

Rule I: Student Government

Section I – Purpose

These Rules serve the general guidelines for all parts of Student Government and should be treated as secondary and supplemental to the Student Body Constitution.

Section II – Publications and Archives

1. **Handbooks.** Student Government shall publish a handbook for the material of its training course, with other important and relevant information.
2. **Director Binders.** Chairs of Standing Committees must keep their general information organized in binders provided by Student Government. Chairs may keep the binders on their person, but must hand them to the Clerk at the end of their term.
3. **Permanent File.** A copy of the minutes and agendas of each meeting of the Student Senate, including reports of all committees, proposed and passed resolutions, rulings of Judicial Committees, and any other Student Government documents shall be kept on permanent file in the Student Government Archives.
4. **Open to Public.** All records of the Archives shall be open to full examination by the public. The Clerk shall provide copies of any record for \$0.05 per page.
5. **Reference Use.** No person may remove material from the Archives for any reason except copying or temporary review in the Student Government Office.

Section III - The Training Course

1. All members of Student Government shall be required to complete the Student Government Training Program.
2. The Judicial Sergeant shall be responsible for the training of Student Government members.
2. The Student Government Training Course shall consist of the following elements:
 - A. Explanation of basic parliamentary procedure and commonly used Rules of Order;
 - B. The structure of Student Government;
 - C. Explanation of writing resolutions;
 - D. Student Senate chamber decorum;
 - E. Explanation of expectations of the position and disciplinary procedures;
 - F. Explanation of the Department of Business and Finance, as well as the annual budget; and
 - G. Written statement of goals the individual will strive to reach during the position they are seeking to achieve

Section IV - Honors and Awards

1. **Honorary Senator**
 - A) **Purpose.** The status of Honorary Senator shall be given in honor and recognize the accomplishments of significantly dedicated individuals that have not served on the Student Senate.

- B) **Benefits.** This award shall recognize the individual's accomplishments. Honorary Senators will have none of the rights and privileges of Senators.
- C) **Requirements.** The title of Honorary Senator may be bestowed upon any individual that has served exceptionally EMU, the campus community, and/or EMU Student Government.
- D) **Nomination and Awarding.** Any Student Senator may nominate an individual, and the Speaker of the Senate shall keep a list of nominations. Nominations for this honor must be presented as a resolution to the Student Senate, and is confirmed by a majority vote of the Student Senate.

2. **Senator Emeritus.**

- A) **Purpose.** The status of Senator Emeritus shall be given to honor and recognize the accomplishments of significantly dedicated individuals that have served in Student Government and the Student Senate.
- B) **Benefits.** This award shall recognize the individual's accomplishments and grant them speaking rights in the Student Senator at any time.
- C) **Requirements.** Candidates must fulfill the following criteria: have served a minimum of three (3) years in Student Government and have provided exceptional service to Eastern Michigan University and the community.
- D) **Nomination and Awarding.** Any Student Senator may nominate an individual, and the Speaker of the Senate shall keep a list of nominations. Nominations for this honor must be presented as a resolution to the Student Senate, and is confirmed by two-thirds (2/3) vote of the Student Senate, but may only be bestowed upon graduation.

3. **Awards.**

- A) **Senator of the Year.** This award is bestowed upon one Student Senator per Session for exceptional accomplishments, conduct, and dutiful attendance in the Student Senate. The winner shall be chosen by the Student Senate.
- B) **Executive Board Member of the Year.** This award is bestowed upon one Executive Board member per Session for exceptional accomplishments, conduct, and dutiful execution of their job in Student Government. The winner shall be chosen by the Student Senate.
- C) **Committee of the Year.** This award is bestowed upon one Student Government Standing Committee or Charter Organization per Session for exceptional accomplishments, conduct, and dutiful execution of their purpose. The winner shall be chosen by the Student Senate.
- D) **Graduation Cord.** This award is given to anyone that has served in the Student Senate for a minimum of one year. The graduating member must request a cord from the Director of Events and Services.
- E) **Other Awards.** Other awards may be determined by the Director of Events and Services.

Section V - Oath and Code of Conduct

Upon election or appointment to office, all members of Student Government shall swear the following oath of office:

I do solemnly affirm--that I will faithfully execute--the duties of the office--to which I have been [elected/appointed]--and will to the best of my ability--preserve--protect--and defend--the rights and interests--of the Student Body--of Eastern Michigan University.

All members of Student Government must uphold the following principles:

1. **Professionalism:** Maintain a professional and respectful manner of conversation, debate, and action as a representative of Student Government.
2. **Integrity:** Do not use a position for the benefit an outside source or receive outside compensation for personal profit.
3. **Duty:** Faithfully uphold the Constitution and other rules of Student Government, attend meetings and fulfill the requirements of held positions.
4. **Fairness:** Act objectively and give equal consideration to all sides of an argument or matter.
5. **Leadership:** Serve as a role model in all actions and behavior, regardless of position or rank.

Section VI - Election Ordinances

The Rules governing the election procedures of Student Government shall immediately succeed these Bylaws and be subject to the same requirements for amendment as other Bylaws.

Rule II: Rules of the Student Senate

Section I – Purpose

These Rules serve the Student Senate of the Student Government of Eastern Michigan University, and act as a set of guidelines, secondary and supplemental to the Student Body Constitution.

Section II – Expectations of Student Senators

1. **Senator Requirements.** Each Senator shall be responsible for fulfilling the following requirements:
 - A) **Meeting Attendance.** Acquire no more than two (2.0) cumulative absences in a term. Meetings include those of the Student Senate and an assigned committee. Absences may receive pardons, subject to conditions described within these rules.
 - B) **Campus Engagement.** Maintain an outreach and connection with the Student Body by completing the requirements for Campus Engagement.
 - C) **Committee Involvement.** Each term, maintain satisfactory involvement in a Standing Committee through commitment to a project and make at least one oral report of work as a Project Chair.
 - D) **Office Hours.** Hold a minimum of two (2) or more office hours per week during the term.
2. **Campus Engagement.** All Senators must participate in Campus Engagement once per month. The following shall consist of activities that qualify:
 - A) **Activities.** The following activities shall qualify:
 - (1) **Student Government Programs.** Once per term, a Student Government sponsored program may be used;
 - (2) **Board of Regents.** Once per term, attendance at a full Board of Regents meeting may be used;
 - (3) **Organizational Outreach.** Attendance at a designated student organization that merits a visitation by Student Government. Organizations of the delegate division may also be used. The same organization may not be visited twice in the same term, and Senators

should not be regular, registered, or otherwise personally associated with the group visited.

