

Student Senate Bylaws

Eastern Illinois University Student Government

Fall 2004
Revised 1 September 2004

ARTICLE I – ORGANIZATION OF THE SENATE

A. COMPOSITION (Mandated by Article II, Section B, Part 1 of the Student Government Constitution)

1. Shall consist of thirty (30) Senators representing three (3) districts:
 - a) At-Large, ten (10) Senators
 - b) Off-Campus, ten (10) Senators
 - c) On-Campus, ten (10) Senators
2. Senators must reside in the district he or she represents throughout the full term of office.
3. Senators must meet the following requirements to hold office:
 - a) Be enrolled in a minimum of twelve (12) semester hours for undergraduate students or nine (9) semester hours for graduate students (full-time student).
 - b) Maintain a minimum cumulative 2.25 Grade Point Average.
 - c) Be in good disciplinary standing with the University.

B. PROCEDURE OF MEETINGS

1. All Senate meetings will be governed by Robert's Rule of Order – Newly Revised, except when inconsistent with the Student Body Constitution or the Student Senate Bylaws.
2. All regular and special meetings shall be presided over by the Speaker of the Student Senate, unless the Speaker through some circumstance is absent, in which case the Student Body President shall preside.
3. Regular meetings shall be convened with a minimum of one (1) per week during the fall and spring semesters at the discretion of the Speaker.
4. Special meetings may be convened by the Student Body President.
5. The Senate may proceed with business when a quorum of sixteen (16) Senators is established following the Call to Order roll call, whereupon another roll call shall be conducted prior to Adjournment.
6. Audience Participation Period
 - a) Shall be placed on the Agenda of each Senate meeting prior to New Business.
 - b) The Speaker shall open the floor to anyone not holding membership in Student Government for the purpose of allowing people to present questions, problems, and new ideas to the Senate.
 - c) The Senate may require a reasonable time limit be adhered to in the presentation and discussion.

d) Shall not be used for political campaign purposes. It shall be the judgment of the Speaker as to whether the topic is political, subject to reversal if a Senator appeals the ruling of the Speaker and the motion is passed.

e) Any proposals arising out of a report during a meeting may be delayed at the discretion of the Speaker. These new proposals will be considered in their order of original occurrence following established Agenda items.

7. Roll Call Votes

a) Shall be conducted on any motion at the request of a Senator.

b) Shall be conducted on all formal motions at the discretion of the Speaker.

c) Shall be conducted on:

(1) Appropriations

(2) Amendments to the Student Government Constitution

(3) Bylaw changes on the Senate, Student-Faculty Boards, and University Board.

C. ATTENDANCE AT SENATE MEETINGS

1. Senators shall be required to attend all meetings. In the event a Senator is unable to attend a meeting, he/she must notify the Speaker of his/her expected absence prior to the meeting.

2. An accumulation of three (3) absences per semester shall result in the Senator being removed from Senate.

3. In the event a Senator is unable to attend a meeting of any university committee in which he/she was appointed, he/she must give prior notification of the absence to the chairperson of that committee.

4. Absences shall be defined as an unexcused failure to respond to the Call to Order roll call within fifteen (15) minutes or the Adjournment roll call. If a Senator is present upon voting, the Senator may vote on the issue, however, the absence will count for attendance purposes.

D. OFFICE OF THE SPEAKER OF THE STUDENT SENATE

1. Shall be the presiding officer of the Senate.

2. Shall be the Chairperson of the Committee of Legislative Leadership.

3. Shall, each semester, deliver a State of the Senate address summarizing the body's past accomplishments and future goals.

