

# **STANDING RULES OF THE TRUMAN STATE UNIVERSITY STUDENT GOVERNMENT**

(Last Revised August 2019)

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## **ARTICLE I: THE STUDENT SENATE**

### 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 Public Relations 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 or 96 hours after its passage, whichever occurs first.

### Section 2: Duties of Voting Members

#### Clause 1

Voting Senators shall serve on at least one primary committee, unless they are the chair of a subcommittee, 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 or subcommittee 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 Government 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 Board.

### Section 3: Student Representative to the Board of Governors

#### Clause 1

A secret selection committee of students chosen by the President of the Student Association and the most recent Student Representative to the Board of Governors shall select a slate of two or three candidates to send to the Student Senate for approval during the fall semester.

#### Clause 2

The selection committee shall be chaired by the President of the Student Association and comprised of the most recent Student Representative to the Board of Governors, a voting member of the Student Senate, a residential life representative, a member of the Student Activities Board, a member of the Funds Allotment Council, a campus media representative, a representative from either the Center for Diversity and Inclusion or the Center for International Students, and a student at large.

#### Clause 3

The committee must be selected prior to when applications for the position are made available.

Clause 4

The committee will strive to be fair and unbiased in its search for a new Student Representative to the Board of Governors, doing its best to widely promote the position and reserve potential biases when discussing candidates.

Clause 5

Once the committee has chosen two or three final candidates, a slate of the names shall be sent to the Student Senate for confirmation by a closed session, majority vote. If any person on Student Government is on the slate, they shall be required to leave for closed session. If that person is a voting member, they shall have the opportunity to submit a vote by secret ballot before leaving the room. If any member of Student Government present at the meeting applied for the position but did not make the slate, they shall disclose this information to the body.

Clause 6

Should the Student Senate not confirm the slate, the committee shall form a new slate to send to the Student Senate by the following week. During discussion of the slate, the members of the committee need no longer remain secret.

Clause 7

After a slate has been confirmed, the names shall be sent to the Governor of Missouri by the date set by the Governor of Missouri's office.

Clause 8

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

Clause 9

Upon approval by the Missouri Governor, the new Student Representative to the Board of Governors shall be sworn in at the next full body Student Government meeting.

Clause 10

The Student Representative to the Board of Governors shall be called on before voting members to register an opinion in roll call votes.

Clause 11

The Student Representative to the Board of Governors shall have the opportunity to report at each regular meeting of the Student Senate.

Clause 12

The Student Representative to the Board of Governors 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. If the most recent Speaker is not seeking re-election, they shall preside over the election of a new Speaker. Should the most recent Speaker be seeking election, the Speaker Pro Tempore or a random senior senator shall preside over the election, given they are not seeking election.

Clause 2

Persons interested in serving as Speaker shall submit a letter of intent to the Secretary by five 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, during which every member of the Student Government is allowed to speak only once for up to 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 individual presiding over the election 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 one candidate has the majority of the first ranking 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 the governing documents of the Student Government, precedent set by former Speakers, and Robert's Rules of Order, adopting what is best and fair for the year. 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 serve one hour per week in the Student Government office. This office hour may not run concurrently with office hours for any other organization.

Clause 14

The Speaker shall submit an end of the year report.

Clause 15

The Speaker is an ex-officio member of the Executive Committee.

## Section 5: Organization Representatives

Clause 1

Any organization that is chartered by and in good standing with the University may petition the Student Senate to send a representative to the Student Senate. Within two meetings of receiving a request, the President must submit the nominee to the body. The nominee shall be approved by a majority vote.

Clause 2

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 3

The Funds Allotment Council, the Student Activities Board, and Residential Hall Association are not required to petition the Student Senate in order to send a representative, but their representative must still be approved by the Senate.

Clause 4

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 confirmation of the Senate.

Clause 5

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

Clause 6

Organization representatives may serve as nonvoting, ex officio members of any primary committee.

Clause 7

Executive committee members and voting senators may not serve as organization representatives.

Clause 8

Organization representatives may be removed from Student Senate by a two-thirds vote.

## Section 6: Duties of Associate Members

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 Student Senate.