- (4) **University Committee.** Sit and participate in a meeting of a University Committee on the behalf of Student Government.
 - (5) **College Advisory Boards.** Sit and participate in a meeting of a college advisory board.
- B) **Frequency.** All Senators must participate in Campus Engagement once per month. Campus Engagement shall not be required for the months of December and April for Senators that have maintained this requirement from the first month of the term.
 - C) **Forms and Obligations.** Where required, forms are due at the beginning of each month. Senators must have fulfilled their Campus Engagement, in whole, by the end of the respective Fall or Winter terms. Record of these accomplishments shall be determined through the submission of the appropriate forms.
 - D) **Dress Code.** Senators are expected to wear business casual attire (which shall exclude jeans) or the official Student Government apparel as determined by the President of the Senate. Should a Senator fail to meet the dress code during a Student Senate meeting, 0.25 absence shall be credited toward their attendance record.

3. **Review of Requirements and Penalties.** Senator requirements as listed in this section shall receive review throughout the semester by the Internal Affairs Committee. Compensation and pardons for requirements shall be subject to the review by the same committee.

4. **Organization Affiliations and Conduct.** Senators must report all student organizations to which they are affiliated and must abstain from voting on issues that relate to them. All Senators are expected to abide by both the rules of the Student Body Constitution and subsidiary rules, as well as the Student Government Code of Conduct.

5. **Mentors.** Senior-ranking members shall be assigned as mentors to Junior Senators. The role of a mentor is to be a resource and point of assistance for Junior Senators. The Speaker shall make such assignments at his or her discretion.

Section III – Division Seats

1. **Selection of Delegates.** Individuals that represent a group of the delegate division must be elected by their respective organization to fill the role. The President of each organization must complete a form provided by the Internal Affairs Committee that shall confirm the name of their delegate. No individual may take a seat in the Student Senate without this confirmation. An alternate may be chosen by the organization, but their role must be chosen through election; however if an organization does not select an alternate delegate through this method, its President shall serve this role.

2. **Role of Delegates.** Delegates are not Senators, but may possess all their rights and privileges during meetings of the Student Senate and shall count toward its quorum. Delegates are only expected to attend regular Senate meetings and shall possess no requirements and have no assigned seat in any Student Government Standing Committee. Such individuals shall be addressed with the title of "Delegate."

Section IV – Standing, Vacancies, and Resignation

1. **Status.** Senators shall be considered one of the following types.

- A) **Junior Senators.** Any Senators that does not meet the requirements of Senior standing shall be considered a Junior Senator.

B) **Senior Senators.** In relation to Senior standing, the following shall apply:

- (1) **Requirements.** Any Senator that has two full terms of tenure within the Senate, and has fulfilled all requirements during said time, shall be eligible for Senior status. To acquire a term of tenure, a Senator must have fulfilled all requirements expected of their position and have held a seat for a majority of the Senate meetings during each term.
- (2) **Confirmations.** Conferment of Senior rank shall occur at the end of each term. The Speaker of the Senate shall make such confirmations, but where this is not feasible the President of the Senate may do so.
- (3) **Benefits.** Senior ranking members shall have privileges as specified in these rules.
- (4) **Mentorship.** The Speaker shall make assignments at his or her discretion.

2. **Removal and Expulsion.** Any Senator that fails to meet the requirements of office must be reviewed by the Internal Affairs Committee and shall be subject to Articles of Expulsion.

3. **Elected Seats Declined.** Senators elected in the Annual General Election must accept their seat by notifying the President of the Senate and taking the oath of office. If any Senator-elect fails to attend both the Transition Meeting and the first meeting of the next Senate Session, their name shall be dropped from the role without a need for Articles of Expulsion.

4. **Oath of Office.** The Oath should be administered to new Senators during the annual transition meeting or the meeting at which new Senators are appointed. The President of the Senate may, at his or her discretion, administer the Oath at another time should the Senator be unable to take it, but no member may take their seat without first receiving it.

5. **Vacancy Standing.** Should a Senator, or office of the Senate, be removed from office by the Senate, his/her position shall be immediately considered vacant. Senators shall not vacate their seat until submission of their resignation is made in writing and submitted to the Internal Affairs Committee; however, the Speaker shall reserve the right to declare a seat vacant upon receipt of the written resignation of an individual, at his or her discretion. Should the Speaker resign, the President of the Senate may declare the seat vacant upon the written receipt of his or her resignation.

6. **Vacant Seat Posting.** All vacancies must be publicized for a minimum of ten (10) days and shall be the responsibility of the Internal Affairs Committee. The days upon which a Senator or Senate officer resigns or is removed from office shall be counted as the first day of vacancy, regardless of the time of day said event occurs.

7. **Vacancy Applications.** The Speaker of the Senate shall make available applications for vacant positions at the Student Government Office. Applications must include the expectations and requirements of being a Senator, consequences for not meeting them, and require the candidate to agree to those terms.

8. **Appointment Requirements.** Any member of the Student Body shall be eligible for appointment to a vacant seat in the Student Senate and shall fill it with a majority vote of the body. Prior to the meeting in which they seek appointment, candidates must have completed the following requirements:

- A) Have attended one (1) full Student Senate meeting and one (1) full Standing Committee meeting during the same Senate Session in which the application is made;
- B) Present a petition of fifty (50) signatures of members of the Student Body which should be members not currently in Student Government; and
- C) Completed an application for an open Senate seat, which must be submitted to the Internal Affairs Committee for review one week prior to the Senate meeting of potential appointment.

9. **Provisional Senators.** Individuals shall receive the status of Provisional Senator after their name has been added to the official roll of the Student Senate. These names shall not be called for voting purposes and may also be dropped from the roll at the discretion of the President of the Senate. Any member of the Student Body shall be eligible to become a Provisional Senator and at such time will be subject to the conditions listed below:

- A) Must be in good academic and judicial standing with the University;
- B) Must be in pursuit of full appointment to a seat in the Student Senate;
- C) May sit with the Student Senate and possess speaking rights;
- D) Are expressly prohibited from sponsoring legislation, initiating or supporting motions, and voting;
- E) May be required to partially fulfill the requirement of full appointment as determined by both the President and the Speaker of the Senate at the beginning of each annual session.

10. Education and Training. All individuals must complete a training course of Student Government upon appointment to a Student Senate seat. The Internal Affairs Committee shall be responsible for ensuring and facilitating the training of new Senators.

Section V – Attendance

1. Roll Calls. The Clerk shall call Roll at the beginning and end of every meeting. Each Roll Call shall consist of the full list of all members of the Student Senate. Should a meeting reach its time limit, and the limit is not extended, Closing Roll Call shall still be called before adjournment.

2. Tardiness and Lack of Decorum. Any Senator that is tardy must sit with proper decorum, and shall be prohibited from voting until doing so. Members must be on the Roll to cast a vote. The Clerk shall not be responsible for recording into the roll the names of members that have not exercised proper decorum.

3. Absence: Opening Roll Call. Absence at Opening Roll Call shall count as one-half (0.5) absence. Should a Senator be absent at Closing Roll Call, but have departed with proper decorum during or after Committee Reports, it shall be considered 0.25 absence.

4. Absence: Closing Roll Call. Absence at Closing Roll Call shall count as one-half (0.5) absence. Should a Senator be absent at Closing Roll Call, but have departed with proper decorum during or after Committee Reports, it shall be considered 0.25 absence.