4. Shall collect Senator information sheets from each Senator with the following affixed:

a) Name

b) Campus Address

- c) District
 - d) Length of tenure in the Senate
 - e) Past committee membership / committee(s) desired
 - f) Committee choices / Chair application
 - g) Grade release statement
5. Shall, at the first or second meeting of each semester, appoint a chairperson to each of the standing committees based on interviews encompassing data from the Senator information sheets, subject to confirmation by a majority vote of Senators present.
6. Shall appoint chairpersons and members to any select / special committees created, subject to confirmation by a majority vote of the Senators present.
7. Leave of absence
- a) Shall be granted upon request for the following reasons:
 - (1) A meeting is set up with the Speaker and a date of return is set in writing.
 - (2) It is for the following reasons, academic, personal, or health.
 - (3) Personal
 - b) Each Senator is only allowed one leave of absence per semester.
 - c) Shall be announced to the Senate.
 - d) If a Senator returns to the Senate canceling the leave of absence, he or she cannot return to the leave status.
 - e) If a Senator is requesting a leave of absence and that Senator is the Chair of any committee, then the Student Senate Speaker must appoint a member of that committee to be an acting Chair until the Senator, with the leave of absence, returns from leave status.
8. Shall rule any Senator off the roll if the said Senator is in conflict with the Student Body Constitution or the Student Senate Bylaws.
9. Shall be counted as one of the votes in the thirty member figure and be counted in the number of votes necessary to constitute a majority or two-thirds (2/3) vote.
10. Rules Governing Election (mandated by Article II, Section D, Part 5 of the Student Body Constitution)
- a) Candidates shall be nominated from among the newly seated Senate during the last meeting of each semester.
 - b) The election shall be governed by Robert's Rules of Order – Newly Revised.
 - c) All candidates shall have at least one full or partial semester of experience on the Senate. This semester does not have to be the previous semester.
11. Shall serve in all capacities of the office until the Call to Order roll call of the last regular meeting of each semester, which shall be presided over by the Student Body President until the conclusion of the Speaker election, whereupon the newly elected Speaker shall assume his or her powers and duties.

12. Shall be the last name called to vote in a roll call vote.
13. Shall discharge all official correspondence of the Senate.
14. Shall appoint a Student Senator to serve as representative liaison to the Apportionment Board.
15. Shall attend meetings of the RSO delegation.
16. Shall appoint the Parliamentarian of the Senate.
17. Shall be responsible for collecting, recording, and maintaining a hard copy of all Student Senate legislation for the duration of their term. In addition, be responsible for producing an accurate and updated hard copy of the Bylaws at the end of each semester.
18. Shall be responsible for maintaining the "Senate Mentor Program."
 - a) Each semester the Speaker of the Student Senate shall assign the Student Senate Committee Chairs one or more first term Senator(s).
 - b) Each Committee Chair shall be responsible for:
 - (1) Advising and helping his/her first term Senator become acclimated to Student Senate.
 - (2) Helping his/her first term Senator stay on task and motivated towards the goals of Student Senate.
 - (3) Holding a weekly meeting with his/her first term Senator in order to facilitate the growth of ideas and legislation.

E. OFFICE OF THE STUDENT SENATE SECRETARY

1. Shall record and maintain all minutes of Student Senate meetings with copies sent to the following:
 - a) Student Senators
 - b) Officers of the Executive Branch
 - c) Justices of the Student Supreme Court
 - d) University President
 - e) Vice President for Student Affairs
 - f) Student Government Advisor
 - g) Chair of the Staff Senate
 - h) Chair of the Faculty Senate
 - i) Any other officials deemed necessary by the Speaker.
 - j) University Archives
 - k) Mayor of Charleston
2. Shall present minutes of the previous Senate meeting.
3. Shall maintain attendance records of all meetings and bring to the attention of the Speaker any excessive absences.

4. Shall be appointed by the Speaker of the Student Senate and approved by the Senate.
5. Shall be under the direct supervision of the Speaker.
6. Shall assume other powers and duties as designated by the Speaker.

II. ARTICLE II – COMMITTEES

A. GENERAL

1. All committees, with the exception of the Legislative Leadership Committee, are encouraged to have non-Senator members.
2. Non-senators who applied for a senate position shall be asked to serve on a committee of their choice.
3. Committee chairpersons shall interview all non-Senators who wish to serve on their respective committees familiarize them with the powers and duties of the committee, and report to the Senate all non-Senators accepted as members.
4. Chairpersons shall verbally submit committee reports at each regular Senate meeting.
5. Chairpersons shall verbally submit Final Committee Reports at the last regular meeting of each semester, preceded by a written report submitted to the Speaker prior to the meeting.
6. Committee chairs should post their weekly committee minutes in the designated space on the bulletin board in the Student Activities Center.

