fails to attend both the transition meeting and the first meeting of the next Senate session, their name shall be dropped from the roll without a need for Articles of Expulsion.

4. **Oath of Office.** The oath should be administered to new senators during the annual transition meeting or the meeting at which new senators are appointed. The President of the Senate may, at his or her discretion, administer the oath at another time should the senator be unable to make it, but no member may take their seat without first receiving it.

5. **Vacancy Standing.** Should a Senator or Officer of the Senate be removed from office by the Senate, his or her position shall be immediately considered vacant. Senators shall not vacate their seat until submission of their resignation is made in writing and submitted to the Internal Affairs Committee (and President of the Senate), however, the Speaker of the (Senate in consultation with the President of the Senate) shall reserve the right to declare a seat vacant upon receipt of the written resignation of an individual at his or her discretion. Should the Speaker of the Senate resign, the President of the Senate may declare the seat (Speakership) vacant upon the written receipt of his or her resignation. *(If the Speaker's Senate seat becomes vacant due to incapacitation (expulsion or resignation) he or she will automatically resign as Speaker. If the Speaker resigns or is impeached, he or she may remain a Senator. Further, the Speaker cannot impeach a Senator: a Senator can only be expelled by the Speaker.)*

6. **Vacant Seat Position.** All vacancies must be publicized for a minimum of 10 days and shall be the responsibility of the Internal Affairs Committee. The day upon which a senator or officer resigns or is removed from office shall be counted as the first day of vacancy, regardless of the time of day the said event occurs.
2 **Tardiness and Lack of Decorum.** Any Senator that is tardy must sit with proper decorum and shall be prohibited from voting until doing so. Members must be on the roll to cast a vote. The clerk shall not be responsible for recording into the roll the names of members that have not exercised proper decorum.

3 **Absence: Opening Roll Call.** Absence at opening roll call shall count as one-half absence. Should a senator be absent at closing roll call, but have departed with proper decorum during or after committee reports, it shall be considered one-quarter absence.

4 **Absence: Closing Roll Call.** Absence at closing roll call shall count as one-half absence. Should a senator be absent at closing roll call, but have departed with proper decorum during or after committee reports, it shall be considered one-quarter absence.

5 **Emergencies.** An extenuating circumstance shall not be counted as an absence. Extenuating circumstances are deemed such by approval of the Speaker of the Senate, but a majority decision of the Senate shall overrule any such approval or denial made by the individual. Excused absences shall include, but are not limited to: medical emergencies, family emergencies or death, car accidents and/or jury duty.

6 **Decorum of Late Arrival/Early Departure.** If arriving after opening roll call, a senator must address the presiding officer, state their name and that they have arrived. If a senator requests to leave early, he or she must call for a question of privilege from the presiding officer to leave.

7 **Record Keeping.** The clerk will record senator attendance and submit the information to the Internal Affairs Committee.

### Section VI – Officers of the Senate

1 **Speaker of the Senate.**

   A. **Requirements.** Nominees for Speaker of the Senate must be senators of senior ranking, unless there are no senators of that status. This rule may be suspended by a two-thirds vote of the Senate, at its discretion.

   B. **Term of Office.** The Speaker of the Senate shall be elected at the transition meeting of the winter term and shall serve a term of one calendar year.

   C. **Election.** The senate will choose the Speaker of the Senate by a majority vote of candidates. Nominees shall be considered candidates unless the person rejects the nomination. In the event one candidate does not receive a majority of votes, the candidates with the two highest vote tallies shall be considered in a second vote. The winner shall be the candidate that receives a majority vote.

   D. **Duties.** The Speaker of the Senate shall be expected to do the following:

      1. Appoint senators to standing committees.
      2. Appoint senators to areas of campus engagement.
      3. Chair the Internal Affairs Committee and be responsible for the fulfillment of its purpose.
      4. Serve as the chief spokesperson and principal representative of the Senate.
5. **Timekeeper and Guard.** Shall keep time of all Senate reports, debate and total length. The judicial sergeant, or appointed designee, shall also guard the door during executive sessions of the Senate and shall be responsible for escorting individuals to and from the Senate chamber when deemed necessary by the Senate.

