

**Constitution for the Baker University Student Senate of the Baldwin City Campus Last Revised: 10/28/2024 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 Senators: Each class shall have five senators, one of which is designated as class president.
3. 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).
4. All senators must be degree seeking Baker students enrolled on the Baldwin City campus and be in good academic standing. C. Student Senate Staff Advisor:
  1. A member of the Student Affairs staff, as determined by Student Affairs leadership, shall serve as the student senate advisor and shall serve as a liaison between the administration, faculty and staff and the Student Senate.
  2. The Staff Advisor shall have no voting rights.

**Article II. Elections and Vacancies**

A. Fall elections shall determine the class senators for the freshmen class.

1. The senate candidate with the most votes shall be declared class president.
2. Spring elections shall determine the senators for the rising sophomore, junior, and senior classes, in addition to the Executive Officers for the next academic year.
3. For each class, the senate candidate with the most votes shall be declared class president.

B. The Vice President, 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.
2. The Student Body shall be notified of the election process through email when applications open and on the election dates.

3. Spring elections shall occur no later than the eleventh week of the Spring semester with applications due the week prior.
  4. Fall elections shall occur no later than the fourth week of the Fall semester with applications due the week prior.
- C. Results of all elections shall be made public as soon as possible and no later than 24 hours before 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.
- D. Vacancies
1. Executive Officer vacancy:
    - a. If the Executive President office is vacant, the Executive VicePresident shall become the Executive President.
    - b. The Executive President shall be empowered to appoint a replacement for any vacant office.
  2. Class senator vacancy
    - a. The class president shall be empowered to appoint a replacement for the vacant office.
  3. Class president vacancy
    - a. In the event of a vacant class president office, the class's senate candidate with the next most votes shall be appointed.
  4. A removed senator is ineligible to be appointed to any open 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 Faculty Senate meetings and shall attend meetings of the Board of Trustees when requested by the University President 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 semester, a report on campus issues and updates of the Student Senate 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 prepare and deliver a speech at Convocation and other requested events by Baker administration.
  - g. The Executive President shall oversee the delegates to all committees of the Student Senate, and other committees to which Student Senate appoints delegates.
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.
    - i. The Vice President shall be knowledgeable on the contents of the Constitution and shall propose amendments to the Constitution that they deem necessary.
    - ii. The Vice President shall be responsible for ensuring the Student Senate operates within the parameters outlined in the Constitution.
    - iii. The Vice President shall update the Constitution with any newly passed amendments.
  - c. The Vice President shall organize, be responsible for, and oversee all elections of the Student Senate, including executive officer elections, class officer and senator elections, special elections, and issue-oriented student body referendums.
3. The Treasurer shall have the following duties and rights:
- a. The Treasurer shall be responsible for setting the budget of the Student Senate and having it approved by the Executive Board 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, including all approved student organization funding.
  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 on OneDrive.
    - b. The Secretary shall distribute the minutes of the Student Senate within 24 hours of each meeting to all members of the Student Senate. Copies of the minutes shall be accessible via the Student Senate social media 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
    - 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 prior to 12pm on the day of the meetings of the Student Senate.
  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 including running Social Media accounts, branding events, and designing and distributing physical advertising on and around campus.
    - b. The Public Relations Officer shall submit all events to Student Affairs to be included on university calendars.
- B. 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.
  1. The President shall receive \$400.00.
  2. The Vice President shall receive \$340.00.
  3. The Treasurer shall receive \$225.00.
  4. The Secretary shall receive \$225.00.
  5. The Public Relations Officer shall receive \$225.00.
- C. Class Senator Responsibilities
  1. Each set of class senators shall be responsible for:

- a. Class activities and meetings that are deemed important and meet the needs of the class.
- b. Soliciting concerns and ideas for the class they represent.
- c. Working with university faculty, staff, and administration to address class needs.

## **Article IV. Functions of the Senate**

### **A. Meetings**

1. The Student Senate shall meet every two weeks, with exception of Interterm and university breaks, 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 over 50% (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 the full Student Senate
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 organization's application from the Office of Student Affairs, 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 Affairs.