B. POWERS AND DUTIES

1. COMMITTEE ON LEGISLATIVE LEADERSHIP
 - a) Shall be composed of the Speaker as Chairperson, the standing committee chairpersons.
 - b) Shall convene regular meetings each week prior to the day of each regular Senate meeting.
 - c) Special meetings of the Committee may be convened by the Chairperson
 - d) Shall oversee the Student Senate Bylaws.
 - e) Shall review pending or proposed legislation with the option of recommending passage or rejection of the Senate. In the event the Committee amends legislation prior to being submitted to the full Senate, the amendment(s) must be reported. (Mandated by Article III, Section C, Part 2f of the Student Body Constitution).
 - f) Shall receive and review nominations from the Executive Branch requiring confirmation or disapproval to the Senate. Appointments will not be submitted to the

Senate unless and until the appointee has been notified of his or her appointment and of the time and place of his or her confirmation interview before the Senate.

g) Shall receive and review petitions by students to fill vacancies in Senate districts. Vacancies and the procedures for filling them will be made public, and the process shall be that of 1f above.

h) Shall review all Senate/committee programs with the option to recommend confirmation, rejections, continuance, or discontinuance to the Senate.

2. COMMITTEE OF ACADEMIC AFFAIRS

a) Shall investigate areas where student academic interests are concerned.

b) Shall report to the Senate any matters of academic nature.

c) One committee member shall be appointed as a student member of the Council on Academic affairs by the Student Body Vice President for Academic Affairs.

d) Shall send at least one representative to weekly Faculty Senate meetings.

e) The committee will deal with all issues between the Faculty, Staff, and Student Senates, and other issues of the campus community as a whole (Faculty, Staff, and Students), as deemed by a majority of the members of the committee.

3. COMMITTEE ON EXTERNAL RELATIONS

a) Composition

(1) The committee shall be composed of the following voting members:

(a) Three (3) Student Senators

(b) Mayor of Charleston

(c) Two (2) non-Senator students

(d) One (1) Faculty member

(e) One (1) University Administrators

(f) Two (2) Charleston City Council members (other than the Mayor)

(g) One (1) Citizen of Charleston

(h) One (1) Charleston Chamber of Commerce member

(i) One (1) Student City Council Representative

(2) The committee shall be chaired by a Student Senator appointed by the Speaker of the Senate and will chair the meeting. The chairperson will vote only in case of a tie.

(3) The committee shall be composed of the following ex-officio members:

(a) Student Vice President for Public Affairs

(b) Legal Counsel for the University and the City of Charleston

(c) Charleston City Manager

(4) The appointment of the Committee members, with the exception of the chairperson, the Student Senators, and the Mayor of Charleston, will be made by the chairperson after an application process and consultation with the Mayor of Charleston. The Student Senate must approve the chairperson's appointments.

(5) The members of the committee, excluding Student Senators, shall serve a term of one full academic year.

(6) Student Senators will serve a term of one semester.

b) Duties and Responsibilities

(1) The committee shall:

- (a) Meet at least once per month.
- (b) Establish and promote productive discourse between the Citizens of Charleston, the Charleston City Council, the Mayor of Charleston, other non-University affiliated groups, the entire University community, and other groups who interact frequently with University students.
- (c) Coordinate their efforts with the appropriate Student Government Committee(s) when necessary.
- (d) Encourage attendance at meetings by all University and Charleston community members, especially those who are directly affected by an issue being discussed by the committee.
- (2) The chairperson shall:
 - (a) Appoint, after an application process and consultation with the Mayor of Charleston, the committee members designated in items (iii) through (viii) above.
 - (b) Establish and publicize a regular meeting time and day to the University and Charleston communities.
 - (c) Invite, along with other members of the committee, community members who are affected by programs and/or legislation being considered by the committee.
 - (d) Conduct meetings of the committee.
 - (e) Serve as a member of the Student Action Team and regularly attend said meetings as well as offering the assistance of the student members of the External Relations Committee to the Student Action Team whenever needed. In the event that the Chairperson cannot fulfill this duty, he/she will appoint one of the three senate members of the external Relation Committee to the Student Action Team pending the approval of the Vice President of Public Affairs as well as the Student Senate.
 - (f) Serve as the Student City Council Liaison for the term in which they are appointed as Chair. However, in the event that a conflict should occur, preventing the chair from serving in this position the Executive Vice President shall appoint a Liaison.