6. **Judicial Committee.** Shall convene the Judicial Committee, for reasons and situations described in these Bylaws.

7. **Grade Grievance Assistant.** The judicial sergeant shall be available to assist any member of the student body in the grade grievance and student judicial process. The judicial sergeant must be trained by and take the role of student advocate with the University Ombudsman’s Office and Student Judicial Services.

8. **Training.** This officer shall be responsible for conducting the training course of Student Government, where not otherwise described in these rules.

   a. This officer, along with the Internal Affairs Committee, shall also be responsible for training new members of Student Government.

E. **Monetary Compensation.** Monetary compensation is dependent upon the terms and agreements in Chapter 05, Section III.

F. **Removal.** The judicial sergeant shall be expected to meet all their duties and requirements. In the event this does not occur, he or she shall be subject to removal from office according to the same method resolved for expulsion of a senator.

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**Section VII – The Senate Year**

1. **The Session and Terms.** A Senate session shall conduct business over fall and winter terms, which shall correspond with the fall and winter academic semesters of the University. The Senate shall be out of session during the spring and summer semesters of the University. The first meeting of the Senate session need not be held strictly within the calendar period of the fall semester.

2. **Summer Report.** The President of the Senate shall be responsible for a monthly update of the Executive Board proceedings, or other pertinent Student Government actions, to all senators during the period it is out of session.

3. **Mandatory Meetings.** All senators must attend Summer Summit and the transition meeting.

4. **Transition Meeting.** Senators-elect shall be expected to attend the last meeting of the Senate in the winter term. During the meeting, senators-elect shall observe the proceedings of the meeting and the President of the Senate shall allow the individuals to ask questions, as is practicable. At the Transition Meeting, senators-elect shall be sworn in and hold the meeting to elect the Speaker of the Senate.

5. **Summer Summit.** This event will take place prior to the start of the fall semester. The nature of this event will be for training purposes. At Summer Summit, the training course will be presented along with all other information deemed necessary by the Student Body President, Student Body Vice President, the interim Director of Services and Events, and the Judicial Sergeant.
G. Standing Committee Reports.
   1. Internal Affairs.
   2. Business and Finance.
   3. Student Relations.
   4. Political Action.

H. Business.
   1. Legislative Second Readings.
   2. Legislative First Readings.
   3. Advisory Notes & Other Business.
   4. Appointments.

I. Executive Reports.
   1. Student Body President.
   2. President of the Senate.
   4. Clerk.
   5. Directors of Services and Events.
   6. Director of Communications.
   7. Director of Organizational Relations.
   8. Director of Diversity

J. Senator Project Reports.
K. Gallery Comments.
L. Closing Roll Call.
M. Adjournment.

6 Agenda Items and Time Limits.
   A. Constituent's Forum. Only currently enrolled students shall be permitted to participate in
   constituent's forum. It shall be limited to one hour of combined speaking time.
   B. Special Order Speeches. Any member of the Senate may address the body during special order
   speeches. Speeches are limited to three minutes.
   C. Business. Before an item is on the floor and with a majority vote, the Senate may set the time of
   debate between 10 and 90 minutes on any agenda item in business. If no limit has been set, each item
   shall receive no more than 45 minutes of debate time.
   D. Appointments. Rules and time limits for appointments shall be described elsewhere in these
   rules. All eligible applicants to vacant Senate seats shall be considered as an item that shall occur as
   the last item of consideration under business.

7 Gallery Participation. The President of the Senate (or Presiding Officer) may choose to allow
   members of the gallery to speak at any time during a meeting.
made to a certain time, which may not be beyond the meeting immediately succeeding the one [meeting] in which it was made. If a member of the Senate determines that the chair, in error, has permitted a motion to be tabled without a certain time, during any meeting (before the end of the Senate session in which the motion was made) a member of the Senate shall reinstate the question by a point of order.

3 Friendly Amendments. Friendly amendments, of any type, shall be out of order except for the following purpose: if a resolution shall contain grammatical or other typographical mistakes, a member may propose this amendment to correct it. In such an event, this amendment shall require only the approval of the sponsor.

