

STUDENT SENATE CONSTITUTION



Preamble

We the students of Albion College hereby establish the Albion College Student Senate as our sole representative body. Deriving its powers from the consent of the Student Body and understanding its responsibility to democratically elected republican government, the Senate shall be charged with the promotion of the welfare, protection of the rights, and representation of the opinions of the students of Albion College wherever possible.

Article 1

Name

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

Article 2

Primacy and Mission

The Albion College Student Senate is the primary representative body of the Albion College Student Body. The Albion College Student Senate will hold as its mission the promotion of the welfare, protection of the rights, and representation of the opinions and interests of the Albion College Student Body.

Article 3

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 and will have served as a Senator and/or Representative for a time equal to at least one full term before his or her inauguration.

2) 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.

d. Candidates for President and Vice President may be candidates for the Senate.

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

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

g. 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.

3) Duties:

A) Presidential Duties The duties of the President include, but are not limited to:

1. Presiding over full 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 full Senate.
6. Appointment of students to committees as requested by the administration, senate, and/or board of trustees.
7. Appointment of a Sgt. 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. President Pro Temp 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. Recruitment and retention of Senate members.
4. Coordination of Senate Projects.
5. Presiding over the Committee of the Whole Senate.
6. Establishing the Official documentation and stationary for all senate related business & the publication of a monthly senate newsletter.

7. Serve 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 President Pro Temp 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 full 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. 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 Chief Financial Officer, and then the chairs of the committees in order as listed by this constitution.

5. 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 full 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.

C. 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 full Senate.

D. The Vice President will be subject to the same regulations regarding temporary incapacitation as the President.

E. 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.

A) Senators

1) Number and Qualification:

There will be twenty-seven (27) senators, who must be Students of Albion College who are free of probation, as defined by the College.

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.

B. All qualified first semester students 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 seventy-five (75) first year or transfer students.

C. Nominations and all other election procedures will also be subject to the Albion College Student Senate Election Code, as contained in the Bylaws.

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. The aforementioned Senators will have the privilege to serve, but not be limited to, one term.

G. A complete 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.

H. A complete 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.

3) Duties:

The minimum duties of each Senator will include:

1. Attendance at all mandatory Senate Functions.
2. Participation in at least one standing committee or equivalent for officers of the Senate.
3. Strict compliance with the Constitution and Bylaws.
4. Other additional duties, as assigned by the President, Vice President, or the chair of the committee or committees on which they serve.
5. The right to vote in all meetings of the full senate.

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 absences, within one term of service, from any mandatory Senate function, save those specified by the President or a majority of the Senate as non-mandatory.
2. Failure to fulfill duties as assigned in this Constitution.
3. Embezzlement of Senate funds.
4. Probation.
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 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 in person 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 not less than two days before such a meeting.

D. Following deliberation at the aforementioned meeting, the Senator in question may be removed by a two-thirds (2/3) vote of the full Senate.

E. If a Senator wishes to resign, she or he must submit a letter to the President, who will submit the letter to full Senate.

F. Should a vacancy in the Senate arise, a new Senator will be chosen as prescribed in Article 11.

C) Representatives

1) Number and Qualification:

Any student of Albion College will be qualified to serve as a representative.

2) Election and Term:

Representatives will require a majority recommendation of the Cabinet and majority approval of the Senate. 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 3 advisors. Two advisors will be appointed by the College Administration, 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 three other advisors).

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 [or affirm] 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 4

Appointed Officers

Section 1. 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 be the vice president.

B. The Treasurer will be appointed by the President and confirmed by a majority vote of the Senate.

C. The Treasurer will hold office for one year, from his or her confirmation as soon as possible following the Spring General Elections to the confirmation of the new Treasurer the subsequent Spring.

D. The duties of the Treasurer will include:

1. Authorizing internal senate checks to upon the direction of cabinet for appropriate senate use.
2. Retain receipts and maintain financial records for the Senate.
3. Presenting the budget for the Albion College Student Senate to the cabinet, for approval at a full senate meeting.
4. Making four annual reports as to the financial status of the Albion College Student Senate and all its subsidiary bodies.
5. To serve as a voting member of the Committee on Campus and Community Relations.

E. The Treasurer may be removed at the recommendation of the President and a majority vote of the Senate or by the two-thirds (2/3) vote of the Senate.

F. The Treasurer serves as the financial manager for the Committee on the Book Co-operative.

G. Further duties for the Treasurer may be contained in the Senate Bylaws.

Section 2. 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.