5. Emergencies. An extenuating circumstance shall not be counted as an absence. Extenuating circumstances are deemed such by approval of the Speaker of the Senate, but a majority decision of the Senate shall overrule any such approval or denial made by the individual. Excused absences shall include, but are not limited to: medical emergencies, familial emergencies or death, car accidents, and/or jury duty.

6. Decorum of Late Arrival/Early Departure. If arriving after Opening Roll Call, a Senator must address the Presiding Officer, state their name and that they have arrived. If a Senator requests to leave early, he or she must call for a question of privilege from the Presiding Officer to leave.

7. Record keeping. The Clerk will record Senator attendance and submit the information to the Internal Affairs Committee.

Section VI – Officers of the Senate

1. Speaker of the Senate.

- A) **Requirements.** Nominees for Speaker must be Senators of senior-ranking, unless there are no Senators of that status. This rule may be suspended by a two-thirds (2/3) vote of the Senate, at its discretion.
- B) **Term of Office.** The Speaker shall be elected at the transition meeting of the Winter Term and shall serve a term of one calendar year.
- C) **Election.** The Student Senate will choose the Speaker by a majority vote of candidates. Nominees shall be considered candidates unless the person rejects the nomination. In the event one candidate

does not receive a majority of votes, the candidates with the two highest vote tallies shall be considered in a second vote. The winner shall be the candidate that receives a majority vote.

- D) **Duties.** The Speaker shall be expected to do the following:
 - (1) Appoint Senators to Standing Committees;
 - (2) Appoint Senators to areas of Campus Engagement;
 - (3) Chair the Internal Affairs Committee and be responsible for the fulfillment of its purpose;
 - (4) Serve as the chief spokesperson and principal representative of the Student Senate;
 - (5) Preside over the Student Senate in the absence of the President of the Senate.
- E) **Monetary Compensation.** Monetary compensation is dependant upon the terms and agreements in Rule V, Section III.
- F) **Vacancy.** In the event of a vacancy (by resignation or impeachment and removal) in the office of Speaker, an election shall be held to fill the office.

2. Judicial Sergeant.

- A) **Requirements.** The position of Judicial Sergeant may not be held by another officer or Senator of Student Government. He or she shall also be held to the same standards and requirements as a Senator in regards to Senate attendance and office hours.
- B) **Term of Office.** The Judicial Sergeant shall be elected at the first Student Senate meeting of the Winter Term and serves a term of one calendar year.
- C) **Election.** The Student Senate will choose the Judicial Sergeant by a majority vote of candidates. Nominees shall be considered candidates unless the person rejects the nomination. The position must be publicly posted by the Speaker for four weeks prior to the last Senate meeting of the Fall Term. Applications must be submitted to the Internal Affairs Committee through the Speaker, and the names of all applicants shall be read by the Speaker and nominations shall be made by Senators from said list. Nominated candidates shall be given the chance to speak before the Student Senate for no more than two minutes. In the event one candidate does not receive a majority of votes, the candidates with the two highest vote tallies shall be considered in a second vote. The winner shall be the candidate that receives a majority vote. Vacancies of the office shall be filled by a special election, but no posting period is necessary.
- D) **Duties.** The Judicial Sergeant is required to fulfill the following duties:
 - (1) **Student Senate Attendance.** Must attend all meetings of the Student Senate.
 - (2) **Parliamentarian.** Serve as Senate Parliamentarian, and must bring a copy to Senate meetings of the latest version of Roberts Rules of Order, Newly Revised, the Student Body Constitution, and the Bylaws of Student Government. The documents must be made available to any voting members for use during a Senate meeting. As parliamentarian, he or she must provide advice for the ruling of the Presiding Officer, when requested.
 - (3) **Property and Room Set-Up.** Maintain the properties of Student Government, including its gavels, name placards, or other material, and bring them to Senate meetings. The Judicial Sergeant shall also be responsible for ensuring that rooms for Senate meetings are in proper arrangement; and shall ensure that they are left clean and in good shape after meetings end.
 - (4) **Timekeeper and Guard.** Shall keep time of all Senate reports, debate, and total length. The Judicial Sergeant, or appointed designee, shall also guard the door during executive sessions of the Senate, and shall be responsible for escorting individuals to and from the Senate chamber when deemed necessary by the Senate.
 - (5) **Judicial Committee.** Shall convene the Judicial Committee, for reasons and situations described in these Bylaws.
 - (6) **Grade Grievance Assistant.** The Judicial Sergeant shall be available to assist any member of the Student Body in the Grade Grievance and Student Judicial Process. The Judicial Sergeant must be trained by and take the role of Student Advocate with the University Ombudsman's Office and Student Judicial Services.
 - (7) **Training.** This officer shall be responsible for conducting the training course of Student Government, where not otherwise described in these rules.

- E) **Monetary Compensation.** Monetary compensation is dependant upon the terms and agreements in Rule V, Section III.
- F) **Removal.** The Judicial Sergeant shall be expected to meet all their duties and requirements. In the event this does not occur, he or she shall be subject to removal from office according to the same method resolved for expulsion of a Senator.

Section VII – The Senate Year

1. **The Session and Terms.** A Student Senate Session shall conduct business over Fall and Winter Terms, which shall correspond with the fall and winter academic semesters of the University. The Senate shall be out of session during the spring and summer semesters of the university. The first meeting of the Senate Session need not be held strictly within the calendar period of the fall semester.
2. **Summer Report.** The President of the Senate shall be responsible for a monthly update of the Executive Board proceedings, or other pertinent Student Government actions, to all Senators during the period it is out of session.
3. **Mandatory Meetings.** All Student Senators must attend Summer Summit and the Transition Meeting.
4. **Transition Meeting.** Senators-elect shall be expected to attend the last meeting of the Student Senate in the Winter Term. During the meeting, Senators-elect shall observe the proceedings of the meeting and the President of the Senate shall allow the individuals to ask questions, as is practicable. At the Transition Meeting, Senators-elect shall be sworn in, and hold the meeting to elect the Speaker of the Senate.

Section VIII – Senate Meetings

01. **Time and Date.** Regular meetings shall be held at 6:30 p.m. every other Tuesday during the Fall and Winter terms with the exception of the week prior to and the week of academic final exams as scheduled by the university. Regular meetings shall have a time limit of three (3) hours unless extended by a two-thirds (2/3) approval of the Senate. Any business remaining at the expiration of this time shall be postponed until the following meeting of the Senate.
02. **Dress Code.** Senators are expected to wear business casual attire (which shall exclude jeans) or the official Student Government apparel as determined by the President of the Senate. A member of the Senate may be dropped from the roll of the meeting at the discretion of the chair, should he or she fail to meet dress code decorum.
03. **Special Meetings.** Special meetings may be called (stating the time, date, and location of the meeting) by one of the following methods: a two-thirds (2/3) vote of the Student Senate during one of its meetings; the joint approval of the Speaker, the President of the Senate, and the Student Body President; or a signed petition of a majority of the Senate when outside of a meeting. Special meetings shall be counted toward each Senator's attendance totals. The purpose of said special meeting shall be stated and accompanied by a non-amendable agenda. It is the duty of the Clerk or his/her designee to notify voting members of the Student Senate of the time and purpose of the special meeting in the following ways:
 - A. letters and agenda shall be distributed to all mailboxes;
 - B. electronic mail shall be dispatched to all that have furnished the Clerk with an address; and
 - C. two attempts by telephone shall be made to reach the person, although a message should be left if possible.
04. **Executive Session.** The Student Senate may choose to meet in executive session by a majority vote of its members. When taking such action, the Senate chamber shall be cleared of all persons that are not voting members.