Clause 2

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

on which they serve, and fulfill any other individual obligations deemed necessary by the President.

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 committee chairs, shall have all of the responsibilities of voting members of the Student Senate, but they do not have voting power.

Section 7: Primary and Secondary Committees

Clause 1

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

Clause 2

There shall be four secondary standing committees: Appropriations, Select Committee on Parking Appeals, Athletic Fee Accountability Committee, and Environmental Sustainability Fee Accountability Committee.

Clause 3

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

Section 8: Committee Membership

Clause 1

The Executive Board shall determine the membership of committees and may consult with committee chairs in order to do so. Committee members shall be appointed to a committee by the President and confirmed by the Student Senate.

Clause 2

Regular committee membership must be voted on no later than the meeting following the fall retreat. Committee membership for members appointed to the body during the middle of a term shall be voted on no later than the meeting following them being sworn in.

Section 9: Committee Chairs

Clause 1

All primary, subcommittee, secondary, and ad hoc committee chairs shall work with the President and Vice 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 senator's total absence count.

Clause 4

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

Clause 5



Each 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 6

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

Clause 7

Each committee chair shall be a member of the Executive Committee.

#### Section 10: Vice Committee Chairs

Clause 1

Primary committee chairs may nominate a Vice Chair to assist them in fulfilling their responsibilities subject to confirmation by a majority vote of the body.

Clause 2

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

Clause 3

Only members of the committee may be appointed to the position of Vice Chair.

Clause 4

Each committee may have a Vice Chair, but no committee shall be required to have a Vice Chair.

#### 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.

Clause 3

The Academic Affairs Committee shall also be responsible for selecting both an Educator of the Year and Research Mentor of the Year and hosting an Academic Accolades Banquet to honor those individuals.

#### 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, including a diversity celebration lasting at least three days.

#### 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 Committee shall also be responsible for planning and executing Earth Week programming lasting at least three days.

#### 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 Governing Bodies, 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, assist in the organization and overseeing 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.

#### 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 Vice President 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.

##### Clause 3

The Student Affairs Committee shall also be responsible for planning and executing of a student appreciation event lasting at least three days.

#### 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 Vice President of Student Affairs, the Faculty Wellness Committee, 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 Wellness Committee. If the Committee Chair cannot serve as the student representative, the Health, Wellness and Safety Committee Chair will appoint a member of their own committee to serve in their place.

Clause 3

The Health, Wellness, and Safety Committee shall also be responsible for programming concerning the mental and physical well-being of the Truman student body lasting at least three days.

Clause 4

The Health, Wellness, and Safety Committee shall include a Sexual Assault Prevention Designee who will address the subject of Sexual Assault Prevention on campus by continuously seeking to increase awareness and knowledge of the subject and improve the availability and knowledge of campus resources.

- a. If a student without a seat on Student Senate becomes a committee chair, the student shall simultaneously become an associate member of the Student Senate.
- b. The Sexual Assault Prevention Designee shall be a member of the Health, Wellness, and Safety Committee and shall attend committee meetings accordingly.
- c. The Sexual Assault Prevention Designee shall be nominated by the Health, Wellness, and Safety Chair in consultation with the President and approved by the Student Senate.
- d. The Sexual Assault Prevention Designee shall be responsible for planning and executing a sexual assault prevention event lasting at least three days.
- e. It is suggested that the Sexual Assault Prevention Designee collaborate with the Women's Resource Center and the Institutional Compliance Office for sexual assault prevention projects and programming.
- f. The Sexual Assault Prevention Designee shall personally report at each regular meeting of the Student Senate.
- g. The Sexual Assault Prevention Designee shall submit an end of the year report.
- h. The Health, Wellness, and Safety Committee shall aid the Sexual Assault Prevention Designee in these duties.
- i. In the absence of a Sexual Assault Prevention Designee, the Health, Wellness, and Safety Chair shall assume these duties.

## Section 17: Select Committee on Parking Appeals

Clause 1

The Select Committee on Parking Appeals shall consist of a chair, an anonymous voting member of the Student Senate, and an anonymous Student-at-Large.

