

**Student Senate Constitution and Bylaws
Table of Contents**

Student Government Overview	2
Constitution of Wittenberg University Student Government	2
ARTICLE I: Name	2
ARTICLE II: Charge	2
ARTICLE III: Mission	3
ARTICLE IV: Officers of Student Senate	3
ARTICLE V: Student Senate Committees	10
ARTICLE VI: The Student Conduct Hearing Board	10
ARTICLE VII: Amendment of Constitution	11
Bylaws of the Wittenberg University Student Senate	12
ARTICLE I: Meetings	12
ARTICLE II: Student Senate Committees	12
ARTICLE III: Student Senate Special Committees	16
ARTICLE IV: Class Cabinets	16
ARTICLE V: Election Codes	17
ARTICLE VI: Removal From Office	20
ARTICLE VII: Vacancies of Office	21
ARTICLE VIII: Leave of Absence	22
ARTICLE IX: Student Activities Fee Budget	23
ARTICLE X: Procedure for Officer Training	23
ARTICLE XI: Amendment of Bylaws	23

Student Government

Under the authority of the faculty, the student government for the undergraduate student body is the Student Senate.

The Student Senate form of government is composed of one branch; legislative, and was established to provide an outlet for student voice, and to serve as a liaison between the administration and the student body on matters of concern. With ratification by the faculty, the Student Senate determines policies pertaining to student organizations, and other aspects of student life.

The Senate is elected/selected each spring. Through its committees this body addresses many aspects of student life.

Students also participate in the formation of academic policy through their representative membership on faculty committees. With this direct voting representation (eight votes on the floor of the faculty meetings), students help to create academic regulations.

Additionally, Student Senate is involved in the selection process of student members of the Student Conduct Hearing Board. Student members of the Student Conduct Hearing Board are chosen from those students who have filed an application with the Dean of Students or designee. An ensuing interview with a Hearing Board Selection Committee is required of each applicant. The Committee is composed of the Dean of Students or designee, a faculty member chosen by the Senate, and two members of the student body selected by the Senate. The Selection Committee submits its recommendations to the Senate for approval.

Copies of the Student Senate Constitution and the Revised Code of Elections are made available upon request from the Secretary of the Senate. Student Senate meetings are open to all students.

Constitution of the Wittenberg University Student Government

ARTICLE I: Name

Section 1: The Government herein established shall be known as Wittenberg University Student Government.

Section 2: A legislative branch shall be established and henceforth known as the Wittenberg University Student Senate.

ARTICLE II: Charge

Section 1: The Wittenberg University Student Government has been established under the authority of the bylaws of the Wittenberg University Faculty-Student Government to provide creative opportunities for student self-governance in matters of student affairs, to provide a voice of the student body in matters of

student concern, and to serve as a liaison between the student body, and the Board of Directors, administration, and faculty.

ARTICLE III: Mission

Section 1: The mission of the Wittenberg University Student Senate is to promote the interests of both the students and the university by overseeing, guiding, and providing leadership opportunities through student organizations and co-curricular activities and to represent the students' opinions and beliefs and act on their behalf, serving as the liaison between the student body and the Board of Directors, administration and faculty.

ARTICLE IV: Officers of Student Senate

Section 1: The Student Senate will have six (6) Executive Senators that comprise the Student Senate Executive Board, consisting of the following positions: President, Vice President, Treasurer, Secretary, Faculty-Student Coordinator, and Senior Class President.

A. President

1. To act as the official representative of the student body whenever and wherever such representation is needed.
2. To be the spokesperson for Student Senate and to lead Student Senate in expressing the opinion of the student body.
3. To conduct all Student Senate meetings and Student Senate Executive Board Meetings.
4. To prepare agendas for all Student Senate Meetings.
5. To create and dissolve standing and ad hoc committees as deemed necessary.
6. To appoint and remove Senators and students, with the approval of Student Senate, to and from the committees of The Board of Directors, faculty, administration, and other various organizations as necessary.
7. To select or designate others to select with the Treasurer members of the Finance Committee.
8. To act as an ex-officio member of the Board of Directors' committee on Student Life.
9. To attend faculty meetings with voice shared with the Vice President and vote shared with Vice President.

B. Vice President

1. To assume the office of President should it become vacant.
2. To conduct Senate Meetings and Student Executive board meetings in absence of President.
3. To represent the Student Senate and to chair special committees at the request of the President.
4. To chair the Build a Better Wittenberg Committee.

5. To select or designate others to select with the Secretary members of the Elections Committee.
6. To assume an ex-officio position on every ad-hoc committee.
7. To act as an ex-officio member of the Board of Directors' Committee on Advancement.
8. To attend faculty meetings with voice shared with President and vote shared with President.

