

Standing Rules of the Truman State University Student Government

(Last Revised Fall 2015)

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ARTICLE I: LEGISLATURE

Section 1: Legislative Power and Responsibilities

Clause 1

The Senate shall adopt legislation that works toward the improvement of the University from the perspective of the Student Association.

Clause 2

All resolutions adopted by the Senate shall be distributed in a timely manner to the appropriate designees.

Clause 3

The Secretary and the Communications Director are responsible for dissemination **and continued availability** of adopted resolutions.

Clause 4

Legislation adopted by the Student Senate shall become effective after the President signs it.

Clause 5

Legislation adopted by the Student Senate shall become effective one week after its passage if the President does not veto it.

Section 2: Duties of Voting Members

Clause 1

Voting members shall serve on at least one primary standing committee, attend all meetings for the committee(s) of which they are a member, and fulfill all committee obligations as deemed necessary by the chair of the committee(s) on which they serve.

Clause 2

Voting members shall attend all regular and special meetings of the Student Senate.

Clause 3

Voting members shall serve one hour per week in the Student Senate office. This office hour may not run concurrently with office hours for any other organization.

Clause 4

Voting members shall be required to attend the Fall and Spring retreats as scheduled by the executive committee.

Section 3: Student Representative to the Board of Governors

Clause 1

The slate of names nominated by the selection committee must be presented to the Student Senate for confirmation at least one month before the date set by the Governor of Missouri's office.

Clause 2

The selection committee shall remain in existence until the Student Senate confirms three individuals to be forwarded to the Governor of Missouri for selection.

Clause 3

The student representative shall be called on before voting members to register an opinion in roll call votes.

Clause 4

The student representative shall have the opportunity to report at each regular meeting of the Student Senate.

Clause 5

The student representative is an ex-officio member of the executive committee.

Section 4: The Speaker of the Student Senate

Clause 1

The election for Speaker shall occur during the Spring semester after the transition to the new Student Senate, when the Speaker resigns, or when the Speaker is removed from office. During this election, a senior senator shall be randomly chosen to serve as Speaker Pro Tempore. If no senior senator is present, then another voting member shall be randomly selected.

Clause 2

Persons interested in serving as Speaker shall submit a letter of intent to the Secretary by 5 pm on the Friday before the transitional meeting.

Clause 3

During the election, each applicant will be given up to five minutes to address the Student Senate. The meeting shall then move into closed session. There will be up to fifteen minutes of debate per each candidate with each voting or executive member of the Student Senate allowed to speak only once for no more than two minutes.

Clause 4

After debate has occurred, and in the event that there is more than one candidate, the voting members of the Student Senate shall rank order their preference for Speaker. The Speaker Pro Tempore shall collect these ballots. The ballots shall be grouped based on the candidate with the first ranking. The ballots of the candidate with the least first place rankings shall be redistributed to the persons ranked second on each ballot if that person has a group of ballots remaining. This process shall continue until only one candidate has all of the ballots. This person shall be the nominee to be Speaker. If at any point it becomes impossible to eliminate any more candidates, but more than one candidate still has ballots, the voting members shall re-rank order those candidates that are remaining.

Clause 5

A vote shall immediately occur to confirm or reject the nominee. If this person does not receive the a two-thirds majority vote of present voting members, the Student Senate will be allowed to debate on each remaining candidate for up to ten minutes with each voting member of Student Senate allowed to speak only once for no more than one minute. The nomination and election processes shall then begin again. This process shall be continued until a Speaker is elected.

Clause 6

Until a Speaker is elected, no new business shall be in order.

Clause 7

The Speaker shall remain non-partisan and impartial while presiding over meetings of the Student Senate.

Clause 8

The Speaker may answer to questions of fact, but shall not inject any personal opinion into any debate during meetings.

Clause 9

The Speaker has the discretion to set rules for general meetings in accordance with Robert's Rules of Order. Any rule or article may be suspended by the Senate with a two-thirds majority vote in accordance with Robert's Rules.

Clause 10

In the absence of an Ethics Justice, the Speaker shall serve as Ethics Justice Pro Tempore.

Clause 11

In instances when the Speaker acts as Ethics Justice, a Speaker Pro Tempore shall preside.

Clause 12

The Speaker shall attend all regular and special meetings of the Student Senate, and shall report at each regular meeting of the Student Senate.

Clause 13

The Speaker shall submit an end of the year report.

Clause 14

The Speaker is an ex-officio member of the executive committee.

Section 5: Organization Representatives

Clause 1

The Athletic Committee, Funds Allotment Council, Residence Hall Association, and Student Activities Board may submit a request to the President and Secretary to send one of its members as a delegate to the Student Senate. Within two meetings of receiving a request, the President must submit the nominee to the body. This organization shall take its seat upon approval by a majority vote of those voting members of the Student Senate present and voting, not counting abstentions. These organizations may apply at any time to send a representative to the Student Senate. The term for this position shall last until the next transitional meeting at which time the organization may reapply to send a representative if it so chooses.

Clause 2

The organization may designate an alternate representative to the Student Senate in the event that its representative is unable to attend a meeting. The organization may also replace its permanent representative at any time, subject to a majority vote of the Senate.

Clause 3

Organization representatives shall be called on prior to voting members to register their organization's opinion during roll call votes.

Clause 4

Organization representatives may serve as non-voting, ex officio members of any standing committee.

Clause 5

Executive members, the Speaker, and voting members of the Student Senate cannot also serve as organization representatives.

Clause 6

Organization representatives may be removed from Student Senate by a two-thirds vote of the voting members of the Student Senate present and voting.

Section 6: Duties of Associates

Clause 1

Any student may become an associate member of the Student Senate upon appointment by the President or Speaker and confirmation by a majority vote of the voting members of the Student Senate present and voting, not counting abstentions.

Clause 2

Associate members shall serve on at least one standing, ad hoc, or University committee, attend all committee meetings for the committee(s) of which they are members, and fulfill all obligations as deemed necessary by the President or chair of the committee(s) on which they serve.

Clause 3

When attending meetings of the Student Senate, associate members shall have all of the rights and obligations of voting members, except for registering a vote.

Clause 4

Associate members, serving as Primary standing committee chairs, shall have all of the responsibilities of voting members of the Student Senate, but they do not have voting power.

Section 7: Committee Membership

The President, with the assistance of the committee chairs, shall determine the membership of committees. Committee members shall be appointed to a committee by the President and confirmed by the Student Senate.

Section 8: Standing Committee Chairs

Clause 1

Each chair shall work with the President to set and prioritize goals for the committee each semester.

Clause 2

When a student without a seat on Student Senate becomes a committee chair, the student shall simultaneously become an associate member of the Student Senate.

Clause 3

Attendance to all committee meetings is mandatory. Absences shall be counted towards a senators total absence count.

Clause 4

Each week, committee chairs shall submit a record of attendance to the Secretary.

