

GRAND VALLEY STATE UNIVERSITY



STUDENT SENATE BYLAWS

Ratified by Student Senate: January 2025

TABLE OF CONTENTS

Article I. General Assembly Meetings.....	2
Article II. Cabinet Meetings.....	2
Article III. Committee Meetings.....	3
Article IV. Elections.....	3
Article V. Appointments.....	6
Article VI. Executive Branch Operations.....	7
Article VII. Legislative Branch Operations.....	7
Article VIII. Judicial Branch Operations.....	9
Article IX. Inservice.....	10
Article X. Speaking on Behalf of the Student Senate.....	10
Article XI. Senator Requirements.....	11
Article XII. Cabinet Requirements.....	11
Article XIII. Awards.....	12
Article XIV. Conduct Review and Impeachment Procedures.....	12
Article XV. Amendments.....	17

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 Cabinet.
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. Committee Meetings

1. *Scheduling*
 - a. The President will decide all scheduling details regarding Committee 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 Committee.
 - c. The time and location of each Committee 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 discussions, 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 Executive Branch may appoint a different member of the Judiciary Committee or any non-returning member of the General Assembly to serve as a temporary chair for these meetings.
 - ii. Any member of the Judiciary Committee seeking election to the General Assembly may not serve on the Elections Commission.
 1. The Executive Branch may appoint any member of the General Assembly that is not running for re-election to the Elections Commission.
 - 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 forty-two (42) seats on the Student Senate.
 - i. Twenty-two (22) 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 Elections Commission will obtain an at-large seat on the Student Senate.
3. Up to twenty one (21) remaining at-large seats will be filled by General Senator candidates running in the election.
- ii. Twenty (20) 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 Elections Commission.
 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. Six (6) 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 Elections Commission will compile an elections packet that outlines the rules, regulations, and procedures for the elections.
- b. The Elections Commission 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 Elections Commission for revisions if it does not pass through General Assembly.
- d. The Elections Commission will collect elections packet submissions.
 - i. The Elections Commission 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 Elections Commission.
 - 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 Elections Commission.
- c. The Elections Commission 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 Elections Commission for revisions if it does not pass through General Assembly.
 - e. The Elections Commission will collect elections petition submissions.
 - i. The Elections Commission will be responsible for approving or denying these submissions and communicating this action with the respective candidate.
- 5. *Write-In Votes*
 - a. The Elections Commission will determine the number of write-in votes that is necessary to win a seat in the general election.
- 6. *Election Results*
 - a. The Elections Commission 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. Advocacy 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.
 - i. If the newly elected President returns for a consecutive term, the Chair of the Elections Commission 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(s) of [title of office] for Grand Valley State University".
- 9. *Transitions Report*
 - a. The Elections Commission will complete a Transitions Report regarding the annual elections process.

Article V. Appointments

- 1. *Vacant Seats*
 - a. Any vacant seat following the annual elections may be filled at-large through the appointment process.
 - b. Six (6) 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 President, Vice President, and Chief of Staff
 - 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 delegate each aspiring Senator to a Committee.
 - 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.
- 6. *Appointment of College Representatives*
 - a. If a college representative position becomes vacant, Cabinet, in consultation with the remaining representatives of that respective college, may appoint an at-large Senator that is enrolled in that college.