B. The Secretary will be appointed by the President and confirmed by a majority vote of the Senate.

C. The Secretary will hold office for one year, from his or her confirmation as soon as possible following the Spring General Elections to the confirmation of the new Secretary the subsequent Spring.

D. The duties of the Secretary will include:

1. Recording accurate and objective minutes of all Senate and Cabinet Meetings.
2. Publication and distribution of said minutes no later than the beginning of the next scheduled meeting of each respective body.
3. Keep full and accurate attendance records, in consultation with Committee Chairs, for committee attendance.
4. Notification to members of special meetings.
5. Conduct correspondence required for official Senate Business as requested.
6. Appoint Assistant(s) as necessary, whose duties will be outlined by legislation at the time of their appointment.
7. Act as the official Office Manager for all Senate facilities and for the Senate Web-Page.

E. The Secretary may be removed at the recommendation of the President and a majority vote of the Senate or by the two-thirds (2/3) vote of the Senate.

F. The Secretary is exempt from being on a standing committee.

G. Further duties and job description for the Secretary may be contained in the Senate Bylaws.

Section 4. 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 by the President and confirmed by a majority vote of the Senate.

C. Standing Committee Chairs will hold office for one year, from his or her confirmation as soon as possible following the Spring General Election to the confirmation of new Committee Chairs.

D. The Chair of the committee charged with distributing the Student Activity Fee (SAF) will be the Chief Financial Officer of the Senate.

E. The duties of Committee Chairs include, but are not be limited to:

1. Presiding over their respective committee meetings.
2. Determination of the agenda for their respective committee meetings.
3. Acting as official spokesperson for their respective committee.
4. Voting only in the case of a tie in their respective committee meetings.
5. To appoint, subject to the approval of the President, a Vice Chairperson for their respective committee.

F. The Committee Chairs may be removed at the recommendation of the President and a majority vote of the Senate or 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 5. Committee Vice Chairs

A. All standing committees will have at least one Vice Chair. The Vice Chair will be any official member of Senate, and will be appointed by the Committee Chair, and confirmed by both the President and the majority vote of the full Senate.

B. The duties of the Vice Chairperson will include, but not be limited to:

1. Act as Chair Pro Temp in the event of the Chairperson's absence in their respective committee.
2. Recruitment and retention of their respective committee members.
3. In absence of a committee secretary, recording minutes and serving as web-masters for their committee web-pages.

C. All other duties for Committee Vice Chairs may be included in the Albion College Student Senate Bylaws.

Article 5

Governing Boards

Section 1. Cabinet

A) Composition

The President, Vice President, Secretary, Treasurer, Chairs of all standing committees, and Chairs of special committees, will comprise the voting members of the Cabinet. Standing Committee Vice Chairs, and Special Committee Vice Chairs, will be ex-officio members. At no time will a Vice Chair have a vote in Cabinet.

B) Duties:

1. Providing general leadership for the Albion College Student Senate.
2. May initiate legislation for the consideration of the Full Senate.
3. Taking action on the behalf of the Full Senate when a meeting of the Full Senate is not possible. Such action must be presented to the Full Senate at its next possible meeting time.
4. Nominating Representatives subject to a vote of the Full Senate.
5. Additional duties may be contained in the Bylaws, or be proposed by appropriate legislation.

Section 2. Ethics Board

1. The ethics board will convene on an at need basis.
2. The ethics board will be comprised of five members elected at the transitional senate meeting of each academic year, at least three of which must be current Senate members. All five spots will be filled by secret ballot election procedure, in a process outlined by the Secretary of the Senate. All interested parties will appear on a ballot in alphabetical order. The individuals receiving the top five votes will receive the slots.
3. The office of the Secretary of the Senate will be charged with preparing a ballot which includes the names of all interested parties.
4. The ethics board will be charged with investigating all actions of misconduct and making a recommendation in the form of legislation to the full senate. In addition, the ethics board will be charged with making a recommendation to full senate with regards to constitutional interpretation; and holding jurisdiction over all legislation introduced concerning the Constitution and Bylaws, including amendments thereof, and any standing or temporary rules of operation of the Senate.
5. The chair of the ethics board shall be chosen by full senate from the slate of ethics board members elected under part 2 of this section. The committee shall select a vice-chair from among its members, who will be confirmed upon a majority vote of the full Senate. Upon the resignation or removal of the Chair, the vice-chair shall immediately assume the office and nominate another

member for the committee. Should the Board lose both the chair and vice-chair and/or conflicts of interest exist amongst the two, the membership shall be dissolved, a new chair selected under Section 1 of this title, and the chair shall re-nominate a new committee subject to confirmation by full senate.

