

Student Senate Constitution

Approved Amendments voted on October 6, 2009

PREAMBLE

Assuming that students should have the opportunity to voice their opinions on matters relating to the procedures and policies of an institution, and that student-administration and student-faculty cooperation should be encouraged as a means for realization of educational and recreational objectives, we do hereby submit:

ARTICLE I—Name and Purpose

Section 1: The name of this organization shall be “The Student Senate of Schreiner University.”

Section 2: The purpose of this organization shall be to represent the student body of Schreiner University. In dealing with the administration and faculty of Schreiner University, the Student Senate will foster and encourage those activities on the part of the students. This will provide both recreation and training in good citizenship for the students.

Section 3: This constitution outlines the basic rules and principles that Student Senate abides by. While the answers to all questions are not provided, this is the first place to look for guidance. Those procedures not outlined in this constitution will be handled according to Parliamentary Procedure as outlined in *Robert’s Rules of Order*. Each member of Student Senate is responsible for being familiar with the contents of this constitution and a basic understanding of the Student Senate’s usage of *Robert’s Rules of Order*.

ARTICLE II—Membership

Section 1: The Student Senate shall be composed of the following members:

- A. The Student Senate Executive Officers which are the President, Vice President, Secretary, Treasurer, and Parliamentarian.
- B. The Class Officers represent the Senior, Junior, sophomore, and freshman classes. Each of these classes shall elect a President, Vice President, Secretary, and Treasurer.
- C. Associate Members are:
 - Commuter Representatives: Two representatives shall be chosen by commuting students
 - An optional representative from Greystone Preparatory Academy. .
- D. Members at Large include representatives from each Student Organization Council that is recognized by Student Senate. The method for recognizing a new Student Organization Council will be by a majority vote. Each new Student Organization Council is subject to Student Senate and its purpose.
- E. Full Senate should consist of every member of Senate: Executive Officers, Class Officers, Associate Members, and all Recognized Student Organization Representatives. These positions should be at any meetings that require Full Senate, all Senate Retreats, all community service projects sponsored by Senate, Senate events, designated Board of Trustee luncheons, and any other event that the Executive board should ask of Full Senate.
- F. Senate Cabinet should consist of Executive Officers, Class Officers, Associate Members, and all Council Representatives. Senate Cabinet is required to be at all Full Senate obligations, weekly meetings, and any other event the Executive board should ask of Senate Cabinet.
- G. An officer may have only one position in the cabinet but may be a Recognized Student Organization Representative as well. A member may not hold more than two positions total.

Section 2: Full Senate may vote until Fall elections have been completed and the Senate Cabinet is in place. The President may determine that business that requires consent through a majority vote be conducted with the full Senate to allow greater representation.

Section 3: Should any Student Senate Executive Officer, other than the President, leave or be removed from his/her duties and position for any reason during the year, an election within the Student Senate shall be held to select a new officer or representative to fill the vacated position.

Section 4: Should any President leave or be removed from his/ her duties and position for any reason during the year, the Vice President of that class shall assume the office of the president. The remaining Class Officers of that class shall nominate a person from their class to fill the Vice President’s position. If

the Vice President does not wish to fill the vacated office of President, he/ she are responsible for nominating a new President who is then subject to the approval of the Student Senate by a majority vote.

Section 5: Should any other class officer leave or be removed from his/her duties and position for any reason during the year, the remaining class officers of that class shall nominate a person from their class to fill that position. That person will then be subject to approval of the Student Senate by a majority vote.

Section 6: Should any associate member leave his/her position for any reason during the year, an election within the Student Senate shall be held to select a new representative to fill the vacated position according to membership guidelines as set forth in this Constitution.

Section 7: Each Student Organization Council Member will be selected by his/her own club/organization.

Section 8: Should any Member at Large leave during the year, the club/organization that the member represents is responsible for nominating a new representative.

