

Constitution and Bylaws

Elizabethtown College Student Senate

2009-2010



Elizabethtown College Student Senate
One Alpha Drive
Elizabethtown, PA 17022
717.361.1223
SENATE@etown.edu



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Preface

During the 2005-2006 Session of the Elizabethtown College Student Senate the governing documents of the assembly were revised. Sessions predating the revision operated under three separate documents: the Constitution, the Bylaws, and the Rules of Order. After being ratified by Board of Trustees in April 2006, the governing documents of the Senate became the Constitution and Bylaws and the Standing Rules. The merge of the Constitution with the Bylaws results in fewer inconsistencies and irregularities within these critical documents. The newly created Standing Rules govern the procedural operation of Senate Committees and maintain a repository of adopted Senate policies not contained in the Constitution and Bylaws. Another result of the revision is the replacement the Rules of Order with Roberts Rules of Order, Newly Revised. The Senate adopted the therein parliamentary procedure to expedite meetings, substantiate all decisions of the Senate, and alleviate confusion regarding proper protocol.

The purpose of the legislation contained in Constitution and Bylaws is to establish, govern, and facilitate the Student Government of Elizabethtown College. Articles I, II, and III define the composition of the Body. Articles IV and VI define the duties and roles of the Elected Officials*. Article V establishes that the Senate shall convene in public weekly, and Article VIII ensures that all Campus Committees include the voice of the Students. Article VII defines the roll of Class Senate functions, Article IX adopts Roberts Rules of Order, Newly Revised, as the parliamentary authority, and Article X establishes the Standing Rules. Finally, Article XI describes the procedure for proposing and approving any amendments[†] to this document.

The ultimate goal of the governing documents of the Senate is not to bind Members to a monotonous tedium, but to found an assembly on the ideals of fairness, democracy, integrity, and advocacy. Let the herein regulations be not your master, but your tool. This document is meant to facilitate the Advocacy for Student Rights – an endeavor undertaken by those who truly care about this institution and the rights of the Students who walk her halls.

Yours in the spirit of advocacy and democracy,

Ryan P. Zimmerman, Chairperson

Student Senate Judicial Committee

2005-2006 Session

* Note: Article VI, Section 1, Provision C in years past was called the “Separation of Powers Clause.” The importance and substance of this legislation should not be ignored, for these words prevent the seizure of all power of the Executive Cabinet by one single Member.

† It is imperative to recognize the significance of Article XI, Section 2, Provision F, which states that the elaborate procedure for amendments culminates in a review by the Board of Trustees of this College. The magnitude of such a protocol ought to remind Members of the importance of the Student Senate at Elizabethtown College and of the necessity to uphold the ideals of the Senate at all times.

Registry of Amendments

Senate Assembled 27 April 2006

ECSS-00506-SAC-A1, *Divided*

Article IV, Section 2 Amended, Paragraph Amended

Ratified by the Elizabethtown College Board of Trustees in the Fall of 2006

Section 2 – ~~Senate~~ Chairpersons of the Judicial, Elections, and Publicity and Marketing Committees

The Chairpersons of ~~Senate~~ ~~Standing~~ the Judicial, Elections, and Publicity and Marketing Committees shall ex officio be members of the Executive Cabinet. The ~~Senate~~ Chairpersons of the Judicial, Elections, and Publicity and Marketing Committees shall be elected at the Executive Cabinet Election, and the procedures for said election shall be found in **Standing Rules**, Rule 9. To be eligible to run for a ~~Senate Chairperson position~~ the position of Judicial, Elections, or Publicity and Marketing Chairperson, the Member must have completed at least two complete semesters as a Senator at the beginning of the term of the office for which the Member is running.

Senate Assembled 27 April 2006

ECSS-00506-SAC-A1, *Divided*

Article VIII, Section 2, Provision E Amended, Provision Added

Ratified by the Elizabethtown College Board of Trustees in the Fall of 2006

Article VIII, Section 2

E. Service Committee

1. *The Service Committee shall:*

- a. make recommendations to the Senate regarding which service projects the Senate should select by vote to fulfill during the year in which the committee makes the recommendation;*
- b. schedule and plan the service project selected as per Clause a. of this Title;*
- c. make recommendations to the Senate regarding attendance requirements at the service projected selected as per Clause a. of this Title; and*
- d. fulfill relevant duties committed thereto by the Senate.,*

2. *The Service Committee shall consist of five members:*

- a. the Chairperson, who shall have completed at least one full semester as a Member of the Senate elected according a schedule set forth by the Elections Committee; and*
- b. one Senator elected from each the Senior, Junior, Sophomore, and Freshman Classes.*

3. *Vacancy in the Membership of the Committee*

- a. If the Chairperson person should become vacant, there shall be elected a new Chairperson at the Senate Meeting immediately following the effective date of vacancy.*

b. If a position defined in Clause b., Title 2, of this Provision should become vacant, there shall be elected a replacement according to a schedule set forth by the Elections Committee.



Elizabethtown College
Student Senate
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Article I. Name

The name of this organization shall be the Elizabethtown College Student Senate.

Article II. Mission

The Elizabethtown College Student Senate is the governing assembly for the students of Elizabethtown College. The Student Senate represents the voice of students to college Faculty, Administration, Staff, student groups, and the surrounding and global communities. The Student Senate represents students through consideration, deliberation, and action on various administrative, social, and academic concerns. This mission is reflected through the motto “Advocating Student Rights.”

Article III. Members

Section 1 – Composition of the Senate

- A. This body shall consist of 55 members, in three positions:
 - 1. four Senate Officers as defined in Article IV, Section I;
 - 2. three Senate Chairpersons as defined in Article IV, Section 2; and,
 - 3. forty-eight Senators as defined in Article III, Section 2.
- B. No member shall hold more than one position defined in Article III, Section 1, Provision A at any given time.
- C. In the event of any vacancy of a position of Membership, refer to Section 6 of this Article.

Section 2 – Senator

Senator shall be defined as an individual filling one of the four Class Officer or eight Class Representative positions of each of the Senior, Junior, Sophomore, and Freshmen classes.

Section 3 – Eligibility for Membership

- A. To be eligible for membership an individual shall be:
 - 1. a full-time undergraduate student of Elizabethtown College;
 - 2. not on academic probation as defined in the current College Catalogue; and
 - 3. not under any disciplinary sanction more severe than disciplinary probation as defined in the current College Catalogue.
- B. An individual must fulfill all membership eligibility requirements at the time of application for Candidacy for Membership and for the duration of the term of membership. If at any time an individual fails to fulfill any of the eligibility requirements, Membership or Candidacy for Membership is immediately forfeited.
- C. Eligibility of any Member or Candidate for Membership is subject to review by the Judicial Committee.

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Section 4 – Election of Members

- A. All full-time undergraduate students as defined by the Office of Registration and Records shall be eligible to vote for the Senator Candidates of their respective classes.
- B. Each of the Senior, Junior, Sophomore, and Freshman classes shall elect a total of twelve Senators from each respective class. These twelve Senators shall include a Class President, Class Vice President, Class Secretary, Class Treasurer, and eight Class Representatives.
- C. Executive Cabinet Elections
 - 1. The Executive Cabinet Elections shall occur annually at the end of the spring semester.
 - 2. The Executive Cabinet Elections shall include the elections of the Student Senate President, Student Senate Vice-President, Student Senate Treasurer, Student Senate Secretary, and chairs of the Judicial, Elections, and Publicity and Marketing Committee.
 - 3. Procedures for the Executive Cabinet Elections shall be found in the **Standing Rules**, Rule 11.
- D. The General Election
 - 1. The General Election shall occur annually at the end of the spring semester.
 - 2. The General Election shall include the Election of the rising Senior, rising Junior, and rising Sophomore Senators.
 - 3. Procedures for the General Election shall be found in the **Standing Rules**, Rule 9.
- E. Special Elections
 - 1. A Special Election shall be defined as any election to fill a vacant Executive Cabinet or Senator position occurring at any time other than the General Election or Executive Cabinet Election.
 - 2. Procedures for the Special Elections shall be found in the **Standing Rules**, Rule 10.
 - 3. The election of the Freshman Class Senators shall be a Special Election. This election shall happen during the first week of classes during the fall academic semester.