C. Treasurer

1. To be responsible for all expenditures and incomes allocated through the Student Activities Fees.
2. To chair the Finance Committee and select its members with the President or designee.
3. To prepare the student activities budget:
 - a. To organize and inform student organizations of the budget hearings schedule.
 - b. To establish a set of guidelines, to be approved by the Student Senate, with which student organizations must comply in order to receive and retain Student Senate funding.
 - c. To establish and maintain budget contracts with student organizations which specify terms of financial allocations.
4. To be current on all financial records of the Student Activities Fees.
5. To sign all Student Senate financial transactions.
6. To prepare an operating budget and maintain all financial records of the Student Senate.
7. To act as an ex-officio member of the Board of Directors Committee on Finance.

D. Secretary

1. To record the minutes of all Student Senate meetings and distribute them to Student Senate members and other persons requesting them.
2. To maintain the Student Senate office and its records, including updating the Constitution of the Wittenberg University Student Government and records of revisions to said document.
3. To inform Student Senators of special meetings or cancellations.
4. To chair the Elections Committee and select its members with the Vice President or designee.
5. To act as an ex-officio member of the Board of Directors' Committee on Building and Grounds.

E. Faculty-Student Coordinator

1. To select students to fill positions on faculty committees and task forces and to coordinate their activities.
 - a. This selection process should take place with consultation from faculty and previous student committee members.
 - b. Committee member selections must be approved by the Student

Senate.

2. To facilitate communication among student committee members, faculty, and the Student Senate.
3. To represent the interests of the student body in matters of educational policies.
4. To serve on the Educational Policies Committee as one of the four student members.
5. To maintain communication between the Student Senate and the Educational Policies Committee.
6. To act as an ex-officio member of the Board of Directors' Sub-Committee on Academic and Student Life.
7. To attend faculty meetings with voice and vote.

F. Senior President

1. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
2. What else does senior class president do?
3. To act as an ex-officio member of the Board of Directors Committee on Advancement and Alumni Relations.
4. To attend faculty meetings with voice and vote.

Section 2: The Student Senate will have eleven (11) Organizational Senators, consisted of the following positions: Residence Hall Association, Concerned Black Students, Fraternity/Sorority Life, Student Organizations, Off-Campus, American International Association, Student Athletes, Green, Gay-Straight Alliance, Interfaith, and Public Relations.

A. Student Organizations Senator

1. To meet with prospective student organizations and guide them through the process of becoming an organization.
 - a. Attend interest sessions
 - b. Manage all paperwork associated with new student organizations
 - c. Inform the Director of Student Activities when new student organizations are approved.
2. To be a member of the Election Committee.
3. To inform Senate President on when new organizations should be added to the agenda.
4. Help new organizations build constitutions.
5. Act as liaison between Office of Student Involvement and operating organizations.

B. Residence Hall Association Senator

1. To represent the interests of students living in the residence halls at the Student Senate and at the faculty meetings or other audiences.
2. To serve as a liaison from the Residence Hall Association and respective Hall Governments to Student Senate.

3. To attend all Residence Hall Association Meetings.
 4. To attend Security Advisory Committee meetings.
- C. Concerned Black Students Senator
1. To represent the interests of African-American students at Student Senate and Faculty meetings or for other audiences.
 2. To attend all Concerned Black Students meetings.
 3. To serve as a liaison from Concerned Black Students to Student Senate.
 4. To attend Faculty meetings with voice and vote.
- D. Fraternity and Sorority Life Senator
1. To represent the interests of the Fraternity/Sorority Life students at Student Senate or for other audiences.
 2. To chair the Fraternity/Sorority Expansion/Extension Committee.
 3. To attend Panhellenic Council and Interfraternity Council meetings.
 4. To serve as a liaison from Panhellenic Council and Interfraternity Council to Student Senate.
 5. To attend all Security Advisory Committee meetings.
- E. Off-Campus Senator to the Student Senate
1. To represent the interests of the students living in off-campus housing at Student Senate meetings or for other audiences.
 2. To facilitate and maintain channels of communication through which the off-campus housing students and the University may exchange information and concerns.
 3. To maintain and oversee the Campus Cleanup program.
 4. To be a member of the Elections Committee.
 5. To attend Security Advisory Committee meetings.
- F. American International Association Senator
1. To represent the members of American International Association and international students.
 2. To maintain channels of communication between the Student Senate and the international students.
 3. To attend American International Association meetings.
 4. To serve as a liaison from American International Association to Student Senate.
- G. Student Athlete Advisory Committee Senator
1. To represent the interests of student-athletes to the Student Senate or other audiences.
 2. To maintain communication/serve as liaison between SAAC (Student Athlete Advisory Committee) and Student Senate.
 3. To attend Student Athlete Advisory Committee meetings.
 4. To attend faculty meetings with voice and vote.

H. Green Senator

1. To represent the environmental interests of the entire Wittenberg community.
2. To regularly maintain and update social media websites pertaining to Green Wittenberg.
3. To serve as a liaison from the Sustainability Task Force and Parliament of the Wittenberg Environmental Revolution (P.o.W.E.R.) to the Student Senate
4. To attend all Sustainability Task Force meetings and all P.o.W.E.R. meetings.

