

GRAND VALLEY STATE UNIVERSITY



STUDENT SENATE BYLAWS

Ratified by Student Senate: January 2024

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Article I. General Assembly Meetings

1. *Day and Time*
 - a. General Assembly meetings will occur on Thursday evenings, beginning no earlier than 4:30 p.m.
2. *Frequency and Location*
 - a. The President will decide the frequency and location of General Assembly meetings in consultation with all other members of the Student Senate.
 - i. At least one (1) General Assembly must be located at the Pew Campus each semester.
 - ii. At least one (1) General Assembly must be located at the Allendale Campus each semester.
3. *Agenda*
 - a. The President will set the agenda for all General Assembly and Cabinet meetings in consultation with all other members of the Student Senate.
 - b. The agenda must be circulated to all members of the General Assembly prior to the meeting.
4. *Minutes*
 - a. Meeting minutes will be recorded for all meetings of the General Assembly and will be made public following their approval at the subsequent General Assembly.
5. *Public Comment*
 - a. All General Assembly meetings will allow for at least two (2) separate opportunities for members of the public to address the Student Senate.
 - b. The Chair can rule a public comment to be out of order if it is deemed harassing, frivolous, threatening, or otherwise lacks decorum.
6. *Parliamentary Procedures*
 - a. All Student Senate meetings will be conducted using parliamentary procedures to maintain order, following Robert's Rules as determined by the Chair.
 - b. The Chair can decide to overrule a breach in parliamentary procedures as deemed necessary.
 - i. The Chair's decision may be appealed by a two-thirds majority of members present.
7. *Guest Speakers*
 - a. The President may invite any person that is not a member of the General Assembly to present at a meeting as a guest speaker.
 - b. All members of the General Assembly will be given an opportunity to ask questions of any invited guest speaker.
 - c. The Chair can rule a question to be out of order if it is deemed harassing, frivolous, threatening, or otherwise lacks decorum.

Article II. Cabinet Meetings

1. *Scheduling*
 - a. The President will decide all scheduling details regarding Cabinet meetings in consultation with other members of the Student Senate.
2. *Minutes*
 - a. Meeting minutes will be recorded for all Cabinet meetings.
3. *Closed Session*
 - a. The Cabinet may enter a closed session by majority vote of members present to discuss personnel topics.
 - i. Minutes will not be recorded, and information discussed during a closed session may not be shared.

4. *Emergency Meetings*
 - a. The President may call an emergency Cabinet meeting if urgent discussion becomes necessary.
5. *Virtual Voting*
 - a. The Cabinet can vote to advance documents to the General Assembly through a virtual vote, if the votes are recorded in writing using an official electronic source, such as a Google Form or a similar method.
 - i. The results of this vote must be added to the meeting minutes of the previous Cabinet meeting.

Article III. Council Meetings

1. *Scheduling*
 - a. The President will decide all scheduling details regarding council meetings in consultation with members of the Student Senate.
 - b. The President may choose to allow each Officer to decide the scheduling details for their respective council.
 - c. The time and location of each council meeting must be shared with all members of the General Assembly.

Article IV. Elections

1. *Annual Elections*
 - a. The Judiciary Committee will serve as the Elections Commission and will oversee all aspects of the annual elections process not outlined in the Student Senate governing documents.
 - b. The President and Chief of Staff will establish the timeline of events for the annual elections in consultation with the Student Senate faculty advisor(s).
 - c. The Chief of Staff, in consultation with the Judiciary Committee, will oversee election-related discussion, and official communication with the candidates.
 - i. The Chief of Staff may not serve as chair of the Judiciary Committee for Elections Commission meetings if they plan on running for re-election to the Student Senate.
 1. The President and Vice President may appoint a different member of the Judiciary Committee to serve as a temporary chair for these meetings.
 - d. In order to be eligible to run in the elections, students must meet the following requirements:
 - i. Be currently enrolled as a student at Grand Valley State University (GVSU).
 - ii. Be registered for classes at GVSU for the fall semester following the election.
 - iii. Have a minimum of a 2.25 cumulative grade point average.
 1. Grade point averages will be checked again prior to the start of the fall semester to ensure eligibility is maintained.
 - iv. Be in good standing with the Student Senate.
 - v. Submit a completed elections petition and packet by the established deadline.
2. *Representation*
 - a. The annual elections will be held for 34 seats on the Student Senate.
 - i. Nineteen (19) seats on Student Senate will be elected by the student body at-large.
 1. The selected President and Vice President candidates will each obtain one (1) at-large seat on the Student Senate.
 2. All other candidates for President or Vice President who meet the vote threshold determined by the Judiciary Committee will obtain an at-large seat on the Student Senate.

