

CONSTITUTION

of the

Eureka College

Student Senate



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

PREAMBLE..... 2

Article I. GENERAL PROVISIONS 3

Section 1.01 Authority 3

Section 1.02 Code of ethics..... 3

Section 1.03 Supporting Documents & Resources 3

Section 1.04 Accessibility..... 4

Article II. COMPOSITION 4

Section 2.01 Membership 4

Section 2.02 Discrimination..... 4

Section 2.03 General Responsibilities of all Senators 5

Article III. OPERATION 6

Section 3.01 Procedure 6

Section 3.02 Quorum 6

Section 3.03 Meetings..... 6

Section 3.04 Absences 6

Section 3.05 Disciplinary Guidelines..... 7

Section 3.06 Resignation..... 7

Section 3.07 Replacement Procedures 7

Article IV. ORGANIZATIONAL CONTINUITY 8

Section 4.01 Elections..... 8

Section 4.02 Transition 8

Article V. AMENDMENTS 9

Section 5.01 Process 9

Section 5.02 Adoption..... 9



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

PREAMBLE

We the students of Eureka College recognize the need for a viable and organized student government. We as the governing body of Eureka College students do hereby commit to utilizing said power to champion the core values of the Institution. We do hereby assemble as a united and organized body of students which shall be called the Student Senate.

We recognize that the authorities herein granted to the Student Senate originates from the will of the student body. the Student Senate shall serve as a representative body of the students in conjunction with the authority bestowed upon this organization by the President of the Institution and the Board of Trustees.

The Student Senate shall serve as steward of the representative interest of a diverse student population. Furthermore, we shall undertake the effort of fostering a community predicated upon the devotion to diversity, equity, and inclusion. These ideals include but are not limited to race, ethnicity, religion, sex, gender identity and expression, disability, national origin, ancestry, sexual orientation, political affiliation, marital or parental status, socio-economic status, age, or veteran status.

The Student Senate shall endeavor to cultivate a thriving culture of excellence within the hearts and minds of the student population, so as to enrich the campus and surrounding communities. We are invested in developing a heritage of servant leadership within this organization and the student body.

The Student Senate recognizes that the powers herein granted are dependent upon our ability to represent and elevate the concerns of the student body. As such, we aspire to create an organization built upon a foundation of student engagement. We hope that our efforts will spark a lifelong passion for advocacy and community involvement.

In collaboration with the devotion exhibited by the College for sustainable efforts, the Student Senate is committed to investing in a legacy of conscious scholarship. We recognize our role in concurrently serving both present and future generations of Eureka College students.

The student senate shall uphold open and inclusive access to all opportunities granted by the College. As such, the organization is endowed with the responsibility to endorse student initiatives and organizations.

We do hereby ordain and establish this constitution, which shall be the governing document of the Student Senate.



Article I. GENERAL PROVISIONS

Section 1.01 Authority

- (a) The authority of this constitution is the basis for all business conducted by the student senate and shall be referred to for questions of governance and execution of organizational policy.

Section 1.02 Code of ethics

- (a) Members of the Student Senate will faithfully and honestly represent their constituency and the student body.
- (b) Student Senate members represent a broad and multicultural student body and must constantly be conscious and respectful of all cultures and identities while advocating on their behalf.
- (c) All legislation will be presented by Student Senate members with thorough and accurate information.
- (d) Student Senate members will consistently and routinely vote on Senate affairs. Each member can only vote once.
- (e) All proposals will be debated fairly and thoroughly by the Student Senate.
- (f) Student Senate members will actively participate in Senate sessions and will help to create the circumstances for healthy and productive conversation, as well as encourage collaboration among other members to reach consensus on subjects relevant to the purpose of each standing committee.
- (g) Student Senate members shall be expected to abide by the Eureka College Student Handbook.
- (h) Student Senate members shall practice mutual respect for all fellow members of Student Senate and shall maintain decorum in all meetings where they represent the Eureka College Student Senate.
- (i) Student Senate members shall not knowingly use their position to solicit any normally unattainable advantage from any individual.

Section 1.03 Supporting Documents & Resources

- (a) Below are listed documents that are to be considered essential to the function of the Student Senate of Eureka College.
 - (i) *The Eureka College Student Senate Bylaws: an up-to-date version of this document can be found directly following the Eureka College Student Senate Constitution*



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (ii) *The Eureka College Student Handbook: an up-to-date version of this document can be found here: <https://www.eureka.edu/current-students/resources/category/student>*
- (iii) *The Official Eureka College Calendar of Events; an up-to-date version of this resource can be found here: <https://www.eureka.edu/calendar>*

Section 1.04 Accessibility

- (a) The Student Senate, and any functions performed by the Student Senate, shall be an accessible space for all. If, at any time, any accommodations are required by any Senator or member of the public, they are invited to contact the Director of the Learning Center so as to ensure proper accommodations are afforded.

Article II. COMPOSITION

Section 2.01 Membership

- (a) Student Body President (1)
- (b) Student Body Vice President (1)
- (c) Class Officers (8)
 - (i) *Class Presidents (1 per class, for a total of 4)*
 - (ii) *Class Vice Presidents (1 per class, for a total of 4)*
- (d) Senators at Large (12)
 - (i) *Athletic Representative (1)*
 - (ii) *Commuter Representative (1)*
 - (iii) *First Generation Representative (1)*
 - (iv) *Greek Life Representative (1)*
 - (v) *Resident Assistant Representative (1)*
 - (vi) *Alliance Representative (1)*
 - (vii) *Black Student Union (BSU) Representative (1)*
 - (viii) *Multi-Cultural Student Union (MCSU) Representative (1)*
 - (ix) *Student Athletics Advisory Committee (SAAC) Representative (1)*
 - (x) *Sustainability Representative (1)*
 - (xi) *General At-Large (2)*

Section 2.02 Discrimination



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) No person shall be denied the right of holding a Student Senate position due to gender, race, religion, color, national origin, age, sexual orientation, disability status, or political affiliation.
- (b) Student Body President and Student Body Vice President shall each have a cumulative GPA of 2.75 and be in good standing with the college. Other members of the Student Senate shall each have a cumulative GPA of 2.50 and be in good standing with the college.

Section 2.03 General Responsibilities of all Senators

- (a) Attendance: Attendance at all Student Senate General Meetings, Events, Senate Committee Meetings, and Faculty Committee Meetings is required. If a Senator is unable to attend a Student Senate General Meeting, Event, Senate Committee Meeting, or Faculty Committee Meetings they shall follow the procedures as outlined in Article III, Section 3.04 of the Constitution of the Student Senate.
 - (i) *Senators are allowed two (2) unexcused absences or a total of five (5) absences per semester before they are considered in violation of this responsibility and may face disciplinary consequences as outlined by Article III, Section 3.05 of the Constitution of the Student Senate.*
- (b) Committee Membership: All Student Senators are required to be a participating member of at least one (1) of the three (3) Committees of the Eureka College Student Senate specified in the Bylaws and must attend all meetings of that Senate Committee.
- (c) Constituency Representation: All Student Senators are expected to adequately represent the constituency for which they were elected. All Senators will be expected to maintain direct contact with the Eureka College population they are expected to directly represent.
 - (i) *If, at any point during their tenure, a Senator is found to be lacking in representing their constituency by a member of said constituency, said member is obliged to make a formal petition for redress to the Student Senate. This petition will be added to the agenda of the next General Meeting of the Student Senate, the Senator named within the petition will be notified of the existence of said petition, and the petitioner will be invited to be present for said meeting. The Senator named within the petition will be allowed three (3) minutes to plead their case before the assembled Student Senate. The Student Senate will then vote to adopt or dismiss the petition. The vote will be conducted behind closed doors, and the accused Senator will be asked to leave the chamber. A two-thirds (2/3) vote of the Student Senate is required in order to adopt the petition. If the petition is adopted, the Senator named within the petition will be considered in violation of this responsibility and may face disciplinary consequences as outlined by Article III, Section 3.05 of the Constitution of the Student Senate.*
- (d) Training: All Senators will be expected to attend/complete all required trainings as prescribed by the Student Body President and the Constitution of the Student Senate.