I. Gay/Straight Alliance Senator

1. To represent the interests of GLBTQ students at Student Senate and at faculty meetings or for other audiences.
2. The position is currently vacated until further notice.

J. Interfaith Senator

1. To be a liaison between student senate, the chapel, the interfaith committee, administrative departments, and all religious groups to communicate and recognize religious calendars, events, and needs on campus.
2. To represent all of the official dedicated to religious/spiritual life on campus by attending at least one meeting for each religious/spiritual coalition per month. As of now, this includes Common Ground (which represents all Christian organizations) and Jewish Culture Club; as well as any other religious/spiritual groups that may become officially recognized in the future (this could be Muslim, Buddhist, Atheist, etc.).
3. To be a member of and attend interfaith committee and promote interfaith communication and events on campus—helping to plan and execute a minimum of one interfaith event per semester open to all of campus.
4. To be an advocate for the student body for faith/spiritual related needs, questions, concerns, dietary needs, meditation room, etc.

K. Public Relations Senator

1. To represent Student Senate to the campus community and create a cohesive and appropriate branding strategy.
2. To create all promotional materials for Student Senate events, which could include but is not limited to: flyers, banners, Facebook events, chalking, Senate memorabilia, utilizing campus advertising strategies like Witt's Happening, or distributing event-specific promotional items.
3. To organize Student Senate's participation in the annual campus Involvement Fairs.
4. To monitor Senate's Twitter and Facebook pages.
5. To update manage Student Senate's website and MyWitt.

6. To reach out to media organizations to promote events.
7. To create a plan for distributing promotional materials.
8. To serve as the historian for the organization (taking photos and collecting memorabilia).
9. To chair the Public Relations Committee.

Section 3: The Student Senate will have four (4) Class Presidents, consisted of the following positions: Senior Class President, Junior Class President, Sophomore Class President, and Freshman Class President.

A. Senior Class President

1. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
2. To act as Senior Class President, according to Article IV, Section 1, Letter F. of the Constitution of the Wittenberg University Student Government.
3. To be a member of the Election Committee.
4. To attend faculty meetings with voice and vote.

B. Junior Class President

1. To represent the interests of the Junior Class at Student Senate meetings or for other audiences.
2. To be a member of the Finance committee with voice and vote.
3. To attend faculty meetings with voice and vote.

C. Sophomore Class President

1. To represent the interests of the Sophomore Class at Student Senate meetings or for other audiences.
2. To be a member of the Finance committee with voice and vote.
3. To attend faculty meetings with voice and vote.

D. Freshman Class President

1. To represent the interests of the Freshman Class at Student Senate meetings or for other audiences.
2. To assist in the preparation of the next year's New Student Days.
3. To be a member of the Finance committee with voice and vote.
4. To attend faculty meetings with voice and vote.

Section 4: Advisor

- A. The Dean of Students or designated representative shall advise the Student Senate with voice, but not vote.

Section 5: Qualifications

- A. The President and Vice President of the Student Senate shall have attained and maintained a cumulative grade point average of at least 2.5 on a four-point

scale by the end of the term immediately preceding that in which the election shall take place. To be eligible for election as the Student Senate President the candidate must meet at least ***one*** of the following criteria:

1. Has been a Student Senator for a period of one year (does not have to be the year directly preceding the election).
 2. Must have served in a voluntary leadership position in which they have been elected by their peers for a minimum of one full term.
- B. All other members of the Student Senate and Class Cabinet shall have attained and maintain a cumulative grade point average of at least 2.3 on a four-point scale by the end of the term immediately preceding that in which the election shall take place
- C. No person on academic probation shall sit on the Student Senate.
- D. Class Senators and Class Cabinet Officers must have the same expected date of graduation, within one term, as the class they represent.
- E. The Off-Campus Senator cannot live in a Fraternity/Sorority Life house or Residence Hall as of the first week of the fall term, although the Senator *may* be affiliated with a Fraternity/Sorority Life organization.

Section 6: Election Procedures

- A. The method of election of the members of the Student Senate shall be in accordance with the election code established in Article IV of the Wittenberg University Student Senate Bylaws.
- B. The Candidate receiving the greatest number of votes is elected to that office.

Section 7: Term of Office

- A. The Senators-elect shall be inaugurated by the President of the Student Senate no later than two weeks prior to the end of spring semester swearing the following oath:
1. "I, [state your name], promise to uphold and execute the Constitution of the Wittenberg University Student Government and the duties of my office to the best of my abilities, and pledge my time, talents, and efforts to the commitment of constantly maintaining and improving the quality of Wittenberg University's academic and living environment."
- B. The Senators shall then serve until the new Senate is installed.

Section 8: Removal From Office

- A. The Student Senate shall have the right to remove or suspend from office any

member or position of the Student Senate in accordance with Article V of the Student Senate Bylaws.