Section 5 – Term of Membership

- A. Members elected in the General Election and Executive Cabinet Election are elected to a term beginning at the adjournment of the second to last meeting of that academic year; members elected at a Special Election are elected to a term beginning at the time of the announcement of the election results.
- B. All member terms shall end at the second to last meeting of the academic year of the term to which the member was elected, or upon the effective date of resignation, dismissal, or ineligibility for membership.

Section 6 – Vacancy in the Membership

- A. Definition

Vacancy in the Membership results from the resignation, dismissal, or loss of eligibility for Membership. In the event of a vacancy, the Senate shall fill the vacancy according to the Provisions of this Section.
- B. General Rules
 - 1. As per Section 5, Provision A of this Article, upon the commencement of the term to which a Member elected to a position during a Special Election, all duties and powers granted thereto shall take effect immediately.
 - 2. Should a Member elected to a position in a Special Election be in violation of Article VI, Section 1, Provision C, the said Member shall immediately resign from the committee, and the Elections Committee shall follow the procedures to fill the vacant position at the Senate Meeting following the announcement of the results of the Special Election.
- C. Senate Officer Vacancy

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1. In the event of a vacant Senate Officer position, the Senate shall hold a Special Election to fill the position, as described in the **Standing Rules, Rule 10**.
 2. If the resulting vacancy is a Senate Chairperson position, then the Senate shall proceed as described in Provision D of this Section, and if the resulting vacancy is a Senator position, then the Senate shall proceed as described in Provision E of this Section.
 3. If a vice-chairperson is elected in the Special Election to fill a vacant Senate Officer position, a new vice-chairperson shall be elected at the Senate Meeting following the announcement of the results of the Special Election.
- D. Senate Chairperson Vacancy
1. In the event of a vacant Senate Chairperson position, the respective vice-chairperson shall immediately be promoted to the said Senate Chairperson position pending a vote of confidence of the Senate.
 2. The Senate Chairperson term to which the former vice-chairperson is promoted shall begin upon the announcement of the promotion.
 3. Should the Member newly promoted to the Senate Chairperson position be in violation of Article VI, Section 1, Provision C, the said Member shall immediately resign from the committee causing the violation, and the Elections Committee shall follow the procedures to fill the vacant position at the Senate Meeting following the announcement of the results of the Special Election.
 4. The Senate shall proceed with the election of a new vice-chairperson at the Senate Meeting following the announcement of the promotion.
 5. The Senate shall proceed as described in Provision E of this Section to fill the vacant Senator Position resulting from the promotion.
- E. Vacant Senator Position
1. Vacant Class Officer Position
 - a. If the position of Class President becomes vacant, the Class Vice President shall immediately be promoted to the position of Class President. The Senate shall proceed as described in Clause b of this Title to fill the vacant Class Officer position.
 - b. In the event of a vacant Class Vice President, Class Secretary, or Class Treasurer position, the Elections Committee shall immediately proceed with a Special Election to fill the vacant position.
 2. Vacant Class Representative Position
 - a. If a Class Representative position is vacant during any Special Election of new Members, the Elections Committee shall proceed with a concurrent Special Election to fill the vacant Class Representative position.
 - b. The Senate shall hold a Special Election of new Members during the first week of classes during the spring semester to fill any vacant Senator positions.
 - c. If a Class Representative position becomes vacant while no Special Election of new Members is occurring, a motion to hold a Special Election to fill the vacant representative position is in order. Any Member, except the Senate President, shall have the right to make the motion. This motion shall be a privileged, debatable question, and require a 2/3 affirmative vote to pass.

Section 7 – Voting Rights of Members

- A. All Members shall have the right to vote during Senate Meetings, during the General Election, during the Executive Cabinet Election, and during any Special Election, except when the Member is a Candidate during an election at a Senate Meeting, as described in Provision C of this Section.
- B. Voting on items that appear on the meeting's official agenda may be done by absentee ballot, which must be delivered to the chairperson or vice-chairperson of the Elections Committee, in a manner

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- deemed appropriate by the Elections chairperson, prior to the voting procedure. Absentee ballot policies can be found in **Standing Rules**, Rule 12.
- C. A candidate's right to vote is forfeited when running in an election occurring at a Senate meeting. This forfeiture terminates upon the announcement of the election results of the election in which the member was a candidate.
- D. The Senate President shall only vote in the following three instances:
1. the election of the Executive Cabinet;
 2. during voting on a motion when the president's vote will affect the outcome; and
 3. the election of Senators from the Senate President's class.
- Provision C of this Section shall apply to Provision D, Titles 1-2.

Section 8 – Duties of Members

- A. Members shall fulfill all duties as described in this Provision. Membership duties include:
1. Members shall abide by all adopted **Constitution and Bylaws** and policies of the Student Senate **Constitution and Bylaws** and **Standing Rules**;
 2. Members shall abide by all adopted governing documents of their respective Class.
 3. Members shall assist in all Senate action as necessary;
 4. Members shall bring problems and concerns of students to the Senate Floor and accurately represent student opinion;
 5. Members shall actively seek the support of the Faculty and Administration for Student Senate action;
 6. Each Senator shall serve on at least one of the campus councils or committees outlined in Article VII;
 7. Members shall abide by the Attendance Policy, found in Appendix A of these **Constitution and Bylaws**;
 8. Each Senator shall accurately represent student voice on campus councils or committees, and deliberate for the student opinion;
 9. Upon delegation by the Senate President and without objection from the Senate, a Member shall fulfill all tasks which are assigned; and
 10. Upon delegation of any assignment by Senate standing committee Chairpersons, committee members shall fulfill all tasks which are assigned, unless objected to by a majority of the committee; and
 11. Members shall fulfill all duties and powers granted thereto by nature of the Member's position or committee assignment.
- B. Delinquency of Duties
Should a Member fail to fulfill all duties defined in Provision A of this Section, the member shall be subject to disciplinary action, as defined in Section 8 of this Article.

Section 9 – Disciplinary Action

- A. Definitions
1. Judicial Review
Judicial Review shall be defined as the process the Judicial Committee follows to investigate an alleged negligence of duties of Membership, as described in Section 7 of this Article.
 2. Impeachment
Impeachment shall be defined as the presentation of an alleged negligence of the Duties of Membership, as determined by a Judicial Review, by the Judicial Committee.
 3. Dismissal

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Dismissal shall be defined as the removal of an impeached Member by the Senate, having determined an impeached Member to be negligent of Membership duties.

4. Acquittal
Acquittal shall be defined as the end of impeachment proceedings not resulting in the dismissal of an impeached Member.
- B. Judicial Review
 1. All Members shall have the right to request Judicial Review of another Member suspected of being negligent of duties. The Member making the request shall maintain the right to request anonymity after making the request to the Judicial Committee. The Judicial Committee shall oblige the request.
 2. Should a Member be subject to Judicial Review, the Member shall be made aware of the request, and the Judicial Committee shall maintain the anonymity of the Member.
 3. Upon request to investigate a Member for alleged negligence of Membership Duties, the Judicial Committee shall conduct a Judicial Review as per the procedure found in **Standing Rules, Rule 3**.
- C. Impeachment
 1. After exhausting the procedures for Judicial Review, the Judicial Committee shall deliberate Impeachment, and determine if the alleged negligence of duties merit Impeachment, according to its definition in Provision A, Title 2 of this Section.
 2. Following deliberation, the Judicial Chairperson shall call for a vote on the matter of Impeachment, to determine if the alleged negligence of duties of Membership warrants the consideration of the Senate.
 - a. Should the Judicial Committee determine the decision on the alleged negligence must be made by the Senate, the Committee shall impeach the Member.
 - b. Should the Judicial Committee determine the decision on the alleged negligence does not warrant the decision of the Senate, the Committee shall not impeach the Member, and the Judicial Review officially ends.
 - c. The Judicial Chairperson shall notify the Member subject to the review of the results of the vote within 24 hours of the decision.
 3. Should a Member be impeached, the Senate shall proceed according to the procedures found in **Standing Rules, Rule 3**.
 4. After completion of the impeachment proceedings, as per Title 3 of this Provision, the presiding officer of the Senate Meeting shall call for a vote to determine the decision of the Senate on the alleged negligence of Duties of Membership. A 2/3 vote in favor of dismissal shall be needed to dismiss the impeached Member.
 - a. The Judicial Committee and the impeached Member shall not be present in the Senate Meeting room during final deliberation of the matter.
 - b. The Judicial Committee and the Impeached Member shall not vote in the final decision of the Senate.
 - c. The result of the vote shall take effect immediately upon announcement of the result of the vote.

