



# Wittenberg University Student Senate

Constitution and Bylaws

Revised: April 8th, 2025

## **Table of Contents:**

<b><u>Student Government Overview</u></b>	<b><u>2</u></b>
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### **Constitution of Wittenberg University Student Government**

<u>ARTICLE I: Name</u>	<u>2</u>
------------------------	----------

<u>ARTICLE II: Charge</u>	<u>2</u>
---------------------------	----------

<u>ARTICLE III: Mission</u>	<u>3</u>
-----------------------------	----------

<u>ARTICLE IV: Officers of Student Senate</u>	<u>3</u>
---	----------

<u>ARTICLE V: Student Senate Committees</u>	<u>13</u>
---	-----------

<u>ARTICLE VI: The Student Hearing Board</u>	<u>13</u>
--	-----------

<u>ARTICLE VII: Amendment of the Constitution</u>	<u>14</u>
---	-----------

### **Bylaws of the Wittenberg University Student Senate**

<u>ARTICLE I: Meetings</u>	<u>15</u>
----------------------------	-----------

<u>ARTICLE II: Student Senate Committees</u>	<u>15</u>
--	-----------

<u>ARTICLE III: Student Senate Special Committees</u>	<u>20</u>
---	-----------

<u>ARTICLE IV: Election Codes</u>	<u>21</u>
-----------------------------------	-----------

<u>ARTICLE V: Removal from Office</u>	<u>24</u>
---------------------------------------	-----------

<u>ARTICLE VI: Vacancies of Office</u>	<u>26</u>
--	-----------

<u>ARTICLE VII: Leave of Absence</u>	<u>26</u>
--------------------------------------	-----------

<u>ARTICLE VII: Student Activity Fee Budget</u>	<u>27</u>
---	-----------

**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.

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 University Hearing Board. Student members of the University Hearing Board are chosen from those students who have filed an application with the Dean of Students or its designee. An ensuing interview with a Hearing Board Selection Committee is required for each applicant. The Committee is composed of the Dean of Students or its 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, faculty, staff, and administrators.

**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 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, administrators, 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 students' opinions and beliefs, acting 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 shall have eight (8) Executive Senators that comprise the Student Senate Executive Board, consisting of the following positions: President, Vice President, Treasurer, Secretary, Faculty-Student Coordinator, two (2) Senior Class Representatives, and Public Relations. The Student Senate Executive Board shall meet weekly in accordance with the General Body Student Senate Meetings.

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.
5. To create and dissolve standing and ad-hoc committees as deemed necessary.
6. To chair the Student Life Committee.
7. 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.
8. To work with Committee Chairpersons to select and designate members of the Student Senate General Body to serve on their respective committees.
9. To act as an ex-officio member of the Board of Directors' committee on Academic and Student Life.

10. To attend faculty meetings with voice and vote.

#### B. Vice President

1. To assume the office of the President should it become vacant.
2. To conduct Student Senate meetings and Student Senate Executive Board meetings in the absence of the President.
3. To represent the Student Senate and chair special committees at the request of the President.
4. To chair the Special Events Committee and select its members with the President or its designee.
5. To assume an ex-officio position of every ad-hoc committee.
6. To act as an ex-officio member of the Board of Directors' Committee on Advancement.

#### C. Treasurer

1. To be responsible for all expenditures and incomes allocated through the Student Activity Fees.
2. To chair the Finance Committee and select its members with the President or its designee.
3. To prepare the student organization allocation 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 Activity Fees.
5. To prepare an operating budget and maintain all financial records of the Student Senate.
  - a. To sign all Student Senate financial transactions.
6. 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 prepare all General Body Meeting Agendas.
3. 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.
4. To inform Student Senators of special meetings or cancellations.
5. To act as an ex-officio member of the Board of Directors' Committee on Finance.

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 serve on the Educational Policies Committee.
  - a. To serve on any additional committees created by the Educational Policies Committee.
4. To maintain communication between Student Senate and the Educational Policies Committee.
5. To act as an ex-officio member of the Board of Directors' Subcommittee on Academic and Student Life.
6. To attend faculty meetings with voice and vote.
  - a. Shall appoint five (5) additional attendees for the Faculty Meetings from the Student Senators, as specified in Article IV, Section 10, point C.