ARTICLE III—Qualifications for Membership

Section 1: The qualifications for Student Senate Executive Officers shall be as follows:

- A. **President:** The President of the Student Senate shall be a full time college student of at least Junior standing and have served as a class officer or Student Organization Council Representative on the Student Senate during at least one semester in the four semesters preceding the semester the election is held. He/she shall maintain a grade point average of at least 2.50 for all work completed at Schreiner University and must have a satisfactory disciplinary record. All candidates for office shall be subject to the approval by the Dean of Student Affairs, Director of Student Activities, and Registrar.
- B. **Vice President:** The Vice President of the Student Senate shall meet the same qualifications as the President, and is also subject to the approval by the Dean of Student Affairs, Director of Student Activities, and Registrar.
- C. **Secretary:** The Secretary of the Student Senate shall be a full time college student of at least Sophomore standing who has served on the Student Senate for one academic year. He/she shall maintain a grade point average of at least 2.50 for all work completed at Schreiner University and must have a satisfactory disciplinary record. All candidates for office shall be subject to the approval of the Dean of Student Affairs, Director of Student Activities, and Registrar.
- D. **Treasurer:** The Treasurer of the Student Senate shall meet the same qualifications as the Secretary, and is also subject to the approval by the Dean of Student Affairs, Director of Student Activities, and Registrar.
- E. **Parliamentarian:** The Parliamentarian of the Student Senate shall meet the same qualifications as the Secretary, and is also subject to the approval by the Dean of Student Affairs, Director of Student Activities, and Registrar.
- F. Should any Executive officer be unable to attend the weekly meetings, Board of Trustees meetings, Emergency meetings, and Senate events due to any conflict (i.e. Student Teaching, Internships), his/her vacated Student Senate position shall be filled as stated above.

Section 2: The qualifications for the Class Officers will be as follows:

- A. He/she must be classified as a member of the class for the office of which he/she is running. Classification will be based on hours earned and hours in progress at the time of election.
- B. He/she must maintain a grade point average of at least 2.5.
- C. He/she must not be on probation of any kind.
- D. He/she must have a satisfactory disciplinary record.
- E. He/she will be subject to the approval of the Dean of Student Affairs, Director of Student Activities, and Registrar.

Section 3: The qualifications for the Commuter Representatives will be as follows:

- A. He/she must be classified as a full time non-resident student.
- B. He/she must maintain a grade point average of at least 2.5.
- C. He/she must not be on probation of any kind.
- D. He/she must have a satisfactory disciplinary record.
- E. He/she will be subject to the approval of the Dean of Student Affairs, Director of Student Activities, and Registrar.

Section 4: The qualifications for Student Organization Council will be as follows:

- A. He/she must be an active member (or officer if applicable) of the Student Organization Council.
- B. He/she must meet the club/organization's requirements for qualification and maintain a grade point average of at least 2.0.

- C. He/she must not be on probation of any kind.
- D. He/she must have a satisfactory disciplinary record.
- E. He/she will be subject to the approval of the Dean of Student Affairs, Director of Student Activities, and Registrar.

Section 6: The qualifications for Resident Life representatives shall be as follows:

- A. There shall be two Resident Life representatives. (one upper classman, one Freshman)
- B. He/she must be an active member (or officer if applicable) in a residence hall or apartment complex community council.
- C. He/she must meet the club/organization's requirements for qualification and maintain a grade point average of at least 2.5
- D. He/she must not be on probation of any kind.
- E. He/she must have a satisfactory disciplinary record.
- F. He/she will be subject to the approval of the Dean of Student Affairs, Director of Student Activities, and Registrar.