3. Up to 18 remaining at-large seats will be filled by General Senator candidates running in the election.
 - ii. Fifteen (15) seats will be elected by proportional representation of each college at GVSU.
 1. At least one (1) seat will be reserved for each college.
 2. The number of seats for each college will be determined using the enrollment numbers for the current academic year.
 3. Any unfilled at-large seat may be filled by unselected candidates from the college representation ballot, if they meet the vote threshold that is outlined by the Judiciary Committee.
 4. Any unfilled college representation seat may be appointed by the respective college.
 - iii. One (1) seat will be reserved for an international student, selected by the International Student Organization.
 1. If the International Student Organization is unable to fill the position, an international student will be appointed by the Padnos International Center.
 - iv. One (1) seat will be reserved for a graduate student, selected by the Graduate Student Association.
 1. If the Graduate Student Association is unable to fill the position, a graduate student will be appointed by the Graduate School.
 - v. Four (4) seats will be reserved for first year students, to be determined through the appointment process in the upcoming academic year.
3. *Elections Packet*
- a. The Judiciary Committee will compile an elections packet that outlines the rules, regulations, and procedures for the elections.
 - b. The Judiciary Committee will review and approve the elections packet, prior to advancing it to the General Assembly.
 - c. The elections packet must be approved by the General Assembly prior to the beginning of the elections process.
 - i. The elections packet will be sent back to the Judiciary Committee for revisions if it does not pass through General Assembly.
 - d. The Judiciary Committee will collect elections packet submissions.
 - i. The Judiciary Committee will be responsible for approving or denying these submissions and communicating this action with the respective candidate.
4. *Elections Petition*
- a. Students interested in running for a Student Senate position must circulate a petition and collect signatures in order to get on the ballot..
 - b. The number of signatures required from students and faculty members will be decided by the Judiciary Committee.
 - i. In order to get on the ballot to run for President or Vice President, the candidate must submit a significantly higher number of signatures than for general Senators, as determined by the Judiciary Committee.
 - c. The Judiciary Committee will review and approve the elections petitions, prior to sending it to the General Assembly.
 - d. The elections petition must be approved by the General Assembly prior to the beginning of the elections process.
 - i. The elections petition will be sent back to the Judiciary Committee for revisions if it does not pass through General Assembly.
 - e. The Judiciary Committee will collect elections petition submissions.

- i. The Judiciary Committee will be responsible for approving or denying these submissions and communicating this action with the respective candidate.
5. *Write-In Votes*
 - a. The Judiciary Committee will determine the number of write-in votes that is necessary to win a seat in the general election.
6. *Election Results*
 - a. The Judiciary Committee will compile a list of winning candidates to be shared publicly.
 - b. The Chief of Staff will notify candidates of the results, the number of votes each candidate received, and their next steps on Student Senate.
7. *Cabinet Elections*
 - a. The General Assembly will elect members to serve in all other Cabinet positions.
 - i. The General Assembly will elect members to fill open seats in the event that any Cabinet position becomes vacant.
 - b. Elections for Cabinet positions will be held within two (2) weeks of the conclusion of the annual elections.
 - c. Each Cabinet election will be conducted in the following order:
 - i. Five (5) minutes for candidate statements
 1. Up to five (5) minutes will be allowed for statements from each candidate.
 2. Candidates will give statements in order of their nomination.
 - ii. Fifteen (15) minutes for questions
 1. Up to five (5) questions may be asked by members of the General Assembly.
 2. Up to two (2) minutes will be allowed for each candidate to respond to the question.
 3. Questions may be directed to one, some, or all the candidates.
 4. The allotted time for questions, or the number of questions allowed to be asked may be extended through a formal motion and subsequent vote by the General Assembly.
 - iii. Ten (10) minutes for open discussion
 1. All candidates will be asked to leave the room at this time and will be prohibited from further discussion.
 2. Up to ten (10) minutes will be allowed for an open discussion regarding the candidates.
 - iv. Voting for Cabinet positions
 1. Voting for Cabinet elections will be conducted by secret ballot with the options of voting for any specific candidate, voting “no confidence”, to abstain, or to vote “present”.
 2. All Senators or Senators-elect are eligible to vote in Cabinet elections.
 - d. Cabinet elections will be held in the following order for any vacant position:
 - i. President
 - ii. Vice President
 - iii. Allocations Chair
 - iv. Public Relations Chair
 - v. Diversity, Equity, Inclusion, and Belonging Chair
 - vi. Policy Chair
 - vii. Events Chair
8. *Swearing-In*
 - a. The outgoing President will swear-in the newly elected President and Vice President within two weeks of the conclusion of the annual elections.