F. Senior Class Representatives (2)

1. Two individuals shall be elected to this position with equal voice and vote.
2. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
3. Meet on a regular basis with the Office of Advancement to coordinate senior class events, gifts, and speakers for the academic year.
4. Plan and hold fundraising events for the senior class.
5. To act as an ex-officio member of the Board of Directors' Committee on Advancement and Alumni Relations.
6. To create an ad-hoc committee to assist in the planning and hosting of events for the senior class.
7. One shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

G. Public Relations

1. To represent Student Senate to the campus community and create a cohesive and appropriate branding and marketing strategy.

2. To create all promotional materials for Student Senate events, which includes but is not limited to flyers, banners, social media posts, chalking, and Student Senate memorabilia.
  - a. Utilizing campus advertising strategies such as Witt's Happening or distributing event-specific promotional items.
3. To organize Student Senate's participation in the annual campus Involvement Fairs.
4. To manage all of Student Senate's social media pages.
5. To update and manage Student Senate's website.
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).

Section 2: The Student Senate shall have nine (9) Population Senators, consisting of the following positions: two (2) Cultural Diversity Senators, Student Organization Senator, Residence Hall Association (RHA) Senator, Fraternity/Sorority Life Senator, Witten'Burbs Senator, Student Athletics Senator, Gender and Sexual Diversity (GSDA) Senator, and Interfaith Senator.

A. Cultural Diversity Senators (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To be a liaison between Student Senate, the McClain Center for Diversity, the Student Diversity Advisory Board, the President's Council for Diversity, Equity, and Inclusion, administrative departments, and all intercultural groups to communicate and recognize intercultural calendars, events, and needs on campus.
3. To represent all the organizations and groups dedicated to diversity, equity, and inclusion on campus by attending at least one meeting from each organization per month (preferably outside their "home" organization(s) if possible). This includes Concerned Black Students (CBS), Asian American Pacific Islanders Intercultural Club (AAPIIC), and Shades of Pearl, as well as any other intercultural groups that may become officially recognized in the future.
4. To be a member of and attend the Student Diversity Advisory Board and President's Council on Diversity, Equity, and Inclusion and promote intercultural communication and events on campus—helping to plan and execute a minimum of one intercultural event per semester open to all of campus.
5. Attend or lead one diversity-related training prior to or during the Fall Semester of their term and relay information to the Student Senate General Body.

6. Stay up to date with their constituencies by being on the mailing list of all diversity organizations, and committees. To advocate for the student body for diversity, equity, and inclusion related needs, questions, concerns, etc.
7. To be re-evaluated and re-purposed at the end of each term in accordance with the needs of the student body.

B. Student Organization Senator

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

C. Residence Housing Association (RHA) Senator

1. To represent the interests of students living in residence halls at Student Senate meetings and for other audiences.
2. To serve as a liaison between the Residence Housing Association—including respective Hall Governments—and Student Senate.
3. To attend all Residence Housing Association meetings.
4. To attend Policy Advisory Committee meetings.
5. To serve as a liaison between the Office of Residence Life, Student Senate, and residential students.
6. To meet monthly with the Associate Dean for Residence Life.

D. Fraternity and Sorority Life Senator

1. To represent the interests of Fraternity and Sorority 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 between the Panhellenic Council, Interfraternity Council and Student Senate.
5. To attend all Police Advisory Committee meetings.

E. Witten'Burbs Senator

1. To represent the interests of the students living in Witten'Burbs housing at Student Senate meetings or for other audiences.



2. To facilitate and maintain channels of communication through which the Witten'Burbs housing students and the University may exchange information and concerns.
3. To maintain and oversee the Campus Cleanup program.
4. To attend Police Advisory Committee meetings.
5. To serve as a liaison between the Office of Residence Life, Student Senate, and residential students.
6. To meet monthly with the Associate Dean for Residence Life.

F. Student Athletics Senator

1. To represent the interests of student athletes to Student Senate or other audiences.
2. To maintain regular communication/serve as a liaison between Student Athlete Advisory Committee (SAAC) and Student Senate.
3. To attend SAAC meetings.
- 4.

