



ALBION COLLEGE STUDENT SENATE

Albion College Student Senate Constitution 2008-2009 Revised Edition

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 wherever possible. All powers of the Albion College Student Senate shall be derived from the consent of the student body, and the senate will resemble a democratically elected republican government.

Article I: Name

The name of this body will be the Albion College Student Senate.

Article II: Membership

Section 1. Composition of Membership

A. President and Vice President

1. Number and Qualification

There will be one President and one Vice President. The President and Vice President must each meet all qualifications of Senator. The President will have served as a Senator for a time equal to at least one full term before his or her inauguration, and the Vice President will have served as a Senator for at least one semester before his or her inauguration. The President must, at a minimum, be a second year student of Albion College when he or she runs for the office.

2. Constitution and Election Code revisions Election and Term

- a. The offices of President and Vice President will be filled during the spring general election.
- b. Candidates for President and Vice President will stand together for election on a ticket. Each student may cast a single vote for the election of the President and Vice President.

c. All qualified students wishing to be candidates for President and Vice President of the Student Senate must submit to the Senate Elections Commissioner a petition from each prospective ticket bearing signatures and student identification numbers of at least two hundred (200) members of the Albion College student body who are not graduating the semester of the election.

d. Candidates for President and Vice President will simultaneously be candidates for the Senate, unless they specifically request otherwise to the Election Commissioner.

e. The ticket that earns the most votes from members of the Albion College student body will be elected President and Vice President.

f. A complete term for the President and Vice President will be defined as beginning with the inauguration of all members of the Senate following the spring general election and ending with the first regular meeting following the general election in the subsequent spring.

g. Once elected, the President and Vice President will serve, but not be limited to, one term.

3. Duties

a. Presidential Duties

The duties of the President include, but are not limited to:

- (1) Presiding over Senate and Cabinet meetings.
- (2) Appointment of other Senate officers subject to approval as required by this Constitution and/or subsequent Bylaws.
- (3) Determination of the agenda for Senate and Cabinet meetings.
- (4) Acting as official spokesperson for the Senate and President of the Student Body.
- (5) Voting, only in the case of a tie, in Cabinet and in Senate.
- (6) Appointment of students to committees as requested by the administration, Senate, and/or the Board of Trustees.
- (7) Appointment of a Sergeant At Arms, Parliamentarian, or other such officers as deemed necessary by the President.

b. Duties of Vice President

The duties of the Vice President include, but are not limited to:

- (1) Temporary President of the Senate in the event of the President's absence, temporary incapacitation, or when the President has a conflict of interest regarding an issue.
- (2) Succession to the Office of the President in the event of vacancy.
- (3) Working with the President on recruitment and retention of Senate members as deemed necessary.
- (4) Coordination of Pet Project Proposals and their appropriate approval process.
- (5) Assisting with any Senate initiatives or projects that the President delegates to him or her, including, but not limited to, the Senate newspaper program.
- (6) Establishing the official documentation and stationery for all Senate-related business and the publication of a monthly Senate newsletter if the Senate chooses to publish one in a given year.
- (7) Serving as a voting member of the Senate.

4. Review, Resignation, and Filling of Vacancies

a. The following actions will be taken should the President be temporarily unable to perform his or her duties:

- (1) The Cabinet, may, in cases of grievous medical emergency, excessive and debilitating emotional stress, extended absence, or any other such extreme cause as will be deemed reasonable and prudent, by a majority vote, declare the President temporarily incapacitated. This action may be over ruled by a majority vote of the Senate.
- (2) The Vice President will act as Temporary President during the President's incapacitation.
- (3) At such time that the majority of the Cabinet deems the President's incapacitation to have ended, or upon the President's appearance before Senate to affirm his or her ability to perform the duties of the President, a majority confirmation by the Senate will restore the President to his or her full rank and authority.
- (4) The Vice President will be subject to the same regulations regarding temporary incapacitation as the President.
- (5) Should both the Presidency and Vice Presidency become vacant concurrently then the order of succession will be as follows: The Secretary of the Senate, the Treasurer of the Senate, the Chief Financial Officer, and then the chairs of the committees in order as listed by this constitution.

