

## **ALBION COLLEGE STUDENT SENATE**

### **CONSTITUTION**

**PREAMBLE AND MISSION.** We, the students of Albion College, hereby establish the Albion College Student Senate as our sole representative body. The Albion College Student Senate shall be charged with the promotion of the welfare, protection of the rights, and representation of the opinions and interests of the students of Albion College whenever possible. All powers of the Albion College Student Senate shall be derived from the consent of the student body, and the Albion College Student Senate will resemble a democratically elected republican government.

#### **ARTICLE I**

##### **NAME**

**SECTION 1. NAME.** The name of the organization shall be the Albion College Student Senate (herein referred to as “the Senate”).

#### **ARTICLE II**

##### **MEMBERSHIP**

**SECTION 1. MEMBERS.** The affairs of the Senate shall be managed by twenty-seven (27) elected Senators.

**SECTION 2. TERM OF OFFICE.** The term of office for each Senator shall be one (1) year and Senators shall begin their term at the Transitional Meeting in the Spring. Five (5) Senators shall be elected from amongst the incoming first-year students and transfer students in their first semester at Albion College. Elected first-year and transfer Senators shall begin their term at the first regular meeting following the First-Year and Transfer Student Election.

**SECTION 3. REPRESENTATIVES.** Any student of Albion College who has attended three (3) regular meetings of the Senate shall qualify to serve as a Representative of the Senate. Representatives shall be appointed by the President and approved by a majority vote of the Senate. Representatives shall not be counted toward a quorum or other thresholds for voting purposes and shall not have the right to vote at any meeting of the Senate. Representatives shall have all of the same duties as Senators, shall be subject to attendance requirements, and may serve as non-voting members of committees.

**SECTION 4. OATH OF OFFICE.** Upon inauguration, all Senators and Representatives shall take the following oath: *“As a student of Albion College, I, (name of student), do solemnly swear that I will work to represent the interests of my fellow students, seek other students’ input on all matters, strive to retain the integrity of the Senate and Albion College, and uphold the Constitution of the Albion College Student Senate.”*

**SECTION 5. VACANCIES.** In the event of a vacant seat on the Senate, the President may appoint a Representative to serve the remainder of the term vacated. Appointment by the

President of a Representative to the position of Senator shall require the affirmative majority vote of the Senators present at a meeting, with a quorum being present. Any Senator may resign by submitting written notice of resignation to the Secretary.

**SECTION 6. REMOVAL.** Removal proceedings may be initiated by a majority vote of the Executive Board or by presentation of a petition signed by not less than two hundred (200) members of the student body. A Senator or Representative may be removed from the Senate by the affirmative vote of two-thirds (2/3) of the Senate at any regular or special meeting called for that purpose, for attending less than two-thirds (2/3) of all regular meetings per academic semester, conduct detrimental to the interest of the Senate or Albion College, for lack of sympathy with its objectives or for refusal to render reasonable assistance in carrying out its purposes. Any such Senator or Representative proposed to be removed shall be entitled to at least ten (10) days' notice in writing by mail before the meeting and shall be entitled to appear before and be heard at such meeting. No person who has been removed from the Senate shall be permitted to serve on the Senate until a period of one (1) year has passed from the time of their removal.

### **ARTICLE III MEETINGS**

**SECTION 1. REGULAR MEETINGS.** The President shall schedule and give notice of the time and place for holding regular meetings of the Senate.

**SECTION 2. SPECIAL MEETINGS.** Special meetings of the Senate may be called by or at the request of the President, or twenty (20) percent of the Senate. The person or persons authorized to call such meetings of the Senate may fix the time and place and state the purpose(s) of the meeting.

**SECTION 3. TRANSITIONAL MEETING.** The President shall schedule and notice the time and place for holding a Transitional Meeting after the General Election in the Spring. The newly elected President, Vice-President, and Senators shall take the oath of office and begin their term at the Transitional Meeting.

**SECTION 4. NOTICE OF MEETING.** Notice of any meeting of the Senate shall be given at least ten (10) days previously thereto by written notice delivered personally, sent by mail or sent by e-mail to each Senator at his/her address as shown by the records of the Secretary. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, the postage thereon prepaid. If e-mailed, such notice shall be deemed to be delivered when sent to the Albion College e-mail address on file by the Secretary.