- B. The student body shall have the right to initiate a petition of recall for members of the Student Senate in accordance with Article V of the Student Senate Bylaws.

Section 9: Vacancies

- A. Vacancies occurring in the Student Senate shall be filled by procedures enumerated in Article VI of the Student Senate Bylaws.

Section 10: Legislative Powers

- A. To establish and maintain a constitution governing the Student Senate's composition, organization, and procedures.
- B. To provide for the selection of students to occupy student seats on Wittenberg University Board of Directors' committees, faculty policies committees, and faculty task committees.
 - 1. This process shall take place in a timely manner.
 - 2. Committee members shall serve a term coinciding with the Senate term.
- C. Select student members of the Student Conduct Hearing Board.
 - 1. The student members of the Hearing Board Selection Committee shall be appointed by the Student Senate.
 - 2. Student Senate shall ratify the nominees of the Hearing Board Selection Committee.
 - 3. Student Conduct Hearing Board members shall reside in good standing subject to removal from office by the Student Senate in accordance with Article VI of the Constitution of the Wittenberg University Student Government.
 - 4. Student Senate shall annually submit to Student Development any recommended changes to the operating procedures of the Student Conduct Hearing Board and/or revisions to Student Code of Conduct and Ethics as it deems necessary.
- D. To establish and control guidelines for the recognition, funding, revision, and dissolution of student organizations.
- E. To control, maintain, and allocate Student Activities Fees.

Section 11: Legislative Procedures

- A. All members of Student Senate are empowered with both voice and vote.
- B. No business shall be conducted without the presence of a quorum, consisting

of two-thirds of the Student Senate voting members.

- C. A vote of simple majority shall be required to pass all legislation with the exception of amendment and expulsion matters.
- D. All students, faculty, and administration shall have the right to attend all Student Senate meetings, with the exception of executive and closed session.
- E. The Student Senate procedural methods shall be guided by Robert's Rules of Order - Revised.

ARTICLE V: Student Senate Committees

Section 1: Charge: The purpose and procedures of the Student Senate Committees shall be in accordance with Article II of the Student Senate Bylaws.

Section 2: Membership: The qualifications and methods of removal, selection, and replacement for committee chairpersons shall be in accordance with Article II of the Student Senate Bylaws.

ARTICLE VI: The Student Conduct Hearing Board

Section 1: The Student Conduct Hearing Board is responsible for hearing cases referred to it by the Associate Dean of Students, Assistant Dean, or an Area Coordinator.

The Student Conduct Hearing Board is composed of twelve (12) members. Students will comprise eight (8) members of the board; faculty will comprise two (2) members; and staff will comprise two (2) members.

Section 2: Selection Process

- A. The Hearing Board Selection Committee
 - 1. Composition
 - a. The Dean of Students or designated representative, chairperson
 - b. One faculty member, to be appointed by the Student Senate
 - c. Two students, to be appointed by the Student Senate
 - 2. The Committee shall be formed during the spring term of each year to interview candidates for the Student Conduct Hearing Board.
 - 3. The Committee's recommendations are to be sent to the Student Senate by 11th week of spring term for ratification.
- B. Qualifications for Student Conduct Hearing Board
 - 1. Each member shall have attained a cumulative grade point average of at least 2.3 on a four-point scale by the time of nomination and shall maintain such throughout their term of office.
 - 2. The Student Conduct Hearing Board shall reflect the composition of the

student body with representation of Fraternity/Sorority Life students, athletes, and students of underrepresented groups.

3. No member of the Student Hearing Board may be a Resident Advisor or Senator.

Section 3: Term of Office: The Student Conduct Hearing Board term of office ends at the close of the Board's last hearing of spring term.

Section 4: Vacancies: Vacancies shall be promptly filled by the Student Senate with recommendations from current Student Conduct Board Members and the Dean of Students or designee.

ARTICLE VII: Amendment of Constitution

Section 1: This constitution may be amended by campus wide referendum or a two-thirds concurrence of Student Senate.

- A. Amendments must be considered at two consecutive Student Senate meetings before any action may be taken. The earliest that action may be taken on the proposed amendment is at the third reading of the proposed amendment.
- B. Amendments may be passed by a two-thirds majority of Student Senate, or may be referred to the student body for referendum by a simple majority of the Student Senate.
- C. Amendments referred to the student body for referendum shall pass if and only if a majority of those voting in a campus wide election vote for the proposed amendment.
- D. Students shall be guaranteed the right of amending this constitution through the process of initiative and referendum.
 1. A written petition subscribed to by ten percent of the student body shall be presented to the Student Senate Secretary.
 2. The Student Senate Secretary, within three academic weeks (excluding finals) of the said petition submission, shall hold a campus wide referendum concerning the petition.
 3. The petition becomes an amendment to this constitution with a majority of those voting in the campus wide election.

