

WARTBURG STUDENT BODY BY-LAWS

(Includes all passed revisions, as of 10.20.16)

ARTICLE I - SENATE MEMBERSHIP

Section 1: The Student Senate shall consist of the Student Body President, Vice-president, Treasurer, Recorder, Administrative Ombudsperson, Academic Ombudsperson, Executive Assistant for Diversity, and Senators. The following forty-nine Senators shall be elected as follows with only students who have attained the academic status of freshman, sophomore, junior, or senior and who reside in the area listed being eligible:

- Clinton Hall- 8
- Centennial Complex- 12
- Grossmann Hall- 6
- Lohe Hall- 4
- The Residence- 3
- Founders Hall- 3
- The Manors- 8
- Knight's Village- 3

In addition, two more Senators shall be elected who fall under the classifications of a non-traditional student or reside off-campus.

- Non-Traditional/Off-Campus- 2

Section 2: Oath of Office- Upon election, all members of the Senate, including the executive team, will be asked to affirm and uphold the Wartburg Student Senate Constitution by taking the following Oath of Office:

Student Body President:

On your honor do you solemnly swear to uphold the mission of Wartburg College, through the power of recommendation? (If so, please say I do). You, as a member of Wartburg Student Senate, will be the voice of the student body, fostering communication between students, faculty, staff and administration. If you are prepared to uphold the constitution of this governing body, please state your intentions:

Senator:

As a Senator, I _____ will serve my constituency by being an active Senator, voicing the opinion of the greater student body and attending all things senate.

I, as a member of Student Senate recognize:

My voice is the voice of my constituency,

My actions reflect Wartburg Student Senate,

And I, as a Senator, am a servant leader, working for the future of this great institution.

Student Body Vice President:

On this day, _____, you have taken an oath to office. Each and every one of you has been elected by the student body to serve as its student leaders. As a Senator, you are bound by our constitution, and with this oath I welcome you as a member of the _____ Wartburg College Student Senate.

ARTICLE II - SENATE MEETINGS

Section 1: The Senate shall meet at least twelve times throughout the year; six times per term.

Section 2: The Senate shall be on call.

Section 3: Excuses for missing Senate meetings, one-on-one session between a Senator and an Executive Committee member, Senate Committee meetings, Ad-Hoc Committee meetings, or executive office hours will be at the discretion of the Executive Committee and the Senate Review Committee as to whether the absence is excused or unexcused, and any foreseeable absence should be made known to the appropriate committee chair or executive member before the meeting or else it will be considered unexcused.

- a. Members of Senate are allowed a total of five excused and/or unexcused absences per semester. Three instances of tardiness will constitute an absence.
- b. More than five total absences per semester shall be grounds for a Senator to meet with the Senate Review Committee. This meeting will serve as an opportunity to explain the absences that have been accumulated and assist in finding a solution to the problem. Actions of Senate Review Committee may range from taking no action to asking for a Senator's resignation.
- c. Unexcused tardiness that exceeds fifteen minutes to a scheduled Senate meeting of any member of Senate is classified as an unexcused absence and is subject to the above attendance policies.
- d. Senators who have been previously called before Senate Review will be treated with stricter scrutiny toward any instances of further unexplained or unexcused absence.

Section 4: Members of Senate

- a. Any Senator or Executive Committee member shall be considered a member of Senate.
- b. A quorum shall consist of one-half of the total number of the Senate.
- c. No official Senate business may be transacted unless a quorum is present.

Section 5: Voting privileges for members of Senate. Whenever the Constitution or By-Laws refers to "a vote of Senate" or "the approval of the Senate", the following shall be allowed:

- a. All Senators and Executive Committee members shall have the right to cast one vote on all matters of Senate business.
- b. The number of votes needed for a matter of Senate business to be considered approved by the Senate is a simple majority of the number of Senate members present at the time the vote is taken, unless otherwise stipulated in the Constitution or By-Laws relating to the business in question.
- c. The presiding officer of a Senate meeting shall not be allowed to vote except in the case of a tie.