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: Appropriations Committee

Clause 1

The Appropriations Committee shall consist of four members: two appointed voting senators, one student at large unaffiliated with the fee-based organizations, and a fourth appointed member from the Student Association at large or from a voting member of the Student Senate.

Clause 2

The appointed chair shall be the Treasurer.

Clause 3

The Treasurer shall only vote within the committee in the case of a tie between the committee members of in deciding whether a student organization is deemed ineligible to receive appropriations.

Clause 4

The committee may deem a student organization ineligible for up to four semesters, with a four-fifths vote within the committee, which may be overridden by a two-thirds majority vote from the Student Senate.

Clause 5

The Appropriations Committee shall meet as needed, at the discretion of the chair, to review applications, but the committee shall not allow any application to go unreviewed for more than 10 school days.

Clause 6

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

Clause 5

The chair shall report all decisions rendered at the next meeting of the Student Government for approval before funding has been awarded or denied. .

Clause 6

The specifications for appropriations are as follows:

- a. Student Government sponsorships are available to fulltime Truman students and U&I chartered campus organizations in good standing. The purpose of these sponsorships is to aid in the implementation of programs that embody the mission and/or values of Truman State University.
- b. Individual students and student groups can apply for appropriations, not to exceed a total amount of \$650 for the academic year.
- c. Recipients 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.
- d. The Appropriations Committee has the authority to determine the amount of funding awarded prior to review and approval by the Student Senate.
- e. The Appropriations Committee reserves the right to deny funding for any reason.
- f. Applicants must submit request a minimum of three weeks when the University is in session prior to the date the funds will be needed by.

- g. Applicants will be notified whether or not the application has been approved by no more than three weeks, when the University is in session, after funding has been requested.
- h. Requests must be for projects or programming to be implemented in the same semester in which funding is awarded.
- i. Students or student groups that do not implement the project or program, which funding is provided for, in the same semester that funding is awarded must forfeit the awarded amount.
- j. All publications for projects or programs receiving funding from the Committee must contain the Student Government logo.
- k. Students currently serving on 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.
- l. If a guideline is violated or the project or program does not occur, the student or student group must return all funding to the Student Government within 10 days of written notification from the Student Government.

Clause 7

Applications shall be submitted via the Student Government website.

Clause 8

No applications will be accepted after the first day of spring election campaigning of any academic year.

Clause 9

Receipts must be collected and reported with the Business Office within 60 days of the timestamp on the receipt.

Section 19: 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

Subcommittees are required to submit an end of the year report.

Clause 4

Subcommittee chairs, although they are strongly encouraged, shall not be required to attend all of the Primary Committee meetings in which they represent as long as the Chair of the Subcommittee is a Voting Senator of the Student Government.

Section 20: Purple Friday Subcommittee

Clause 1

The Purple Friday Subcommittee shall exist under the Student Affairs Committee, automatically giving the chair membership to the Student Affairs Committee. This subcommittee exists to encourage Truman Spirit and promote community bonding activities that faculty, staff, and students can all participate in.

Clause 2

The chair of the Purple Friday Subcommittee shall consult the Student Affairs Committee Chair in order to ensure the committee operates optimally within Student Government.

Clause 3

The Purple Friday Subcommittee 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 Subcommittee Chair or a majority of the Purple Friday Subcommittee members and approved by the Student Senate.

Clause 4

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

Clause 5

The Purple Friday Subcommittee 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 Subcommittee.

Clause 6

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

Clause 7

The meeting schedule of the Purple Friday Subcommittee shall be determined by the committee chair, but shall meet no less than once every two weeks.

Clause 8

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

Clause 9

Any funds previously given to the Purple Friday Subcommittee 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.

## Section 21: Meeting Times and Special Meetings

Clause 1

The Student Senate shall meet weekly during the legislative session. Meetings shall take place at on Sundays at a time decided upon and publicized by the Executive Board prior to the first day of classes each semester.

Clause 2

In the case of holidays or other special considerations the Speaker may, in consultation with the President and Vice President, choose a more appropriate time.

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 22: 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 they are 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 23: 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 24: Appointment of a Speaker Pro Tempore

Clause 1

If desired, the Speaker may select a Speaker Pro Tempore to preside over meetings in the Speaker's absence. Any member of the Student Government that is not in the Executive Board may serve as Speaker. The Speaker Pro Tempore does not need to be confirmed by the Student Senate. While serving as Speaker, the Speaker Pro Tempore may not vote.

