

# Student Senate Bylaws

Eastern Illinois University Student Government



*These are the bylaws as they currently stand and will be enforced unbiased by the Speaker of the Senate*

**Fall 2021**

**“From this point on my actions will be representative of**

**The Student Body of Eastern Illinois University”**

-Student Senator Oath

## ARTICLE I-ORGANIZATION OF THE SENATE

### A) COMPOSITION (Mandated by Article II, Section B, Part 1 of the Student Government Constitution)

- 1) Shall consist of one senate seat for every 300 students fully enrolled at Eastern Illinois University. The senate will have a cap of 30 senators and a minimum of 18 senators representing the Student Body at large.
- 2) Senators must meet the following requirements to hold office:
  - a. Be enrolled in a minimum of twelve (12) semester hours for undergraduate students or nine (9) semester hours for graduate students (full-time student).
  - b. Maintain a minimum cumulative 2.5 Grade Point Average.
  - c. Any Senator without an established Eastern Illinois University Grade Point Average shall be held to their most recent Grade Point Average.
- 3) A student who wishes to be a member of the Senate may not be appointed to the Senate in 2 or more concurrent terms.
- 4) Once elected or appointed as a Student Senator the following oath must be taken:
  - a) I do solemnly swear that I will support and defend the Constitution of the Eastern Illinois University Student Body. I am of understanding of the responsibilities that come with being a Student Senator and will do all that is in my power to fulfill these responsibilities. From this point on my actions will be representative of the Student Body of Eastern Illinois University.
  - b) The oath shall be administered by the Student Body President. *In absence of the Student Body President, the Student Government Advisor shall administer the oath.*

### B) PROCEDURE OF MEETINGS

- 1) All Senate meetings will be governed by Robert's Rules of Order – Newly Revised, except when inconsistent with the Student Body Constitution or the Student Senate Bylaws.
- 2) All regular and special meetings shall be presided over by the Speaker of the Student Senate, unless the Speaker, through some circumstance, is absent, in which case the Student Body President shall preside.
- 3) Regular meetings shall be convened a minimum of once (1) per week during the Fall and Spring semesters, in accordance with the Student Body Constitution.
- 4) Special meetings may be convened at the request of the Student Body President.
- 5) The Senate may proceed with business when a quorum of 50%, plus one voting member, is established following the Call to Order roll call, whereupon another roll call shall be conducted prior to Adjournment.
- 6) Audience Participation Period
  - a) Shall be placed on the Agenda of each Senate meeting prior to New Business.
  - b) The Speaker shall open the floor to anyone not holding membership in Student Government for the purpose of allowing people to present questions, problems and new ideas to the Senate.

- c) Unannounced audience participants will be allotted five (5) minutes to speak. Those who make prior arrangements to speak will have an amount of time to speak designated by the Speaker.
- d) Shall not be used for electoral campaign purposes. It shall be the judgment of the Speaker as to whether the topic is campaigning, subject to reversal if a Senator appeals the ruling of the Speaker and the motion is passed by a two thirds majority.
- e) Any proposal arising out of a report during a meeting may be delayed at the discretion of the Speaker. These new proposals will be considered in their order of original occurrence following established Agenda items.

7) Roll Call Votes

- a) Shall be conducted on any motion at the request of a Senator.
- b) Shall be conducted on all formal motions at the discretion of the Speaker.
- c) Shall be conducted on:
  - (1) Appropriations
  - (2) Amendments to the Student Body Constitution
  - (3) Bylaw changes on the Senate, Student-Faculty Boards, and University Board.
  - (4) Elections.

8) Agendas

- a) A tentative agenda shall be completed at least 48 hours before each Senate meeting.
- b) All legislation must be submitted to the Speaker within three (3) academic calendar days prior to the date of the Senate meeting.
- c) Legislation submitted between one (1) and three (3) days prior to the Senate meeting can be placed on the agenda if this action is approved by a one-half majority of the members of the Council of Chairs.
- d) The Speaker shall decide the order of the agenda.
- e) Agenda's shall be placed in the Student Activities Center 48 hours in advance of the call to order of the meeting.

C) ATTENDANCE POLICIES

- 1) Senators shall be required to attend all regular Senate meetings. In the event that a Senator is unable to attend a meeting, they must notify the Speaker of their expected absence at least (24) hours prior to the meeting unless it is declared an emergency by the Speaker.
- 2) An accumulation of three (3) unexcused absences per semester shall result in removal of office.
- 3) One-half absence is defined as an unexcused failure to respond to the Call to Order roll call or the Adjournment roll call by the Secretary of the Senate. If a Senator is present upon voting, the Senator may vote on the issue, however, the absence will count for attendance purposes.
- 4) An accumulation of three (3) excused absences per semester shall result in removal of office probation.