(6) Should the Vice Presidency become vacant, the President shall reserve the right to select, subject to a majority conformation of senate, a new Vice President.

b. The President will be brought up for removal upon the following situations:

(1) Presentation to the Secretary of the Senate a petition requesting the aforementioned action bearing the signatures and student numbers of at least two hundred (200) members of the student body, or nine (9) Senators. Following deliberation by the Senate on the question of removal, the President may be removed by a two-thirds (2/3) vote of the Senate. One week notice of vote must be given to all Senate members.

(2) A non-Senate member may issue a recall petition pursuant to the rules governing non-Senate member-authored legislation requesting a campus-wide vote contained in this Constitution.

(3) The President or Vice President may resign from his or her position by presenting a written letter to the Secretary, which will then be submitted to the Senate.

(4) The Vice President may be brought before the Senate for removal and be removed under the same circumstances as the President, or by recommendation of the President. Removal initiated by Presidential recommendation must be approved by a majority vote of the Senate.

B. Senators

1. Number and Qualification

There will be twenty-seven (27) Senators, including the President and Vice President, who must be students of Albion College and free of academic probation. Senators must sign a records release form at the beginning of every semester to verify that they are not on academic probation. Candidates petitioning to be placed on the Senate ballot must sign a records release form which will be attached to the petition. The Senate Election Commission will specify to each candidate that he or she must not be on probation when running, and reserves the right, if deemed necessary, to confirm any probation with college officials. If a candidate is on academic probation with the college, their name will not be placed on the ballot, and they will be notified by the Senate Election Commissioner.

2. Election and Term

a. All qualified students wishing to appear on the ballot for the spring general election must submit to the Senate Election Commissioner a petition bearing the signatures and student identification numbers of at least one hundred (100) members of the student body who are not graduating the semester of the election.

- b. All qualified students in their first semester at Albion College wishing to appear on the ballot for the fall first-year and transfer student elections must submit to the Senate Election Commissioner a petition bearing signatures and student identification numbers of at least one hundred (100) first-year or transfer students.
- c. Nominations and all other election procedures will also be subject to the Albion College Student Senate Election Code.
- d. The top twenty (20) vote-getters in the spring general election will be elected Senators.
- e. Seven Senators from among the first-year and transfer students will be elected in the fall. Only students in their first semester at Albion College may vote in this election.
- f. A full term for Senators elected in the spring general election will be defined as beginning with the inauguration of all members of the Senate following the spring general election, and ending with the first regular meeting following the general election in the subsequent spring.
- g. A full term for Senators elected in the fall general election will be defined as beginning with the inauguration of the first-year Senatorial class, and ending at the first regular meeting following the subsequent spring general election.
- h. A full term for Senators appointed during an academic year by the Senate or elected at the mid-term election will be defined as one calendar year from the date of installment. This definition applies to Senators seeking the Presidency or Vice-Presidency. A Senator who meets these criteria must run in the spring general election.
- i. Senators will have the privilege to serve, but not be limited to, one term.

3. Duties

The minimum duties of each Senator will include:

- a. Attendance at all mandatory Senate functions, including, but not limited to, Senate meetings and a Senator's primary committee meetings.
- b. Participation in at least one standing committee or equivalent for officers of the Senate.
- c. Strict compliance with the Constitution and Bylaws.
- d. Other additional duties, as assigned by the President, Vice President, or the chair of the committee or committees on which they serve.
- d. The right to vote in all meetings of the Senate.
- f. Completing Senate hours as defined in Title I of the Bylaws.

4. Review, Resignation, and Filling of Vacancies:

a. A Senator will be subject for review by the Ethics Board for any of the following reasons:

- (1) Three unexcused absences, within one term of service, from any mandatory Senate function.
- (2) Failure to fulfill duties as assigned in this Constitution.
- (3) Embezzlement of Senate funds.
- (4) Academic probation, as determined by the Albion College Office of Student Affairs.
- (5) Any other condition of immediate removal specified in the Albion College Student Senate Code of Ethical Conduct and Practice, as contained in the Bylaws.

b. General removal proceedings may be initiated, upon recommendation of The Ethics Board, by a majority vote at any Senate meeting, or by presentation of a petition signed by not less than two hundred (200) members of the student body.

