Article I. ELECTIONS

Section I.01 The elections will be held in conjunction with the spring registration and scheduling dates.

Section I.02 Those students interested in running for a Student Senate position must circulate a petition and collect signatures from no less than seventy-five (75) members of the enrolled student body at Grand Valley State University. Students petitioning for election must also petition for 2 faculty signatures from currently employed staff and faculty. The elections petition shall be voted on by the General Assembly no later than the fifth meeting of the winter term.

Section I.03 Those students elected to Student Senate by way of write-in votes must have no less than seventy-five (75) votes from the enrolled student body at Grand Valley State University.

Section I.04 Election Commission

(a) Shall consist of the Dean of Students, who will chair the commission, at least one faculty member and any non-returning Senators who would like to be involved. The Executive Vice President, or his/her designee if the Executive Vice President is unable, shall also be on the commission and see to the daily operations of the Elections Commission. Any individual seeking election to the body is prohibited from serving on this commission.

(b) The Elections Commission shall have final authority on all matters pertaining to the election process that are not clearly identified in the Constitution, Bylaws and Policies and Procedures of the Student Senate.

Section I.05 Election Meeting

(a) The outgoing Student Senate President will chair the election meetings, wherein the Senate-elect shall constitute the General Assembly. They will occur not more than two (2) weeks after the General Election, and before the end of the Winter Semester. If the President is unavailable, the Executive Vice President will fill the position of chair; it will follow gavel order from there. These meetings shall be posted at least seventy-two (72) hours in advance.

(b) Before the start of the elections the out-going Student Body President or the Dean of Students, if the out-going Student Body President is not available, shall swear (or affirm) all newly elected Senators into office. The affirmation is as follows:

(i) “I do hereby affirm that I will support and defend the Constitution of the Student Senate and the students and their diverse, ever-changing needs; that I take this obligation freely, without any mental reservation or purpose of evasion, and I will well and faithfully discharge the duties of the office on which I am about to enter.”

(ii) The oath shall be taken unless excused by the Dean of Students for personal or religious reasons.

(c) The chair of the election meeting shall ask for nominations for each Officer position on the Senate. These nominations must be seconded, and shall be recorded and posted. Using the following order, the chair will proceed with the election process at the next meeting of the Senate-elect as stated in subsection
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(d) ORDER OF ELECTIONS:
1 President
2 Executive Vice President
3 Vice President of Senate Resources
4 Vice President of Finance
5 Vice President of Campus Affairs
6 Vice President of Educational Affairs
7 Vice President of Diversity Affairs
8 Vice President of External Relations
9 Vice President of Public Relations

(e) Each cabinet election shall be conducted in the following order: five (5) minutes for candidate statements, fifteen (15) minutes for questions, and (10) minutes for open discussion. The Chair shall allow statements from each candidate not to exceed five (5) minutes each. Candidates shall give statements in order of their nomination. The chair shall then provide an opportunity for Senators to ask each candidate up to five (5) questions. The time allotted for questions shall not exceed fifteen (15) minutes and individual answers should not exceed two (2) minutes. The Senators will then be allotted an additional ten (10) minutes for open discussion regarding the candidates. At this time the candidates will be asked to refrain from commenting. At the conclusion of each discussion a primary election shall be held to narrow the candidates to two finalists, (if more than two candidates are running). Immediately following the primary elections a final election between the candidates will take place, unless the candidate receives a majority vote.

(f) Closed ballots shall be cast for each cabinet election. The elections commissioner shall count each ballot in the presence of the Dean of Students and their designee. A simple majority shall constitute victory in all elections.

(g) When the results of the election are known, they shall be announced to the Senate-elect by the chair of the election meeting.

Section I.06 Plurality

(a) In the event that an election vote between two people does not come to a consensus (after three votes) to satisfy fifty percent plus one (50% + 1) of the General Assembly nominations will be reopened and voted on during the next meeting.

Section I.07

(a) After the results of all the Vice Presidential elections are announced the outgoing Student body President or the newly elected Student body President if the outgoing President is not available, will swear all newly elected Vice Presidents into office. The affirmation is as follows:

(i) "I do hereby affirm that I will fairly, faithfully, and impartially discharge the executive office to which I am elected. I take this obligation freely without mental reservation or purpose of evasion. I will strive always to serve the students for whom I act."