Section 6: The duties of a Senator shall consist of:

- a. Attendance-
 - o Attendance is mandatory for the following items: Hall Council, Committee meetings, Senate Meetings, One-on-Ones, and Senate sponsored activities.
- b. Communication-
 - o A Senator is required to communicate with their constituents on a regular basis. This is accomplished through the creation and upkeep of a floor bulletin board, communicating with your constituent through e-mails and personal contact, and bringing their concerns to the Senate and the executive team.

- c. Conduct-
 - o Senators are expected to adhere to all Wartburg policies because they are a public figure that represents the student body and the institution.
- d. Delegate-
 - o Senators with at least a semester of experience attending Wartburg College will be given the opportunity to meet monthly with a Wartburg College administrator, staff, or faculty member. The duty of a Senator is to help facilitate discussion and encourage transparency throughout the entirety of the Wartburg community. The partnership shall be facilitated by the Student Body President as outlined in Section 8.

Section 7: All Senate meetings will open with devotion after roll call. The devotion will be given by a member of Senate selected by the Executive Committee. (The Executive Committee will vary its selection from meeting to meeting.)

Section 8: The Senate Delegate Initiative shall be outlined as follows:

The President shall preside over organizing and selecting willing administrators, faculty, and/or staff who will meet one-on-one with individual Senators. Senators will be responsible for scheduling meetings with the partnered Wartburg employees. The meeting time and duration is up to the discretion of the employee and Senator. The meeting is designed to promote cross-departmental discussion where new programs and projects at Wartburg can be explained while the Senator shares Senate and other student extracurricular activities and goals. The insights and information gained in the one-on-ones will be shared during an agreed upon General Senate or Committee meeting time allotment.

ARTICLE III - SENATE COMMITTEES AND STANDING POSITIONS

Section 1: The Senate shall have the power to establish committees and standing positions in order to perform the work of the Senate.

Section 2: Standing Committees

The Senate shall establish standing committees; each shall review the issues assigned to it by the Constitution, By-Laws, Executive Committee, and/or Senate. Each committee is established according to the following guidelines:

- a. Membership - Each standing committee will be comprised of at least five members of Senate with each having voting privileges on the committee, unless otherwise stipulated. Each Senator will serve on one standing committee. Each Senator shall be appointed to a standing committee by the Executive Committee unless they serve on Budget Review or the Diversity Committee.
- b. Leadership - The chair of each standing committee shall be appointed by the President and approved by the Executive Committee and the Senate, unless otherwise stipulated.
- c. Responsibilities - Each standing committee shall be responsible for addressing each issue brought to its attention and to report its activities to the Senate at the Senate's meetings.
- d. The following shall be the standing committees of the Senate:
 - 1. Academic Policies Committee
 - a) This committee shall be concerned with the academic welfare of the Student Body and the educational policy of the college.
 - b) Activities of this committee may include:
 - 1) Assessing academically related technology and pedagogy.
 - 2) Educating the Student Body on current academic and campus policy.
 - 3) Assessing academic and campus policy.
 - c) This committee's membership shall consist of no less than ten senators.

2. Student Relations Committee

- a) This committee shall be concerned with all issues and events, which directly affect student life.
- b) This committee's purpose shall be to keep on top of campus issues, and after obtaining student opinion, act to make sure that opinion is considered in the policy-making of the college.
- c) This committee's membership shall consist of the four Hall Chairs and eight other Senators.
- d) Student Relations Committee will be responsible for reviewing applications from potential organizations seeking official recognition from the college and Wartburg Student Senate.
 - 1. Upon receiving the conditional request and constitution, Student Relations Committee will take no less than 2 weeks and no longer than 4 weeks to submit their recommendation to full Senate.
 - 2. When reviewing the conditional request, Student Relations Committee will examine the proposed constitution for inconsistencies and deviations from the mission of Wartburg College.
 - 3. Members of the Student Relations Committee will refrain from personal bias towards a potential group or group executive, when reviewing the constitution in order to protect the interests of their constituents.
 - 4. The Student Relations Committee will invite the proposed group to attend their meeting in order to discuss concerns and clarify inconsistencies before making a final recommendation.