**SECTION 5. QUORUM.** Unless otherwise stated to the contrary elsewhere herein, one-half (50%) of the Senators then in office (rounded to the nearest whole number) shall constitute a quorum for the transaction of business by the Senate. Unless otherwise stated to the contrary elsewhere herein, the vote of a majority of the members present at any meeting at which there is a quorum shall be the acts of the Senate. A Senator may participate in a meeting by conference telephone or similar communications equipment by means of which all persons participating in

the meeting can hear one another. Participation in a meeting in this manner constitutes presence in person at the meeting. Any matter eligible for consideration by the Senate may be voted upon by e-mail, with the quorum determined by the number of e-mail recipients. Each Senator present at a meeting shall be entitled to one vote on each question that comes before the meeting. Unless otherwise stated to the contrary elsewhere herein, no member shall be allowed to vote by proxy.

**SECTION 6. CONFLICT OF INTEREST.** Any member of the Senate who has a financial, personal, or official interest in, or conflict with any matter pending before the Senate, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Senate to voluntarily excuse him/herself from discussion and voting on said item.

## **ARTICLE IV OFFICERS**

**SECTION 1. OFFICERS.** The officers of the Senate shall be the President, Vice-President, Secretary, Chief Financial Officer, Appropriations Vice-Chairperson, Academic and Student Affairs Chairperson, Academic and Student Affairs Vice-Chairperson, Engagement Chairperson, and Engagement Vice-Chairperson.

**SECTION 2. EXECUTIVE BOARD.** The President, Vice-President, Secretary, Chief Financial Officer, Appropriations Vice-Chairperson, Academic and Student Affairs Chairperson, Academic and Student Affairs Vice-Chairperson, Engagement Chairperson, and Engagement Vice-Chairperson shall serve as the Executive Board of the Senate. The President and Vice-President shall be elected by a popular vote of the student body. The Secretary, Chief Financial Officer, Appropriations Vice-Chairperson, Academic and Student Affairs Chairperson, Academic and Student Affairs Vice-Chairperson, Engagement Chairperson and Engagement Vice-Chairperson shall be filled through appointment by the President and the affirmative majority vote of the Senators present at a meeting, with a quorum being present. The Senate may confirm such other officers, as appointed by the President, who shall hold their offices for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the President.

**SECTION 3. CONFIRMATION AND TERM.** The officers shall hold office until their successors are chosen and qualify or until their resignation or removal. In the absence, or in the event of the inability or refusal to act, of any officer of the Senate, the President may delegate the duties and powers of such officer to any other officer or officers of the Senate.

**SECTION 4. REMOVAL.** Officer removal proceedings may be initiated by a majority vote of the Executive Board or by presentation of a petition signed by not less than two hundred (200) members of the student body. Any officer may be removed from their officer position by the affirmative vote of two-thirds (2/3) of the Senate at any regular or special meeting called for that purpose. Any such officer proposed to be removed shall be entitled to at least ten (10) days' notice in writing by mail before the meeting and shall be entitled to appear before and be heard at such meeting.

**SECTION 5. RESIGNATION.**

Any officer may resign from his/her officer position at any time by giving written notice to the Secretary. The Secretary may resign by submitting written notice of resignation to the President. Any resignation shall take effect at the date of the receipt of that notice or at any later time specified by that notice and, unless otherwise specified in that notice, the acceptance of the resignation shall not be necessary to make it effective.

**SECTION 6. VACANCIES.**

Any officer vacancy may be filled through appointment by the President and the affirmative majority vote of the Senators present at a meeting, with a quorum being present.

**SECTION 7. PRESIDENT.**

The President shall act as the official spokesperson for the Senate and President of the student body, preside over all meetings of the Senate and Executive Board and have general and active management of the business and finances of the Senate and student organizations, vote only in the case of a tie on the Executive Board or in the Senate, serve as a non-voting member of all Senate committees, appoint Senate Officers subject to approval as prescribed in the Constitution and appoint students to committees and boards as requested by the Administration, Senate, and/or the Board of Trustees. The President must be a duly elected voting member of the Senate.

