

Eastern Kentucky University  
Student Senate Bylaws  
*(Ratified by the Student Senate on May 1<sup>st</sup>, 2007)*  
*(Approved by the SGA Advisory Board on September 29<sup>th</sup>, 2007.)*

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Preamble

The Student Senate of Eastern Kentucky University, desiring to promote academic freedom and responsibility, to establish and protect student rights, to contribute to the continual improvement of the University, and to faithfully represent the student body in the perpetual dialogue of community self-governance, exists to provide for meaningful action in the pursuit of our shared collegiate welfare. Seeing the need for specific prescription of the duties of its' officers, committees, and members to accomplish the same, the following bylaws governing the operation of this body are hereby set forth.

Article I  
Authority

- Section A. The Student Senate is the legislative branch of the Student Government Association.
- Section B. Upon the recommendation of the respective branch, the Student Senate may bring to hearing an Executive Officer, the Ethics Administrator, a Senator, a Student Activities Council member, or a Residence Life Council member.
- I. After the hearing proceedings, the Student Senate may vote to remove, for cause, an Executive Officer, the Ethics Administrator, a Senator, a Student Activities Council member, or a Residence Life Council member by a two-thirds vote of the Senate members present and voting.
  - II. The procedures for such a hearing can be found in Article VII of these bylaws.
- Section C. The Student Senate may override a veto of the President of the Student Government Association by a two-thirds vote of the members present.
- Section D. The Student Senate shall review the Student Government Association Operating Budget monthly during the academic year.
- I. If the Student Senate is not satisfied with the informational monthly spending plan or has any concerns about expenditures being made, it can pursue one of three actions:
    - a. A resolution of censure expressing dismay with the execution of the budget; and or,
    - b. An act to freeze expenditures from the account, forcing all expenditures to be approved individually by the body; or,
      - i. A simple majority vote is needed for this action.
    - c. Investigation of the officer or officers responsible for the budgeting.
- Section E. The Student Senate shall uphold and follow the obligations as set forth in the procedures and processes of Student Organizational funding.

Article II  
Membership

- Section A. Maximum Membership
- I. The Student Senate shall consist of two Senators from each of the five colleges and one at-large Senator for every seven hundred students, determined by spring enrollment numbers at the time of the election.

- II. The Senate body shall also include one freshman Senator for every seven hundred members of the incoming freshman class.

Section B. Membership Eligibility

- I. All Student Senators must be a student enrolled for credit at Eastern Kentucky University.
- II. All Student Senators not covered by a specific Constitutional provision must have and maintain a 2.25 (on a 4.0 scale) cumulative grade point average.
  - a. The specific grade point average would not apply during the first semester of one's freshman year.

Section C. Types of Members

- I. College Representatives
  - a. These members shall serve as the liaisons between their respective academic colleges and the Student Senate.
  - b. Each college will have two representatives who shall be chosen by Senate election results. The top two vote getters from each college may serve as college representatives.
    - i. If a college representative is unable to perform his or her duties, or if the position is vacant, a replacement shall be appointed by the Executive Vice President. That replacement shall be an elected member of the Student Senate from the college. If no elected member is available, an appointed member shall be selected from the college. If no elected or appointed member is available, the Executive Vice President shall appoint a replacement from the college.
- II. At-Large Senators
  - a. These members shall be either elected by the student body, or appointed by the Executive Vice President.
  - b. At-large members will be the largest group of Senators and are responsible for representing and conveying the interests of the student body to the Senate.
  - c. Any vacancies of at-large Senators shall be filled by the Executive Vice President.
  - d. All standing committee chairs and parliamentary officials shall be included when calculating the number of at-large members of the Student Senate.
- III. Freshman Senators
  - a. These members shall be responsible for voicing the concerns of the freshman class to the Senate.
  - b. Freshman Senators shall be elected no later than 30 calendar days from the first day of class of the fall semester and shall have no more than 12 earned credit hours from Eastern Kentucky University.
    - i. Spring semester vacancies of freshmen Senators shall be filled by applicants with no more than 30 earned semester hours at Eastern Kentucky University.
- IV. Extended Campus Representatives
  - a. Each Extended Campus shall have one vote in all matters before the Richmond Student Senate. That vote may be exercised by an attending officer of the Extended Campus Council.

- i. Every Extended Campus Council shall be governed by the Student Government Association Constitution, Student Senate Bylaws where applicable, and the Extended Campus Council Bylaws.