3. Political Action Committee

- a) This committee shall also be concerned with informing the Student Body about global, national, and regional issues and/or legislation that may directly or indirectly affect them. This will be done through hosting one relief project per academic year. Additional campaigns may follow.
- b) Activities of this committee may include:
 - 1) Sponsoring and promoting informational forums, debates, or dialogues that help the Wartburg community address relevant campus issues.
 - 2) Advocating for sustainability initiatives and raising awareness on campus.
 - 3) Holding voter registration and get-out-the-vote drives.
 - 4) Coordinating letter-writing campaigns to express the opinions of the Student Body to local, state and national officials.
- c) This committee's membership shall consist of no less than ten senators.
- d) The advisor of this committee shall be the Student Body Recorder.

Section 3: Administrative Committees

The Senate shall establish administrative committees, which will be responsible to administer Senate business as designated by the Constitution, By-Laws, Executive Committee and/or Senate.

- a. Membership - Each committee shall be made of no fewer than five members of Senate. Each Senator may serve on one administrative committee.
- b. Leadership - The chair of each administrative committee shall be appointed by the President with the approval of the Senate, unless otherwise stipulated.
- c. Responsibilities - Each administrative committee shall be responsible for addressing each issue brought to its attention and to report its activities to the Senate at the Senate's meetings.
- d. The following shall be the administrative committees of the Senate:
 - 1. Budget Review Committee

- a) This committee shall carry out the tasks established in the Wartburg College Student Senate Budget Manual. This committee shall be comprised of eight voting senators. The ninth member and chair of the committee shall be the Student Body Treasurer.
 - b) This committee shall be responsible for all the publicity pertaining to its own business.
2. Elections Committee
- a) This committee shall initiate, organize and execute all elections called for by the Constitution, By-Laws or Senate.
 - b) This committee shall have the power to interpret election rules as outlined by the Constitution, By-Laws or Senate.
 - c) This committee shall be comprised of four Senators appointed by the Executive Committee with the approval of the Senate.
 - d) The chair of this committee shall be the Vice-president.
 - e) This committee shall be responsible for all the publicity pertaining to its own business.
3. Senate Review Committee
- a) This committee shall be concerned with all issues dealing with Senator responsibilities and the Constitution.
 - b) This committee shall rule on matters of a Senate member's attendance, evaluation, constituent relations and all other matters affecting their governmental duties.
 - c) This committee shall be comprised of the Parliamentarian of the Senate and five Senators elected by the Senate.
 - d) The chair of this committee shall be the Vice-president.
 - e) This committee shall be responsible for all the publicity pertaining to its own business.
4. Diversity Committee
- a) The committee shall be comprised of four senators approved by the Student Senate.
 - b) The chair of diversity council will be the Executive Assistant for Diversity (EAD).
 - c) The committee shall present to the college's administrative committees informing them of Diversity Council and what the organization can provide them.
 - d) The committee shall be responsible for upholding the Wartburg College Diversity Mission Statement and holding others accountable to the same.
 - e) The committee shall serve as a resource and liaison between Student Senate and student organizations on issues related to diversity.
 - f) The committee shall evaluate the college's current policies regarding diversity and assist in implementing changes.
 - g) The committee shall organize and execute a week dedicated to diversity that promotes student involvement, educates students on diversity issues, and initiates critical thinking.

Section 4: Ad Hoc Councils

The Senate shall establish ad hoc councils; each shall review the issues assigned to it by the Constitution, By-Laws, Executive Committee, and/or Senate.