Section 10 – Leave of Absence

- A. Request and Approval
All Members shall have the right to request a leave of absence from the Senate. The procedure for requesting an approval of absence can be found in **Standing Rules, Rule 13**. If approved by the Judicial Committee, the request will be presented to the Senate, and a 2/3 vote, excluding the Judicial Committee and the requestor, shall deny the Judicial Committee's decision to grant the leave of absence.
- B. Effect

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1. Members on leave of absence surrender the following rights of active membership, including:
 - a. being included in the 2/3 of the Membership needed to make quorum at a Senate Meeting;
 - b. remaining in the Senate Meeting place during Closed Session;
 - c. voting rights during Senate Meetings or Class Meetings;
 - d. being required to attend or participate in Class functions sponsored in any part by their Class's Officers and Representatives;
 - e. being held responsible for adhering to the adopted **Constitution and Bylaws** and **Standing Rules**; and
 - f. holding council or committee positions.
 2. The Senate shall hold an Election to replace the Member on any elected committees, or the Elections Chairperson shall appoint another Senator to fill any appointed positions. These Elections and appointments shall be done as described in Article VIII of this **Constitution and Bylaws**. The Senators placed on these committees shall be assigned to a term ending at the adjournment of the second to last Meeting of the academic year in which the new assignment was made.
- C. Reinstatement
- When a Member's leave of absence expires, the Member shall be reinstated and shall have all rights afforded to any Member. The same Member shall be placed on a committee as the Elections Committee decides. The Elections Committee shall not automatically place the Member on the committee or council from which the returning Member was removed.

Section 11 – Resignation of Members

- A. Members may resign from the Senate by sending a formal letter of resignation to the Senate President and the Judicial Chairperson for official record.
- B. The Senate President shall inform the Senate of all resignations.

Article IV. Elected Officials

Section 1 – Senate Officers

The Officers of the Student Senate shall be the Senate President, Senate Vice President, Senate Secretary, and Senate Treasurer. The Senate Officers shall be elected at the Executive Cabinet Election, and the procedures for said election shall be found in **Standing Rules**, Rule 11. To be eligible to run for a Senate Officer position, the Member must have rising Senior or Rising Senior status, and must have completed at least two complete semesters as a Senator at the beginning of the term of the office for which the Member is running.

- A. Senate President
 1. The Senate President shall call and preside over all meetings of the Student Senate.
 2. The Senate President shall be the liaison between the Student Senate and the Office of the President of Elizabethtown College.
 3. The Senate President shall prepare an agenda and distribute it to all Members at least forty-eight hours prior to each meeting.
 4. The Senate President shall serve as a non-voting observer on the Board of Trustees and report to the Student Affairs Committee of the Board of Trustees.
 5. The Senate President shall serve as chairperson of the Executive Cabinet.
 6. The Senate President shall be the spokesperson for Student Senate.
 7. The Senate President shall have the power to call emergency Senate Meetings.

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8. The Senate President shall meet weekly with the Dean of College Life, during the academic year.
- B. Senate Vice President
1. The Senate Vice President shall assume the responsibilities of any Senate Officers absent from a meeting.
 2. The Senate Vice President shall be responsible for coordinating all of Student Senate's Homecoming duties.
 3. The Senate Vice President shall serve as Chairperson of Club Council.
 4. The Senate Vice President shall be responsible for the Ginger Groff Scholarship.
 5. The Senate Vice President shall have the power to call emergency Senate Meetings.
 6. The Senate Vice President shall coordinate and plan, with the support of the Executive Cabinet, the Fall and Spring Senate Retreats.
- C. Senate Secretary
1. The Senate Secretary shall be responsible for recording and distributing the minutes and other pertinent information to all Student Senate members and other necessary parties.
 2. The Senate Secretary shall be responsible for roll call at all Senate meetings. After roll call, the Senate Secretary will determine if quorum is achieved and shall inform the Senate President of the result.
 3. The Senate Secretary shall take attendance at all Senate functions when attendance is required.
 4. The Senate Secretary shall distribute updates of the Senate Directory, the **Constitution and Bylaws**, and the **Standing Rules** to all Members upon alteration.
 5. The Senate Secretary shall also be responsible for the final Spring Banquet.
- D. Senate Treasurer
1. The Senate Treasurer shall serve as the chairperson of the Finance Committee and shall convene Finance Committee meetings as necessary.
 2. The Senate Treasurer shall present all club budgets and additional requests to the Senate Floor for approval.
 3. The Senate Treasurer shall keep and report records of the financial standing of the Senate.
 4. The Senate Treasurer shall attend Club Council as needed and maintain contact with Club Treasurers. The Senate Treasurer shall train all Club Treasurers at a Treasurer's Seminar and provide them with the Treasurer's Handbook.

Section 2 – Chairpersons of the Judicial, Elections, and Publicity and Marketing Committees

The Chairpersons of the Judicial, Elections, and Publicity and Marketing Committees shall ex officio be members of the Executive Cabinet. The Chairpersons of the Judicial, Elections, and Publicity and Marketing Committees shall be elected at the Executive Cabinet Election, and the procedures for said election shall be found in **Standing Rules**, Rule 11. To be eligible to run the position of Judicial, Elections, or Publicity and Marketing Chairperson, the Member must have completed at least two complete semesters as a Senator at the beginning of the term of the office for which the Member is running.

- A. Judicial Committee Chairperson
1. The Judicial Chairperson shall serve as the chairperson of the Judicial Committee and shall convene committee meetings as necessary.
 2. The Judicial Chairperson shall enforce the Senate **Constitution and Bylaws** and **Standing Rules**.
 - a. The Judicial Chairperson shall oversee the interpretation of the **Constitution and Bylaws** and **Standing Rules**.
 - b. The Judicial Chairperson shall announce interpretations as applicable during Senate Meetings, Senate events, or any Senate function.

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- c. The Judicial Chairperson shall enforce strict adherence the **Constitution and Bylaws** and **Standing Rules** in accordance with interpretations generated by the committee, as described in Clauses a and b of this Title.
 - 3. The Judicial Chairperson shall enforce all Judicial Committee policies.
 - 4. The Judicial Chairperson shall maintain attendance records as recorded by the secretary.
 - 5. In the absence of the Judicial Vice Chairperson, the Judicial Chairperson shall fulfill the role of Parliamentarian, as per Section 3, Provision D, Title 7 of this Article.
- B. Elections Committee Chairperson
 - 1. The Elections Chairperson shall serve as the chair of the Elections Committee and shall convene committee meetings as necessary.
 - 2. The Elections Chairperson shall coordinate elections occurring at Senate meetings.
 - 3. The Elections Chairperson shall coordinate the General and Special Elections, as defined in Article III, Section 4, Provisions C and D, following elections procedures defined in the Student Senate **Standing Rules**.
 - 4. The Elections Chairperson shall be responsible for the appointment of Senators to committees as described in Article VIII.
- C. Publicity and Marketing Committee Chairperson
 - 1. The Publicity Chairperson shall serve as the chair of the Publicity and Marketing Committee and shall convene committee meetings as necessary.
 - 2. The Publicity Chairperson shall organize and coordinate publicity functions for Student Senate following procedures described in the Student Senate **Standing Rules**.
 - 3. The Publicity Chairperson shall oversee the creation of annual Senate Scrapbooks.