4. COMMITTEE ON DIVERSITY AFFAIRS

- a) Purpose
 - (1) Shall be committed to addressing the needs of the students as it relates to diversity in regards to education/awareness, policy/procedures, and programs.
 - (2) Shall be committed to representing both the primary and secondary dimensions of diversity.
 - (a) Primary dimensions of diversity include the following: race, gender, ethnicity, national origin, culture, sexual orientation, and disabilities among students, faculty, administration, and staff.
 - (b) Secondary dimensions of diversity include the following, but are not limited to: educational background, geographic location, and religious beliefs.
- b) Duties and Responsibilities
 - (1) Education/Awareness

- (a) Shall work with any effort to promote diversity within the classroom and/or curriculum.
- (b) Shall work to foster intellectual development, expand cultural knowledge, and interracial understanding among students, faculty, administration, and staff.

(2) Policy/Procedures

- (a) Shall investigate University actions and procedures dealing with diversity issues at the discretion of the Diversity Affairs chair.
- (b) Shall advise and/or make recommendation to Eastern Illinois University administration regarding diversity issues and policies.
- (c) Shall take necessary steps to resolve issue(s).

(3) Programs

- (a) Shall sponsor, support, and/or promote programs which build individual awareness, interaction, and understanding of diversity-related issues among students, administration, faculty, and staff.
- (b) Shall work with any community effort to improve diversity relations on and off campus.
- (c) Shall work to provide a campus community that is more “inclusive”, culturally sensitive, and respectful of all student issues.
- (d) Shall work to provide information, resources, and opportunities that enhance the diversity in the campus community.

5. COMMITTEE ON INTERNAL AFFAIRS

- a) Shall ensure that all Senators are performing their required two (2) office hours per week.
- b) Send all Bills and Resolutions to proper administration officers for consideration.
- c) Shall report to the Senate on any matter of Bill status.
- d) Shall send copies of all legislation passed by the Senate to the Student Body President no later than two (2) days following the motion’s passage.
- e) Shall assist the Senate with general office operations.
- f) The Committee Chairperson shall, in consultation with the Committee on External Relations Chairperson, appoint the Subcommittee on Technology. The Committee on Internal Affairs Chairperson will chair this committee and will consult with the Committee on External Relations Chairperson and the Committee on Student Relations Chairperson. The responsibilities of the Subcommittee on Technology will include, but not be limited to:
 - (1) Maintaining the Student Government and subsidiary web sites.
 - (2) Maintaining a computerized database of historic and current legislation, executive decisions and other pertinent information.
 - (3) Keeping Student Government computers organized and in good working order.
- g) Shall notify Student Senators in writing informing them of the total number of absences they have accumulated immediately after they miss an office hour, committee meeting, senate meeting, or absences of any nature that may be counted toward their limit of three (3) absences.

6. COMMITTEE ON HOUSING

- a) Shall study and report to the Senate on all campus housing matters.
- b) Shall send a representative to the Residence Hall Association (R.H.A.) and report to the activities that are happening within the R.H.A.
- c) Shall study and report on all off-campus housing matters as per the following:
 - (1) Each fall semester, plan a housing fair to be conducted in November informing students of off-campus housing information.
 - (2) Provide guidance for a student Tenant Union to address concerns of off-campus students
 - (3) Maintain the Landlord Registration Program.
 - (4) Update and publish and Off-Campus Housing Handbook every fall semester.
- d) The Chairperson shall work with the Student Relations Chairperson to assign on-campus Senators to attend hall council meetings and deliver reports of the events in Student Government.
- e) Shall make a list of the hall council meeting times, presidents, and the President's telephone number. This shall be distributed to all Senate members, to Committee members, and to anyone else who requests it.
- f) Shall present to the Hall Council President and R.H.A. a roster of the Student Senators at the beginning of the semester. This shall have telephone numbers, addresses, the district represented, and the residence hall assignments of the Senators assigned, and the web address <http://www.eiu.edu/~stdtgov/minutes.htm> for weekly-posted minutes.
- g) Shall have two meetings with all the hall council presidents and R.H.A. President at each semester. These meetings should be held in the beginning and end of each semester.
- h) Shall monitor, update, and publicize the Rider/Roommate Board in the University Union.