4 Voting Methods. When the presiding officer has closed debate, and at such times when the call for the vote may be in order, he or she shall take the vote by ordering a roll call vote. Other methods may be used if desired. Where an election or confirmation vote is in order, a ballot vote shall be the only form of voting used. Where a budgetary allocation is in order or the final vote on a resolution, a roll call vote shall be the only form of voting used. A majority vote of the Senate shall order a roll call vote as the method used on any item not already prescribed in these rules.

5 Roll Call Vote. When a roll call vote is ordered, the names of senators shall be called alphabetically; each senator shall, without debate, declare his or her vote on the question. No senator shall be permitted to vote after the discussion shall have been announced by the presiding officer, but may, for sufficient reasons, with unanimous consent, change or withdraw his or her vote. No motion to suspend this rule shall be in order, nor shall the presiding officer entertain any request to suspend it by unanimous consent.

6 Unanimous Consent. Following the call for a vote by the presiding officer, but not after the first vote is cast, any senator may call for consent. The presiding officer will then ask the Senate for consent. Should any senator decline consent, the appropriate vote shall proceed. When the Senate is considering a matter related to the Department of Business and Finance or a confirmation or election vote, consent may not be called.

7 Use and Purpose of Abstentions. If a senator feels they are not informed on an issue, he or she can abstain from voting. A senator may also abstain on any matter when he or she believes that his or her voting would be a conflict of interest.

8 Voting During Elections and Appointments. Confirmation of appointments shall require a vote based on all members present on the roll; abstentions shall be equivalent to a negative vote. After discussion, the vote must be by secret ballot.

9 Procedures of Confirmations or Appointments. When a candidate is considered for appointment or confirmation the individual shall be permitted three minutes to speak to the Senate. After the Senate has heard the candidate, for a period of up to 10 minutes, each senator may be permitted questions which may be ruled out of order at the discretion of the chair upon objection. After questioning, the candidate shall be absent from the Senate chamber until the vote is tallied. Once the candidate is removed from the room, the Senate shall discuss the appointment or confirmation. Discussion shall begin with one statement supporting
7 First and Second Readings. All resolutions shall receive two readings, except where otherwise provided in this rule, First reading should include 10 minutes of discussion on the resolution without a vote prior to its passage. Readings shall be on two different days, and the presiding officer shall also indicate whether it is the first or second reading. The clerk shall read the title and body of the resolution, but it shall be read only by the title at the discretion of the presiding officer. A resolution shall not be considered or amended by the Senate until it shall have been once read and referred to a committee.

8 Origin in Committee. All resolutions reported from a committee, not having previously been read, shall be considered the equivalent to a first reading in the Senate.

9 Renewal of Committee Failed Resolutions. Should a resolution pass to a committee and fail, a majority vote of the Senate shall prompt a revote of it, as it existed before it failed in the committee. The revote of the resolution shall be within the Senate, but any re-instatement cannot occur beyond the regular Senate meeting that followed the committee meeting in which it failed. Any re-instated resolution must receive a vote in that meeting and may not be tabled or referred to committee.

Chapter 03: Rules of the Executive Board

Section I – Purpose

These rules serve the Executive Board of the Student Government of Eastern Michigan University and act as a set of guidelines, secondary and supplemental to the Student Body Constitution.

Section II – Duties of Board Members

1 Senate. No member of the Executive board may possess a seat in the Senate, with the exception of The Clerk and Judicial Sergeant.

2 Office Hours. All Executive Board members shall be required to hold at least 10 office hours per week for at the discretion of the Student Body Vice President. Unless specified otherwise, executive members shall be required to register their time served each week and have them posted at their desk. The Director of Services and Events shall be responsible for coordinating office hours. Both the Chief of Staff and the Student Body Vice President shall be charged with the enforcement of office hours.

   A. No member of Student Government shall be entitled to be paid for Student Senate meetings and Student Government Committee meetings.