Clause 5

The committee chairs upon confirmation by the Senate may appoint a vice chair to assist them in fulfilling their responsibilities.

Clause 6

Each standing committee chair or their designee shall have the opportunity to report on the progress of the committee at each regular meeting of the Student Senate.

Clause 7

Each standing committee chair shall submit an end of the year report.

Clause 8

Each primary standing committee chair shall be a member of the executive committee.

Section 9: Vice Committee Chairs

Clause 1

Each vice chair shall work with the committee chair to set and prioritize goals for the committee each semester.

Clause 2

Only members of the committee may be appointed to the position of vice chair.

Clause 3

Each committee may have a vice chair, but no committee shall be required to have a vice chair at any time.

Section 10: Primary and Secondary Standing Committees, and Subcommittees.

Clause 1

There shall be **six** primary standing committees: Academic Affairs, Diversity, Environmental Affairs, External Affairs, **Health, Wellness and Safety**, and Student Affairs.

Clause 2

There shall be three secondary standing committees: Purple Friday, Select Committee on Parking Appeals, and Grants and Sponsorships.

Clause 3

Each voting senator shall be appointed to at least one primary standing committee.

Clause 4

The membership process for secondary standing committees shall be specified in the sections of the standing rules governing those committees.

Clause 3

There shall be one subcommittee: Sexual Assault Prevention under the Health, Wellness and Safety Primary Standing Committee.

Section 11: Academic Affairs Committee

Clause 1

In order to achieve its constitutional mission, the Academic Affairs Committee shall work closely with the members of the Student Senate, the Vice President for Academic Affairs

and/or Provost, the Faculty Senate, the Undergraduate Council, pertinent University committees, and other members of the academic community to frequently review, revise, and formulate curricular policies. The Academic Affairs Committee shall seek to assure equity and fairness in academic policy, and shall remain considerate of the needs and desires of the entire Student Association.

Clause 2

The Academic Affairs Chair or their designee shall serve as a student representative to Undergraduate Council. The term shall begin at the transitional meeting.

Section 12: Diversity Committee

Clause 1

In order to achieve its constitutional mission, the Diversity Committee shall work closely with all members of the Student Senate, student organizations on campus dedicated to diversity, the Multicultural Affairs Center, the International Student Office, the Women's Resource Center, the Administration, and other members of the university community who impact the state of the campus.

Clause 2

The Diversity committee shall also be responsible for planning and executing diversity programming.

Section 13: Environmental Affairs Committee

Clause 1

In order to achieve its constitutional mission, the Environmental Affairs Committee shall work closely with all members of the Student Senate, the Campus Planner, the President's Sustainability Action Committee, the Physical Plant, pertinent university committees, and other members of the university community who impact the campus environment in order to promote environmentally sustainable practices on campus.

Clause 2

The Environmental Affairs Chair, in coordination with the Physical Plant and other appropriate authorities, shall organize, promote, and execute a battery recycling drive once a semester.

Section 14: External Affairs Committee

Clause 1

In order to achieve its constitutional mission, the External Affairs committee shall work closely with the members of the Student Senate, the University Admissions office, and the University Advancement office. The External Affairs committee shall maintain communication with members of municipal and county government, other student Senates, and the University's Public Relations office, and shall remain considerate of the needs and desires of the entire Student Association.

Clause 2

The External Affairs chair shall, when applicable, also organize and oversee the logistical component of the Truman at the Capitol event, which gives students the

opportunity to visit the state legislature in Jefferson City and lobby for or against legislation.

Clause 3

The External Affairs committee chair or a designee shall be responsible for monitoring and reporting on legislative activity of Missouri, as it impacts the University.

Section 15: Student Affairs Committee

Clause 1

In order to achieve its constitutional mission, the Student Affairs committee shall work closely with the members of the Student Senate, the Dean of Student Affairs, members of the University's Student Affairs staff, pertinent University committees, the Residential Hall Association, and campus organizations, and shall remain considerate of the needs and desires of the entire Student Association.

Clause 2

The Student Affairs committee chair shall appoint a Student Senate representative to the Residential Hall Association. This representative shall be confirmed by Student Senate. They shall promote communication and dialogue between the Student Senate and the Residential Hall Association.

Section 16: Health, Wellness and Safety Committee

Clause 1

In order to fulfill its constitutional mission, the Health, Wellness and Safety Committee will work closely with the Student Government, the Dean of Student Affairs, university faculty and staff, Sexual Assault Prevention Subcommittee, the Student Recreation Center, Truman food providers, the Department of Public Safety and other members of the university who impact the health, wellness, and safety of the Truman State University campus. The Health, Wellness, and Safety Committee will exist to enhance campus well-being involving physical and mental health, as well as seeking to improve campus safety for the Truman community at large.

Clause 2

The Health, Wellness and Safety Committee Chair will serve as the representative to the Faculty and Staff Health, Wellness and Safety Subcommittee. If the Committee Chair cannot serve as the student representative, the Health, Wellness, and Safety Committee Chair will appoint a member of his or her own committee to serve in their place.

Clause 3

The Sexual Assault Prevention Subcommittee will exist within the Health, Wellness and Safety Standing Committee based on the guidelines in these Standing Rules, automatically giving the Sexual Assault Prevention Chair membership to the Health, Wellness and Safety Committee.

Section 17: Parking Appeals Committee

Clause 1

The Select Committee on Parking Appeals shall consist of a chair, an anonymous voting member of the Student Senate, and an anonymous member of the Student Association who is not a member of the Student Senate.

Clause 2

The President and Parking Appeals chair shall jointly designate members for the Select Committee on Parking Appeals.

Clause 3

The Parking Appeals chair shall call meetings weekly unless no business is in order.

Clause 4

All committee business is to be kept confidential.

Section 18: Purple Friday Committee

Clause 1

The Purple Friday Committee shall exist to encourage Truman Spirit and promote community bonding activities that faculty, staff, and students can all participate in.

Clause 2

The Purple Friday Committee shall consist of a chair, at least one voting senator, representatives from all Purple Friday stakeholders, and any other students, staff, or faculty invited by the Purple Friday committee chair or a majority of the Purple Friday Committee members and approved by the Student Senate.

Clause 3

A stakeholder of the Purple Friday Committee is to be defined as a person or group that supports the efforts of the Purple Friday Committee with funding or by other means deemed appropriate by the Purple Friday Committee current membership.

Clause 4

The Purple Friday Committee shall be responsible for actively seeking new stakeholders and continuing relationships with previous stakeholders to ensure the continued university-wide success of the Purple Friday Committee.

Clause 5

The chair of the Purple Friday Committee or their designee shall provide regular reports at Student Senate general body meetings.

Clause 6

The meeting schedule of the Purple Friday Committee shall be determined by the committee chair.