Section D. Authorities and Duties

- I. All members are expected to attend all meetings of the Student Senate.
  - a. All members are allowed three absences from meetings per semester.
- II. Each member of the Student Senate shall serve on a standing committee of the Senate.
- III. All members shall abide by the Student Senate Code of Ethics, acting on behalf of the best interest of the student body, when legislating or acting by any authority given to the Student Senate.
  - a. Any member of the Student Senate may abstain from voting on an issue if they feel that a conflict of interest may arise.
- IV. Members shall uphold the Constitution of the Student Government Association and the bylaws of the Student Senate.
- V. Any member of the Student Senate may suggest a revision to the Student Government Association Constitution or the Student Senate Bylaws by submitting the suggestion in writing to the Executive Vice President.
- VI. All members of the Student Senate have a right to vote unless otherwise noted in this document.

Article III  
Officers

Section A. The officers of the Student Senate shall be the Executive Vice President and all chairs of standing committees.

Section B. Eligibility

- I. In addition to the guidelines for general membership of the Student Senate, all officers except the Executive Vice President must also meet the following requirements:
  - a. All officers shall be elected members of Senate.

Section C. Appointment Procedure

- I. All officers, except the Executive Vice President, shall be appointed by the Executive Vice President and approved by the Student Senate by a two-thirds vote.
  - a. Upon vacancy in the office of the Executive Vice President, the Committee on Committees Chair shall become Executive Vice President for the unexpired term.
  - b. Upon the vacancy of the Committee on Committees Chair, the position shall be appointed by the Executive Vice President.

Section D. Duties

- I. Executive Vice President
  - a. The duties of the Executive Vice President are outlined in the Student Government Association Constitution, Article IV Section C.
- II. Committee on Committees Chair

- a. The Committee on Committees Chair shall be responsible for adequate representation on each of the committees proportional to the workload of each committee.
- b. The Committee on Committees Chair shall attend at least one meeting of each standing committee a month
- c. The Committee on Committees Chair shall be responsible for staying informed on all university committees.
  - i. The Committee on Committee Chair will request a copy of all Senators assigned to University Committees from the Student Government Association President.
  - ii. The Committee on Committees Chair shall contact all members of the Student Senate assigned to University Committees and explain to them the process of filing a University Committee Report.
- d. The Committee on Committees Chair shall preside over the Student Senate in the absence of the Executive Vice President.
- e. The Committee on Committees Chair shall keep an accurate record of all points obtained by members of the Student Senate.

### III. Appropriations Chair

- a. The Appropriations Committee Chair shall be responsible for overseeing all matters regarding student organizational funding.
- b. The Appropriations Committee Chair shall be responsible for initiating the process for the distribution of the Student Government Association's Registered Student Organization funds.
- c. The Appropriations Committee Chair shall be responsible for scheduling a meeting for representatives from Registered Student Organizations prior to all organizational funding meetings.
- d. The Appropriations Committee Chair shall be responsible for scheduling a meeting with the President, Faculty Advisor, and Treasurer of all student organizations receiving funding during the Organizational Funding process.

### IV. Academic Affairs Chair

- a. The Academic Affairs Chair shall be responsible for monitoring questions and concerns regarding academic excellence.
- b. The Academic Affairs Chair shall be responsible for establishing communication between college representatives and college deans.
- c. The Academic Affairs Chair shall serve as a student representative on the University's Council on Academic Affairs.
  - i. If the Academic Affairs Chair cannot be present at a meeting, he or she is responsible for finding an alternate to attend.

### V. Information and Technology Chair

- a. The Information and Technology Chair shall be responsible for staying abreast of questions and concerns regarding students' use of technology.
- b. The Information and Technology Chair shall be responsible for initiating the process for the distribution of the technology fee funds and reviewing all applications before they are submitted to the committee.
- c. The Information and Technology Committee Chair shall serve on the Target Vision Oversight Committee.

### VI. Student Rights Chair

- a. The Student Rights Chair shall be responsible for monitoring issues regarding the general and specific rights and responsibilities of students.

- b. The Student Rights Chair shall regularly inform the Student Senate of issues and concerns regarding student rights and responsibilities, and submit for their consideration any necessary action.