Section 3 – Vice Chairpersons

The Senate Standing Committees shall have Vice Chairpersons to assist the Chairpersons in completing the duties of the committee. To be nominated for a Vice Chairperson position, a nominee must have completed at least one full semester in Senate.

- A. The Student Senate shall elect vice-chairpersons for the Judicial, Elections, and Publicity and Marketing Committees who will retain the status of Senator.
- B. The vice-chairperson positions shall be elected at the last meeting of the academic year to a term beginning upon the announcement of the election results.
- C. The duties of the vice-chairperson will be expressed by the chair of the same committee and the vice-chairperson shall act in the absence of the chair.
- D. Judicial Vice Chairperson
 - 1. The Judicial Vice Chairperson shall have the duties of the Parliamentarian of the Student Senate as defined below.
 - 2. The Parliamentarian shall ensure that Senate meetings run in accordance with the adopted rules of order. If the Parliamentarian identifies a breach of the rules, the Parliamentarian will notify the Senate President to correct the error.
 - 3. The Parliamentarian shall entertain all points of parliamentary procedure.
 - 4. The Parliamentarian shall be an available expert on the Senate governing documents.
 - 5. The Parliamentarian shall address concerns regarding parliamentary procedure from the Executive Cabinet. The Parliamentarian shall only attend Executive Cabinet meetings when invited.
 - 6. The Parliamentarian shall conduct a tutorial of parliamentary procedure each semester for the entire Membership, and for Members elected at a Special Election. This tutorial shall address the adopted rules of order.
 - 7. In the absence of the Judicial Vice Chairperson, the Judicial Chairperson shall have the duties of the Parliamentarian. In the absence of both the chairperson and vice chairperson of the Judicial Committee, the Senate shall elect a Parliamentarian pro tempore, who shall fulfill the role of

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Parliamentarian until either the chairperson or vice chairperson of the Judicial Committee is present.

Article V. Meetings

Section 1 – Call of the Meeting

The Senate President shall call meetings of the Student Senate weekly while classes are in session. The Senate President, Senate Vice President, and the Dean of Students shall retain the power to call emergency meetings of the Senate.

Section 2 – The Chair of the Meeting

- A. The President shall chair all meetings of the Senate. If the Senate President is absent, the Senate Vice President shall fulfill this duty.
- B. In the absence of both the Senate President and the Senate Vice President, the Senate Secretary shall convene the meeting and open the floor for the nomination of a chair pro tempore. The Senate shall elect the chair pro tempore by a simple majority to preside over the meeting.

Section 3 – Time Limitations

Two hours after the time of roll call, the Chair of the Meeting shall decide whether or not to continue the meeting and shall announce the decision to the Senate. Any member may appeal this decision by the appeals process described in the adopted rules of order.

Section 4 – Quorum

- A. Quorum shall be defined as two-thirds Members not on Leave of Absence. No voting shall occur when a quorum is not present.
- B. If quorum is not met at the conclusion of roll call:
 1. A member may request a recess of 10 minutes to allow quorum to be obtained, and the recess shall be granted unless a majority of members present objects.
 2. If quorum is not obtained, the agenda will be set at “Announcements” and the adjournment shall follow.
 3. If quorum is obtained, the meeting will continue as normal.
- C. If quorum is lost at any point during a meeting:
 1. If a member brings the loss of quorum to the attention of the chair, debate will logically conclude on the business at hand, the agenda will be set at “Announcements” and the adjournment shall follow.
 2. If quorum is regained before the meeting is adjourned, the agenda shall return to the business being conducted when quorum was lost.
 3. The stipulations in Provision A of this Section shall apply in all cases when quorum is lost.

Section 5 – Open and Closed Session

- A. Open Session
Senate meetings shall be open to members of the Student Body, College Faculty, and College Staff. Other members of the public may attend Senate meetings by invitation of the Senate President.

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Meetings shall be open as described above, unless operating in Closed Session, as described in Provision B of this Section.

B. Closed Session**1. Establishing Closed Session**

- a. All Members shall have the right to move to go into Closed Session. This motion shall be a privileged, debatable question. Debate on the question shall automatically be limited to 10 minutes.
- b. The question of Closed Session shall require a 2/3 affirmative vote to be carried.
- c. The motion shall include a proviso to establish the time at which the meeting shall return to open session.
- d. The Executive Cabinet shall have the power to establish Closed Session, as described in Article VI, Section 2, Provision C.

2. Effects of Establishing Closed Session.

- a. Upon establishment of Closed Session, the President shall immediately announce a recess of the meeting to excuse any non-members from the meeting.
- b. During Closed Session, only members of the Senate shall be allowed in the meeting room.
- c. Doors shall be kept shut while the meeting is in Closed Session. Members may only leave the meeting room if business of the meeting requires the Member to leave.
- d. Members who leave the meeting room for an approved early departure from the meeting, as per Appendix A, shall be allowed to leave the meeting room. Members who leave the meeting room for any other reason shall not be allowed to return to the meeting room until the meeting returns to Open Session.
- e. The Senate Secretary shall record minutes as during Open Session during Closed Session.

3. Closed Minutes

- a. As described in Title 2, Clause d of this Provision, the Secretary shall record minutes during Closed Session.
- b. The minutes taken during Closed Session shall be closed and not published.
- c. The members of Executive Cabinet present during an entire Closed Session shall approve the minutes taken during the said Closed Session.
- d. The closed minutes shall be sealed and maintained by the Senate Secretary.
- e. Viewing the Closed Minutes
 - i. Any Member may request to view the closed minutes.
 - ii. The Executive Cabinet shall vote to decide if the Member may view the closed minutes, and if approved, the Senate Secretary shall provide the Member with the Minutes. The Senate Secretary shall remain with the Member while viewing the closed minutes. When the Member has finished viewing the closed minutes, the minutes shall be re-sealed.
 - iii. Viewing the Closed Minutes, other than in the ways described in this Clause, shall be considered grounds for impeachment and dismissal.
- f. The public minutes shall include an abbreviated summary of the business conducted during Closed Session. Motions and the result of votes shall be posted in the public minutes.

4. End of Closed Session

When the Senate has concluded the business to be conducted in Closed Session, as defined in the proviso (see Provision B, Title 1, Clause c. of this section), the meeting shall return immediately to Open Session, as defined in Provision A of this Section.

Article VI. Executive Cabinet

Section 1 – Composition of the Executive Cabinet

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- A. The Executive Cabinet shall consist of the Senate President, Senate Vice President, Senate Secretary, Senate Treasurer, Judicial Committee Chairperson, Elections Committee Chairperson, and Publicity and Marketing Committee Chairperson.
- B. Eligibility requirements for membership in the Executive Cabinet shall be found in Article IV, Sections 1 and 2.
- C. No members of the Executive Cabinet shall serve on a committee in which that committee's chairperson is ex officio another member of the Executive Cabinet.

Section 2 – Powers of the Cabinet

- A. The Senate President, Senate Vice President, Senate Secretary, and Senate Treasurer may serve as observers to the Faculty Assembly. They shall have speaking rights of the floor of the assembly, but do not have voting privileges unless allowed by proper assembly decision.
- B. Emergency or special Senate Meetings shall be called by the Senate President or Senate Vice President of the Senate, and/or the College or the Dean of College Life.
- C. Members serving on the Executive Cabinet shall have the power to invite any Member, Student, or Faculty or Staff member to meetings of the Executive Cabinet.
- D. Closing Meetings
By unanimous vote, the Executive Cabinet shall have the right to decide if a portion of the meeting shall be closed, as described in Article V, Section 5, Provision B. This decision can be overturned by a 2/3 vote of the Senate, if any Member objects to the decision.
- E. Decisions of the Executive Cabinet
The Executive Cabinet shall have the power to make decisions that must be made before a Senate Meeting can be convened.
 - 1. Before the Cabinet shall make a decision, the Cabinet shall hold a vote to determine if it is the right of the Cabinet to make the decision.
 - 2. Only by unanimous vote shall the Cabinet afford itself the right to make the decision.
 - 3. The results of the vote to afford the right to make a decision shall be recorded in the Executive Cabinet minutes.
 - 4. If the Cabinet affords itself the right to make a decision, as per Title 2 of this Provision, it shall then make the decision. The Senate President shall report the unanimity of vote to afford the right to decide, and shall report the results of the decision at the next Senate Meeting.
- F. Overturning the Decisions of the Executive Cabinet
 - 1. Upon announcement of a decision of the Executive Cabinet, any member shall have the right to object to the Cabinet's decision.
 - 2. Upon objection and a second, the Senate shall hold a vote to overturn the decision. A majority vote shall be needed to overturn Cabinet's decision. Upon the announcement of the results of the vote to overturn the decision, the Senate President's report shall continue and the agenda shall proceed. This procedure shall not apply to decisions of the Executive Cabinet to go into Closed Session, as per Provision D of this Article.
 - 3. If the objection is carried by a majority vote, as described in Title 2 of this Provision, the item decided upon by the Executive Cabinet shall be discussed and decided upon in the Unfinished Business portion of the agenda of the meeting in which the decision was announced.
 - 4. Should a decision of the Executive Cabinet be overturned, as per Title 3 of this Provision, a motion to table the question placed on Unfinished Business would be out of order.