   B. All members on payroll must register their hours using the sign in sheet during the hours in which they work.

   C. A minimum of 5 office hours must be served from 8a.m. to 5p.m Monday through Friday or at the discretion of the Student Body Vice President
C. Speaker of the Senate. The duties of the Speaker of the Senate in relation to the Executive Board shall be:

1. Advise members of the Executive Board of the state of the Senate

D. Judicial Sergeant. The duties of the Judicial Sergeant in relation to the Executive Board shall be:

1. Parliamentarian and Sergeant-at-Arms for the Executive Board.
2. Advise the members of the Executive Board on matters of the Governing Documents of the Student Body.

E. Clerk of Student Government. This position shall include the following responsibilities:

1. Record Taking. The record keeping functions of the clerk shall include:
   a. The Student Senate. The clerk must attend all Senate meetings, record its minutes and maintain a list of senator absences.
   b. Internal Affairs. The clerk shall report the total attendance records of all senators at each Internal Affairs Committee meeting.
   c. Sub-organizations. The Clerk of Student Government shall compile a record of the attendance and minutes of the sub-organizations of Student Government.
   d. Executive Board. The clerk shall record the proceedings of the Executive Board, but shall not have a vote on the Executive Board.
   e. Ranking. The clerk shall use the attendance records to determine which senators achieve senior-ranking status and relay the information to the Speaker of the Senate.
   f. Notification. Notify senators of any special meetings and mass-communication that may be deemed necessary by members of the Executive Board.
   g. Archiving. The archiving functions of the clerk shall include:
      i. Student Government Archives. The clerk shall be the custodian of the Student Government Archives (archived marital kept in the Student Center).
      ii. University Archives. The clerk shall be the liaison between Student Government and University Archives and is responsible for adding Student Government materials to the University Archive collection.

2. Historical Records.

   a. Senate and Executive Board Material. The clerk shall preserve hard copies and electronic copies of all attendance records, agendas, resolutions and other written materials of the current Senate session and Executive Board.
   b. Reference Material. The clerk shall also compile, for general reference and permanent entry into the Student Government archives the following:
hosted by Student Government shall be accompanied by a program planner. The Director of Communication shall be made available to assist Executive Board members and Senators with the creation of marketing plans.

G. **Director of Business and Finance.** This position shall include the following responsibilities:
   1. Administer the finances of Student Government.
   2. Collect and file all receipts for purchases made by Student Government.
   3. Maintain regular contact with Assistant VP for Student Services/Business Operation.

*4. Must attend a bi-weekly meeting with a Campus Life coordinator, or at the coordinator’s discretion.*

4. Assist the Student Body President with the composition of the Student Government budget.
5. Produce monthly updates of the budget to the Senate.
6. Chair the Business and Finance standing committee, ensure its members are meeting their responsibilities and report attendance in the committee.

7. **Head the Department of Business and Finance.**

H. **Director of Political Action.** This position shall include the following responsibilities:
   1. Maintain regular contact with the Office of Governmental Relations.
   2. Provide training for Senators and other students on advocating at all governmental levels.
   3. Provide information about political issues affecting a student through editorials to the Echo, forums, and regular Student Government publication in coordination with the Director of Communications.
   4. Chair the Political Action Committee and develop and implement the initiatives the Senate charges it.
   5. Ensure that the members of the Political Action Committee fulfill their responsibilities and report attendance in the committee.
   6. Regularly attend Senate meetings and present a report of the work of the committee.

I. **Director of Student Relations.** This position shall include the following responsibilities.
   1. Serve as a liaison to *Campus Life and VISION (the Center for Student Involvement)*.
   2. Conduct surveys on issues and concerns that interest the student body.
   3. Work with the Director of Organizational Relations on annual programming.
   4. Advise Student Government in ways to ensure it faithfully advocates and extends its services to a spectrum that represents the diversity of the student population.
   5. Chair the Student Relations Committee and coordinate publicity efforts for Student Government, which shall include the campus at-large and its individual colleges.

*Head of the Office/Department of Student Relations and coordinate the functions of the Department.*
1. Serve as a liaison to the Center for Multicultural Affairs, Women's Center, Student's with Disabilities Office, Disabilities Resource Center, and the Lesbian, Gay, Bisexual, Transgender Resource Center.

2. Advise Student Government in ways to ensure it faithfully advocates and extends its services to a spectrum that represents the diversity of the student population.