7. COMMITTEE ON TUITION AND FEE REVIEW

- a) Shall be composed of the following voting members:
 - (1) Four (4) Student Senators
 - (2) Three (3) Non-Senate Students
 - (3) One (1) Faculty Senate Appointment
 - (4) One (1) Staff Senate Appointment
- b) Shall be composed of the following non-voting members:
 - (1) University President
 - (2) Vice President for Student Affairs
 - (3) Vice President for Business Affairs
 - (4) Student Body Vice President for Financial Affairs
 - (5) Student Body Vice President for Public Affairs
 - (6) University Board Director
 - (7) University Director of Governmental Relations
- c) Shall serve as an advisory committee to the president on tuition increases.
- d) Shall advise the Vice President for Student Affairs on all proposed fee increases other than the University Union Fee and the Room and Board fees which maintain boards already designated for that purpose.

- e) Shall review information provided by the University's Budget Director on the funding status of general areas such as salaries, the library, equipment, and deferred maintenance, as well as a projection of the university's need based upon the Higher Education Price Index, and recommend an appropriate increase.
- f) Shall review information from those non-appropriated funded departments requesting fee increases for the following year, and in regard to this information, make a recommendation to the Student Senate.
- g) Shall make recommendation in Compliance with the Tuition and Fee Review Committee Policy as approved in April 1995, and amended in February 1997.

8. COMMITTEE ON STUDENT RELATIONS

- a) Shall be responsible for conducting Student Government surveys that the senate recommends.
- b) Shall publish to all Colleges of the University, recognized Student Organizations, and residence halls, a complete list of names and districts (if applicable) of each Senator, Executive Officer, and Supreme Court Justice.
- c) Shall review all new student organizations, requesting recognition and make a recommendation to the Senate to grant or deny recognition. Shall also have a representative from the new student organization requesting to be recognized come before the Senate to state its purpose and answer any questions the Senate may have. In the event that a representative may not make it before Senate, the chairperson of the Student Relations Committee, after speaking with the organization, will speak on behalf of the new student organization requesting to be recognized. Furthermore whether a member of the student organization is present before Student Senate or not, the chairperson of the Student Relations Committee must read the mission statement of the organization requesting to be recognized.
- d) The Student Relations Committee will be responsible for Grievance Program.
- e) The Student Relations Committee will:
 - (1) Provide the forms at information tables, Union, Recreation Center, Coleman Hall and in the Student Activities Center.
 - (2) Provide boxes at the Union, Recreation Center, Coleman Hall for the collection of the forms.
 - (3) Collect and review the forms weekly.
 - (4) Send the forms to the proper authorities and see that the forms are addressed in a timely fashion.
- f) Shall oversee the Public Relations Coordinator
 - (1) The Public Relations Coordinator shall be responsible for working with all committees on graphic design and publicity projects.

9. COMMITTEE ON UNIVERSITY DEVELOPMENT AND RECYCLING

- a) Shall work in conjunction with the University Recycling to establish a campus-wide recycling program.
- b) Shall work to properly educate students about campus recycling and direct efforts to change when necessary.
- c) Shall report to the Senate weekly on the progress of the Recycling And Development Committee.

- d) Shall at least once a year conduct an investigation of lighting and safety issues on and near campus
- e) Shall work with the Coles County Solid Waste & Recycling Coordinator to establish a county-wide curbside recycling program
- f) Shall each semester request a presentation to Senate by the Eastern Illinois University Recycling Coordinator to inform the Senate on the progress of the campus recycling program.
- g) Shall investigate all areas of University expansion and development.

10. SHUTTLE BUS ADVISORY COMMITTEE

- a) Is comprised of:
 - (1) Two (2) representatives from Student Senate
 - (2) One (1) representative from Eastern Illinois University's Administration
 - (3) One (1) representative from Eastern Illinois University's faculty
 - (4) One (1) representative from the Charleston Community
 - (5) One (1) representative of the company contracted
 - (6) Four (4) representatives who are non-Student Government members.
- b) Shall consist of additional members from the community, student body, faculty or administration. The Chair of this committee can appoint any additional members.
- c) Will meet regularly to discuss ways to better the shuttle bus, and address any concerns that may arise regarding this service.
- d) Must vote on any proposed changes to the Shuttle Bus service. A change will be instituted upon a majority vote of the committee members present.
- e) Will be chaired by a committee member appointed by the Speaker of the Student Senate. The term of the Chair will be one (1) semester. Chair of this committee will retain full voting rights on all matters.
- f) Will record minutes for each meeting. A copy of these minutes will be submitted to the Speaker of the Student Senate within one (1) week after the meeting.