Bylaws of the Wittenberg University Student Senate

ARTICLE I: Meetings

Section 1: Student Senate meetings will be held every Tuesday evening when school is in session at a place and time determined by the President.

- A. The President has the right to cancel any regular meeting if there is no pressing business or to call a special meeting if one is necessary.
- B. The absence of a Student Senator may be excused at the President's discretion.
- C. Three unexcused absences subject a Student Senate member to the process of expulsion.
- D. The President will establish and notify the Student Senate at the beginning of each semester of an attendance policy concerning faculty meetings, Student Senate Executive Board Meetings, etc.
- E. Student Senator Attendance policy shall follow for Senate committees with discretion up to the committee's chair.

Section 2: Student Senate Executive Board meetings will be held every week when school is in session at a place and time determined by the President.

ARTICLE II: Student Senate Committees

Section 1: The Wittenberg University Student Senate shall have within it four (4) committees, consisting of the following: Finance, Election, Public Relations, Build a Better Wittenberg.

- A. Finance Committee
 - 1. Purpose
 - a. To conduct hearings on the proposed budget requests of recognized student organizations throughout the year to take effect during the following academic year.
 - b. To submit recommendations for annual organizational budgets for the following year to the Student Senate by the twelfth week of spring semester.
 - 2. Membership
 - a. Student Senate Treasurer, chairperson
 - b. Freshman Class President
 - c. Sophomore Class President
 - d. Junior Class President
 - e. All Class Treasurers
 - f. Representative of American International Association
 - g. Representative of Concerned Black Students
 - h. Representative of Union Board
 - i. Representative of Club Sports
 - j. Three students selected by the Treasurer or designee, and approved by Student Senate with a simple majority.
 - 3. Removal
 - a. The Student Senate may both remove a Finance Committee member

- and fill the vacancy with a simple majority approval of Student Senate.
4. Tiger Fund
 - a. The responsibility of the Tiger Fund is to appropriately disperse designated monies to Student Senate approved organizations to be used for thoughtfully planned events.
 - b. Guidelines for qualifying events are located and updated on the Student Development webpage, under Tiger Fund.
- B. Election Committee
1. Purpose
 - a. To administer and advertise the election of the Student Senators and other elections conducted by the Student Senate.
 - b. To administer and advertise campus referendums conducted by the Student Senate.
 - c. To administer any function initiated or approved by the Student Senate as a service to the Student body.
 2. Membership
 - a. Student Senate Secretary, chairperson
 - b. Off-Campus Senator
 - c. Student Organization Senator
 - d. **Senior Class President**
 - e. Two students from each class selected by the Secretary and approved by Student Senate with a simple majority.
 - f. Those running for office are ineligible to be members.
 3. Removal
 - a. The Student Senate Secretary may both remove an Election Committee member and fill a committee vacancy with a simple majority approval of Student Senate.
- C. Public Relations Committee
1. Purpose
 - a. To maintain channels of communication between the Student Senate and key administrators, faculty, students, organizations, and departments.
 - b. To help the Student Senate gather information on student, faculty, and administrative opinions concerning issues relevant to Student Senate affairs.
 - c. To help the Student Senate inform and educate the campus concerning Student Senate programs, activities, issues, and to market Student Senate as an organization.
 - d. To maintain the Student Senate bulletin boards.
 - e. To check the suggestion box weekly to present any suggestions cast that week during Committee Reports.
 - f. To appoint a webmaster, who shall maintain and improve the Student Senate Homepage as well as work on improving the computer network structure for Student Senate in order to facilitate communication

- between senators (and constituents if applicable).
 - g. To maintain the Student Senate social media sites (Facebook, Twitter, etc.).
 - 2. Membership
 - a. Public Relations Senator, chairperson
 - b. Freshman Class President
 - c. All Class Secretaries
 - d. Appointed webmaster
 - e. Six at-large students selected by the Student Senate Secretary approved by Student Senate with a simple majority.
 - 3. Removal
 - a. The Student Senate Secretary may both remove a Public Relations Committee member and fill a vacancy with a simple majority approval of Student Senate.
- D. Build a Better Wittenberg Committee
 - 1. Purpose
 - a. To fund programs that promotes diversity of thought and discussion and builds community within Wittenberg and between Wittenberg and Springfield.
 - b. to allocate grants to any student, student organization or faculty and student group that fits the stated above purpose.
 - 2. Membership
 - a. Student Senate Vice President, chairperson
 - b. Residence Hall Association designee
 - c. American International Association designee
 - d. Concerned Black Students designee
 - e. Fraternity/Sorority Life Senator or designee
 - f. Finance Committee representative
 - g. All Class Vice Presidents
 - h. Three at-large representatives (one person must be a Resident Assistant) appointed by the Student Senate Vice President with a simple majority approval of Student Senate.
 - 3. Removal
 - a. The Student Senate Vice President may both remove a Build a Better Wittenberg Committee member and fill a vacancy with a simple majority approval of Student Senate.
 - 4. Funding
 - a. Shall be in a rolling account
 - b. Shall be determined annually by Student Senate
 - c. The committee will create a funding process that will be submitted for approval by Student Senate with the following guidelines:
 - (1) Grant money will be available to all students, student organizations and student/faculty groups.
 - (2) Organizations or individuals will submit a proposal to the Chair for committee review and a hearing will be scheduled.