3. Research university policies to better advise and enhance administrators to increase diversity.

3. Sit as a regular member of the Student Relations Committee.

4. Prepare a report for Student Government each month that assesses the ways Student Government has engaged the diversity of its constituency.

5. **Collaborate with the Election Commissioner to** increase diversity of candidates in the General Elections of the Student Body.

6. **Increase awareness on campus of underrepresented populations and increase awareness of stigmas on campus. (Should be transferred as a charge for all of Student Government)**

7. Shall work to advertise issues related to diversity in the means of campaigns, and forums.

6 **University Committees.** Members of the Executive Board listed above (Section II, Part 4) must sit on at least one University Committee.

   A. Executive Board members of Student Government shall be entitled to receive pay for additional hours for time served on university committees. Members must be serving on behalf of Student Government and not another organization.

1. These hours do not include the minimum of 10 hours per week.

7 **Subsidiary Staff.** Subsidiary staff may be hired for jobs as deemed necessary. Their terms of employment must be approved by a majority vote of the Executive Board.

8 **Monetary Compensation.** Monetary compensation of members of the Executive Board and subsidiary staff is dependent upon the terms and agreements in Chapter 05, Section III.

**Section III – Appointments and Review Procedures**

1 **Applications and Open Posting.** All positions of the Executive Board must be publicly posted for a minimum of four weeks **prior to the last Senate meeting of the session.** The application period may extend beyond the four weeks if no applications are received, and the Student Body President may decide when to close the posting period. Applications must be made available to the public for the positions.

2 **Public Opening.** Postings must describe the positions, along with corresponding requirements and compensation rates; it must also provide the location of applications and where to submit them.
Seats. The President of the Senate and the directors of standing committees (attending a committee of which they are not the director) shall possess the right to vote in any committee provided they meet the same requirements as non-senators.

Recording. The clerk, or appointed designee, shall call attendance at standing committee meetings and take minutes. It shall be the duty of the vice chairs to assist in the administration of the committee wherever necessary.

Assignments. Senators shall be assigned to one standing committee as their primary focus. Such individuals are free to participate in any other committee provided they maintain satisfactory involvement in the committee of their assignment.

Vice Chairs. Each committee may choose for itself one senator as a vice chair that may assist the chair in administration of the committee and shall chair its meetings in the absence of the chair. Only members that are assigned to a committee may become the vice chair, and such appointments must take into consideration the opportunity to give junior senators an opportunity in committee administration.

Derby Hat Rules. Non-senator students, upon the second of two consecutive absences, shall lose their voting rights, but may regain them with attendance at two more consecutive meetings in a session. Any such individual may regain their voting rights; however, at a returning meeting they may be regained with the majority vote of the committee.

Section II – Meetings of Standing Committees

Frequency. All committees must meet bi-weekly on the weeks there are not Senate meetings.

Schedules. The location of the Business and Finance, Student Relations and Political Action Committees shall be held in the CSI or elsewhere in the Student Center. The Business and Finance Committee meeting shall be held at 6:30 p.m., unless the committee elects to change the time by a majority vote. Such changes must be publicly posted and shall revert to the standard time at the beginning of each semester. The following committees shall be held at the listed times:

A. Internal Affairs 5:30 p.m.
B. Political Action 6:00 p.m.
C. Business and Finance 6:30 p.m.
D. Student Relations 7:00 p.m.

Open Session. All meetings of standing committees shall be held in open session and open to any interested individual, unless, by majority vote, the committee resolves to enter executive session.

Quorum. Quorum for all standing committees listed in this section shall be four senators. Quorum does not include non-Senate members.

Special Meetings. The chair may call special meetings if two business days notice has been given to all committee members. The Speaker of the Senate may call and chair a special meeting of any committee into
2 **Management and Project Chairs.** The Director of Political Action shall be responsible for coordinating the initiatives of the committee and chair its meetings. The committee shall be formally charged by resolution from the Senate to work toward the accomplishment of specific, strategic initiatives of Student Government. The director shall create outcomes each term for each initiative and ensure that progress is made in reaching them. The director shall also select senators to be project chairs that address specific parts of committee goals, with the consent of the committee.