- a) Once a Senator reaches their (3) excused absences they may present their case to the Speaker who will determine if one or more of their excused absences may be repealed.
- 5) The Speaker of the Senate shall have the authority to declare a Senator's absence excused or unexcused with the exceptions of:
  - a) The Committee on Internal Affairs Committee Chair has the authority to declare a Senator's absence excused or unexcused from office hours, diversity requirement, and involvement requirements.
  - b) Committee Chairs have the authority to monitor the attendance and participation of committee members. If a Chairperson feels a member is not fulfilling their obligations to the committee, they may submit a Complaint of Non-participation form to the Speaker. If the Speaker approves the complaint, the Senator shall be charged one half (1/2) unexcused absence.
    - i. The accused can appeal a complaint to the full Senate, requiring a two-thirds majority vote for repeal.
- 6) Leave of absence
  - a) Following a meeting with the Speaker, a letter, specifying the reasons and duration for the leave of absence, must be submitted to the Speaker.
  - b) Shall be granted upon request for the following reasons:
    - (1) Personal
    - (2) Health
    - (3) Academic
  - c) Shall be subject to approval by a majority vote of the Senate
  - d) If a Senator Returns to the Senate, by *participating in Senate activities and/or responsibilities*; canceling the leave of absence, they cannot return to the leave status without receiving approval for a new leave of absence.
  - e) If a Senator is requesting a leave of absence and that Senator is the Chair of any committee, then the Speaker must appoint a member of that committee to be an acting Chair until the Chair returns. This appointment shall be made in consultation with Council of Chairs.

#### D) OFFICE OF THE SPEAKER OF THE SENATE

- 1) Shall be the presiding officer of the Senate.
- 2) Shall be the Chairperson of Council of Chairs.
- 3) Shall on the last meeting of each semester, deliver a State of the Senate address summarizing the Senate's past accomplishments and future goals.
- 4) Shall collect and maintain up to date Senator Information sheets from each Senator  
With the following affixed:
  - a) Name
  - b) School Address
  - c) Contact information
  - c) Length or tenure in the Senate
  - d) Past committee membership / committee(s) desired
  - e) Committee choice / Chair applications
  - f) Grade release statement

- 5) Shall, at the first or second meeting of each semester, appoint a chairperson(s) to each of the standing committees.
- 6) Shall rule any Senator off the roll if the said Senator is in conflict with the Student Body Constitution or the Student Senate Bylaws.
- 7) Shall be counted as one of the voting members and be counted in the number of votes necessary to constitute a majority or two-thirds (2/3) vote.

8) Rules Governing Elections

- a) Candidates shall be required to inform the Student Body President of their intent to run in the elections prior to the day of nominations.
- b) Each candidate intending to run for the Speaker position will be required to meet with the Student Body President or advisor's prior to the day of Speaker nominations.
- c) The election shall be governed by Robert's Rules of Order – Newly Revised.
- d) All candidates shall be required to serve one full semester before running for the Speaker position. This semester does not have to be the previous semester.
- e) The candidate must be an elected member of the Senate the semester they intend to run for the Speaker position.
- f) In the event that there are more than two nominees for the Speaker position, the Student Senate will hold a primary election.
- g) The two candidates who have received the most votes will move on to the general election. In the case of a tie between two or more candidates in the primary election, there will be a runoff election between the candidates who have tied.
- h) They will each be allowed a redress of their platform; however, if they so desire, either candidate may opt out of their redress. Following this, the Senate floor will be opened for discussion. After the discussion has concluded, another vote will be tallied.

9) Shall serve in all of the capacities of the office until the Call to Order roll call of the last regular meeting of each year, which shall be presided over by the Student Body President until the conclusion of the Speaker elections, whereupon the newly elected Speaker shall assume their powers and duties.

10) Shall be the last name called to vote in a roll call vote.

11) Shall discharge all official correspondence of the Senate.

12) Shall appoint the Parliamentarian of the Senate, subject to the approval of the Senate.

13) Shall be responsible for collecting, recording, and maintaining digital copies of all Student Senate legislation for the duration of their term. In addition, be responsible for producing accurate and updated paper and digital copies of the Bylaws as they are updated.

