GRAND VALLEY STATE UNIVERSITY
STUDENT SENATE RESOURCES POLICIES & PROCEDURES

Approved: February 2016 Review March 2018

Article I Appointments to Student Senate

Section I.01 The SSSRC and the SSPRC shall be jointly responsible for soliciting applications from the student body as positions become available.

Section I.02 The Senate Resources Committee shall determine the form of the application; changes to the application must be voted on and passed by a majority vote of General Assembly.

Section I.03 Applicants shall bring submit their application, attend one General Assembly Meeting and meet with the Vice President of Senate Resources.

Section I.04 The Senate Resources Committee shall review all applications and interview any qualified candidates pursuant to Article II of the Constitution and Section VI.05 of the Bylaws. Following an interview, the SSSRC may recommend that the candidate be appointed to the General Assembly. This recommendation shall include the committee on which the candidate shall serve.

Section I.05 All interviews shall be conducted in closed session, outside of the SS office, as shall all votes in committee regarding a candidate's appointment to Senate. Once scheduled, all interview sessions will be shared in the SSSRC report and announced at Cabinet.

Section I.06 Interviews shall be conducted in groups no larger than 3 interviewees with the number of interviewers not exceeding 7 current Senators, including Vice Presidents or their appointees. In the event the interviewers exceed seven (7) current Senators, precedence will be given to SRC members as they account for quorum.

Section I.07 The Vice President of the committee to which a candidate or candidate(s) may be appointed shall be permitted to attend an interview of all candidates being considered for a position on said committee. In the event that the Vice President cannot attend, they may appoint a member of their committee to attend in their place. During the interview the Vice President or their appointee shall have speaking rights and discussion on the candidate, but shall not count for quorum. The Vice President or their appointee may not vote, nor may the Vice President or their appointee be present during voting.

Section I.08 Any Senator who has resigned or has been removed from the Student Senate may not be appointed to the Student Senate during the same catalog semester.

Section I.09 All appointments must be confirmed by the General Assembly. A Senator may take the table immediately after being confirmed, but only has speaking rights. The Senator gains full rights upon being affirmed, as described in the following section.

Section I.10 Any newly appointed Senator shall be affirmed into office by the Student Body President or by gavel order in the absence of the President.

Article II. Office Policy

Section II.01 Office Hours

a) Senators shall be required to serve a minimum of two (2) office hours each week Failure to fulfill this obligation shall result in the offending Senator receiving one (1) absence for each hour missed.
b) An office hour shall be defined as sixty (60) consecutive minutes spent in the Senate office.
c) Cabinet members do not have to schedule specific hours to be in the office, but should spend several varied hours in the office per week.
d) During a scheduled office hour, Senators shall:
    i. Work on Senate-related work whenever possible
    ii. Check mailbox, OrgSync, email, etc
    iii. Be sure one member is behind the front desk at all times
    iv. Respect the people and things around them
    v. Keep the office clean and tidy

e) If a Senator consistently has no Senate-related work to do in office hours, the Senator should consult the Vice President of the committee on which the Senator sits.
f) Office hour attendance will be recorded at the front desk. These records will be used by the Senate Resources Committee to track attendance.
g) Meetings for Senate projects can be scheduled during office hours with no consequence provided the Senator notifies the VPSRC of the meeting twenty-four (24) hours in advance.
h) Any senators who sit on the Appropriations Committee shall be exempt from office hours.

Section II.02 General Office Conduct

a) Profanity is discouraged.
b) Fun is highly encouraged with the exception of unprofessional, offensive, or disruptive activities.
c) Visitors to the office should be acknowledged immediately and treated with respect, regardless of the purpose of their visit.
d) Phone calls shall be answered during open hours and complete messages shall be recorded including but not limited to the full name of the caller, time and date of the call, who the call is for, the purpose of the call, the message, contact information for the caller, and the name of the person recording the message. Messages shall be placed in the appropriate mailbox.
e) All members shall be responsible for knowing the Finance and Appropriations procedures and how to process paperwork, campus events, and a general understanding of campus issues and Senate projects.
f) Food is permissible during office hours, however, the Senator should obtain food before the start of their scheduled office hours. Eating in the office shall be permitted granted that the office remains clean and free of excess debris.
g) Whenever the office is unoccupied, the last person in the office shall be responsible for turning out the lights. The Kirkhof Center Building Managers may be called via the 20/20 Information Desk if the door is locked and no one possessing a key is present.