Clause 7

The spending and structure of the Purple Friday Committee shall be independently reviewed by Student Senate and internally reviewed by the Purple Friday Committee every three years, with the first review occurring during the 2013-2014 school year.

Clause 8

Any funds previously given to the Purple Friday Committee by non-senate stakeholders shall, when applicable, be added to the Student Senate budget. Such funds shall be

specifically used for the Purple Friday Committee and cannot be used for any other project or purpose.

Clause 9

Major changes to the committee structure or committee membership structure must be approved by the Senate by a two-thirds majority vote.

Section 19: Grants and Sponsorships Committee

Clause 1

The Grants and Sponsorships Committee shall consist of five members: A rotating member of the executive board (President, Vice President, Secretary, or Treasurer), two appointed voting senators, one appointed member of the Student Association who is not a member of the Student Senate, and a fifth appointed member from any of the previous three categories (additional executive board member, voting senator, or unaffiliated student at large).

Clause 2

The appointed chair must be a voting member of student senate.

Clause 3

The Grants and Sponsorships Committee shall meet as needed, at the discretion of the chair, to review applications, but the Committee shall not allow any application to go un-reviewed for more than 10 school days.

Clause 4

The body shall have the ability to reserve grants and sponsorships for groups or organizations, if so designated, in the fall or spring budget.

Clause 5

The Chair shall report all decisions rendered no later than the first general meeting of the Student Government to occur after funding has been awarded or denied.

Clause 6

The specifications and qualifications for grants are as follows:

1. Student Government grants are available to full-time Truman students and CSI chartered campus organizations in good standing. The purpose of these grants is the aid in the implementation of programs on Truman's campus that embody the mission and/or values of Truman State University.
2. Individual students and student groups can apply for Student Government Grants not to exceed a total amount of \$1000 for the academic year.
3. Recipients of grants may make use of the funding awarded to them in an unlimited number of payments of any amount, provided that the total amount used does not exceed the amount awarded by the Committee.
4. The Student Government Grants and Sponsorships Committee has the authority to determine final amount of funding awarded.
5. The Student Government Grants and Sponsorships Committee reserves the right to deny funding.
6. Requests must be for a program to be implemented in the same academic year in which funding is awarded.

7. Students or student groups that do not implement their program, which funding is provided for, in the same semester that funding is awarded, may forfeit the awarded amount and their right to receive another grant in the same academic year, at the discretion of the committee.
8. Programs receiving grant money must be open to all Truman students, faculty, and staff.
9. Programs receiving grant money must be hosted on the campus of Truman State University.
10. All publications for programs receiving funding from the Committee must contain the Student Government logo. Student Government must be provided with a copy of all publications prior to posting.
11. Students currently serving on the Student Government are not eligible to receive funding. Any student serving on the Student Government who is affiliated with a group that applies for a Student Government Grant must fully disclose the nature of the relationship at the first possible public meeting of the full body of the Student Government.
12. Applications should be submitted at least 30 days before the program is to occur. While applications can be submitted after this time, priority status will be given to applications submitted at least 30 days before the program is to occur.
13. If a guideline(s) is/are violated or the program does not occur, the student or student group must return all funding to the Student Government within 14 days of written notification from the Student Government.
14. With a fourth-fifths vote within committee, the committee may deem a student organization ineligible for up to four semesters, subject to a two-thirds override vote by Senate.

Clause 7

The specifications and qualifications for sponsorships are as follows:

1. Student Government sponsorships are available to full-time Truman students and CSI chartered campus organizations in good standing. The purpose of these grants is the aid in the implementation of programs that embody the mission and/or values of Truman State University.
2. Individual students and student groups can apply for Student Government Grants not to exceed a total amount of \$1000 for the academic year.
3. Recipients of sponsorships may make use of the funding awarded to them in an unlimited number of payments of any amount, provided that the total amount used does not exceed the amount awarded by the Committee.
4. The Student Government Grants and Sponsorships Committee has the authority to determine final amount of funding awarded.
5. Student Government Sponsorships may be used to provide matching funding not to exceed \$1000 for charity efforts by individuals or student groups using the same application process.
6. The Student Government Grants and Sponsorships Committee reserves the right to deny funding.

7. Requests must be for a program to be implemented in the same academic year in which funding is awarded.
8. Students or student groups that do not implement their program, which funding is provided for, in the same semester that funding is awarded, may forfeit the awarded amount and their right to receive another sponsorship in the same academic year, at the discretion of the committee.
9. All publications for programs receiving funding from the Committee must contain the Student Government logo. Student Government must be provided with a copy of all publications prior to posting.
10. Students currently serving on the Student Government are not eligible to receive funding. Any student serving on the Student Government who is affiliated with a group that applies for a Student Government sponsorship must fully disclose the nature of the relationship at the first possible public meeting of the full body of the Student Government.
11. Applications should be submitted at least 30 days before the program is to occur. While applications can be submitted after this time, priority status will be given to applications submitted at least 30 days before the program is to occur.
12. If a guideline(s) is/are violated or the program does not occur, the student or student group must return all funding to the Student Government within 14 days of written notification from the Student Government.
13. If all funding is not returned to the Student Government within 14 days of written notification, the student or student group must return all funding plus 15% of the allotted amount.

Section 20: Subcommittees

Clause 1

The Vice President of the Student Association shall have the power to recommend the creation of any necessary subcommittee.

Clause 2

The Student Senate shall have the power to approve subcommittee recommendations by a two-thirds majority vote of those voting member present.

Clause 3

Subcommittee Chairs will have automatic membership on the Primary Committee in which they represent.

Clause 4

Subcommittees will be responsible for compiling an end of the year report.

Section 21: Sexual Assault Prevention Subcommittee

Clause 1

The Sexual Assault Prevention Subcommittee will exist within the Health, Wellness and Safety Primary Committee, and will be referred to as the Sexual Assault Prevention Committee.

Clause 2

The Sexual Assault Prevention Subcommittee Chair will be a major appointment, automatically becoming an Associate Member of Student Government, by the President of the Student Association, with recommendation from the Health, Wellness and Safety Committee Chair.

Clause 3

The Sexual Assault Prevention Subcommittee will exist to address the issue of Sexual Assault on campus by continuously seeking to improve the availability and knowledge of campus resources and peer education.

Clause 4

The Sexual Assault Prevention Subcommittee will work closely with the Health, Wellness and Safety Committee Chair to make sure financial matters are handled properly, and that the Sexual Assault Prevention Subcommittee continues to represent the University Mission and the Student Government Mission correctly. The Sexual Assault Prevention Subcommittee will be required to provide an end of the year report separately of the Health, Wellness, and Safety Subcommittee.

Clause 5

The Sexual Assault Prevention Subcommittee shall be allotted no less than 40%, but no more than 60% of the total budget provided for the Health, Wellness, and Safety Committee.