05. **Agenda Format.** The regular meeting agenda shall be in the following form:

- A. Opening Roll Call;
- B. Approval of the Agenda;
- C. Approval of the Minutes;
- D. Guest Speakers;
- E. Constituent's Forum;
- F. Special Order Speeches;
- G. Standing Committee Reports;
 - 1. Internal Affairs
 - 2. Business and Finance
 - 3. Student Relations
 - 4. Political Action
- H. Business;
 - 1. Legislative Second Readings
 - 2. Legislative First Readings
 - 3. Advisory Notes & Other Business
 - 4. Appointments
- I. Executive Reports
 - 1. Student Body President
 - 2. President of the Senate
 - 3. Judicial Sergeant
 - 4. Clerk
 - 5. Events and Services
 - 6. Communications
 - 7. Charter Organizations
- J. Senator Project Reports
- K. Gallery Comments
- L. Open Discussion;
- M. Closing Roll Call;
- N. Adjournment.

06. **Agenda Items and Time Limits.**

- A) **Constituent's Forum.** Only currently enrolled students shall be permitted to participate in Constituent's Forum. It shall be limited to one (1) hour of combined speaking time.
- B) **Special Order Speeches.** Any member of the Senate may address the body during Special Order Speeches. Speeches are limited to three (3) minutes.
- C) **Business.** Before an item is on the floor and with a majority vote, the Senate may set the time of debate between ten (10) and ninety (90) minutes on any agenda item in Business. If no limit has been set, each item shall receive no more than forty-five (45) minutes of debate time.
- D) **Appointments.** Rules and time limits for Appointments shall be described elsewhere in these rules. All eligible applicants to vacant Senate seats shall be considered as an item that shall occur as the last item of consideration under Business.

07. **Gallery Participation.** The President of the Senate may choose to allow members of the Gallery to speak at any time during a meeting.

08. **Number of Speaking Times.** No individual may speak more than once upon any one question if additional Senators wish to exercise their speaking rights. Exception will be given for a brief answer to a Senator's direct question. Those speaking are limited in discussion at the discretion of the chair.

09. **Speaking Limits.** The Presiding Officer may limit the speaking time of individuals under any item not already specified in these rules.

10. **Chair Designee.** The President of the Senate shall have the right to name a Senator to serve as the Presiding Officer. Such substitutions shall not extend beyond an adjournment, except by unanimous consent.

11. **Seating.** At the head of the Senate shall sit the President of the Senate, the Speaker, the Clerk, and the Judicial Sergeant. The rest of the Senate seats shall be composed of Senators and Delegate seats. The Directors of Business and Finance, Student Relations, and Political Action shall also sit with the Senate. The Presiding Officer shall also permit others to sit with the Senate during meetings with the majority consent of the body.

12. **Non-Voting Individuals.** Those members sitting with the Senate but not having voting rights shall be permitted to give special order speeches and speak on unfinished and new business, excluding any discussion or questions related to the appointment or consent of a candidate being considered by the Senate. Non-voting members sitting with the Senate shall neither be permitted to make motions, nor lend support to a motion on the floor.

13. **Reports.** Reports must be submitted to the Clerk and the President of the Senate no later than the Friday before the Senate meeting at which they are due.

14. **Student Senate Agenda Packets.** Every regular Student Senate meeting the President of the Senate shall provide an agenda packet that contains the following material:

- A. Student Senate meeting agenda,
- B. Proposed legislation,
- C. Minutes of the previous meeting,
- D. The most recent attendance list of Senators,
- E. The written reports of committees,
- F. Any written reports of Executive Board members,
- G. Updated calendar of Student Government, when necessary,
- H. Any supplementary materials.

Section IX – Parliamentary Procedures

1. **Parliamentary Authority.** The rules and precedents contained in the most current edition of Robert's Rules of Order, Newly Revised, shall be the final authority in all cases in which these Bylaws of Student Government do not address.

2. **Tabling Items.** The motions to "table" (or "lay on the table") and to "postpone" shall be equivalent and shall require a majority vote. A motion to table indefinitely shall be equivalent to the motion to postpone indefinitely, which shall mean to kill the motion. Any other motion to table or postpone must be made to a certain time, which may not be beyond the meeting immediately succeeding the one in which it was made. If a member of the Senate determines that the chair, in error, has permitted a motion to be tabled without a certain time, during any meeting (before the end of the Senate Session in which the motion was made) a member of the Senate shall reinstate the question by a point of order.

3. **Friendly Amendments.** Friendly amendments, of any type, shall be out of order except for the following purpose: if a resolution shall contain grammatical or other typographical mistakes, a member may propose this amendment to correct it. In such an event, this amendment shall require only the approval of the sponsor.

4. **Voting Methods.** When the Presiding Officer has closed debate, and at such times as the call for the vote may be in order, he/she shall take the vote by ordering a roll call vote. Other methods may be used, if desired. Where an election or confirmation vote is in order, a ballot vote shall be the only form of voting used. Where a budgetary allocation is in order, or the final vote on a resolution, a roll call vote shall be the only form of voting

used. A majority vote of the Senate shall order a roll call vote as the method used on any item not already prescribed in these rules.

5. **Roll Call Vote.** When a roll call vote is ordered, the names of Senators shall be called alphabetically; and each Senator shall, without debate, declare his or her vote on the question; and no Senator shall be permitted to vote after the discussion shall have been announced by the Presiding Officer, but may for sufficient reasons, with unanimous consent, change or withdraw his or her vote. No motion to suspend this rule shall be in order, nor shall the Presiding Officer entertain any request to suspend it by unanimous consent.

6. **Unanimous Consent.** Following the call for a vote by the Presiding Officer, but not after the first vote is cast, any Senator may call for consent. The Presiding Officer will then ask the Senate for consent. Should any Senator decline consent, the appropriate vote shall proceed. When the Senate is considering a matter related to the Department of Business and Finance or a confirmation or election vote, consent may not be called.

7. **Use and Purpose of Abstentions.** A Senator may abstain on any matter when he/she believes that his/her voting would be a conflict of interest.

8. **Voting During Elections and Appointments.** Confirmation of appointments shall require a vote based on all members present on the roll; abstentions shall be equivalent to a negative vote. After discussion, the vote must be by secret ballot.