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.
- 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 and overseeing 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 be responsible for training and overseeing the actions of the college representatives, the international student representative, and the graduate student representative.
 - g. The Vice President will send a weekly update to all members of the Student Senate.
 - h. The Vice President will oversee the annual transitions reports.
 - i. 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.
 - g. 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.
- 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 Committee meetings as invited.
 - d. The President and Vice President are expected to attend Board of Trustees meetings as requested.
- 5. *Shared Responsibilities*
 - a. The President, Vice President, and Chief of Staff may serve as ex officio members of any Committee, serving only as needed for quorum or if a temporary Chair is needed.
 - b. The Executive Branch will reserve rooms for meetings.
 - c. The Executive Branch will organize the shared Google Drive and Slack.
- 6. *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. 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 Committees, 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 eleven (11) 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 Committee will be responsible for gauging student opinions and communicating Senate's actions with the student body.
 - d. The Public Relations Committee 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. *Advocacy*
- a. There will be up to eleven (11) Senators delegated to Advocacy, in addition to the Advocacy Chair.
 - b. The Advocacy Committee 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 eleven (11) Senators delegated to Policy, in addition to the Policy Chair.
 - b. The Policy Committee 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 eleven (11) Senators delegated to Events, in addition to the Events Chair.
 - b. The Events Committee 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) and coordinate the timeline with the President.
 - 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 Senator(s) presents their final draft to the Cabinet for discussion and feedback.
 - vii. Cabinet votes to advance the legislation.
 - viii. The revised draft is submitted to the Judiciary Committee for edits to grammar, formatting, and word choice.
 - 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.

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 member of the Cabinet 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. Official written statements that do not involve time-sensitive matters will be presented 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 Committee will determine whether a Senator's absence from a Committee 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. *Senator Requirements*
 - a. The Graduate Student Representative must attend at least 50% of all scheduled General Assembly meetings per semester.
 - b. The Graduate Student Representative must attend a minimum of 2 approved events per semester, as determined by the Chief of Staff.
 - c. The Graduate Student Representative will not hold a seat on any Student Senate Committees.
 - d. The Graduate Student Representative may not have more than three consecutive unexcused absences from General Assembly meetings. Exceeding this limit will result in an immediate review by the Judiciary Committee, with potential suspension or reassignment.
- 3. *Inservice*
 - a. All Senators are required to attend all Inservices.
- 4. *Required Assignments*
 - a. Events 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 Committee.
- 5. *Failure to Meet Expectations*

- a. Failure to fulfill the requirements listed above, without sufficient communication in advance, may result in enacting the Conduct Review Process.

Article XII. Cabinet Requirements

1. *Attendance*
 - a. Attendance for Cabinet members is required at all Student Senate-related meetings and events 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, may result in enacting the Conduct Review Process.

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

- 1. *Misconduct*
 - a. The Judiciary Committee is responsible for overseeing the conduct review process.
 - b. The conduct review process addresses misconduct, breaches of governing documents, and other matters warranting disciplinary action.
 - c. The Judiciary Committee ensures fairness, adherence to the Student Senate's mission, and privacy for all involved parties.
 - d. All conduct reviews shall follow the procedures outlined in this document.
- 2. *Grounds for Conduct Review*
 - a. Misconduct eligible for review includes but is not limited to:
 - i. Violations of Student Senate governing documents.
 - ii. Violations of the Financial Policies and Procedures.
 - iii. Inappropriate behavior at Senate-related events.
 - iv. Defamatory acts toward the Student Senate.
 - v. Failure to complete assigned tasks.
 - vi. Any other actions deemed inappropriate by a majority vote of the Cabinet.
- 3. *Conduct Review Process*
 - a. The conduct review process will follow these procedures:
 - i. The Judiciary Committee will convene to review the information and allegations upon receiving a conduct referral.
 - 1. The Chief of Staff, serving as the Chief Justice, will chair the Conduct Hearing.
 - a. If the Chief of Staff is under review, the Vice President will chair the Conduct Hearing.
 - ii. The Judiciary Committee will vote on whether to open the issue for investigation based on the details of the referral by a three-fifths majority vote.
 - iii. If the Judiciary Committee votes to proceed, the case will be opened and reviewed in greater depth, including analysis of the referral, related documents, and relevant testimony.
 - iv. The Judiciary Committee may reach out to witnesses or involved parties to collect additional evidence or testimony ensuring a thorough review of the case.
 - 1. If, after reviewing the initial evidence, the Judiciary Committee determines no further information is necessary, a decision may be made without further investigation.