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (i) A Senator who fails to attend/complete these required trainings will be considered in violation of this responsibility and will be placed on probation as outlined in Article III, Section 3.05 of the Constitution of the Student Senate until the training(s) are completed. Refusal to complete a training will result in removal from the Student Senate as outlined in Article III, Section 3.05 of the Constitution of the Student Senate.*

Article III. OPERATION

Section 3.01 Procedure

- (a) The rules contained in Roberts' Rules of Order (Newly Revised) shall govern unless otherwise contradicted by the Constitution of the Student Senate.
- (b) All official business of the Student Senate, and that of its committees, shall be documented within the appropriate channels as defined in Article V, Section 5.04 of the Bylaws of the Student Senate so as to ensure archival longevity.
 - (i) The Student Senate Secretary shall be tasked with maintaining and updating these records.*

Section 3.02 Quorum

- (a) Two-thirds (2/3) of the current voting members of the student senate shall constitute a quorum needed to conduct the business of the Student Senate.

Section 3.03 Meetings

- (a) The Student Senate shall meet regularly as defined in Article III, Section 3.01 of the Bylaws of the Student Senate.
- (b) All meetings must be announced and open to the public, unless executive session is deemed necessary by a vote totaling a simple one-half (1/2) majority of Student Senators.
 - (i) Votes on sensitive issues may be taken in executive session when requested by employees of Eureka College, or alternatively with the consent of the Parliamentarian. Any and all matters may be deemed "sensitive" by a simple one-half (1/2) majority of Student Senators.*
- (c) The day-to-day operations of the Student Senate shall be stated in Article III of the Bylaws of the Student Senate.

Section 3.04 Absences

- (a) If an absence is unavoidable and a non-emergency, it shall be the responsibility of the member to inform the Student Senate President, Student Senate Vice President, and Secretary prior to the meeting or event.



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

(i) *Planned excused absences are to be presented to the Student Senate President, Vice President, and Secretary at least 24 hours in advance. The absence must fit within the guidelines for excused absences in order to be approved by the President; otherwise, the absence shall be counted as an unexcused absence.*

1) Planned absences may include but are not limited to: religious holidays, job interviews, unexpected requirements related to a Eureka College student worker position, attendance at conferences, preparation for/presentation of Honors Thesis, or verified student-athlete obligations.

(b) Unplanned absences may only be excused in the event of a serious illness, family emergency, unexpected collegiate responsibilities, or occasional and necessary academic requirement. It shall be the responsibility of the member to inform the Student Senate President, Student Senate Vice President, and Secretary of the nature of the unplanned absence.

(i) *Absences that are unplanned may be excused if proper reasons are presented for the absence. Absences that are unplanned but excused will be noted in the minutes and not be held against a member's attendance record.*

Section 3.05 Disciplinary Guidelines

(a) Any member of the Student Senate may- before the end of their term- be censured, put on probation, or removed from office if they are found to be in significant violation of the Student Senate Code of Ethics as defined in Article I, Section 1.03. The Student Senate shall follow the guidelines established in Article VI of the Bylaws of the Student Senate to move forward with disciplinary procedures.

(b) Any member of the Student Senate may- before the end of their term- be censured, put on probation, or removed from office if they fail to adequately meet the responsibilities of office as defined in Article II, Section 2.03 of the Constitution of the Student Senate. The Student Senate shall follow the guidelines established in Article VI of the Bylaws of the Student Senate to move forward with disciplinary procedures.

(c) Any member of the Student Senate may- before the end of their term- be censured, put on probation, or removed from office at the behest of Eureka College if the Student Senate is notified that a Senator has been found to be in significant violation of the Eureka College Student Handbook. The Student Senate shall follow the guidelines established in Article VI of the Bylaws of the Student Senate to move forward with disciplinary procedures.

Section 3.06 Resignation

(a) Student Senators can resign before the end of their term in office. Vacant seats must be filled in accordance with the senator replacement guidelines established by Article III, Section 3.07 of the Constitution of the Student Senate.

Section 3.07 Replacement Procedures



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) In the case of a permanent vacancy in the office of Student Body President, the Student Body Vice President shall assume the office of the President, and the Senate will appoint a new Student Body Vice President with a two-thirds (2/3) majority vote.
- (b) If the permanent vacancy is that of a Class President, the Vice President for that class shall assume the office and duties of Class President. The Student Body President shall appoint a member to fill the position of Class Vice President and a special election may be held to permanently fill the position based on the length of the vacancy as outlined below in Sub-Sections (c) and (d).
- (c) In the case of a permanent vacancy of any other Student Senate office for less than one (1) academic semester, the Student Body President shall, at their explicit direction, appoint a member of the Student Body to finish the term.
 - (i) *The time period of “less than one (1) academic semester” refers to knowledge of the vacancy following the first official day of classes for the respective semester.*
- (d) In the case of a permanent vacancy of a Student Senate Office for one (1) academic semester or longer, the Student Body President shall appoint a member of the Student Body, with the approval of the affected organization or of a two-thirds (2/3) vote of Student Senate voting members, to fill the position until a special election is held. Special elections may be held by the Parliamentarian at the direction of the Student Senate President following the guidelines established in the Article VIII, Section 8.08 of the Bylaws of the Student Senate.
 - (i) *The time period of “one (1) academic semester or longer” refers to knowledge of the vacancy prior to the first official day of classes for the respective semester.*

Article IV. ORGANIZATIONAL CONTINUTITY

Section 4.01 Elections

- (a) Members of the Student Senate shall be elected as outlined in Article VIII of the Bylaws of the Student Senate.
- (b) Terms shall be for no more than one academic year.
- (c) Elections for the following year’s Student Senate shall take place in the spring semester, excepting the Freshman Class President and Vice President. Elections for Freshman Class President and Vice President shall be held at the beginning of the fall semester and terms shall last through the spring semester.
- (d) Special elections may be held in the case of the resignation or removal of a senator. The Student Senate shall follow the guidelines established in Article VIII, Section 8.08 of the Bylaws of the Student Senate to conduct a special election.

Section 4.02 Transition



CONSTITUTION OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) The newly elected members shall take office following a transition meeting of the current and incoming members of Student Senate.
 - (i) *The nature of this transition meeting shall be defined in Article IX, Section 9.01 of the Bylaws of the Student Senate.*

Article V. AMENDMENTS

Section 5.01 Process

- (a) When necessary, this document may be amended. Changes to this Constitution shall become proposed amendments after the Student Senate approves them by a simple one-half (1/2) majority vote at an announced meeting. Proposed amendments shall then be approved by a simple one-half (1/2) majority of votes cast by the Student Body.

Section 5.02 Adoption

- (a) This document shall become the governing authority of the Eureka College Student Senate replacing all previous Constitutions and Bylaws upon its approval by a simple one-half (1/2) majority of votes cast in a General Meeting of the Eureka College Student Senate, approval by the Co-Curricular Assessment Committee, and approval of the Faculty of Eureka College.
- (b) All elections held prior to the adoption of the Constitution shall be recognized as valid.