(ii) The oath shall be taken unless excused by the Dean of Students for personal or religious reasons.

Article II. MEETINGS
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Section II.01 All meetings of the Senate must be open to the Grand Valley State University community.

Section II.02 Senate agenda for regular General Assembly meetings will consist of a minimum of the following items:

1. Call Meeting to Order
2. Moment of Silence
3. Roll Call
4. Guest Speaker
5. Public Comment – Pt. 1
6. 5 Minutes to Pass Papers
7. President’s Report
   a. Adoption of Agenda
8. Executive Vice President’s Report
   a. Approval of Minutes
9. Officer Reports
   a. Senate Resources
   b. Finance
   c. Campus Affairs
   d. Educational Affairs
   e. Diversity Affairs
   f. External Relations
   g. Public Relations
10. Public Comment – Pt. 2
11. University Committee Reports
12. Old Business
13. New Business
14. Public Comment – Pt. 3
15. Announcements
16. Adjournment

Section II.03 The Cabinet shall have the power to add or subtract any of the preceding items prior to the General Assembly with a two-thirds (2/3) vote.

Section II.04 General Assembly is defined as fifty (50) Senators less any open positions. During a meeting, a majority of the General Assembly is made up of fifty percent (50%) plus one (1) of those members present.

Section II.05 The quorum of the General Assembly or any of the Student Senate committees shall be said to exist if fifty percent (50%) plus one (1) of the members eligible to participate are present during the meeting. The base for quorum will be determined as the fifty (50) members constituting Senate.

Section II.06 Robert’s Rules of Order will govern all proceedings except when they are inconsistent with the Constitution and Bylaws.

Section II.07 All recommendations, resolutions, and standing rules submitted to the General Assembly for approval shall include the names of the Senators sponsoring the legislation, and when different, the authors of said legislation.

(a) All resolutions must be submitted to the General Assembly five (5) business days before any vote may take place.

(b) All standing rules must be submitted to the General Assembly three (3) business days before any vote may take place.

(c) All legislation must be submitted to the President or Executive Vice President before a documentation number will be assigned.

(d) All legislation must be written on the Senate legislation template program to ensure continuity and uniformity; legislation will only be accepted in this format.
(e) The Chair may bring urgent business to the table that does not meet the aforementioned rule.

(i) Urgent business as defined for the Student Senate Bylaws, Article II - Meetings, Section 2.07, subsections (a) and (b) is business that absolutely must be voted upon at the present meeting.

Section II.08  A ”Friendly Amendment“ is defined as an amendment that takes effect upon acceptance by the maker of the main motion and needs neither vote nor discussion. Any Senator may propose a Friendly Amendment to the Chair, who will ask the maker of the main motion whether or not he/she accepts such an amendment. If so, the resolution shall be amended as such, and the proposed Friendly Amendment will yield the floor.

(a) No Friendly Amendments can be applied to legislation on which a committee has already voted.

Section II.09  A permanent public record shall be kept of each resolution, Constitutional amendment, standing rule and final appropriations affair. The record shall disclose what was voted on and be attached to the minutes. In the absence of a voice vote, the record will include a vote tally of the Senators name in the public record.

(a) Implementation will consist of an initial voice vote asking for yays, nays, and abstentions. For all votes with dissension and/or abstentions it will be up to the discretion of the Chair to determine the type of voting method to accurately record the vote of each Senator.

(b) Secret ballot and all votes not aforementioned will be exempt from this process.

(c) A Secret ballot will only be utilized for the election of officer positions, for impeachment hearings, for awards, or at the discretion of the chair.

Article III.  OFFICE OPERATIONS

Section III.01  The Student Senate President is responsible for supervising the general operations of the Senate Office and for optionally hiring the Senate Office Manager. No paid Senate staff member may be a Senator at the time of employment.

Section III.02  The Office Manager is responsible for providing the Dean of Students and the Director of Student Life with the minutes of General Assembly meetings within five (5) working days after the official adjournment of a meeting.