#### Article IV Meetings

##### Section A. Regular Meetings

- I. The Student Senate shall meet at least twice each month during the academic year, excluding those months where prohibited by university scheduling.
  - a. Public Sessions
    - i. All meetings of the Student Senate, unless stated otherwise in these bylaws, will be considered to be in Public Session, and therefore open to all members of the Student Government Association as outlined in the Student Government Association Constitution Article I, Section A.
      - 1. Non-members of the Student Senate in attendance will not be allowed to participate in discussion unless they were invited to do so by the Executive Vice President.
      - 2. Non-members of the Student Senate do not have a vote in matters brought before the Student Senate.
  - b. Executive Session
    - i. Meetings of the Student Senate in which disciplinary action against any member of the Association or litigation is being discussed will be considered to be in Executive Session.
      - 1. A motion to go into Executive Session must be made and adopted by a majority vote of the Student Senate members.
      - 2. All persons present during an Executive Session are specifically prohibited from divulging anything that occurred unless required by law or university policy.
      - 3. The minutes of an Executive Session must be read and acted upon only in Executive Session.
      - 4. Non-members of the Student Senate may be invited to attend by the Executive Vice President, but they are not entitled to attend.
      - 5. The Faculty Advisor of the Student Senate must be in attendance at any meeting that starts in or is expected to go in to Executive Session.

##### Section B. Special Meetings

- I. Additional meetings of the Student Senate may be scheduled at the request of the Executive Vice President or by a simple majority of the Senate members present and voting.
- II. Senators shall be notified at least two days preceding the date of a special meeting.
- III. All special meetings of the Student Senate shall be considered to be in Executive Session.

##### Section C. Quorum

- I. Fifty percent plus one of the total membership of the Student Senate shall constitute a quorum.

#### Article V Committees

- Section A. Each committee shall meet at least one time a month, excluding those months where prohibited by university scheduling, or additionally at the discretion of the chair.

Section B. Standing Committees

I. Committee on Committees

- a. The Committee on Committees shall consist of the Committee on Committees Chairperson and the Chairpersons of all the standing committees. The Clerk & Historian shall serve as a nonvoting member of the Committee on Committees.
- b. The Committee on Committees shall meet twice each month and any additional time at the request of the Executive Vice President.
- c. The Committee on Committees shall consider matters proposed for the consideration of the Student Senate and advise the Executive Vice President concerning the agenda for the subsequent Senate meetings.
- d. The Committee on Committees shall work closely with the Executive Vice President on all matters referred to the committee.
- e. The Committee on Committees shall advise the Executive Vice President on the formulation of all ad hoc committees within the Student Senate.
- f. The Committee on Committees shall advise the Student Senate on all matters referred to the committee.

II. Academic Affairs

- a. The Committee on Academic Affairs shall work closely with the University's Academic Affairs Division and the Council on Post-Secondary Education to ensure academic excellence at Eastern Kentucky University.
- b. The Committee on Academic Affairs shall advise the Student Senate on national, state, and campus academic issues.
- c. The Committee on Academic Affairs shall be responsible for selecting recipients for the Distinguished Educational Leader Awards (D.E.L.) every semester.

III. Appropriations

- a. The Committee on Appropriations, through the formal application process, shall be the first step in soliciting funds.
- b. The Committee on Appropriations shall approve or deny all applications. Approved requests will be forwarded to the Student Senate, in an order determined by the Special Committee on Appropriations, where they may then be amended, approved or denied.
- c. The Committee on Appropriations shall prepare all packets for use by the Special Committee on Appropriations.
  - i. Those members of the Student Senate who serve on both the Standing and Special Committees on Appropriations may not assist in preparing these packets.

IV. Information and Technology

- a. The Information and Technology committee shall be responsible for the allocation of the Student Government Association's \$100,000 portion of the student technology fee.
- b. The Information and Technology committee shall be responsible for monitoring and maintaining the student DVD rental program when implemented.
- d. The Information and Technology committee shall be responsible for monitoring any future information and technology advancements at Eastern Kentucky University.

V. Student Rights

- a. The Committee on Student Rights shall investigate actual and/or alleged violations of

- students academic, social, administrative, and legal rights.
- b. The Committee on Student Rights shall ensure that students are accorded due process of adjudication.
- c. The Committee on Student Rights shall advise students and investigate concerns regarding their general and specific rights and responsibilities.
- d. The Committee on Student Rights shall endeavor to promote equal opportunity for all students in University and Student Government Association affairs.
- e. The Committee on Student Rights shall monitor issues regarding student health, safety, and security.
- f. The Committee on Student Rights shall advise the Senate on all matters referred to the Committee.