BYLAWS

of the

Eureka College

Student Senate



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

Article I. AUTHORITY AND POWERS 3

Section 1.01 Authority 3

Section 1.02 Powers 3

Article II. COMPOSITION 3

Section 2.01 Purpose 3

Section 2.02 Officers 3

Section 2.03 Remuneration of Student Senators 3

Section 2.04 Duties of the President of the Student Senate 4

Section 2.05 Duties of the Vice President of the Student Senate 5

Section 2.06 Duties of the Parliamentarian of the Student Senate 5

Section 2.07 Duties of the Secretary of the Student Senate 6

Section 2.08 Duties of the Treasurer of the Student Senate 6

Section 2.09 Duties of the Public Relations Coordinator of the Student Senate 6

Section 2.10 Duties of the Class Officers of the Student Senate 6

Section 2.11 Duties of the Senators-At-Large of the Student Senate 7

Section 2.12 Duties of the Faculty & Staff Advisors of the Student Senate 7

Article III. OPERATIONS 8

Section 3.01 Meetings 8

Section 3.02 Governance 9

Article IV. COMMITTEES 9

Section 4.01 Purpose 9

Section 4.02 Structure 10

Section 4.03 Standing Committees 10

Section 4.04 Ad Hoc Committees 12

Article V. SPECIAL DUTIES OF THE SENATE 12

Section 5.01 Special Events 12

Section 5.02 Student Organization Evaluation 13

Section 5.03 Student Organization Constitutional Review Process 13

Section 5.04 The Archival of Records and Documents 15

Article VI. DISCIPLINARY PROCEDURES 16

Section 6.01 Authority 16

Section 6.02 Disciplinary Hearings 17

Section 6.03 Appeal Process 18



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

Article VII. RECALL OF STUDENT SENATORS..... 18

Section 7.01 Procedures for Petitions 18

Section 7.02 Ballot Initiatives 19

Article VIII. ELECTION CODE 19

Section 8.01 Election Timelines 20

Section 8.02 Requirements for Candidacy 20

Section 8.03 Pre-election Documentation Requirements 20

Section 8.04 Campaigning 21

Section 8.05 Polling 22

Section 8.06 Results 23

Section 8.07 Recounts 24

Section 8.08 Special Elections 24

Article IX. TRANSITION OF POWER..... 24

Section 9.01 Transition Meeting Guidelines 24

Section 9.02 Required Materials 25

Article X. ADOPTION AND AMENDMENTS..... 25

Section 10.01 Adoption 25

Section 10.02 Amendment 26

Section 10.03 Review 26

RECORD OF REVISION 27



Article I. AUTHORITY AND POWERS

Section 1.01 Authority

- (a) Having been empowered by the Eureka College Student Senate Constitution, these Bylaws shall govern the actions of the Eureka College Student Senate.
- (b) The adoption of these Bylaws by the Student Senate replaces all previous Bylaws and becomes the governing rules of the Senate.

Section 1.02 Powers

- (a) As the governing organization of the Student Body, the Student Senate shall take action which shall be necessary and proper to see to the execution of the Student Senate Constitution, these Bylaws, and the resolutions of the Student Senate.

Article II. COMPOSITION

Section 2.01 Purpose

- (a) The officers of the Student Senate shall serve as an executive board to the organization and shall serve in the capacity as prescribed in this document.

Section 2.02 Officers

- (a) The officers of the Student Senate shall be President, Vice President, Parliamentarian, Secretary, Treasurer, and Public Relations Coordinator.
- (b) The President of the Student Body shall be the President of the Student Senate.
- (c) The Vice President of the Student Body shall be the Vice President of the Student Senate.
- (d) The Student Senate shall elect the members of the executive board, excepting the President and Vice President.
 - (i) *The members of the executive board shall be nominated by any senator and elected by a simple one-half (1/2) majority at the transition meeting as detailed in Article IX of the Bylaws of the Student Senate.*
 - (ii) *Executive members may be removed from their office by a two-thirds (2/3) majority of the voting members of Student Senate.*

Section 2.03 Remuneration of Student Senators

- (a) Member(s) holding the office(s) of President of the Senate and Vice President of the Senate shall be allocated a stipend of at the end of each full semester of service.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (i) *Collection of a salary while not attending to the job responsibilities of the officer position for the duration of the full Semester shall be grounds for impeachment and removal from the position.*

Section 2.04 Duties of the President of the Student Senate

- (a) Shall be the chairperson of all Student Senate meetings and functions.
- (b) Shall ensure that all legislation and resolutions of the Student Senate are properly carried out.
- (c) Shall vote on Student Senate issues only in the event of a tie.
- (d) Shall ensure that all members of Student Senate uphold the membership requirements of the Student Senate Constitution and these Bylaws.
- (e) Shall appoint all student representatives to faculty and trustee committees and all special officers whose appointments are not stipulated by this document.
- (f) Shall have the power to veto action of the Student Senate, unless the veto is overturned by a two-thirds (2/3) majority of the Senate.
- (g) Shall have the power to convene the Student Senate for special meetings under extraordinary circumstances.
- (h) Shall be responsible for representing the Student Senate during the breaks of the academic year.
- (i) If action is required over the breaks, the President shall hold an email or zoom vote of the Senate following regular meeting guidelines.
- (j) Shall have the ability to call the president of any recognized Eureka College Student Organization before the Student Senate.
- (k) Shall act as a non-voting ex-officio member of all committees in Student Senate.
- (l) Shall submit board reports for the Board of Trustee meetings in September, February, and May.
- (m) Shall be responsible for attending any and all campus meetings as requested of them in their role as President and presenting a report on said meetings to the Student Senate. Additionally, the president shall have the power to assign senators to attend meetings with the campus community as the Student Senate Representative.
- (n) Meetings include but are not limited to: biweekly meetings with the dean of students, Board of Trustee meetings, Trustee Student Life committee, monthly faculty meetings, meetings with the president of the college as requested, selection committee for Helen Cleaver Distinguished Teaching Award, selection committee for Staff Member of the Year Award, selection committee for the Distinguished Mentor award and other meetings with college stakeholders as requested of the student body president.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (o) Shall create an agenda for each full meeting and send to the senators at least 48 hours before said meeting.
- (p) Shall be the chairperson of biweekly executive board meetings.
- (q) Shall have the authority to begin disciplinary proceedings against student senators falling within the disciplinary guidelines as outlined in Article III, Section 3.05 of the Constitution of the Student Senate.
- (r) Shall be the chairperson of the Disciplinary Committee of the Student Senate.

Section 2.05 Duties of the Vice President of the Student Senate

- (a) Shall serve as an assistant to the President.
- (b) Shall assume the duties of the President in the case of a temporary absence as defined in the above constitution.
- (c) Shall serve as a voting member of the Student Senate, with full rights and have the ability to serve as the chairperson of a committee.
- (d) Shall serve as the chairperson of the Organizational Oversight and Funding committee.
- (e) In consultation with the secretary, the VP should maintain and establish documents needed to execute internal and external processes .
- (f) Shall assume the duties of new student senator orientation.
- (g) Shall attend meetings as requested by the president including but not limited to: biweekly meetings with the dean of students, Board of Trustee meetings, Trustee Student Life committee, monthly faculty meetings, meetings with the president of the college as requested, and other meetings with college stakeholders as requested.
- (h) Shall serve as a voting member of the internal disciplinary committee.

Section 2.06 Duties of the Parliamentarian of the Student Senate

- (a) Shall advise the presiding officer on parliamentary procedure and rules of order.
- (b) Shall provide guidance on the proper format for motions, amendments, and other parliamentary procedures.
- (c) Shall monitor the meeting to ensure that all members are following the rules of order.
- (d) Shall resolve disputes and clarify points of order during meetings.
- (e) Shall review proposed bylaws and other governing documents for compliance with parliamentary procedure.
- (f) Shall conduct parliamentary procedure training for members and officers of the organization.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (g) Shall be knowledgeable of proper parliamentary procedures (Robert's Rules of Order), the Student Senate Constitution, and these Student Senate Bylaws, particularly the election code.
- (h) Shall conduct all proceedings of elections and referendums under the guidance of Student Senate. This duty shall include setting pertinent dates for elections, informing the student body of relevant information, ensuring the eligibility of all candidates, handling all election documents, directing the polling, and counting the votes.

Section 2.07 Duties of the Secretary of the Student Senate

- (a) Shall keep accurate records of all meetings, including minutes and attendance records.
- (b) Shall maintain the organization's membership rolls and keep them up to date.
- (c) Shall coordinate the distribution of meeting minutes and other documents to members.
- (d) Shall assist with the preparation and distribution of any publications created by the Student Senate for official external use.
- (e) Shall maintain the organization's files and archives as defined in Article V, Section 5.04 of the Bylaws of the Eureka College Student Senate.

Section 2.08 Duties of the Treasurer of the Student Senate

- (a) Shall maintain accurate financial records and coordinate the distribution of said records to the president
- (b) Shall aid the president and vice president in creating a budget for the senate term.
- (c) Shall advise the organization's leadership on financial matters and provide guidance on budgeting and financial planning.
- (d) Shall keep the organization's members informed about its financial status and address any questions or concerns they may have.