G. Gender and Sexual Diversity Alliance (GSDA) Senator

1. To represent the interests of LGBTQ+ students at Student Senate and for other audiences.
2. To maintain channels of communication between Student Senate and LGBTQ+ students.
3. To attend GSDA meetings.
4. To serve as a liaison between GSDA and Student Senate.

H. 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 organizations dedicated to religious/spiritual life on campus by attending at least one meeting for each active religious/spiritual coalition per month; 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 meetings and promote interfaith communication and events on campus—helping to plan and execute a minimum of one interfaith event per semester that is 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.

Section 3: The Student Senate shall have eight (8) Class Representatives, consisting of two (2) individuals in each of the following positions: Senior Class Representatives, Junior

Class Representatives, Sophomore Class Representatives, and First Year Class Representatives.

A. Senior Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
3. To act as Senior Class Representatives, according to Article IV, Section 1, Letter F of the Constitution of the Wittenberg Student Government.
4. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Special Events Committee with voice and vote.
5. To create an ad-hoc committee to assist in the planning and hosting of events for the senior class.
6. One of these representatives shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

B. Junior Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the Junior Class at Student Senate meetings or for other audiences.
3. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Student Life Committee with voice and vote.
4. To communicate on a regular basis with the Office of Advancement to begin coordinating senior class events, gifts, and speakers for the following academic year.
5. To create an ad-hoc committee to assist in the planning and hosting of events for the junior class.
6. One of these representatives shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

C. Sophomore Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the Sophomore Class at Student Senate meetings or for other audiences.
3. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Special Events Committee with voice and vote.
4. To create an ad-hoc committee to assist in the planning and hosting of events for the senior class.
5. One of these representatives shall shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

D. First Year Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the First Year Class at Student Senate meetings or for other audiences.
3. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Student Life Committee with voice and vote.
4. To create an ad-hoc committee to assist in the planning and hosting of events for the junior class.
5. One of these representatives shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

Section 4: Advisor

- A. The Dean of Students or designated representative shall advise the Student Senate with voice but no 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 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 executive 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 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 serve on the Student Senate.
- D. Class Representatives must have the same expected date of graduation, within one term, as the class they represent.
- E. The Witten'Burbs Senator cannot live in a Fraternity or Sorority Life house or Residence Hall as of the first week of the Fall Semester, although the Senator *may* be affiliated with a Fraternity or Sorority Life organization.
- F. All Senators must be full-time students of Wittenberg University.

Section 6: Election Procedure

- 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 the Spring Semester swearing the following oath:
  - 1. "I, [state your full name], promise to uphold and execute the Constitution and Bylaws 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 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. To provide for the selection of six (6) students to attend Faculty Meetings with full voice and vote. The Faculty Student Coordinator shall be one of these members and shall appoint the other five (5) members at the final student senate meeting of the preceding semester.

1. The student senators appointed shall have equal voice and vote at Faculty Meetings.
  2. All members of Student Senate shall be eligible for these positions; however, appointments will be made based upon student availability during the standing dates for Faculty Meetings.
  3. If an appointed member is unavailable to attend Faculty Meetings, the Faculty Student Coordinator shall appoint a new attendee.
- D. Select student members of the University 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. University Hearing Board members shall reside in good standing subject to removal from office by the Student Senate in accordance with Article V of the Student Senate Bylaws.
  4. Student Senate shall annually submit to Student Development any recommended changes to the operating procedures of the University Hearing Board and/or revision to Student Code of Conduct as it deems necessary.
- E. To establish and control guidelines for the recognition, funding, revision, and dissolution of student organizations.
- F. To control, maintain and allocate Student Activity Funds.

Section 11: Legislative Procedures

- A. All members of Student Senate are empowered with voice and vote.
- B. No business shall be conducted without the presence of a quorum, consisting of two-thirds (2/3) 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, staff, and administration shall have the right to attend all Student Senate meetings, with the exception of executive and closed sessions.
- 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 and Article III 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, Article III, and Article V of the Student Senate Bylaws.