Section VI – Student Relations Committee

1 **Purpose.** The purpose of the Student Relations Committee shall be to facilitate and improve student participation and knowledge of internal issues of the University that affect the student body. It shall manage and implement strategic initiatives of Student Government to reach the goals of such initiatives.

2 **Management and Project Chairs.** The Director of Student Relations shall be responsible for coordinating the initiatives of the committee and chair its meetings. The committee shall be formally charged by resolution from the Senate to work toward the accomplishment of specific, strategic initiatives of Student Government. The director shall create outcomes each term for each initiative and ensure that progress is made in reaching them. The director shall also select senators to be project chairs that address specific parts of committee goals, with the consent of the committee.

Section VII – Charter Organizations

1 **Definition.** A charter organization is an organization recognized by Student Government that has a charter held and ratified by Student Government.

2 **Nature of Organization.** The Senate may ratify charters for organizations not recognized by Campus Life as a student organization if that charter organization provides a service to the student body. All charter organizations of Student Government must be not-for-profit.

3 **Charter Outline.** The organization’s charter must contain the following structure:
   A. Mission statement.
   B. Definition of membership.
   C. Description of presiding officer.
   D. Statement for the adoption of bylaws.
   E. Statement attesting the organization is a sub-unit of Student Government and that, upon approval, Student Government holds the right to the organization’s charter.
   F. Method for which the organization can amend the charter.
   G. Clause stating the charter neither supersedes not contradicts the Student Body Constitution or Student Government Bylaws.

4 **Vote Requirement.** The charter will be presented to the Student Senate as a resolution. It must receive two-thirds vote to become ratified.
submission of paperwork. In the absence of the Director of Organizational Relations, the Department of Business and Finance will assume these responsibilities.

B. **Submission.** Applications must be completely filled out and submitted to the Student Government office during normal business hours, at least one week prior to the Business and Finance Committee meeting in which it would be considered. Submission of an application is not a guarantee of funds.

C. **Signature and Account.** Each organization is responsible for knowing its appropriate organization number, and applications must be signed by the organization’s president, treasurer, or faculty advisor.

D. **Time Period.** Applications for funds prior to an event must be submitted between four to six weeks prior, or at the discretion of the Director of Business and Finance.

E. **Receipts.** The organization must submit all receipts to the Director of Business and Finance within 10 business days following the event. Consequences for failing to submit receipts shall include prohibition of the organization from receiving funds for at least one semester or until the receipts are submitted.

F. **Statement Log.** An FRS statement log must be submitted before an allocation can be approved.

**Eligibility.** All Campus Life recognized student organizations requesting the allocation of money from the Senate shall be referred to the Business and Finance Committee.

A. A student organization may come to the Business and Finance Committee for funding once per semester or at the discretion of the Department of Business and Finance.

**Committee Procedure.** The following procedures apply at Business and Finance Committee meetings:

A. **Representative Attendance.** A representative from the applying organization must attend the committee meeting to explain their allocation request and answer potential questions. Failure to send a representative may result in a denial of funds.

B. **Amendments.** The committee reserves the right to amend the requested amount of funds.

C. **Consideration of Requests.** All allocation requests shall be considered independently of each other.

D. **Approval.** If said allocation meets the guidelines of the Business and Finance Committee, the committee shall choose whether or not to allocate the money. If said allocation does not meet these guidelines the allocation shall be sent to the Senate accompanied by an advisory note. The Senate shall not be required to adhere to said guidelines.

**Events and Funding Restrictions.**

A. **Promotional Material.** All promotional material for an event must include “Funded by Student Government” or the current, official Student Government Logo on said material. All advertisements must be approved by the Director of Business and Finance before publication.
and, once approved; changes to the payroll are subject to the same requirements as amendments to these Bylaws.

2 Modification of Stipends. Stipend payments are subject to modification based upon performance and evaluation. *Senators shall receive stipends if they fulfill their senatorial duties. A review board of the Judicial Sergeant (non-voting member), Clerk, President of the Senate, and Speaker will determine which Senators will receive a stipend. Must receive majority vote to get stipend. The stipend will be determined by the number of required office hours x minimum wage.*

Chapter 06: Judicial Procedures

1 Removal of Hired Personnel. Only the Student Body President shall have the power to remove hired personnel that are not directors or have not been approved by the Senate by a two-thirds vote.