Section 2.09 Duties of the Public Relations Coordinator of the Student Senate

- (a) Shall with the help of the president and vice president, develop and implement a comprehensive public relations strategy for the organization.
- (b) Shall develop and distribute marketing materials, such as: flyers, email newsletters, social media posts as well as any other promotional materials.
- (c) Shall manage the organization's social media presence and other online communications.
- (d) Shall coordinate will all committees to ensure equitable promotion of all student senate initiatives.

Section 2.10 Duties of the Class Officers of the Student Senate



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) Shall serve as the primary representative and spokesperson for their class within the student senate.
- (b) Shall collaborate with other student government representatives to plan and execute larger events and initiatives, such as student government elections or campus-wide initiatives.
- (c) Shall advocate for policies and initiatives that benefit their classmates.
- (d) Shall represent their class during student senate meetings, participating in discussions and votes related to relevant issues.
- (e) Shall build relationships with other campus leaders and stakeholders to advocate for the interests of their class.
- (f) Shall work together to ensure effective communication and collaboration within the class and with other student government representatives.

Section 2.11 Duties of the Senators-At-Large of the Student Senate

- (a) Shall represent the interests and concerns of their respective constituencies during student government meetings, participating in discussions and votes related to relevant issues.
- (b) Shall advocate for policies and initiatives that benefit their respective constituencies
- (c) Shall serve on committees or task forces focused on specific issues or initiatives, bringing the perspective and concerns of the student body to the table.
- (d) Shall collaborate with other student government representatives, including class officers and executive officers, to plan and execute larger events and initiatives.
- (e) Shall participate in campus events to build connections with the broader community and represent the values and interests of the student body.
- (f) Shall work to improve communication and collaboration within the student government and with other campus organizations and stakeholders.

Section 2.12 Duties of the Faculty & Staff Advisors of the Student Senate

- (a) Staff Advisor shall be appointed by the Eureka College Administration.
 - (i) *If concerns arise with the appointments, the Student Body President shall meet with the administration and both shall work to resolve the issue.*
- (b) Faculty Advisor shall be appointed by the Faculty Cabinet.
 - (i) *If concerns arise with the appointment, the Student Body President shall meet with the cabinet and both shall work to resolve the issue.*
- (c) Faculty Advisor and Staff Advisor shall be non-voting members of the organization.



Article III. OPERATIONS

Section 3.01 Meetings

- (a) The Student Senate shall meet no fewer than six (6) times per semester, as determined by the President in consultation with the Executive Officers. The President shall inform the remainder of the Student Senate no later than forty-eight (48) hours in advance of any Student Senate meeting.
- (b) All meetings shall be announced and open to the public, unless the Student Senate deems executive session necessary.
 - (i) *Executive sessions may be called by any voting member of the Senate and must be approved by the Senate with a two-thirds (2/3) majority vote of members present.*
 - 1) The purpose of executive sessions is the discussion of sensitive information that is pertinent to the conduction of the current business of the Student Senate.
 - (ii) *Upon entering executive session, a simple one-half (1/2) majority vote must be taken on the admission of staff and faculty to the meeting.*
- (c) Any member of the Student Senate, including the Chair of the Student Senate, may initiate the vote to remove a member of the public or Student Senator if their behavior is deemed disorderly or contemptuous.
 - (i) *Any member of the public or Student Senator may be silenced, censured, or expelled by a simple two-thirds (2/3) majority vote of the assembled Student Senate.*
 - 1) Any Student Senator that is at risk of expulsion must abstain from said vote.
- (d) A quorum of two-thirds (2/3) of the voting members of the Senate must be present to conduct official business.
- (e) An agenda shall be provided by the Student Senate President at least twenty-four hours before the meeting, and the agenda and any additions must be approved by the Student Senate at the beginning of each meeting.
- (f) Regular meetings shall consist of, but are not limited to:
 - (i) *Approval of the last meeting's minutes*
 - (ii) *Approval of the agenda*
 - (iii) *Officer reports*
 - (iv) *Advisor Comments*
 - (v) *Public Comments*
 - (vi) *Committee reports*
 - (vii) *Unfinished Business*
 - (viii) *Old Business*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

(ix) New Business

- (g) All meetings shall follow on procedure the latest version of Robert's Rules of Order.
- (h) All meetings shall require Senators to be present and dressed in at least Business Casual attire.
- (i) The time spent debating any motion will be determined by the Parliamentarian in consultation with the President.

Section 3.02 Governance

- (a) The Student Senate is the governing body of the Student Body and shall take all necessary action in order to uphold the Student Senate Constitution, the Student Senate Bylaws, and act in the best interest of the Student Body.
- (b) The Student Senate may exercise all legislative powers necessary to achieve the objectives set forth in the Student Senate Constitution and Bylaws, including but not limited to the following actions:
 - (i) *Enacting resolutions*
 - (ii) *Creating ad hoc committees or task forces*
 - (iii) *Proposing legislation*
- (c) Actions made by the Student Senate shall require a simple majority (more than one-half (1/2) of voting members) approval by the members present, unless the Student Senate Constitution, Robert's Rules of Order, or this document requires a supermajority (two-thirds (2/3) of voting members).
- (d) The Student Senate may, for any reason that is approved by a one-half (1/2) simple majority of Student Senators, pass some measures to the Student Body for approval by referendum.

Article IV. COMMITTEES

Section 4.01 Purpose

- (a) For purposes of efficiency, the Student Senate may allocate a portion of its work to be completed by committees.
- (b) Committees are tasked with investigating and evaluating specific issues related to the Student Body, and providing recommendations and proposals to the full Senate for action.
- (c) Committees provide an opportunity for Senators to specialize in particular areas of interest, and to collaborate with other students, staff, and faculty to address issues facing the Student Body.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (d) Committees allow for more focused discussion and deliberation on complex issues, and help to streamline the legislative process by allowing for detailed analysis and consideration of proposals before they are presented to the full Student Senate for action.

Section 4.02 Structure

- (a) All appointments to committees shall be made by the President of the Student Senate.
 - (i) *Each committee shall have a Chairperson*
 - (ii) *The members of the committee(s) shall be appointed by the President of the Student Senate, in consultation with the committee Chairperson.*
 - 1) The President of the Student Senate has the discretion to appoint any member of the Student Body (with particularly relevant skills) not currently serving as a Student Senator to become a committee member.
- (b) The size and meeting times of committees shall be decided by the President of the Student Senate.
- (c) Committees shall consist of no fewer than three members, and no more than seven members, including the Chairperson.
- (d) The Chairperson of each committee shall be responsible for scheduling and conducting meetings, preparing agendas, and communicating with the President of the Student Senate and Executive Board as necessary.
- (e) Committee members shall be responsible for attending all meetings, actively participating in discussions and decision-making, and contributing to the completion of the committee's assigned tasks.
- (f) Committees shall report their progress and recommendations to the full Senate at regular intervals, as determined by the President of the Student Senate.
- (g) Committee members shall serve for a term of one academic year, or (in the case of ad hoc committees) until the completion of the committee's assigned task, whichever comes first.
- (h) In the event that a committee member is unable to fulfill their duties, the Student Senate President may appoint a replacement with the approval of the Committee Chairperson.
- (i) The structure, makeup, meeting times, and any other relevant factors may be reworked at any time during the academic term by the President of the Student Senate for purposes of efficiency

Section 4.03 Standing Committees

- (a) Student Affairs Committee
 - (i) *The Student Affairs Committee is responsible for gathering student feedback and implementing targeted initiatives to address relevant student concerns. Evidence gathered by this committee will be used to provide evidentiary support for initiatives and proposals presented to College Administration by the Student Senate.*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

(ii) *Committee initiatives shall include at minimum:*

- 1) Regular maintenance of the comment boxes
- 2) The hosting of at least one town hall meant to address common student concerns collected from comment boxes and other forums.
- 3) Coordination with OSL to compose at least one survey meant to gather feedback on key student issues. Surveys should be specific and intentional, with the purpose of guiding long and short term Senate initiatives.
- 4) Regular correspondence with student organization leadership to seek formal and informal feedback. The committee is responsible for procuring formal reports from these organizations

(b) Events Planning & Coordination:

(i) *The events planning & coordination committee is responsible for planning and executing events and activities for the student body.*

(ii) *Committee initiatives shall include at minimum:*

- 1) Shall develop a calendar of events for the academic year, including social, cultural, and educational activities that appeal to a wide range of students.
- 2) Shall coordinate all aspects of event planning, including securing venues, arranging catering and equipment rentals, and managing logistics.
- 3) Shall manage event budgets and ensure that resources are allocated efficiently and effectively to support the needs of each event.
- 4) Shall with the help of the student affairs committee, seek feedback from the student body after events, using this feedback to inform future planning and improve the quality of events.
- 5) Shall work to foster partnerships with other campus organizations and stakeholders to create collaborative and engaging events for the student body.
- 6) Shall ensure that all events are planned and executed in accordance with campus policies and regulations.