Clause 6

The Sexual Assault Prevention Subcommittee will be responsible for Sexual Assault Prevention programming, participating in Sexual Assault Awareness Month, and an end of the year report separate from the Health, Wellness, and Safety Committee end of the year report as stated in Article I, Section 20 of these Standing Rules.

Clause 7

It is suggested that membership for the Sexual Assault Prevention Subcommittee be composed of Student Government members, as well as representatives from organizations such as the Women's Resource Center, Greek Life, Residence Life, Truman Athletics, PRISM, a Student at Large, and any other campus organizations that wish to actively participate in working to make Truman's campus a safer environment.

Section 22: Meeting Times and Special Meetings

Clause 1

The Student Senate shall meet weekly during the legislative session. Meetings shall take place at 6:00 p.m. on Sundays, except in the case of holidays or other special considerations in which case the Speaker may choose a more appropriate time.

Clause 2

All primary standing committees shall meet weekly at a time to be determined by the chair of each committee.

Clause 3

The Speaker shall notify all Student Senate members at least twenty-four hours prior to a special meeting of the Student Senate.

Section 23: Closed Session

Clause 1

The Student Senate and the executive committee reserve the right to close any meeting to the public for the duration of time necessary to discuss the matters cited to close the meeting.

Clause 2

All voting and executive members of the Student Senate, as well as faculty and staff advisors, may remain in the room for the duration of closed session, unless he or she is the appointee being confirmed.

Clause 3

If a member is not present at the beginning of closed session or exits during closed session, the member is not allowed re-entry until the cessation of the closed session, except by the consent of the Senate.

Clause 4

Requested appointees and guests of the Student Senate may remain in the room for a duration specified by the Student Senate.

Clause 5

All information disclosed, matters discussed, and issues dealt with in closed session shall remain in the confidence of Student Senate members present during closed session.

Section 24: Speaking Privileges of the Student Association

Members of the Student Association shall have the same speaking privileges as members of the Student Senate during open sessions of the Student Senate.

Section 25: Faculty and Staff Advisors

After the Spring semester transition meeting, the Senate may approve a list of duties to be carried out by the faculty and staff advisors. These duties shall be effective for the next academic year. These duties may be amended at any time. If the Student Senate fails to approve a list of duties, the current list shall remain effective.

Section 26: Appointment of a Speaker Pro Tempore Last

Clause 1

If the Speaker fails to designate a Speaker Pro Tempore a senior senator shall be selected at random to serve in this capacity. If no senior senator is available another voting senator shall be selected.

Clause 2

If a member of the Student Senate objects to the student selected as Speaker Pro Tempore, a vote of confidence shall take place. If the vote of confidence receives less than a two-thirds majority of the current voting membership present and voting, not counting abstentions, the Speaker shall be replaced with a senior senator selected at random. If no senior senator is available another voting senator shall be selected.

Section 27: Legislative Process

Clause 1

Before adoption, a draft resolution shall first be brought before the Student Senate, and discussion time of up to fifteen minutes will be allowed. After discussion, the resolution shall be considered first read.

Clause 2

All first read resolutions must be considered by the Senate in one of the two general meetings immediately following the first reading. If a first read resolution fails to come under consideration during one of the two general meetings immediately following the first reading, then it shall require another first reading before adoption.

Section 28: Limitation on Vetoes

Subsidiary, incidental, and privileged parliamentary motions or decisions delegated solely to the Student Senate shall not constitute legislation and cannot be vetoed by the President.

Section 29: Oath of Office

The following oath of office shall be taken during the installation of any voting or non-voting member to the legislature:

I, (state your name,)* do solemnly swear* that I will uphold the ideals* of Truman State University and the Student Government,* adhering to the ideals set forth* in the Student Government's Ethical Code of Conduct* and I will work toward the improvement of the University* from the perspective of the Student Association* in my position as (state your position).

ARTICLE II: EXECUTIVE

Section 1: Duties of the President

Clause 1

In the event that a student representative and alternate(s), or the Vice President cannot attend an external committee meeting, the President may designate a temporary representative. This temporary representative shall have all of the rights of a regular student representative to the committee. The temporary representative to Faculty Senate and Undergraduate Council must be a voting or executive member of the Student Senate.

Clause 2

The President shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 3

The President may appoint a presidential aide to assist her or him in fulfilling her or his responsibilities.

Clause 4

The President shall attend all regular and special meetings of the Student **Government** and report at each regular meeting of the Student **Government**.

Clause 5

The President shall hold a minimum of one regularly scheduled office hour per week in the Student **Government** office. These office hours may not run concurrently with office hours for any other organization.

Clause 6

The President shall submit an end of the year report.

Clause 7

The President shall be a member of the executive staff.

Section 2: Duties of the Vice President

Clause 1

The Vice President shall serve as a liaison **amongst** all of Student **Government's** internal committees, attend these committees' meetings when is necessary and possible, and encourage collaboration between the committees on relevant joint projects.

Clause 2

The Vice President shall serve as the primary liaison between any independent councils of the Student **Government**, all fee based organizations, and any other organization where enhanced communication is deemed needed on an ad hoc basis.

Clause 3

In the absence of a chair of a standing committee, the Vice President shall serve as the chair pro tempore.

Clause 4

In the event that a student representative and alternate(s) cannot attend an external committee meeting, the Vice President may attend in their place. The Vice President shall have all of the rights of a regular student representative to the committee.

Clause 5

The Vice President shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 6

The Vice President shall attend all regular and special meetings of the Student **Government** and report at each regular meeting of the Student **Government**.

Clause 7

The Vice President shall hold a minimum of one regularly scheduled office hour per week in the Student **Government** office. These office hours may not run concurrently with office hours for any other organization.

Clause 8

The Vice President shall submit an end of the year report.

Clause 9

The Vice President shall be a member of the executive staff.

Section 3: Duties of the Treasurer

Clause 1

The Treasurer shall create a yearly budget for the **Student Government** and shall update the budget when necessary.

Clause 2

The Treasurer shall make current records available to the **Student Government** and general public and provide the Webmaster with current records.

Clause 3

The Treasurer shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 4

The Treasurer shall attend all regular and special meetings of the Student **Government** and report at each regular meeting of the Student **Government**.

Clause 5

The Treasurer shall hold a minimum of one regularly scheduled office hour per week in the Student **Government** office. These office hours may not run concurrently with office hours for any other organization.

Clause 6

The Treasurer shall submit an end of the year report.

Clause 7

The Treasurer shall be a member of the executive staff.

Section 4: Duties of the Secretary

Clause 1

The Secretary shall maintain a contact list of the current membership, which shall be made available to the **Student Government** and general public.

Clause 2

The Secretary shall make the minutes of the general and executive committee meetings available to the **Student Government**, general public, Webmaster, and Communications Director with the minutes upon approval.

Clause 3

The Secretary shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 4

The Secretary shall attend all regular and special meetings of the Student **Government** and report at each regular meeting of the Student **Government**.

