

Constitution for the Baker University Student Senate of the Baldwin City Campus

Last Revised: 12/01/2015

Article I. Baker University Student Senate Composition

- A. The Student Senate shall, in all its activity, ascribe to and implement the following Mission Statement:
1. *Baker University Student Senate's mission is to accurately address the needs of our peers, promote the values of good character, and enhance the overall student experience for our entire Student Body on campus.*
- B. Senators, who have parliamentary privileges, include:
1. Executive Officers: shall include a president, vice-president, treasurer, secretary, and public relations officer representing the entire campus.
 2. Class Officers and Representatives: Each class shall have a president, vice-president, secretary/treasurer, and one class representative.
 3. Campus Housing Representatives: There will be one student representative (e.g. a Resident Assistant) to serve on behalf of residents living in the New Living Center, Gessner and Irwin Halls and the Horn/Markham apartments.
 4. Student Organization Representatives
 - a. Student Senate recognized organizations that want voting privileges must petition the Executive President by the third full Student Senate meeting of each academic year to obtain that privilege of being designated a voting organization.
 - b. A new student organization that is recognized after the three-week deadline, has three weeks from the Student Senate recognition to petition the Executive President to become a voting organization.
 - c. Voting organizations shall each receive one representative.
 5. All senators shall have voting rights, with the exception of the Executive President (unless a tie breaking vote is needed on a motion requiring a simple majority).
 6. All senators must be full-time Baker students enrolled on the Baldwin City campus and be in good academic standing.
- C. Student Senate Staff Advisor:

1. The Dean of Students, or someone whom they designate, shall serve as the student senate advisor shall serve as a liaison between the administration, faculty and staff and the Student Senate.
2. The Staff Advisor shall have no voting rights, but shall be required to attend all full Student Senate Meetings

Article II. Elections and Vacancies

- A. Fall elections shall determine the class officers and representatives for the freshmen class.
- B. Spring elections shall determine the class officers and representatives for the rising sophomore, junior, and senior classes, in addition to the Executive Officers for the next academic year
- C. The Executive Secretary, with the assistance of the Executive Officers and oversight by the faculty and staff advisers, shall be responsible for determining standing rules governing election procedures and dates.
 1. The Executive President must have served previously on the Student Senate in some capacity in order to be eligible to stand for election.
- D. Results of all elections shall be made public within 24 hours of the closing of the polls. They shall be submitted to the student newspaper, e-mailed to the student body, and given to all pertinent faculty.
- E. Vacancies
 1. Executive Officer vacancy:
 - a. If the Executive President office is vacant, the Executive Vice-President shall become the Executive President.
 - b. The Executive President shall be empowered to appoint a replacement for any vacant office.
 2. Class officer and class representative vacancy: The remaining officers and representatives of the class shall appoint a replacement for the vacant office.
 3. Campus Housing and Student Organization Representatives: the respective group shall determine a replacement for the vacant seat.

Article III. Officer Responsibilities and Compensation

A. Executive Officers

1. The Executive President shall have the following duties and rights:
 - a. The Executive President shall preside over the meetings of the Student Senate as chair, and shall be empowered to call special sessions of the Student Senate, as required by a petition of a majority of senators, by the President of the University, or by the will of the Executive President.
 - b. The Executive President shall serve as the chief liaison and advocate of the student body to the faculty and administration of the university.
 - c. The Executive President shall attend all meetings of the Board of Trustees, the Faculty Senate, and the Administrative Council, or shall send someone whom they designate to go in the place of the Executive President.
 - d. The Executive President shall prepare, at least once a year, a report on campus issues and concerns to be distributed to the faculty, administration, and student body.
 - e. The Executive President shall be empowered to veto votes of the Student Senate, and it shall take a two-thirds majority of the Student Senate to override such a veto.
 - i. A veto must be announced by the Executive President either during the same meeting as the vote, or at the next meeting of the full Student Senate. If the legislation being vetoed would be acted upon prior to the next meeting, the Executive President must call a special session prior to the date when the legislation would take effect to allow the Student Senate the opportunity to override the veto, should they choose to exercise a veto.
 - f. The Executive President shall be the executive chairperson to the Baker Issues Standing Committee.
 - g. The Executive President may call emergency meetings of the Executive Officers to make decisions regarding issues that need immediate attention.