(c) Public Relations Committee

(i) *The public relations committee is responsible for promoting the activities, initiatives, and accomplishments of the student government to the broader campus community*

(ii) *Shall help the PR coordinator develop a comprehensive public relations plan for the student government, outlining strategies and tactics for reaching target audiences and achieving specific goals.*

(iii) *Committee initiatives shall include at minimum:*

- 1) Shall develop and implement marketing campaigns to promote specific student government initiatives and events.
- 2) Shall, with the help of the student affairs committee, collect and analyze data to measure the effectiveness of public relations campaigns and make data-driven decisions about future messaging and outreach strategies.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- 3) Shall provide guidance and support to the public relations coordinator, helping to manage their workload and ensure that all public relations initiatives are aligned with the student government's overall goals and objectives.
- 4) Shall foster relationships with other campus organizations and stakeholders to identify opportunities for collaboration and cross-promotion.
- 5) Summer committee duties include the creation of promotional materials for the following: fall elections and student senate welcome week educational events.

Section 4.04 Ad Hoc Committees

- (a) For special projects and interests, the Student Senate Student Body President may create ad hoc committees for a particular purpose and time.
 - (i) *Ad hoc committees shall not extend into the next academic year unless the President-Elect of the Student Senate chooses to carry the committee into the next academic year.*

Article V. SPECIAL DUTIES OF THE SENATE

Section 5.01 Special Events

- (a) Throughout the academic year, the Student Senate shall be tasked with the organization of special events—organized and deployed by the full Student Senate—for the betterment of the Eureka College Student Body. Events shall be accessible to all who may wish to attend, granted they are part of the general campus community.
- (b) The creation of special events may be proposed internally (by wish of the Student Senate), externally (by official representative(s) of Eureka College Faculty, Staff, Alumni, Board of Trustees, or the current Eureka College Student Body).
- (c) These events shall be the responsibility of the full Student Senate and shall include but are not limited to:
 - (i) *An Introductory Event*
 - 1) This event, conducted during Welcome Week, shall have the purpose of fostering a relationship with the student body and aiding the student body in understanding the function of the Student Senate.
 - (ii) *A Service Project*
 - 1) Conducted at any point during the first or second semester of the academic year, this event shall be open to the full campus community with the purpose aiding in the betterment of Eureka College and/or to promoting the general campus well-being.
 - (iii) *Two (2) Voter Registration Drives*
 - 1) These events shall be held during the course of each academic semester with the purpose of aiding in the registration of potential voters and helping the student body to fulfill and understand the civic duty of voting.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

Section 5.02 Student Organization Evaluation

- (a) It shall be the duty of the Student Senate Executive Board to evaluate new Eureka College student organizations.
- (b) The Student Senate Executive Board shall be charged with the evaluation of new organizations to ensure that they uphold the mission and values of Eureka College, benefit the Student Body, have created a constitution and bylaws that shall give the organization strength, and the ability to sustain itself.
- (c) The Student Senate Executive Board shall require the organization to show proper documentation, including the organization's constitution and bylaws, before the Senate calls the president of the organization before a general meeting.
 - (i) *The Student Senate Executive Board may mandate that the organization make changes to their constitution or bylaws before approval may take place.*
 - (ii) *If the Student Senate finds that the new organization does not meet the requirements, they may refuse to approve the organization by a simple one-half (1/2) majority vote of the voting members.*
- (d) After initial approval, the organization may change bylaws without the Student Senate Executive Board's approval, following the procedures outlined in the organization's approved bylaws and/or constitution.
- (e) If the Student Senate finds that the new organization meets the requirements, they may approve the organization. It shall then be sent for consideration to the Co-Curricular Assessment Faculty Committee by the Parliamentarian of the Student Senate.
- (f) Student Senate reserves the right to review existing student organizations, and retains the right to refer the organizations to the Office of Student Life and the Dean of Students. Such reviews shall follow the Student Senate Constitutional Review Process and directed by the Committee on Organizational Oversight and Funding.

Section 5.03 Student Organization Constitutional Review Process

- (a) The Student Senate Constitutional Review Process is for any member of any club that feels that their club's constitution is being violated.
- (b) The official review process will start when the Parliamentarian of the Senate, receives a written and signed complaint letter. Said letter will be addressed to the President of the Senate and the Parliamentarian of the Senate and must clearly detail what the complainant feels is being violated. When a complaint is received, it is the responsibility of the receiver to inform all parties involved.
- (c) Once the initial complaint is received, the Student Senate will review the complaint and vote whether or not to place said organization under official constitutional review. The vote must pass with a two-thirds (2/3) majority vote of the Senate quorum.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (i) *Any Student Senator—including the President of the Senate—with connection(s) to the organization under review must remove themselves from the proceedings because of this conflict of interest.*
- 1) The Student Body President reserves the right to remove any Senator from participating in the vote in the event that said member has a conflict of interest with said organization. However, the Student Body President must make this change before Student Senate has voted to officially place said organization under constitutional review.
 - 2) In the event of a perceived conflict of interest on behalf of the President of the Senate, any officially acknowledged Student Senator may move to have the President of the Senate removed from the proceedings and/or have any previous removals reversed.
- (d) If the vote passes, the Dean of Students, Coordinator of Student Life, and the organization's President and Advisor will be notified by the Parliamentarian of the Student Senate as to why said organization is being reviewed.
- (e) The timeline of events shall officially begin at the organization's next public meeting. The organization under review must hold a public meeting at the soonest opportunity that a public meeting would normally be held. At the meeting, the President shall inform the rest of the members that the club is being reviewed by Student Senate. The Parliamentarian shall collect any organization minutes from the preceding 12 months. The Parliamentarian shall also have access to all meetings during the review process. The Parliamentarian shall interview the complainant(s), executive board members of the organization under review, the organization's advisor, and anyone else that may be useful in collecting information. All interviews will be audio recorded. All information must be collected within 2 weeks of the President informing the organization's members.
- (f) Once all information is collected, the Executive Board of the Student Senate, with the advice of the Student Body President as a non-voting member, will determine if said organization was in violation of their constitution by a two-thirds (2/3) majority vote of the Executive Board quorum. If the Executive Board of the Student Senate determines that there was not a violation, the Parliamentarian of the Student Senate will move to cease the review process at the next Senate meeting. The vote to cease the review process will pass with a two-thirds (2/3) majority vote of Senate's quorum. If the Executive Board of the Student Senate determines that there was a violation, the Executive Board will propose a remedy to Student Senate at the following full meeting of the Student Senate.
- (g) If said remedy is approved by the Student Senate with a two-thirds (2/3) majority vote of Student Senate quorum, said remedy shall take full effect and override any previous organizational practices, as well as any constitutional law, immediately. Once the remedy has been approved by Student Senate, it must also be approved by the Dean of Students.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (i) *If the remedy does not get a two-thirds (2/3) majority vote, it will be sent back to the Executive Board of the Student Senate for revision. The Executive Board must provide a new remedy for said organization at the next Senate meeting. If the Executive Board of the Student Senate cannot provide a remedy approved by a two-thirds (2/3) majority vote of Senate's quorum within 2 Senate meetings of the proposed original remedy, the Dean of Students shall propose remedies until they are approved by a two-thirds (2/3) majority vote of the Senate quorum.*

