



**GRAND VALLEY STATE UNIVERSITY
STUDENT SENATE BYLAWS**

Ratified by Student Senate: March 2021

MISSION: *Student Senate will cultivate a student body that is engaged,
healthy, and empowered.*

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Article I. ANNUAL GENERAL ELECTION

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

Section I.02 Students interested in running for a Student Senate position must circulate a petition and collect signatures from no less than one hundred (100) members of the enrolled student body at Grand Valley State University. Students petitioning for election must also petition for two (2) faculty signatures from currently employed 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 Students must be enrolled for the following fall semester to be eligible to run for Student Senate in the annual elections. Students must meet GPA requirements, complete an election packet by the established deadline, and submit a photo and statement for publication.

Section I.04 Those students elected to Student Senate by way of write-in votes must have no less than one hundred (100) votes from the enrolled student body at Grand Valley State University.

Section I.05 A recall election of the Student Senate may be held if two-thirds (2/3) of the total number of students who voted in the preceding Student Senate Election request by petition to the Dean of Students Office that a recall election take place.

Section I.06 Elections Commission

- a. A designee to be determined by the Cabinet will be the Chair for the Elections Commission. Both the Chair and the Elections Commission will consist of Senators not seeking re-election.
- b. The Chair will coordinate the daily operations of the Elections Commission.
- c. The Elections Commission shall have final authority on all matters pertaining to the election process that are not clearly identified in the Constitution, Bylaws, or Policies and Procedures of the Student Senate; including if unforeseen circumstances make the outlined General Election timeline and procedures not feasible.

Section I.07 Election Meetings for Cabinet Positions

- a. The President and the Executive Vice President will chair the first portion of the Cabinet Election Meetings. Once they have completed relevant business items, the President will declare the Chair for the Elections Commission and a designee as the Chair and Parliamentarian of the meeting, respectively.
- b. Elections for Cabinet positions will occur not more than two (2) weeks after the Annual

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General Election.

- c. The Chair for the Cabinet Election Meetings shall ask for nominations for each position of the Cabinet. These nominations must be seconded, and shall be recorded and posted in the minutes. Using the following order, the Chair will proceed with the election process at the next meeting of the Senate-elect.
 - i. ORDER OF ELECTIONS:
 - 1. President
 - 2. Executive Vice President
 - 3. Vice President for Senate Resources
 - 4. Vice President for Allocations
 - 5. Vice President for Public Relations
 - 6. Vice President for Campus Affairs
 - 7. Vice President for Educational Affairs
 - 8. Vice President for Diversity Affairs
 - 9. Vice President for External Relations
- d. Each Cabinet election shall be conducted in the following order:
 - i. Five (5) Minutes for Candidate Statements
 - 1. The Chair shall allow statements from each candidate not to exceed five (5) minutes each. Candidates shall give statements in order of their nomination.
 - ii. Fifteen (15) Minutes for Questions
 - 1. The Chair for the elections meeting shall then provide an opportunity for Senators-elect 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. Time may be extended for asking additional questions through a formal motion, limited to two (2) times.
 - iii. Ten (10) Minutes for Open Discussion
 - 1. The Senators-elect will then be allotted an additional ten (10) minutes for open discussion regarding the candidates. At this time the candidates will be prohibited from commenting. At the conclusion of each discussion, a primary election shall be held to narrow the number of candidates to two (2) finalists, (if more than two (2) candidates are running). Immediately following the primary elections, a final election between the candidates will take place, unless during the primary election, a candidate receives a simple majority (50%+1) vote.

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- e. Secret ballots shall be cast for each Cabinet election. The Chair and Parliamentarian of the elections meeting shall count each ballot in the presence of the staff advisor. A simple majority (50%+1) shall constitute victory in all elections.
- f. In the case that more than two (2) Senator-elects are running for a Cabinet position and a simple majority (50%+1) is not met, the nominee with the lowest number of votes will be removed from the running, and a subsequent round of voting will occur. This process will occur up to three (3) times if a simple majority is not met.
 - i. In the event that an election vote between two (2) people does not come to a consensus (after three (3) votes) to satisfy fifty-percent plus one (50%+1) of the General Assembly, nominations will be reopened and voted on during the next meeting.
- g. When the results of each election are known, they shall be announced immediately to the Senate-elect by the Chair of the Cabinet Election Meetings.