Section 3 – Duties of the Cabinet

- A. All Executive Cabinet members shall assist with the fall new student orientation.
- B. The Executive Cabinet shall meet in closed session at least once prior to each Student Senate meeting.

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- C. The Executive Cabinet shall meet during the summer prior to the start of the academic year to prepare for the coming year.
- D. The Executive Cabinet members are responsible for training their successors.

Article VII. Classes

Section 1 – Class Bylaws

- A. Each class shall be responsible for establishing class bylaws including but not limited to: attendance policy for class functions, appropriate quorum for voting, officer duties, representative duties, meeting guidelines, amendment procedures, and voting privileges.
- B. All Class Officers and Class Representatives shall participate in the formulation of class bylaws.
- C. In the event of a class bylaw infraction any member of the class in which the infringement occurred may notify the Judicial Chairperson of the violation.
- D. All class bylaws must be submitted to the Legislation Committee for evaluation and approval before September 30th of the appropriate academic year.
- E. In the event that the proposed class bylaws are not approved after September 30th a one week extension will be allowed for appropriate revisions to be made.
- F. If a class still does not have approved bylaws after the one week extension has expired, the Legislation Committee shall provide the class with bylaws by which to operate, based on the most recent submission. Should the class object to the provided bylaws, the class will operate temporarily under their proposed bylaws. The Senate Secretary shall attend a meeting of the class to establish bylaws agreeable to both the Legislation Committee and to the class.

Section 2 – Purpose

The Class Presidents shall convene weekly meetings to discuss issues related to the respective class and the student body. The budget each class receives shall finance class functions and action taken on class issues.

Article VIII. Committees

Section 1- General Rules

Senate Chairpersons, Senators serving on councils and committees outside of Senate, and chairpersons of ad hoc Senate Committees shall submit an oral report of progress to the Senate as necessary. As described in Article III, Section 7, Provision A, Title 5, all Senators shall serve on at least one committee or council.

Section 2- Senate Standing Committees

The Provisions of this Section describe the Senate Standing Committees.

- A. The Finance Committee
 - 1. The Finance Committee Shall:
 - a. convene in closed meetings to fulfill the duties of the committee
 - b. make recommendations to the Senate regarding to whom Senate funds should be allocated, upholding the standards found in **Standing Rules**, Rule 2;
 - c. submitting a report to the Senate of recommendation of allocation of funds, on which the Senate shall vote; and

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- d. upon approval, commission the Senate Treasurer to allocate the appropriate funds to the group.
 2. The committee shall consist of seven Members:
 - a. the Senate Treasurer;
 - b. the freshman class treasurer;
 - c. one Senator from each the Sophomore, Junior, and Senior classes; and
 - d. two additional Senators, elected from the sophomore or Junior classes.
 3. Finance Committee procedural policies shall be found in **Standing Rules**, Rule 2.
 - B. The Judicial Committee
 1. The Judicial Committee shall
 - a. verify eligibility of all Members;
 - b. review and approve all club constitution, according to the schedule set forth in Appendix B of this **Constitution and Bylaws**;
 - c. review and vote on all applications for forming a new student group, as described in Appendix B of this **Constitution and Bylaws**;
 - d. enforce the attendance policy as stated in Appendix A of these **Constitution and Bylaws**.
 - e. ensure that all bylaws, rules of order, and **Standing Rules** are followed as approved;
 - f. follow policies for Disciplinary Action, as described in Article III, Section 9; and
 - g. interpret the bylaws, rules of order, and **Standing Rules** as approved by the Senate.
 2. The committee shall consist of six Members:
 - a. the Chairperson, elected during the Executive Cabinet elections;
 - b. one Senator from each of the freshman, sophomore, junior, and senior classes; and
 - c. the Parliamentarian elected as described in Article IV, Section 3, Provision D, Titles 1-2.
 3. Judicial Committee procedural policies can be found in **Standing Rules**, Rule 3.
 - C. The Elections Committee
 1. The Elections Committee shall:
 - a. conduct all General and Special elections;
 - b. conduct all Homecoming elections;
 - c. conduct all candidate elections;
 - d. conduct all candidate elections at Senate Meetings; and
 - e. oversee the appointment of Senators to councils and committees, as described in this Article.
 2. The committee shall consist of eight Members:
 - a. the Chairperson, elected during the Executive Cabinet elections;
 - b. one Senator elected from each the Junior, Sophomore, and Freshman classes;
 - c. two Senators elected from the Senior class; and
 - d. the vice-chairperson elected as described in Article IV, Section 3, Provision D, Titles 1-2.
 3. Election Committee policies can be found in **Standing Rules**, Rule 4.
 - D. The Marketing and Publicity Committee
 1. The Marketing and Publicity Committee shall:
 - a. publicize for the Student Senate;
 - b. organize the community passport program;
 - c. create the annual Senate scrapbook;
 - d. maintain the Senate bulletin board;
 - e. organize the Student Senate ride board program.
 2. The Marketing and Publicity Committee shall consist of eight Members
 - a. the Chairperson, elected during the Executive Cabinet Elections;
 - b. four Senators elected at the last meeting of the academic year;
 - c. two freshman Senators elected at the second meeting of the beginning of the term to which they were elected; and
 - d. the vice-chairperson elected as described in Article IV, Section 3, Provision D, Titles 1-2.
 3. Marketing and Publicity Committee policies can be found in **Standing Rules**, Rule 5.

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- E. Legislation Committee
1. The Legislation Committee Shall:
 - a. draft amendments to the **Constitution and Bylaws** and **Standing Rules**;
 - b. edit and format bills and resolutions as requested by Senate and its committees;
 - c. approve class bylaws as per Article VII, Section 1; and
 - d. update and record all changes to the Senate documents.
 2. The Legislation Committee shall consist of five Members
 - a. the Chairperson, the Student Senate Secretary; and
 - b. one Senator elected from each of the Senior, Junior, Sophomore, and Freshman classes.
 3. Legislation Committee policies can be found in **Standing Rules**, Rule 1.
- F. Service Committee
1. The Service Committee shall:
 - a. make recommendations to the Senate regarding which service projects the Senate should select by vote to fulfill during the year in which the committee makes the recommendation;
 - b. schedule and plan the service project selected as per Clause a. of this Title; and
 - c. fulfill relevant duties as committed thereto by the Senate.
 2. The Service Committee shall consist of five members:
 - a. the Chairperson, who shall have completed at least one full semester as a Member of the Senate at the beginning of the term to which the Member is elected, shall not serve on the Executive Cabinet, and shall maintain Membership status of Senator, as defined in Article III, Section 1, elected according to a schedule set forth by the Elections Committee; and
 - b. one Senator elected from each the Senior, Junior, Sophomore, and Freshman Classes.
 3. Vacancy in the Membership of the Committee
 - a. If the Chairperson position should become vacant, there shall be elected a new Chairperson at the Senate Meeting immediately following the effective date of vacancy.
 - b. If a position defined in Clause b., Title 2, of this Provision should become vacant, there shall be elected a replacement according to a schedule set forth by the Elections Committee.
 4. Service Committee policies can be found in **Standing Rules**, Rule 6.
- G. Traditions Committee
1. The Traditions Committee shall:
 - a. Plan and execute events according to **Standing Rules**, Rule 7.5.
 - b. Fulfill relevant duties as committed thereto by the Senate.
 2. The Traditions Committee shall consist of six members:
 - a. the Chairperson, who shall have completed at least one full year as a Member of the Senate at the beginning of the term to which the Member is elected, shall not serve on the Executive Cabinet, and shall maintain Membership status of a Senator, as defined in Article III, Section 1, elected according to a schedule set forth by the Elections Committee; and
 - b. one Senator elected from each the Senior, Junior, Sophomore, and Freshman Classes; and
 - c. the vice-chair of the Publicity and Marketing Committee as described in Article IV, Section 3, Provision D, titles 1-2.
 3. Vacancy in the Membership of the Committee
 - a. If the Chairperson position should become vacant, there shall be an election for a new Chairperson at the Senate Meeting immediately following the effective date of vacancy.
 - b. If a position defined in Title 2, Clause B of this Provision should become vacant, there shall be elected a replacement according to a schedule set forth by the Elections Committee.
 4. Traditions Committee policies can be found in **Standing Rules**, Rule 7.