- a. The following shall be the ad hoc councils of the Senate:
 - 1. Honor Council
 - a. Membership
 - i. There shall be two members from each academic class
 - ii. Members serve for the duration of their time at Wartburg College
 - iii. New members are selected in the fall term by the Honor Council and its advisors, from their submitted applications.
 - iv. Members will be ratified by the full Senate before they are officially recognized as members.

v. One member of Honor Council shall be selected by the other members to serve as a liaison to Student Senate.

b. Co-Chair

i. Two co-chairs serve as the leadership for Honor Council.

ii. The chairs are recommended by the previous chairs and are approved by Honor Council and its advisors.

c. Advisors

i. The Honor Council shall have one faculty advisor

ii. The Academic Ombudsperson shall serve as an advisor to Honor Council

d. Responsibilities

i. Oversee the Wartburg Honor Code

ii. Coordinate the Honor Book signing during Orientation and throughout the year as necessary

iii. Hear any cases of academic dishonesty that may be brought before them, as per the outlined procedures.

iv. Actively promote academic integrity on campus.

2. Hall Council

a. Membership

i. All Senators shall serve on their respective Hall Council.

ii. All residents on campus are welcomed and encouraged to attend their respective Hall Council meetings and voice concerns about campus issues.

b. Responsibilities

i. Hall Council is a joint effort between Senators, Residence Hall Directors, and students to promote open community through meetings, activities, and forums.

ii. Together these groups will organize meetings and host at least one event a semester.

c. Hall Chair

i. The President will appoint the Hall Chair.

ii. He or she will act as a senate liaison between Hall Council, Senate, and Residential Life.

iii. He or she will serve as a member of the Student Relations Committee.

d. Advisor

i. The Residence Hall Directors act as the advisor for their respective Hall Council.

e. Hall Councils

i. Grossmann, Löhe, the Residence (GLR) Council

o This council shall consist of Grossmann Hall, Lohe Hall, and The Residence.

ii. Knights and Manors Council

o This council shall consist of Knight's Village, The Manors, and Non-Traditional/Off-Campus.

iii. Complex Council

o This council shall consist of the Centennial Complex.

iv. Clinton Council

o This council shall consist of Clinton Hall and Founders Hall.

Section 5: Special Committees and/or Task Forces

The Senate shall have the power to establish special committees and/or task forces to examine particular issues assigned to it by the Senate.

- a. Establishment - In order for a special committee and/or task force to be established, a motion must be approved by a vote of Senate stating its purpose, size and duration of service.
- b. Membership - Each special committee and/or task force can be comprised of any member of the Wartburg community with the specific composition established by the Senate.
- c. Leadership - The chair of each special committee and/or task force shall be a member of Senate appointed by the President with the approval of the Senate.
- d. Responsibilities - Each special committee and/or task force shall be responsible for addressing each issue brought to its attention and to report its activities to the Senate at the Senate's meetings.
- e. A special committee may be formed to take on larger publicity concerns that may include the whole Senate.

Section 6: Executive Ombudspersons

The Senate shall establish executive ombudspersons, who shall serve the Student Body as liaisons between the college administration and the Student Body.

- a. Eligibility - To be eligible for the office of an executive ombudsperson, an appointee must meet the following requirements:
 1. have a cumulative grade point average of at least 2.250
 2. have been enrolled at Wartburg College during the last academic term
 3. attend Wartburg College for both the Fall and Winter Term of his/her term in office
- b. Selection - The executive ombudspersons shall be appointed by the President-elect and confirmed by a 2/3 vote of the sitting Senate before the beginning of May Term.
- c. The following shall be the positions of the executive ombudspersons of the Senate:
 1. Academic Ombudsperson
 - a) This position shall serve as a liaison between the students, administration and faculty in regards to academic affairs.
 - b) This position shall be a member on the Educational Policies Committee, so as to interpret academic policy changes to students, generate ideas for academic policy change and to relay student opinion to the faculty and the committees.
 - c) This position shall serve as the advisor to the Academic Policies Committee.
 - d) This position shall oversee the annual faculty, staff, and advisor awards.
 2. Administrative Ombudsperson
 - a) This position shall be concerned with administrative services, residential life, financial aid services and all other student services, and sustainability initiatives.
 - b) This position shall be a member on the Student Life Institutional Committee so as to relay student opinion to the committee.
 - c) This position shall serve as a liaison among the students, Senate and the Student Life Staff.
 - d) This position shall serve as the advisor to the Student Relations Committee.
 - e) This position shall oversee the hall councils.