Section III.03  In the event that no office manager is hired, the preceding responsibilities shall be delegated to a member of the Senate Resources Committee by the Vice President of Senate Resources, subject to the approval of the Cabinet.

Article IV.  CABINET

Section IV.01  If at any time the Cabinet feels that a committee is not fulfilling its responsibilities, the Cabinet may freeze the action of the committee by a two-thirds (2/3) vote. The matter must then be referred to the General Assembly for resolution, also by a two-thirds (2/3) vote at the next General Assembly meeting.
Section IV.02
Section IV.03 Each member of Cabinet shall announce to the General Assembly the meeting time(s) for his/her respective committee no later than the second meeting of the General Assembly each semester and again at any time throughout the semester that it changes.
Section IV.04 Each member of Cabinet that chairs a meeting may only vote in that meeting in the case of a tie. For Cabinet, this refers to the President, for the General Assembly, this again refers to the President, for each committee, their respective Vice President.

Article V. COMMITTEE OPERATIONS

Section V.01 Each committee may create policies and procedures to facilitate the completion of the tasks set forth for them in the Constitution and these Bylaws.
Section V.02 Any changes to or creations of policies and procedures must be voted on by the General Assembly. Any concerns with committees’ policies or procedures shall be discussed by the General Assembly under New Business in the Agenda.
Section V.03 Copies of all committees’ policies and procedures shall be available in the Student Senate Office and on the Student Senate website. Additionally, the Appropriations policies and procedures shall be given to each student organization after they have been presented and approved by the General Assembly.
Section V.04 The members of the campus-standing committees, which are appointed by the Student Senate Committees, can be recommended to the Student Senate Cabinet for removal by a majority vote.
Section V.05 No committee of the Senate may ask for money through a reserve request without first having the reason for the request approved by Cabinet.

Article VI. SENATE RESOURCES COMMITTEE

Section VI.01 Statement of Purpose: The Senate Resources Committee is dedicated to developing and maintaining an efficient and effective Student Senate. The SSSRC shall enforce its established Senate rules and facilitate senator development and conflict resolution between members of the General Assembly.
Section VI.02 Policies and Procedures
(a) The rules of the Student Senate to be enforced by the SSSRC shall include those listed below as well as those listed in policies and procedures to be established by the SSSRC and approved by the General Assembly.
Section VI.03 Senate In-Service
(a) The Vice President of the Senate Resources Committee shall organize and administer the annual Senate In-Service each fall semester. The purpose of Senate In-Service shall be to acclimate new and returning Senators to their roles and to educate them on a variety of topics.
Section VI.04 Senate Funding Board Training
(a) The Vice President of the Senate Resources Committee shall organize and administer an annual Senate Funding Board Training each fall semester. The purpose of Senate Funding Board shall be to acclimate new and returning Senators on how to run a funding board meeting.

Section VI.05 Appointment(s) Policy

(a) The SSSRC and the SSPRC shall be jointly responsible for soliciting applications from the student body as positions become available.

(b) Applicants shall attend one General Assembly Meeting and confirm their attendance with the Vice President for Senate Resources.

(c) The SSSRC shall review all applications and interview any qualified candidates pursuant to Article II of the Constitution. 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.

(d) 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.

(e) 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.

(f) 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.

(g) Any Senator who has resigned or has been removed from Student Senate may not be appointed to the General Assembly during the same catalog semester.

(h) 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:

(i) Any newly appointed Senator shall be affirmed into office by the Student Senate President or by gavel order in the absence of the President, during the President’s Report at the first meeting following his/her appointment using the oath in Article I Section 1.05 Subsection (b) Subsection (i) of the Bylaws.

(j) The Vice President of SRC and Senate President shall be responsible for deciding which Student Senate Standing Committee will be responsible for filling the student representation seat on any new committees of the University.

Article VII. FINANCE COMMITTEE

Section VII.01 Statement of Purpose: To effectively administer the Student Life Fund to student organizations for the promotion and enhancement of campus life at Grand Valley State University;
evaluate all monetary expenditures and events ensuring Student Life Funds are being used for the enhancement of campus life.

