

Eureka College Student Senate Constitution

Preamble: Recognizing the need for a viable, organized Student Government on the Eureka College campus to promote Learning, Service, and Leadership and such a document empowering this government, we, the Student Body of Eureka College, do hereby proclaim and establish this Constitution for the Eureka College Student Senate.

ARTICLE I - Name and Purpose

Section 1. Names

- A. The name of the organization within the Student Government shall be the Student Senate.

Section 2. Student Senate

- A. The Student Senate shall be the governing body of the Student Population. It will research and take action on issues, which shall be necessary and proper to see to the execution of the Constitution, Bylaws, and Resolution of the Student Senate and in the interests of the Student Body.
- B. The Student Senate has a duty to:
 - a. Further the academic and social education of students by ensuring a campus environment consistent with the mission and values of Eureka College;
 - b. Protect the rights, liberties, and freedoms of the Eureka College Student Body;
 - c. Work with the faculty, staff, and administration in recommending changes to better the campus' social and academic environment;
 - d. Serve the Eureka College Student Body to the best of its ability
- C. The Student Senate shall serve as a representative body of the Student Body and serve as a liaison between the Student Body and the administration, faculty, and staff of Eureka College.
- D. The Student Senate shall approve all new campus organizations and ensure oversight of all campus organizations by providing the Eureka College Student Body with a governing body of peers.

ARTICLE II - Composition

Section 1. Student Body President

- A. Shall be elected at-large by the Eureka College Student Body to lead Student Senate
- B. Shall serve as the President and non-voting member of the Student Senate
- C. Shall serve as Vice President and a voting member of Student Allocations Committee
- D. Shall have veto power over actions of the Student Senate unless overturned by two-thirds of the membership of the affected organization
- E. Shall have authority as defined elsewhere in this document, the Student Senate Bylaws, or as directed by the Student Senate

Section 2. Student Body Vice President

- A. Shall be elected at-large by the Eureka College Student Body to assist in the leadership of Student Senate
- B. Shall serve as Vice President and a voting member of the Student Senate

- C. Shall serve as the committee chair and non-voting member of the Student Organization Oversight and Funding Committee and shall also have veto power over their actions unless overturned by two-thirds of the membership of SAC
- D. Shall serve as an assistant to the President of the Student Body (i.e. attending various meetings with the President, helping to create the agenda, leading certain committees, and other matters requested by the President)
- E. Shall assume the duties of the President during temporary absence, upon notification from the President for duration as stipulated within the notification

Section 3. Class Officers

- A. Each academic class shall elect two officers, a President and Vice President, to organize and lead the class in all functions in which it is expected to participate, including an annual service project and other duties as prescribed by the Student Body President
- B. The President and Vice President of each academic class shall be elected as outlined in the Student Senate Bylaws
- C. The duties of the Class President shall be, but are not limited to, calling a meeting of the class at least once a semester and representing the class as a voting member of the Student Senate
 - a. A class meeting must be publicized to the class at least one week in advance through two means of communication (i.e. Eureka College website, Facebook, Twitter, posters/fliers, etc.)
- D. The duties of the Vice President shall be, but are not limited to, assisting the President in his/her duties, representing the class as a voting member on the Student Senate and the Student Outreach Committee, and assuming the duties of the President in a case of his/her absence

Section 4. Student Senators At-Large

- A. There shall be six (6) Student Senators to be elected at-large by the Eureka College Student Body as outlined in the Student Senate Bylaws
 - a. One (1) of these shall serve as the student athletics representative for one (1) term during the off-season of their sport.
- B. They shall serve as voting members of the Student Senate
- C. Student Senators Senators At-Large shall not serve as Student Body President, Student Body Vice President

Section 5. Faculty/Staff Advisors to Student Senate

- A. Staff Advisor shall be appointed by college administration
 - a. 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
 - a. 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 and thus shall be held to the same attendance standard as Student Senators as outlined in Article IV, Section 5 of the Student Senate Bylaws

ARTICLE III - Membership

Section 1. Discrimination

- 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. Elections

- A. Members of the Student Senate shall be elected as outlined in the Student Senate Bylaws
- B. Terms shall be for 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 shall last through the spring semester
- D. The newly elected members shall take office following the meeting of the current and incoming members of Student Senate

Section 3. Removal

Members of the Student Senate can be removed for not following the rules as stated in the attendance policies of the Student Senate Bylaws.