Clause 5

The Secretary shall hold a minimum of one regularly scheduled office hour per week in the Student **Government** office. These office hours may not run concurrently with office hours for any other organization.

Clause 6

The Secretary shall submit an end of the year report.

Clause 7

The Secretary shall be a member of the executive staff.

Section 5: Duties of the Legislative Director

Clause 1

The Legislative Director shall serve as a liaison between Student Government and the Missouri General Assembly.

Clause 2

The Legislative Director shall meet with any Primary or Secondary Standing Committees and Subcommittees working on resolutions that are related to state and national legislation that impact the Truman community.

Clause 3

The Legislative Director shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 4

The Legislative Director shall attend all regular and special meetings of the Student Government and report at each regular meeting of the Student Government about both state and national current legislation that may impact the Truman community.

Clause 5

The Legislative Director shall hold a minimum of one regularly scheduled office hour per week in the Student Government office. These office hours may not run concurrently with office hours for any other organization.

Clause 6

The Legislative Director shall submit an end of the year report.

Clause 7

The Legislative Director shall be a member of the executive staff.

Section 5: Ethics Justice

Clause 1

The Ethics Justice shall have at least two semesters of experience on the Student Senate and shall be enrolled as a full-time student at Truman State University.

Clause 2

The Ethics Justice shall chair the ethics hearing board and shall serve as elections administrator for all Student Senate elections. The Ethics Justice may appoint a deputy elections administrator with the same qualifications as the justice subject to a majority vote of those members of the Student Senate present and voting, not counting abstentions.

Clause 3

The Ethics Justice shall, in general, adopt rules and regulations for elections based upon precedents set by previous Ethics Justices, but may also expand upon said precedents as **he or she** deems necessary.

Clause 4

The Ethics Justice shall have the responsibility of creating election packets to provide to all election candidates.

Clause 5

The Ethics Justice shall not be a candidate for office in any election during his or her tenure. Should the Ethics Justice decide to be a candidate for office, he or she must resign at least 6 weeks before the election in which he is running, or he or she will be ineligible for the ballot.

Clause 6

The Ethics Justice shall ensure compliance with the ethical code of conduct, the constitution, the standing rules, and adopted legislation.

Clause 7

The Ethics Justice may prosecute cases of impeachment at his discretion upon discovery of conduct violations.

Clause 8

In the absence of an Ethics Justice, the Speaker shall serve as Ethics Justice pro tempore.

Clause 9

The Ethics Justice shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 10

The Ethics Justice shall attend all regular and special meetings of the Student Senate and report when ethical or elections-related issues arise.

Clause 11

The Ethics Justice shall submit an end of the year report.

Clause 12

The Ethics Justice shall be an ex-officio member of the executive staff.

Section 6: Technology Director

Clause 1

The Technology Director strives to represent the best interest of the Student Association by ensuring that Information Technology Services is meeting the needs of the University community. The director will serve as a liaison between the Information Technology Committee (ITAC), Information Technology Services (ITS) and the Student Association, and ensure that channels of communication between ITAC, ITS, and the Student Association are well established.

Clause 2

The director shall serve as one of the student representatives to ITAC and with the President shall jointly appoint one additional student representative to ITAC.

Clause 3

The director shall work closely and communicate with the members of the Student Senate, ITS, the standing committees, the Webmaster, ITAC, pertinent University Committees, and other members of the Truman community. The director shall address the technological needs of the Student Association and review, revise, and formulate information technology policies as needed. The Director shall remain considerate of the needs and desires of the entire Student Association.

Clause 4

The director shall perform his duties by scheduling monthly meetings with ITS and updating the Student Association on University technology news and policies.

Clause 5

The director and the President with approval of the Senate may jointly appoint an aide to assist him or her in fulfilling his or her responsibilities.

Clause 6

The director shall attend all regular and special meetings of the Student Senate and report at each regular meeting of the Student Senate.

Clause 7

The director shall submit an end of the year report.

Clause 8

The Technology Director shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 9

The Technology Director shall be an ex-officio member of the executive staff.

Section 7: Communications Director

Clause 1

The Communications Director shall work with the Secretary to ensure the dissemination of adopted resolutions in a timely manner to the appropriate designates.

Clause 2

The Communications Director shall work with the Secretary and President in issuing press releases to the media in a timely manner.

Clause 3

The Communications Director shall communicate the business of the Student Senate to the Student Association.

Clause 4

The Communications Director shall supervise the Webmaster when applicable.

Clause 5

The Communications Director shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 6

The Communications Director shall attend all regular and special meetings of the Student Senate and report at each regular meeting of the Student Senate.

Clause 7

The Communications Director shall submit an end of the year report.

Clause 8

The Communications Director shall be a non-voting, ex officio member of the committees of the Student Senate, except as specified in the constitution or these standing rules.

Clause 9

The Communications Director shall be an ex-officio member of the executive staff.

Section 8: Webmaster

Clause 1

The Webmaster shall maintain the Student Senate website.

Clause 2

The Webmaster shall work with the members of the executive staff to ensure that the website contains relevant information including but not limited to the following: member contact information, weekly minutes, adopted legislation, the current budget, the standing rules, the constitution, the ethical code of conduct, parking appeals forms, and application forms.

Clause 3

With approval of the Senate, the Webmaster may appoint an aide to assist him in fulfilling his responsibilities.

Clause 4

The **Webmaster** shall be required to attend a Fall and Spring retreat as scheduled by the executive committee.

Clause 5

The Webmaster shall have the opportunity to report at each regular meeting of the Student Senate.

Clause 6

The Webmaster shall be a non-voting, ex officio member of the committees of the Student Senate, except as specified in the constitution or these standing rules.

Clause 7

The Webmaster shall be an ex-officio member of the executive staff.

Section 9: Executive Oath of Office

The oath of office for the executives shall be the same as for members of the Student Senate.

ARTICLE III: ELECTIONS

Section 1: Fall General Election Dates

Clause 1

The Student Senate shall establish the date for the Fall general election by the first regular meeting of the Fall academic semester by the Student Senate.

Clause 2

The Fall general election shall be held within the month of September.

Clause 3

The filing deadline for the Fall General Election shall be at 5:00 p.m., three days prior to the day on which the election is to begin.

Section 2: Spring General Election Dates

Clause 1

The Student Senate shall annually establish the date for the Spring General election of the Student Senate at least six weeks before the election.

Clause 2

The Spring General election shall be held within the month of April.

Clause 3

The filing deadline for the Spring General election shall be at 5:00 p.m., three days prior to the day on which the election is to begin.

Section 3: Fall Installation

Members elected in the Fall general election shall be installed during the meeting immediately following the announcement of election results.

Section 4: Spring Transitional Meeting

Clause 1

The meeting immediately following the Spring general election shall be the transitional meeting.