6. All senate members, officers, and members of the student body retain their right to be a candidate for ethics board.

Article 6

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.

1. The Appropriations Committee

This Committee is charged with distribution of the Student Activity Fee (SAF).

2. The Committee on Student Affairs

This Committee is charged with addressing specific student concerns with the administration or appropriate office of the College; having the sole responsibility of campus committee appointments and assignment to other committees follow up responsibilities, which legislation must be approved by full senate.

3. The Committee on Faculty and Academic Affairs

This Committee is charged with addressing student concerns concerning faculty or academic issues, including tenure reviews.

4. The Committee on Campus and Community Relations

This Committee is charged with the maintenance and operation of the Book Cooperative, first-year elections, referendums, special elections, and such actions necessary to cultivating and maintaining relations with the Albion College and Albion City communities..

5. The Committee on Technology

This Committee is charged with addressing student concerns with regards to technology on campus.

Section 2. Composition

Each standing committee shall be composed of a Chair and at least four other Senate members, who shall be appointed by the Chair and ratified by the President.

Section 3. Special Committees

- A. Special Committees may be created by a majority vote of the Full Senate.
- B. Special Committee's individual duties will be assigned via the same legislation that creates said committee.
- C. Special Committee Chairs will be subject to the same duties as outlined above for Committee Chairs.
- D. Special Committee Chairs will be appointed by the same process outlined for Committee Chairs, or via the legislation that creates their committee.
- E. Other duties for Special Committees or their officers may be contained in the Bylaws, or in the legislation that creates said committee.

Article 7

Meetings

Section 1. Meetings of the Full Senate

- A. The Albion College Student Senate will meet at least twice monthly while Albion College is in regular session.
- B. A schedule of regular meetings as to time and place will be proposed by the President and/or the Vice President and approved by a majority vote of the senate.
- C. A majority ($1/2 + 1$) of the total voting members of Senate will constitute a quorum.
- D. Albion College Student Senate meetings will be open to any interested party until so 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(s).
- 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.

Rules governing meetings of standing committees, special committees, and/or sub-committees may be contained in the Bylaws.

Article 8: 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 the previous notice to

the Senate of at least one week. The Senate may further retain the right to amend this constitution in accordance with Article 10, Section 1:B of this constitution.

Article 9: Parliamentary Authority

The rules contained in the most current edition of Robert's Rules of Order will govern the Senate, and all functions thereof, where applicable as deemed by the assembly, and in all cases which they are not inconsistent with this Constitution or any special rules of order that the Senate may adopt.

Article 10: Amendment & Legislation

Section 1. Amendments

A. Externally Initiated Constitutional Amendment

1. Requires signatures and respective student ID numbers of four-hundred (400) 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 full senate one (1) week prior to consideration for a vote.
2. Requires a two-thirds (2/3) majority approval from the full Senate.
3. Pending this approval, the amendment will be placed on a campus wide ballot within 10 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. 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 two-hundred and fifty (250) 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 full 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 10 school days of the opening of discussion regarding the proposal.
4. Any student may use this avenue to present a piece of legislation by any author to the floor of the Student Senate for discussion.

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

Section 3. Valid Referendum

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

- 1) Polls have been open for a total of 9 hours, which have been spread across a time period of three days
- 2) Polls were not open after 11pm or before 8am
- 3) 250 students cast ballots in the referendum

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 11

Section 1 First Semester Vacancies

A) 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. Coordinating publicity efforts with the Campus and Community Relations Committee;

2. Obtaining applications from candidates and distributing copies of those applications to Members of the Senate;
3. Obtaining a recommendation from the Cabinet on which applicant(s) to endorse for the vacant position(s);
4. Providing all applicants with an opportunity to address the Senate prior to the vote of the Senate;
5. Providing Members of the Senate with the opportunity to ask the applicants questions;
6. Clearing the room of all applicants so that a discussion period, followed by a closed vote, can occur.

B) Only a current sitting representative may serve as an interim senator.

C) During the second week of the 2nd Semester an election for the replacement of all interim senators shall be held in accordance with the procedures outlined in these Bylaws.

1. There shall be an election that takes place during the second week of the Spring semester.
2. At this time, the Student Body shall vote, in accordance with this election code, on any seat held by an interim senator.

Section 2 Second Semester Vacancies

When a vacancy occur in the Senate during the course of the second semester Section 1, clause A, under this article will feel that vacant seat.

Article 12: 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.

Ratified by Student Body on April 12, 2000.