Section I.08 Swearing In

- a. By the end of the first General Assembly meeting of the new academic year, all Senators shall be sworn in by the Student Senate President or the University President with the official oath. The affirmation is as follows:

"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".

- a. After the results of all Cabinet elections are announced, the outgoing Student Senate President or the newly elected Student Senate President, if the outgoing President is not available, will swear all newly elected Cabinet members into office using the aforementioned oath.
- b. The oath shall be taken by each Senator-elect unless excused by the staff advisor for personal or religious reasons.

Article II. MEETINGS OF THE GENERAL ASSEMBLY

Section II.01 Public Comment

- a. All General Assembly meetings must contain a period for public comment wherein anyone may address the Student Senate for a period of up to three (3) minutes per individual. This time may be extended by the Chair if time allows.
- b. The Chair is obliged to maintain order and may do the following to this end:
 - i. Prohibit public comments which are frivolous or harassing.

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- ii. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, or obscene.
 - iii. Request any individual leave the meeting when that person behaves in a manner that is disruptive of the orderly conduct of the meeting.
 - iv. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action.
- c. All members of the public must be given the opportunity to address the Student Senate. If a large group is present, the Chair may suggest that the group identifies a spokesperson(s). However, each individual reserves the right to address the Student Senate if they so choose.

Article III. LEGISLATION

Section III.01 Any member of the General Assembly may submit or sponsor legislation. Legislation may also be submitted on the behalf of a Standing Committee.

Section III.02 Resolutions

- a. Resolutions convey the opinion of the student body via their elected representatives, the General Assembly of the Student Senate. Resolutions may reflect on university policies or actions, recent events, proposed changes in policy, or plans for the future.
 - i. Once passed by the General Assembly, resolutions will be forwarded to the appropriate party, such as:
 - 1. The Executive Committee of the Faculty Senate.
 - 2. Departments of the University.
 - 3. Senate Staff Advisor.
 - 4. Other appropriate entities.

Section III.03 Bills

- a. Bills are written to address an identified campus issue and create a plan of action to address said issue. Bills may be used internally to establish a Student Senate program or event, or may be used externally to provide a solution for an identified issue.
 - i. Once passed by the General Assembly, bills will be forwarded to the appropriate parties, such as:
 - 1. The General Assembly, for bills pertaining to Student Senate's internal operations.
 - 2. The Executive Committee of the Faculty Senate, to be brought forth to the University Academic Senate.

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3. Departments of the University.
4. Senate Staff Advisor
5. External entities, for bills pertaining to an external issue.
 - a. This will be done in communication and coordination under the direction of the Vice President for University Relations.

Section III.04 Amendments to the Bylaws

- a. Amendments to the Bylaws may correct, clarify, or improve the existing document. In rare cases, amendments to the Bylaws could impact the operations of the Student Senate as a whole.
 - i. To be passed by the General Assembly, amendments to the Bylaws require a two-thirds (2/3) vote.
 - ii. Unless stated otherwise, amendments to the Bylaws will not take effect until the next academic year.

Section III.05 All legislation 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 legislation must be submitted to the Cabinet prior to the General Assembly, no less than two (2) Cabinet meetings before any vote may take place.
 - i. All legislation must be submitted to the President or Executive Vice President before a documentation number will be assigned.
- b. All legislation must be written on the Student Senate legislation template program to ensure continuity and uniformity; legislation will only be accepted in this format.

Section III.06 No amendments can be applied to legislation on which the General Assembly has already voted in the same meeting.

Section III.07 A permanent public record shall be kept of all legislation. The record shall include the date that the legislation was introduced, the date that it was voted on, and the final vote count.

Section III.08 Secret Ballots may not be used for legislation, and are only to be used for the election of Cabinet positions, for impeachment hearings, and for awards.