- (3) Funding shall be granted to proposals that meet the committee's guidelines under the discretion of committee members.

ARTICLE III: Student Senate Special Committees

Section 1: The Wittenberg University Student Senate shall have within it one (1) committee, consisting of the Fraternity/Sorority Expansion/Extension Committee.

A. Fraternity/Sorority Expansion/Extension Committee

1. Purpose

- a. To serve as the liaison group between the sponsoring council(s) (Interfraternity/Panhellenic) and Senate.
 - (1) To work with IFC/Panhellenic through their proposal to open for expansion/extension.
 - (2) To communicate the council's interest in expansion/extension to the larger student body.
 - (3) To seek approval for recognition of a new group after the expansion/extension process is complete (if expansion/extension is approved).

2. Membership

- a. Fraternity/Sorority Life Senator, chairperson
- b. Student Organization Senator
- c. Student Athlete Advisory Committee Senator
- d. Student Senate Vice President
- e. Class Vice Presidents

3. Removal

- a. The Fraternity/Sorority Life Senator may both remove a Fraternity/Sorority Expansion/Extension Committee member and fill a vacancy with a simple majority approval of Student Senate.

ARTICLE IV: Class Cabinets

Section 1: Each Class President will create a Cabinet, with the help of his/her officers, to assist him/her with communications between the class and Student Senate, in order to improve awareness among the students in each class as to the issues Student Senate and each Class Cabinet may face.

It is also established to create a more unified class body through social programming, fundraising for and issue awareness among the respective class.

Section 2: Each Cabinet will be composed of four elected class officers: President, Vice President, Treasurer, and Secretary. Additional membership will be determined by the four respective class officers.

A. Class President

1. To assume the responsibilities as the Class Senator on Student Senate, and adhere to the duties of that job as stated in the Constitution of the Wittenberg University Student Government, Article IV, Section 3.
 2. To conduct all cabinet meetings.
 3. To call cabinet meetings when necessary.
 4. To have power to organize and disband committees as needed by the cabinet, with the approval of the officers of the cabinet.
 5. To report to Student Senate the progress of the cabinet and of any problems it may experience.
 6. To have voting power at all cabinet meetings.
- B. Class Vice President
1. To conduct cabinet meetings in the absences of the Class President.
 2. To assume the office of the Class President should the president take a leave of absence or vacate the position.
 3. To assist the Class President, when needed, with any forms of communication between the university class body and both Student Senate and Class Cabinet.
 4. To organize any programming events to which the Class Cabinet commits itself.
 5. To have voting power at all cabinet meetings.
 6. To be a member of the Student Senate BABW Committee.
- C. Class Treasurer
1. To be responsible for keeping financial records on the class budget and submitting reports to the Class Cabinet and Student Senate whenever requested.
 2. To sign all Class Cabinet financial transactions.
 3. To have voting power at all Cabinet meetings.
 4. To be a member of the Student Senate Finance Committee.
- D. Class Secretary
1. To be responsible for recording and maintaining the minutes of all cabinet meetings and distribute them to those on Class Cabinet.
 2. To maintain membership records for Class Cabinet.
 3. To inform officers and all members of Class Cabinet of any meetings or cancellations.
 4. To conduct any other secretarial duties needed by the Class Cabinet.
 5. To have voting power at all cabinet meetings.
 6. To be a member of the Student Senate Public Relations Committee.
 7. To attend all Security Advisory Committee meetings.

ARTICLE V: Election Codes

Section 1: Statements of Candidacy:

- A. Prospective candidates for the executive and class positions, as well as the Student Organization and Off-Campus positions of the Student Senate must file statements of candidacy, which will include a petition of candidate support, and submit it to the Secretary when the application is due.
- B. The Student Senate Presidential and Vice Presidential ticket system requires that those candidates for Student Senate President and Vice President must file a joint statement of candidacy and be elected on the same ticket. Class Presidents and Vice Presidents may file joint statements of candidacy if they wish, but will be elected separately on the ballot.
- C. On the Senate Election Day, statements of candidacy and a poster of all the candidates running for Student Senate will be placed at the polling site. Write-in candidates may post their name and a brief statement of candidacy at the polling site on the day of the election if they so choose.