Clause 2

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 3

If a member of the Student Senate objects to the student selected as Speaker Pro Tem, a vote of confidence shall take place. If the vote of confidence receives less than a two-thirds majority vote, 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 25: 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 26: Electronic Voting

##### Clause 1

When it is otherwise infeasible to conduct a vote of the Student Senate, the Speaker may decide to put a legislative motion to a vote over email.

##### Clause 2

The Speaker is prohibited from putting Major Expenditures to a vote over email.

##### Clause 3

The Speaker shall allow for and notify the Student Senate of a commentary and discussion period, lasting a minimum of twenty-four hours, prior to calling for votes to be cast.

##### Clause 4

The Speaker shall define and inform the Student Senate of a time period lasting a minimum of forty-eight hours, during which votes shall be cast.

##### Clause 5

All motions put to a vote over email shall require a two-thirds majority vote of the total voting membership of the Student Senate to be approved.

#### Section 27: 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 28: 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 BOARD**

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

Clause 4

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

Clause 5

The President shall submit an end of the year report.

Clause 6

The President shall be a member of the Executive Board and the Executive Committee.

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 Student Government and any fee-based organizations or other organizations where enhanced communication is deemed necessary on an ad hoc basis.

Clause 3

In the absence of a committee chair, 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 Senate and report at each regular meeting of the Student Senate.

Clause 7

The Vice President shall hold a minimum of one regularly scheduled office hour per week in the Student Senate 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 Board and Executive Committee.

Section 3: Duties of the Treasurer

Clause 1

The Treasurer shall create a yearly budget for the Senate and shall update the budget when necessary.

Clause 2

The Treasurer shall make current records available to the Senate and general public and provide the Public Relations Director 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 Senate and report at each regular meeting of the Student Senate.

Clause 5

The Treasurer shall hold a minimum of one regularly scheduled office hour per week in the Student Senate 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 Board and Executive Committee.

#### Section 4: Duties of the Secretary

Clause 1

The Secretary shall maintain a contact list of the current membership of the Student Government, which shall be made available to the Student Government ~~Senate~~ 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, and Public Relations Director.

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 Senate and report at each regular meeting of the Student Senate.

Clause 5

The Secretary shall hold a minimum of one regularly scheduled office hour per week in the Student Senate 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 Cabinet and Executive Committee.

#### Section 5: Executive Oath of Office

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

### **ARTICLE III: EXECUTIVE STAFF**

#### Section 1: Ethics Justice

##### Clause 1

A student shall fulfill the position of Ethics Justice upon major appointment by the President and confirmation of the Student Senate.

##### Clause 2

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 3

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, subject to a majority vote of the Student Senate.

##### Clause 4

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 if they deem necessary.

##### Clause 5

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

##### Clause 6

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, they must resign at least 6 weeks before the election in which they are running or they will be ineligible for the ballot.

##### Clause 7

The Ethics Justice shall ensure compliance with the Ethical Code of Conduct, the Constitution, the Standing Rules, and adopted legislation.

##### Clause 8

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

##### Clause 9

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

##### Clause 10

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

##### Clause 11

The Ethics Justice shall attend all regular and special meetings of the Student Senate and report on matters of ethics and elections.

##### Clause 12

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

##### Clause 13

The Ethics Justice shall be an ex-officio member of the Executive Staff and a non-voting member of the Executive Committee.

##### Clause 14

The Ethics Justice shall preside over any grievance appeals submitted by the Funds Allotment Council Chair within two weeks of the grievance appeal being submitted. The Ethics Justice shall form a committee in secret that includes the Chair of the Funds Allotment Council, an additional member of the Funds Allotment Council, two voting Student Senators, a representative from the Student Activities Board, and a student worker from the Center for Student Involvement. All members of this committee (including the Ethics Justice) shall have a vote. The Advisor to the Funds Allotment Council shall be an Ex officio member of the committee. Before this committee,

the students bringing forward the grievance shall have the right to testify in addition to any other witnesses they may call or the Funds Allotment Council may call. The simple majority decision of this committee shall be the final decision regarding the grievance.