Section 3- Non-Senate Councils and Committees

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This Section shall detail how a Senator may serve on the councils and committees on which the Senate has representation. The descriptions of the herein mentioned councils and committees shall be found in Appendix C of this document.

A. Councils

Members of the Student Senate who have attained sophomore standing at Elizabethtown College shall be eligible to serve as elected representatives of the Student Senate to the councils. No student may serve on more than one council during any one academic year.

1. Academic Council- Student Senate shall elect two senators to serve two-year terms.
2. Campus Life Council- Student Senate shall elect five senators to serve one-year terms.

B. Committees

Senators may be elected or appointed to serve on committees; appointments shall be made according to Article IV, Section 4, Provision B, Title 2.

1. Committees responsible to Academic Council
 - a. Instructional Resources and Technology Committee - two Senators shall be appointed to a one-year, renewable term.
 - b. Academic Occasions Committee- the Senior Class President and an appointed Junior Class senator shall serve one-year terms on the Academic Occasions Committee.
2. Committees responsible to Campus Life Council
 - a. Athletics Committee- three Senators shall be appointed to one-year, renewable terms.
 - b. Campus Appearance and Arts Committee- two students, at least one of whom must be a Senator shall be appointed to one year, renewable terms..
 - c. Service Learning Committee- three students, at least one of whom must be a Senator shall be appointed to one year, renewable terms..
 - d. Cultural Events Committee- three students, at least one of whom must be a Senator shall be appointed to one year, renewable terms..
 - e. Media Committee- three students, at least one of whom must be a Senator shall be appointed to one year, renewable terms.
3. Committees responsible to the Faculty
 - a. Core Committee- two Senators shall be elected to one-year renewable, terms. These senators shall be of sophomore, junior, or senior standing.
 - b. Resources and Planning Committee- two Senators shall be elected to one-year renewable, terms
 - c. Academic Review Committee- two Senators shall be appointed to one-year, renewable terms.
 - d. Academic Integrity Committee- two senators shall be appointed to one-year, renewable terms.
4. Committees responsible to the College Administration
 - a. Peer Relations Review Committee- two senators shall be appointed to one-year terms by the President of the College. The appointment shall be ratified by the Student Senate.
 - b. Student Affairs Committee- the Senate President and the Sophomore Class President shall serve on the Student Affairs Committee.

Section 4 – Ad Hoc Committees

- A. Any Member may move to commit a topic to an ad hoc committee. The procedure for creating the committee shall be found in the adopted rules of order.
- B. The Senate President shall appoint the chairperson of ad hoc committees.
- C. The appointed chairperson and at least three other members shall serve on a created ad hoc committee. The three members shall volunteer to the committee, or shall be appointed to the committee by the Senate President.

- D. Ad hoc committees shall be disbanded when the business committed to the committee is concluded.
- E. Serving on an ad hoc committee shall not fulfill the duty described in Article III, Section 7, Provision A, Title 5.

Article IX. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these **Constitution and Bylaws**, the **Standing Rules**, or any special rules of order the Senate may adopt.

Article X. Standing Rules

Section 1 – Establishment

The Student Senate shall maintain and amend **Standing Rules** containing standing committee procedures, special rules of order, and adopted Senate Policies.

Section 2 – Jurisdiction

The **Standing Rules** shall have jurisdiction over the Senate as provided in each rule. The jurisdiction clause of each standing rule shall clearly identify to which members the contents of the rules shall apply. No standing rule shall be created that conflicts with the **Constitution and Bylaws**, and no standing rule shall have jurisdiction over or alter the **Constitution and Bylaws** in any way.

Section 3 – Amendment

- A. Any amendment to the **Standing Rules** shall appear on the agenda of the meeting in which voting on the amendment occurs.
- B. Any additions made to the **Standing Rules** shall be considered amendments to the **Standing Rules**.
- C. Amendments to the **Standing Rules** shall be adopted by an affirmative vote of a majority of the membership.
- D. Amendments to the **Standing Rules** shall take effect at the adjournment of the meeting in which the amendment was adopted.

Section 4 – Distribution

The Legislation Committee shall maintain the current edition of the **Standing Rules**, and the Secretary shall distribute an updated version of the document to the Membership upon amendment.

Article XI. Amendment of the Bylaws

Section 1 – Procedure for proposing an amendment to the **Constitution and Bylaws**

- A. Any member may propose an amendment to the **Constitution and Bylaws** to the Legislation Committee, and shall draft the amendment in the form of a bill in the appropriate languages as per the member's request.
- B. The Legislation Committee shall then review and approve the amendment so long as it is appropriate, feasible and germane to the Mission, goals and effective function of the Senate.

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- C. If the committee approves the proposed amendment, the committee shall draft the amendment in appropriate language.
- D. The drafted amendment will be presented to the Executive Cabinet for clarification and discussion.
- E. Following the presentation to the Executive Cabinet, the Judicial Committee shall present the proposed, drafted amendment to the Senate.
- F. Appeal of Proposal Disapproval
 - 1. Should a proposed amendment not be approved as per Provision C of this Section, the proposing Member shall have the right to appeal the decision to the Senate.
 - 2. A majority vote of the Senate would carry the appeal, and the Judicial Committee shall be charged with fulfilling the process described above, in this Section. After the proposal of the appealed amendment to the Senate, the Senate shall proceed as per Section 2 of this Article.

Section 2 – Procedure for approving an amendment to the Constitution and Bylaws

- A. As per Section 1 of this Article, the Legislation Committee shall present a proposed amendment to the Senate.
- B. Following the presentation, the Legislation Committee shall entertain points of information pertaining to the presented amendment.
- C. Debate of the presented amendment shall occur at the meeting following the said presentation by the Legislation Committee.
- D. The wording drafted by the Legislation Committee shall appear on the agenda for the meeting of the said presentation and the meeting during which the debate and vote are held.
- E. Any amendment shall require at least a two-thirds affirmative vote of present members voting and at least a majority of the entire membership to be adopted.
- F. Amendments shall become effective upon ratification by the Student Affairs Committee of the Board of Trustees. The Senate President shall notify the membership of said ratification, and the Secretary shall provide the membership with the thereby amended **Constitution and Bylaws**.

Section 3 – Bylaws Review

Should three academic years pass by in which no amendments to the **Constitution and Bylaws** are passed, the Legislation Committee shall review the Student Senate **Constitution and Bylaws** and propose amendments where necessary.

