



## DAKOTA WESLEYAN UNIVERSITY

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### **Student Association Senate Bylaws**

**Reviewed, Revised, and Approved April 2012**

#### Article I: Establishment of the Senate

##### *Section A Name*

Part 1 The name of this organization shall be the Student Association Senate of Dakota Wesleyan University, hereafter referred to as “Senate”

##### *Section B Purpose*

Part 1 This Senate shall be the governing body of the Dakota Wesleyan University Student Association as established and ordained by the Student Association Constitution, hereafter referred to as the “Constitution”

#### Article II: Operation of the Senate

##### *Section A Membership*

Part 1 The voting and non-voting membership is defined in Article II, Section F, of the Constitution

##### *Section B Meetings*

Part 1 Regular meetings of the Senate shall be every other week as determined by the President

Part 2 Other meetings may be called by the President as he/she sees fit or at the written request of 20% of the Senators

Part 3 Senators are responsible for representing their constituency by attending all Senate meetings. Members of Senate can be represented by one alternate only, and that alternate must be appointed by their respective organization and must not be currently holding a position in Senate. Senate members and alternates must let the Senate secretary know

who they are. Alternates are allowed to vote at Senate meetings; although there shall be no voting by proxy. Representatives at Large, Class Presidents, SMC Chair, MCC Chair, SAB Chair, and other paid positions elected through Senate are not allowed alternates, except in extraordinary circumstances

#### Part 4 Penalties

A. A club shall be penalized 30% of its approved budget for the next fiscal year if its representative(s) misses two meetings. If three meetings are missed, the club shall be penalized 50%. If four or more meetings are missed, the club's entire budget will be cut for the next fiscal year

B. There will be an appeals process for those clubs claiming extenuating circumstances

C. Representatives and Class Presidents may miss two Senate meetings. They will receive a warning on the second absence and face expulsion on their third absence

D. Positions will be replaced by re-election or Senate-approved appointment. The Executive Council will serve as the judicial panel on this issue

Part 5 The Senate shall establish a quorum prior to conducting formal business. A two-thirds majority of the members shall constitute a quorum

Part 6 Senators are responsible for representing their constituency by attending all Senate meetings

#### *Section C Service Projects*

Part 1 Each club is responsible for performing two service projects per academic year

A. Service project proposals must be approved by the Vice President prior to the completion of the project. If the project has not been approved, it will not be considered valid and the club must complete an extra project

B. An organization shall be penalized 15% of their approved budget for the next fiscal year if one service project is not completed

C. An organization shall be penalized 30% of their approved budget for the next fiscal year if both projects are not completed

#### *Section D Funds Requests*

Part 1 Each club is encouraged to request funds from the Senate for the academic year

A. The club must submit its funding request, including requests for annual conferences, before the budget deadline to the Executive Council and receive the approval of the Executive Council to receive funds.

B. For a funds request to be considered by the Executive Council, a club must have been in good standing with senate the previous academic year, a standing characterized by regular attendance at Senate meetings, evidence of sincere fundraising efforts, service projects, and submission of organization reports twice a semester. A club or organization must provide evidence that it has attempted to fund-raise at least 30% of the total cost of the funds request

C. A club must hold at least one fund raiser each time funds are requested in order to receive additional funding from the Senate. Fundraising must have been done according herein

D. If a fundraiser has not been held, the Council has the authority to deny the funds request before it reaches the full Senate

#### *Section E Fundraising*

Part 1 Unless pre-approved by the Executive Council, only one Student Senate Organization or Club may hold a fund-raiser at any given time with the following stipulations:

A. In order to hold a fundraiser, the club must turn in the fundraising approval form at least two weeks prior to the event. Exceptions can be made on a case-by-case basis per the discretion of the Executive Council

B. All fundraisers must be approved and scheduled on the master calendar by the Executive Council.

C. In cases of athletic events, any club wishing to fund-raise at home games for a sport for that sport's entire season must submit a fundraising form at the beginning of the season to reserve fund-raising dates. Clubs must notify the Athletic Department of their plans, and they may also need to notify the Mitchell City Council

Part 2 Penalties

If a club or organization holds an unauthorized fundraiser, \$50 dollars will be taken from its budget for each infraction. The penalty money will be placed in the Senate Discretionary Fund

Article III: Officers of the Senate

*Section A Officers*

Part 1 The officers of the Senate are the same as those elected for the Student Association, with the addition of the appointed Parliamentarian

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Parliamentarian

*Section B Duties of the Officers*

Part 1 It shall be the duty of the President:

- A. To call and preside over all Association and Senate meetings in an efficient, parliamentary correct manner in the time allowed
- B. To call and preside over all meetings of the Executive Council
- C. To serve as an ex-officio member of all Senate Standing Committees
- D. To serve as chair of the Association Property Committee
- E. To exercise administrative direction over all committees, groups or individuals of the Association
- F. To appoint committee chairs as needed
- G. To nominate a Parliamentarian before the first Senate meeting, with the Executive Council's approval
- H. To orient newly appointed Parliamentarian
- I. To orient the newly elected President
- J. To reserve the time/date/meeting room with the University Relations Office

K. To perform any and all other duties needed for the successful operation of the office of the President

Part 2 It shall be the duty of the Vice President:

A. To perform the duties of the President in his/her absence or upon the President's request

B. To serve as consultant for clubs and organizations wishing to submit proposals to the Senate

C. To oversee all on and off campus fund-raising scheduling

D. To oversee all on and off campus service projects

E. To orient the newly elected Vice President

F. To perform any and all other duties needed for the successful operation of the office of the Vice President

Part 3 It shall be the duty of the Secretary:

A. To establish whether a quorum has been met at each Senate meeting

B. To perform the duties of the President in the absence of both the President and the Vice President

C. To record the proceedings of all meetings of the Senate and maintain permanent codified records of the proceedings

D. To record attendance of Senate meetings

E. To bring to each Senate meeting a list of all members

F. To prepare copies of the minutes as the President may direct

G. Keep a record of the minutes for the Senate archives

H. To post the agenda at least 24 hours before the Senate meeting

I. To post a copy of the Senate minutes on the Senate website

J. To assume responsibility of publicity for Association and Senate activities

K. To orient the newly elected Secretary

L. To perform any and all duties needed for the successful operation of the office of Secretary

Part 4 It shall be the duty of the Treasurer:

A. To have available at each Senate meeting a current balance sheet for each account.

B. To keep all financial books and communicate with the Business Office on current financial positions

C. To present a verbal report of the current financial status at every regular Senate Meeting

D. To present a report on the previous semester's financial transactions at the first meeting of each semester and at the spring transitional meeting

E. To present a written report at the President's request on current financial positions

F. To inform the officers and members of all clubs and organizations receiving funds of proper budget procedure

G. To authorize all Purchase Orders pertaining to Student Association and Senate funds

H. To orient the newly elected Treasurer

I. To perform any and all other duties as needed for the successful operation of the office of Treasurer

Part 5 It shall be the duty of the Parliamentarian:

A. To have knowledge of the current Constitution and By-laws

B. To conduct a roll call at all Senate meetings

C. To understand Robert's Rules of Order and traditional parliamentary procedure of the Senate

D. To bring to each meeting a copy of the Association Constitution and By-laws

E. To serve as chair of the By-laws Committee

F. To perform any and all other duties as needed for the successful operation of the office of the Parliamentarian

*Section C Executive Council*

Part 1 The Executive Council consists of the Officers and shall perform the following Duties:

- A. To review and evaluate current Senate activities and committees and to serve as a planning committee providing vision for the future of Senate
- B. To take any action needing immediate attention when the Senate does not meet. Such actions may be decided by a simple majority of the Council
- C. To formulate the agenda for Senate meetings
- D. To recommend to the Senate, nominees for vacant senators and officer positions. Senators and Officers shall be elected by a majority vote of the senate
- E. Members of the Executive Council shall serve as student representatives at the Board of Trustees meetings

Article IV: Membership and Duties of Standing Committees of the Senate

Part 1 Each committee shall have at least one senator as a member

Part 2 Chairs of each committee, in consultation with the Executive Council, shall choose the membership of the standing committees

Part 3 Each committee is required to have at least one faculty or staff advisor. The committee chair is responsible for recruiting advisors

Part 4 Each standing committee is responsible at each meeting for oral and written reports, as needed

Part 5 Any committee chair may be removed by a two-thirds majority vote of the Senate. Such action may be initiated through the Executive Committee, the Executive Board, or by a petition signed by at least 10% of the Senate. When so petitioned, it is mandatory that the Senate call for and conduct a vote of confidence within seven to ten school days

Article V: Membership and Duties of Organizations of the Senate

Part 1 Each organization shall have at least one senator as a member

Part 2 Each organization is required to have at least one faculty or staff advisor. The organization president is responsible for recruiting advisors

Part 3 Each organization is responsible at each meeting for oral and written reports, as needed

Part 4 Each organization is responsible for having read and complied with the Senators Expectation Guide