Section 2: Date of Election:

- A. No later than two weeks before the elections, the Elections Committee will initiate publicity concerning the elections and will make available applications for candidacy at the Student Center and the office of Student Involvement. The Elections Committee will also hold a mandatory informational meeting for the candidates during the said week.
- B. Applications and statements of candidacy are due no later than the twelfth Monday of spring semester.
- C. With the exception of the Freshman Class Officers election, which will take place online no later than the fourth Tuesday of fall semester, elections for the Student Senate will take place no later than the thirteenth Tuesday of spring semester.

Section 3: Campaign Guidelines:

- A. Campaign advertising may be initiated no earlier than seven days prior to the election.
- B. Candidates are responsible, pending a twenty-five dollar fine, for completely removing all their campaign literature within forty-eight hours after the election.
- C. No campaigning (the word “campaigning” is defined as the active solicitation of votes, distribution of literature, paraphernalia, and/or any attempt to influence voting by anyone) may take place in the Benham-Pence Student Center on the day of the elections.
- D. All campaign activities must be held in accordance with the university

regulations on posting. A copy of these policies will be included with the candidate application.

- E. Write-in candidates must follow the same campaign and advertisement rules as announced candidates.
- F. Candidates are required to campaign ethically and responsibly.

Section 4: Election Code Violation Procedure:

- A. Protests concerning the violation of any of these rules may be presented to the current Student Senate President.
- B. He or she will then convene with the Student Senate Executive Board in order to issue a ruling concerning the matter within six hours of the protest's filing. In the case of a tie, the Student Senate President will break the tie.
- C. Within twenty-four hours of the Executive Board's ruling, the decision may be appealed to the Student Senate Elections Committee. The committee will make the final ruling on the matter within twenty-four hours of the appeal's receipt.

Section 5: Voting Guidelines

- A. Voting will take place in the Student Center and on-line from 9:00 a.m. to 9:00 p.m.
 - 1. All Wittenberg students are eligible to vote in the election of the five executive senators.
- B. Candidate Eligibility
 - 1. The Off-Campus Senator will be elected by students who do not live in any of the residence halls the fall semester of the senator's tenure of office.
 - 2. Each Class Senator shall be elected by students of the class year which that senator represents.
 - 3. The Fraternity/Sorority Life community will elect the Fraternity/Sorority Life Senator to the Student Senate through the Student Senate election process.
 - 4. The Concerned Black Students, Gay/Straight Alliance, American International Association, Residence Hall Association, and Student Athlete Senators will be elected according to the constitutions of their respective organizations.
 - 5. No Senator standing for reelection or election to a new position will be involved in the collecting and counting of ballots.
 - 6. Write-in candidate name(s) written on the ballot by the voter do not have to be properly spelled, so long as the name(s) can be reasonably identified

through a phonetic pronunciation. Questions concerning the validity of a write-in vote will be resolved with a majority vote of the Student Senate Elections Committee.

- B. Referendums and Other Elections Conducted by the Student Senate
 - 1. Candidacy, publicity, counting, and other pertinent details involved in the referendums and other elections conducted by the Student Senate will be established and publicized by the Elections Committee in consultation with the Student Senate and guided by this election code
 - 2. Protests that arise during such referendums and elections may be resolved by this election code's section on election code violations.

Section 6: If the current Student Senate President is running for a Senate position during the Spring Semester elections, all normal power that resides with the President in regards to Election codes and violations will then be transferred to the current Student Senate Vice President. If the Student Senate Vice President is also running for a Senate position during said election season, the power will then be transferred to the current Senior Class President.

ARTICLE VI: Removal From Office

Section 1: The Student Senate has the authority to expel or suspend a Student Senator or position with a two-thirds concurrence of Student Senate.

- A. Expulsion of an individual Senator from Student Senate
 - 1. Upon presentation of a petition for expulsion including the senator to be expelled, allegations justifying the expulsion, and the signatures of five Student Senate members, the Student Senate President shall convene an expulsion hearing within seven days of the petition's presentation.
 - 2. A member's expulsion requires a two-thirds concurrence of the Student Senate.
 - 3. An expelled member may appeal the decision of the Student Senate to the Student Conduct Hearing Board, which will rule on the matter within seven days of the appeal's submission to the Student Senate Secretary.
 - 4. While the Student Senate has the right to expel a senator who is an organizational representative, the organization may send another officer to the Student Senate to replace the expelled member; however, this replacement must be in accordance with Article VI, Letter B of the Student Senate Bylaws.

Section 2: The student body, organizations with Senate positions, and each class body have the ability to submit a Petition of Recall for the removal of an individual Senator.

- A. Executive Senators
 - 1. The student body will be able to initiate the removal from office of any executive senator by submitting to the Student Senate President a petition

of recall including the name of the member to be recalled, allegations justifying the recall, and signatures of at least ten percent of the student body.

2. The Student Senate Secretary will verify the signatures of the petition within forty-eight hours of the petition's submission.
3. Within seven days of the verification of the signatures, an all-campus referendum will be held in which a simple majority shall validate the petition of recall.