Article IV. OFFICE OPERATIONS

Section IV.01 The Student Senate President and Executive Vice President may choose to hire a Student Senate Executive Assistant to record meeting minutes.

Section IV.02 No paid Student Senate staff member may be a Senator at the time of employment.

Section IV.03 In the event that no Executive Assistant is hired, the preceding responsibilities shall

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be delegated to a member of the Senate Resources Committee.

Article V. CABINET

Section V.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 V.02 Each member of the Cabinet shall announce to the General Assembly the meeting time(s) for their 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 V.03 Each member of the Cabinet that chairs a meeting may only vote in that meeting in the case of a tie. For the Cabinet, this refers to the President, for the General Assembly, this again refers to the President, for each committee, their respective Vice President.

Section V.04 The Cabinet may vote by a two-thirds (2/3) majority to suspend the Bylaws.

Section V.05 Each member of the Cabinet may receive a stipend for fulfilling their positional duties and completion of a Transitions Report. Behaviors to affect the stipend will be discussed with the staff advisor.

- a. The specific stipend amount will be determined in conjunction with the staff advisor.
- b. Once the stipend amounts for the academic year are known, they will be announced to the General Assembly.

Article VI. SPEAKING ON THE BEHALF OF THE STUDENT SENATE

- a. The President and the Vice President for Public Relations shall be the only members of the Student Senate authorized to make an official statement regarding a stance on any Student Senate issue.
 - i. For official written statements with time-sensitive matters, the President shall preview the statement to the General Assembly, allowing for up to twenty-four (24) hours for comments and feedback before release.
 1. If the Cabinet, in coordination with the staff advisor, deems that a situation is urgent and must be addressed in less than 24-hours, the Cabinet may vote on a statement to be immediately released with a simple majority (50%+1).
 - ii. For official statements that are not time sensitive, the Cabinet should bring statements for review at the following General Assembly meeting.
- b. Other members of the Student Senate may make official comments to the media or public with

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- the approval of the President or the Vice President for Public Relations.
- c. Other members of the Student Senate may make unofficial comments to the media or public; however, the Senator must clearly state that what they are stating is their personal opinion and does not reflect the views of the entire Student Senate.
 - d. Approval of use of the Student Senate logo and letterhead shall also be restricted to the President, Executive Vice President, and the Vice President for Public Relations.

Article VII. COMMITTEE OPERATIONS

Section VII.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 VII.02 Any changes to or creations of policies and procedures must be voted on by the General Assembly.

Section VII.03 Committees may, through their Vice President, request funds from the internal operating budget, subject to approval by the Cabinet.

Article VIII. SENATE RESOURCES COMMITTEE

Section VIII.01 Statement of Purpose

The Senate Resources Committee is dedicated to developing and maintaining an efficient and effective Student Senate. The Senate Resources Committee shall enforce its established Student Senate rules and facilitate Senator development and maintain order amongst members of the General Assembly.

Section VIII.02 Policies and Procedures

- a. The rules of the Student Senate to be enforced by the Senate Resources Committee shall include those listed below as well as those established by the Senate Resources Committee and approved by the General Assembly.

Section VIII.03 Student Senate In-Service

- a. The Vice President for Senate Resources and their Committee shall organize and administer the annual Student Senate In-Service each fall semester. The purpose of the Student Senate In-Service shall be to acclimate new and returning Senators to their roles and to educate them on a variety of topics including, but not limited to, the use of Robert's Rules and Parliamentary Procedures.
- b. Attendance at this In-Service is mandatory for all Senators. Failure to complete the first available In-Service will result in make-up In-Service. Failure to attend make-up In-Service results in a 1:1 meeting with the Vice President for Senate Resources or an approved member of their committee.

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- c. An In-Service can be held in the winter semester. The decision of holding this In-Service is optional and at the discretion of the Cabinet. If held, attendance to this In-Service will be mandatory.