## Section 2: Legislative Director

### Clause 1

A student shall fulfill the position of Legislative Director upon major appointment by the President and confirmation of the Student Senate.

### Clause 2

The Legislative Director will be responsible for keeping up with both the state and national legislative bodies while they are in session and researching legislation in order to keep the Student Government and the Student Association aware of how legislation may impact the Truman community.

### Clause 3

The Legislative Director will be expected to communicate with the current Senatorial District 018 Senator, House District 003 Representative, and United States House District 06 Congressman.

### Clause 4

The Legislative Director shall work with the External Affairs Committee Chair in coordinating legislative-based efforts between Student Government and external sources, including the city of Kirksville, Jefferson City, and other student governments.

### Clause 5

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

### Clause 6

The Legislative Director shall be a member of the Executive Staff and a non-voting member of the Executive Committee.

## Section 3: Public Relations Director

### Clause 1

A student shall fulfill the position of Public Relations Director upon major appointment by the President and confirmation of the Student Senate.

### Clause 2

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

### Clause 3

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

### Clause 4

The Public Relations Director shall communicate the business of the Student Senate to the Student Association by managing the Student Government social media.

### Clause 5

Upon request by members of Student Government, the Public Relations Director shall produce content including, but not limited to: posters, flyers, tabletop pamphlets, and social media content.

### Clause 6

The Public Relations Director shall be required to attend a Fall and Spring retreat as scheduled by the Executive Committee.

### Clause 7

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

### Clause 8

The Public Relations Director shall submit an end of the year report.

Clause 9

The Public Relations Director shall be a member of the Executive Staff and a non-voting member of the Executive Committee.

Section 4: Information Technology Director

Clause 1

A student shall fulfill the position of Information Technology Director upon major appointment by the President and confirmation of the Student Senate.

Clause 2

The Information Technology Director shall be responsible for the management and upkeep of Student Government's technological resources.

Clause 3

The Information Technology Director shall be responsible for ensuring that the Student Government 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 4

The Information Technology Director will be expected to communicate with the Truman State University Information Technology Advisory Committee and Information Technology Services concerning issues salient to the Student Government and the Student Association.

Clause 5

The Information Technology Director shall submit an end of the year report.

Clause 6

The Information Technology Director shall be a member of the Executive Staff and a non-voting member of the Executive Committee.

Section 5: Presidential Aides

Clause 1

A student shall fulfill the position of Presidential Aide upon minor appointment by the President and confirmation of the Student Senate.

Clause 2

There may be as many Presidential Aides as the President deems necessary.

Clause 3

Presidential Aides shall, as the President deems appropriate, assist Student Government members in the fulfillment of their internal responsibilities.

Clause 4

Upon appointment, the President shall charge each Presidential Aide with a list of specific duties that they shall work to fulfill in their position.

Clause 5

Presidential Aides shall be members of the Executive Staff and non-voting members of the Executive Committee.

Section 6: Executive Staff Oath of Office

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

## **ARTICLE IV: ELECTIONS**

Section 1: Fall General Election Dates

Clause 1

The Elections Administrator shall suggest Fall election dates, which shall be approved by the Student Senate by the second regular meeting of the Fall academic semester.

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 Elections Administrator shall suggest Spring election dates, which shall be approved by the Student Senate by the second regular meeting of the Spring academic semester.

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

Section 6: Election Packet

Clause 1

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.

Clause 2

The election packet shall be approved by the body prior to being made available.

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, 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: Election Validation

Clause 1

The Election Hearing Board, chaired by the Ethics Justice, shall validate the election 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 4

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

Clause 5

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

Clause 6

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

Clause 7

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

## Section 12: Tie

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

## Section 13: 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.

Clause 2

The Hearing Board shall be established by the Ethics Justice no later than two weeks before the start of campaigning.

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 in consultation with the Faculty Advisor.

Clause 4

The Faculty Advisor will be an ex-officio 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 Government 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 respondents shall have the opportunity appear at the hearing to testify in cases involving election violations. The Ethics Justice may call additional witnesses to testify as needed. 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 14: 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 they were elected, calling a new election, and referral to the Office of Citizenship and Community Standards.