9. **Procedures of Confirmations or Appointments.** When a candidate is considered for appointment or confirmation the individual shall be permitted three (3) minutes to speak to the Senate. After the Senate has heard the candidate, for a period of up to ten (10) minutes, each Senator may be permitted questions which may be ruled out of order at the discretion of the chair upon objection. After questioning, the candidate shall be absent from the Senate chamber until the vote is tallied. Once the candidate is removed from the room, the Senate shall discuss the appointment or confirmation. Discussion shall begin with one statement supporting the candidate, followed by a statement against the candidate. Discussion will continue in that fashion until there is no supporting or opposing statement. Each member may only speak once and their discussion shall be limited to thirty (30) seconds. Directors of the executive board shall not be permitted to speak for or against a candidate.

10. **Limited Seats.** In the event more candidates are considered in a meeting than vacant seats exist, all candidates shall be considered individually. Of the group of candidates applying for the limited number of seats, candidate(s) that receive the largest affirmative vote tallies shall be elected to the vacant seat(s) in successive order from the candidate with the highest affirmative vote tally to the lowest. Should any tie exist for a vacant seat, a re-vote must be taken between the candidates. No candidate may receive a seat that did not obtain at least a majority vote of the Senate.

Section X – Legislation

1. **Definition.** All legislation of the Student Senate shall be in the form of resolutions.

2. **Content.** Each piece of legislation shall embrace only one subject. The subject shall be expressed in the title.

3. **Preparation.** Any resolution intended for consideration by the Student Senate shall be submitted to the Clerk no less than forty-eight (48) hours prior to the intended time for consideration. Submissions shall be given in type-written or word-processed form as well as electronic format as a file prepared using Microsoft Word or compatible software. The Clerk shall not unnecessarily prevent the appearance of resolutions to the Senate that were submitted within the appropriate time frame. The President of the Senate may add things to the agenda after the aforementioned deadline.

4. **Editing and Certification.** All resolutions shall be examined under the supervision of the Clerk to ensure they have been correctly enrolled and include all dates in which the resolution has been presented. The Clerk shall certify the results of all resolutions and sign them.

5. **Codes.** All resolutions shall be assigned a number by the Clerk. The assignment number shall consist of two parts: a letter code and a number code. There shall be only two types of resolutions: a Student Senate Resolution and a Budget Resolution. The letter code for a resolution shall be "S.Res" and for a budgetary resolution shall be "B.Res". The number code for any resolution shall begin with the current Senate Session (as in, the Twentieth Student Senate; not the calendar year) followed by a number that reflects the successive consideration of the resolutions by the Senate.

6. **Authorship and Sponsorship.** Resolutions may be authored by any Member of the Student Body. All resolutions shall contain the name of the author and the sponsor, but only the name of the sponsor be listed if they are the same individual. Only resolutions sponsored by voting members or the Student Body President may appear on the floor of the Senate, with the exception of the following situations. The Directors of Student Relations and Political Action may be the sponsor of a resolution directly related to the purpose of their committee; the Director of Business and Finance and the Student Body President may be the sponsor of budget resolutions.

7. **First and Second Readings.** All resolutions shall receive two readings, except where otherwise provided in this rule, prior to its passage. Readings shall be on two different days, and the Presiding Officer shall also indicate whether it is the first or second reading. The Clerk shall read the title and body of the resolution, but it shall be read only by the title at the discretion of the Presiding Officer. A resolution shall not be considered or amended by the Senate until it shall have been once read and referred to a committee.

8. **Origin in Committee.** All resolutions reported from a committee, not having previously been read, shall be considered the equivalent to a First Reading in the Senate.

9. **Renewal of Committee Failed Resolutions.** Should a resolution pass to a committee and fail, a majority vote of the Senate shall prompt a revote of it, as it existed before it failed in the committee. The revote of the resolution shall be within the Senate, but any re-instatement cannot occur beyond the regular Senate meeting that followed the committee meeting in which it failed. Any re-instated resolution must receive a vote in that meeting and may not be tabled or referred to committee.

Rule III: Rules of the Executive Board

Section I – Purpose

These Rules serve the Executive Board of the Student Government of Eastern Michigan University, and act as a set of guidelines, secondary and supplemental to the Student Body Constitution.

Section II – Duties of Board Members

1. **Student Senate.** No member of the Executive Board may possess a seat in the Student Senate, with the exception of the Speaker of the Senate. The Clerk and the Directors of Business and Finance, Student Relations, and Political Action shall sit with the Senate in meetings, but shall be neither Senators nor voting members.

2. **Office Hours.** All Executive Board members shall be required to hold at least ten (10) office hours per week. Unless specified otherwise, executive members shall be required to register their time served each week.

3. **Composition.** The Executive Board shall consist of the following officers, plus the Student Body President, Student Body Vice President, Speaker of the Senate, and the Judicial Sergeant. The Judicial Sergeant shall not possess a vote and shall not be counted toward quorum.

- A) **Director of Communications.** This position shall include the following responsibilities:
 - (1) Handle the public relations of Student Government;
 - (2) Maintain regular contact with the media;
 - (3) Maintain the web-based material for Student Government;
 - (4) Produce the Student Government newsletter at least once a month;
 - (5) Handle the Student Government publications including the Student Government handbooks and director binders;
 - (6) Handle the advertisement of Student Government; and
 - (7) Maintain a master contact list for Student Government.
- B) **Director of Business and Finance.** This position shall include the following responsibilities:
 - (1) Administer the finances of Student Government;
 - (2) Assist the Student Body President with the composition of the Student Government budget;
 - (3) Produce monthly updates of the budget to the Student Senate; and
 - (4) Chair the Business and Finance Standing Committee, ensure its members are meeting their responsibilities, and report attendance in the committee.
- C) **Director of Political Action.** This position shall include the following responsibilities:
 - (1) Chair the Political Action Committee and develop and implement the initiatives the Senate charges it;
 - (2) Ensure that the members of the Political Action Committee fulfill their responsibilities and report attendance in the committee; and
 - (3) Regularly attend Senate meetings and present a report of the work of the committee.
- D) **Director of Student Relations.** This position shall include the following responsibilities:
 - (1) Chair the Student Relations Committee and coordinate publicity efforts for Student Government, which shall include the campus at-large and its individual colleges;
 - (2) Ensure that the members of the Student Relations Committee fulfill their duties and report attendance in the committee; and
 - (3) Regularly attend Student Senate meetings and present a report of the work to the committee.
- E) **Director of Services and Events.** This position shall include the following responsibilities:
 - (1) Manage the daily work of the Student Government Office and other office work as deemed necessary by the Student Body President/Vice President;
 - (2) Purchase awards and update the Student Government wall of fame;
 - (3) Coordinate and plan or help plan Student Government Events including the Student Government Banquets, and summits;
 - (4) Serve as a liaison to school spirit organizations, and coordinate other school spirit functions, including but not limited to Eagle Pride projects and Homecoming events; and
 - (5) Sit as a regular member of the Student Relations and Political Action Committees;
- F) **Director of Organization Relations.** This position shall include the following responsibilities:
 - (1) Function as the official liaison between Campus Life, Student Organizations, and Student Government;
 - (2) Coordinate and head the Assembly of Student Organizations which shall function as a chartered group of Student Government;

- (3) Develop resources, programs, events, and other pertinent functions for the development and success of student organizations; and
- (4) Advise Student Government in the procedures and policies related to student organizations and assist members of student organizations with the same.