#### D. Student Organization Funding

1. Student organizations recognized by Student Senate and the university are eligible to receive Student Senate funding.
  - a. Organizations may request financial assistance by filling out the required application for funding and presenting their request to the Student Senate
  - b. The application must specify how funds from Student Senate will be used.
  - c. A maximum of \$300 may be awarded to a student organization in an academic year.
  - d. The funds must go towards an event that directly benefits the student body and is open to all students and free, excluding events charging admission for philanthropic purposes.
  - e. After an application is submitted, a representative may present the request in person to the entire Student Senate at the next scheduled meeting.
2. Student Senate shall vote on all student organization funding requests within two weeks of submission based on the criteria set in this constitution.
  - a. The amount of funding can be adjusted from the requested amount at the discretion of the full Student Senate.
  - b. Requests shall be approved or denied prior to the event or program sponsored by the student organization.
3. Approved funding will be provided through a direct transaction to the organization's university account, direct purchase of items through coordination with the Student Senate advisor, or reimbursement of items purchased after the conclusion of the event.
  - a. Receipts may be requested for audit of any funding request.
4. At the end of the year, any organizational funding left over should be distributed to individual classes.
  - a. The funding should be divided equally among eligible classes.

## **Article V. Committees**

- A. At the beginning of each semester, Student Senate shall create committees based on current needs, each chaired by a senator or executive officer.
- B. The Executive President shall have the authority to direct the creation of committees whenever deemed necessary and to appoint a chair, which must be a member of the Student Senate
- C. Student senators may create a new committee at any point by presenting the committee to the full Senate for approval. The committee shall be chaired, whenever possible, by the senator proposing the committee.
- D. Committee reports shall be presented in writing to the Executive Secretary on a monthly basis and in person at each Student Senate meeting.

## **Article VI. Attendance and Judicial Process**

### **A. Attendance Policy**

- 1. Senators who have more than two unexcused absences per semester from full Student Senate meetings shall be reviewed by the Student Senate according to the impeachment procedure.
  - a. Absences will be considered automatically excused if they are submitted more than 24 hours in advance and if they meet one of the following criteria: required class event or required athletic event.
  - b. All other absences will be considered unexcused unless deemed otherwise by the Executive Officers.

### **B. Impeachment**

- 1. The Student Senate shall have the power to impeach one of its members through the following procedure. A senator can be impeached for not being in compliance with the attendance policy or neglect of responsibilities.
  - a. The Secretary is responsible for notifying the Executive President of a delinquent senator.
- 2. In the event a class senator is impeached, the following timeline will be provided to the class president following the impeachment meeting.
  - a. The class president shall have one month (two senate meetings) to appoint a new senator in place of the impeached senator.
- 3. A motion of impeachment shall be presented at the next meeting following discovery of a delinquent senator, unless the next meeting occurs less than a week after discovery.
  - a. The Secretary shall notify the senator a week before the motion of impeachment is voted upon by the Student Senate.

- b. The impeached senator shall have the right to present arguments and witnesses.
    - c. 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. The in-meeting procedure shall take place as follows in the event of discussion on impeachment of a delinquent senator:
    - a. The impeachment must be the first item on the agenda of the impeachment meeting. At the time of voting and discussion, the senator will be asked to leave the meeting for the evening.
    - b. A standing senator must motion to vote on the impeachment of the delinquent senator.
    - c. Following the motion and second of motion, an anonymous Google form will be sent to all current senators and will be used to determine the final decision.
    - d. The delinquent senator will be informed of the decision via email, by the Secretary, upon adjournment of the meeting
  - 5. Removal shall not be tabled or delayed, unless the Student Senate does not meet quorum, a vote occurs to defer, or the senator has an excused absence as approved by the Executive Secretary.

## **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 presented to the Student Senate for consideration.
- B. A committee may be created for constitutional amendments if needed for further research and revision.
- C. At least one week shall pass between the time the amendment is presented to the Student Senate for consideration and the time when the Student Senate votes to ratify or reject it.
- D. Amendments shall require a yeas vote by a 2/3 majority of present members for passage.