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 15: 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 respondent 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, the Speaker Pro Tempore or 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 16: 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 17: 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 V: ABSENCES**

Section 1: Absence Policy

Clause 1

Each voting member of the Senate and member of the Executive Board will be allowed a maximum of one unexcused absence per semester and a maximum of 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 Board, in the event of unforeseen or extraneous circumstances.

Clause 2

Associate members will be allowed a maximum of one unexcused absence per semester and a maximum of three 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 Board, in the event of unforeseen or extraneous circumstances.

Clause 3

Each member filling any position not listed above shall be designated an individual absence policy by the President to coincide with their attendance requirements, which shall also be created by the President.

Section 2: Attendance Requirements

Clause 1

Voting members, members of the Executive Board, primary committee chairs, and any other members so instructed by the President shall attend all full body meetings. Failure to attend a full body meeting shall count as one absence.

Clause 2

Members of the Executive Board, primary committee chairs, and any other Executive Committee members so instructed by the President shall be required to attend all Executive

Committee meetings. Failure to attend an Executive Committee meeting shall count as one absence.

Clause 3

Members who are part of any primary committee, subcommittee, secondary committee, or ad hoc committee shall attend all of the meetings of their committee. Failure to attend a committee meeting shall count as one absence.

Clause 4

Voting members, members of the Executive Board, primary committee chairs, and any other Executive Staff members or associate members so instructed by the President shall work one regularly scheduled office hour per week in the Student Senate office. Failure to work an office hour shall count as one absence.

Clause 5

Voting members, members of the Executive Board, primary committee chairs, and any other Executive Staff members or associate members so instructed by the President shall attend the Fall and Spring retreats. Failure to attend the retreat without an excused absence shall count as two unexcused absences.

Clause 6

Senate events may be designated as 'required' by the President if so designated two weeks prior to the event. Failure by voting members, members of the Executive Board, primary committee chairs, or any other Executive Staff members or associate members so instructed by the President to attend a required event shall count as one absence. The President may designate no more than four required events per semester.

Clause 7

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 8

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 regarding excused and unexcused absences. Excused absences are defined as follows: family emergencies, medical appointments and emergencies, and other extenuating circumstances as determined by the Secretary. The Executive Committee shall enforce the excuse policy in 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 reached one unexcused absence or the maximum number of total absences, the Secretary shall contact the member privately to notify the member in question about having reached the maximum number of unexcused or total absences.

Clause 2

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

Clause 3

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 they should remain a member of the Student Senate.

Clause 4

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 5

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 6

If the member in question is pardoned for violating the absence policy, the member shall then be allowed one excused absence but no unexcused absences. If the member exceeds this amount, they shall again go through the removal process.

Clause 7

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 8

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 VI: 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, Sexual Assault Prevention Designee, university search/selection committees, and all other Executive Committee 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 the Student Senate.

## 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 the Student Senate.

## **ARTICLE VII: ETHICS HEARINGS**

### Section 1: Violations

All violations of the Ethical Code of Conduct and governing documents of Student Government shall be recommended to the Ethics Justice.

Clause 2

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

### Section 2: Ethics Hearing Procedure

Clause 1

Any member of the Student Association may write a formal complaint regarding the conduct of a member of Student Government, should they believe the individual has violated the Ethical Code of Conduct or the governing documents of Student Government.

Clause 2

In consultation with the Faculty and Staff Advisors, the Ethics Justice shall determine whether or not an Ethics Hearing is necessary within 10 school days.

Clause 3

If an Ethics Hearing is determined necessary, the Ethics Justice shall form a secret Ethics Hearing Board that they chair. The board shall consist of the Ethics Justice, three voting members of the Student Senate, a member of the Executive Board, and a member of the Executive Committee that is not on the Executive Board. None of these members may be involved in incident at question. At no time may these members speak of the proceedings or let their attendance of these meetings be known. A Faculty or Staff Advisor must be present at all meetings.

Clause 4

Once the Ethics Hearing Board is created, the Ethics Justice shall inform the complainant and respondent of the hearing and give them a date and time when they can testify, should they decide to testify.