ARTICLE IV—Duties of Membership

Section 1: The duties of the Student Senate Executive Officers shall be as follows:

- A. **President**
 - 1. Preside over meetings of the Student Senate.
 - 2. Act as the spokesperson for the Student Senate in dealing with the faculty, administration, trustees and alumni.
 - 3. Appoint an even number of members to all Special Committees. The President shall also appoint a chairperson to each Special Committee who will have no voting rights except to break a tie.
 - 4. Prepare an agenda for all meetings.
 - 5. Call special meetings as needed.
 - 6. Serve as Chairperson on the Rules and Regulations committee.
 - 7. Serve on the Attendance Committee.
- B. **Vice President**
 - 1. Perform the functions of the President in case of his/her absence.
 - 2. Assist the President in his/her duties.
 - 3. Should the President of the Student Senate leave or be removed from his/her duties and position for any reason during the year, the Vice President of the Student Senate shall assume the office of the President and call for an election within the Student Senate for a new Vice President. If the Vice President does not wish to fill the vacated office of President, then he/she is responsible for nominating a new President who is then subject to the approval of the Student Senate by a majority vote.
 - 4. Serve as Chairperson of the External Affairs Committee.
 - 5. Serve on the Attendance Committee.
- C. **Secretary**
 - 1. Keep the minutes of all Student Senate meetings.
 - 2. Keep and distribute an agenda and previous minutes two days prior to the next meeting.
 - 3. Keep and distribute Student Senate and Committee membership rosters, specific instructions from Student Senate, date when committee report is due, and all available papers relating to the subject assigned to the Committee.
 - 4. Serve as Chairperson of the Minutes Committee.
 - 5. Serve as Chairperson of the Spirit/Social Committee.
 - 6. Serve on the Attendance Committee.
- D. **Treasurer**
 - 1. Keep a record of all receipts and expenditures.
 - 2. Keep the minutes of the meeting in case of the absence of the Executive Secretary.
 - 3. Keep records of all Allocation Funds.
 - 4. Present a current budget report before Student Senate at the first meeting of each month.
 - 5. Serve as Chairperson of the Allocation Committee.
 - 6. Serve as Chairperson of the Finance Committee.
 - 7. Serve on the Attendance Committee.
- E. **Parliamentarian**
 - 1. Assist the President in maintaining order, according to *Robert's Rules of Order*.

2. Keep track of attendance.
3. Serve as Chairperson of the Attendance Committee.
4. Serve on the Spirit/Social Committee.

Section 2: The duties of the Class Officers are as follows:

A. President

1. Serve on the Spirit/Social Committee.
2. Serve on the Food Committee.

B. Vice President

1. Serve on the Good Will/Service Committee.
2. Serve on the External Affairs Committee.

C. Secretary

1. Serve on the Spirit/Social Committee.
2. Serve on the Minutes Committee.
3. Keep the minutes of all Student Senate meetings and turn in their hand-written copies to the Executive Secretary at the conclusion of the Meeting.

D. Treasurer

1. Serve on the Finance Committee.
2. Serve on Allocation Committee.
3. Keep the minutes in case of absence of the Secretary.

Section 3: The duty of the Commuter Representatives shall be as follows:

- A. One representative shall serve on the Spirit/Social Committee.
- B. One representative shall serve on the Food Committee.

Section 4: The representatives of each Student Organization Council and Resident Life representatives shall serve on various committees as appointed by the Executive Officers.

Section 5: It is the duty of all Student Senate members to serve on Special Committees as appointed by the President of the Student Senate.