- b. The newly elected President will swear-in all newly elected Cabinet members following the meeting of their election.
 - c. By the end of the first General Assembly meeting of the new academic year, all Senators-elect will be sworn in by the Student Senate President or the University President.
 - d. Senators-elect will have speaking rights, but not voting rights until they are sworn-in.
 - e. The official oath used to swear-in members of the Student Senate 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 of [office] for Grand Valley State University".
9. *Transitions Report*
- a. The Chief of Staff will include a section regarding the annual elections process in their Transitions Report.

Article V. Appointments

- 1. *Vacant Seats*
 - a. Any vacant seat following the annual elections may be filled at-large through the appointment process.
 - b. Four (4) seats on Student Senate must be reserved for first year students.
- 2. *Applications*
 - a. The Executive Branch will be able to determine the application form and the number of interviewers.
 - b. It is recommended that applicants attend one (1) General Assembly meeting prior to their interview.
- 3. *Interviews*
 - a. Interviews will be conducted by the Cabinet and the Public Relations council.
 - b. All interviews will be conducted in closed session.
 - c. Interviews will be conducted using the Interview Rubric.
 - i. Cabinet may update the Interview Rubric as needed by a majority vote.
 - d. Candidates will be assessed based on their average rubric score, as well as taking a holistic assessment of character, major, experiences, behavior, etc.
- 4. *Appointment Process*
 - a. Following interviews, Cabinet will approve or deny applicants by majority vote.
 - i. Cabinet will also delegate each aspiring Senator to a council.
 - b. All appointments will be held during one (1) General Assembly meeting each semester.
 - i. In the case of unforeseen circumstances that prevent an applicant from attending this meeting, the President may allow appointments at an additional meeting.
 - c. Applicants will be appointed by majority vote of members present at this meeting.
 - d. All appointed members will need to be sworn-in by either the Student Senate President or University President using the official oath before they receive voting rights on Student Senate.
 - e. Any Senator that resigned or has been removed from the Student Senate may not be appointed to the General Assembly during that same academic semester.
- 5. *Selection of the Chief of Staff*
 - a. The Chief of Staff will be selected by the newly elected President and Vice President from the pool of selected Senators following the annual elections.
 - b. If the Chief of Staff position becomes vacant at any point, the President and Vice President will select a new Chief of Staff.

Article VI. Executive Branch Operations

1. *Responsibilities of the President*
 - a. The President will chair all meetings of the General Assembly and Cabinet.
 - b. The President will be the face of the Student Senate and serve as the voice of the students.
 - c. The President will set the agendas and schedules for General Assembly and Cabinet meetings.
 - d. The President will ensure that Parliamentary Procedure is followed during meetings.
 - e. The President may select and invite guest speakers for meetings.
 - f. The President will be the main point of contact for external stakeholders.
 - g. The President will deliver a report at the University Academic Senate and Executive Committee of the Senate meetings they attend.
 - h. The President will be responsible for appointing Senators to University Committees.
 - i. The President may serve an ex officio member of any council, serving only as needed for quorum or if a temporary Chair is needed.
2. *Responsibilities of the Vice President*
 - a. The Vice President will oversee the responsibilities of any officer position that is left vacant.
 - b. The Vice President will be responsible for training the members of Cabinet.
 - c. The Vice President will oversee the legislative process and assist Senators in writing legislation.
 - d. The Vice President will ensure accurate meeting minutes are taken.
 - e. The Vice President will oversee the actions of the Executive Office Assistant.
 - f. The Vice President will send a weekly update to all members of the Student Senate.
 - g. The Vice President will oversee the annual transitions reports.
 - h. The Vice President will organize the composites.
3. *Responsibilities of the Chief of Staff*
 - a. The Chief of Staff will maintain a speakers' list to share with the President during General Assembly and Cabinet meetings.
 - b. The Chief of Staff, serving as the Chief Justice, will chair meetings of the Judiciary Committee.
 - c. The Chief of Staff, serving as the Chief Justice, will set the agendas and schedules for meetings of the Judiciary Committee.
 - d. The Chief of Staff will be responsible for overseeing the semesterly Inservice.
 - e. The Chief of Staff will manage the Student Senate's LakerLink page.
 - f. The Chief of Staff will ensure necessary documents are archived by the end of the academic year.
4. *External Responsibilities*
 - a. The President is expected to attend Executive Committee of the Senate meetings.
 - b. The President and Vice President are expected to attend University Academic Senate meetings.
 - c. The President and Vice President are expected to attend President's Council meetings as invited.
 - d. The President and Vice President are expected to attend Board of Trustees meetings as requested.
5. *Executive Office*
 - a. The President and Vice President may choose to hire an Executive Office Assistant to record meeting minutes and assist elsewhere as needed.
 - i. The Executive Office Assistant may not serve as a Senator while fulfilling their role.
 - b. The Executive Office Assistant will upload minutes, agendas, and other documents to the website.
 - c. The Executive Office Assistant will reserve rooms for meetings.
 - d. The Executive Office Assistant will organize the shared Google Drive and Slack.
 - e. In the event that no Executive Office Assistant is hired, the preceding responsibilities will be delegated to the Vice President.