Clause 5

The proceedings shall occur in the following manner: the Ethics Justice shall provide a copy of the complaint to all members of the Hearing Board with the name of the complainant redacted, the Ethics Justice and Hearing Board shall discuss what sections of the Ethical Code of Conduct or governing documents of Student Government may have been violated, the complainant will be given a chance to testify, the respondent will be given a chance to testify, the Hearing Board may determine if any other witnesses should be called, additional witnesses may testify, the Hearing Board will discuss the case, the Hearing Board will vote on whether or not there has been a violation, should there be a violation the Hearing Board will discuss and vote on possible repercussions.

Clause 6

A violation will have been said to occur if two-thirds of the Ethics Hearing Board vote so. A repercussion will be decided on if two-thirds of the Ethics Hearing Board vote in favor of it.

Clause 7

Possible repercussions may include, though are not limited to: a formal apology, loss of a Student Government privilege, censure, impeachment, and removal.

Clause 8

During the time that the complainant, respondent, and witnesses testify, the Ethics Justice shall explain the complaint, followed by the individual testifying unprompted for up to an hour, followed by up to an hour of questions from the Ethics Hearing Board.

Clause 9

No witness aside from the complainant and respondent are allowed to read the letter of complaint.

Clause 10

If need be, the Ethics Hearing Board can call for a break in the proceedings. During this break, the members of the Ethics Hearing Board are not allowed to discuss the proceedings.

Clause 11

Following the proceedings, the Ethics Justice must notify the defendant of the results within 48 hours. During the next following full body meeting, the Ethics Justice must notify the body that there has been an Ethics Hearing and must detail its results. In communicating with the body, the Ethics Justice will maintain the confidentiality of the Hearing Board and its proceedings, unless necessary.

Clause 12

Should the Ethics Justice report that the Hearing Board has voted in favor of impeachment, censure, or removal, the body will immediately begin the procedures for doing so.

Clause 3

The decisions of the Ethics Hearing Board are final unless there has been a flaw in the proceedings.

### Section 3: 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 their 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 4: 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 their 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 5: 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 6: Removal of the Speaker

Clause 1

To remove a Speaker from office before their 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 their 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 VIII: MONETARY 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.

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: Proper Expenditure

Clause 1

An Expense Request Form must be completed and submitted to the Treasurer within forty eight hours of the expenditure along with a full description of how money was spent and any relevant receipts.

Clause 2

If approved through a motion or resolution, money shall only be expended as detailed in said motion or resolution.

Clause 3

Money approved to be spent shall only be expended by authorized persons, committees, or entities.

Clause 4

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 3: Small Expenditures

Clause 1

Any expenditures approved in the budget which are less than one hundred dollars shall be considered Small Expenditures.

Clause 2

Small Expenditures need not be approved again by the body, provided the following stipulations are met:

- a. Such money is spent by a voting member of the Executive Committee or their designee, as specified in the budget.
- b. The Executive Committee is notified of the expenditure.
- e. Incremental expenditures for a single event or issue do not exceed one hundred dollars total.

Section 3: Large Expenditures

Clause 1

Any expenditure approved in the budget which is between one hundred and two thousand dollars shall be considered a Large Expenditure.

Clause 2

Large Expenditures shall be subject to approval by majority vote of the Student Senate.

Section 4: Major Expenditures

Clause 1

Any expenditure or incremental expenditures for a single event or issue that total to be greater than or equal to two thousand dollars shall be considered a Major Expenditure.

Clause 2

Major Expenditures must be brought before the Student Senate in the form a resolution containing an itemized list of how the money is to be spent.

Clause 3

Major Expenditure Resolutions shall be subject to a two-thirds majority vote of the Student Senate.

Section 5: Non-Budgeted Expenses

Clause 1

Any expenditure which was not approved in the semester budget or is to be drawn from a miscellaneous fund shall be considered a Non-Budgeted Expenditure.

Clause 2

Non-Budgeted Expenditures shall be subject to a two-thirds majority vote of the Student Senate.

Clause 2

Non-Budgeted Expenditures will be considered amendments to the semester budget.