Section 3: Creation of Ad-Hoc Committees

A. A Student Senator may call for the creation of an Ad-Hoc Committee.

1. The ad-hoc committee shall be instated after:
  - a. Proposing a resolution, including:
    - A. The reasons for the committee's creation.
    - B. The duties and responsibilities of the committee.
    - C. The number of committee members and how the members shall be elected.
  - b. Passing the resolution with a simple majority vote of the Student Senate.
2. The chair of the ad-hoc committee shall have the sole authority to expel members from the committee.
3. The Student Senate may dissolve an ad-hoc committee, at any time, with a simple majority vote of the Student Senate.

#### **ARTICLE VI: The University Hearing Board**

Section 1: The University Hearing Board is responsible for hearing cases referred by the Dean of Students or its designee. The University Hearing Board shall be composed of eighteen (18) members. Students will comprise eight (8) members of the board; faculty will comprise five (5) members; and staff will comprise five (5) members.

Section 2: Selection Process

A. The University 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 Semester of each year to interview candidates for the University Hearing Board.
3. The Committee's recommendations are sent to the Student Senate by the 11<sup>th</sup> week of the Spring Semester for ratification.

B. Qualifications for the University 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.
2. The University Hearing Board shall reflect the composition of the student body with representation of Fraternity and Sorority Life students, athletes, and students of underrepresented groups.
3. No member of the University Hearing Board shall be a Resident Advisor or Senator.

Section 3: Term of Office: The University Hearing Board term of office ends at the close of the Board's last hearing of the Spring Semester.

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

### **ARTICLE VII: Amendment of Constitution**

Section 1: This constitution may be amended by campus wide referendum or two-thirds (2/3) concurrence of Student Senate.

- A. Amendments may 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 (2/3) 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 to amend this constitution through the process of initiative referendum.
  1. A written petition subscribed to by ten (10) percent of the student body shall be presented to the Student Senate Secretary.
  2. The Student Senate Secretary, within three (3) 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: The Student Senate general body meetings shall be held on each Tuesday evening of each month when school is in session at a time and place determined by the President.

- A. The President has the right to cancel any general body 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. Two unexcused absences per term which may only be used once per semester.
- D. The President shall establish and notify the Student Senate at the beginning of each semester of an attendance policy concerning faculty meetings, Student Senate Executive Board session, Student Senate general body meetings, etc.
- E. Student Senator attendance policy shall follow for Senate Committees with discretion up to the committee's chair.
- F.

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

- A. The President has the right to cancel or delay any Executive Board meeting if there is no pressing business, or to call a special meeting if one is necessary.

Section 3: Student Senate Committee meetings shall be held on an ad hoc basis at a time and place determined by the respective Chairperson of that committee.

- A. The Chairperson of a committee has the right to cancel any committee meeting if there is no pressing business, or to call a special meeting if one is necessary.

### **ARTICLE II: Student Senate Committees**

Section 1: The Wittenberg University Student Senate shall have within it three (3) standing committees, consisting of the following: Finance, Special Events, and Student Life.

Section 2: The Chairperson of each committee has the following rights and responsibilities:

- A. To serve as the primary representative and ranking member of that committee when communicating with administration and the student body.
- B. To report progress made on their committee's initiatives to the Student Senate General Body.
- C. To record and to report committee attendance to the Student Senate Secretary in meetings for presentation at Student Senate general body meetings.
- D. Committee Chairpersons have the right to establish an ad-hoc committee within their committee to address relevant concerns regarding the student body.
- E. Committee Chairpersons have the right to appoint any at-large member from the student body to their respective committee with a voice and vote on any relevant business.

Section 3: Finance Committee

A. Purpose

- 1. To conduct hearings on the proposed budget requests of recognized student organizations throughout the year to take effect during the following academic year.
- 2. To submit recommendations for annual organizational budgets for the following year to Student Senate by the twelfth week of the Spring Semester.
- 3. To conduct periodic earnings on the proposed events and activity requests of recognized student organizations through the use of the Tiger Fund Hearings.
- 4. To provide funding for projects and programs which help foster a relationship between Wittenberg's campus and the greater Springfield community.
- 5. Offer financial support to detailed strategies in order to further enhance life on campus and for the City of Springfield.
- 6. Encourage cooperative initiatives with local organizations.
- 7. Fund programs that promote diversity of thought and inclusion.