**SECTION 8. VICE-PRESIDENT.**

The Vice-President shall perform the duties of the President during his/her absence or disability and perform duties assigned by the President. The Vice President shall oversee the Pet Project Fund. He/She will be the designated contact for the applicant and responsible for explaining the rules and procedures associated with the fund, per the Albion College Student Senate Pet Project Guidelines. The Vice-President must be a duly elected voting member of the Senate.

**SECTION 9. SECRETARY.**

The Secretary shall record the minutes of all meetings of the Senate, archive all Senate minutes and records for no less than ten years, and perform duties assigned by the President. The Secretary must be a duly elected voting member of the Senate.

**SECTION 10. CHIEF FINANCIAL OFFICER.** The Chief Financial Officer shall serve as Chairperson of the Appropriations Committee, work towards achieving the purpose of the Appropriations Committee, vote only in the case of a tie on the Appropriations Committee and perform duties assigned by the President. The Chief Financial Officer must be a duly elected voting member of the Senate.

**SECTION 11. APPROPRIATIONS VICE-CHAIRPERSON.** The Appropriations Vice-Chairperson shall perform the duties of the Chief Financial Officer during his/her absence or disability, work towards achieving the purpose of the Appropriations Committee, and perform duties assigned by the President. The Appropriations Vice-Chairperson must be a duly elected voting member of the Senate.

**SECTION 12. ACADEMIC & STUDENT AFFAIRS CHAIRPERSON.** The Academic & Student Affairs Chairperson shall serve as Chairperson of the Academic and Student Affairs

Committee, work towards achieving the purpose of the Academic & Student Affairs Committee, vote only in the case of a tie on the Academic & Student Affairs Committee, and perform duties as assigned by the President. The Academic & Student Affairs Chairperson must be a duly elected voting member of the Senate.

**SECTION 13. ACADEMIC & STUDENT AFFAIRS VICE-CHAIRPERSON.** The Academic & Student Affairs Vice-Chairperson shall perform the duties of the Academic & Student Affairs Chairperson during his/her absence or disability, work towards achieving the purpose of the Academic & Student Affairs Committee and perform duties assigned by the President. The Academic & Student Affairs Vice-Chairperson must be a duly elected voting member of the Senate.

**SECTION 14. ENGAGEMENT CHAIRPERSON.** The Engagement Chairperson shall serve as Chairperson of the Engagement Committee, work towards achieving the purpose of the Engagement Committee, vote only in the case of a tie on the Engagement Committee, and perform duties as assigned by the President. The Engagement Chairperson must be a duly elected voting member of the Senate.

**SECTION 15. ENGAGEMENT VICE-CHAIRPERSON.** The Engagement Vice-Chairperson shall perform the duties of the Engagement Chairperson during his/her absence or disability, work towards achieving the purpose of the Engagement Committee and perform duties assigned by the President. The Academic & Student Affairs Vice-Chairperson must be a duly elected voting member of the Senate.

## **ARTICLE V COMMITTEES**

**SECTION 1. AUTHORITY.** Committees shall serve at the discretion of the Senate. The Senate may add to, amend, repeal in whole in part, or otherwise change any and all decisions made by any committee by an affirmative majority vote of the Senators present at a meeting, with a quorum being present.

**SECTION 2. APPROPRIATIONS COMMITTEE.** The purpose of the Appropriations Committee shall be to (1) present for approval by a majority vote of the Senators present at a meeting, with a quorum being present, at least once per semester, distribution of funds collected from the Student Activity Fee to the student body for purposes beneficial to the welfare and satisfaction of Albion College students, (2) present a budget for the general spending of the Senate for approval by a majority vote of the Senators present as a meeting, with a quorum being present, (3) ensure that Student Activity Fee funds are spent in ways specified by the Student Senate, (4) write checks, and (5) conduct audits at the request of the President or majorities of the Executive Board or Senate, and (6) produce a financial report on the use and distribution of the Student Activity Fee and present this report to Senate every semester. The Appropriations Committee may adopt rules and procedures for distribution of the funds collected from the Student Activity Fee. The Appropriations Committee may also adopt rules and procedures for producing a financial report on the funds collected from the Student Activity Fee. The affairs of the Appropriations Committee shall be managed by the Chief Financial Officer and the