- i. A unanimous vote of all of the Executive Officers is needed to make decisions outside of a full Student Senate meeting.
 - h. The Student Body President will serve as chair to the Baker Issues Committee.
- 2. The Vice President shall have the following duties and rights:
 - a. The Vice President shall serve in any of the Executive President's capacities when the Executive President is unable to do so, or when delegated by the Executive President.
 - b. The Vice President shall be the parliamentarian of the Student Senate.
 - c. The Vice President shall be responsible for maintaining contact with other colleges and universities.
 - d. The Vice President shall oversee the delegates to all committees of the Student Senate, and other committees to which Student Senate appoints delegates.
 - e. The Vice President shall serve as chair of the Dean's Advisory Board.
- 3. The Treasurer shall have the following duties and rights:
 - a. The Treasurer shall be responsible for setting the budget of the Student Senate at the beginning of each year.
 - b. The Treasurer shall keep accurate records of the Student Senate accounts.
 - c. The Treasurer shall be empowered to audit the financial records of any organizations to which the Student Senate gives money, and the records of the class accounts.
 - d. The Treasurer shall advise the Executive President on all financial matters relevant to the Student Senate, and the university budget as it applies to the student body.
 - e. The Treasurer is responsible for ensuring that all financial transactions of the Student Senate are properly completed.
 - f. The Treasurer shall serve as the chair to the Financial Standing Committee.

4. The Secretary shall have the following duties and rights:
 - a. The Secretary shall keep, organize, store, and publicly make available a record of all meetings of the Student Senate.
 - b. The Secretary shall distribute the minutes of the Student Senate in a timely manner to all interested faculty and staff, the Baker Orange, and members of the Student Senate. Copies of the minutes shall be posted on the Student Senate office window and kept on file.
 - c. The Secretary shall keep an attendance record of all meetings of the Student Senate, and shall make that record available publicly and to the Internal Affairs Committee.
 - d. The Secretary shall be responsible for compiling the agenda for all Student Senate meetings prior to the meeting, and shall be responsible for distributing that agenda to the Student Senate and The Baker Orange in a reasonable amount of time prior to the meetings of the Student Senate.
 - e. The Secretary shall maintain correspondence as needed.
 - f. The Secretary shall organize, be responsible for, and oversee all elections of the Student Senate, including executive officer elections, class officer and representative elections, special elections, and issue-oriented student body referendums.
 - g. The Secretary shall serve as the chair to the Internal Affairs Standing Committee.
5. The Public Relations Officer shall have the following duties and rights:
 - a. The Public Relations Officer shall oversee all publicity pertaining to the Student Senate.
 - b. The Public Relations Officer shall keep an up-to-date calendar in the Student Senate office of all up-coming events.
 - c. The Public Relations Officer shall serve as the chair of the External Affairs committee
6. The Executive Officers shall receive the following annual stipends. One-half shall be paid at the mid-point of first semester, and the other half at the mid-point of second semester.

- a. The President shall receive \$400.00.
- b. The Vice President shall receive \$340.00.
- c. The Treasurer shall receive \$225.00.
- d. The Secretary shall receive \$225.00.
- e. The Public Relations Officer shall receive \$225.00.

B. Class Officer Responsibilities

1. Each set of class officers shall be responsible for:
 - a. Class activities and meetings, and for planning at least one social event per semester
 - b. The social event must include opportunities for hand on experience for the students in their class.
 - c. Classes that fail to host at least one social event per semester could face a penalty of reduced or no funding the following year. Exact punishments are at the discretion of the Executive Board.
2. Each class officer (President, Secretary/Treasurer, Representative 1, an Representative 2) shall serve on one of the standing committees as determined by the Executive officers.

C. Senators

1. All senators shall serve on a standing committee or on another committee to which Student Senate appoints delegates. Senators are expected to attend meetings of the committee(s) to which they are assigned.
2. All senators are expected to attend full Student Senate meetings.

Article IV. Functions of the Senate

A. Meetings

1. The Student Senate shall meet twice monthly, with exception of Interterm, during which the Executive President shall call meetings as needed.
2. All meetings shall be open to the public, any member of which shall have speaking privileges as outlined by the parliamentary procedures.

3. The Student Senate shall require a quorum of a majority of senators to conduct business, unless $\frac{1}{2} + 1$ (simple majority) of the present members deem an article of business of such importance that it must be immediately addressed. After doing so, the matter can be voted on, but will require a simple majority for passage, and cannot be used for constitutional amendments or motions for removal.
4. A roll call vote shall be taken upon the request of any member, but shall not be required. The method of voting on any given issue shall be the purview of the chair of the Student Senate, except as noted above.