Section II.03 Equipment Use

a) A password to access computers shall be provided to all members.
b) Members working on Senate-related activities shall be given first priority to the computers. Other activities on computers are permitted while no other member is in need of a computer to work on Senate-related activities. Activities not related to Senate work should in no way disturb those working on Senate work.
c) Personal laptops are acceptable and encouraged.
d) Music or online videos shall be kept to a minimum volume that is welcoming to visitors.
e) Office or Senate equipment is only to be used by current Senators.

Article III Absences

Section III.01 Grounds for receiving and excusing absences

a) A Senator shall receive an absence when that Senator does not attend the whole session of General Assembly, office hour, committee meeting, and any other mandatory Senate events.
b) Arriving late or leaving early from any of the aforementioned sessions will result in the Senator receiving one-half (1/2) of an absence.
c) Three unexcused absences are permitted per semester without consequence. They may include, but are not limited to, instances of:
    i. conflicting schoolwork
    ii. other organization meetings
    iii. recreational or organizational trips
    iv. personal recreation or acts of self-interest
    v. paid work

d) Absences may be excused in specific cases including but not limited to, instances of:
   i. Family engagements including but not limited to births, weddings, illness, deaths etc
   ii. Traveling for a Senate-related purpose, such as a conference. These cases require the Senator to report about the conference at General Assembly.
   iii. Personal emergency including but not limited to illness or auto accident.
   iv. Other reasons approved by the SRC by majority vote on a case-by-case basis.

e) Absences of SRC members may be excused by the Cabinet by majority vote.
f) To request an excused absence for any of the aforementioned reasons (section III.01, d,(i)-(iv)) an Excused Absence Request Form must be filled out on OrgSync no later than a week after the event. The Senate Resources Committee shall determine the form of the application.
g) Cabinet members must follow these standards.
h) The VP of SRC, in conjunction with the members of SRC, members of cabinet, and the office manager (if applicable), shall be responsible for tracking absences.

Article IV University Committees

Section IV.01 Appointment to University Committees

a) Students will be appointed to seats on University Committees as outlined in the Faculty Handbook.
b) Student Senators will be given first priority to seats on University Committees.
c) Preference will be given to Senators on the committee that most closely relates.
d) If Student Senators do not fill all available student seats on the University Committees applications shall be solicited from the student body.
e) The SRC shall determine the form of the application. Changes to the application must be passed by a majority vote of the General Assembly.
f) Appointees to University Committees must maintain at least a 2.0 GPA on a 4.0 scale.
g) The SRC reserves the right to interview candidates, but may recommend students, at their discretion, without an interview.
h) The SRC will recommend a candidate to the General Assembly for approval.

Section IV.02 Attendance at University Committee Meetings

a) All Student Senators who are appointed to serve on a University Committee shall adhere to the following provisions:
b) Senators must attend all University Committee meetings which occur within their knowledge.
c) If a Senator is unable to attend they must notify the faculty chair of the committee, as well as the VPSRC to request an absence via the Excused Absence Request Form on OrgSync. Failure to properly request an absence will result in termination of the University Committee position.
d) If a Senator is unable to attend and follows all provisions noted above (Section 4.01, (i), (ii)), they will receive one (1) absence without being penalized. If a second absence occurs with no extenuating circumstances, the Senator will be dismissed from the role, upon the seat being replaced.
e) If the committee seat is filled with a student not under the oath of the Student Senate, they will be removed from their position on the University Committee after one (1) absence.

Section IV.03 Expectations of all student representatives on University Committees

a) Students attending the committee meeting are expected to be prepared, engaged, attentive, and inquisitive. Students are responsible for taking notes and corresponding important business to the relevant Student Senate Vice President.
b) Students are required to stay the full duration of the University Committee meeting and should let the VPSRC know if there is a circumstance in which they cannot. Decisions will be made on a case-by-case basis regarding a student's position on the committee.

c) All student representatives are responsible for filling out the University Committee Report form via OrgSync after they have attended the committee meeting. The form is to be completed no more than seven (7) days following the meeting.
d) Students are required to save and record all correspondence with the committee chairs, as well as their meeting notes until the duration of their time on the committee has come to an end. These documents must be presented if requested.
e) Failure to comply with any of the above expectations (Section 4.02, a-d) may result in dismissal from the standing committee and a misconduct warning (in the case of Student Senators).