Section 7: Public Relations Director

The Senate shall establish a Public Relations Director, who shall serve the Senate through establishing and maintaining mutual relations and understanding between the Senate and the Student Body. The

position of the Public Relations Director is an internship through the Communication Arts department in line with the requirements of said department.

- a. Eligibility – To be eligible for the office of public relations director, an appointee must have the following requirements.
 1. have a cumulative grade point average of at least 2.250.
 2. have been enrolled at Wartburg College during last academic term
 3. attended Wartburg College for both Fall and Winter Term of his/her term in office.
 4. have a background in Public Relations through coursework, previous experience or on the job training.
 5. have knowledge of writing press releases and using desktop publishing software.
- b. Selection – The Public Relations Director shall be appointed by the President-elect and confirmed by a 2/3 vote of the sitting Senate before the beginning of May Term.
- c. Duties – The Public Relations Director will employ diverse techniques for distributing information through advertising, press releases, and events to promote Student Senate. The Public Relations Director will be responsible for all programming activities related to Senate including promoting general elections, advertising for open positions, Outfly, Senate sponsored awards and scholarships, involvement fairs, Senate socials, and special forums.

Section 8: Student Senate Executive Assistant for Diversity

- a. Eligibility – To be eligible for the Executive Assistant for Diversity, an appointee must have the following requirements:
 1. have a cumulative grade point average of at least 2.250
 2. have been enrolled at Wartburg College during last academic term
 3. attended Wartburg College for both Fall and Winter Term of his/her term in office.
- b. Selection – The Executive Assistant for Diversity shall be appointed by the President-elect and confirmed by a 2/3 vote of the sitting Senate before the beginning of May Term.
- c. Duties –
 4. This cabinet-level position shall have voting power.
 5. This position shall work to improve communication and action between Student Senate and other diversity organizations to make certain that the college and Student Senate are moving forward in their commitment to improve diversity on campus.
 6. This position shall serve as the chair to the Diversity Committee.
 7. This position shall meet frequently with the Wartburg College Director of Student Diversity Programs and with the executive officers of BSU, International Club, Alliance, and all other campus organizations with a focus on diversity.
 8. This position shall assist with the coordination and marketing of MLK Day, Black History Month, Culture Week, and other diversity events held on campus.”

Section 9: The Parliamentarian of the Senate

- a. This position is filled by the election of an individual at the first meeting of the Senate of each new session.
- b. His/Her responsibility shall be to rule on questions of Parliamentary procedure arising from Senate actions and to maintain the progress of Senate meetings.

Section 10: Social Chairs

- a. This position is filled by the election of two individuals at the first Senate meeting of each new session.
 - 1. Additional individuals may be chosen upon the approval of the Senate.
- b. Their responsibilities shall include the planning and execution of “social” events both within and outside of Senate. Specifically, these tasks include the planning of bonding, study breaks during finals weeks and anything else deemed worthy by Senate.

Section 11: Senate Liaisons

The Senate shall establish liaison positions for on-campus organizations to represent the views of that organization.