Appendix A: Attendance Policy

Section 1 – Acceptable Reasons for Excused Absence

- A. Reasons for Absence
The only acceptable reasons for Senate Meeting excused absence, partial absence, committee absence, negligence of responsibility commitments or required Senate event absence shall be:
 - 1. illness;
 - 2. academic class;
 - 3. internships; or
 - 4. athletic practice and/or participation in a college sanctioned sporting event.
- B. No other reasons for Senate Meeting absence, partial absence, committee absence, negligence of responsibility commitments, or required Senate event absence shall be acceptable.
- C. Policies for acceptable reasons for excused absences can be found in **Standing Rules**, Rule 14.
- D. All issued cuts administered by the Judicial Committee are appealable according to the **Constitution and Bylaws**, Appendix A, Section 4.

Section 2 – Attendance Requirements

- A. Senate Meeting Absence
Members are required to attend all Senate Meetings. Members must be present from the time of roll call to the time of adjournment. Should a Member have to be absent from a meeting, the Member must personally contact the Senate Secretary and Judicial Chairperson prior to the meeting and explain the reason for his/her absence.
- B. Partial Absence
Late arrivals and early departures without an acceptable reason are considered partial absences. A late arrival is defined as being absent at the conclusion of roll call and an early departure is defined as leaving before the time of adjournment. Should a Member have to be partially absent from a meeting, the Member must personally contact the Senate Secretary and Judicial Chairperson prior to the meeting, explaining the reason for the absence
- C. Committee Absence
Members shall attend all meetings and other functions pertaining to their committee membership. In the event that a senator is unable to attend such a meeting or function, the Member shall notify the chair of the committee from which the Member will be absent.
- D. Required Senate Event Absence
Members shall be required to attend certain required Senate events. The time Members must be present shall be defined in the issuance of the requirement of attendance. Members shall be made aware of the requirement of attendance. Failure to attend the required event without acceptable reason for absence shall result in the consequence defined in Section 3 of this Appendix.

Section 3 – Consequence of Unexcused Absence

- A. Cut System
 - 1. Senate Meeting Absence
 - a. Should a Member fail to attend a Senate Meeting without having first notified the Senate Secretary and Judicial Chairperson, as defined in Section 2, Provision A of this Appendix, the Judicial Committee shall issue one full cut to the Member.

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- b. The Member shall have the right to appeal the cut to the Judicial Committee, as described in Provision C of this Section.
 - 2. Partial Absence
 - a. Should a Member be partially absent from a Senate Meeting, as defined in Section 2, Provision B, of this Appendix, the Judicial Committee shall issue one half cut to the Member.
 - b. The Member shall have the right to appeal the cut to the Judicial Committee, as described in Provision C of this Section.
 - 3. Committee Absence
 - a. Should a Member be absent from a committee commitment, as defined in Provision C, Section 2 of this Appendix, the Judicial Committee shall issue one half cut to the Member.
 - b. The Member shall have the right to appeal the half cut to the Judicial Committee, as described in Provision C of this Section.
 - 4. Required Senate Event Absence
 - a. Should a Member be absent from a required Senate event, as defined in Provision E, Section 2 of this Appendix, the Judicial Committee shall issue one half cut to the Member.
 - b. The Member shall have the right to appeal the half cut to the Judicial Committee, as described in Provision C of this Section.
- B. Cut Issuance
 - 1. Should a Member be found to be in violation of the Attendance Policy, the Judicial Committee shall issue cuts as described in Provision A of this Section.
 - 2. The Judicial Chairperson shall write a formal letter informing the member of the committee's decision.
- C. Cut Accrual
 - 1. Should a Member accrue two full cuts, four half cuts, or one full cut and two half cuts during one academic semester, the Member shall be dismissed from Senate
 - 2. A Member subject to dismissal as described in Provision B, Title 1 of this Section shall have the right to appeal the dismissal charge to the entire Senate.
 - a. The Judicial Chairperson and the appealing Member shall determine the date of the appeal to the Senate.
 - b. The Judicial Committee shall have prior notice of the date of the appeal.
 - c. The appeal shall take place during the Judicial Committee Report of the Senate Meeting in which the appeal is scheduled to occur.
 - d. A 2/3 vote is required to reinstate a Member in violation of Title 1 of this Provision. Should a reinstated Member again be in violation of the Attendance Policy within the academic semester of said Member's reinstatement, the Member shall again be dismissed, and shall retain the right to appeal the dismissal to the Senate as per Title 2 of this Provision.
 - 3. At the beginning of a new academic semester, all Member attendance records shall begin anew, with no violations from previous semesters being considered during the present academic semester.

Section 4 – Cut Appeal

Members issued half or full cuts shall have the right to appeal the issuance of the cut to the Judicial Committee.

- A. Reasons for appealing the issuance of a cut shall be:
 - 1. the Member feels the reason for absence is acceptable, as per Section 1 of this Appendix;
 - 2. the Member feels the reason for absence was an extenuating circumstance; or
 - 3. the Member feels the issuance of the cut was improper, as the Member was not in violation of the Attendance Policy.

B. Appeal Process

1. Upon receiving a letter of issuance of a half or full cut, the Member may appeal the issuance to the Judicial Committee by sending a formal letter of appeal to the Judicial Chairperson.
2. The letter shall be read and discussed by the Judicial Committee, who will then decide if the half or full cut shall be appealed, as per the reasons described in Provision A of this Section.
3. The Judicial Committee shall have the right to request the attendance of the appealing Member at a Judicial Committee meeting to discuss the appeal.
4. The Judicial Chairperson shall send a formal letter to the appealing Member detailing the Committee decision.

C. Effects of Appeal

1. If the appealed half or full cut is deemed legitimate, as per Title 2 of this Provision, the said cut shall be removed from the Member's attendance record.
2. If the appealed half or full cut is not deemed legitimate, as per Title 2 of this Provision, the said cut shall be not removed from the Member's attendance record. If the issuance of this half or full cut results in dismissal of the Member, as per Provision C of this Section, the dismissal process shall begin. The said Member shall retain the right to appeal the dismissal, as per Provision C, Title 2 of this Section. Provision C, Title 2 of this Section.

Appendix B: Recognition of a Student Club

- A. Recognition of a student club at Elizabethtown College implies neither approval or disapproval of the purposes, objectives, and policies of the club. Rather, recognition constitutes an acceptance of the club's ability to conduct business on the college campus. In order to be eligible for recognition by the Elizabethtown College Student Senate, student clubs must meet the following criteria.
1. Type A Club (Inclusive)
 - a. The club must draw a majority of its membership from the student body.
 - b. Membership in the club must be open to any member of the campus community.
 - c. Officers of the club must be from the student body.
 - d. Membership in the club must not be denied to any individual regardless of race, color, religion, creed, national origin, ancestry, handicap, or sex.
 - e. The club must not be a social fraternity or sorority.
 - f. The club must not have any major goal or purpose, which duplicates any established club.
 - g. The club must have at least one member present at the mandatory monthly Club Council meetings.
 2. Type B Club (exclusive)
 - a. The club must draw a majority of its membership from the student body.
 - b. Prerequisites (i.e. tryouts, auditions, academic qualifications) for the club must be open to any member of the campus community.
 - c. Officers of the club must be from the student body.
 - d. Membership in the club must not be denied to any individual regardless of race, color, religion, creed, national origin, ancestry, handicap, or sex.
 - e. The club must not be a social fraternity or sorority.
 - f. The club must not have any major goal or purpose, which duplicates any established club.
 - g. The club must have at least one member present at the mandatory monthly Club Council meetings.
 3. Religious Clubs
 - a. All clubs with a religious affiliation shall be required to gain a written letter of approval and/or endorsement from the Chaplain after the club's constitution has been reviewed by the Chaplain.
 - b. In order for a club to maintain status and funding, they must abide by the document, **Religious Life at Elizabethtown College: Guidelines and Policies (10/2004)**. The club will, in turn, be responsible to the Chaplain as well as Student Senate.
- B. A club requesting recognition renewal by the Student Senate must submit to the Judicial Committee an application that shall include the following:
1. A proposed constitution for the club;
 2. A list of the club's officers, addresses, and phone numbers;
 3. A signed letter from an Elizabethtown College Faculty or Staff member who is willing to serve as the advisor;
 4. A petition of ten names of Students supporting the club; and
 5. All amendments to club constitutions must be sent to the Student Senate for approval.
- B. All amendments to club constitutions must be sent to the Student Senate for approval.
- C. Clubs recognized by the Student Senate shall have the following privileges.
1. Eligibility to use College facilities in accordance with college policy.
 2. Sponsor and promote activities, distribute literature, flyers, posters, banners.
 3. Solicit funds through fund-raisers and programs in accordance with College policy.
 4. Use college services/resources such as purchasing, printing, transportation, computer, mail services, and the club mailboxes (Student Organization Resource Center) in accordance with college policy.
- D. All recognized student clubs must:
1. Register with the Office of Student Activities during the first full week of each semester in order to maintain their recognition. The registration process requires that each club submit a listing of the names, addresses, and phone numbers for each of the officers and the advisor, as well as the