Clause 2

The outgoing President from the previous year shall install the President-elect. If the President-elect is the outgoing President, then the Speaker of the Senate shall install the President-elect.

Clause 3

All other members of the Student Senate shall be installed by the new president.

Section 5: Absence of the Ethics Justice

In the absence of an Ethics Justice, the Speaker shall serve as Ethics Justice Pro Tempore.

Section 6: Election Packet

The election packet shall include: election petitions, the requirements for candidacy, the ethical conduct code for candidates, a full election timeline, and campaign rules and regulations. The packet shall also include information directing candidates to the online address of the Student Senate Standing Rules, the Student Senate Constitution, and grievance policy.

Section 7: Petition

Clause 1

A student shall be an official candidate in a Student Senate election when the Ethics Justice has approved his or her completed petition.

Clause 2

The petition shall state the Student Senate position for which the student intends to run, as well as the candidate's name and party (if **desired**).

Clause 3

For the presidential ticket, two hundred non-duplicated signatures shall be required. These signatures may come from the entire Student Association.

Clause 4

For the positions senior senator and senator, one hundred and fifty non-duplicated signatures shall be required. These signatures may come from the entire Student Association.

Clause 5

For the position of incoming senator, seventy-five non-duplicated student signatures shall be required.

Clause 6

For the position of graduate senator, ten non-duplicated graduate student signatures shall be required.

Section 8: Verifying Petitions

The Ethics Justice is responsible for verifying valid signatures on a petition. If a petition is found to be invalid, the Ethics Justice shall contact the petitioning student and make a statement as to the reason for the petition's invalidity. The petitioning students shall then have 24 hours to correct the error(s) in the petition and file again without penalty.

Section 9: Candidate Affiliation

Clause 1

A student shall have the right to run as an independent (non-party) candidate or as a party candidate.

Clause 2

To run as a party candidate, two or more party members must be running in the same election, or have other party members currently seated in the Senate.

Clause 3

A presidential ticket serves as a single ballot candidate.

Section 10: Ballots

Clause 1

Voting shall occur online and shall be overseen by the faculty advisor and Ethics Justice.

Clause 2

Candidates will be placed into categories determined by position. Within each category, the candidates' names shall be listed in randomized order.

Clause 3

The form in which the name (excluding marks of punctuation and added-emphasis), position, and party appears on the petition will be the form in which it will appear on the ballot.

Clause 4

The candidate's personal statement shall be presented on or with the ballot.

Clause 5

All candidates may withdraw from the ballot at any time during the election.

Clause 6

Except in the case of the presidential ticket, if a candidate chooses to withdraw after the vote has been cast but before being sworn in, the position shall be awarded to the candidate with the next highest number of votes. If there is no other candidate, the position shall be filled as any other vacancy.

Clause 7

If the presidential ticket withdraws after the vote is cast but before being sworn in, there shall be a runoff between the other presidential candidates no more than one week after the withdrawal.

Clause 8

In the Spring general election, all students may vote for up to one presidential ticket, three senior senators, and twelve senators.

Clause 9

In the Fall general election, students will be allowed to vote for up to four incoming senators and up to one graduate senator, and all students will be allowed to vote for up to two senior senators and four senators. Any vacant positions shall be voted on in a manner similar to other races.

Section 11: Tabulation

Clause 1

The Election Hearing Board, chaired by the Ethics Justice, shall conduct tabulation of the ballots or online votes, and validate the results.

Clause 2

Following the announcement of the vote tally, the results must be kept for one year and be made available to the public upon request.

Clause 3

Incoming senators shall be the four candidates who receive the highest number of votes from incoming students.

Clause 5

Senior senators and senators shall be those candidates who receive the highest number of votes.

Clause 6

The President and Vice President shall be the candidates who receives the highest number of votes.

Clause 7

The tabulation results shall be recorded in the Ethics Justice's end of the year report.

Clause 8

The breakdown of the tabulated votes shall include: 1) Total votes cast 2) Total votes cast for each position 3) Total votes cast for each candidate.

Section 13: Tie

Clause 1

In the case of a tie, a run-off election shall be conducted within two weeks of the original election.

Section 14: Election Hearing Board

Clause 1

An Election Hearing Board shall consist of between five and nine voting members and shall include the Ethics Justice and the student representative to the Board of Governors. No members of the Election Hearing Board may be running for office. The hearing board shall be established by the Ethics Justice no later than two weeks before the start of campaigning.

Clause 2

The Election Hearing Board shall be formed before campaigning begins.

Clause 3

The members of the Election Hearing Board (other than the student representative to the board of governors) shall be chosen by the Ethics Justice and approved by the faculty advisor. The members should be active on campus but not actively involved in the election in any way.

Clause 4

The faculty advisor will not be a member of the hearing board, but may give advice to those involved in election disputes and shall have access to issues discussed in the board's meetings.

Clause 5

The members of the Election Hearing Board shall not be purposefully divulged to the Student Senate or the general public until after the election.

Clause 6

A meeting of the Election Hearing Board may be called by the President, faculty advisor, Ethics Justice, or by a majority vote of those members of the Student Senate present and voting, not counting abstentions. A quorum of five members must be present at all hearings.

Clause 7

Meetings of the Election Hearing Board shall be closed to the general public. Plaintiffs and defendants shall have the opportunity appear at the hearing to testify in cases involving election violations. Persons who attend hearings in such a capacity should not divulge the names of the Election Hearing Board to any outside person.

Clause 8

The Election Hearing Board shall determine by a majority vote if a violation of the election rules has occurred.

Clause 9

Recordings will be kept of all Election Hearing Board meetings and the Ethics Justice shall use these to issue a report after the election.

Section 15: Sanctions

Clause 1

Upon recommendation of the Ethics Justice, the Election Hearing Board shall impose sanctions for a violation of the election rules. These may include, but are not limited to the following: official warning, public apology, restrictions on campaigning, removal from the election, preventing the candidate from taking the position to which he or she was elected, calling a new election, and referral to the Judicial Affairs Office.

Clause 2

The Ethics Justice shall enforce sanctions for election violations. Candidates who violate the conditions of their sanctions shall be subject to immediate subsequent sanctions from the Ethics Justice.

Section 16: Appeals Process

Clause 1

All appeals filed before the beginning of voting shall go to the President.

Clause 2

If the President finds himself or herself in a conflict of interest, the appeal automatically goes to the Student Senate sitting during the election. A special meeting of the Student Senate may be called if deemed necessary. The plaintiff or defendant may request an additional appeal to the Speaker if they feel as though the President is unfit to rule due to a conflict of interest.

Clause 3

If the current President is a candidate in the election, an individual not on the Ethics Hearing Board, or running in the election shall be appointed by the President and approved by a majority vote of the those members of the Student Senate present and voting, not counting abstentions, six weeks before the election date to assume his or her responsibilities in the appeals process. If the Speaker is a candidate for office and appeals an ethics violation, a randomly selected senior senator shall serve as Speaker Pro Tempore.