c. At least one week prior to the proposed removal vote, the Senator in question will be notified via e-mail by the Secretary of the Senate. Should the Senator in question request a public hearing, his or her request must be made in writing at least three days prior to the proposed removal vote. Notice of the hearing will then be posted in prominent places no less than two days before such a meeting by the Secretary of the Senate.

d. Following deliberation at the hearing, the Senator in question may be removed by a two-thirds ($2/3$) vote of the Senate.

e. If a Senator wishes to resign, she or he must submit a letter to the President, who will submit the letter to Senate. Resignations from Senate do not require any vote to be approved and are effective upon the President's submission of the letter to the Senate.

f. In the event of a resignation of a cabinet member, the president will make a recommendation for a replacement, which will be approved by a majority ($2/3$) of the Senate.

g. When a vacancy occurs in the Albion College Student Senate during the course of the first semester, the President shall accord the Senate and all representatives the following in order to provide a fair appointment of an interim Senator.

1. Notify all representatives of the vacancy and the replacement vote prior to the Senate meeting where the vote will take place;

2. Provide all applicants with an opportunity to address the Senate prior to the vote of the Senate;
 3. Provide Members of the Senate with the opportunity to ask the applicants questions;
 4. Clear the room of all applicants so that a discussion period, followed by a closed vote, can occur.
- h. Only a current sitting representative may serve as an interim Senator.
- i. During the first three weeks of the second semester, an election for the replacement of all interim Senators or other vacated Senate seats shall be held in accordance with the procedures outlined in the Election Code.
- k. When a vacancy occurs in the Albion College Student Senate during the course of the second semester, but after the first three weeks, the vacant seat shall be filled in the same order as a vacancy in the first semester.

C. Representatives

1. Number and Qualification

Any student of Albion College who has attended at least two Senate meetings will be qualified to serve as a representative.

2. Election and Term

Representatives will require a majority approval of the Senate after he or she meets the qualification listed above. Representatives may be appointed at any time during the academic year, with terms expiring at the first regular meeting following the subsequent spring general election.

3. Duties

Representatives will have all of the same duties as Senators, but will not have the right to vote, except during committee meetings.

4. Review and Resignation

The rules set out for review and resignation pertaining to Senators will apply to representatives as well.

D. Advisors

1. Number and Appointment

The Student Senate will have at least two (2) advisors. One advisor will be the Vice President for Student Affairs or his or her designee, and one faculty advisor will be appointed by the Senate President and approved by majority vote of the Senate. Should the Senate deem it necessary, additional advisors may be appointed by the President and approved by a majority vote of the Senate.

2. Duties

The primary duty of the advisors is to counsel the Senate in its actions. Advisors have no authority to vote or to contradict the will of the Senate in any way.

3. Review and Resignation

- a. In the case of the faculty advisor submitting a letter of resignation, the Senate President may appoint a new advisor to be confirmed by a majority vote of the Senate, or leave the seat vacant (as long as there are at least one other advisor).
- b. A faculty advisor may be subject for review by the Cabinet for failure to fulfill duties as outlined in this Constitution.
- c. Review and/or removal proceedings may be started by a majority vote of the Senate, or by the recommendation of the Cabinet.

Section 2. The Oath of Office

Upon inauguration, the President, Vice President, Senators, and Representatives will take the following oath: "As a student of Albion College, I, (state your name), 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 Student Senate and Albion College, and uphold the Constitution and Bylaws of the Albion College Student Senate."

Article III: Appointed Officers

Section 1. The Secretary

- A. The Secretary will meet all the qualifications of a Senator. The Secretary must be a duly elected voting member of the Senate but may not serve as any other Senate officer or committee chair.
- B. The Secretary will be appointed by the President and confirmed by a majority vote of the Senate at the first meeting following the spring general elections.
- C. The Secretary will hold office for one term.
- D. The duties of the Secretary will include:

1. Recording accurate and objective minutes of all Senate and Cabinet meetings, and keeping these minutes on file in the Senate office for no less than one year from the meeting date.
 2. Publication and distribution of said minutes no later than the beginning of the next scheduled meeting of each respective body.
 3. Keeping full and accurate attendance records, in consultation with committee chairs, for committee attendance.
 4. Determining whether an absence should be considered excused or unexcused as defined in Title I of the Bylaws.
 5. Notification to members of special meetings.
 6. Conducting correspondence required for official Senate business as requested.
 7. Appointing assistant(s) as necessary, whose duties will be outlined by legislation at the time of their appointment.
 8. Acting as the official office manager for all Senate facilities by ensuring that said facilities stay clean and organized.
 9. Notifying the Ethics Board and Cabinet if a Senator is not fulfilling any duties as described in the Constitution and Bylaws.
- E. The Secretary may be removed at the recommendation of the President and a majority vote of the Senate or without Presidential recommendation by the two-thirds (2/3) vote of the Senate.
- F. The Secretary is exempt from being on a standing committee.

Section 2. The Treasurer

- A. The Treasurer will meet all the qualifications of a Senator. The Treasurer must be a duly elected voting member of the Senate but may not serve as any other Senate officer or committee chair.
- B. The Treasurer will be appointed at the first meeting following the spring general elections by the President and confirmed by a majority vote of the Senate.
- C. The Treasurer will hold office for one term.
- D. The duties of the Treasurer will include:

1. Authorizing internal Senate audits upon the direction of Cabinet for appropriate use of Student Senate money.
 2. Retaining receipts for at least one year and maintaining financial records for the Senate.
 3. Presenting the budget for the Albion College Student Senate to the Cabinet for approval at a Senate meeting.
 4. Reimbursing Senators who have purchased items listed in the budget. Checks must be signed by both the Treasurer and the President.
 5. Managing and monitoring the Student Senate checking account and informing Cabinet members as to the status of that account.
- E. The Treasurer may be removed at the recommendation of the President and a majority vote of the Senate or without Presidential recommendation by the two-thirds (2/3) vote of the Senate.
- F. The Treasurer is exempt from sitting on a Standing Committee.

Section 3. Committee Chairs

- A. All Committee Chairs will meet the qualifications of a Senator. The Committee Chairs must be duly elected voting members of the Senate.
- B. Committee Chairs will be appointed at the first meeting following the spring general elections by the President and confirmed by a majority vote of the Senate. In the event of a Committee Chair vacancy, the President may appoint a replacement Committee Chair with the confirmation of a majority vote of the Senate.
- C. Standing Committee Chairs will hold office for one term.
- D. The duties of Committee Chairs include, but are not be limited to:
1. Establishing a regular meeting time and location by working with committee members and their schedules.
 2. Presiding over their respective committee meetings.
 3. Determining the agenda for their respective committee meetings.
 4. Acting as official spokesperson for their respective committee.
 5. Voting only in the case of a tie in their respective committee meetings.

F. The Committee Chairs may be removed at the recommendation of the President and a majority vote of the Senate or without Presidential recommendation by the two-thirds (2/3) vote of the Senate.

G. All other duties for committee chairs and/or commission chairs may be outlined in the Bylaws.

Section 4. Committee Vice Chairs

All standing committees may choose one Vice Chair. The Vice Chair will be any official member of Senate, and will be nominated by the Committee Chair, and confirmed by the majority vote of the Senate. The duties of the Vice Chair will be determined at the discretion of the Chair.

Article IV: Governing Boards

Section 1. Cabinet

A. Composition

The President, Vice President, Secretary, Treasurer, Chairs of all standing committees will comprise the voting members of the Cabinet.

B. Duties

1. Providing general leadership for the Albion College Student Senate.
2. May initiate legislation for the consideration of the Senate. However, Senators do not need approval for legislation from Cabinet unless the Senator requests a review of the matter by Cabinet.
3. Taking action on behalf of the Senate when a meeting of the Senate is not possible. Such action must be presented to the Senate at its next possible meeting time.
4. Meeting on a weekly basis when possible to aid the President in determining the agenda at the Senate meeting, and to aid any officers or Committee Chairs who need support.
5. Serving as an appeals board when a Senator disagrees with a decision of an officer of the Senate. The Ethics Board will have the right to review any decision of the Cabinet if an issue remains unresolved.
6. Acting as a reviewing body for Senate initiatives and special projects.
7. Establishing committee assignments for all standing committees when new Senators are elected.