Section 5.04 *The Archival of Records and Documents*

- (a) All records and documents shall be preserved as historical records for future reference.
- (b) The Student Senate Secretary shall be responsible for the proper archival of Student Senate records and documents at the conclusion of each Student Senate term at the end of April/beginning of May.
- (c) All records and documents of the University of Kansas Student Senate shall be archived, by the Secretary, in an accessible, electronic database of the choosing of the Student Senate.
- (d) The records and documents that shall be archived by the Student Senate Chief of Staff shall include, but shall not be limited to, the following:
 - (i) *All agendas, minutes, attendance, and reports from any meetings, whether regularly scheduled or specially scheduled, of the Student Senate, the Committees of the Student Senate, and the Executive Board of the Student Senate.*
 - (ii) *All reports filed by the Board, and Committees of the Student Senate.*
 - (iii) *All official legislation and corresponding reports.*
 - (iv) *The voting records from all Full Student Senate meetings.*
 - (v) *All contracts and agreements any member of the Student Senate has signed on the authority of their Student Senate position(s).*
 - (vi) *A final, year-end report from each member of the President's Cabinet of the Student Senate.*
 - (vii) *In coordination with the Parliamentarian, all documents, decisions, election results, and collected campaign materials.*
 - (viii) *All Student Senate outreach materials (Example: brochures, flyers, posters, a copy of all social media posts, etc).*
 - (ix) *A complete roster of Eureka College Student Senate members from the year, which shall include all appointments to the Student Senate made during the course of the academic term.*
 - (x) *All official Student Senate press releases.*
 - (xi) *The official yearly Student Senate photograph.*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (xii) *Official copies of each printed edition of Student Senate Rules and Regulations and the yearly budget book report.*
- (xiii) *Any reports compiled by Student Senate Task Forces or Ad Hoc Committees*
- (xiv) *All other officially recognized forms and applications.*

Article VI. DISCIPLINARY PROCEDURES

Section 6.01 Authority

- (a) Any student, Student Senator, or official representative of Eureka College may, at any time, bring forth to a quorum of The Student Senate a petition in writing to censure, suspend, or remove any Student Senator falling within the disciplinary guidelines in Article III, Section 3.05 of the Eureka College Student Senate Constitution.
- (b) Only the current Student Senate President- or an official representative of Eureka College with the approval of the current Student Senate President- shall have the authority to issue directives to the Parliamentarian to censure, suspend, or remove a Student Senator falling within the disciplinary guidelines in Article III, Section 3.05 of the Eureka College Student Senate Constitution.
 - (i) *In the event that the petition is brought against the current Student Senate President, the Student Senate President shall recuse themselves from the disciplinary process and all roles granted to the Student Senate President shall be conferred to the Student Senate Vice President.*
- (c) The Student Senate Parliamentarian shall have the power to carry out motion(s) to censure, or suspend- for a period of time less than or equal to one (1) academic semester- any Senator falling within the disciplinary guidelines in Article III, Section 3.05 of the Eureka College Student Senate Constitution.
 - (i) *In the event that the petition is brought against the current Student Senate Parliamentarian, the Student Senate Parliamentarian shall recuse themselves from the disciplinary process and all roles and responsibilities granted to the Student Senate Parliamentarian shall be conferred to the Student Senate Vice President.*
- (d) The Student Senate Parliamentarian- at the behest of The Student Senate President, or an official representative of Eureka College- shall have the power to call for additional hearing(s) to review alleged violations outlined within the disciplinary guidelines in Article III, Section 3.05 of the Eureka College Student Senate Constitution.
 - (i) *Only in the case of a corresponding ruling by the Student Senate Disciplinary Committee following appropriately held disciplinary hearing(s) shall the Student Senate Parliamentarian be conferred the authority to suspend a Student Senator for longer than one (1) academic semester,*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (ii) *Only in the case of a corresponding ruling by the Student Senate Disciplinary Committee following appropriately held disciplinary hearing(s) shall the Student Senate Parliamentarian be conferred the authority to permanently remove a Student Senator.*

Section 6.02 Disciplinary Hearings

- (a) A disciplinary hearing shall be called by the Student Senate Parliamentarian if violations continue to occur after a Senator has been censured or suspended. At that time, the Parliamentarian shall request the Student Senate Disciplinary Committee to conduct hearing(s) to review alleged violations. The Student Senate Disciplinary Committee shall have the power hold hearings to further discipline a Senator by censuring, suspending, or removing any Senator found to remain within the disciplinary guidelines in Article II, Section 2.05.
 - (i) *Hearings shall consist of a fully assembled Student Senate Disciplinary Committee. This Committee shall consist of the Student Body President (Chair), the Student Body Vice President, the Parliamentarian, the Student Senate Faculty Advisor, and the Student Senate Staff Advisor.*
 - 1) In the event that any petition is brought against any member- not including the Student Senate President or the Student Senate Parliamentarian- of the Student Senate Disciplinary Committee, said member shall recuse themselves from the disciplinary process and all roles granted upon said member shall be absorbed by the remaining members of the Student Senate Disciplinary Committee
 - (ii) *All complainant(s) and respondent(s) involved must be notified in writing by the Parliamentarian of the nature, location, and time of the hearing(s) at least one (1) full week prior to the Student Senate Disciplinary Committee hearing where the violations will be heard.*
 - (iii) *The hearing(s) shall consist of oral arguments and Student Senate Disciplinary Committee discussion. During oral arguments, the complainant(s) shall be given five (5) minutes to present the alleged infractions. The respondent(s) will then be given five (5) minutes to refute the purported infractions. Following the presentation of both parties' cases, each party shall have two (2) minutes for closing arguments. This will be followed by a closed-door discussion and a confidential vote of the Student Senate Disciplinary Committee. The Student Senate Disciplinary Committee may choose to dismiss charges against the respondent(s); they may also find the respondent(s) to be in continued infraction, where, depending on the severity of the charge, they shall have the power to censure, put on probation, suspend, or remove the respondent(s).*
 - 1) The oral argument portion of the hearing(s) hearings shall be recorded in their entirety. Records will be kept for one (1) week following the ruling. If no appeal to the ruling is submitted by either the respondent(s) or complainant(s), the recordings will be purged, and the ruling shall stand in perpetuity.
 - 2) The discussion and vote of the Student Senate Disciplinary Committee shall not be recorded in order to protect the deliberation from potential bias.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (iv) *The Parliamentarian shall be responsible for notifying involved parties of the nature of the ruling within twenty-four (24) hours of the decision.*
- (v) *In the case of a ruling resulting in suspension or removal of the respondent(s), the Parliamentarian shall be responsible for notifying The Student Senate of the nature of the ruling within twenty-four (24) hours of the decision.*
 - 1) *In the case of the removal of a Senator, the Parliamentarian shall be responsible for expeditiously beginning replacement procedures.*

Section 6.03 Appeal Process

- (a) All disciplinary decisions of the Student Body President or the Student Senate Disciplinary Committee may be appealed in writing to the Parliamentarian within one (1) week of the ruling. If a written appeal is submitted, the Parliamentarian shall be responsible for alerting The Student Senate and The Student Senate Disciplinary Committee.
 - (i) *Appeal hearing(s) shall consist of a quorum of The Student Senate. All members of The Student Senate Disciplinary Committee shall be in attendance, however, the Student Senate Faculty Advisor, the Student Senate Staff Advisor, and the Eureka College Human Resources Coordinator shall be present as non-voting participants.*
 - (ii) *Respondent(s) must be notified by the Parliamentarian of all hearings at least one (1) full week prior to the General Student Senate meeting where the appeal hearing will be conducted.*
 - (iii) *The Parliamentarian shall be responsible for presenting The Student Senate with a copy of the written appeal, and recording(s) of the oral arguments from the corresponding Student Senate Disciplinary Committee hearing(s) at least one (1) week prior to the General Student Senate meeting where the appeal hearing will be conducted.*
 - (iv) *The appeal hearing will be chaired by the Parliamentarian and will consist of a maximum of forty-five (45) minutes of deliberation followed by a confidential vote of all Student Senators, barring all involved parties.*
 - (v) *A two-thirds (2/3) vote of the senate is required to overturn/adjust a disciplinary decision carried out by the Student Senate Disciplinary Committee. Until a verdict has been reached by The Student Senate, the ruling of the Student Senate Disciplinary Committee will stand.*
 - (vi) *The Parliamentarian shall be responsible for notifying involved parties of the nature of the ruling within twenty-four (24) hours of the decision.*