Article VII. Legislative Branch Operations

1. *Allocations*

- a. The Allocations Committee will effectively administer the Student Life Fund to student organizations for the enhancement of campus life and individual student development at GVSU; evaluate all monetary expenditures and events ensuring Student Life Funds are being used for the enhancement of campus life.
 - b. The Allocations Committee will be responsible for:
 - i. Administration of the Student Life Fund Allocation Process
 - ii. Serving on the Student Life Fund Funding Boards
 - iii. Administration of the Reserve Account
 - iv. Preparing the annual base budget proposal
 - v. Preparing the Student Senate Internal Operating Budget in conjunction with the President for consideration by the General Assembly
 - vi. Developing the policies and procedures governing the use of the Student Life Fund which will be reviewed and approved by the General Assembly
 - vii. Notification to all registered organizations of the availability of funds and of procedures to be followed (presented each semester and with updates when needed throughout the semester)
 - viii. Ensuring that the Student Senate complies with all aspects of the Financial Policies and Procedures relating to both the Student Senate Internal Operating Budget and the Student Life Fund.
 - c. The Allocations Committee will be comprised of up to seven (7) Senators from other councils, in addition to the Allocations Chair.
 - d. The Allocations Committee will approve funding requests by majority vote.
 - i. The Allocations Chair may not vote on funding requests, except in the case of a tie.
 - e. If the Allocations Chair, President, and Vice President are all unavailable to attend an Allocations Committee meeting, the President may appoint another member of the Allocations Committee to serve as a temporary Chair.
 - i. The Allocations Chair generally needs to remain available for Allocations Committee meetings.
2. *Public Relations*
- a. There will be up to eight (8) Senators delegated to Public Relations, in addition to the Public Relations Chair.
 - b. The Public Relations Chair will be responsible for updating and maintaining the Student Senate website.
 - c. The Public Relations council will be responsible for gauging student opinions and communicating Senate's actions with the student body.
 - d. The Public Relations council will have both external and internal focuses to help divide the labor.
 - i. Internal focuses for Public Relations may include:
 1. Applications, interviews, bulletin board, merchandise, apparel, tabling, etc.
 - ii. External focuses for Public Relations may include:
 1. Social media, recruitment, outreach, newsletter, website, etc.
 - e. The Student Senate will use various methods of outreach to the students.
 - i. This may include Instagram, Instagram reels, LinkedIn, the Division of Student Affairs newsletter, the Student Senate bulletin board, posters, etc.
3. *Diversity, Equity, Inclusion, and Belonging*
- a. There will be up to eight (8) Senators delegated to Diversity, Equity, Inclusion, and Belonging, in addition to the Diversity, Equity, Inclusion, and Belonging Chair.
 - b. The Diversity, Equity, Inclusion, and Belonging council will be responsible for various topics regarding the diverse issues facing students on campus. This may include:

- i. Teach-Ins, disability awareness, mental health, LGBTQ+ resources, multicultural affairs, Padnos International Center, gender equity, veterans affairs, etc.
- 4. *Policy*
 - a. There will be up to eight (8) Senators delegated to Policy, in addition to the Policy Chair.
 - b. The Policy council will be responsible for tackling the issues faced by students and residents. This may include:
 - i. Housing, parking, dining, safety, sustainability, open educational resources, libraries, etc.
- 5. *Events*
 - a. There will be up to eight (8) Senators delegated to Events, in addition to the Events Chair.
 - b. The Events council will be responsible for planning events and encouraging student engagement. This may include:
 - i. Campus Life Night, 9/11 Memorial, Exam Cram, Presidents' Ball, Last Lecture, Elect Her, Student Senate bonding events, etc.
- 6. *Legislation*
 - a. The Vice President will oversee the legislative process.
 - b. The general legislative process will occur in this order.
 - i. The Senator(s) meets with the Vice President.
 - ii. The Vice President will share proposed legislation with the Student Senate faculty advisor(s).
 - iii. The Vice President helps Senators meet with relevant stakeholders.
 - iv. A rough draft of the legislation is submitted to the Vice President.
 - v. The Vice President suggests content revisions.
 - vi. The revised draft is submitted to the Judiciary Committee for edits to grammar, formatting, and word choice.
 - vii. The Senator(s) presents their final draft to the Cabinet for discussion and feedback.
 - viii. Cabinet votes to advance the legislation to General Assembly.
 - ix. The Senator(s) presents the legislation to General Assembly for discussion and feedback.
 - x. The Senator(s) presents the legislation at General Assembly for a second time, and it may be voted on during this meeting.
 - xi. The legislation is sent to the University's Vice President of Student Affairs and will be distributed as necessary.