8. Additional duties may be contained in the Bylaws, or proposed by appropriate legislation.

Section 2. Ethics Board

A. All Senate members, officers, and members of the student body retain their right to be a candidate for Ethics Board.

B. The Ethics Board will be comprised of five members elected at the transitional Senate meeting of each academic year. At least three members must be current Senate members. All five spots will be filled by a nomination process open to all Senators, with the Ethics Board Chair selected before the other committee members in a separate vote. A vote on each candidate will occur in the order the nominations are received until the remaining four spots are filled.

C. The Ethics Board will convene as needed.

D. The Ethics Board will be charged with investigating all actions of misconduct and making a recommendation in the form of legislation to the Senate.

E. The Ethics Board will be charged with making a recommendation to Senate with regard to constitutional interpretation.

F. The Ethics Board will hold jurisdiction over all legislation introduced concerning the Constitution and Bylaws, including amendments thereof, and any standing or temporary rules of operation of the Senate.

G. The Ethics Chair is responsible for recording and tabulating Senate hours each semester.

H. If the Ethics Board Chair resigns or is removed by a two-thirds vote of the Senate, his or her replacement will be nominated by the President and confirmed by a majority of the Senate. The new Chair must be an existing member of the committee, unless none are willing to serve in that capacity.

Article V Committees

Section 1. Standing Committees

The Albion College Student Senate will have five (5) standing committees whose names and duties will be as follows:

Other duties for each Committee may be contained in the Bylaws or by appropriate legislation.

A. The Appropriations Committee

This Committee is charged with the distribution of the Student Activity Fee (SAF). This process includes assisting groups in submitting budgets in the correct format as determined by the Committee, setting due dates for SAF materials, writing checks and handling budget changes, according to SAF Guidelines, which are reviewed and specified in Article 9 of the SAF Guidelines. The Committee is in charge of upholding the rules and regulations of the SAF Guidelines.

B. The Committee on Student Affairs

This Committee is charged with addressing concerns about student life and student services, and communicating with the appropriate College officials as needed to gather information or remedy any complaints. This Committee has the sole responsibility of appointing Senators to campus committees, and conducting student surveys on issues of interest, with the approval of the Senate. The Committee may also hold events for students or create awards recognizing outstanding members of the college community, with approval from the Senate.

C. The Committee on Faculty and Academic Affairs

This Committee is charged with addressing concerns about faculty or academic issues. The Committee has the sole responsibility of conducting student tenure and interim review surveys of faculty and reporting their findings and recommendations to the Office of Academic Affairs. In addition, the Committee will oversee the Faculty of the Year Award and select the winner. The Committee may also hold events that bring awareness to academic issues, with the approval of the Senate.

D The Committee on Campus and Community Relations

This Committee is charged with serving as the Election Commission and running all Student Senate elections, unless conflicts arise as defined in the Election Code. This Committee has the sole responsibility to cultivate and maintain relations between the Albion College community and the city of Albion by holding events and informing students of community activities and information.

E. The Committee on Technology

This Committee is charged with addressing student concerns with regards to technology on campus. This Committee has the sole responsibility to maintain and update the Student Senate website, and communicate with Information Technology officials to address student complaints. The Committee may also facilitate the selection of DVDs and video materials for student use if the Senate approves of the activity.

Section 2. Composition

Each standing committee shall be composed of a Chair and Senate members. The chair will be nominated by the President and approved by the Senate. If a Committee chair

resigns or is removed by a two-thirds vote of the Senate, a new Committee Chair will be nominated by the President and approved by the Senate.

Section 3. Special Committees and Commissions

A. Special Committees may be created by the introduction of legislation specifying the purpose of the Committee and the duration of its existence. This action must be approved by a majority vote of the Senate.

B. Special Committee Chairs will be subject to the same duties as outlined above for Committee Chairs, unless they are not Senators. The selection of special Committee Chairs will be defined in the legislation creating the Committees.

C. All other members and duties of a special Committee will be specified in the legislation creating the Committee, or approved by the Senate in subsequent legislation.

D. Special Commissions may also be created at the sole discretion of the President, as described in Title III of the Bylaws. The officers, members, and purpose of these commissions are chosen by the President or their designee.