Article VII. RECALL OF STUDENT SENATORS

Section 7.01 Procedures for Petitions



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) Any member of the Eureka College Student Body may call for the removal of a member of the Student Senate by filing a petition with the Student Body President.
- (b) The petition shall include a statement to the Student Senate, which includes the names of the Student Senate member in question, a list of the allegations against them, and a declaration that states that the undersigned call for a ballot initiative to determine whether the stated individual should be removed from office.
- (c) A petition calling for the removal of the Student Body President, Student Body Vice President, or members of Student Senate shall require the signatures of at least 25% of the Eureka College Student Body.
- (d) A petition calling for the removal of a Class President or Class Vice President shall require the signatures of at least 25% of that academic class.
- (e) After filing the petition with the Student Body President, a copy of the petition shall be given to the Student Body Vice President.
- (f) The Student Body President shall present the petition at the next meeting of the Student Senate, and should the Student Senate find conclude by a two-thirds (2/3) majority vote that the petition for removal follows the procedure outlined in this document, it shall set a date for the ballot initiative.

Section 7.02 Ballot Initiatives

- (a) All guidelines outlined in this document for referendum election shall be followed unless otherwise stated in this article.
- (b) In an election for recall, all students who would be eligible to vote for the position in a regular election may cast a vote in the ballot initiative.
- (c) The petition of signatures and the allegations against the office holder shall be present at either:
 - (i) *The physical polling place.*
 - (ii) *Via electronic ballot, published to the student body through email.*
- (d) The ballot shall state, “Should [elected official in question] be removed from the office of [office held by elected official in question] ?” Voters shall circle “yes” or “no.”
- (e) The removal of the member in question shall require a simple one-half (1/2) majority of the votes cast.
- (f) In the event of a one-half (1/2) majority vote in favor of recalling the elected official, the Student Senate shall confirm the results with a resolution removing that person from office.
- (g) The vacancy shall be filled as defined in the Student Senate Constitution and this document.

Article VIII. ELECTION CODE



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

Section 8.01 Election Timelines

- (a) The Student Senate shall hold elections for the next academic year's Student Body President, Student Body Vice President, Class Officers (excepting the Freshman Class Officers), Student Senators at the end of the spring semester.
- (b) The election for Freshman Class Officers shall be held as early as possible in the first one-half (1/2) of the fall semester of the academic year.
- (c) All elections, except special elections, shall be announced two (2) weeks prior to the election date.
- (d) Newly elected officers (excepting the Freshman Class President and Vice President) shall take office after their installation during a meeting of the former and newly elected officers.
- (e) Freshman Class officers shall take office upon their confirmation by the Student Senate.
- (f) Student Senate Parliamentarian shall establish election dates, locations, and times and communicate them to the Eureka College Student Body.

Section 8.02 Requirements for Candidacy

- (a) To be eligible to run for Student Body President or Student Body Vice President a candidate must be a fulltime student, have a cumulative GPA of 2.75, and be in good standing with Eureka College. To be eligible to run for a position on Student Senate, a candidate must be a full-time student, have a cumulative grade point average (GPA) of 2.50, and be in good standing with Eureka College.
- (b) To be eligible to run for a class office, a candidate must be a member of the academic class for which they seek to represent at the time their office begins.
 - (i) *The academic class shall be determined by the graduation year.*

Section 8.03 Pre-election Documentation Requirements

- (a) Regulations and pre-election documentation forms shall be distributed by The Student Senate no later than two (2) weeks before the election.
- (b) Each candidate must submit a petition by 5:00 PM on the day prior to date of the election.
 - (i) *Candidates for Student Body President, Student Body Vice President and Senator shall be required to have a petition signed by 50 members of the Student Body.*
 - (ii) *Candidates for class officers shall be required to submit a petition signed by 25 members of their academic class.*
 - (iii) *Students may sign more than one candidate's petition, but no student shall sign a single candidate's petition more than once.*
 - (iv) *Petitions may be declared void if the Student Senate Parliamentarian and President of Student Senate find discrepancies.*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (c) Pre-election documents shall include
 - (i) *A statement to be signed by the candidate, which certifies that they understand the qualifications and requirements of running for and holding office.*
 - (ii) *The statement shall also allow the election officials to verify with Eureka College that the candidate meets the requirements for running for office as outlined in this document and the Student Senate Constitution*
- (d) Candidates must submit a typed statement of candidacy declaring to their potential constituents their awareness of the responsibilities of the office and their intentions during the elected term.
 - (i) *Statements shall be typewritten and may not exceed one side of an 8 ½” x 11” sheet of paper.*
 - (ii) *Campaign posters shall not serve as a statement of candidacy.*
 - (iii) *Should a candidate provide an unacceptable statement of candidacy; the Parliamentarian may give the candidate an appropriate amount of time, at the discretion of the Parliamentarian, to provide a new statement of candidacy before the election.*
 - 1) The statement must be turned in by 5:00 PM the day prior to the date of the election.
- (e) Failure to submit any of the required documentation, as outlined in this document and the election packet, shall disqualify a candidate from the election.

Section 8.04 Campaigning

- (a) All campaigning shall embody the mission and values of Eureka College and shall not violate the Eureka College Student Handbook.
- (b) All negative campaigning is forbidden. Any candidate who participates in campaign activities which are deemed inappropriate by the Parliamentarian may be removed from the election.
- (c) All campaign documents displayed on campus must be approved by a member of the Office of Student Life staff with the authority to approve materials.
- (d) In the event of the occurrence of an election where physical ballot boxes are present at a designated polling location, no campaigning shall be conducted within the building housing the ballot box voting station, and no campaign signs or other election propaganda are to be posted on or in the buildings wherein any student election is to occur.
 - (i) *Campaigning propaganda shall be prohibited in the polling location anytime an election/voting is being held.*
 - 1) Shirts, buttons, stickers, and other wearable materials that advertise a candidate are considered written election propaganda and are also not allowed within the buildings on Election Day.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (ii) *If campaigning takes place in the polling location, the voting station ballot box worker shall have the authority to remove the campaign articles and/or require the candidate or those acting on their behalf to cease actions immediately.*
- (iii) *All incidents shall be reported to the Parliamentarian, who shall take the necessary actions to rectify any damage the actions may have caused.*
 - 1) This may, in extreme circumstances, include the voiding of an election or the disqualification of a candidate as is allowed by the discretionary election powers of the parliamentarian.

Section 8.05 Polling

- (a) The Student Senate shall announce issues to be placed on the ballot and polling times and locations two (2) weeks prior to the election date.
- (b) Physical Polling Procedures
 - (i) *The Parliamentarian shall provide a secure voting station (in which candidates shall appear in the order in which they submit their packets. If more than one person turns in a petition at the same time, the Parliamentarian must hold a meeting and the candidates must draw straws), and necessary documents, including statements of candidacy and a record of the Student Body, for the polling location.*
 - (ii) *Space shall be provided on the ballot for write-in candidates, except in the event of a runoff election.*
 - (iii) *Members of the Student Senate who are not seeking election shall be election officials and operate the voting station.*
 - (iv) *Election officials shall keep a record of those who have placed their vote.*
 - (v) *In elections for Student Body President, Student Body Vice President, and the Presidents and Vice Presidents of the academic classes, as well as any referenda, each student shall only vote for one candidate.*
 - 1) The academic class shall be determined by the graduation year.
 - (vi) *In elections for at-large members of the Student Senate students may vote for as many candidates as there are positions available.*
 - (vii) *Students may not vote more than once on any ballot initiative.*
 - (viii) *The voting station shall be available for voting for at least eight (8) hours on the election dates in the locations designated in the election packet.*
- (c) Electronic Polling Procedures
 - (i) *The Student Senate may choose to host elections electronically at any time, provided advance notice is provided to the student body at least two (2) weeks prior to election day.*
 - (ii) *The election ballot must include the names of registered candidates, as requested on their Declaration of Candidacy Forms, unless the requested names are vulgar or obscene.*