B. Membership

- 1. Student Senate Treasurer, chairperson
- 2. One representative from each class

3. Representative of Concerned Black Students (CBS)
4. Representative of Union Board
5. Representative of Club Sports
6. Three students selected by the Student Senate Treasurer or its designee, and approved by Student Senate with a simple majority vote.

C. Tiger Fund

1. The responsibility of Tiger Fund is to appropriately disperse designated monies to Student Senate approved organizations to be used for thoughtfully planned events.
2. Guidelines for qualifying events are located and updated on the Student Involvement website, under Tiger Fund.

D. Build a Better Wittenberg

1. The responsibility of Build a Better Wittenberg is to appropriately provide funds for projects and programs within the Campus and surrounding areas to strengthen the relationship between Wittenberg and the surrounding communities.
2. Guidelines for qualifying events are located and updated on the Student Involvement website, under Build a Better Wittenberg.

E. Removal

1. The Student Senate may both remove a Finance Committee member and fill the vacancy with a simple majority approval of Student Senate.

Section 4: Special Events Committee

A. Purpose

1. To maintain channels of communication between the Student Senate and key administrators, faculty, students, organizations, and departments.
2. To help the Student Senate gather information on student, faculty, and administrative opinions concerning issues relevant to Student Senate affairs.
3. To help the Student Senate inform and educate the campus concerning Student Senate programs, activities, issues, and to market Student Senate as an organization.
4. To administer the election of the Student Senate and other elections conducted by Student Senate.
5. Provide a balanced and diverse range of events that engage students and foster an inclusive campus culture at Wittenberg University.
  - a. These events include but are not limited to W-Day and other campus-wide events.

6. Support ventures which promote inclusiveness, collaboration, student development, and appreciates the varying strengths and talents of all members of Wittenberg University.
  - a. These events include but are not limited to Senate-led townhalls and other related events.

B. Membership

1. Student Senate Vice President, chairperson
2. Student Senate Secretary
3. One Senior Class Representative
4. Public Relations
5. Cultural Diversity Senators
6. One Sophomore Class Representative

C. W-Day

1. To plan, promote, and carry-out the annual celebration to the start of the academic year.

D. Senate-led Townhalls

1. To work with all members of Student Senate and members of the student body to plan, promote, and carry-out town hall meetings on a regular basis (decided at the beginning of each term) that are open to faculty, staff, and students.

E. Elections

1. To work alongside the Student Senate Secretary to carry-out the election of the First Year Class Representatives in the Fall Semester.
2. To work alongside the Student Senate Secretary to carry-out the election and implement the beginning phases of transitions to Student Senate in the Spring Semester, in accordance with the Election Code.
3. To work alongside the Student Senate Secretary to carry-out special elections throughout the academic school year.

F. Removal

2. The Student Senate may both remove a Special Events Committee member and fill the vacancy with a simple majority approval of Student Senate.

Section 5: Student Life Committee

A. Purpose

1. Address students' concerns regarding campus and student life, increase Wittenberg's sense of spirit, and strengthen our collective Wittenberg

identity by unifying students from different majors, organizations, and other subsets of Wittenberg University.

2. Discuss issues, plan, or assist in planning campus-wide initiatives, and improve communication between students and administration on matters of wellbeing.
3. Discuss concerns related to university academic programming, student/faculty relations, classroom and advising policies, and any other educational policy topics brought to the committee.
4. Review the concerns of students and Student Senate to make recommendations to the provost concerning policies or proposed plans.
5. To work alongside and directly with Student Senate approved student organizations to create and implement ideas brought forward.

#### B. Membership

1. Student Senate President, chairperson
2. Faculty-Student Coordinator
3. Student Organization Senator
4. Resident Hall Association (RHA) Senator
5. Fraternity and Sorority Life Senator
6. Witten'Burbs Senator
7. Student Athletics Senator
8. GSDA Senator
9. Interfaith Senator
10. One Junior Class Representative
11. One First Year Class Representative

#### C. Removal

1. The Student Senate may both remove a Student Life Committee member and fill the vacancy with a simple majority approval of Student Senate.