Section VIII.04 Appointment Policy

- a. The Senate Resources Committee shall review all applications and interview any qualified candidates pursuant to the eligibility requirements set forth in the Constitution, in addition to candidates' attendance at one (1) General Assembly meeting. Following an interview, the Senate Resources Committee may recommend that the candidate be appointed to the General Assembly. This recommendation shall include the committee on which the candidate shall serve.
- b. The Senate Resources Committee shall have the first-year and transfer vacancies on the body appointed 3 weeks from the beginning of the fall semester. If this does not occur, the VP for Senate Resources must meet with the President and Executive Vice President to discuss the vacancy issues.
- c. 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 Student Senate.
- d. All Cabinet members and additional Senators shall be eligible to interview applicants per the discretion of the Vice President for Senate Resources. Cabinet members and other Senators have speaking rights but do not have voting rights in this process.
- e. Any Senator who has resigned or been removed from the Student Senate may not be appointed to the General Assembly during the same academic semester.
- f. All appointments must be approved by the General Assembly. New appointees have speaking rights after being confirmed and voting rights after taking the oath of office.

Article IX. ALLOCATIONS COMMITTEE

Section IX.01 Statement of Purpose

The Allocations Committee will effectively administer the Student Life Fund to student organizations for the enhancement of campus life and individual student development 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 IX.02 The Allocations Committee shall have the following responsibilities:

- a. Administration of the Student Life Fund Allocation Process.
- b. Serve on the Student Life Fund Funding Boards.
- c. Administration of the Reserve Account.

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- d. Prepare the annual base budget proposal.
- e. Prepare the Student Senate Internal Operating Budget in conjunction with the President for consideration by the General Assembly.
- f. Development of the policies and procedures governing the use of the Student Life Fund which will be reviewed and approved by the General Assembly.
- g. 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.
- h. Ensure 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.

Article X. PUBLIC RELATIONS COMMITTEE

Section X.01 Statement of Purpose

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

Section X.02 The Public Relations Committee shall have the following responsibilities:

- a. Maintaining and updating the bulletin board outside the Student Senate office.
- b. Consistently updating the Student Senate website with relevant updates and information.
- c. Ensuring that the social media is managed effectively.
- d. Ensuring that fliers are created in a timely manner.
- e. Purchasing appropriate promotional items.
 - i. Taking inventory of these items a minimum of twice per semester.
- f. Work jointly with the Senate Resources Committee to solicit applications from the student body as positions become available.
- g. Consistently initiate efforts to engage fellow students through outreach.
- h. Engage with students who attend classes at all Grand Valley State University campuses.

Article XI. CAMPUS AFFAIRS COMMITTEE

Section XI.01 Statement of Purpose

The Campus Affairs Committee shall monitor all campus-oriented issues and work with the Student Senate and University Administration to address these issues to ensure that the best interests of the student body are fulfilled.

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Section XI.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 services, athletics, civic engagement, and admissions.
- b. To interact with respective campus officials to make sure that student goals are met.
- c. Work as a liaison with the Campus Dining Committee.
- d. Maintaining liaisons with student support services including, but not limited to, University Counseling Center, Housing, and Department of Public Safety.
- e. Address the concerns of students who attend classes at all Grand Valley State University campuses.
- f. Any other duties and responsibilities that pertain to the students and deal with campus-related issues.

Article XII. EDUCATIONAL AFFAIRS COMMITTEE

Section XII.01 Statement of Purpose

The Educational Affairs Committee will remain informed on the changing system of education at Grand Valley State University, maintain close contacts with University academic committees, and ensure a strong student voice in the shaping of academic policies and resources.

Section XII.02 The Educational Affairs Committee shall have the following responsibilities:

- a. To interact with the various colleges of Grand Valley State University to address their student needs.
- b. To promote and improve upon the resources available to nontraditional students.
- c. Work with University Libraries to improve user experience and accessibility.
- d. Promote the use of Open Educational Resources across campus departments.
- e. Continue to explore the diversification of learning modalities.