- v. The Judiciary Committee can summon the accusing and defending parties for a Conduct Hearing in which the parties will present their evidence and testimony before the Judiciary Committee.
 - 1. The Conduct Hearing will be conducted in a closed session with the Judiciary Committee, the Chief Justice, the involved parties, and the witnesses.
 - 2. Each party will have up to forty-five (45) minutes to present their case and call up to three Senators as witnesses.
 - 3. Witnesses will have the floor for a maximum of five (5) minutes each, not including follow-up questions from the Judiciary Committee.
 - 4. If the accused or defending party is physically unable to participate in the hearing, the Judiciary Committee will provide an alternative medium to hold the hearing.
- vi. After the Conduct Hearing, the involved parties and witnesses will be dismissed and the Judiciary Committee will deliberate and arrive at one of the following verdicts by a three-fifths majority vote:
 - 1. Charges dropped.
 - 2. Charges acknowledged, no penalty.
 - 3. Retention with limited rights or sanctions which may include, but are not limited to:
 - a. Additional events requirements or community service.
 - b. Limitation on permitted absences.
 - c. Formal remediation plan.
 - d. Removal or suspension from Student Senate.
 - e. Other consequences as determined by the Judiciary Committee.
 - 4. Impeachment or removal from office.
 - 5. Other consequences as determined by the Judiciary Committee.
- vii. If deemed necessary, the Judiciary Committee may engage in a round table discussion or mediation session with the involved parties to resolve outstanding issues or conflicts.

4. *Appeals*

- a. A Senator under review who wishes to appeal the decision must submit the appeal within seven (7) days of the decision.
- b. The appeal will be reviewed by the Closed Assembly, which will either approve or deny the appeal by a majority vote of members present.
 - i. An approval of an appeal will open the case for further review by the Closed Assembly.
- c. The Senator under review is only allowed one appeal per case.

Article XV. Impeachment

1. *Impeachment Procedures*

- a. All members of the General Assembly will be eligible for impeachment.
- b. A petition for Articles of Impeachment must be formally requested from the Chief of Staff.
- c. The Chief of Staff will notify the Senator under review that a petition for Articles of Impeachment has been issued.
- d. The petition for Articles of Impeachment will require the signatures of at least fifty percent plus one of the entire membership of the General Assembly.
 - i. The petitioning Senator will have fourteen (14) days to receive the necessary signatures and submit them to the Judiciary Committee to proceed.

1. If the signature threshold is not met, the Articles of Impeachment will be dropped and all parties will be notified by the Chief of Staff.
- e. Once the Judiciary Committee has verified the signature threshold for the petition has been met, the Articles of Impeachment will be brought forward at the next meeting of the Closed Assembly.
- f. The Chief of Staff will lead the impeachment proceedings.
- g. The Articles of Impeachment will be reviewed by the Closed Assembly, which will decide by a two-thirds majority vote of members present on one of the following outcomes:
 - i. Removal from Student Senate
 - ii. Removal from Cabinet position but remain on the General Assembly as a Senator
 - iii. Charges dropped or acknowledged with no penalty
- h. The Chief of Staff will notify the Senator under review of the Closed Assembly's decision.
- i. The decision made by the Closed Assembly is final and will not be subject to appeals.

Article XVI. Closed Assembly

1. *Purpose*
 - a. The Closed Assembly will only meet to discuss an appeal of a conduct referral or to hold impeachment proceedings.
2. *Membership*
 - a. The Closed Assembly will consist of all members of the General Assembly.
 - b. The Chief of Staff will serve as Chair of the Closed Assembly and will appoint a Vice Chair and a Parliamentarian.
 - i. If the Chief of Staff is under review, the Vice President will serve as Chair of the Closed Assembly and will appoint a Vice Chair and a Parliamentarian.
3. *Meeting Times*
 - a. Closed Assembly meetings will occur immediately following adjournment of the General Assembly as necessary.
4. *Minutes*
 - a. Meeting minutes will not be recorded for meetings of the Closed Assembly.
5. *Parliamentary Procedures*
 - a. All Closed Assembly 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.

Article XVII. 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.