### **ARTICLE III: Student Senate Special Committees**

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

Section 2: The Student Senate President has the right to create additional special committees to address the needs of the student body.

Section 3: Fraternity/Sorority Expansion/Extension Committee

A. Purpose

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

B. Membership

1. Fraternity and Sorority Life Senator, chairperson
2. Student Organization Senator
3. Student Athletics Senator
4. Student Senate Vice President
5. Class Representatives

C. Removal

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

**ARTICLE IV: Election Code**

Section 1: Statements of Candidacy

- A. Prospective candidates for the Executive Board, Class Representative, as well as the Cultural Diversity Senators, Student Organization Senator, Fraternity and Sorority Life Senator, Witten'Burbs Senator, and Interfaith Senator positions of the Student Senate must file statements of candidacy 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.
- C. Class Representatives may file joint statements of candidacy if they wish but will be elected separately on the ballot.
- D. On the day of Student Senate elections, statements of candidacy and a poster of all the candidates running for Student Senate will be placed in a public location. 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 date of election, the Special Events Committee will initiate publicity concerning the elections and will make available applications for candidacy at the Student Center and Office of Student Involvement.
  - 1. The Special Events Committee will 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 First Year Class Representative election, which will take place online no later than the fourth (4th) Tuesday of the Fall Semester, election for the Student Senate will take place no later than the thirteenth (13th) Tuesday of the Spring Semester.

Section 3: Campaign Guidelines

- A. Campaign advertising may be initiated no earlier than seven (7) days prior to the election.
- B. Candidates are responsible, pending a twenty-five-dollar (\$25) fine, for completely removing all their campaign literature within forty-eight (48) 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 election.
- 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. They 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 shall break the tie.
- C. Within twenty-four (24) hours of the Executive Board’s ruling, the decision may be appealed to the Student Senate Special Events Committee. The committee will make the final ruling on the matter within twenty-four (24) hours of the appeal’s receipt.

Section 5: Voting Guidelines

- A. Voting will be open through a virtual format opening at 9:00 am and closing at 9:00 pm.
  - 1. An email to access the voting portal as well as the candidate statements shall be sent to the student body no later than twenty-four (24) hours in advance of the election.



2. All Wittenberg student are eligible to vote in the election of the six (6) Executive Senators.

Section 6: Candidate Eligibility

- A. The Witten'Burbs Senator shall be elected by students who do not live in any of the residence halls during the Fall Semester of the Senator's tenure of office.
- B. Each Class Representative shall be elected by students of the class year which that Senator represents. Class year is determined by the number of credit hours a student has completed.
- C. The Fraternity and Sorority Life community shall elect the Fraternity and Sorority Life Senator to the Student Senate through the Student Senate election process.
- D. The Residence Housing Association (RHA) Senator, Gender and Sexual Diversity Alliance (GSDA) Senator, and Student Athletics Senators will be elected according to the constitutions of their respective organizations.
- E. No Senator standing for reelection or election to a new position shall be involved in the collection or counting of ballots.
- F. 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.
  1. Questions concerning the validity of write-in votes will be resolved with a majority vote of the Student Senate Special Event Committee.

Section 7: Referendums and Other Elections Conducted by the Student Senate

- A. 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 Special Events Committee in consultation with the Student Senate and guided by this election code.
- B. Protests that arise during referendums and elections may be resolved by this Election Code's section on Election Code violations.

Section 8: 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 regard to Election Codes and violations shall then be transferred to the current Student Senate Vice President. If the Student Senate Vice President is also running

for a position during said election season, the power will then be transferred to one of the current Senior Class Representatives.

## **ARTICLE V: Removal from Office**

Section 1: The Student Senate has the authority to expel or suspend a Student Senator or position with a two-thirds (2/3) 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 of justifying the expulsion, and the signatures of two 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 (2/3) concurrence of the Student Senate.
3. An expelled member may appeal the decision of the Student Senate to the University 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 V, Section 6 of the Student Senate Bylaws.