Article XIII. DIVERSITY AFFAIRS COMMITTEE

Section XIII.01 Statement of Purpose

The Diversity Affairs Committee will consider and act upon policy, practices, and issues related to matters of race, ethnicity, religion, sex, sexual orientation, gender identity or expression, socioeconomic status, disability, origin, and other matters of diversity, equity, and inclusion. They will 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; and make recommendations to the Student Senate and University Administration on these matters.

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Section XIII.02 The Diversity Affairs Committee shall have the following responsibilities:

- a. Establish and maintain liaisons with the Social Justice Centers and cultural organizations on campus.
- b. Establish and maintain communication with the Division of Inclusion & Equity.
- c. Assist with the Cultural Funding Board.
- d. Inform both the Student Body and the Student Senate about relevant matters pertaining to diversity, equity, and inclusion.

Article XIV. EXTERNAL RELATIONS COMMITTEE

Section XIV.01 Statement of Purpose

The External Relations Committee will be responsible for engaging people and groups beyond Grand Valley State University's campus, working with community leaders and representatives from other universities, and ensuring that Grand Valley State University is well-connected and well-equipped to continue to serve both the student body and the community.

Section XIV.02 The External Relations Committee shall have the following responsibilities:

- a. Establish and maintain communication with the government and business community of Allendale and Grand Rapids.
- b. Establish and maintain communication with other Michigan universities.
- c. Facilitate community service and advocacy in partnership with local organizations, schools, and businesses.
- d. Ensure that Grand Valley State University students have positive experiences as they live, work, and enjoy the areas surrounding the university.
- e. Attend relevant municipal government meetings and community events in order to gain knowledge of current local issues concerning students when necessary.
- f. Maintain communication with University Relations.

Article XV. SUBCOMMITTEES

Section XV.01 A Subcommittee is defined as a group of Senators working towards awareness, advocacy, and education regarding a common ongoing need for the Grand Valley State University community, while also working with the Social Justice Centers on campus and campus partners.

Section XV.02 A Subcommittee should be formed when the need for awareness, advocacy, and education is not assigned to a single Student Senate Standing Committee and/or when campus partners require student assistance on matters of student engagement,

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advertising, student voice, and advocacy.

Section XV.03 Founding a Subcommittee

- a. In order to form a Subcommittee, a General Senator must collaborate with their Vice President and the Executive Vice President to craft a proposal that must be brought to the Cabinet. This proposal should include the following, in addition to any other relevant information:
 - i. Rationale for creation of the Subcommittee.
 - ii. Projects/goals to accomplish.
 - iii. How many other Senators have expressed interest.
 - iv. Relevant on-campus contacts.
 - v. Identify time period of operational existence
- b. The Senator who proposes the Subcommittee shall provide a recommendation for the appointment of the Chair.
- c. If approved by the Cabinet with a fifty-percent plus one (50%+1) vote, the proposal will be presented to the General Assembly.
- d. A two-thirds (2/3) vote by the General Assembly will authorize the creation of the Subcommittee.
- e. This process is only to be used for the creation of an inactive or nonexistent Subcommittee.

Section XV.04 Reinstatement of a Subcommittee

- a. At the first meeting of the General Assembly following the election of a new Cabinet, a proposal for reinstatement of a Subcommittee will be drafted by the previous Chair and shall be voted on by the General Assembly.
- b. Reinstatement requires a two-thirds (2/3) vote by the General Assembly.

Section XV.05 Meeting Frequency

- a. Subcommittees will meet once a month, at minimum, and at the discretion of the Chair.
- b. If less than ten percent (10%) of the General Assembly is present for three (3) meetings in a row, the Subcommittee will be brought to the Cabinet for reassessment.

Section XV.06 The Subcommittee Chair will be appointed by the President of the Student Senate with input from the previous Chair and the Cabinet.

- a. The Chairperson will be a General Senator.

Section XV.07 Removal of a Subcommittee Chair

- a. The Cabinet may remove a Subcommittee Chair who shall continue to serve as a Senator by a vote of fifty-percent plus one (50%+1).

Section XV.08 Suspension of a Subcommittee

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- a. Upon review of a Subcommittee's productivity in regards to fulfilling its purpose, the Cabinet may suspend the Subcommittee until further notice by a vote of fifty percent plus one (50%+1).