Clause 4

Secondary appeals shall be presented to the Student Senate sitting during the election. A special meeting of the Student Senate may be called if deemed necessary.

Clause 5

After voting commences, the Student Senate shall hear all appeals. A special meeting of the Student Senate may be called if necessary.

Clause 6

Noon of the day of installation shall be the last time a candidate can appeal a sanction.

Clause 7

During appeals, the President and/or the Student Senate may not increase the sanction(s) levied by the Ethics Hearing Board.

Section 17: Election Invalidation

Clause 1

Following the announcement of the election results, if the Ethics Hearing Board concludes from an investigation of election appeals that discrepancies or other findings

have invalidated the election, it may re-tabulate the ballots, recommend that the Student Senate call a special election for the specified position(s), and/or recommend the disqualification of candidates involved in the contest.

Clause 2

In the case that a special election has been called, the Ethics Justice shall reopen petitioning for that office and inform all eligible prior candidates.

Clause 3

The special election shall be held within fourteen **school** days from the day of the invalidated election.

Clause 4

Election and/or candidate invalidation may not be appealed on a mechanical problem.

Section 18: Special Election to Fill a Vacancy in the Presidency

Clause 1

This election shall be conducted under the same rules as the normal presidential election other than the specified changes.

Clause 2

The filing deadline for this special election shall be at 5:00 p.m., between five and seven days, excluding holidays and vacations, after the vacancy of the presidency.

Clause 3

The election to fill this vacancy shall be held between nine and eleven days, excluding holidays and vacations, after the vacancy of the presidency.

Clause 4

The date for filing and the election shall be set by the Student Senate and shall not occur on a weekend.

ARTICLE IV: ABSENCES

Section 1: Absence Policy

Each voting member of the Senate and member of the executive committee will be allowed a maximum of one unexcused absence per semester and five total absences, whether excused or not, per semester of office. Individual members may petition the Secretary to make exceptions to the policy, subject to a majority approval from the executive committee, in the event of unforeseen or extraneous circumstances.

Section 2: Assignment of Absences

Clause 1

Each failure to attend a Student Senate meeting shall count as one absence. This does not apply to any position where attendance of the Student Senate meetings is not required.

Clause 2

Each failure to work an office hour shall count as one absence. This does not apply to members not required to work an office hour.

Clause 3

Each failure to attend the Fall or Spring retreat shall count as two unexcused absences. This does not apply to any position where attendance is not required.

Clause 4

Failure to attend any required Student Senate function while conducting other Student Senate business shall not count as an absence. When it is necessary, a replacement member should be found to attend the function, and the Secretary should be notified.

Clause 5

Senate events may be designated as 'required' by the President. Failure to attend these events shall count as an absence. The President may designate no more than 5 required events per semester.

Clause 6

Entering more than 10 minutes late, leaving early, or otherwise missing more than half of the general meeting shall count as an absence at the discretion of the Secretary.

Section 3: Excuse Policy

Clause 1

The Secretary shall enforce the excuse policy and determine whether an absence is excused or unexcused with regards to members of the Student Senate. The executive committee shall enforce the excuse policy and determine whether an absence is excused or unexcused with regards to the Secretary.

Clause 2

Excuses shall be submitted to the Secretary at least six hours before the absence is to occur. The Secretary shall submit his or her personal excuse to the President.

Section 4: Removal Process

Clause 1

When a member of the Student Senate has exceeded the number of allowable absences, the Secretary shall announce to the Student Senate at the earliest meeting possible that the said member should be removed from the Student Senate.

Clause 2

Immediately following the Secretary's announcement, the individual in question may choose to appeal the decision to remove him or her from office to the Student Senate. If the decision is appealed, the Speaker shall automatically move the meeting into closed session. Once in closed session, the Secretary will be given a maximum of three minutes to explain why the member should be removed. Directly following this statement, the individual in question will be given a maximum of three minutes to explain why he or she should remain a member of the Student Senate.

Clause 3

Upon the Secretary's announcement, the individual in question is no longer a member of the Student Senate. If the individual in question was a voting member, their voting right

shall be revoked along with membership. After delivering his or her statement, the individual in question must leave the chamber as they are no longer a member of the Student Senate.

Clause 4

Following the statements and the exit of the individual in question stipulated in the previous sections, the Student Senate shall allow discussion time from the floor and shall limit each member of the Student Senate to speaking once for a period of no longer than three minutes. At the conclusion of this discussion time, the Speaker will automatically call for a roll call vote to determine whether the member in question should be allowed to be reinstated as a member of the Student Senate. The appeal will be upheld and the individual in question will be allowed to remain in the Student Senate if a majority of those voting members present and voting, not counting abstentions, vote to sustain the appeal. If this majority is not achieved, the individual in question shall remain removed from the Student Senate and all of his or her offices shall be declared vacant.

Clause 5

If the member in question is pardoned for having more than one unexcused absence, the member's record shall automatically be reduced by one unexcused absence. If the member in question is pardoned for having more than five absences, the member's record shall automatically be reduced to having four absences by lowering the number of excused absences.

Clause 6

In the event that the Secretary exceeds his or her allowed number of absences, the Vice President shall fulfill the duties of the Secretary as outlined above.

Clause 7

In the event that the Speaker exceeds his or her allowed number of absences, a randomly selected senior senator shall serve as Speaker Pro Tempore during the appeal, **unless a Speaker Pro Tempore has already been designated**.

ARTICLE V: APPOINTMENTS

Section 1: Categories of Appointments

Clause 1

Major appointments shall consist of appointments to Vice President, Speaker, voting positions on Student Senate, Secretary, Treasurer, committee **and subcommittee** chairs, the student representative to the Board of Governors slate, Ethics Justice, university search/selection committees, and executive staff positions.

Clause 2

Minor appointments shall consist of appointments to University advisory committees, associate senator appointments, organization representatives, faculty governing boards, the Educator of the Year Committee, and all other appointments not specified as major.

Section 2: Procedure for Major Appointments

Clause 1

Applications, if appropriate, may be made available to the public.

Clause 2

Following the application period, the President shall announce the nominee for the open position at a regular or special meeting of the Student Senate.

Clause 3

The nominee shall be given the opportunity to speak on their own behalf.

Clause 4

A nominee who is a voting member of Student Senate shall have the right to place his/her vote by secret ballot before the vote is taken.

Clause 5

Members of the Student Senate shall be given the opportunity to question the nominee.

Clause 6

The Speaker shall automatically move the Student Senate into closed session for the remainder of the appointment process.

Clause 7

The Senate may request a candidate be brought back into the room for further questioning.

Clause 8

Upon completion of appointments, the meeting shall be reopened to the public.

Clause 9

The approval or rejection of a nominee shall be announced in open session.

Clause 10

A major appointment shall require a simple majority vote of those members of the Student Senate present and voting, not counting abstentions.