14) Shall be responsible for maintaining the "Senate Orientation Program."

15) Shall send copies of all legislation passed by the Senate to the Student Body President no later than 48 hours following the motion's passage.

E) Parliamentarian of the Senate

- a. Shall be appointed by the Speaker of the Senate, subject to the approval of the Senate by simple majority: subject to a roll-call vote.

- b. Shall be counted as one of the voting members and be counted in the number of votes necessary to constitute a majority or two-thirds (2/3) vote.
- c. Shall meet with the Speaker of the Senate at least once a week to discuss: agenda, legislation and all other Senate matters
- d. Shall enforce Robert's Rules of Order– Newly Revised
- e. Shall serve as the Student Secretary in absence of one.
- f. Shall keep the order of all motions, seconds, and questions or discussion items.
- g. Parliamentarian's term is concluded at the start of a new Speaker's term.

F) OFFICE OF THE STUDENT SECRETARY

- 1) Shall record and maintain all minutes of Student Senate meetings with copies sent to the following seven days after their approval:
  - a) Student Senators
  - b) Officers of the Executive Branch
  - c) Justices of the Student Supreme Court
  - d) Vice President for Student Affairs
  - e) Student Government Advisor
  - f) Any other officials deemed necessary by the Speaker
- 2) Shall send all Bills and Resolutions to proper administration officers for consideration.
- 3) Shall present minutes of the previous Senate meetings and bring to the attention of the Speaker any excessive absences.
- 4) Shall be hired by the Speaker of the Student.
- 5) Shall be under the direct supervision of the Speaker.
- 6) Shall assume other powers and duties as designated by the Speaker.
- 7) Shall be paid \$18.75 PER HOUR, not to exceed \$300 per semester.

G) Office of the Senate Graphic Designer

- a. Shall be paid \$18.75 PER HOUR, not to exceed \$300 per semester.
- b. Shall be hired by the Speaker of the Student Senate.
- c. Shall be under direct supervision of the Speaker.
- d. Shall work closely with Internal Affairs committee regarding social media content.
- e. Shall create marketing based on marketing forms submitted by Chairs of Committees, Speaker of the Senate and Executive Officers.
- f. Shall submit marketing to advisors, Speaker of the Senate, and designated committees, and shall request feedback.

I. ARTICLE II – COMMITTEES

A. GENERAL

- 1) All committees, with the exception of the Council of Chairs, are encouraged to have non-Senate members.
- 2) Committee chairperson shall interview all non- Senators who wish to serve on their respective committees, familiarize them with the power and duties of the committee, and report to the Senate all non- Senators accepted as members.
- 3) Chairpersons shall verbally submit committee reports at each regular Senate meeting.
- 4) Chairpersons shall verbally submit Final Committee Reports at the last regular meeting of each semester, preceded by a written report submitted to the Speaker prior to the meeting.
- 5) Chairperson can only be removed by 2/3 majority No Confidence vote by Senate.

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## B. POWER AND DUTIES

### 1) COUNCIL OF CHAIRS

- a) Shall be composed of the Speaker of the Senate as the Chairperson, and the standing Committee Chairpersons.
- b) Shall convene regular meetings each week prior to the day of each regular Senate meeting.
- c) Special meetings of the Committee may be convened by the Chairperson.
- d) Shall review all Senate/ committee programs with the option to recommend confirmation, rejection, continuance, or discontinuance to the Senate.
- e) Shall oversee all legislation that is presented by any Senator(s) and must be passed by a simple majority before it is presented to the full Senate.

### 2) COMMITTEE ON ACADEMIC AFFAIRS

#### a) Duties and responsibilities

- 1) Shall investigate areas where student's academic interests are concerned.
- 2) Shall report to the Senate any matter of academic nature.
- 3) Shall send at least one representative from the committee to Faculty Senate meetings and CAA meetings, *if the Vice President of Academic Affairs is unable to attend.*
- 4) The committee will deal with all issues between Faculty, Staff and Student Senate as deemed by a majority of the members of the committee.
- 5) The Student Body Vice President for Academic Affairs shall be a non-voting member of the committee.
- 6) Shall strive to have a midterm project during midterms to promote studying and a stress-free environment.
- 7) Shall strive to have a finals project during the two weeks ~~week~~ before finals to promote studying and a stress-free environment.