2 Censure of Executive Board Members. The Senate has the power to censure members of the Executive Board for disorderly conduct, infractions of the Student Government Oath of Office and infractions of the Student Government Code of Conduct. The censure motion must be presented to the Senate in the form of a resolution. A two-thirds vote is required to censure an Executive Board member.

3 Removal of Approved Directors. Both the Student Body President and the Senate shall have the power to remove directors of Student Government, as well as personnel previously approved by a two-thirds vote of the who received the advice and consent of the Senate. In the case of the Senate removing a director or personnel, the motion for removal must be made in the form of a resolution and needs a two-thirds vote for removal. In the case of a presidential removal, the Student Body President must announce the removal at the next meeting of the Senate. Prudent reasons for removal include infractions of Student Government rules, infractions of the Student Government Code of Conduct and Oath of Office, the abuse of the office and malfeasance in office.

4 Student Senate Disciplinary Procedures

A. Censure. A motion to censure a member of the Senate may be made and requires a two-thirds vote. It requires no resolution and must be entered in to the minutes.

B. Removal of Members. Members of the Senate, including the judicial sergeant, excluding delegates, may be removed from office in the following manner: First, charges of impeachment must be drafted in the form of a resolution and be approved by the Internal Affairs Committee. The vote on such a resolution may only be made by appointed committee members in a closed committee session. A majority vote of the committee shall move the resolution onto the Senate, which must consider them at the following Senate meeting. Two-thirds vote of the Senate is needed to remove a member and declare the seat vacant.

5 Impeachment and Removal of High Positions. The Senate may remove the Student Body President, the Student Body Vice President, or the Speaker of the Senate in the method prescribed in the Student Body Constitution. Impeachable offences include infractions of Student Government rules,
decision must be accompanied by an explanation written by a member of the committee. The written explanation must be presented to the Senate at the next Senate meeting and submitted to the clerk.

G. Second Appeals. No decision of a judicial committee of appeals may be appealed to another judicial committee of appeals.

H. Student Organizations. Student organizations cannot appeal the funding decision made by the Business and Finance Committee or the Senate unless a procedural rule was not followed or followed correctly.

I. Executive Removals. Removals of directors of Student Government, as well as the removal of personnel previously approved by a two-thirds vote of the Senate may be appealed to a judicial committee of appeals.

J. Records. The clerk, or a committee designee, shall record the minutes and actions of the judicial committee of appeals. These minutes and actions shall be reported to the Senate, entered into the Senate Journal and put into the Student Government archives.

Judicial Committee of Interpretation. A judicial committee of interpretation shall convene to rule on interpretations of Student Government Rules.

A. Authority. The authority of this judicial committee comes from the Student Body Constitution.

B. Jurisdiction. This judicial committee may only hear and rule on cases of interpretation of Student Government rules, including the Student Body Constitution.

C. Composition. A judicial committee of interpretation will be chaired by the judicial sergeant. Voting members of the committee shall be the Speaker of the Senate, the Student Body Vice President and three senators chosen by lottery by the judicial sergeant. At least one of the senators chosen must be of senior-ranking, if applicable. If a conflict of interest in one of the members arises, then that member may voluntarily step down or be removed by the judicial sergeant. The judicial sergeant must provide written explanation for removal. If, for whatever reason, the judicial sergeant is unable to chair the committee, the Student Body Vice President shall chair the meeting without voting rights and one senator shall be added to the list of voting members.

D. Procedure. A majority vote of the Senate or Executive Board can call a judicial committee of interpretation into session for the purpose of ruling on the interpretation of any rule of Student Government. An interpretation that reaches the majority consent of said committee shall rule decisively upon the matter, be explained in writing and shall be binding on all actions and decisions related to the rule in question. The committee must also recommend necessary amendments to the ambiguous rules to clarify the problem.

E. Voting. Voting shall be done in close session and by a hand vote. Abstentions are prohibited. A majority vote shall constitute a ruling. Each decision must be presented as a unanimous opinion of the committee. Each decision must be accompanied by an explanation written by a member of the