Article V Transfer Policy

Section V.01 Initiation of Transfer

a) Any Senator who feels unsatisfied with their committee may request a transfer.
b) The Vice President of the Senator's current committee may request a transfer.
c) A unanimous decision of the committee on which the Senator sits, excluding the Vice President and the Senator in question, may request a transfer.
d) The Senate Resources Committee may recommend a transfer.

Section V.02 Transfer Process

a) If the committee to which the Senator may be transferred has an available seat:
    i. The Senator being considered for a transfer or other initiating party will fill out a transfer request on orgsync clearly stating their rationale for the transfer.
    ii. The Senator who may be transferred will be interviewed by the Senate Resources Committee regarding the transfer.
    iii. The Vice Presidents of the Senator being considered, of both the potential former committee and potential new committee, may sit in the interview but shall not have voting rights.
    iv. The Senator being considered for transfer may request that the Vice Presidents not be present for the interview.
    v. If the committee to which the Senator may be transferred does not have an available seat:
b) The Senator who wishes to be transferred or other initiating party must fill out a transfer request on orgsync clearly stating their rationale.
    i. The request will be kept on reserve until a seat on the selected committee becomes available.
    ii. If a seat becomes available transfer requests will be processed in the order they were received as designated in Section VII.02 ii-iv.
    iii. If two or more requests are on reserve that allow for senators to trade committees, the requests will be processed simultaneously as designated in Section VII.02 ii-iv.

Section V.03 Approval of Transfer

a) The Senate Resources Committee will make a recommendation regarding the request.
b) The transfer will be approved:
    (i) If both Vice Presidents involved and the Senator being considered accept the recommendation.
    (ii) If there is not a consensus among these three parties, the SRC's recommendation will go before General Assembly. The measure can be approved by a majority vote of the General Assembly.
c) In the case of two or more requests that would allow for senators to trade committees, the request may be approved:
    (i) If there is a consensus amongst all relevant parties, including all of the Vice Presidents whose committees would be affected and all of the senators who may be transferred.
    (ii) If there is not a consensus among the affected parties, the SRC's recommendation will

go before General Assembly. The measure can be approved by a majority vote of the General Assembly.

Article VI Misconduct Policy

Section VIII.01 The SRC shall enforce all policies previously listed and explained through a warning system.

a) A member of cabinet, member of SRC, or two or more witnessing senators may report an episode of misconduct they believe warrants a warning according to Section VIII.02.
b) Misconduct must be reported directly to the VP of SRC who will issue an official warning.
c) Instances of misconduct may be appealed by the senator in question directly to the VP of SRC who may repeal the warning at their discretion.

Section VIII.02 Grounds for receiving a warning

a) If a senator exceeds three unexcused absences they will receive one warning for each additional absence.
b) Office misconduct shall result in one warning.
c) Inappropriate behavior at a senate related event shall result in one warning.
d) Defamatory acts towards Student Senate shall result in one warning.
e) Other acts of misconduct as decided by a majority vote of cabinet or majority vote of SRC on a case by case basis.

Section VIII.02 Warning Consequences

a) Notification of a warning must be sent directly from the VP of SRC.
b) A senator who has received a first warning must respond within five (5) business days to either acknowledge the warning or to appeal.
   (i) Failure to respond in five (5) business days shall result in an additional warning.
   (ii) A second failed response will automatically be forwarded to the EVP for a review hearing.
c) A senator who has received a second warning must respond within five (5) business days to schedule a joint meeting with the VP of SRC and the VP of their committee or to appeal the warning.
   (i) The joint meeting shall consist of:
      1. A review of the official warnings
      2. A discussion regarding the cause of the warnings
      3. Solutions for improving the senator's conduct
      4. Potential scheduling for making up missed time (in the case of absences)
      5. Possible further disciplinary action as called for by the situation

   (ii) A failure to respond in five (5) business days will automatically be forwarded to the EVP for a review hearing.
d) A senator who has received a third warning will automatically be forwarded to the EVP for a review hearing.
   (i) Appeals for a third warning will be handled directly by the review committee and not by the SRC.