Section 6: Attendance, Demerit, and Punishment Policies

- A. Excessive absenteeism and/or and unsatisfactory disciplinary record, as defined by this Constitution in conjunction with the Attendance Committee, shall be grounds for disciplinary action.
- B. Attendance at all meetings of the Student Senate is mandatory for all members.
 1. This includes weekly, class, committee, and special session meetings.
 2. An absence to one of these meetings shall be counted as two demerits.
 3. Absence at the time of Roll Call shall be counted as one demerit.
 4. Inappropriate dress attire will result in one demerit per offense.
- C. Attendance at all projects and activities of the Student Senate is mandatory for all members.
 1. This includes community service projects, set-up and clean up for dances, and all other Student Senate functions.
 2. An absence to one of these activities shall be counted as three demerits.
- D. Attendance for Student Senate meetings and activities shall be recorded and enforced under the following guidelines:
 1. Health, family emergencies, religious conflicts, athletic events, and classes are the only qualified reasons that shall be considered as an excused absence.
 2. "Excuse slips" for missing Student Senate meetings are to be submitted to the Attendance Committee at least twenty-four hours prior to the meeting.
- E. Completion of all assignments given in any Student Senate meeting is mandatory for all members.
 1. Failure to complete any assignment by the assigned deadline shall be counted as two demerits
 2. Failure to complete any assignment shall be counted as three demerits.
- F. Failure to maintain the required GPA shall lead to an automatic excusal.
- G. Any conviction of violating any state or federal law shall be counted as six demerits.
- H. If any member of the Student Senate receives four demerits they shall automatically receive a warning letter to alert them of their situation.
- I. If any member of the Student Senate receives six or more demerits, the member faces expulsion but can appeal to the Attendance Committee.
- J. Special Circumstances for an absence shall be left to the sole discretion of the Attendance Committee.

ARTICLE V—Election Procedures

Section 1: The Student Senate Election Committee shall be in charge of all Student Senate elections. All members of Student Senate not running for re-election shall serve on the committee for Student Senate elections. The Chairperson of the Student Senate Election Committee shall be the highest-ranking Student Senate Executive officer not running for re-election and in the case of all executive officers seeking reelection the chairperson shall become the highest ranking class officer not seeking reelection. For fall elections for the freshmen class officers and remaining openings the Chairperson of the Election Committee shall be appointed by the President.

Section 2: **In the case of paper ballots, all elections, excluding Freshman class officers shall be held the first Wednesday and following Thursday of April. Freshman elections shall be held on the second Thursday of September. In the case of online voting, elections shall take place the first full week of April until polls close on the Friday at 1:00 pm. All students in attendance to Schreiner University are eligible voters. The elections results and names shall be posted no later than noon the Monday after polls close.**

Section 3: Voting procedures shall be as follows:

- A. All students of Schreiner University may vote for the Student Senate Executive Officers. In addition, all students may vote for respective class officers based on hours earned and hours in progress at the time of the election.
- B. Commuting students only shall elect commuter Representatives.
- C. **On election days, in the case of paper voting, voting polls will be located on the middle floor of Weir Building from 9AM to 11AM and inside of the Cailloux Center from 11AM to 1PM. Should electronic voting take place, Students may also vote on Schreiner One throughout the week.**
- D. All members of the Election Committee chosen to run the voting polls must remain non-partisan and may only provide information concerning election procedures and posting dates. Committee members may not state any information on candidates and/or write-in candidates running for office.
- E. Members of the Election Committee shall be appointed by the Executive Board.
- F. Campaign flyers and posters for eligible candidates and write-in candidates may be posted and distributed one calendar week previous to Election Day. All campaign propaganda must be approved by the Director of Student Activities
- G. The designated polling and posting areas will be monitored by official election judge(s). Official election judge(s) will be faculty and staff appointed by the Election Committee and approved by the Student Senate as a whole.

Section 4: Procedures for running for office shall be as follows:

- A. All candidates must petition for office. It will be the responsibility of the Student Senate Election Committee Chairperson to make available the petitions two calendar weeks prior to the filing date deadline.
- B. Petitions are to be filed in the Student Senate Office by 12 noon one calendar week prior to the day of the election.
- C. If a student does not submit his/her petition by the stated deadline, he/she can run as a write-in candidate. In order to take office, write-in candidates must meet all requirements of that position.