Section 4. Vacancies

- 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 until and special election will be held to fill the position of Student Body Vice President
- 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 a semester, the Student Body President shall appoint a member of the Student Body, with the approval of the affected organization to finish the term
 - a. The time period of "less than a semester" refers to knowledge of the vacancy after the first day of classes has occurred for the respective semester
- D. In the case of a permanent vacancy of a Student Senate Office for a semester or longer, the Student Body President shall appoint a member of the Student Body, with the approval of the affected organization of a $\frac{2}{3}$ vote of voting members, to fill the position until a special election is held
 - a. The time period of "a semester or longer" refers to knowledge of the vacancy prior to the first day of classes for the respective semester

ARTICLE IV - Operations

Section 1. Student Senate

- A. The Student Senate shall meet regularly as defined in the bylaws as defined in the Student Senate Bylaws, to discuss the needs of the Student Body, take appropriate actions to meet those needs, approve new student organizations, and other issues brought to the Student Senate by its members, members of the Student Body, or Eureka College faculty or staff
- B. All meetings must be announced and open to public, unless executive session is deemed necessary by the members of the Student Senate.
 - a. Actions may be taken to vote in executive session only when requested by individuals external to Senate belonging to faculty, staff, or administration of Eureka College. The issue may only be voted on if it is pertaining to monetary matters, however the results must be released upon release of the minutes of the executive session.
- C. The day-to-day operations of the Student Senate, including but not limited to elections, attendance, and parliamentary procedure, shall be stated in the Bylaws of the Student Senate

ARTICLE V - Amendments

Section 1.

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

ARTICLE VI - Adoption

Section 1.

This document shall become the governing authority of the Eureka College Student Senate replacing all previous Constitutions and Bylaws, which are in violation with this Constitution of this Constitution upon its approval by a simple majority of votes cast popular vote of the Eureka College Student Body, the Student Life Committee, and by the Faculty of Eureka College

Section 2.

All elections held prior to the adoption of the Constitution shall be recognized as valid

Eureka College Student Senate Bylaws

ARTICLE I - Authority and Powers

Section 1. 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 2. Powers

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 1. Membership

- A. As stated in the Student Senate Constitution, the Student Senate shall be composed of the following:
 - a. Student Body President
 - b. Student Body Vice President
 - c. President of each academic class
 - d. Vice President of each academic class
 - e. Six senators elected at-large
- B. Each member shall be elected as outlined by the election code of this document and meet the requirements set by the Student Senate Constitution

Section 2. Voting

Two-thirds of the voting members of the Student Senate shall constitute a quorum for official business

ARTICLE III - Officers

Section 1. Purpose

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. Composition

- A. The officers of the Student Senate shall be President, Vice President, Parliamentarian, Secretary, and Treasurer.
- B. The President of the Student Body shall be the President of the Student Senate. The Vice President of the Student Body shall be the Vice President of the Student Senate.
- C. The Student Senate shall elect the members of the executive board, excepting the President and Vice President.

- a. The members of the executive board will be nominated by another senator and elected by a simple majority at the transitional meeting.
- b. Executive members may be removed from their office by a $\frac{2}{3}$ majority of the voting members of Student Senate.

Section 3. Duties

A. President

- 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 $\frac{2}{3}$ 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 necessary over the breaks, the President shall hold an email vote of the Senate following regular meeting rules.
- i. Shall have the ability to call the president of any recognized Eureka College Student Organization before the Student Senate.
- j. Shall act as a non-voting ex-officio member of all committees in Student Senate.
- k. Shall be a voting member of Student Allocations Committee.
- l. Shall approve the members of the Arts and Lectures Board.
- m. Shall have the power to determine the allocation of the student fees before the 15th day of class in the Fall Semester. All other allocations will follow the expenditure approval process outlined in Article III, Section 3, Subsection E, Clauses i and ii in the Student Senate Bylaws.
- n. Shall have the authority as defined elsewhere in this document.

B. Vice President

- 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 President and non-voting member of the Student Organization Oversight and Funding Committee.