C. ATTENDANCE AT COMMITTEE MEETINGS

1. Senators shall serve on a primary committee on which they will be required to attend all regular meetings.
2. Senators may serve on a secondary committee(s), which they will not be required to attend all regular meetings.
3. An accumulation of three (3) absences from a regularly scheduled committee meeting, which the Senator was appointed to by the Speaker of the Senate, shall result in the Senator being removed from Senate.
4. If a conflict arises between a Committee Chair and a Senator that cannot be resolved between the two parties, the dispute shall be taken to the Speaker of the Student Senate, who shall act as an arbitrator and will work with the two parties in effect, to reach a plausible solution.

III. ARTICLE III – SPECIAL MOTIONS

A. LEGISLATION (Mandated by Article VIII and Article IX of the Student Body Constitution)

1. All motions to pass Bills or Resolutions, amend the Student Body Constitution, or amend the Student Senate Bylaws must meet the following requirements for consideration by the Senate.
 - a) The motion must be submitted in writing with justification to the Speaker by Monday at 4:30 p.m. or 9 days in advance of the regularly scheduled Senate meeting in order for the Speaker to refer the motion to the appropriate committee for input, evaluation and consideration.
 - b) The motion must be accompanied by the names of its intended sponsors (restricted to Senators), and, where different, the names of the authors.
 - c) The motion shall then be considered by the appropriate committee, as designated by the Speaker, at its regularly scheduled weekly meeting. The committee may recommend passage, failure or amendments. The committee must then take a formal vote on the motion, as amended if applicable, with a quorum of members need to be present.
 - d) Upon passage of the motion from committee, the name of the committee chair shall be placed on the motion as a co-sponsor and the motion shall be delivered to the speaker, with comments from the committee affixed, by Monday at 4:30 p.m. or 48 hours in advance of the regularly scheduled Senate meeting to be in accordance with the Illinois Open Meetings Act.
 - e) The motion shall then be considered by Legislative Leadership with the option to recommend to the Senate passage, rejection, or amendments.
 - f) All special motions, with the exception of Resolutions, will be submitted to the Senate and tabled for one (1) week.
 - g) Resolutions shall be voted on at the meeting presented, subject to majority vote of the Senators present for passage.
 - h) Bills shall be subject to a majority vote of the Senators present for passage.
 - i) All motions to amend the Student Body Constitution or Student Senate Bylaws must be accompanied by a written copy of both the current text and the proposed change written in full, subject to a two-thirds (2/3) majority vote of the Senators present.

B. LETTERS

1. All motions to send correspondence must meet the following requirements:
 - a) The motion must be submitted to the Legislative Leadership Committee, which shall retain the option to recommend passage, rejection, or amendments to the Senate.
 - b) Shall be accompanied by copies, which shall be distributed to Senators, and if passed, made available to the University community through the Speaker.
 - c) Shall be subject to a two-thirds (2/3) majority vote of the Senators present.

d) If approved, letters must be mailed within six (6) calendar days, with any exception to be approved by the Speaker, subject to a majority vote of the Senators present.

C. BUDGET EXPENDITURES

1. All motions to expend funds over the amount of \$50.00 must be approved through a Bill which includes the following information:
 - a) The exact amount requested.
 - b) The item(s) to be purchased with a breakdown of individual costs.
 - c) The purchasing agent for the expenditure.
 - d) The line item in the Student Government Budget from which the funds will be spent.
2. Student Government funds shall not be used for donations to any person, activity, organization or academic department.
3. The Speaker of the Student Senate and the Student Body President shall submit for Senate's approval the budget for Student Government.
4. All Senators who participate in any Student Government-funded conference or educational trip will be required to submit a formal report to the Student Senate and participate in an open forum focused on what each participant learned from the experience and how those experiences can best benefit the university.