Section C. Special Committees

- I. The Student Senate may establish Special Committees needed for the performance of its duties.
- II. Members of Special Committees shall be appointed by the Executive Vice President and approved by a simple majority vote of the Senate.

Article VI  
Student Organizational Funding

Section A. The purpose of organizational funding is to solicit applications from Registered Student Organizations who are requesting monies from the Student Government Association. These requests will fund activities that meet the social, cultural, physical, spiritual, intellectual and emotional interests of the campus as a whole, with priority given to groups that lack the basic necessities they need to fulfill their organization's purpose. With funding, these organizations are expected to be actively involved in the advancement of Eastern Kentucky University's campus community and school mission.

Section B. Special Committee on Appropriations

- I. The Executive Vice President will create a special committee that consists of six to eight active members of the Senate and the Ethics Administrator.
  - a. The Special Committee will be chosen after each application deadline.
  - b. Special Committee Members cannot be the sponsoring Senator for more than two organizations.
  - c. Prior to becoming a member of the special committee, senators must have been present at one funding meeting.
  - d. Members of the special committee may only be part of the special committee once each academic year.
- II. The Appropriations Chair will preside over the committee.
- III. The Appropriations Chair and the Ethics Administrator have no voting privileges in the Special Committee.

Section C. Appropriations Application Process

- I. The Registered Student Organization must meet all requirements outlined in the funding application packet before they will be able to submit an application.
- II. The application can only be accepted by the SGA Executive Vice President, the SGA Treasurer, the SGA Senior Office Associate, or the Appropriations Chair(s), and must be turned in by a member of the Registered Student Organization.

- a. The application must be initialed and dated by one of the aforementioned persons to verify the completion and acceptance of the application in its entirety.
- b. If the SGA member who receives the application finds it incomplete for any reason, it is his or her responsibility to refuse acceptance and to immediately explain to the representative of the Registered Student Organization what needs to be corrected in order for the application to be accepted.
- c. After the deadline, no more applications will be accepted and the review process will begin.

Section D. Student Organizational Funding Process

I. Appropriations Review

- a. The Special Committee on Appropriations will review each application based on the organization's merit. This is determined by review of:
  - (1) Letter of Recommendation from the organization's advisor
  - (2) Responses in the application packet, including but not limited to; age of group, usage of alternative revenue sources, how dues and fundraising are used, and contribution towards the campus community as a whole
  - (3) Previous SGA funding history compiled by the Appropriations Chair(s)
  - (4) Attendance at the Registered Student Organization funding information meeting where funding applications are distributed. These informational meetings are held prior to each of the three Senate meetings for organizational funding.
- b. Budgets and all references to budgets are removed from each application by the Appropriations Chair prior to application review.
- c. The Appropriations Chair will convert each individual item's requested amount into a percentage of the total requested amount.

II. Appropriations Ranking

- a. Each voting member of the Special Committee will rank each application starting with the number one and ending with the total number of applications received.
  - i. Special Committee Members are not allowed ranking privileges for an organization of which they are a member or sponsoring.
  - ii. The number one ranking represents the organization that the member feels is most representative with Eastern's mission and criteria, as well as the mission of the Appropriations Committee.
- b. Once all committee members have submitted their rankings, the Appropriations Chair will calculate the average score for each application.
- c. If a tie occurs after the averages are found, then only the applications that were involved in the tie will be openly discussed in the Special Committee meeting. After this discussion, another vote will be taken to determine the rank of each application; the meeting will not be adjourned until the tie is resolved.
- d. Upon determination of the final order, rankings must be submitted to the Executive Vice President for final approval.

III. Special Committee Meetings

- a. First Meeting
  - i. The Appropriations Chair will distribute copies of each application with letter of recommendation and a decision aid sheet.
  - ii. The first round of discussion and a preliminary ranking occurs at this meeting.

- iii. This meeting is closed to those who are not part of the Senate.
  - 1. Only those who are members of the Special Committee are allowed to speak due to the need for expediency of the funding process.

b. Second Meeting

- i. The Appropriations Chair will lead discussion regarding the order found during preliminary ranking.
- ii. After discussion, the ranking order is voted on and finalized. A two-thirds vote is required for the vote to be finalized.
- iii. This meeting is open to a representative of each Registered Student Organization.
  - 1. The representative is unable to speak during this meeting.
  - 2. Any additional members present from the organization will be asked to leave.

c. Third and Final Meeting

- i. If the second meeting does not produce a final order to be presented to Senate, then a third meeting is convened by the Appropriations Chair where last discussion will be held and the final order will be determined.
- ii. This third meeting is open to a representative from each Registered Student Organization.
  - 1. Representatives may not speak during this meeting.
  - 2. Any additional members present from the organization will be asked to leave.