G) **Director of Diversity.**

- (1) **Liaison.** Act as a liaison to the Office of Diversity and Multi-Cultural Affairs;
- (2) **Advisor.** Advise Student Government in ways to ensure it faithfully advocates and extends its services to a spectrum that represents the diversity of the student population; and
- (3) **Report.** The Director shall prepare a report for Student Government each month that assesses the ways Student Government has engaged the diversity of its constituency.

H) **Clerk.** The Clerk shall maintain two areas of Student Government: record-taking and archive management.

- (1) **Record-taking.** The record taking function of the Clerk shall include:
 - (a) **The Student Senate.** Must attend all Senate meetings, record its minutes, and maintain a list of Senator absences. Shall provide a report of the total attendance records of all Senators for each Internal Affairs Committee meeting;
 - (b) **Standing Committees.** The Clerk shall compile a record of the attendance and minutes of the Standing Committees that are submitted to the Clerk by the sub-organization's director.
 - (c) **Executive Board.** The Clerk shall record the proceedings of the Executive Board, but shall not have a vote on the Executive Board.
 - (d) **Ranking.** Shall use the attendance records to determine which Senators achieve senior-ranking status and relay the information to the Speaker of the Senate.
 - (e) **Notification.** Notify Senators of any special meetings and mass-communication that may be deemed necessary by members of the Executive Board;
- (2) **Archives.** Archival duties of the Clerk shall include the following:
 - (a) **Archives.** The Clerk shall be the custodian of the Student Government Archives.
 - (b) **Senate and Executive Board material.** The Clerk shall preserve hard copies and electronic copies of all attendance records, agendas, resolutions, and other written materials of the current Senate Session and Executive Board.
 - (c) **Executive Board material.** The Clerk shall preserve all written materials of the Executive Board, as they arise.
 - (d) **Business and Finance Material.** The Clerk shall enter into the archives all records of the Department of Business and Finance.
 - (e) **Reference Material.** The Clerk shall also compile, for general reference and permanent entry into the Student Government archives, a manual of all material of the most recent Senate Session.

I) **Director of Charter Organizations.**

- (a) Directors of Charter Organizations shall have a seat and a vote at all Executive Board meetings and will count towards quorum.

4. **University Committees.** Members of the Executive Board listed above (Section II, Part 3) must sit on at least one University Committee.

5. **Subsidiary Staff.** Subsidiary staff may be hired for jobs as deemed necessary. Their terms of employment must be approved by a majority vote of the Executive Board.

6. **Monetary Compensation.** Monetary compensation of members of the Executive Board and subsidiary staff is dependent upon the terms and agreements in Rule V, Section III.

Section III – Appointments and Review Procedures

1. **Applications and Open Posting.** All positions of the Executive Board must be publicly posted for a minimum of four (4) weeks prior to the last Senate meeting of the Session. The application period may extend beyond the four weeks if no applications are received, and the Student Body President may decide when to close the posting period. Applications must be made available to the public for the positions.
2. **Public Opening.** Postings must describe the positions, along with corresponding requirements and compensation rates. It must also provide the location of applications and where to submit them.
3. **First Appointments and Interim.** Appointments shall be eligible for confirmation with the first Senate meeting of the Fall Term. While positions remain unconfirmed, individuals may fill them as interim officers. Interim officers that fail to receive a confirmation may not continue in that capacity.

Section IV – Meetings

1. **Meetings.** Executive Board meetings shall be held at least once a month throughout the calendar year at a time and location to be announced by the Student Body President. The Student Body President shall chair the meetings. If the Student Body President is absent or unable to chair the meeting, the Student Body President shall chair the meeting.
2. **Voting.** Each member of the Executive Board shall be responsible for attending meetings of the Executive Board, and shall have voting rights unless otherwise stated in these rules.
3. **Out of Session Senate.** While the Senate is out of session, the Executive Board shall have the power to act on the behalf of Student Government. Any decision it renders on the behalf of Student Government must be ratified by the Senate upon its first meeting of the Fall Term. The Executive Board shall be prohibited from authorizing monetary allocations to student organizations at any time.
4. **Quorum.** For meetings of the Fall and Winter Terms, a majority of the Executive Board must be present for quorum. Decisions must be made, unless otherwise specified in these rules, by a majority vote. In the Spring and Summer Terms, four (4) members of the Executive Board are required for quorum and at this time the Judicial Sergeant shall count toward its establishment (but shall continue to have no vote). Any decision made by the Executive Board in the Spring or Summer Terms must be by unanimous consent.
5. **Parliamentary Authority.** The rules and precedents contained in the most recent edition of Robert's Rules of Order, Newly Revised, shall be the final authority in all cases in which these bylaws of Student Government do not address.

Rule IV: Sub-organizations

Section I – Standing Committee Membership

1. **Rights.** All Senators shall have the right to attend any Standing Committee and possess voting rights in them. The chairs of committees shall not vote on business of the committee except when the votes are evenly divided.
2. **Non-Senator Membership.** Any member of the Student Body shall acquire voting rights within a Standing Committee upon attendance of the second of two consecutive meetings, with the exception of the Internal Affairs Committee. Upon receiving membership within a committee, said student will be considered a member of

Student Government. The Student Relations and Political Action Committees will serve as the main venues for all students to become involved with Student Government.

3. **Seats.** The President of the Senate and the Directors of Standing Committees (attending a committee of which they are not the director) shall possess the right to vote in any committee provided they meet the same requirements as non-Senators.

4. **Recording.** The Clerk, or appointed designee, shall call attendance at Standing Committee meetings and take minutes. It shall be the duty of the vice-chairs to assist in the administration of the committee wherever necessary.

5. **Assignments.** Senators shall be assigned to one Standing Committee as their primary focus. Such individuals are free to participate in any other committee provided they maintain satisfactory involvement in the committee of their assignment.

6. **Vice chairs.** Each committee may choose for itself one Student Senator as a vice-chair that may assist the chair in administration of the committee, and shall chair its meetings in the absence of the chair. Only members that are assigned to a committee may become the vice chair, and such appointments must take into consideration the opportunity to give junior Senators an opportunity in committee administration.

7. **Derby Hat Rules.** Non-Senator students, upon the second of two consecutive absences, shall lose their voting rights, but may regain them with attendance at two more consecutive meetings in a session. Any such individual may regain their voting rights; however, at a returning meeting they may be regained with the majority vote of the committee.