Article VI: Meetings

Section 1. Meetings of the Senate

A. The Albion College Student Senate will meet on a weekly basis, unless Albion College is not in session. If there is a restriction from the Office of Student Affairs on the meetings of student organizations, or other extenuating campus-wide circumstances, there will not be a mandatory Senate meeting.

B. The time and place of Senate meetings will be proposed by the President and/or the Vice President and approved by a majority vote of the senate. The time and place chosen must remain in place for the duration of the term, and any changes to the time or place of a meeting must be approved by two-thirds (2/3) of the Senate.

C. A majority (half +1) of the total voting members (26) of Senate will constitute a quorum.

D. Albion College Student Senate meetings will be open to any interested party until closed by proper procedure according to point E of this section.

E. Albion College Student Senate meetings may be closed to non-Senate members by the President or at the request of a majority of Senators.

F. Special meetings may be called by the President and/or at the written request of five (5) Senators.

G. During a special meeting, the Senate may only consider what is placed before it by the calling party(ies).

H. The Secretary will give notice of a special meeting to all Senate members no later than 24 hours prior to the aforementioned meeting.

Section 2. Meetings of Standing Committees, Special Committees, and/or sub-committees

Committees are expected to meet as needed once committees have their membership established. Further instructions on committee meeting times may be defined in the Bylaws. Senators may notify the Ethics Board or Cabinet if they feel committees or the Committee Chairs are not fulfilling their duties described in this Constitution.

Article VII: Elections

Section 1. Authority and Assignment

A. Authority

This article will govern elections of the Albion College Student Senate. This article takes precedence over Robert's Rules of Order, and all legislation passed by the Senate.

B. Commission Assignment

The governing body for all elections and referenda conducted by the Albion College Student Senate will be the Election Commission. The composition of the Election Commission will be the Campus and Community Relations Committee, herein after referred to in this document as EC or CCRC. The Election Commissioner will be the Campus and Community Relations Chair.

C. Conflict of Interest and Replacement

Should the Election Commissioner or any member of the EC seek election, his or her seat on the EC (not on CCRC as a standing Senate committee) shall be void, and thus, shall be replaced by an appointment of the President of the Senate to be confirmed by a majority of the Senate.

D. Composition

At no time will the President of the Senate permit the EC to sit with less than three (3) total members, of whom one must hold the title of Election Commissioner as indicated in the first sentence of Part B.

E. Replacement of Commission Members

The Election Commissioner reserves the right to replace any Commission member if the other Commission members are unanimously in agreement. The replacement member is appointed in accordance with Part C. A commission member may not be replaced after the polls have opened without the written consent of a majority of the Senate.

Section 2. Elections

A. Reserved Power

The EC reserves the right to modify any rules contained in The Election Code in the event it is deemed necessary by the unanimous consent of the Commission, the President of the Senate, and the Chair of Ethics Board that such a modification would aid the election process.

B. Election Definitions

1. A general election is one in which the entire Albion College Student population is eligible to vote for some office, provided that they are registered full-time students with the Office of the Registrar.
2. A special election is one in which participation is limited to a particular constituency (i.e., the traditional fall first-year/transfer student election).
3. A referendum election is one in which no offices are filled, and an issue is voted on. Referendum elections may be of the general or special types.

C. Candidacy

1. Persons seeking to run for office must submit a letter of intent to the Election Commissioner no less than five (5) days (not including Saturday or Sunday) before a scheduled election. The letter of intent must include: name, address, telephone number, class, office sought, agreement to abide by all campaign regulations, signature, date, e-mail address and should be obtained by the prospective candidates in the Commissioner's office prior to the deadline. Submission of the letter of intent constitutes an agreement to accept all Commission decisions, or agreement to appeal Commission decisions through the procedures set fourth in the election Bylaws.
2. No person shall be eligible to seek an office with the knowledge that he/she will be departing the College before the expiration of that office's tenure. All candidates must be Albion College students and pay the student activity fee. Students not on campus but enrolled with an approved off-campus program may also campaign for office.
3. The Commission may set and extend the filing deadline for letters of intent at its discretion.