Section E. Annual Budget Sessions

- I. The Executive Vice President and the Appropriations Committee Chair shall set the dates for each organizational funding session.
  - a. Registered Student Organizations will be given at least four week notice of the funding meeting.
    - i. At this time, the Registered Student Organization may pick up an application for funding in the Student Government Association Office.
    - ii. Applications will be due back to the Student Government Association Office no later than two weeks after the date they became available.
    - iii. A representative from the student organization shall have contact with both a member of the Appropriations Committee and a sponsoring Senator regarding the proposal.
  - b. The Special Committee on Appropriations shall then begin the funding process as outlined in Section D of this article.
  - c. Prior to each funding session, a meeting will be held for all sponsoring senators to explain responsibilities and behavior during the appropriations process.
- II. The Student Senate will appropriate fifty percent of the organizational funding budget in

September. The allocated monies shall be spent between October 1 and March 30.

- III. The Student Senate will appropriate fifty percent of the organizational funding budget in February. The allocated monies shall be spent between March 1 and October 31.

Section F. Management of Allocated Funds

- I. No awarded monies will be transferred to the account of the Registered Student Organization.
- II. Student Organizations shall have sixty days from the date of purchase or the date of the event to turn in all receipts and a summary of the expenditures to the Student Government Association Treasurer.
  - a. The treasurer shall forward a copy of these receipts to the Committee on Appropriations chair.
- III. If all awarded funds are not used by the Registered Student Organization, the money shall return to the general Student Government Association Organizational Funding Budget within this sixty day period.
  - a. In cases where the event or purchase is not made, funding shall return to the general Student Government Association Organizational Funding Budget within thirty days.
- IV. Any money not allotted at the end of the academic year shall remain in the general Student Government Association Organizational Funding Budget for future use.
- V. The Student Senate will forward all approved requests to the Student Body President who shall approve or veto the request.
  - a. Upon approval, the Student Government Association Financial Advisor will sign off on the request.
  - b. If vetoed, the request shall go back to the Student Senate for review.
    - i. The Senate may overturn the veto of the President with a two-thirds vote of the body.
    - ii. If amended, the request shall return to the Student Body President for approval.
- VI. All Registered Student Organizations receiving funding must meet with either the Executive Vice President or the Appropriations Chair to discuss the group's allocation.
  - a. The organization treasurer, president, and faculty advisor must be in attendance.
- VII. The Financial Advisor for the Student Government Association shall oversee the entire process.

Section G. Appeals

- I. If a member of the Association, as defined in Article I Section A of the Student Government Association Constitution, believes the Student Senate did not operate with a neutral viewpoint or failed to follow the provisions of appropriation set forth by the Student Senate Bylaws, they may appeal the Student Senate's decision to the Student Court.

Section H. Diversity Grant Fund

- I. The Diversity Grant Fund exists to promote awareness of diversity amongst the student body. The fund is open to any Registered Student Organization that is hosting, promoting, or exists to bring awareness to diverse perspectives, underrepresented populations, and/or diverse issues.
- II. The Diversity Grant Fund shall be administered on a rolling basis. Applications shall be heard before the full Student Senate after being received by the Appropriations Chair(s).
- III. Consideration for awarding money from the Diversity Grant Fund shall be made on the basis of the event, program, or initiative in question.
- IV. Registered Student Organizations applying to receive awards from the Diversity Grant Fund must meet the following criteria to be considered.
  - a. The event, program, or initiative in question promotes understanding of the importance of diversity, as defined by Eastern Kentucky University
  - b. The event, program, or initiative in question brings awareness to issues of diversity, underrepresented groups and those of minority status, including but not limited to ethnicity, gender, disability, race, religion, socio-economic status, political ideology, and sexual orientation.
  - c. The event, program, or initiative in question is accessible to the entire University community.
- V. Monies awarded from the Diversity Grant Fund shall be administered in the same manner as required by Section F, paragraphs I, II, III, IV, V, and VII of this article.