Section 2: The student body, organizations represented with Student Senate positions, and individual Senators 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 five (5) percent of the student body.
2. The Student Senate Secretary will verify the signatures of the petition within forty-eight (48) hours of the petition's submission.
3. Within seven (7) 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 Senate organization representatives and Witten'Burbs housing communities shall be able to initiate the removal from office

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 (10) percent of the Senator's constituency.

2. The Student Senate Secretary shall verify the signatures of the petition within forty-eight (48) hours of the petition's submission.
3. Within seven (7) 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 Representatives

1. Any class of the University shall be able to initiate the removal of its representative 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 (10) percent of the class from which the petition's is issued.
2. The Student Senate Secretary shall verify the signatures of the petition within forty-eight (48) hours of the petition's submission.
3. Within seven (7) 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 University Hearing Board.

- A. Upon presentation of a petition for removal of office including the University Hearing Board member to be removed, allegations justifying the removal, and the signatures of either five (5) Student Senators or three (3) Student Conduct Hearing Board members, the Student Senate President shall convene a removal hearing within seven (7) days of the petition's presentation.
- B. A University Hearing Board member's removal from office requires a two-thirds (2/3) concurrence of the Student Senate.

**ARTICLE VI: Vacancies of Office**

Section 1: The qualifications of the candidates to fill vacancies in the Student Senate will be the same as those required of the initially elected Student Senate members. Elections to fill Student Senate vacancies shall be held no fewer than two (2) and no more than three (3) weeks following the official recognition of the vacancies.

A. Executive Senators

1. The Vice President shall assume the role of the President should it become vacant.

2. Upon the vacancy of the Vice President, the President shall appoint a replacement requiring the approval of two-thirds (2/3) of the Student Senate.
3. Vacancies in the Student Senate positions of Treasurer, Secretary, and Faculty-Student Coordinator shall be filled in accordance with the Election Code of these bylaws until the tenth (10th) week of the Fall Semester. After such time, the President shall appoint a new officer through an application process with two-thirds (2/3) concurrence of Student Senate.

**B. Organizational Senators/Class Representatives**

1. Vacancies in the positions of the Residence Housing Association (RHA) Senator, Gay and Sexual Diversity Alliance (GSDA) Senator, and the Fraternity and Sorority Life Senator shall be filled by methods established by the respective organizations and approved by two-thirds (2/3) vote of the Student Senate.
2. Elections to fill these Student Senate vacancies shall be held no fewer than two (2) and no more than three (3) 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 (2/3) concurrence of Student Senate.
3. Vacancies in the positions of Student Organization Senator, Interfaith Senator, and Witten'Burbs Senator will be filled in accordance with the Election Code of these bylaws until the tenth (10th) week of the Fall Semester. After such time, the President shall appoint a new officer through an application process with two-thirds (2/3) concurrence of Student Senate.
4. Vacancies in one (1) of the eight (8) Class Representative positions shall be filled in accordance with the Election Code of these bylaws.

**ARTICLE VII: Leave of Absence**

Section 1: The Student Senate shall be able to grant a Student Senator a leave of absence due to illness or extraneous circumstances for a period up to five (5) 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 (2/3) concurrence of the Student Senate.
- C. If a substitute is not present within two (2) weeks of absence, the Student Senate, with two-thirds (2/3) majority, will vote on a suitable replacement.

## **Article VIII: Student Activity Fee Budget**

- Section 1: The Student Activity Fee Budget shall be composed of the Student Activity Fees paid by every student each semester.
- A. The budget shall 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 the Student Senate and Student Involvement.
    - 2. There are four (4) ways to receive Student Senate funding: budget hearings, Tiger Fund, Build a Better Wittenberg, and Senate emergency funding.

## **ARTICLE IX: Procedure for Officer Training**

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

## **ARTICLE X: Amendment of Bylaws**

- Section 1: These bylaws may be amended by a two-thirds (2/3) concurrence of the Student Senate. Amendments must be considered during at least two (2) meetings prior to ratification.

*Revised: April 8<sup>th</sup>, 2025.*