4. An extension of the filing deadline for one candidate means the extension of the filing deadline for all candidates.

5. All letters of intent will be available for public inspection upon the request of any student at least three (3) days, not including Saturday or Sunday, before Election Day.

6. The Commission will call for and announce dates for the following:

- a. Organizational meeting for candidates
 - b. Final candidate registration and submission of letter of intent to the Election Commissioner.
 - c. Petitions/start of campaigns
 - d. Election
 - e. Removal of Campaign Material
 - f. Recount Request Hour
 - g. Approximate Final Tally Announcement Time
- D. Campaign Practices

For campaign practices, please refer to The Election Code.

Article VIII: Constitution, Bylaws & Standing Rules

The Senate may adopt Bylaws and/or standing rules outlining specific provisions and procedures for the implementation of the Constitution by a two-thirds (2/3) vote, with previous notice to the Senate of at least one week. The Senate retains the right to amend this constitution in accordance with Article 10, Section 1 of this constitution.

Article IX: Parliamentary Authority

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

Article X: Amendment and Legislation

Section 1. Amendments

A. Externally Initiated Constitutional Amendment:

1. Requires signatures and respective student ID numbers of two-hundred (200) Albion College Students.
2. Once the petition bearing the required number of signatures is presented to the Secretary of the Student Senate, it will be placed on a campus wide ballot within ten (10) school days.
3. If three-fifths (3/5) of those voting on the initiated amendment approve it, then the amendment shall stand adopted.
4. This amendment shall take effect immediately unless otherwise specified.

B. Internally Initiated Constitutional Amendment:

1. May be brought forth by any Senate member to the Ethics Board, and must be presented to Senate one (1) week prior to consideration for a vote.
2. Requires a two-thirds (2/3) majority approval from the Senate.
3. Pending this approval, the amendment will be placed on a campus wide ballot within 14 academic days.
4. If three-fifths (3/5) of those voting on the initiated amendment approve it, then the amendment shall stand adopted.
5. This amendment shall take effect immediately unless otherwise specified.

C. The Student Senate retains the authority, subject to a two-thirds (2/3) Senate vote, to amend committee names and/or officer titles, without a campus-wide vote.

Section 2. Senate Legislation

Any member of the Student Senate may initiate and present legislation to the Senate for consideration. The Bylaws specify the exact process for introducing and passing legislation, including the proper format of legislation.

Section 3. Non-Senate member authored legislation

All students are encouraged to approach a Student Senator and ask for sponsorship of their legislation, knowing that if sponsorship is granted, their legislation will fall under the standing rules of the Albion College Student Senate.

A. Requesting a Student Senate vote:

1. Requires one-hundred (100) Albion College Student signatures and their respective student ID numbers to be placed on the Student Senate agenda.

2. This legislation must be voted upon before the adjournment, suspension, or recess of the meeting or closing of discussion.

3. Any student may use this avenue to present a piece of legislation by any author to the floor of the Student Senate for discussion and a vote.

B. Requesting a campus-wide vote:

1. Requires one-hundred and fifty (150) signatures to be placed on the agenda, and must be placed on the agenda at the next general meeting after its presentation to the Secretary of the Student Senate.

2. This legislation may be amended, but only with the approval of the original authors and a majority vote of the Senate.

3. This legislation will not be open for a vote by the Senate; rather, at the close of discussion on the proposal as a whole, it will be remanded to a campus-wide vote within 14 school days of the opening of discussion regarding the proposal.

C. All other regulations regarding legislation may be contained in the Bylaws.

Section 3. Valid Referendum

A. A referendum will be considered valid and upheld if the following criteria are met:

1. Polls have been open for at least 4 hours, which have been spread across a time period of at least two days.

2. Polls were not open after 11pm or before 8am.

3. The Campus and Community Relations Committee and/or the Election Commission will adequately PR any referendum before a vote takes place. There will be no minimum number of students required to make a referendum valid, as long as the vote was announced at least two days prior to the campus community.

Section 4. Non-Applicability

Section three will not apply to the election of Senate members and/or officers, nor to any section that pertains to their removal or proceedings regarding their removal.

Article XI: Interpretation of the Constitution

The final interpretation and clarification of the Albion College Student Senate Constitution will be a sole responsibility of the Albion College Student Senate.