Article VII  
Disciplinary Action Process

Section A. If any member of the Student Senate fails to meet the general requirements of membership as stated in these bylaws and the Student Government Association Constitution, the Executive Vice President can remove the member without a vote of approval from the body.

Section B. Should a member of the Student Government Association fail to uphold the Constitution of the Association or the bylaws of the Student Senate, the disciplinary action process may be initiated.

- I. The Disciplinary Action Process can be found in the Student Government Association Constitution, Article XIV.

Section C. Hearing Committee Establishment

- I. Upon the recommendation of the respective branch, the Executive Vice President may establish a hearing committee from the membership of the Student Senate. Two-thirds vote of the Student Senate is required to establish the members of the hearing committee.
  - a. This committee shall consist of no more than eight members of the Student Senate. One member shall serve as chair and another as secretary.

- b. Any members of the Student Senate that were involved in the investigative process and/or served on the investigative committee shall not also serve as members of the hearing committee.
  - c. If the Executive Vice President is on hearing, the Ethics Administrator shall establish the hearing committee from the membership of the Student Senate.
- II. Upon approval of the committee, the chair will set a date and time for the hearing. The hearing date can be no earlier than thirty days after the establishment of a hearing committee.
- a. Once a date and time are set, the secretary shall immediately send to the accused by certified mail a letter notifying him or her of the date, hour, and place of the hearing. This letter should also contain an exact copy of the charges and specifications with the date they were accepted by the recommending branch.

Section D. Hearing Procedures

- I. The chair shall call the meeting to order, calling attention to the fact that the meeting is in Executive Session and therefore those present are obligated to secrecy.
- II. The chair will direct the Secretary to read the charge and specifications for the accused.
- III. The chair will ask how the accused will plead – responsible or not responsible – first to each of the specifications in order, and then to the charge.
- b. If a plea of responsible is entered to the charge, there need be no hearing, and the meeting can proceed directly to the determination of the penalty after hearing a brief statement of the facts.
  - c. If the plea is not responsible to the charge, the hearing proceeds.
- IV. The chair shall ask for opening statements. The first to give opening statements shall be the counsel for the recommending branch. The counsel for the accused will follow.
- a. Counsel for the recommending branch must be a member of that branch.
  - b. Counsel for the accused shall be any person who is a member of the Association as defined in the Student Government Association Constitution Article I, Section A.
- V. After opening statements, the chair will ask the counsel for the recommending branch to call their first witness.
- a. Cross-examination and re-cross-examination of witnesses is permitted.
  - b. Witnesses can be recalled for further testimony if the occasion arises.
  - c. Introduction of evidence can be presented to and accepted by the Chair at this time. The hearing committee shall give all evidence the weight they deem appropriate according to the relevance the evidence has to the case.
- VI. After all witnesses for the recommending branch have been heard, the chair will ask for the testimony of any defense witnesses.
- VII. The chair will then call for rebuttal witnesses, if any, on behalf of the recommending branch and then the defense.
- VIII. Closing arguments by both sides, beginning with the recommending branch, will begin after all witnesses have been heard.
- a. Up until the completion of the closing arguments, no one is entitled to the floor except the persons representing each party.
  - b. All statements should be directed to the chair except when questioning witnesses.

- IX. When closing arguments have been completed, all but the hearing committee must leave the room.
- X. Each of the specifications, and then the charge, are read by the Secretary, opened for debate, and voted on separately.
  - a. The specification or the charge can be amended to conform to facts brought out in the hearing, but not in such a way as to find the accused responsible of a charge not included in the charges for which he was just tried.
  - b. If the accused is found responsible of one or more of the specifications but not of the charge, a lesser charge should be moved upon and voted.
- XI. If the accused is found responsible, the chair announces that the committee must now determine a penalty. The penalty must be approved by the committee with a two-thirds vote.
- XII. After voting is completed, the accused is called back into the room and advised of the result.

Section E. Senate Review of Hearing Committee's Recommendation

- I. The hearing committee will present the results of the hearing, including a summary of the basis of the committee's decision and the recommended penalty, to the Senate in Executive Session.
- II. If the report finds the accused responsible, the accused will have the option of making a statement about the case to the Senate.
  - a. Should the accused take this option, the hearing committee chair will also be prepared to present a statement in rebuttal.
  - b. Should the accused choose to make a statement, he or she must leave the room immediately following the rebuttal from the Hearing Committee Chair.
- III. After this the Senate must vote on the recommendations from the hearing committee.
  - a. The Senate may vote to accept the recommended penalty, to reduce the penalty suggested by the trial committee or to decline any penalty.
  - b. The Senate may never increase a penalty.
  - c. The Senate cannot impose a penalty if the hearing committee found the accused not responsible.
  - d. The penalty must be approved by a two-thirds vote of the Senate members present and eligible to vote.

