

GRAND VALLEY STATE UNIVERSITY

STUDENT SENATE RESOURCES POLICIES & PROCEDURES

Approved: February 2016 Review March 2018

Disclaimer: His/Her Pronouns will be used in place of all preferred pronouns.

Article I Appointments to Student Senate

Section I.01 The Senate Resources Committee and the Public Relations Committee shall be jointly responsible for soliciting applications from the student body as positions become available.

Section I.02 The President, Executive Vice President, Vice President for Senate Resources and the Senate Resources Committee will be able to determine the form of the application; any non-clerical changes to the application must be voted on and passed by a majority vote of the Senate Resources Committee.

Section I.03 Applicants shall submit their application, attend one General Assembly Meeting, meet with the Vice President for Senate Resources, and the vice president of the committee they are appointed to.

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 Senate Resources Committee shall recommend whether 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 Student Senate office, as shall all votes in committee regarding a candidate's appointment to Senate. Once scheduled, all interview sessions will be shared in the Senate Resources Committee report and announced at Cabinet.

Section I.06 The Vice President of SRC at his or her discretion shall choose the number of interviewees at an interview with a minimum number of interviewers as three (3) and it is recommended that they are the Vice President for Senate Resources, one SRC member, and the Vice President or Designee of the Committee to be appointed of the interviewee's committee preference(s).

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 appointees 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 University President, Student Body President, or by gavel order in the absence of the Student Body President.

Article II. Office Policy

Section II.01 Office Hours

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- 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 half (0.5) an unexcused absence for each hour missed.
- b) An office hour shall be defined as sixty (60) minutes spent in the Senate office, or by options, such as:
 - i. University Standing Committee Meetings
 - ii. Other Student Senate Committee Meetings
 - iii. Tabling for any event endorsed by Student Senate
 - iv. Cultural Funding Board Meetings
 - v. Appropriations Funding Board Meetings
 - vi. Anything deemed appropriate by both Senate Resources and Cabinet
- 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, 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 complete during the duration of their office hours, the Senator will consult the Vice President of the committee on which the Senator sits.
- f) Office hour attendance will be recorded by one member of Senate Resources Committee, although Senate Resources Committee may choose the process in which office hours is recorded for attendance purposes.
- g) Any senators who sit on the Appropriations Funding Board or the Cultural Funding Board shall be exempt from office hours, if the funding meetings last at least one hundred and twenty (120) consecutive minutes.

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 emailed to the appropriate person.
- e) All members shall be responsible for knowing how to process paperwork and for having a general understanding of campus events, campus issues, and Senate projects.
- f) 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.

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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 General Assembly, office hours, committee meetings, and any other mandatory Senate events.
- b) Leaving General Assembly before the conclusion of the meeting will receive one half (½) of an absence unless approved through an excused absence form. Recognizing that meeting times vary and *there is no definitive conclusion time* for meetings.
- 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 and fill out an excused absence request.
 - 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) Excused absence requests of SRC members must be reviewed 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 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 Vice President for Senate Resources, in conjunction with the members of Senate Resources Committee, members of Cabinet, and the office assistant (if applicable), shall be responsible for tracking absences.

Article IV University Standing Committees

Section IV.01 Appointment to University Standing Committees

- a) Students will be appointed to seats on University Standing Committees as outlined in the Faculty Handbook.

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- b) Student Senators will be given first priority to seats on University Standing Committees.
 - c) Preference will be given to Senators on the committee that most closely relates to their committee.
 - d) If Student Senators do not fill all available student seats on the University Standing Committees, applications shall be solicited from the student body.
 - i. The Executive Vice President and Vice President for Senate Resources shall determine the form of the application. Changes to the application must be passed by a majority vote of the General Assembly, during the Academic Year.
 - e) Appointees to University Standing Committees must maintain at least a 2.0 GPA on a 4.0 scale.
- Section IV.02 Attendance at University Standing Committee Meetings*
- a) All Student Senators who are appointed to serve on a University Standing Committee shall adhere to the following provisions:
 - a. Senators must attend all University Committee meetings which occur within their knowledge.
 - b. If a Senator is unable to attend they must notify the faculty chair of the committee, as well as the Vice President for Senate Resources to request an absence via the Excused Absence Request Form.
 - c. 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.
 - d. 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 Standing Committee after one (1) unexcused absence.

Section IV.03 Expectations of all student representatives on University Standing 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 Committee Vice President.
- b) Students are required to stay the full duration of the University Standing Committee meeting and should let the Vice President for Senate Resources 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 Standing Committee Report form 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 University Standing 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

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- 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

- I. 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 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 President 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:
 - a. The Senator who wishes to be transferred or other initiating party must fill out a transfer request clearly stating their rationale.
 - b. The request will be kept on reserve until a seat on the selected committee becomes available.
 - c. If a seat becomes available transfer requests will be processed in the order they were received as designated in Section VII.02 ii-iv.
 - d. If two (2) 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

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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 Vice President for Senate Resources who will issue an official warning.
 - a. An official warning includes, but is not limited to:
 - i. Observation by the Executive Vice President to ensure all required work is being completed and all mandatory events are being attended.
 - ii. Requested brief bi-weekly reports given to the President and Executive Vice President on the progress being made by the Senator under observation.
- c) Instances of misconduct may be appealed by the Senator in question directly to the Vice President Senate Resources 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 will be 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 Vice President for Senate Resources.
- 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 Executive Vice President 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 Vice President for Senate Resources and the Vice President for their committee 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 Executive Vice President for a review hearing.
- d) A Senator who has received a third warning will automatically be forwarded to the Executive Vice President for a review hearing.
 - (i) Appeals for a third warning will be handled directly by the review committee and not by the Senate Resources Committee.