Appropriations Vice-Chairperson. The Chief Financial Officer, subject to the affirmative majority vote of the Senators present at a meeting, with a quorum being present, shall appoint six (6) Senators, excluding the Chief Financial Officer and Appropriations Vice-Chairperson, to the Appropriations Committee at the beginning of each Semester.

**SECTION 3. STUDENT & ACADEMIC AFFAIRS COMMITTEE.** The purpose of the Student & Academic Affairs Committee shall be to (1) address concerns about student and academic issues, (2) conduct student tenure and interim review surveys of faculty and report their findings and recommendations to the Office of Academic Affairs, and (3) recognize achievements and service of outstanding Albion students and faculty. The affairs of the Student & Academic Affairs Committee shall be managed by the Student & Academic Affairs Chairperson and the Student & Academic Affairs Vice-Chairperson. The Student & Academic Affairs Chairperson, subject to the affirmative majority vote of the Senators present at a meeting, with a quorum being present, shall appoint six (6) Senators, excluding the Student & Academic Affairs Chairperson and the Student & Academic Affairs Vice-Chairperson, to the Student & Academic Affairs Committee at the beginning of each Semester.

**SECTION 4. ENGAGEMENT COMMITTEE.** The purpose of the Engagement Committee shall be to (1) strengthen relationships between the Albion community and Albion College, (2) increase involvement and spirit, (3) conduct student satisfaction and opinion surveys, and (4) organize and implement Senate events and activities, including Homecoming. The affairs of the Engagement Committee shall be managed by the Engagement Chairperson and the Engagement Vice-Chairperson. The Engagement Chairperson, subject to the affirmative majority vote of the Senators present at a meeting, with a quorum being present, shall appoint six (6) Senators, excluding the Engagement Chairperson and the Engagement Vice-Chairperson, to the Engagement Committee at the beginning of each Semester.

**SECTION 5. OTHER COMMITTEES.** The President, subject to the approval of the Senate, may designate other committees, standing or ad hoc, and may define the powers and duties of such committees by resolution. The President shall appoint the Chair or Co-Chairs of such committees. Committee Chairs or Co-Chairs shall have the authority to staff their respective Committees after consultation with the President.

## **ARTICLE VI ELECTIONS**

**SECTION 1. GENERAL ELECTION.** The President or his/her designee shall conduct a General Election in the month of April each Spring in order to elect a Senate President, Senate Vice-President, and twenty (20) Student Senators. If the President is a candidate, the President shall appoint a designee to conduct the General Election. The President's designee must be approved by the affirmative majority vote of the Senators present at a meeting, with a quorum being present. Candidates for President and Vice-President shall stand for election together on the same ticket. In the event that three or more tickets run for the positions of President and Vice-President, the President or his/her designee may conduct a vote of the student body in a primary election. In the event of a primary election, the two tickets with the most votes shall be placed on the General Election ballot. Candidates for the positions of President and Vice-

President on the General Election ballot who are not elected shall be considered duly elected Student Senators provided they receive the number of votes necessary to elect them to the position of Senator.

**SECTION 2. FIRST-YEAR AND TRANSFER STUDENT ELECTION.** The President or his/her designee shall conduct a First-Year and Transfer Student Election in the month of September each fall in order to elect five (5) Student Senators. The President's designee must be approved by the affirmative majority vote of the Senators present at a meeting, with a quorum being present.

**SECTION 3. SPECIAL ELECTION.** In the event of three (3) or more vacancies at a given time on the Senate, the President or his/her designee may conduct a Special Election to fill the vacated positions.

**SECTION 4. ELECTION PROCEDURES.** The President or his/her designee shall develop election procedures that ensure the right of all candidates to a fair and ethical election and all candidates shall be elected by a popular vote of the student body. No negative campaigning shall be allowed.