**Section VII.02 The Student Senate Finance Committee will have the following responsibilities:**

(a) Administration of the Student Life Fund Allocation Process
   
   (i) Serve on the Student Life Fund Allocation Board
   (ii) Administration and staffing of the various Funding Boards
   (iii) Administration of the Reserve Account
   (iv) Overseeing the Appropriations Committee

(b) Prepare the annual base budget proposal

(c) Prepare Senate Operating Budget in conjunction with the President for consideration by the General Assembly.

(d) Development of the policies and procedures governing the use of the Student Life Fund which will be reviewed and approved by the General Assembly.

(e) Notification to all registered organizations of the availability of funds and of procedures to be followed shall be presented each semester with updates when needed throughout the semester.

**Section VII.03 Funding Boards**

(a) Are standing committees of the Finance Committee and are bound by the guidelines set forth in this document and all other policies and procedures of the committee, the Student Senate, the University, and state and federal government, where applicable.

(b) Shall be chaired by a member of the Finance Committee and will have a graduate assistant and/or a professional staff member, assigned by the Office of Student Life, to serve as advisors.

(c) Shall meet throughout the academic year.

(d) Hear requests for funds for various campus wide events and equipment and make a determination on what level of funding is deemed appropriate.

**Section VII.04 The Student Senate Finance Committee’s subcommittee, the Appropriations Committee, shall have the following responsibilities:**

(a) To publicly hear all reserve requests under $10,000 and either deny, alter, and/or approve the said expenditure

   (i) Requests over $10,000 will be presented to the General Assembly with a recommendation from the SSAC
   (ii) All requests for travel by student organizations will be heard by the SSAC

**Section VII.05 The Base Budget shall be determined in the following ways:**

(a) The Student Senate Finance Committee (SSFC) will recommend a base budget for the Student Life Fund (SLF) General Account to be appropriated to the funding councils, the travel fund, and various other fixed costs for the following fiscal year.

(b) The recommendation from the SSFC must be presented to the Director of Student Life before
the General Assembly presentation.
(c) The base budget will consist of funds from:

(i) Incoming Student Life Fund revenues (set by the University Budget Committee)
(ii) Excess Student Life Fund Reserve monies will be rolled over into the reserve account once their value has been determined.

Section VII.06 Student Organizations receiving monetary support shall comply with the following requirements:

(a) Obey all conditions set by the SSFC in its policies and procedures and University policies.
(b) Submit requests through OrgSync with all required information through an officer or advisor of the organization.
(c) Keep accurate record of their expenditures of allocated funds.
(d) Return all income made through an activity that was funded in part or in total by the Student Life Fund back into the Student Life Fund Account.

(i) The Lanthorn shall be exempt from the above stipulation only in regards to advertising sales.
(ii) Spotlight will be able to roll profits back into its operating budget for the year. Any excess funds unused at the end of the year will be included in the rollover calculation.

(e) To receive funding, an organization must be in good standing with the University, the Office of Student Life, Student Senate, and their respective Student Organization Council.
(f) Organizations will be held financially responsible for exceeding their allocation.

(i) Organizations will be required to pay back the over-expenditure. Failure to do so will result in the organization’s budget privileges being suspended until it is paid in full.

Section VII.07 Limitations

(a) Requests may be denied for the following reasons:

(i) The request does not meet one or more of the provisions set forth elsewhere in this document, the SSFC policies and procedures, or an organization’s Council’s constitution or bylaws.
(ii) The activity for which funding is requested is scheduled for a date which may cause serious conflict with other campus-wide activities.
(iii) There is reason to believe, or evidence to indicate that the activity will not be of interest to a sufficiently large number of students to warrant the expenditure proposed.
(iv) Their request is for scholarships, wages, or gifts for the members of the organization or GVSU students/employees, excluding Student Senate operations and contractual services.
(v) There are insufficient funds available.
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(b) Limitations on how the Student Life Fund may be used can be found in the SSFC policies.