- a. Powers - The liaisons shall have the power of voice only during Senate meetings.
- b. Responsibilities - The liaisons shall report their organization's activities to the Senate during the Senate's meetings.
- c. The following organizations shall be recognized as having a liaison with the Senate:
 - 1. Campus Ministry Board - This liaison shall be jointly appointed by the Campus Ministry Board and the Student Body President.
 - 2. Student Center Council - This liaison shall be jointly appointed by the President of the Student Center Council and the Student Body President.
 - 3. Entertainment ToKnight - This liaison shall be jointly appointed by the President of the Entertainment ToKnight and the Student Body President.
 - 4. Black Student Union - appointed by the president of the Black Student Union after consulting with the Student Body President.
 - 5. Student Athletic Advisory Council- appointed by the President of the Student Athletic Advisory Council after consulting with the Student Body President.
 - 6. Volunteer Action Center- appointed by the Volunteer Action Center as a whole, approved by the community service coordinator after consulting with the Student Body President.
 - 7. International Club- elected by the International Club and approved by the Student Body President.

Section 12: Student Members of College Committees

The Senate shall have representatives on College Committees, which is a committee established by the college consisting of administrative and/or faculty members.

- a. Membership - The President-elect shall recommend representatives of the Student Body to serve on College Committees. These representatives shall be approved by a vote of Senate and appointed by the President of Wartburg College before the Fall Term for which they are to serve.
- b. Powers - The representatives on the College Committees shall have the power of voice only at the Senate's meetings.
- c. Responsibilities - The student representatives on College Committees will be responsible for attending all of their committee meetings and, if applicable, to attend one Senate meeting a month to report on the activities of their committee.

Section 13: The President’s Cabinet shall consist of Student Senate executive committee members, the standing committee chairs and the Executive Assistant for Diversity. The Student Body President shall call a full cabinet at his/her discretion. The Cabinet will be responsible for providing input on current senate issues and report on the actions of his/her individual committee.

ARTICLE IV - ELECTIONS

Section 1: The Elections Committee shall be responsible for initiating; organizing and executing all elections called for by the Constitution, By-Laws and Senate, and shall be responsible for submitting official results to the Senate.

Section 2: The Elections Committee shall determine the system of nominating and balloting for every election. A secret ballot shall be used for every election supervised by this committee.

Section 3: The President and Vice-president shall be elected on a joint ticket running as a team. The ballot type known as a split ticket shall be used; that is, a separate slate of candidates shall be nominated for each of the following student body offices: Recorder, Treasurer and Senators.

Section 4: In the event of three or more candidates running for either of the Student Body offices of Recorder or Treasurer and in the event that a candidate does not receive fifty percent plus one of the total votes cast, the top two candidates, determined by the amount of votes each ticket received, shall be placed in on the ballot in a Run-off Election.

- a. The Run-off Election will be held within one week following the initial election.
- b. The candidate receiving the plurality of votes for each office in the Run-off Election shall be declared the winner.

Section 5: In the event of three or more tickets running for Student Body President/Vice-president, the Elections Committee shall hold two debates between the tickets involved, followed by a Primary Election held on the second Tuesday of February. If needed the Elections Committee shall have the power to choose the primary election date, which must be held before the third Tuesday in February. The election process shall be completed prior to Winter Break.

- a. If a ticket receives fifty percent plus one of the total votes cast in the Primary Election, that ticket shall be declared the winner.
- b. If no ticket receives fifty percent plus one of the total votes cast in the Primary Election, the top two tickets, determined by the amount of votes each ticket received, shall be placed on the ballot in a Run-off Election.
 1. The Run-off Election shall be held on the third Tuesday of February following a debate between the two tickets sponsored by the Elections Committee.
 2. The ticket with the plurality of the votes in the Run-off Election shall be declared the winner.

Section 6: In the event of one or fewer candidates or tickets running for a Student Body Officer position, write-in ballots will be allowed for those write-in candidates meeting Constitutional requirements. The Elections Committee shall be responsible for their inclusion in the balloting process.

Section 7: In the event of a tie for any of the offices, a new election for that office shall be held within one week, the ballot containing only the names of the tied candidates. In the case of a second tie, the Senate shall decide the winner.