Section II – Meetings of Standing Committees

1. **Frequency.** All committees must meet bi-weekly, on the weeks there are not Student Senate meetings.

2. **Schedules.** The location of the Business and Finance, Student Relations, and Political Action Committees shall be held in the CSI or elsewhere in the Student Union. The Business and Finance Committee meeting shall be held at 6:30 p.m., unless the committee elects to change the time by a majority vote. Such changes must be publicly posted and shall revert to the standard time at the beginning of each semester. The following committees shall be held at the listed times:

Internal Affairs at 5:30 p.m.

Student Relations at 7:00 p.m.

Political Action at 8:00 p.m.

3. **Open Session.** All meetings of Standing Committees shall be held in open session and open to any interested individual, unless by a majority vote the committee resolves to enter executive session.

4. **Quorum.** Quorum for all Standing Committees listed in this section shall be four (4) Senators. Quorum does not include non-Senate members.

5. **Special Meetings.** The chair may call special meetings if two (2) business days notice has been given to all committee members. The Speaker may call and chair a special meeting of any committee into session at any time, provided quorum can be met, but the actions must be reported at the next Student Senate meeting and approved by the next regular meeting of that committee.

6. **Parliamentary Authority.** The rules and procedures contained in the most current edition of Robert's Rules of Order, Newly Revised, shall be the final authority in which these Bylaws of Student Government do not address.

Section III – Internal Affairs Committee

1. **Purpose.** The purpose of the Internal Affairs Committee shall be to provide internal management for the Student Senate. It shall also receive and review all amendments to the rules of Student Government and raise charges when Student Government members fail to meet the obligations of their office.
2. **Management and Project Chairs.** The Speaker of the Senate shall chair the Internal Affairs Committee. At minimum, three positions shall be appointed in the committee to assist in the internal management of the Senate, which shall also serve as project chairs: a vice-chair to assist in ensuring all Senators are meeting their obligations and any other duties delegated by the Speaker; a training-education chair, to assist new and current Senators in training; and a record-keeping chair, to maintain a membership record on each Senator.
3. **Composition.** The members of the Internal Affairs Committee should be of senior-ranking by the time they sit in the committee, but appointments shall be at the discretion of the Speaker.

Section IV – Business and Finance Committee

1. **Purpose.** The purpose of the Business and Finance Committee shall include the management and facilitation of allocation requests of student organization, and to review and approve the Student Government budget.
2. **Management and Project Chairs.** The Director of Business and Finance shall chair its meetings, and shall appoint members of the committee to project chair positions to fulfill the purpose of the committee.
3. **Voting Restrictions.** Any voting member of the Business and Finance Committee must abstain from voting on any allocation to a student organization of which they are affiliated.

Section V – Political Action Committee

1. **Purpose.** The purpose of the Political Action Committee shall be to facilitate and improve student participation and knowledge of external issues and public affairs that affect the Student Body. It shall manage and implement strategic initiatives of Student Government that serve to improve the welfare and condition of the University and the Student Body, as well as actively express the sentiments of the Student body of Eastern Michigan University to the appropriate entities.
2. **Management and Project Chairs.** The Director of Political Action shall be responsible for coordinating the initiatives of the committee and chair its meetings. The committee shall be formally charged by resolution from the Student Senate to work toward the accomplishment of specific, strategic initiatives of Student Government. The Director shall create outcomes each Term for each initiative, and ensure that progress is made in reaching them. The Director shall also select Senators to be Project Chairs that address specific parts of committee goals, with the consent of the committee.

Section VI – Student Relations Committee

1. **Purpose.** The purpose of the Student Relations Committee shall be to facilitate and improve student participation and knowledge of internal issues of the University that affect the Student Body. It shall manage and implement strategic initiatives of Student Government to reach the goals of such initiatives.
2. **Management and Project Chairs.** The Director of Student Relations shall be responsible for coordinating the initiatives of the committee and chair its meetings. The committee shall be formally charged by resolution from

the Student Senate to work toward the accomplishment of specific, strategic initiatives of Student Government. The Director shall create outcomes each Term for each initiative, and ensure that progress is made in reaching them. The Director shall also select Senators to be Project Chairs that address specific parts of committee goals, with the consent of the committee.

Section VII – Charter Organizations

1. **Definition.** A charter organization is an organization recognized by Student Government that has a charter held and ratified by Student Government.

2. **Nature of Charter Organization.** The Student Senate may ratify charters for organizations not recognized by Campus Life as a Student Organization if that charter organization provides a service to the Student Body. All charter organizations of Student Government must be not-for-profit.

3. **Charter Outline.** The organization's charter must contain the following structure:

- A. Mission statement
- B. Definition of membership
- C. Description of presiding officer
- D. Statement for the adoption of bylaws
- E. Statement attesting that the organization is a sub-unit of Student Government and that, upon approval, Student Government holds the right to the organization's charter
- F. Method for which the organization can amend the charter
- G. Clause stating the charter neither supersedes nor contradicts the Student Body Constitution or Student Government Bylaws

4. **Vote Requirement.** The charter will be presented to the Student Senate as a resolution. It must receive a two-thirds (2/3) vote to become ratified.

5. **Amendment or Repeal.** Amendments made to the charter must receive a majority of the Student Senate. A charter may be revoked with a two-thirds (2/3) vote.

7. **Life Span and Renewal.** Charters may stand no longer than one year, and must be renewed by the Student Senate during every annual session. Ratification of a charter must occur no later than the third Senate meeting of a given term, or it is considered a failed motion and may not be received consideration until the next annual session.

8. **Property.** All organizations' charters are property of Student Government upon ratification.

9. **Reference.** Ratified charters will be placed as a supplement to the Student Government Bylaws.

Rule V: Department of Business and Finance

Section I – The Budget

1. **Student Senate Approval.** The budget of Student Government shall be approved by the Student Senate each year by the second meeting of each Session.

2. **Contingency Line Item.** The Student Senate may not approve a budget that does not contain a contingency line item comprised of at least three-point-five percent (3.5%) of the total annual budget minus non-line items. The contingency line item shall serve as an emergency reserve.

3. **Format.** Budget approval or amendments to items related to the Department of Business and Finance shall be presented to the Student Senate as a budget resolution.
4. **Department Report.** The Director of Business and Finance shall issue a written report not less than once per month during the Fall and Winter Terms of the Student Senate. Said report shall contain the amount budgeted, amount spent, amount remaining, and amount committed but not spent for every line item. Said report shall be submitted to the Clerk for inclusion in the agenda packet.
5. **Fiscal Year.** The fiscal year of Student Government shall last from July 1 to June 30 of the calendar year.
6. **Fall-Winter Budget.** The budget for the Fall and Winter Terms shall be prepared by the Student Body President and approved with the advice and consent of the Student Senate.
7. **Spring-Summer Budget.** The budget for the period when the Student Senate is out of session shall be prepared by the Student Body President and approved with the advice and consent of the Executive Board.