IV. ARTICLE IV – GRADE POINT AVERAGE AND REMOVAL

A. GRADE POINT AVERAGE POLICY

1. Grade Point Averages and class hours for Senators and Executive Officers shall be checked three (3) times by the Student Government Advisor who will determine if the student is eligible to hold office.
2. The Petitioning Process
 - a) The Elections Commission will forward all grade release forms to the Student Government Advisor when a student files a completed petition for a Senate seat in the fall and spring and when a student files a completed petition for an Executive Office in the spring.
 - b) The Student Government Advisor will determine if the student is eligible to run in accordance with the Student Body Constitution and Student Senate Bylaws.
3. Fall and Spring Semesters
 - a) Grade Point Averages will be collected from each Senator at the beginning of each semester by the Speaker who will forward them to the Student Government Advisor.

- b) The Student Government Advisor will determine if the Senators and Executive Officers are in accordance with the Student Government Constitution and Student Senate Bylaws (see Article I, Section I, Parts 2 and 3).
- 4. Senators' and Executive Officers' class hours shall be checked by the Student Government Advisor after the withdrawal phase in accordance with the academic calendar.
- 5. The Student Government Advisor shall rule any Senator off the roll or remove any Executive Officer if the Senator or Executive Officer is in conflict with the Student Government constitution or Student Senate Bylaws.

B. REMOVAL (Mandated by Article II, Section E, Parts 1 and 2 of the Student Government Constitution)

- 1. The Senate shall not consider the removal of a Student Government Executive Officer, Senator, Supreme Court Justice, or student member of a Student-Faculty Board or Council until a petition for removal is presented to the Speaker and said petition has been signed by five (5) Senators.
 - a) Said petition must request the removal of the official and state on what grounds the proposal would be justified.
 - b) Said petition shall cite in what manner the individual's action(s) created the request for removal.
- 2. The speaker shall deliver a copy of the petition to the individual proposed to be removed within twenty-four (24) hours of its receipt.
- 3. The proposal shall be the first order of business at the next regular meeting of the Senate except in the case where there are not any regular meetings scheduled at the end of the semester, whereupon a special meeting shall be convened.
- 4. Endorser's of the petition (or their representative) and the individual in question (or representative) shall be allowed to introduce their evidence on the removal of the individual.
- 5. The Speaker shall serve as a mediator and may call recesses at his or her discretion.
- 6. The head table shall be reserved for the Speaker, the Senate Secretary, and witnesses.
- 7. Opening statements may be presented by either side. The endorser shall make the first statements, the defense shall follow.
- 8. Argumentation shall not be allowed by either side during the opening and closing statements.
- 9. Endorser's shall call witnesses first and defense shall be as follows:

- a) Direct examination
 - b) Cross examination
 - c) Re-direct
 - d) Re-cross
 - e) Senators may present questions for clarification of testimony offered by witnesses
10. Final arguments may be presented by either side. The endorser shall make the first statement, the defense shall follow.
11. Open debate among Senators (excluding both parties, with the exception when questions are addressed to them) shall commence at the conclusion of final arguments. Motions to limit debate will require a three-fourths (3/4) majority vote of the membership of the Senate.
12. All of the above proceedings shall occur in executive session. When all evidence has been presented, the accused individual may remain in the Senate Chamber.
13. The Senate shall consider the removal of the individual according to rules governing debate outlined in Robert's Rules of Order – Newly Revised, with the exception of motions limiting debate.
14. Following the end of debate, the Senate shall vote by roll call on the removal of the individual. Removal shall require a two-thirds (2/3) vote of the membership of the Senate.
15. The result of the roll call shall first be announced to the accused and to the Senate and made available to the public.
16. Removal of a Senator or Executive Officer concerning grades / absences shall not be subject to this procedure.

V. REQUIREMENTS FOR SENATORS WHILE IN OFFICE

A. OFFICE HOURS

1. Student Senators are required to be present in the Student Government Office for at least two (2) hours per week.
2. If a Student Senator misses one (1) or two (2) of that week's office hours, that Student Senator shall be counted for one (1) missed office hour.
3. Performance of office hours is to be overseen by the Chairperson of the Committee on Internal Affairs.
4. Failure to fulfill this requirement on three (3) separate occasions in a semester will result in removal from Senate.