Article VIII. Judicial Branch Operations

- 1. *Appointments*
 - a. Justices are interviewed and appointed by members of the Executive Branch.
 - b. Justices are interviewed every academic year, with a follow-up in place of an interview after one year served.
- 2. *Responsibilities*
 - a. The Judiciary Committee will interpret the Student Senate governing documents in the context of issues that may arise and will ensure the documents are being honored.
 - b. The Judiciary Committee will work to make edits to the Student Senate governing documents to reflect the current needs of the Student Senate.
 - i. Changes to the governing documents must follow the amendment procedures outlined in the respective document.
 - c. The Judiciary Committee will oversee Conduct Review Hearings.
 - d. The Judiciary Committee will outline the elections process.
 - e. The Judiciary Committee will review legislation prior to presentation to the Cabinet for edits to formatting, grammar, or word choice.

- i. The Judiciary Committee may not alter the content of the legislation.
 - f. The Judiciary Committee will be responsible for reviewing Excused Absence Request form submissions for General Assembly meetings.
 - g. The Judiciary Committee will provide an annual training on parliamentary procedures and support training on the legislation process.
3. *Meetings*
- a. The Chief of Staff, serving as the Chief Justice, will decide the frequency, time, and location of Judiciary Committee meetings in consultation with the Judiciary Committee.
 - b. The Chief of Staff, serving as the Chief Justice, will work with the President to ensure the Judiciary Committee's meetings align with the General Assembly and Cabinet's timelines.

Article IX. Inservice

1. *The Semesterly Inservice*
- a. An Inservice will be held each semester to train Senators on the governing documents, parliamentary procedures, and Student Senate operations.
 - b. Any other member of the Cabinet or the Judiciary Committee may assist in presenting the Inservice.
 - c. The Cabinet may decide to forgo the second Inservice of an academic year by majority vote of members present if the training is deemed unnecessary.

Article X. Speaking on Behalf of the Student Senate

1. *Official Statements*
- a. The President and Public Relations Chair will be the only members of the Student Senate that are permitted to make statements on behalf of the body.
 - i. Other members of the Student Senate may only give official comments to the public if they receive permission from the President or Public Relations Chair.
 - b. For official written statements that do not involve time-sensitive matters, the President will present the statement to the General Assembly at the next formal meeting.
 - i. The General Assembly must approve the statement by majority vote of members present before it can be released.
 - c. For official written statements regarding time-sensitive matters, the President may present the statement to the General Assembly virtually via email.
 - i. The President must allow for at least 24 hours for comments and feedback before the statement can be released.
 - ii. If the Cabinet, in consultation with the Student Senate faculty advisor(s), deems that a situation is urgent and must be addressed in less than 24 hours, the statement can be released immediately if the Cabinet approves it by majority vote of members present.
 - 1. This action must be reported to all other members of the Student Senate at the earliest opportunity.
2. *Official Designs*
- a. The President and Public Relations Chair will be the only members of the Student Senate that are permitted to use the official Student Senate logo and letterhead.
 - i. Other members of the Student Senate may only use the official Student Senate logo and letterhead if they receive permission from the President or Public Relations Chair.

Article XI. Senator Requirements

1. *Attendance*
 - a. Attendance is required at all Student Senate-related meetings and events, unless otherwise specified by a member of the Executive Branch.
 - b. The number of unexcused absences permitted will be at the discretion of the Cabinet, taking the General Assembly meeting schedule into account.
 - i. This is to ensure the amount of permitted unexcused absences adequately reflects the number of General Assembly meetings.
 - c. The Chief of Staff, in conjunction with the Judiciary Committee, will be responsible for tracking all absences.
 - d. The Chair of each council will determine whether a Senator's absence from a council meeting is excused.
 - i. The Chairs will report unexcused absences to the Chief of Staff.
 - ii. General Senators must report absences and reasoning directly to their respective Chairs, otherwise they will be marked unexcused.
2. *Inservice*
 - a. All Senators are required to attend all Inservices.
3. *Required Assignments*
 - a. University Committee requirements are up to the discretion of the Cabinet for each given academic year.
 - b. All Senators will be required to complete tasks that are assigned to them by the President, Vice President, Chief of Staff, or the Chair of their council.
4. *Failure to Meet Expectations*
 - a. Failure to fulfill the requirements listed above, without sufficient communication in advance, will result in an official written warning.
 - b. The Conduct Review Process may be enacted in cases where Senators repeatedly fail to fulfill these requirements.