Article XVI. AWARDS

Section XVI.01 In the case that the Student Senate is voting on Internal or External Awards, the proceedings will be as follows:

- a. Nomination Process
 - i. Nominations will be brought to the General Assembly by either the Cabinet, a Senator, or a Committee, based on the type of event.
- b. Selection of Recipient
 - i. Discussion will be allowed before the voting process.
 - ii. Voting will be conducted during a General Assembly meeting and must be conducted by secret ballot vote.
 - iii. A candidate will win the nomination with a simple majority (50%+1) vote. If there is not a simple majority, then it will be narrowed down to two (2) candidates, until a simple majority is achieved.
 - iv. The votes will be tallied by the President and Executive Vice President unless a conflict of interest is evident or one (1) is not present, then it will be delegated to the next in gavel order.
 - v. When the results are known, they shall be announced to the General Assembly by the President, or, in the absence of the President, following gavel order.
 - vi. If the recipient declines the award, the award will go to the runner-up.

Section XVI.02 President Emeritus

- a. The title of President Emeritus is to be bestowed upon a Student Senate President who has served three (3) academic years in Student Senate. This is an honorary title given to those who have specifically dedicated an entire college career towards the betterment of Students at Grand Valley State University through the Student Senate.
- b. President Emeritus Criteria
 - i. Served on Student Senate for three (3) consecutive academic years.
 - 1. This is defined as having been appointed or elected to the Student Senate during six (6) semesters, only counting fall and winter.
 - ii. Two (2) terms serving in a Cabinet position.
 - 1. One of these positions must be as Student Senate President.
 - iii. Maintain a cumulative GPA of 3.50 or higher.

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- iv. Served on three (3) University Committees.
- v. Completed and introduced higher standards for the responsibilities of the position.
- vi. A nomination letter from a Cabinet Member that includes a substantive narrative addressing how the nominee qualifies for emeritus status.
 - 1. The nomination letter should refer to specific evidence of the nominee's qualifications. Although the application need not include the materials themselves, evidence such as resolutions, awards, and acknowledgements of outstanding service to the University should be cited in sufficient detail.
- vii. Approval of the University President.
- c. President Emeritus Approval Process
 - i. The Cabinet member who is nominating the President for the title of President Emeritus will present rationale at a meeting of the General Assembly.
 - 1. The nomination will sit with the General Assembly for two (2) weeks before a vote may take place.
 - 2. Discussion will only be had once the President has left the room.
 - 3. Once discussion and voting has concluded, the President may reenter the room. A two-thirds (2/3) vote will designate a President as President Emeritus.
 - a. Voting will take place with a secret ballot vote.

Article XVII. UNIVERSITY COMMITTEES AND TASK FORCES

- a. In the event that a Committee or Task Force of the University requests student representation, the Student Senate President will be responsible for appointing a student representative to that role.
- b. The President is responsible for notifying the appropriate parties of all student representative appointments made to University Committees or Task Forces within twenty-four (24) hours of the appointment.
- c. Students appointed to a University Committee or Task Force are expected to attend, participate, and actively provide student perspective in conversation.
 - i. Student representatives are expected to report back to the General Assembly with relevant information and updates.

Article XIII. CONDUCT REVIEW PROCEDURES

Section XIII.01 All members of the General Assembly shall be eligible for referral to the Conduct Review Board. There will be an initiation of the Conduct Review process by a

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referral through the appropriate channels to the Vice President for Senate Resources.