Section 3: Procedure for Minor Appointments

Clause 1

Applications, if appropriate, may be made available to the public.

Clause 2

The President shall announce the nominee for the open position at a regular or special meeting of the Student Senate.

Clause 3

The nominee shall be given the opportunity to speak on their own behalf.

Clause 4

Members of the Student Senate shall be given the opportunity to question the nominee.

Clause 5

The Speaker shall ask if there is any objection to the nomination. If there is no objection, the nominee is appointed.

Clause 6

If there is objection to the nomination, the Speaker shall call for a voice vote.

Clause 7

Any Student Senate member shall have the right to object to the minor appointment process. The appointment would then follow the procedure set down for major appointments.

Clause 8

A minor appointment shall require a simple majority vote of those members of the Student Senate present and voting, not counting abstentions.

ARTICLE VI: REMOVAL FROM OFFICE AND CENSURE

Section 1: Violations

Clause 1

All violations of the Student Conduct Code shall be recommended to the University Conduct Board.

Clause 2

All violations of the Ethical Code of Conduct shall be recommended to the Ethics Justice.

Section 2: Impeachment

Clause 1

When voting for articles of impeachment, members may use the following standard: it is probable that the accused committed the offense and such an offense should warrant removal from office.

Clause 2

When voting during the trial for removal from office, members may use the following standard: it is more likely than not that the accused committed the offense.

Clause 3

Impeachment trials shall occur at least one week but no more than two weeks after articles of impeachment have been adopted.

Clause 4

During the impeachment trial, the Ethics Justice shall have three minutes to present the case against the accused.

Clause 5

The accused shall have five minutes for his defense.

Clause 6

Every member of the Student Senate including the Ethics Justice and the accused shall be able to speak up to two times for three minutes per speech.

Clause 7

The Ethics Justice shall have three minutes to close.

Clause 8

The accused shall have five minutes to close.

Clause 9

The vote on removal shall be taken immediately after the previous steps have been completed.

Clause 10

In cases where the Ethics Justice is the subject of the impeachment, the member who moved the articles of impeachment shall serve as prosecutor.

Clause 11

A student that has been removed from the body by impeachment may not be appointed or confirmed to any position in Student Senate for the remainder of the academic year.

Section 3: Censure

Clause 1

When voting for censure, members may use the following standard: it is more probable than not that the accused committed the offense and such an offense is serious but does not warrant removal from office.

Clause 2

In cases where the Speaker is the subject of the censure, a randomly selected senior senator shall serve as Speaker Pro Tempore, **unless a Speaker Pro Tempore has already been designated.**

Clause 3

The person making the motion to censure shall have three minutes to present the case against the accused.

Clause 4

The accused shall have five minutes for his defense.

Clause 5

Every member of the Student Senate including the accuser and the accused shall be able to speak up to two times for three minutes per speech.

Clause 6

The person making the motion shall have three minutes to close.

Clause 7

The accused shall have five minutes to close.

Clause 8

The vote on censure shall be taken immediately after the previous steps have been completed.

Section 4: Removal of Appointed Members

Clause 1

With the exception of voting members, any appointee may be removed from office or stripped of their appointment by the President.

Clause 2

Voting members may be removed from office by a two-thirds majority vote of those members of the Student Senate present and voting, not counting abstentions.

Section 5: Removal of the Speaker

Clause 1

To remove a Speaker from office before his or her term has expired, a vote of confidence must be held by the Student Senate. Intent to move a vote of confidence must be signed by five voting members of the Student Senate and submitted to the Secretary seventy-two hours before the meeting at which the vote is to be held.

Clause 2

During the vote of confidence debate, a randomly selected senior senator shall serve as Speaker pro tempore, **unless a Speaker Pro Tempore has already been designated**, and the meeting shall be conducted in closed session in the following order:

- a. One of the persons calling for the vote of confidence shall have three minutes to present the case against the Speaker.
- b. The Speaker shall have five minutes for his defense.
- c. Every member of the Student Senate, including the accuser and the Speaker, shall be able to speak up to two times for three minutes per speech.
- d. One of the persons calling for the vote of confidence shall have three minutes to close.
- e. The Speaker shall have five minutes to close.
- f. The vote shall be immediately taken. If the vote of confidence receives less than a majority of the current voting membership present and voting, not counting abstentions, the Speaker shall be removed from office.
- g. The Student Senate shall hold elections for a new Speaker at its next general meeting.

ARTICLE VII: BUDGETARY GUIDELINES

Section 1: Annual Budget

Clause 1

With the assistance of the Treasurer, the Student Senate shall pass an itemized annual budget in the Fall semester for general expenses by a two-thirds majority vote of those members of the Student Senate present and voting, not counting abstentions.

Clause 2

The annual budget shall be amended as needed for the Spring semester.

Clause 3

The continuing budget shall be made public and readily available through the Student Senate website.

Section 2: Small Expenditures

Expenditures approved in the budget that are less than one hundred dollars need not be approved again by the body provided the following stipulations are met:

- 1) Such money is spent by a voting member of the executive committee or his or her designee, as specified in the budget.
- 2) The executive committee is notified of the expenditure.

- 3) An “expense request” form must be completed and submitted to the Treasurer within fortyeight hours of the expenditure along with a full description of how money was spent and any relevant receipts.
- 4) Any advertising expenditures are approved by the Communications Director, or his or her designee, or by the executive committee.
- 5) Incremental expenditures for a single event or issue do not exceed one hundred dollars total.

Section 3: Large Expenditures

Expenditures approved in the budget not spent as described above and less than two thousand dollars need to be brought before the body and approved by a majority vote of those members of the Student Senate present and voting, not counting abstentions.

Section 4: Major Expense Motions

Clause 1

Any expenses or any incremental expense for a single event or issue that totals to be greater than **or equal to** two thousand dollars are considered a major expense motion.

Clause 2

Major expense motions must be passed in resolution form by a two-thirds majority vote of those members of the Student Senate present.

Clause 3

Major expense motions must be moved with an itemized list of how the money is to be spent.

Section 5: Non-Budgeted Expenses

Clause 1

Any expenditure not approved in the semester’s budget must be passed by a two-thirds majority vote of those members of the Student Senate present and voting, not counting abstentions.

Clause 2

All such expenditures will be considered as amendments to the semester’s budget.

Clause 3

Such amendments to the budget may include readjustments of funds allotted.

Section 6: Expiration Dates

Any motion to spend money must provide an expiration date by which that money is to be spent. After the expiration date has passed, the motion is considered rescinded.

Section 7: Proper Expenditure

Clause 1

Money approved to be spent can only be expended as outlined in the motion.

Clause 2

Money approved to be spent can only be expended by the persons, committees, or entities so authorized by the motion.

Section 8: Requisition Forms

All requisition forms on money spent should be signed by the Treasurer.