Section II – Monetary Allocation Guidelines

1. **Applications for Funds.** All monetary allocation requests must be made through completion of an application provided by the Director of Business and Finance. The application will include an outline of the funding guidelines and an affidavit attesting to their comprehension of the funding process.
 - A) **Submission.** Applications must be completely filled out and submitted to the Student Government Office during normal business hours, at least one week prior to the Business and Finance Committee meeting in which it would be considered. Submission of an application is not a guarantee of funds.
 - B) **Signature and Account.** Each organization is responsible for knowing its appropriate organization number, and applications must be signed by the organization's President, Treasurer, or Faculty Advisor.
 - C) **Time Period.** Applications for funds prior to an event must be submitted between four to six weeks prior. The Committee shall reserve the right to suspend this rule by a majority vote.
 - D) **Receipts.** The organization must submit all receipts to the Director of Business and Finance within ten (10) business days following the event. Consequences for failing to submit receipts shall include prohibition of the organization from receiving funds for at least one semester, or until the receipts are submitted.
 - E) **Statement Log.** An FRS statement log must be submitted before an allocation can be approved.
2. **Eligibility.** All Campus Life recognized student organizations requesting the allocation of money from the Student Senate shall be referred to the Business and Finance Committee.
3. **Committee Procedure.** The following procedures apply at Business and Finance Committee meetings.
 - B) **Representative Attendance.** A representative from the applying organization must attend the committee meeting to explain their allocation request and answer potential questions. Failure to send a representative may result in a denial of funds.
 - C) **Amendments.** The committee reserves the right to amend the requested amount of funds.
 - D) **Consideration of Requests.** All allocation requests shall be considered independently of each other.
 - E) **Approval.** If said allocation meets the guidelines of the Business and Finance Committee, the committee shall choose whether or not to allocate the money. If said allocation does not meet these guidelines the allocation shall be sent to the Student Senate accompanied by an advisory note. The Student Senate shall not be required to adhere to said guidelines.
4. **Events and Funding Restrictions.**

- A) **Promotional Material.** All promotional material for an event must include “Funded by Student Government” or the current, official Student Government logo on said material. All advertisements must be approved by the Director of Business and Finance before publication.
- B) **Prohibitions.** The Business and Finance Committee will not fund the following:
 - (1) Events that are not open to all currently enrolled students at Eastern Michigan University;
 - (2) Events that discriminate against any group or individual;
 - (3) Events that do not take place on campus, except conferences;
 - (4) Speaker fees or honorariums;
 - (5) Travel or hotel-related expenses;
 - (6) Office equipment or supplies;
 - (7) Donations;
 - (8) Avoidable interest or fees;
 - (9) Events where alcohol is supplied, served, or consumed by participants;
 - (10) Events where the law is being broken;
 - (11) Any damages that occur during an event;
 - (12) Deposit on equipment or facilities;
 - (13) Prizes, gifts, or awards;
 - (14) Any political or ideological activities, events, publications, or advocacy; and
 - (15) Any payment to a member of the organization for services provided.
- C) **Food.** Food may only be funded if supplied by University Catering Services and/or a committee approved vendor.
- D) **Funding Limit.** Allocation totals made to a campus group may not exceed one-thousand dollars (\$1000.00) per fiscal year. Any requests beyond the limit shall be passed to the Student Senate, which must approve any extra amounts required.

5. **Account Responsibility.** It is the organization’s responsibility to ensure funds have been allocated to their account before the spending of any money. The Business and Finance Committee is not liable for any debts incurred due to error or management on the part of the organization, the University, or any other Student Government office.

6. **Allocations in the Spring and Summer Semesters.** Requests for student organization allocations for the Spring semester must be made during the Winter Term. Requests for the Summer semester must be made in the form of a reimbursement in the Fall Term.

Section III – Student Government Payroll

- 1. **Payroll.** The payroll for Student Government will be presented to the Student Senate for approval by the Student Body President. The payroll for members of Student Government shall be attached to these bylaws and, once approved, changes to the payroll are subject to the same requirements as amendments as these Bylaws.
- 2. **Modification of Stipends.** Stipend payments are subject to modification based upon performance and evaluation.

Rule VI: Judicial Procedures

- 1. **Executive Board.** The Student Body President shall have the power to remove from office any individual he/she appointed.
- 2. **Student Senate Members.** The Student Senate shall have the power to enact disciplinary actions upon its own members and officers.
 - A) **Censure.** A motion to censure a member of the Student Senate may be made and requires a two-thirds vote. It requires no resolution and must be entered into the minutes.

- B) **Impeachment and Removal.** To be removed from office, a Senator or Senate officer must receive articles of impeachment drawn against them. Impeachment charges against any Senator or Senate officer must be drafted in the form of a resolution and must originate in the Internal Affairs Committee. The vote on such a resolution may only be made by assigned Senators. A two-thirds (2/3) consent vote of said committee shall send the articles of impeachment to the Student Senate, which must consider them at the next Senate meeting. Two-thirds (2/3) consent of the Senate is necessary to remove the person and declare the seat or office vacant.
3. **Cases for Impeachment.** Impeachable offenses include infractions of: the Constitution and/or Bylaws, the Code of Conduct, the abuse of office or position, or unprofessional execution of the Will of the Student Body.
4. **Interpretation Session.** A Judicial Committee of Interpretation shall convene solely to rule on interpretation of the rules of Student Government.
- (1) **Procedure.** A majority vote of the Senate or Executive Board can call a Judicial Committee into session for the purpose of ruling on the interpretation of any rule of Student Government. An interpretation that reaches the consent of two-thirds (2/3) of said committee shall rule decisively upon the matter and shall be binding on all actions and decisions related to the rule in question. The committee must also recommend necessary amendments to the ambiguous rules to clarify the problem.
 - (2) **Composition.** A Judicial Committee of Interpretation will be chaired by the Judicial Sergeant. Voting members of the committee shall be the Speaker of the Senate, the Student Body Vice President, and three (3) Senior-ranking Senators chosen by lottery by the Judicial Sergeant.
 - (3) **Recording.** The Judicial Sergeant shall write a brief explanation of said committee's ruling and the Clerk shall add it to the Student Government Archives.
5. **Authority.** Trial proceedings and disposal of any articles of impeachment shall be carried out in with those provided by the most recent version of Robert's Rules of Order, Newly Revised.

Rule VII: Bylaws

1. **Primacy.** These Bylaws shall supplant all existing Rules not found in the Constitution, in any form, used by the Student Senate, Executive Board, or other part of Student Government thereof.
2. **Ratification.** These Bylaws shall take effect immediately upon ratification by a two-thirds (2/3) vote of the Student Senate.
3. **Suspension of the Rules.** Any motion to suspend any rule within these Bylaws shall require a two-thirds (2/3) vote of the Student Senate. Only rules of procedure may be suspended.
4. **Amendments.** Any motion to modify or amend any part of these Bylaws shall require a two-thirds (2/3) vote of the Student Senate. Amendments shall replace the material they act upon.