Section VII.08 Annual Appropriations Timeline

(a) The Base Budget must be approved by a majority vote of the General Assembly no later than the last week of February. It must be presented to the General Assembly at least three (3) General Assembly meeting before being voted on.
(b) Requests for the following fiscal year will be heard beginning the first full week of March.
(c) The Travel Fund will be distributed by a quarter system, pursuant to the Travel Guidelines document.

Section VII.09 Reserve Account

(a) Reserve Requests

(i) All reserve requests must be submitted four (4) weeks before any expenditure of funds may take place.
(ii) A proposal must be submitted through OrgSync, as the SSFC policies and procedures shall stipulate each semester.

1) The proposal must include a detailed budget accompanied with rationale.
2) All reserve requests must include copies of quotes from campus dining, quotes from professional vendors, food waivers if the event is catered by an outside company, and/or quotes from professional vendors or performers.

(iii) The Appropriations Committee must submit their recommendation to the General Assembly within two (2) General Assembly meetings from when it was first presented to the committee in amounts exceeding $10,000.
(iv) Minutes of each hearing must be posted to the Student Life Website.

Section VII.10 Appeals Process

(a) Award Appeals

(i) Organizations wishing to appeal a decision made by their Funding Board or the Appropriations Committee must submit a letter within five (5) business days of the award to the Vice President of Finance and their Funding Board Chair.

1) The letter must state why they wish to appeal the decision made and must be itemized.

(ii) The Vice President will then set up a hearing for the organization to make their petition before the Finance Committee.

1) The hearing will be run in a similar manner to a funding board.
2) The Vice President of Finance will notify the group of the Finance
Committee’s decision.

Section VII.11 Organizational Budget Process

(a) The media base budgets will be set no later than the last week of March. Media groups will present their base budgets to the Finance Committee who will make a determination on how the media budget will be divided.

(b) Organizations receiving a base budget rather than having individual events funded must submit their budgets and/or financial reports to the Finance Committee upon request of the Vice President of Finance.

Section VII.12 Duties of the Vice President of Finance

(a) The Vice President of Finance will be responsible for ensuring that:

(i) They serve on the Student Life Allocation Board.

(ii) The Appropriations Committee and all Funding Boards are adequately staffed with trained Senators and appropriate representatives from Registered Student Organizations.

(iii) Meetings of the Appropriations Committee and Finance Committee are regularly scheduled during the academic year.

(iv) All appropriations by the Student Senate Appropriations Committee (SSAC) and Funding Councils are in compliance with the purposes and restrictions set forth in the procedures of the Student Senate Finance Bylaws, the Finance policies and University policies and procedures.

(v) All forms on which appropriated funds are requested must be completed accurately in accordance with Grand Valley State University policies and procedures and the procedures set forth by the Finance Committee.

(vi) All expenditures from the Student Life Fund are recorded for accounting purposes.

(vii) Approve expenditures from the Student Senate Operating budget in accordance with Student Senate Finance Bylaws, the Student Senate Internal Funding Rules, the Finance policies and University policies and procedures.

(viii) If they have any reason to believe that abuses of the Student Life Fund have occurred, that they will be placed on the agenda of the next Finance Committee meeting.

(ix) Alleged violations of any standards, rules, and alleged variation of irregularity in any budget or in any expenditure must be investigated. The Chair of Appropriations has the authority to stop disbursement of any funds that have been allocated if they believe that a student organization has violated one or more provisions of these Bylaws or the SSFC policies and procedures. Funding will be suspended until the Finance Committee confirms or denies the charges against the accused organization. The SSFC reserves the right to use an external investigative body.

Section VII.13 Hearings

(a) The format of each hearing shall be as follows:
(i) Five (5) minutes for the group to present their request demonstrating the benefits their request will bring to campus
(ii) Five (5) minutes for the Funding Board or Appropriations Committee to ask questions clarifying or addressing any concerns they have about the request
(iii) Five (5) minutes for discussion within the Funding Board or Appropriations Committee at which time they will make a determination of what level of funding they deem appropriate.

(b) If a Funding Board or the Appropriations Committee feels that they need more time for review, they may extend the above time limits.