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (iii) *The Student Senate may choose any widely available, free, easily accessible tool to publicize the electronic ballot to the study body via email.*
- (iv) *The electronic ballot shall be available for voting for at least eight (8) hours on the election dates in the form designated in the election packet.*

Section 8.06 Results

- (a) The Parliamentarian shall judge the authenticity of elections and shall rule on individual questions arising from elections.
 - (i) *In any election in which the Parliamentarian shall be a party, the President of the Student Body shall appoint a person who is not directly involved in the election to judge that election.*
 - (ii) *The Parliamentarian, Student Body President, and Student Body Vice President shall jointly have the ability to declare an election void prior to the confirmation of the results by the Student Senate if they feel that the election was influenced unfairly.*
- (b) Any person who is found to have committed election fraud, conspiracy to commit election fraud, or who has tampered or conspired to tamper with the campaign of any candidate shall, upon a resolution by the Senate, be removed from any elected office that they currently hold.
 - (i) *In the event of election fraud or other unethical election behavior, the Student Senate may choose to pursue disciplinary procedures and refer the case to the advisor of the Student Senate, the Dean of Students, and the Provost of Eureka College for further action.*
- (c) All elections for Student Body President, Student Body Vice President, and Presidents and Vice Presidents of the academic classes shall require that a candidate obtain a one-half (1/2) majority of the votes cast to take office.
 - (i) *Should no candidate reach one-half (1/2) majority of the votes cast, there shall be a runoff election between the two candidates receiving the most votes.*
- (d) In elections for Senators-At-Large the candidate with the most votes in each race shall gain a position as Senator.
- (e) All referenda shall require an affirmative one-half (1/2) majority of the ballots cast.
- (f) In the event of any tie a run-off election shall take place.
- (g) Votes shall be counted by the President of the Student Body, the Parliamentarian, and a Faculty/Staff Advisor to the Student Senate.
 - (i) *In any election in which the President of the Student Body or Parliamentarian shall be a candidate, or when one or more of these officers is unable to count ballots, the Vice-President shall appoint substitute(s) to act in lieu of the officer(s).*
- (h) All tallies and votes shall be kept in a secure location for at least four weeks after the confirmation of election results.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (i) For every election, the Senate shall confirm the election results and issue a resolution with its findings of the election.
 - (i) *No candidate may take office nor may any referendum issue take effect without a finding from the Senate accepting the results of the election.*

Section 8.07 Recounts

- (a) Candidates may request a recount by presenting a written document to the Student Body President, which shall include the reason for requesting the recount.
- (b) Requests for recounts shall be void if not made within four (4) weeks of the confirmation of election results.
- (c) The President of the Student Body, having no personal involvement to the specified election, shall have the right to refuse a request for a recount.
 - (i) *If the President does not approve the request for a recount, they shall report the refusal to the Student Senate immediately.*
 - (ii) *The Student Senate may overrule the refusal with a two-thirds (2/3) vote in favor of the recount.*
- (d) If a recount takes place, the Student Body President shall appoint three (3) students who were not involved with the election to recount the votes.
 - (i) *All candid ates on the ballot shall have the right to be present during the recounting of the ballots.*
 - (ii) *The absence of said student or their representative shall not hinder the recounting of the ballots in a timely manner.*
- (e) After the recount, the Senate shall confirm the results of the recount by issuing a resolution with its findings of the election.

Section 8.08 Special Elections

- (a) Should a special election be necessary, the election shall be held following the rules listed above as outlined for a regular election.

Article IX. TRANSITION OF POWER

Section 9.01 Transition Meeting Guidelines

- (a) The purpose of the transition meeting is to facilitate the transfer of knowledge, information, and responsibilities from the outgoing Student Senate members to the incoming Student Senate members, and to ensure a smooth transition of the official power.



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (b) The transition meeting shall be scheduled to immediately follow the election of the full new Student Senate, and before the end of the academic year.
- (c) An agenda shall be drafted by the current President of the Student Senate, with the collaboration of the current Vice President of the Student Senate for the Transition Meeting.
- (d) The agenda shall then be published, in an invitation for the Transition meeting, to the full outgoing and incoming Student Senate.
 - (i) *The agenda for the transition meeting shall include the following items:*
 - 1) Reports from the outgoing President of the Student Senate, the outgoing Vice President of the Senate, outgoing Executive Board of the Student Senate, and the outgoing Committee Chairs.
 - 2) Reports from the staff advisor of the Student Senate and the faculty advisor of the Student Senate, if present.
 - 3) Review of unfinished and/or old business.
 - 4) Review of the Student Senate Constitution, Bylaws, and policies, with vote on any pending revisions.
 - 5) Official transition of power between the outgoing President of the Senate and the President-Elect
 - 6) The incoming President of the Student Senate and Vice President of the Student Senate shall have an opportunity to discuss their goals and plans for the upcoming term, and seek input and feedback from outgoing and incoming Student Senate members.
 - 7) Internal elections for the Executive Board positions, including:
 - a) *Parliamentarian of the Student Senate*
 - b) *Treasurer of the Student Senate*
 - c) *Secretary of the Student Senate*
 - d) *Public Relations Coordinator of the Student Senate*

Section 9.02 Required Materials

- (a) Each respective office of which the Student Senate is composed shall, at the end of their elected term, provide materials to their successor.
- (b) These materials are designed to provide assistance and continuity of knowledge for each position in the Student Senate.
- (c) It is the responsibility of the President of the Student Senate in any given academic year to enforce the successful completion and quality of all relevant transition materials.

Article X. ADOPTION AND AMENDMENTS

Section 10.01 Adoption



BYLAWS OF THE EUREKA COLLEGE STUDENT SENATE 2022/2023

- (a) This document shall become the governing authority of the Eureka College Student Senate, replacing all previous Bylaws, upon its approval by a two-thirds (2/3) vote of the Eureka College Student Senate.
- (b) All elections held prior to the adoption of this document shall be recognized as valid.

Section 10.02 *Amendment*

- (a) These Bylaws may be amended by a simple one-half (1/2) majority vote of the Student Senate.
- (b) Amendments and revisions shall be presented at a regular meeting of the Student Senate and shall be discussed and voted upon at the next regular meeting.

Section 10.03 *Review*

- (a) This document shall be reviewed annually by the Parliamentarian of the Senate, along with the help of the Student Body President and Vice President, to ensure it properly reflects the actions and intentions of the Student Senate.



RECORD OF REVISION

Statement of Origin: Reviewed by the Student Senate, 2013; Reviewed by Student Affairs, 2013; Reviewed by the Student Body 2013; Reviewed by the Faculty Board 2013.

Revisions: Reviewed and Revised by the Student Senate, 2014; Reviewed by Student Affairs, 2014; Reviewed by the Student Body 2014; Reviewed by the Faculty Board 2014. (Tentatively)

Revisions: Reviewed and Revised by the Student Senate of 2015; Reviewed by Student Affairs 2015; Reviewed by the Student Body 2015; Reviewed by the Faculty Board 2015.

Revisions: Reviewed and Revised by the Student Senate of 2016; Reviewed by Student Affairs 2016; Reviewed by the Student Body 2016; Reviewed by the Faculty Board 2016.

Revisions: Reviewed and Revised by the Student Senate of 2017; Reviewed by Faculty Board in 2018

Revisions: Reviewed and Revised by the Student Senate of 2018; Reviewed by Faculty Board in 2018, Reviewed by Student Body 2018

Revisions: Reviewed and Revised by the Student Senate of 2019; Reviewed by Faculty Board in 2019, Reviewed by Student Body in 2019

Revisions: Reviewed and Revised by the Student Senate of 2021;

Revisions: Reviewed and Revised by the Student Senate of 2022;

Revisions: Reviewed and Revised by the Student Senate of 2023;