C. Parliamentarian

- a. Shall be the advisor and authority on procedural matters and shall advise the Student Senate on all such issues.
- b. 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.
- c. 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.
- d. Shall hold an informational meeting with the newly elected Student Senate.
 - i. The purpose of the meeting shall be to teach the basic procedures of Student Senate, to inform Senators of their powers and abilities on the Senate, and to field any questions that the newly elected Senate may have.
- e. Shall review the Constitution and Bylaws of the Senate annually.

D. Secretary

- a. Shall keep a written/typed record of the proceedings of the official meetings of Student Senate and its committees.
 - i. These records shall be housed on at least one Student Senate database as determined by the Secretary.
 - ii. It is the duty of the Secretary to inform the Student Body as to where the records are located
- b. Shall keep a record of attendance of Student Senate meetings and activities.
 - i. Shall include a detailed voting record. In the event of a secret ballot vote, vote totals shall be acceptable in order to preserve the anonymity of the votes cast
 - ii. Attendance shall be taken at the beginning of the meeting by roll call before any action is taken.
 - iii. Quorum shall be determined by the Secretary following the roll call.
- c. Shall handle all official correspondence of the Student Senate and serve as the chairperson of the Public Relations Committee.
- d. Shall collaborate with the Public Relations Officer to inform the Student Body of the work of the Student Senate throughout the semester through articles in the student newspaper.

E. Treasurer

- a. Shall be aware of the finances of the organization and advise the Student Senate in all appropriation matters.
- b. Shall ensure that all funds appropriated by the Student Senate are being expended in the proper manner.

- c. Shall create a budget for the Senate with the guidance of the President, and shall have it approved by a $\frac{2}{3}$ majority of the voting members of Student Senate.
 - i. All expenditures, except those made by a committee from their approved budget, must be approved by the Senate with a simple majority vote.
 - ii. However, any expenditure over \$1,000 must be approved by a $\frac{2}{3}$ vote of the Senate.
 - iii. Each week, a report will be given stating the current total balance and all expenditures from the previous week.
 - iv. Receipts shall be presented at each meeting during the Treasurer's report.
- d. Shall prepare at the end of the academic year a document that presents an itemized account of all revenues and expenses that the Senate incurred during the academic year. This document must be submitted to the entire Senate prior to the end of the academic year.
 - i. This document shall be stored with form outlining the duties of the Treasurer

ARTICLE IV - Operations

Section I. Meetings

- A. The Student Senate shall meet weekly except for extenuating circumstances or institutional breaks and no fewer than six (6) times per semester.
- B. All meetings shall be announced and open to the public, unless the Senate deems executive session necessary.
 - a. Executive sessions may be called by any voting member of the Senate and must be approved by the Senate with a $\frac{2}{3}$ majority vote of members present.
 - b. The purpose of executive sessions include the discussion of sensitive information and the like.
 - c. Upon entering executive session, a simple majority vote must be taken on the allowance of staff and faculty within the meeting.
 - d. Minutes shall be taken during the executive session, and shall be released to the public in a timely fashion after the issue has been resolved or the information is no longer private.
 - i. All executive session minutes *must* be release by the end of the Senate's term (one academic year).
- C. The Senate may vote to remove a member of the public by a simple majority vote if their behavior is deemed disorderly or contemptuous.
- D. A quorum of $\frac{2}{3}$ 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:
 - a. Approval of the last meeting's minutes
 - b. Officer reports
 - c. Committee reports

- d. Unfinished Business
 - e. Old Business
 - f. New Business
 - g. Advisor Comments
 - h. Public Comments
- G. All meetings shall follow Robert's Rules of Order on procedures.
- H. Debate on all motions will be limited to ten (10) minutes, unless amended by an additional motion.

Section 2. Governance

- A. As the governing body of the Student Body, the Student Senate shall take necessary action in order to uphold the Student Senate Constitution, the Student Senate Bylaws, and action necessary to the rights and needs of the Student Body.
- B. Student Senate actions may take the form of resolutions, creation of ad hoc committees or taskforces, and proposals.
- C. Actions made by the Student Senate shall require a simple majority (more than 50% of voting members) approval by the members present, unless the Student Senate Constitution, Robert's Rules of Order, or this document requires a supermajority ($\frac{2}{3}$ of voting members).
- D. The Student Senate may pass some measures to the Student Body for approval by referendum