Article VIII. CAMPUS AFFAIRS COMMITTEE

Section VIII.01 Statement of Purpose The Campus Affairs Committee shall monitor all campus-oriented issues, inform the Student Senate and administration of these issues and act as the voice of the students ensuring that their best interests are fulfilled.

Section VIII.02 The Campus Affairs Committee shall have the following responsibilities:

(a) To follow all issues pertaining, but not limited, to housing, campus security, food service, facilities and services and athletics.
(b) To interact with respective campus officials to make sure that student goals are met.
(c) To establish and maintain liaisons with RHA, Community Councils
(d) To maintain liaisons with the Disability Support Resources.
(e) To maintain liaisons with the Campus Dining Committee.
(f) To bring issues of concern to the student body’s attention.
(g) Any other duties and responsibilities that pertain to the students and deal with campus related issues.

Article IX. EDUCATIONAL AFFAIRS COMMITTEE

Section IX.01 Statement of Purpose: The Educational Affairs Committee will keep a close watch on the changing system of education at Grand Valley, maintain close contacts with University academic committees, and ensure a strong student voice in the shaping of academic policies.

Section IX.02 Members of the SSEAC must serve on at least one faculty standing committee(s) when possible.

Section IX.03 The President and Vice President of the SSEAC shall enforce the following policy for referendums from faculty governance committees:

(a) If a petition for a policy referendum is brought by faculty governance before the University Academic Senate (UAS), each Student Senator possesses a right of signature equivalent to that of a tenured faculty member.
(b) If a referendum being petitioned does not directly involve student affairs, the General Assembly will decide, by a simple majority vote, whether or not to involve itself in the
Section IX.04 The SSEAC shall have the following responsibilities:

(a) Investigate any educational complaint arising out of the student body.
(b) Address these complaints by initiating committee projects, which shall be brought to the attention of both the Cabinet and the General Assembly.

Article X. DIVERSITY AFFAIRS COMMITTEE

Section X.01 Statement of Purpose: The Diversity Affairs Committee will consider and act upon policy, practices and issues; make recommendations to the Senate and University administration; create an open dialogue between Student Senate and organizations that have a multicultural interest or focus; facilitate awareness and open communication; research and investigate various forms of discrimination against students related to, but not limited to, matters of race, ethnicity, religion, sex, sexual orientation, gender identity or expression, socioeconomic status, disability, origin and other multicultural matters.

Section X.02 Members of the Diversity Affairs Committee will have the following responsibilities:

(a) Serve on standing committees related to diversity, multicultural, or intercultural issues, including but not limited to the International Education Committee (IEC) and Intercultural Affairs Council (IAC). If members of the Diversity Affairs Committee are unable to serve on the committees, the Vice President of the Diversity Affairs Committee shall appoint a student to those particular committees.
(b) Establish and maintain liaisons with cultural organizations on campus.
(c) Shall establish and maintain communication with the Division of Inclusion & Equity

Section X.03 Investigate any complaint dealing with student harassment or discrimination or otherwise dealing with student diversity, multiculturalism, or interculturalism on campus.

Article XI. EXTERNAL RELATIONS COMMITTEE

Section XI.01 Statement of Purpose: The External Relations Committee will act as a liaison between the Student Senate and the local community, ensuring that GVSU students have the opportunity to be civically engaged in their community.

Section XI.02 The External Relations Committee will have the following responsibilities:

(a) To act as a liaison between the Student Senate and the local community, ensuring that Grand Valley State University students have positive experiences in the areas surrounding the University.
(b) To attend relevant municipal government meetings and community events in order to
Article XII. PUBLIC RELATIONS COMMITTEE

Section XII.01 Statement of Purpose: The Public Relations Committee shall be dedicated to informing the Senate of the public opinion and concerns of the student body, to ensuring an accurate image of the Senate, and to informing the student body of Senate activities and legislation. Furthermore, the Public Relations Committee shall foster student awareness of important campus issues.

Section XII.02 The Vice President of the Public Relations Committee shall have the responsibility of appointing two students, with first priority going to members of the Public Relations Committee, to serve on the Student Media Advisory Board; the President, or his/her designee, shall fill the third seat.