Section 8: A campaign meeting shall be held exactly two weeks prior to the date of the primary election for Student Body officers and one week prior to the date of the general Student Senate election. This meeting shall be led by the Student Body President or a senior executive member detached from the election. All candidates must attend the meeting unless prior arrangements have been made. After the commencement of the meeting campaigning may begin. Nomination forms for Student Body Officer elections and Senator applications must be turned into the Senate office, or via email, before the campaign meeting or no later than 11:59 pm the night of the meeting.

Section 9: No visible sign of campaigning for a Student Body Officer election or a general Senate election can be done before the campaign meeting.

Section 10: The candidates for President and Vice-president, as a team, shall receive \$50 for campaign purposes. In the event of a run-off, \$25 more will be allocated per team. The money will be provided by the Student Government funds.

Section 11: A presidential ticket may choose to match the funds allocated by the Senate during an election. This sum may not be exceeded in any presidential campaign. Expenditures shall be reviewed by the Elections Committee.

Section 12: A student is ineligible for the office of Senator or any executive position when involved in a full-time student teaching position or a full time internship during his/her term in office. A student is ineligible for the office of Senator or any executive position for the upcoming year if asked to resign or removed by the actions as written in Article V, Section 4.

- a. They shall be eligible to run for Senate after a period of two semesters.

Section 13: No visible sign of campaigning for a Student Senate seat may be on the Wartburg Campus during the day of the election: failure to adhere to this will result in action taken by the Elections Committee.

Section 14: When using mass communication of any form, aside from those outlined at the campaign meeting, it is required that candidates seek approval from the Elections Committee and have written proof of these decisions. Cases in which candidates are found to have misused communication in the election shall be reviewed by the Elections Committee upon recommendation of any member of the Wartburg College community.

ARTICLE V - REMOVAL FROM OFFICE

Section 1: Any of the Student Body Officers, Ombudspersons or Senators may resign his/her position by filing a written resignation to the Recorder. The Recorder shall submit this resignation to the Senate at its next meeting.

Section 2: Upon the recommendation of the President, the Senate Review Committee or a petition signed by at least eight Senators, the combined Executive Team and Senate Review Committee shall hold a hearing for dismissal as outlined in Section 4 of this Article to discuss and vote upon the removal from office any or all of the Executive Officer positions, which includes the President, Vice-president, Treasurer, Recorder, Administrative Ombudsperson, Academic Ombudsperson, Executive Assistant for Diversity, and the Public Relations Director. If a member of Senate previously mentioned above, in Section 2, is called upon for a hearing that member must excuse his or herself from the entire hearing process as outlined in Section 4, with the exception of Section 4 (b) (3).

Section 3: Upon the recommendation of the President, the Senate Review Committee, a petition signed by at least eight Senators or a petition signed by at least twenty-five percent of a Senator's constituency, the Executive Team and Senate Review Committee combined shall hold a hearing for dismissal as outlined in Section 4 of this Article to discuss and vote upon the removal from office of any Senator.

Section 4: Hearing Process for the dismissal of a member of Senate.

- a. All hearings will be held by the combined Executive Team and Senate Review Committee only.
 - 1. All hearings will be open to all members of Senate.
 - i. Only members of the Executive Team, members of the Senate Review Committee, and the member of Senate in question will be permitted to speak at hearings.
- b. If a member of Senate is brought before the Executive Team and the Senate Review Committee for disciplinary action by the process outlined in Sections 2 and 3 of this Article, the following process will be followed:
 - 1. The President shall preside over the proceedings.
 - 2. A member of the Senate Review Committee and a member of the Executive Committee shall disclose a report on the member of Senate in question.
 - 3. The member of Senate in question will be allowed to respond to the reports and recommendations.
 - 4. The members of the Executive Team and Senate Review Committee will discuss the situation after the member of Senate in question is allowed to leave.
 - 5. A recommendation of the combined decision by the Executive Team and the Senate Review Committee will be submitted as a resolution at the next Senate meeting following the hearing.
 - i. Senate will be allowed to discuss the recommendation, and a vote will be taken following the suspension of the rules.
 - aa. In order for the resolution to pass, a simple majority of all Senate members in attendance will be needed.