- a. Sufficient grounds to initiate Conduct Review proceedings are:
 - i. Breach of the Constitution or Bylaws.
 - ii. Violation of the Financial Policies and Procedures.
 - iii. Violation of the Senate Resources Policies and Procedures, or previous sanctions as set forth by the Conduct Review Board or the Senate Resources Committee.
 - iv. Misconduct, as explicitly defined by the group initiating the Conduct Review process.
- b. The following groups may initiate Conduct Review proceedings:
 - i. The Vice President for Senate Resources, upon receiving a Conduct Referral.
 - 1. If the Vice President for Senate Resources or any member of their committee is under review, the Executive Vice President will lead the proceedings and chair the Conduct Review Board.
 - ii. A simple majority vote by the Cabinet, as defined by fifty-percent plus one (50%+1).
 - iii. Twenty percent (20%) of the General Assembly, upon submission of charges and their signatures to the appropriate party.
- c. In the case that a violation of the Student Code has occurred, the appropriate parties will be referred to the Dean of Students Office..
- d. If a member of the Senate Resources Committee is under review, excluding the Vice President, the Cabinet will serve as the Conduct Review Board.

Section XIII.02 Notification, Selection, and Process of the Conduct Review Board and Hearing

- a. The Vice President for Senate Resources will inform the member in question of the Conduct Review Hearing and provide them with the charges levied against them.
- b. The Vice President for Senate Resources shall schedule a review hearing after the first General Assembly meeting after the member in question is notified of the charges.
- c. Definition of the Conduct Review Board
 - i. The Conduct Review Board will comprise five (5) Senators, and will be chaired by the Executive Vice President.
 - ii. Selection of the Conduct Review Board
 - 1. The Vice President for Senate Resources, with the Senate Resources Committee, will appoint new Senators or reappoint Senators to the Review Board as needed.
 - a. This will be done without informing the Senate Resources Committee of the specific charges against the member under review.
 - 2. The Executive Vice President shall serve as ex-officio Chair.

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- a. If the Executive Vice President is the Cabinet member facing charges, the Vice President for Senate Resources will lead the proceedings and chair the Conduct Review Board.
 3. Cabinet members will not be eligible to sit on the Conduct Review Board, or any Senator of the same committee as the member under review, or any member of the Senate Resources Committee.
 - a. The fifth member of the Conduct Review Board will be randomly selected from the body as a whole and must not be a Cabinet member, meaning that one (1) Standing Committee will have two (2) members on the Conduct Review Board.
 4. Each potential member of the review board shall be contacted by the Vice President for Senate Resources, and will have the opportunity at that time to refuse their participation. If they do, another member will be randomly selected.
 5. If a member of the Senate Resources Committee is under review, the Cabinet will serve as the Conduct Review Board.
- d. The Review Hearing shall proceed as follows:
- i. Roll call of the Conduct Review Board, and the member under review.
 - ii. The Executive Vice President will read the charges against the member under review.
 - iii. The Executive Vice President may present additional evidence supporting the charges against the member, on behalf of those who initiated the Conduct Review Hearing, at this time. At the conclusion of the questions, the witnesses will be dismissed from the room.
 - iv. The member under review may bring witnesses on their behalf. At the conclusion of their testimony and questioning the witnesses will be dismissed.
 - v. The member under review may dispute any and all charges brought against them.
 - vi. The Conduct Review Board may then further question the member under review.
 - vii. After offering a preliminary defense in the member's case and responding to the questions of the Conduct Review Board, the member may speak one (1) final time in their defense.
 1. At the conclusion of the Conduct Review Hearing, only the board members and the Executive Vice President shall remain in the room during deliberation to arrive at a recommendation from the following list:
 - a. Charges dropped, or acknowledged, with no penalty. No sanctions

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- needed.
- b. Retention with limited rights as determined by the Conduct Review Board. These sanctioned limitations will be tailored in proportion to violations, with possible sanctions including, but not limited to:
 - i. Additional office hours.
 - ii. Limitations on the number of permitted absences.
 - iii. Additional follow-up meetings with the Executive Vice President and committee Vice President.
 - c. 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.
 - d. Removal from Student Senate. Charges may be drawn to have a Cabinet member removed not only from the Cabinet, but from the General Assembly as well.
 - i. The Conduct Review Board 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:
 - 1. Eligible to be elected or appointed after one (1) academic year.
 - 2. Eligible to be elected or appointed after one (1) semester.
 - 3. Eligible to be elected or appointed at the discretion of the Cabinet.
- viii. The Conduct Review Board will then arrive at a verdict by a simple majority (50%+1) vote, presenting their verdict to the Executive Vice President.
- ix. The Executive Vice President will present the verdict and sanctions, if applicable, to the member.
- x. 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 Conduct Review Board. If remanded, the Conduct Review Board's decision will be final.
- xi. If the member under review is a Cabinet member or a member of the Senate Resources Committee, their sanctions will be presented to the General Assembly to either be approved or remanded.