Section XII.03 The Vice President of Public Relations will be responsible for appointing a Student Senator to the positions of Webmaster and Social Media Manager.

Article XIII. Review and Impeachment Procedures

(a) Removal of an Officer

   (i) A removal process may be started by a petition of the General Assembly which is comprised of 50% +1 vote of all senators or by a petition of Cabinet which is comprised of 50% +1 vote of all cabinet members

   (ii) Upon successful completion of the petition, the initiating member will present the proposal

   (iii) The process will be conducted in the same manner as the Review Process Hearing highlighted in section (f).

(b) Initiation of the Review Process

   (i) Sufficient grounds to trigger review hearing proceedings are:

      1) Failure to perform a required duty outlined in the Constitution, Bylaws, a committee’s specific Policies and Procedures, or resulting from previous sanctions.

      2) Misconduct, as explicitly defined by the group initiating the review/impeachment process.

      3) Failure to comply with corrective disciplinary measures sanctioned against them, as outlines in the SRC Policies and Procedure

   (ii) The following groups may initiate review proceedings for an officer or a senator by:
1) A majority vote by Cabinet.
2) Twenty percent (20%) of the General Assembly, upon submission of charges and their signatures to the SSSRC.

(c) Notification of Review Hearing

(i) The Executive Vice President will make a reasonable attempt to inform the member in question of the review hearing and provide them with the charges levied against them.
(ii) The Executive Vice President shall schedule a review hearing after the first General Assembly meeting after the member is notified of the review charges.

(d) Definition of the Review Hearing Committee

(i) The review board will be comprised of seven Senators, and chaired by the Executive Vice President.

(e) Selection of the Review Board

(i) At the beginning of the academic year, the Executive Vice President will request senators on an as need basis.
(ii) The seven members of the review board will be selected at random by the Executive Vice President, who shall serve as ex-officio chair.
(iii) Cabinet will not be eligible for the review board, or any Senator of the same committee as the member under review.
(iv) Each potential member of the review board shall be approached by the Executive Vice President, and will have the opportunity at that time to deny their participation. If they do, another member will be randomly selected.

(f) Review Process

(i) The Review Hearing shall proceed as follows:

1) Roll call of the Review Board, and the member under review
2) The Executive Vice President will read the charges against the member under review.
3) The Review Board may present additional evidence and witnesses against the member, on behalf of those who initiated the Review Hearing, at this time. Only the Review Board may question the witnesses. At the conclusion of the questions they will be dismissed from the room.
4) The member under review may bring witnesses on their behalf. At the conclusion of their testimony and question they will be dismissed.
5) The member under review may dispute any and all charges brought against them.
6) The Review Board may then further question the member under review.
7) After offering a preliminary defense in his or her case and responding to the questions of the review board, the member may speak one final time in their defense.

(ii) At the conclusion of the review hearing only the board members shall remain
in the room during deliberation to arrive at a recommendation from the following list:

1) **Impeachment**, in the case of a Cabinet member, where the member is removed from office but is permitted to remain on the General Assembly as a Senator.
2) **Removal from Student Senate**. Charges may be drawn to have a Cabinet member removed not only from Cabinet, but from the General Assembly as well.
3) **Retention with limited rights** as determined by the Review Board. These sanctioned limitations will be tailored in proportion to violations, with possible sanctions including additional office hours, limitations on the number of permitted absences, or routine behavioral evaluations.

(iii) The Review Board will then arrive at a verdict by majority vote, presenting their verdict to the Executive Vice President.
(iv) The Executive Vice President will present the verdict and sanctions, if applicable, to the member.
(v) If the member on review is not present for the hearing, then they will subsequently be removed the body.

(g) **Sanction Appeal Process**

(i) If the member on review wishes to appeal the decision of the Review Board, the appeal must be presented to Cabinet, in hard copy form within five business days of receipt of the decision.
(ii) Cabinet will hold a review hearing on behalf of the member utilizing the same format as above.
(iii) Cabinet can uphold, overturn, or implement a different set of sanctions against the member in question.
(iv) Cabinet will provide a written copy of their verdict to the member within five (5) business days.
(v) The Member under review is only allowed one appeal.