Article XII. Cabinet Requirements

1. *Attendance*
 - a. Attendance is required at all Student Senate-related meetings and events, including Cabinet meetings, unless otherwise specified by a member of the Executive Branch.
 - b. The Chief of Staff will be responsible for determining whether absences from Cabinet meetings are excused or not.
 - i. Cabinet members must report absences from Cabinet meetings and their reasoning directly to the Chief of Staff, otherwise they will be marked unexcused.
2. *Required Assignments*
 - a. All Cabinet members will be required to complete tasks that are assigned to them by the President, Vice President, or Chief of Staff.
3. *State of the Student Body Address*
 - a. All Cabinet members will be expected to present on their accomplishments of the year so far, in addition to their goals for the remainder of their terms, at the annual State of the Student Body address.
4. *Transitions*
 - a. Each Cabinet member will be required to complete a Transitions Report to assist with the onboarding of the following year's Cabinet.
 - b. Each Cabinet member will be required to attend the annual Transitions Meeting.

5. *Stipends*
 - a. Each member of Cabinet will be eligible to earn a semesterly stipend at the discretion of the Student Senate faculty advisor(s) as long as they satisfy the requirements listed above.
6. *Failure to Meet Expectations*
 - a. Failure to fulfill the requirements listed above, without sufficient communication in advance, will result in an official warning.
 - b. The Conduct Review Process may be enacted in cases where Cabinet members repeatedly fail to fulfill these requirements.

Article XIII. Awards

1. *Nomination Process*
 - a. Nominations will be brought to the General Assembly by either the Cabinet, a Senator, or a Committee, based on the type of event.
2. *Selection of Recipient*
 - a. Discussion will be allowed before the voting process.
 - b. Voting will be conducted during a General Assembly meeting and must be conducted by secret ballot vote.
 - c. A candidate will win the nomination with a simple majority vote. If there is not a simple majority, then it will be narrowed down to two (2) candidates, until a simple majority is achieved.
 - d. The votes will be tallied by the President and Vice President unless a conflict of interest is evident or one is not present, then it will be delegated to the next individual in the order of elections.
 - e. When the results are known, they shall be announced to the General Assembly by the President, or, in the absence of the President, whomever is next in the order of elections.
 - f. If the recipient declines the award, the award will go to the runner-up.
3. *President Emeritus*
 - a. The title of President Emeritus is to be bestowed upon a Student Senate President who has served three academic years on Student Senate.
 - b. President Emeritus Criteria
 - i. Served on Student Senate for three consecutive academic years.
 - ii. This is defined as serving six (6) academic semesters on Student Senate.
 1. An academic semester is defined as a fall or winter semester at GVSU.
 - iii. They shall have served at least one (1) academic year in a cabinet position, not including the Presidential role.
 - iv. Must serve one (1) academic year as the Student Senate President.
 - v. Maintained a cumulative GPA of 3.20 or higher.
 - vi. Completed and introduced higher standards for the responsibilities of the position.
 - vii. A nomination letter from a Cabinet Member that includes a substantive narrative addressing how the nominee qualifies for emeritus status and referring to specific evidence of the nominee's qualifications.

Article XIV. Conduct Review and Impeachment Procedures

1. *Misconduct*
 - a. The Chief of Staff, in conjunction with the Judiciary Committee, shall enforce all policies previously listed and explained through a warning system.
 - b. Grounds for receiving a warning:
 - i. Any unexcused absence following the first
 - ii. Office misconduct

- iii. Inappropriate behavior at Senate related events
 - iv. Defamatory acts towards the Student Senate
 - v. Violation of any Student Senate governing documents
 - vi. Failure to complete assigned tasks.
 - vii. Other acts of misconduct will be decided by a majority vote of Cabinet or a majority vote of the Senate Resources Committee on a case-by-case basis.
- c. Reporting Misconduct
- i. Misconduct must be reported directly to the Chief of Staff who will issue an official warning.
 - ii. If the misconduct involves the Chief of Staff, it must be reported directly to the Vice President who will issue an official warning.
 - iii. An official warning includes, but is not limited to:
 - 1. Observation by the Chief of Staff to ensure all required work is being completed and all mandatory events are being attended
 - 2. Requested brief bi-weekly reports given to the Chief of Staff on the progress being made by the Senator under observation
 - 3. Instances of misconduct may be appealed by the Senator in question directly to the Vice President who may repeal the warning at their discretion.
2. *Warnings*
- a. Notification of a warning must be sent directly from the Chief of Staff.
 - b. First Warning
 - i. A Senator who has received their first warning must respond within three (3) working academic days to either acknowledge or appeal the warning.
 - 1. Failure to respond in three (3) academic days shall be grounds for initiation of a Conduct Review Hearing, at the discretion of the Chief of Staff.
 - ii. A first warning will result in a one-on-one meeting with the Chief of Staff
 - 1. The one-on-one meeting shall consist of:
 - a. A review of the official warning
 - b. A discussion regarding the cause of the warning
 - c. Solutions for improving the Senator's conduct
 - d. Potential scheduling for making up missed time (in the case of absences)
 - e. Possible further disciplinary action as called for by the situation.
 - c. Second Warning
 - i. A Senator who has received their second warning must respond within three (3) working academic days to either acknowledge or appeal the warning.
 - 1. Failure to respond to the second warning in three (3) academic days will result in the initiation of a Conduct Review Hearing.
 - ii. A second warning will result in a joint meeting with the Chief of Staff and the Chair of the Senator's council.
 - iii. The joint meeting shall consist of:
 - 1. A review of the official warning
 - 2. A discussion regarding the cause of the warning
 - 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.
 - d. If a Senator has received a third warning, they will be referred to the Cabinet.
 - i. A third warning shall be grounds for removal by a two-thirds vote of the Cabinet or the