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- completion of any requirements from the Office of Student Activities. Any student club that fails to meet the deadline may be required to re-initiate the recognition process with the Student Senate.
2. Submit any changes in their constitution to the Judicial Committee. All changes must be approved by the Senate.
 3. Submit a constitution and pertinent information for review by the Judicial Committee when notified about their third-year renewal. Failure to do so may result in the club's allocations being withheld.
- E. Recognition of a student club may be revoked for:
1. Failure to comply with the requirements of the **Constitution and Bylaws** of the Student Senate.
 2. Failure to comply with its own constitution or bylaws.
 3. Failure to comply with the college policies.
 4. Irresponsible use of funds, including failure to comply with the restrictions on the use of such funds, or failure to adequately document the expenditure of such funds.
 5. Failure to submit a revised constitution for the three-year constitution review process.
- F. Recognition shall be revoked only by a two third vote of the voting members of the Student Senate.
- G. Requests for removal of recognition must be presented to the Executive Cabinet by any members of the Student Senate or the College Life Office. Decisions must be made by the Student Senate within thirty (30) days of the request.

Appendix C: Committee Descriptions

As per Article VII, Section 3 of these **Constitution and Bylaws**, the following Sections and Provisions describe the roles of the campus councils and committees on which Senators may serve.

Section 1 – Councils

- A. Academic Council – Academic Council proposes academic policy and is the overseer and evaluator of the curriculum of the College and the quality of its academic program. The Council’s function is to consider academic questions that are fundamental in nature and broad-based in scope including, especially, the core reviews policy regarding admissions standards, degree requirements, and the content and quality of the overall curriculum and the academic programs.
- B. Campus Life Council –The Campus Life Council is an advisory body to the President. It deals with matters relating to the quality of life in the Elizabethtown College community. It shall give specific attention to the co-curricular matters of student life. It shall review and develop policy relative to the areas cited below. It shall make policy recommendations to the President, acting in consultation with appropriate governance bodies. Specifically, it shall consult with the Student Senate and the Dean of College Life when making policy recommendations affecting student life. Specifically, Campus Life Council shall review and develop policy in the areas of residence life; student services, including personal and career counseling, financial aid, and health services; religious life; intercollegiate and intramural athletics; cultural events and the artistic atmosphere on campus; non-academic student awards; student activities, including student clubs, publications, social events, and recreation; and auxiliary enterprises as they directly affect the student body. The council is to consider such matters from a total institutional and multicultural perspective, and it must at all times be sensitive to the rights and needs of all campus groups.

Section 2 – Committees Responsible to the Academic Council

- A. The Instructional Resources and Technology Committee –The committee is responsible for the following:
 - 1. The ongoing review of instructional resource needs and the information technology and service needs of the college and plan for the future developments and needs in these areas.
 - 2. Recommending budgetary priorities for acquisition and maintenance of all instructional resources and information technologies and services.
 - 3. Recommending policies regarding the use of instructional resources and information technologies and services.
 - 4. Initiating and sustaining programs to promulgate and integrate information technology resources into all aspects of the work and life of the college.
- B. The Academic Occasions Committee – The committee recommends policies and procedures and designates responsibilities for commencement, convocations, and other academic occasions. The committee is annual review and evaluation of academic occasions, and for recommending to Academic Council any necessary revisions in policies or procedures.

Section 3 – Committees Responsible to the Campus Life Council

- A. Athletics Committee – This committee shall review and evaluate the integration of intercollegiate and intramural athletics into the general fabric of college life. When appropriate, the committee shall recommend changes in policies in matters related to athletics and college athletes, including such issues as transportation, insurance, fan behavior, financial aid, alcohol use, and the relationship between athletics and the academic life of students.

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- B. The Campus Appearance and Arts Committee – The committee is responsible for advising the President on matters relating to the appearance of the campus and on the artistic climate of the campus. The committee shall:
1. Maintain an updated inventory of the College’s collection of visual art, whether displayed or in storage.
 2. Make specific recommendations regarding ways to increase the presence, visibility, and educational impact of art on campus.
 3. Make recommendations on campus appearance (landscaping, etc.)
 4. Promote the visual arts through support of such activities as the Spring Arts Festival and other projects related to the visual arts.
- C. The Service Learning Committee – The committee is responsible for recommending policies related to community service by students, faculty, and administrators/staff. The committee shall regularly review and evaluate existing policy in such areas as transportation, insurance, information, dissemination, and recognize the educational value of community service. The committee is also responsible for annually selecting recipients of the Educate for Service Awards.
- D. The Cultural Events Committee – The committee is responsible for overseeing a broad range of cultural activities both on and off the campus, including but not limited to concerts, recitals, dramatic productions, and lectures. The committee shall determine specific programs to be included in the annual calendar of cultural events. It shall also promote the performance arts through support of such activities as the Spring Arts Festival. The committee shall also review and evaluate policies related to cultural events and their integration in the general fabric of college life, including their relationship to the academic life of students.
- E. The Media Committee – The committee shall review and evaluate policies related to the campus-wide, student-operated periodicals in such matters as fiscal responsibility, journalistic standards, fairness, liability, and the integration of such media into the general fabric of college life. It shall consult with the Community Advisory Board in matters relating to radio and television.

Section 4 – Committees Responsible to the Faculty

- A. The Core Committee – The committee has oversight responsibility for policies related to the Core program and advises the Provost in matters of staffing, implementing, and funding the Core program. The committee is responsible for such matters as:
1. Recommending to Academic Council the approval or disapproval of courses for inclusion to the Core program, based upon the Core objectives approved by the Faculty Assembly.
 2. For developing and implementing appropriate methods for evaluating the Core curriculum.
 3. To assist the Provost with coordination of the Core program.
 4. To cooperate with the various faculty committees and the Provost to secure funding and to promote professional development for those faculty members associated with the teaching of the Core curriculum.
- B. The Resources and Planning Committee – The committee reports to the faculty at regularly scheduled meetings of the Faculty Assembly and advises the President of the college on the allocation of resources within the college’s long-range planning. Its responsibilities include monitoring long range planning, advising the President during the long-range planning stages of budget formation, and reviewing such issues as the allocation of resources for institutional and curricular activities and institutional priorities.
- C. The Academic Review Committee – The committee conducts hearings on cases of alleged violations of the standard of academic integrity, as those standards are defined in the Student Handbook. The committee also hears appeals of course grades, in accordance with procedures set forth in the Student Handbook. In fulfilling these responsibilities, the committee shall adhere to Academic Due Process, again as defined in the Student Handbook.

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- D. The Academic Integrity Committee – The committee shall work with the faculty in order to help inform freshmen of the Code of Academic Integrity and assist in the implementation of the Code.

Section 5 – Committees Responsible to the College Administration

- A. The Peer Relations Review Committee investigates and conducts hearings on allegations of discrimination, sexual harassment and Title IX considerations.
- B. The Student Affairs Committee of the College’s Board of Trustees shall perform the duties delegated by the Board of Trustees.

Section 6 – Committees Responsible to the Student Senate

The duties of the herein Senate Standing Committees can be found in Article VII, Section 2. Procedures for the Standing Committees shall be found in **Standing Rules**, Chapter 2.

- A. The Finance Committee
- B. The Judicial Committee
- C. The Elections Committee
- D. The Publicity and Marketing Committee
- E. The Legislation Committee
- F. The Service Committee
- G. The Traditions Committee