Section 5: Ballots

- A. The Chairperson (an Executive officer not running for reelection) of the Election Committee shall prepare the ballots the Monday before elections. **In the case of online voting, the Database Support Coordinator, the Director of Student Activities and the chairperson of the election committee shall prepare the ballots the week prior to elections.**
- B. The paper ballots are not to be removed from the poll location.
- C. The Director of Student Activities, the Chairperson of the Election Committee, and one of the Advisors shall tally the ballots. **In the case of online voting, the Database Support Coordinator, Director of Student Activities, and the chairperson of the election committee shall tally the votes.**

Section 6: Votes will be considered invalid in the following cases:

- A. If a student that is voting consults with another voting student while in the posting area.
- B. If a student takes his/her ballot out of monitoring range of members of the Election Committee.
- C. If a student promotes any candidate and/or write-in candidate at the poll location, the person will be removed, and his/her vote will be considered invalid.

ARTICLE VI—Advisors

The Student Senate shall elect two members of the faculty/staff as official Advisors. In addition, the Director of Student Activities shall serve as an advisor to the Student Senate. If the Director of Student Activities is unable to fulfill his/her duties as an advisor, the Dean of Student Affairs or his/her designee will serve as this advisor. The Advisors should attend the majority of the Student Senate meetings and events. In the event that an advisor cannot attend the majority of the meetings, provisions will be made to elect a new advisor.

ARTICLE VII—Meetings

Section 1: The regular meetings of the Student Senate shall be held weekly at the discretion of the Executive Officers, except during testing periods and holidays.

Section 2: Special meetings may be called at the discretion of the President or an advisor of the Student Senate.

Section 3: Advanced notice of all meetings of the Student Senate shall be posted and sent via email for the student body, and a copy of the notice shall be posted in the Student Activities office. This notice shall take the form of an agenda and shall be posted by the Student Senate Secretary on the door of the Student Senate Office.

Section 4: All meetings of the Student Senate shall be open meetings under parliamentary procedure according to *Robert's Rules of Order*, and any student is encouraged to attend any meeting as a spectator as long as his/her conduct does not disturb the orderly transactions of business.

Section 5: Attendance to meetings and events specified by the President is mandatory.

Section 6: A quorum of the Student Senate (2/3 of membership) is required for any action.

Section 7: Dress Attire

- A. All Student Senate Cabinet members shall be required to wear appropriate business casual attire for the regular weekly meetings.
- B. Proper attire shall be the same for Cabinet and Full Senate members when the Full Senate meets.
- C. Business Casual shall be clarified as follows:
 - a. Pants- Dress slacks, khaki pants, or dress capri pants are acceptable. Inappropriate slacks or pants include jeans, sweatpants, exercise pants, and any other form fitting pants.
 - b. Skirts and Dresses- Casual dresses and skirts are acceptable with a length in which you can comfortably sit in public. Inappropriate skirt or dress would include mini-skirts, denim dress/skirt, or a sundress.
 - c. Shirts, Tops, Blouses, and Jackets- Casual shirts, golf shirts, dress shirts, sweaters, and tops are acceptable. Inappropriate attire includes tank tops, sweatshirts, midriff tops, shirts with potentially offensive words/pictures/logos, and t-shirts unless worn under another blouse, shirt, or jacket.
 - d. Current senate t-shirts may be worn with nice jeans (no holes).
- D. Questions concerning acceptable attire shall be directed towards the director of career services.
- E. The Senate Advisors shall be the final authority on the suitability for individual attire.
- F. Failure to comply with this dress code will result in one demerit for each offense.

ARTICLE VIII—Committees

Section 1: Membership of the Student Senate Committees shall be as follows:

- A. Allocation Committee—all Student Senate Treasurers
- B. Academic Affairs—One representative nominated by the Executive President and elected by a majority vote of the Student Senate.
- C. Attendance—Student Senate Executive Officers.
- D. Election—All Executive Officers (or the highest ranking officer designated) not running for re-election, the Director of Student Activities, and one advisor.
- E. Finance—Executive Treasurer and the Treasurer of each class.
- F. Food—President of each class and one Commuter Representative.
- G. Good Will/Community Service—Executive Vice President and the Vice President of each class.
- H. Minutes—Executive Secretary and the Secretary of each class.