Section 3. Committees

- A. In order to be as efficient as possible, the Student Senate may allocate some of its work to committees.
- B. Committees shall meet as necessary to research and discuss issues of the Student Senate, which are within its scope, as affirmed by the Student Senate and/or the President of Student Senate.
- C. Each member of Student Senate shall serve on or chair at least one committee at all times.
- D. All appointments to committees, including chairpersons, shall be made by the President of Student Senate.
 - a. In some cases, the President of Student Senate may appoint members of the Student Body that do not serve on Student Senate to take part in Student Senate Committees by a simple majority vote of the Senate.
- E. The size and meeting times of committees shall be decided by the President of the Student Senate and the committee chair each year.
- F. Committees shall propose action and recommendations to the Student Senate. This is done by taking a simple majority vote of the committee on specific actions and recommendations and then sending it to the full Student Senate for a simple majority vote.
- G. The following six (6) committees shall be the standing committees of the Student Senate.
 - a. Student Outreach Committee -shall be responsible for conducting student outreach. Outreach will generally take the form of a door to door survey conducted by senators during normal senate meeting times. Will consist of the four (4) class vice presidents and be chaired by a senator designated by the Student Body President.
 - b. *Organizational Oversight and Funding Committee*

- i. Shall be responsive to the designated Office of Student Life Staff Member.
 - ii. Shall oversee approval and disbursement of the Student Organization Programming Fund.
 - iii. Shall engage the Constitutional Review Process, a document which may be obtained from the staff advisor found in Article V, Section 7 of the Student Senate Bylaws in cases that any member of an organization should feel that their constitution is not being followed and/or members of the club are abusing or exploiting the constitution. .
 - iv. Shall Review student organizations going through the recognition process and provide new organization constitutions to Student Senate before approval, refer organizations for review if a problem occurs, and ensure all organizations have necessary paperwork turned in each semester, as per Student Senate Bylaws Article V, Section 6.
 - v. The Student Body Vice President shall serve as the non-voting committee chair and the rest of the committee shall be made up of four (4) voting members of Student Senate and the Student Body President. The Student Body Vice President maintains veto power unless overruled by a 2/3rd vote of the committee.
- c. *Residential Life and Facilities (RLF)* Shall exam issues affecting residential life, additions/improvements to campus facilities, and other issues that concern the life, health, and safety of the Student Body.
 - d. *Committee on Public Relations* – Shall serve as the official communication body of the Student Senate, including both paper and electronic communication. Shall make one social media post on Student Senate’s Facebook page per week that is outside of posting the weekly minutes. Shall communicate with the Secretary and Parliamentarian on matters concerning the Student Senate.
 - e. *Event Coordination Committee* – Shall be responsible for the planning and execution of all Student Senate sponsored events as outlined in the Article V, Section Four of Student Senate’s bylaws.
 - f. *Undergrounds Committee*- will be responsible for purchasing supplies, maintaining a schedule of volunteers, and cooperating with other organizations to host events at the Undergrounds. The committee chair will serve as manager and will be responsible for ensuring these duties are fulfilled or delegated.
- H. For special projects and interests, the Student Senate Student Body President may create ad hoc committees for a particular purpose and time.
- a. 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.

Section 4. Special Events

- A. Throughout the academic year, the Student Senate may organize special events for the betterment of the Eureka College Student Body.
- B. These events shall include but are not limited to:
 - a. An introduction event during orientation
 - b. A service project
 - c. A social event

Section 5. Attendance

- A. Members of the Student Senate are expected to be in attendance for all official Senate meetings, committee meetings, and special events.
- B. Absences may only be excused in the event of a serious illness, family emergency, or occasional and necessary academic requirement.
 - a. Absences that are excused will be noted in the minutes and not be held against a member's attendance record.
- C. If an absence is unavoidable and a non-emergency, it shall be the responsibility of the member to inform the Student Senate President and Secretary prior to the meeting or event.
 - a. Planned excused absences are to be given to the President at least 24 hours in advance; otherwise the absence can be counted as an unexcused absence
- D. If a member misses three (3) meetings or events during a semester, he/she shall be subject to removal by a two-thirds ($\frac{2}{3}$) majority vote of the Student Senate.
- E. If a member misses five (5) meetings or events during a semester, he/she shall be removed automatically.
- F. Members of the Student Senate shall not appoint other members of the Student Body to serve as a proxy during an absence.