B. Legislation

1. All legislation shall be referred to an appropriate standing committee prior to consideration by the full Student Senate, as follows:
 - a. Any proposed issues-oriented legislation shall be referred to the applicable issues-oriented standing committee for preliminary research.
 - b. Financially oriented legislation shall be referred to the Internal Affairs Committee.
 - c. Legislation that addresses the rules or internal workings of the Student Senate shall be referred to the Internal Affairs Committee.
 - d. When legislation could legitimately be within the purview of more than one committee, the Executive President shall use his or her discretion in selecting a committee.
2. The Student Senate shall be empowered to pass legislation to advocate the interests of the student body. This power shall include, but not be limited to, the following procedures:
 - a. Passing resolutions and proclamations on issues relevant to the student body.
 - b. Funding activities, programs, or other things that are in the interest of the student body.
 - c. Granting money to organizations that are advancing the interests of the student body, or withholding money from organizations that impede the interests of the student body.

3. At the discretion of the Student Senate, articles of business may be advanced to the entire student body for consideration through the use of a referendum vote.

C. Student Organization Recognition

1. Upon receipt of a new organizations application from the Office of Student Life, a motion for Student Senate recognition for the academic year can be approved by a simple majority of the full Student Senate.
2. Previously recognized student organizations continue to be recognized by the Student Senate for an additional academic year, once they file the appropriate paperwork with the Office of Student Life.

D. Student Organization Funding

1. Only organizations recognized by the Student Senate are eligible for monetary support.
2. Organizations may request financial assistance by filling out the required application for funding and presenting their request to the Financial Standing Committee.
3. Subsections 1, 2, and 3 can be suspended by a 2/3 majority vote of the Student Senate in extraordinary cases.
4. The funds must go towards an event that directly benefits the student body.
5. Maximum request amount: \$300.00
6. Amount of funding can be lessened at the discretion of the Finance Standing Committee or the full Student Senate
7. Classes (grade level or actually enrolled classes) are also eligible.
8. The requester must specify how the funds from the senate will be used
9. The organization must show that they have previously attempted to raise funds.
10. After an electronic request is submitted, a representative (preferably the person who submitted the request) must present the request, in person, to the entire senate at the next scheduled meeting.

11. All steps outlined in the attached Funding Request Guidelines must be completed before the request will be reviewed and voted on 48 hours in advance prior to a student senate meeting.
12. Organizations whose funding requests have been denied by Internal Affairs have the right to appeal the decision. The Executive Board will then be contacted and will decide upon proper management of the situation.

Article V. Committees

- A. Committees conduct background research on issues relevant to the committee, decide what issues should be advanced to the full Student Senate for further consideration, and conduct much of the day-to-day business of the Student Senate.
- B. Standing Committees
 1. Baker Issues Committee
 - a. The Baker Issues Committee shall serve to advocate student issues on the Baker University Campus.
 - b. This committee shall consist of the four elected class Presidents.
 - c. The committee shall research policy-oriented resolutions and proclamations relevant to university issues, and it shall render policy recommendations on issues that it advances to the full Student Senate for consideration.
 - d. The committee shall gather and utilize the feedback of the general student body on issues affecting campus and academic life.
 - e. The committee shall be empowered to use whatever legitimate means are at its disposal to advance student issue-oriented measures passed by the Student Senate, subject to the direction of the Executive President.
 2. Dean's Advisory Board
 - a. The board shall meet with the Dean of Students to help plan and give input on any campus activities.
 - b. This committee shall consist of the four elected class Vice-Presidents.

- c. The board shall be responsible for planning one service event on behalf of the Senate per semester.

3. Finance

- a. The Financial Standing Committee shall handle all funding requests made by registered student organizations and any other financial dealings of the senate, including but not limited to reimbursements, transfers between accounts and stipends.
- b. The committee shall consist of the four elected class Treasurers.
- c. The committee shall ensure that the Funding Request Guidelines are followed by the Finance Committee, the full Student Senate, and the applicant organization.
 - i. The committee shall conduct an annual examination of the executive stipends.

4. Internal Affairs

- a. The Internal Affairs Standing Committee shall deal with the business of the Student Senate that deals with membership, constitutional revisions of the Student Senate, and other issues that are primarily esoteric in nature.
- b. This committee shall consist of the four elected class Secretaries.
- c. The committee shall oversee elections, filling of vacancies, and motions for impeachment and removal.
- d. The committee shall evaluate proposed constitutional amendments. It shall also have the power to revise proposed amendments.

5. External Affairs

- a. The External Affairs Committee shall serve to advocate the interests and successes of Baker's Student Senate.
- b. This committee shall consist of the four elected class Representatives.
- c. The committee shall publicize and market Student Senate opportunities and happenings, such as via social media platforms, campus e-mail or informational events.