Section F. Appeal

- I. If the hearing results in the removal of a member, the member may appeal to the Student Court.
- II. If the hearing results in the removal of a member of the Student Court, the member may appeal to the Student Government Association Executive Cabinet.
  - a. The appeal process can be found in the Student Court Policies and Procedures Manual.
  - b. In the case of an appeal to the Executive Cabinet, the Student Government Association President shall act in the same role as the Chief Justice.
  - c. The decision of the Executive Cabinet shall be final.

Article VIII  
Parliamentary Authority

Section A. Rules of Order

- I. *Robert's Rules of Order Newly Revised* shall govern the proceedings of the Student Senate except where in conflict with the Student Government Association Constitution or Special Rules of Order established in this article.

Section B. Special Rules of Order

- I. Friendly amendments may be accepted or denied, during the appropriations process, by the sponsoring Senator without a vote for approval by the body.
- II. The Extended Campus Council Chair may give authority to another member of their council to vote, in proxy, on any Student Senate matters during the chair's absence.
- III. Student Senate agendas are prepared by the Executive Vice President with assistance from the Committee on Committees.
- IV. If Robert's Rules of Order are violated during a meeting, and the Sergeant-at-Arms is unable to solve the problem, the Chair of the meeting shall make the decision.
- V. Before a new Special Rule of Order is implemented, it must first be added by a majority vote of the Student Senate, to the Student Senate Bylaws.

Section C. Parliamentary Officials

I. Sergeant-at-Arms

- a. The Sergeant-at-Arms shall assist the Executive Vice President in the maintenance of order and the enforcement of parliamentary procedure during meetings of the Student Senate or its various committees.
- b. The Sergeant-at-Arms shall be the guardian of all property of the Student Senate.
- c. The Sergeant-at-Arms shall hand deliver all official and valid forms of legislation to the appropriate destinations in a timely fashion, and secure signatures of receipt.

II. Clerk/Historian

- a. The Clerk/Historian shall be responsible for the maintenance of the records of the Student Senate.
  - i. This includes minutes and attendance at all meetings of the Student Senate and the Committee on Committees.
- b. The Clerk/Historian shall be responsible for all official correspondence of the Student Senate.
  - i. This includes the sending of letters of invitation to all persons whose presence is requested at a meeting of the Senate. The letter should include the meeting date, time, and location, as well as the reason for the invitation.
  - ii. The Clerk/Historian shall be responsible for sending a letter of thanks to persons who attended a meeting of the Senate at the request of the Senate.
  - iii. The Clerk/Historian shall be responsible for delivering the Senate minutes to the Senate Advisor weekly, and in a timely manner

Article IX  
Amendments

Section A. Procedures

- I. Amendments to these bylaws may be proposed by an act of a member of the Student Senate.
- II. The proposal will then be discussed and voted on by the Student Senate. A two-thirds vote is required for amendments to be considered as passed.
- III. The amendments shall then be presented to the SGA Advisory Board for final approval.
- IV. Upon approval, the amendments will be forwarded to the Council on Student Affairs as an informational item.
- V. Ratified amendments will be added to the bylaws, and existing copies of the bylaws will be corrected.

Article X  
Representative Student Councils

Section A. Non-Traditional Student Council

- I. The Student Senate shall oversee the operation of the Non-Traditional Student Council.
- II. The Non-Traditional Student Council shall exist to advise the Executive Vice President and Student Body President on issues of concern to the Non-Traditional student population.
- III. The Non-Traditional Student Council shall enact bylaws to govern its operations, which shall be approved by the Student Senate.
- IV. Members of the Non-Traditional Student Council shall not be members of any other branch of the Student Government Association.

Section B. Graduate Student Council

- I. The Student Senate shall oversee the operation of the Graduate Student Council.
- II. The Graduate Student Council shall exist to advise the Executive Vice President and Student Body President on issues of concern to the Graduate student population.
- III. The Graduate Student Council shall enact bylaws to govern its operations, which shall be approved by the Student Senate.
- IV. Members of the Graduate Student Council shall not be members of any other branch of the Student Government Association.