B. STUDENT RECOGNIZED ORGANIZATION REPRESENTATION

1. The Student Relations Committee shall collect a survey that will be attached to the RSO renewal/registration form and compile this information to assess the need of Senators presence at RSO meetings. The committee shall also be responsible for assigning senators to RSOs.
2. Each senator will receive a copy of their assigned RSOs information survey and establish a relationship with each of their assigned RSOs. This includes attending the regular meetings of the RSO, informing the RSO of issues occurring in Senate, and relaying their feedback/concerns back to the Senate.
3. At each RSO meeting attended, senators will be required to obtain the signature of either the president or advisor of that RSO and turn it into the mailbox of the student relation's committee chair. For quality control, the Student Relations Committee, with the assistance of the Internal Affairs chair, will periodically contact RSO presidents to gain feedback on the effectiveness of their senate representative.
4. Towards the end of the semester, an evaluation form will be distributed to members of RSOs to assess the effectiveness of their senate representative. In addition, a survey will be given to the president of the RSO to gain information (i.e. meeting times, etc.) for next semester.
5. Senators will be penalized one (1) missed senate meeting for every three (3) unexcused absences from an RSO meeting. Exceptions will be made for excused absences. Excused absences include a class, a student senate meeting, or a student senate committee meeting. For RSOs that meet weekly the Senator will be responsible for attending at least twice a month. In the event that a senator will not be attending an RSO's meeting, he/she will be responsible for notifying the RSO president and sending them a copy of a senate report.

C. STUDENT REPRESENTATION

1. The student relations committee will organize three or four informational meetings for students. These meetings should be approximately one month apart from each other. The goal of the meeting is to inform students on current issues in senate and receive feedback / concerns to take back to senate meetings. A specific topic (i.e. tuition increases) may be addressed at a particular meeting and there may be collaboration with other senate committees depending on the topic. Each senator will be responsible for attending one of these meetings each semester. In addition, senators may be responsible for helping to organize and promote the informational that they are attending. The consequence for not attending the meeting will be equivalent to an absence of one senate meeting.
2. Senators will be responsible for posting senate reports at assigned locations on campus. This will occur at the beginning of each week.

D. PROMOTION OF DIVERSITY REQUIREMENT

1. Every Student Senator is required to attend at least one event, program, or meeting, per semester, that promotes diversity on campus.
2. Student Government events, meetings, or programs do not count towards the fulfillment of this Student Senate diversity requirement.
3. Failure to fulfill this diversity requirement by the middle of the semester will result in the equivalent of (1) absence from a committee meeting; failure to fulfill this requirement by the end of the semester will result in the equivalent of one (1) absence from a Student Senate meeting. The Chair of the Diversity Affairs Committee shall be responsible for monitoring fulfillment of this requirement.

VI. COMPENSATION OF THE OFFICERS OF THE EXECUTIVE BRANCH AND SPEAKER OF THE STUDENT SENATE

A. EXECUTIVE BRANCH AND SPEAKER OF THE SENATE

1. Compensation shall be provided in the following manners:
 - a) Compensation in the amount of 12 credit hours shall be applied to the executive officers' account to be used for tuition, fees, and other educational expenses for under graduates. Compensation in the amount of 9 credit hours shall be applied to the executive officers' account to be used for tuition, fees, and other educational expenses for graduate students. The Student Government Advisor shall issue the appropriate documents to initiate the waiver.
2. Compensation shall be denied in cases of academic/disciplinary probation, withdrawal from the University, removal from office, or failure to fulfill the required five (5) hours per week or maximum forty-eight (48) hours per month of work. In the event that an executive officer is removed or resigns from office, he/she shall return the prorated amount of any tuition waiver already received.
3. Executive Officers may, at the discretion of the Student Government Advisor, be reimbursed for mileage expenses incurred during the fulfillment of summer requirements.

B. CERTIFICATION OF TIME WORKED

1. Shall report hours worked as those only directly related to their respective officers and duties as stated in the Student Body Constitution, Student Senate Bylaws, and posted office hours.
2. Shall certify hours worked on a monthly time card with his or her signature and submitted to the Student Government Advisor.
3. Travel time shall not be included in the certification of time worked.

4. Allocations shall be drawn from the Student Government Budget, #2-11311.

Certified by,

Ryan W. Berger
Speaker of the Student Senate