Section 6. Student Organization Evaluation

- A. It shall be the duty of the Student Senate to evaluate new Eureka College student organizations.
- B. The Student Senate shall evaluate 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 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.
- D. The Student Senate may request mandate that the organization make changes to their constitution or bylaws before approval may take place.
 - a. After initial approval, the organization may change bylaws without the Senate's approval
 - b. If an organization's constitution is changed, *both* the constitution and bylaws must be approved by Student Senate
- E. If the Student Senate finds that the new organization does not meet the requirements, they may refuse to approve the organization by a simple majority vote of the voting members.
- F. If the Student Senate finds that the new organization meets the requirements, they may approve the organization, which shall allow it to move onto approval by the Student Life Faculty Committee.
- G. 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 Student Organizations*

Section 7. Constitutional Review Process

The Student Senate Constitutional Review Process is for any member of any club that feels that their club's constitution is being violated.

- A. The official review process will start when the Chairman of the Student Organization Committee, henceforth referred to as “The Chairman,” receives a written and signed complaint letter. Said letter 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 listed above.
 - a. The Student Organization Committee will henceforth be referred to as “The Committee.”
- B. Once the initial complaint is received, it will be brought to the standing Student Organization Committee by The Chairman. The Committee will discuss whether this is a viable complaint. If a $\frac{2}{3}$ majority vote of the Committee’s quorum is cast in the affirmative, the complaint will be brought to the Student Senate floor by The Chairman. Senate will review the complaint and vote whether or not to place said organization under official constitutional review. The vote shall pass with a $\frac{2}{3}$ majority vote of the Senate quorum.
 - a. The Student Body President reserves the right to remove and add any committee member or The Chairman 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. In this event, the new chairman or new committee members shall assume all duties of the Student Organizations Committee.
- C. If the vote passes, the Dean of Students, Coordinator of Student Life, and the organization’s President and Advisor will be notified by The Chairman as to why said organization is being reviewed.
- D. 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 Chairman shall collect any organization minutes from the preceding 12 months. The Chairman shall also have access to all meetings during the review process. The Chairman, 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.
- E. Once all information is collected, The Committee, with the advice of the Student Body President, will determine if said organization was in violation of their constitution by a $\frac{2}{3}$ majority vote of The Committee quorum. If The Committee determines that there was not a violation, The Chairman will move to cease the review process at the next Senate meeting. The vote to cease the review process will pass with a $\frac{2}{3}$ majority vote of Senate’s quorum. If The Committee determines that there was a violation, The Committee will propose a remedy to Student Senate at the next Senate meeting.
- F. If said remedy is approved by Senate with a $\frac{2}{3}$ majority vote of 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.
 - a. If the remedy does not get a $\frac{2}{3}$ majority vote, it will be sent back to the committee for revision. The committee must provide a new remedy for said organization at the next Senate meeting. If the committee cannot provide a remedy approved by a $\frac{2}{3}$ 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 $\frac{2}{3}$ majority vote of the Senate quorum.

ARTICLE V - Election Code

Section 1. 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. Freshman class officers shall be held as early as possible in the first half of the fall semester of the academic year.
- C. All 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 elections dates, locations, and times and communicate them to the Eureka College Student Body.

Section 2. Requirements for Candidacy

- A. To be eligible to run for Student Body President or Student Body Vice President a candidate must be a full-time 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 he/she seeks to represent at the time his/her office begins.
 - a. The academic class shall be determined by the graduation year.

Section 3. Pre-election Documentation Requirements

- A. Regulations and pre-election documentation forms shall be distributed by the Student Senate two weeks before the election.
- B. Each candidate must submit a petition two (2) five (5) days prior to the election date.
 - a. Candidates for Student Body President, Student Body Vice President and Senator shall be required to have a petition signed by 10% of the Student Body.
 - b. Candidates for class officers shall be required to submit a petition signed by 25% of their academic class.
 - c. Students may sign more than one candidate's petition, but no student shall sign a single candidate's petition more than once.
 - d. Petitions may be declared void if the Student Senate Parliamentarian and President of Student Senate find discrepancies.
- C. Pre-election documents shall include
 - a. A statement to be signed by the candidate, which certifies that he/she understands the qualifications and requirements of running for and holding office.
 - b. 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 his/her potential constituents his/her awareness of the responsibilities of the office and his/her intentions during the elected term.
 - a. Statements shall be typewritten and may not exceed one side of an 8 ½" x 11" sheet of paper.
 - b. Campaign posters shall not serve as a statement of candidacy.