Section 5: If the member of Senate in question does not return, at minimum, three (3) attempts of any member of the Executive Team or any member of the Senate Review Committee, or a combination of any, at reaching out, then the member of Senate in question may be relieved of duty by the Executive Team's sole decision.

Section 6: Vacancies occurring as a result of either resignation or dismissal shall be filled according to procedures outlined under Article IV, Sections 5, 6, 7, 8 and 9 of the Constitution for Student Body Officers or under Article III, Sections 6, 8, and 14 of the Bylaws for the Executive Ombudspersons, Executive Assistant to Diversity, or Public Relations Director, or by the Rolling Senate Application for the filling of vacancies of senators.

- a. In the event there are no applicants from the Rolling Senate Application, a special election may be called for the specific floor in which there is a vacancy.
 - 1. The special election will follow the same format as that which is typically followed annually.
- b. In the event that the Vice-president must assume the Presidency as outlined in Article IV, Section 5 of the Constitution, any or all of the eligibility requirements for the office of President listed in Article III, Section 3 of the Constitution may be disregarded at the discretion of the Dean of Students.

ARTICLE VI - FINANCES

Section 1: The President shall receive a financial grant of \$1750 per term and the Vice President shall receive a financial grant of \$1625 per term. The President and Vice president shall be limited to no more than 5 hours per week of on/off campus employment.

Section 2: The treasurer and the recorder shall receive a financial grant of \$1250 per term.

Section 3: The administrative and executive ombudspersons shall receive a financial grant of \$1000 per term.

Section 4: The executive assistant to diversity shall receive a financial grant of \$750 per financial term.

Section 5: Officers who feel that they cannot dedicate the time and energy necessary to fulfill their position may choose not to accept all or part of their finance grant at any time during the year.

Section 6: The Executive Committee members may be paid on a monthly basis of each academic term. In the event that an executive committee member does not complete his/her term, his/her financial grant will be prorated according to the amount of time served.

Section 7: The payment for the financial grants shall come from the Student Senate and Readership funds.

ARTICLE VII- MAY TERM SENATE

Section 1: Membership

- a. May Term Senate shall consist of eight Senators and any present executive members.
- b. The term of the eight Senators shall carry over through the following academic year.

Section 2: Elections

- a. Elections shall be held on the first Tuesday that classes are in session during April.
- b. May Term Senators shall be elected at large.
- c. May Term Senate positions will be awarded to candidates receiving the top eight vote totals.
- d. In the event of a tie for the eighth-highest vote total, there will be a run-off election one week after the initial election.
- e. Campaigning shall begin the night of the application due date and continue until the evening before election day; failure to adhere to this will result in action taken by Elections Committee.
- f. No visible sign of campaigning should be seen on the day of elections.
- g. Each candidate shall receive campaign funding of \$10 from Senate, which may be matched by the candidate for a total of \$20.

Section 3: Duties and Powers

- a. May Term Senate shall meet no less than twice during the term.
- b. The President or presiding officer shall have the power to create functional committees within May Term Senate.
- c. Supplemental requests may be approved by May Term Senate.
- d. With the exception of supplemental requests and institutional committee appointments, any resolution or amendment approved during May Term will be made effective pending ratification by the full Senate body the following fall at the first possible opportunity.

ARTICLE VIII - POINT OF ORDER

The rules contained in *Robert's Rules of Order, Revised* shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with the Constitution.

ARTICLE IX- AMENDING THE BY-LAWS

These laws may be amended by a 2/3 affirmative vote of the Senate in any Senate meeting, provided that the proposed amendment has been presented in writing to the Senate meeting prior to the one in which it is to be voted upon.