initiation of a Conduct Review Hearing by a simple majority vote of the Cabinet.

3. *Conduct Review Procedures*

- a. All members of the General Assembly shall be eligible for referral to a Conduct Review Hearing conducted by the Judiciary Committee. There will be an initiation of the Conduct Review process by submitting a formal Conduct Review Form to Lakerlink. This process should only occur in extreme cases or when all other options such as, mediation, warnings, etc. have been exhausted. Conduct Review Hearings are to be conducted with discretion and concern for the privacy and reputation of all involved.
- b. Sufficient grounds to initiate Conduct Review proceedings are:
 - i. Breach of any of the Student Senate governing documents
 - ii. Violation of the Financial Policies and Procedures
 - iii. Violation of previous sanctions as set forth by the Judiciary Committee
 - iv. Misconduct, as reviewed and defined by the Judiciary Committee in a closed session.
- c. The following groups may initiate Conduct Review proceedings:
 - i. The Judiciary Committee by majority vote, upon receiving a Conduct Referral.
 - ii. If the Chief of Staff is under review, the Vice President will chair the meeting where the Judiciary Committee votes on the Conduct Referral, as well as the Conduct Review Hearing.
 - iii. Twenty-five percent of the General Assembly, upon submission of charges and their signatures to the Judiciary Committee.
- d. In the case that a violation of the Student Code has occurred, the appropriate parties will be referred to the Dean of Students Office.
- e. The Chief of Staff, serving as the Chief Justice, will inform the member in question of the Conduct Review Hearing and provide them with the charges levied against them.
- f. The Chief of Staff, serving as the Chief Justice, shall schedule a review within seven (7) academic days of the member(s) being notified of the charges levied against them.
- g. The Judiciary Committee will oversee all Conduct Review Hearings, and will be chaired by the Chief of Staff, serving as the Chief Justice.
- h. Cabinet may remove a member from the conduct review board by a majority vote.
 - i. Cabinet will remove members when a clear conflict of interest is present, or the member of the Judiciary Committee cannot be a fair judge.
- i. The Conduct Review Hearing shall proceed as follows.
 - i. On the Allendale campus, outside of the Student Senate Office, and closed to the public and any person who is not outlined below.
 - ii. The meeting will be called to order by the Chief of Staff, serving as the Chair.
 1. The Vice President will serve as Chair if the Chief of Staff is under review.
 2. The meeting will not be called to order until all members of the Conduct Review Board are present or have an interim serving in their place.
- j. The Conduct Review Hearing will be conducted using a proper level of decorum.
- k. Roll call of the Judiciary Committee, the accusing party or designee, and the defending party or designee will be taken by the Chair.
- l. The Chair will read the charges against the member under review.
- m. The accusing party or designee will have no more than forty-five (45) minutes to present evidence and to prove misconduct.
 - i. The party levying the charges shall have the floor first.
 - ii. The party may call up to three (3) witnesses or individuals with evidence forward during

the time they have allotted.