C. Executive Chairpersons to Standing Committees

1. All of the standing committees shall be chaired by someone from the executive board.
2. The chairperson shall help to provide direction and policy initiatives for the committee, but shall not have a vote on the committee.
3. The chairperson shall be afforded an executive veto of committee action.
 - a. The veto can only be used to prevent the movement of committee work from the committee to the full Student Senate.
 - b. The veto can be overridden by a two-thirds vote of the committee.
 - c. If a veto is used, the executive chairperson must disclose the use, regardless of whether or not it is overridden, at the next meeting of the full Student Senate.

D. Ad Hoc Committees

1. The Executive President shall have the authority to direct the creation of ad hoc committees whenever they feel it is necessary.
2. The committee shall be chaired, whenever possible, by the senator or student bringing the need for the committee before the Student Senate.

E. Faculty & Administration Committees

1. The Executive President, or the person to whom they designate the responsibility, shall be a member of the University Judicial Board.
2. The Executive Vice President shall oversee the appointment of student representatives to other faculty and administrative committees at the request of the faculty and/or administration.

Article VI. Attendance and Judicial Process

A. Attendance Policy

1. Senators who have two unexcused absences per semester from full Student Senate meetings shall be reviewed by the Internal Affairs Committee according to the impeachment procedure.
2. Internal Affairs will review correspondence between individual and Executive Secretary
3. Letter will be sent to Senator informing that they are up for review

B. Impeachment

1. The Student Senate shall have the power to impeach one of its members through the following procedure. A delinquent senator can be impeached for not being in compliance with the attendance policy or neglect of responsibilities.
 - a. The Executive Secretary is responsible for notifying the chair of the Internal Affairs Committee and the Executive President of a delinquent senator.
 - b. The chair of the Internal Affairs Committee shall notify the senator a week before the motion of impeachment is voted upon by the committee.
 - c. The senator can challenge the motion for impeachment by filing a motion.
 - i. Motion Options
 - A. The senator may file a motion challenging whether or not the offenses named in the articles of impeachment rise to the level of impeachable offenses.
 - B. The senator may file a motion challenging his or her guilt of the offenses named in the articles of impeachment.
 - ii. Motion Format
 - A. These motions must be in writing, and must be filed with the chair of the Internal Affairs Committee or an Executive Officer prior to the meeting of the Student Senate at which the articles of impeachment are to be presented.
 - B. The senator's motion shall include arguments that support his or her case.
 - d. A majority of the members of the Internal Affairs Committee (excluding the senator in question if a member of the committee) must vote in favor of impeachment.

2. The student body shall have the power to impeach a senator through the following procedure.
 - a. A recall petition must be filed with the chair of the Internal Affairs Committee, except in the occasion that the chair is the officer being recalled. In that event, the petition shall be filed with the Executive President.
 - b. Such a petition must be accompanied by at least 60 signatures if recalling a class officer, or at least 150 signatures if recalling an Executive Officer. All signatories must be constituents of the senator being recalled.
 - c. The circulator(s) of the petition can be requested to appear before the Student Senate and state the reasons for the recall. If three-fourths of the members of the Student Senate feel that the reasons for the recall do not rise to the level of impeachable offenses, the petition shall be invalidated. Senators are then to consider whether or not the allegations, if proven, would merit removal from office. Guilt or innocence of the allegations shall not be considered unless the senator can prove his or her innocence.

C. Removal of Impeached Senator

1. If the Internal Affairs Committee or the senator's constituency impeaches the senator, then a motion will be filed by the chair of the Internal Affairs Committee for the removal of the senator by the full Student Senate.
2. At the meeting to consider the motion for removal, the Internal Affairs Committee may appoint a member to present arguments and witnesses, and the impeached Senator shall have the right to present arguments and witnesses.
3. The senator shall be removed if two-thirds of the remainder of the Student Senate vote in favor of the motion for removal. At this time, the senator must immediately vacate their seat.
4. Removal shall not be tabled or delayed, unless the Student Senate votes that immediate proceedings would not be in the interests of justice or if quorum is not met. Also, if a senator cannot be present due to a school sponsored activity or family emergency, and notification of such an absence has been filed with the chair of the Internal Affairs Committee

immediately upon the senator's knowledge that the absence will occur, the motion for removal can be delayed.

5. A removed senator is ineligible to be appointed to the seat.

Article VII. Parliamentary Procedure

- A. The Student Senate shall follow *Robert's Rules of Order Newly Revised*.

Article VIII. Amendments to the Constitution

- A. Any proposed amendment to the constitution shall be first directed to the Internal Affairs Committee for research and revision. Only after doing so, shall the committee present the amendment to the Student Senate for consideration.
- B. At least one week shall pass between the time the committee presents the amendment to the Student Senate for consideration and the time when the Student Senate votes to ratify or reject it.
- C. Amendments shall require a yeas vote by a 2/3 majority of present members for passage.