- I. Spirit/Social— Chaired by Executive Secretary along with the Executive Parliamentarian, all class Presidents and class Secretaries
- J. Student Services—Executive President, two representatives nominated by the President and elected by a majority vote of the Student Senate; the body of the committee shall be open to all students of Schreiner University.
- K. Rules and Regulations—Executive President, two representatives nominated by the President and elected by a majority vote of the Student Senate; the body of the committee shall be open to all students of Schreiner University.
- L. External Affairs committee- Executive Vice President, as many other members as the Vice President deems necessary.

Section 2: The duties of the Student Senate Committees shall be as follows:

- A. The Allocation Committee shall distribute funds after reviewing applications submitted by each Student Organization Council.
- B. The Academic Affairs Committee shall be in charge of the conception of courses, rotations, majors, schools, standards, and academic policies.
- C. The Attendance Committee shall be in charge of reviewing the attendance records and implementing the Attendance and Demerit Policies.
- D. The Election Committee shall follow the guidelines illustrated in Article V.
- E. The Finance Committee shall review the expenditures of the Student Senate and shall submit a financial report with any recommendations they have to the Student Senate as needed.
- F. The Food Committee shall be responsible for communication between the Food Service Manager and the Student Body. They shall, in the event of a complaint, bring to the attention of the Food Service Manager any problem that may arise. Additional meetings will be held at the discretion of the Food Service Manager.
- G. The Good Will/Community Service Committee shall be in charge of initiating projects that will enhance the good will of the University (i.e. “get well” cards, sympathy cards, etc.) and coordinate community service activities for the Student Senate.
- H. The Minutes Committee shall read, correct, and certify its approval of each meeting’s minutes, and submit a brief annual report to be presented to Student Senate at the second to last meeting of the academic year. Each Secretary is responsible for recording the minutes of each meeting.
- I. The Spirit/Social Committee shall be in charge of informing the student body of all Student Senate-sponsored activities and any special subjects discussed in Student Senate meetings. Along with holding social and spirit events on campus with other organizations
- J. The Student Services Committee
- K. The Rules and Regulations Committee shall be responsible for the review and revision of the Constitution of the Student Senate, and the review and revision of all policies regarding student life.
- L. The External Affairs Committee will establish relations with the city government representatives as well as the state representative for our district through meetings which will take place once every fall and spring semester. Meetings are to be set in the second half/ quarter of the fall and spring semesters according to the availability of each party or participating member. - The committee is responsible for promoting outside relations as well as lobbying for Schreiner University and will encourage outside participation by Schreiner students through acts such as service.

Section 4: The Executive President must approve Committee membership changes.

Section 5: No Student Senate member may serve on more than three standing committees, with the exception of Executive Officers who must also serve on the Attendance Committee.

Section 6: The Student Senate shall elect students to serve on the following Schreiner University Administrative Committees:

- A. Admission Committee
- B. Financial Aid Committee
- C. Library Committee
- D. Search and Selection Committee
- E. Student Retention Task Force
- F. Teacher/Education Committee

Section 7: The Executive President also reserves the right to add more Committees.

ARTICLE IX—Chain of Command

Senate members with complaints and/or problems will follow the chain of command procedure as outlined on the following page.

ARTICLE X—Methods of Amending

Any amendment to this Constitution may be proposed by any member of the Student Senate and must be approved by the Student Senate with a majority vote. If such approval is secured, the amendment must be approved by the Director of Student Activities and the Dean of Student Affairs; once approved, the amendment will be recorded and go into effect immediately.

ARTICLE XI—Ratification

In order to go into effect, this Constitution must be approved by two-thirds of the total membership of the Student Senate. It must be submitted to the Dean of Student Affairs and the Advisors for approval.

CHAIN OF COMMAND
Schreiner University President



Dean of Student Affairs



Director of Student Activities



Executive President of the Student Senate



Executive Vice President of the Student Senate



Members at Large



Associate Members



Class Officers