- c. Should a candidate provided 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.
 - i. The statement must be turned in before elections take place.
- 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 4. 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 SPS Office of Student Life staff with the authority to approve materials.
- D. 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.
 - a. Campaigning propaganda shall be prohibited in the polling location anytime an election/voting is being held.
 - i. 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.
 - b. 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 his/her behalf to cease actions immediately.
 - c. All incidents shall be reported to the Parliamentarian, who shall take the necessary actions to rectify any damage the actions may have caused.
 - i. This may include the voiding of an election or the disqualification of candidate.

Section 5. Polling

- A. The Student Senate shall announce issues to be placed on the ballot and polling times and locations two weeks prior to the election date.
- B. 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.
- C. Space shall be provided on the ballot for write-in candidates, except in the event of a runoff election.
- D. Members of the Student Senate who are not seeking election shall be election officials and operate the voting station
- E. Election officials shall keep a record of those who have placed their vote.

- F. 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.
 - a. The academic class shall be determined by the graduation year.
- G. In elections for at-large members of the Student Senate students may vote for as many candidates as there are positions available.
- H. Students may not vote more than once on any ballot initiative.
- I. The voting station shall be available for voting for at least four (4) hours on the election dates in the locations designated in the election packet.
- J. 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 he or she currently holds.
 - a. In the event of election fraud or other unethical election behavior, the Student Senate may recommend that student to the advisor of the Student Senate for further action.

Section 6. Results

- A. The Parliamentarian shall judge the authenticity of elections and shall rule on individual questions arising from elections.
 - a. In any election in which the Parliamentarian shall be party, the President of the Student Body shall appoint a person who is not directly involved in the election to judge that election.
 - b. The Parliamentarian shall have the ability to declare an election void prior to the confirmation of the results by the Student Senate if he/she feels that the election was influenced unfairly.
- B. 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 majority of the votes cast to take office.
 - a. Should no candidate reach a majority of the votes cast, there shall be a runoff election between the two candidates receiving the most votes.
- C. In elections for Student Senate, the six (6) candidates with the most votes shall gain a position as Senator.
- D. All referenda shall require a majority of an affirmative majority of the ballots cast.
- E. In the event of a tie, then a run-off election shall take place.
- F. Votes shall be counted by the President of the Student Body, the Parliamentarian, and a Faculty/Staff Advisor to the Student Senate.
 - a. 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).
- G. All tallies and votes shall be kept in a secure location for at least four weeks after the confirmation of election results.
- H. For every election, the Senate shall confirm the election results issue a resolution with its findings of the election.
 - a. 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 7. 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 shall have the right to refuse a request for a recount.
 - a. If the President does not approve the request for a recount, he/she shall report the refusal to the Student Senate immediately.
 - b. The Student Senate may overrule the refusal with a two-thirds 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.
 - a. All candidates on the ballot shall have the right to be present during the recounting of the ballots.
 - b. The absence of said student or his/her 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. Special Elections

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

ARTICLE VII - Recall of Student Senate Members

Section 1. Petition

- 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 him/her, 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 at-large 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 ($\frac{2}{3}$) majority vote that the petition for removal follows the procedure outlined in this document, it shall set a date for the ballot initiative.

Section 2. Ballot Initiative

- A. All guidelines outlined in this document for referenda 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 the polling place for viewing.
- D. The ballot shall state, "Should [elected official in question] be removed from the [office that person holds]?" Voters shall circle "yes" or "no."
- E. The removal of the member in question shall require a simple majority of the votes cast.
- F. In the event of a majority vote in favor of recalling the elected official, the Student Senate shall confirm the results with a resolution removing that person from office.
 - a. The vacancy shall be filled as defined in the Student Senate Constitution and this document.

ARTICLE VIII - Adoption and Amendments

Section 1. Adoption

- A. This document shall become the governing authority of the Eureka College Student Senate, replacing all previous Bylaws, upon its approval by a 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 2. Amendment

- A. These Bylaws may be amended by a 2/3 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. In the interim, the proposed amendments and revisions shall be publicized.

Section 3. Review

This document shall be reviewed annually by the Parliamentarian of the Senate.

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 2019