**SECTION 5. ELIGIBILITY.** Any student with a 2.0 grade point average is eligible to run for the position of Student Senator in the General Election. Any student with a 2.5 grade point average who has attended at least five (5) Student Senate meetings and is, at least, in his/her second semester at Albion College may run for Senate Vice-President. Any student with a 2.5 grade point average who has attended at least fifteen (15) Student Senate meetings and is, at least, in his/her fourth semester at Albion College may run for Senate President. Only first-year and transfer students beginning their first semester at Albion shall serve as candidates in the First-Year and Transfer Student Election.

**SECTION 6. APPEALS.** Candidates may appeal an election decision to the Vice-President for Student Affairs and Dean of Students within twenty-four (24) hours.

## **ARTICLE VII ADVISORS**

**SECTION 1. ADVISORS.** The Senate shall have two (2) Advisors. One Advisor shall be the Vice-President for Student Affairs and Dean of Students or his/her designee. A second Advisor shall be a member of the faculty and shall be filled through appointment by the President and the affirmative majority vote of the Senators present at a meeting, with a quorum being present.

**SECTION 2. TERM OF OFFICE.** The term of office for the Faculty Advisor shall be one (1) year and the Faculty Advisor shall begin his/her term at the Transitional Meeting.

**SECTION 3. VACANCIES.** In the event of a vacancy of the Faculty Advisor position, the President shall appoint a faculty member to serve the remainder of the vacated term. Such an appointment will require an affirmative majority vote of the Senators present at a meeting, with a

quorum being present. The Faculty Advisor may resign by submitting written notice of resignation to the Secretary.

**SECTION 4. REMOVAL.** Removal proceedings of the Faculty Advisor may be initiated by a majority vote of the Executive Board or by presentation to the Secretary of a petition signed by not less than one-half (1/2) of the Student Senate. The Faculty Advisor may be removed from the Senate by the affirmative vote of two-thirds (2/3) of the Senate at any regular or special meeting called for that purpose, for conduct detrimental to the interest of the Senate or Albion College, for lack of sympathy with its objectives or for refusal to render reasonable assistance in carrying out its purposes. The Faculty Advisor proposed to be removed shall be entitled to at least ten (10) days' notice in writing by mail before the meeting and shall be entitled to appear before and be heard at such meeting. No faculty member who has been removed as the Senate's Faculty Advisor shall be permitted to serve as the Faculty Advisor until a period of one (1) year has passed from the time of his/her removal.

## **ARTICLE VIII PARLIAMENTARY AUTHORITY**

**SECTION 1. ROBERTS RULES OF ORDER.** The most current edition of Robert's Rules of Order will be used to govern the Senate and all functions thereof, except inconsistent with any special rules of order that the Senate may adopt.

## **ARTICLE XI AMENDMENTS**

**SECTION 1. AMENDMENTS.** The Constitution may be added to, amended, or repealed in whole or in part. Proposed changes to the Constitution must be submitted in writing or electronically to the Secretary at least ten (10) days in advance of any meeting or election called for that purpose.

**SECTION 2. EXTERNAL AMENDMENTS.** Amendments to the Constitution may be initiated externally by presenting to the Secretary a petition bearing the signatures of two-hundred (200) Albion College students. Once presented to the Secretary, the amendment shall be placed on a campus-wide ballot within ten (10) days. Polls shall be available for a period of time of no less than ten (10) hours. A majority of the votes cast shall be necessary to adopt the proposed amendment(s).

**SECTION 3. INTERNAL AMENDMENTS.** Amendments to the Constitution may be initiated internally by a Senator presenting changes to the Secretary. A majority vote of the Executive Board shall be required to bring any internally initiated amendment(s) to a full Senate vote, and a two-thirds (2/3) affirmative majority vote of the Senators present at a meeting, with a quorum being present, shall be necessary to adopt the proposed amendment(s).

## **ARTICLE X CONSTITUTIONAL INTERPRETATION**



**SECTION 1. INTERPRETATION.** Final interpretation of the Albion College Student Senate Constitution shall be the sole responsibility of the Albion College Student Senate.