B. Organizational Senators

1. The Student Organization Representative and Off-campus housing communities will be able to initiate the removal from office of their respective senators by submitting to the Student Senate President a petition of recall including the name of the member to be recalled, allegations justifying the recall, and signatures of at least ten percent of the senator's constituency.
2. The Student Senate Secretary will verify the signatures of the petition within forty-eight hours of the petition's submission.
3. Within seven days of the verification of the signatures, the constituency initiating the removal will vote in a referendum in which a simple majority will validate the petition of recall.

C. Class Senators

1. Any class of the university will be able to initiate the removal of its senator from office by submitting to the Student Senate President or Secretary a petition of recall including the name and class year of the senator to be recalled, allegations justifying the recall, and signatures of at least ten percent of the class from which the petition is issued.
2. The Student Senate Secretary will verify the signatures of the petition within the forty-eight hours of the petition's submission.
3. Within seven days of the verification of the signatures, the class initiating the removal will vote in a referendum in which a simple majority will validate the petition of recall.

Section 4: Student Senate shall oversee the removal of members of the Student Conduct Hearing Board.

- A. Upon presentation of a petition for removal of office including the Student Conduct Hearing Board member to be removed, allegations justifying the removal, and the signatures of either five Student Senators or three Student Conduct Hearing Board members the Student Senate President will convene a removal hearing within seven days of the petition's presentation.
- B. A Student Conduct Hearing Board member's removal from office requires a two-thirds concurrence of the Student Senate.

ARTICLE VII: Vacancies of Office

Section 1: The qualifications of the candidates to fill vacancies on the Student Senate will be the same as those required of the initially elected Student Senate members. Elections to fill Student Senate vacancies will be held no fewer than two and no more than three weeks following the official recognition of the vacancies.

A. Executive Senators

1. The Vice President will assume the office of President should it become vacant.
2. Upon the vacancy of the office of Vice President, the President will appoint a replacement requiring the approval of two-thirds of the Student Senate.
3. Vacancies in the Student Senate positions of Secretary, Treasurer, and Faculty-Student Coordinator will be filled in accordance with the election code of these bylaws until the tenth week of fall semester. After such time, the President shall appoint a new officer through an application process with two-thirds concurrence of Student Senate.

B. Organizational/Class Senators

1. Vacancies in the positions of the Residence Hall Association Senator, the Concerned Black Students Senator, the International Senator, Gay-Straight Alliance Senator, and the Fraternity/Sorority Life Senator will be filled by methods established by the respective organizations and approved by two-thirds of the Student Senate.
2. Elections to fill these Student Senate vacancies will be held no fewer than two and no more than three weeks following the official recognition of the vacancies. After such time, Student Senate has the power to approve or deny any appointments made by the respected organization with two-thirds concurrence of Student Senate.
3. Vacancies in the positions of the Student Organization Senator, Green Senator, Interfaith Senator, and the Off-Campus Senator will be filled in accordance with the election code of these bylaws until the tenth week of fall semester. After such time, the President shall appoint a new officer through an application process with two-thirds concurrence of Student Senate.
4. Vacancies in one of the four class senator positions will be filled in accordance with the election code of these bylaws.

ARTICLE VIII: Leave of Absence

Section 1: The Student Senate will be able to grant a Student Senator a leave of absence due to illness or extraneous circumstances for a period of up to five academic weeks.

- A. The Student Senator to be absent must select a suitable substitute who will have full voting rights and voice at Student Senate meetings and shall assume

the responsibilities of the absent member.

- B. Both the granting of the leave of absence and the substitute's approval require a two-thirds concurrence of the Student Senate.
- C. If substitute is not present within two weeks of absence, Student Senate, with a two-thirds majority, will vote on a suitable replacement.

ARTICLE IX: Student Activities Fee Budget

Section 1: The Student Activities Fee Budget will be composed of the Student Activities Fees paid by every student each semester.

- A. The budget will be administered for the Student Senate by the Finance Committee under the supervision of the Student Senate Treasurer.
- B. All Student Senate transactions must be approved by the Student Senate Treasurer.
- C. Guidelines for Receiving Student Senate Funding
 - 1. All organizations must follow the policies and procedures outlined in the Funding Guidelines for Organizations and Organizational Registration Guidelines found in the Student Organization Handbook or on file with Student Senate and Student Activities.
 - 2. There are four (4) ways to receive Student Senate funding: budget hearings, Tiger Fund, Build a Better Wittenberg Committee, and Senate emergency funding.

ARTICLE X: Procedure for Officer Training

Section 1: The out-going Student Senate will train and pass on duties of office to the newly elected Student Senate prior to inauguration. The procedure for officer training will be decided by the President and Vice President of the new Senate in accordance with the President and Vice President of the outgoing Student Senate.

ARTICLE XI: Amendment of Bylaws

Section 1: These bylaws may be amended by a two-thirds concurrence of the Student Senate. Amendments must be considered during at least two meetings prior to ratification.

This document was last revised on April 8, 2014.