1. These individuals must be a Student Senate faculty advisor(s) or member of the General Assembly.
- n. The defending party or designee will have no more than forty-five (45) minutes to present evidence against the alleged misconduct.
- i. The party defending against the charges shall have the floor second.
 - ii. The party may call up to three (3) witnesses or individuals with evidence forward during the time they have allotted.
 1. These individuals must be a Student Senate faculty advisor(s) or member of the Assembly.
- o. Each member of the Judiciary Committee may ask up to three (3) questions to the accusing or defending party during the hearing.
- p. The accusing party and the defending party may ask up to three (3) questions of the other party at any time during the hearing.
- i. In order to ask a question, the party must be recognized by the Chair.
 - ii. The Chair may dismiss a question if it is deemed frivolous, harassing, threatening or lacks decorum.
 - iii. After both parties have used their forty-five (45) minutes or yielded their time, the Judiciary Committee shall deliberate on the matter.
 - iv. At the conclusion of the Conduct Review Hearing, only the Judiciary Committee and the Chair shall remain in the room during deliberation to arrive at a recommendation from the following list: charges dropped, charges acknowledged, no penalty, no sanctions needed.
 - v. If retention with limited rights is determined by the Judiciary Committee, sanctioned limitations will be tailored in proportion to violations, with possible sanctions including, but not limited to:
 - a. Additional office hours
 - b. Limitations on the number of permitted absences
 - c. Additional follow-up meetings with the Chief of Staff or Chair of the Senator's council.
 - d. Formal remediation plan.
 - i. A remediation plan is defined as: a written description or a guideline of a program or a series of actions to address or improve an undesirable impact or a situation.
 - ii. 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.
 - iii. Removal from Student Senate entirely.
 - e. The Judiciary Committee reserves the right to determine the amount of time that a removed Senator is prohibited from serving on Student Senate. This includes, but is not limited to:
 - i. Ineligible to return at any point in time
 - ii. Eligible to be elected or appointed after one academic year
 - iii. Eligible to be elected or appointed after one semester
 - iv. Eligible to be elected or appointed at the discretion of the Cabinet.
- q. The Judiciary Committee will then arrive at a verdict by a three-fifths vote, presenting their verdict to the Chair.
- r. The Chair will present the verdict and sanctions, if applicable, to the member.

- s. If the member under review is a General Senator, their sanctions will be presented to the Cabinet to be either approved or remanded to the Judiciary Committee. If remanded, the Judiciary Committee's following decision will be final.
- t. If the member under review is a Cabinet member, their sanctions will be presented to the General Assembly to either be approved or remanded.

4. *Appeals*

- a. If the Senator under review wishes to appeal the decision of the Judiciary Committee, the appeal must be presented to the Chief of Staff within five (5) working academic days of their notification of the decision.
- b. If a Cabinet member under review wishes to appeal the decision, the appeal process must go through the General Assembly at the next meeting of the General Assembly following their notification of the decision.
- c. The Cabinet will hold a Conduct Review Hearing on behalf of the Senator, utilizing the same format as above.
- d. The Cabinet will either uphold the decision, or remand to the Judiciary Committee with new recommendations for reconsideration. If remanded, the Judiciary Committee's decision will be final.
- e. The Judiciary Committee will provide their verdict to the member within five (5) working academic days.
- f. The member under review is only allowed one appeal.

5. *Impeachment Procedures*

- a. All members of the General Assembly shall be eligible for impeachment proceedings.
- b. Impeachment Proceedings may be initiated against a Cabinet member.
 - i. Articles of Impeachment, brought to the General Assembly, against any Cabinet member for:
 - 1. Failure to fulfill the duties of their office
 - 2. Failure to abide by the Student Senate Constitution and Bylaws
 - 3. Committing actions unbecoming of their office.
- c. Once Articles of Impeachment are brought to the General Assembly, they require a fifty percent plus one (1) vote to move forward.
- d. A petition to remove a Cabinet member requires the signatures of at least fifty percent plus one (1) of the General Assembly.
 - i. The Senator being petitioned for removal will be notified of the petition once the petition has begun circulating and will be notified of the charges levied against them.
 - ii. The petitioning Senator will have ten (10) working academic days to receive signatures of fifty percent plus one (1) of the General Assembly.
 - iii. Once the threshold has been met, the petition will be brought to the next Judiciary Committee meeting for consideration.
- e. After approval of the Articles of Impeachment, the Chief of Staff will lead the Impeachment Proceedings.
 - i. If the Chief of Staff is facing charges, the Vice President will lead the proceedings.
- f. An Impeachment Inquiry will operate in the same capacity as a Conduct Review Hearing until it is time for the Judiciary Committee to arrive at a recommendation.
- g. Once the Judiciary Committee has reached this point they will adjourn and vote to select one of the following recommendations:
 - i. Impeachment, where the member is removed from office but is permitted to remain on the General Assembly as a Senator

- ii. Retention with limited rights as determined by the Judiciary Committee. These sanctioned limitations will be tailored in proportion to violations
 - iii. Charges dropped, or acknowledged, with no penalty. No sanctions needed.
- h. For the recommendation to be valid, the Judiciary Committee must arrive at a three-fifths vote prior to making their decision.
- i. If the recommendation is valid, the Chief of Staff, serving as the Chief Justice, will then proceed to inform the involved party.

Article XV. Amendments

1. Amendments to the Bylaws

- a. The Student Senate Bylaws can be amended or suspended, either in part or in full, by a two-thirds vote of the General Assembly.
- b. Cabinet can temporarily suspend the Bylaws by a unanimous vote.
 - i. If the Cabinet does this, the General Assembly must vote to affirm the decision by a two thirds majority at the next meeting, otherwise the decision by Cabinet and any actions taken that contradict the governing documents will be overturned.