Section XIX.03 Appeal Process

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

Article XIX. IMPEACHMENT AND REMOVAL PROCEDURES

Section XIX.01 Impeachment of a Cabinet Member

- a. All Cabinet members shall be eligible for impeachment.
- b. Impeachment Proceedings may be initiated by:
 - 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 (50%+1) vote to move forward.
- d. After approval of the Articles of Impeachment, the Executive Vice President will lead the Impeachment Proceedings.
 - i. If the Executive Vice President is the Cabinet member facing charges, the Vice President for Senate Resources will lead the proceedings.
- e. The Cabinet Member facing impeachment will be referred to the Impeachment Board.
 - i. The Impeachment Board will be selected and will operate in the same capacity as the Conduct Review Board.
- f. Once the Impeachment Board has adjourned, they will arrive at a verdict by majority vote, and

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will present their verdict to the Executive Vice President.

- i. The Impeachment Board shall decide on one (1) of the following:
 1. Impeachment, where the member is removed from office but is permitted to remain on the General Assembly as a Senator.
 2. Retention with limited rights as determined by the Impeachment Review Board. These sanctioned limitations will be tailored in proportion to violations.
 3. Charges dropped, or acknowledged, with no penalty. No sanctions needed.

Section XIX.02 Removal of a Cabinet Member or a General Senator

- g. All Cabinet members and Senators shall be eligible for removal.
 - i. Grounds for the removal of any member shall be for any of the following:
 1. Gross incompetence.
 2. Intentional neglect of their position.
 3. Misconduct, as defined by those calling for removal, in accordance with the Student Senate Constitution, Bylaws, and/or relevant Policies and Procedures.
 - ii. The Cabinet may vote by a fifty-percent plus one (50%+1) majority to remove a Senator for the following:
 1. Failure to meet the eligibility requirements set forth within the Student Senate Constitution and Bylaws.
 2. Absent from three (3) consecutive meetings without rationale.
 - iii. In the case that a Senator is partaking in misconduct in accordance with the above grounds for removal, the Cabinet may vote to indefinitely suspend them by a fifty-percent plus one (50%+1) vote until a Conduct Review Board may take place.
 - iv. A petition to remove a Senator or a Cabinet member requires the signatures of at least fifty-percent plus one (50%+1) of the General Assembly.
 1. A petition to remove a Senator or a Cabinet member will be checked out from the Executive Vice President and/or the Vice President for Senate Resources.
 - a. 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.
 2. The petitioning Senator will have ten (10) working academic days to receive signatures of fifty-percent plus one (50%+1) of the General Assembly.
 - a. Once the threshold has been met, the petition will be brought to the next General Assembly meeting for consideration.

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3. Each Removal Proceeding will take place as follows:
 - a. Five (5) Minutes for Opening Statements
 - i. The Chair shall allow statements from each party not to exceed five (5) minutes each.
 - b. Fifteen (15) Minutes for Questions
 - i. Senators may ask each party 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. Time may be extended for asking additional questions through a formal motion, limited to two (2) times.
 - c. Ten (10) Minutes for Open Discussion
 - i. The Senators will then be allotted an additional ten (10) minutes for open discussion regarding the parties. At this time the parties will be prohibited from commenting.
 - d. Five (5) Minutes for Closing Statements
 - i. The Chair shall allow statements from each party not to exceed five (5) minutes each.
 - e. At the conclusion of the closing statements, a vote for removal will take place.
4. Secret ballots shall be cast for each removal proceeding. The Chair and Parliamentarian of the meeting shall count each ballot in the presence of the staff advisor.
5. A two-thirds (2/3) majority vote shall be grounds for removal.