## Article VI: Standing Committees of the Senate

### *Section A Phreno Cosmian*

#### Part 1 Membership

A. All membership of the committee shall consist of Phreno Faculty Advisors, sub-chairs, and members as it sees fit

B. The chair of Phreno must have served on the Phreno Cosmian Executive Council for one year prior to election

#### Part 2 Duties

A. Provide news and information to DWU and the surrounding community

B. Operate under guidelines approved by the Senate

### *Section B Multi-Cultural Committee*

#### Part 1 Membership

A. The membership of the committee shall consist of the MCC chair and sub-chairs and members, as it sees fit

B. The chair of MCC must have served on the MCC Executive Council for one year prior to election

#### Part 2 Duties

A. Provide opportunities for cultural experience and education among all members of the DWU community

B. Operate under guidelines approved by the Senate

### *Section C Student Ministry Council*



Part 1 Membership

- A. The membership of the committee shall consist of the SMC chair, Campus Pastor, and sub-chairs and members, as it sees fit
- B. The chair of SMC must have served on the SMC Executive Council for one year prior to election

Part 2 Duties

- A. Provide opportunities for religious life among all members of the DWU community
- B. Operate under guidelines approved by the Senate

*Section D Student Activities Board*

Part 1 Membership

- A. The membership of the committee shall consist of the Student Activities Board Chair, Director of Student Activities, and sub-chairs and members, as it sees fit
- B. The chair of SAB must have served on the SAB Executive Committee for one year prior to election

Part 2 Duties

- A. Provide opportunities for social interaction among all members of the DWU community and provide opportunities through intramurals
- B. Provide the necessary assistance for the Director of Student Activities
- C. Operate under guidelines approved by the Senate

Article VII: Task Forces

*Section A Task Forces*

Part 1 The Executive Council, when necessary, constitutes task forces to address particular Senate business. Examples of Task Forces include a By-Laws Revision Committee and an Elections Committee. Membership of the Task Forces will include one Executive Committee member, one advisor, and at least two Senators

*Section B By-laws Committee*

Part 1 By-laws Committee shall be established as needed by the Senate

A. The By-laws Committee shall be chaired by the Parliamentarian. An advisor will be present at the meetings

B. Other committee members shall consist of at least two Senators as appointed by the Executive Council and approved by Senate

Part 2 Duties

A. To meet and formalize items sent as amendments or revisions for the by-laws or Constitution

B. To meet following a Senate meeting in which items were sent to the By-laws Committee

C. To operate under guidelines approved by the Senate

### *Section C Election Committee*

Part 1 This committee shall consist of the Senior Class President as chair and at least three Association members

Part 2 Duties

A. To conduct all general and special elections

B. To establish dates for special elections

C. To arrange nominations

D. To manage the election polls by appointing election officials

F. To count the ballots for all Student Senate elections

G. To be responsible for Homecoming King and Queen and Scotchman and Miss Wesleyan elections (See Election Guidelines, Scotchman & Miss Wesleyan Guidelines, Royalty Guidelines)

H. To verify academic standing of the candidates prior to elections

I. To operate under guidelines approved by the Senate

J. Refer to Election Committee Guidelines for further instruction

## Article VII: Recognized Organizations

*Section A New Club Membership*

Part 1 Refer to Article II, Section G., Part 2 of the Constitution

Part 2 Probationary Status

A. All new clubs shall be placed on probationary funding status for one semester

B. Probationary status for new clubs shall be reviewed at the end of each semester, and funds may be granted to satisfactory clubs, if the funding is available

C. New clubs shall receive \$50 in their budget to start the year unless previously on probation

Article VIII: Amendment Procedures

*Section A Amendments*

Part 1 Items proposed as the By-law amendment before Senate shall be sent to the By-laws Committee though majority vote of the Senate

A. The By-laws Committee will then formally write the item as a proposed amendment to the Senate By-laws based on the information provided in the Senate meetings minutes

Part 2 At the following Senate meeting, the formalized proposed amendment shall be read, within 20 days, shall be read to the Senate

A. Following the reading of the proposed amendment, there will be further discussion of the proposed amendment

B. After further discussion, the proposed amendment shall be voted on by Senate passing with a two-thirds vote

C. If amendment is voted down, it may be sent back to the by-laws committee for revision

Part 3 Final Reading

A. If after the first reading a proposed amendment is sent back to the Bylaws Committee for revising, it shall be read a second and final time at the next Senate meeting

B. Following the second reading, there will be further discussion of the proposed amendment. The proposed amendment can either be adopted by a two-thirds vote of Senate or killed by a vote less than two-thirds in favor of the proposed amendment

### Amendments

Amendment I Establishment of Conference Fund Amendment (10/22/96)

Part 1 Any individual Dakota Wesleyan University student wishing to attend a conference with the aid of Senate funds must fulfill the following requirements:

- A. A request must be made in the presence of Senate stating the itinerary and budget proposal.
- B. A presentation of the highlights of the conference must be made to the Senate.
- C. Funding will be allotted separately in each individual case as decided by Senate members.