### 3) COMMITTEE ON EXTERNAL RELATIONS

#### a) Duties and Responsibilities

- 1) The committee shall:
  - i) Coordinate their efforts with the appropriate Student Government Committee(s) when necessary.
  - ii) Shall work to promote student life in the Charleston area.
  - iii) Shall contact and have information on all renting opportunities for students.
  - iv) Shall work with business to improve student life.
- 2) The Chairperson shall:
  - (i) Establish and publicize a regular meeting time and day to the University and Charleston communities.
  - (ii) Invite, along with other members of the committee, community members who are affected by programs and/or legislation being Considered by the committee.

### 4) COMMITTEE ON DIVERSITY AFFAIRS.

a) Purpose

- (1) Shall be committed to addressing the needs of the students as it relates to diversity in regards to education and programs.
- (2) Shall be committed to representing both primary and secondary dimensions of diversity.
  - (i) Primary dimensions of diversity include the following: race, gender, ethnicity, national origin, culture, sexual orientation, religious beliefs, and disabilities among students, faculty, administration, and staff.
  - (ii) Secondary dimensions of diversity include the following, but are not limited to: educational background, geographic location, and political beliefs.

b) Duties and Responsibilities

- (1) Education and Awareness.
  - (i) Shall work to promote diversity across Campus.
  - (ii) Shall work to foster intellectual development, expand cultural knowledge, and interracial understanding among students, faculty, administration, and staff.
- (2) Policy/Procedure
  - (i) Shall investigate University actions and procedures dealing with Diversity issues at the discretion of the Diversity Affairs Chair.
  - (ii) Shall advise and/or make recommendation to Eastern Illinois University administration regarding diversity issues and policies. Shall additionally share all recommendations with the Student Body Vice President of Student Affairs to report to the Executive Board and include in the Executive Boards report to the University President.
  - (iii) The Diversity Affairs Committee has full authority and jurisdiction over the Diversity Requirement, as mentioned in Article V letter C; Promotion of the Diversity Requirement.
- (3) Programs
  - (i) Shall sponsor, support, and/or promote programs which build individual awareness, interaction, and understanding of diversity issues among students, administration, faculty, and staff.
  - (ii) Shall work with any community effort to improve diversity on and off campus.
  - (iii) Shall work to provide a campus community that is more “inclusive”, culturally sensitive, and respectful of all student issues.
  - (iv) Shall work to provide information, resources, and opportunities that enhance the diversity in the campus community.

5) COMMITTEE ON INTERNAL AFFAIRS

- a) Shall ensure that all Senators are performing their required two (2) office hours per week.
- b) Shall assist the Senate with general office operations.
- c) Shall maintain all social media sites for Student Government with information regarding Student Government and other activities on campus.



d) Shall notify Student Senators in writing, informing them of total number of absences they have accumulated immediately after they miss an office hour, senate meeting, or absences of any nature that may be counted toward their limit of three (3) unexcused absences and (3) excused absences.

e) Shall ensure that the Senate Star program is running smoothly and effectively by announcing all nominations at weekly Senate meetings, writing the nominations on the stars and hanging them up on the Speaker of the Senate's door. and at the end of the month chose a winner of a gift card to the university bookstore by adding each Senator's name to a drawing the amount of time he or she was nominated.

f) Shall host a minimum of two (2) Senate bonding experience throughout the course of the semester to insure bonding and team building.

g) Shall organize and make the "Paper Plate Awards" at the end of each academic year.

6) COMMITTEE ON ALUMNI RELATIONS

a) Shall meet regularly with the director of the Alumni Association to discuss ways to improve the relationship between the student body and Eastern Illinois University Alumni.

b) Shall work with Alumni Services and the Alumni Association to promote undergraduate participation and involvement with projects and initiatives.

c) Shall be responsible for promoting Alumni recruitment and retention.

7) COMMITTEE ON BUSINESS AFFAIRS

a) Shall serve as an advisory committee to the President on tuition increases. Every semester the Chairperson shall contact the University President's Council to request information on tuition changes and provide the committee's recommendations. After changes have been approved by the council, the Committee shall write a Resolution of Support or Opposition to the proposed change with documentation and reasoning to support the Resolution.

b) Shall advise the Vice President for Student Affairs on all proposed fee increases other than the Room and Board fees which maintain board(s) already designated for that purpose.

c) Shall review information from those non-appropriated funded departments requesting fee changes for the following year, collect and review student input on these *changes*, and make a recommendation to the Student senate. Additionally, they shall require all requests be submitted by the final Wednesday in March of any academic or fiscal year.

8) COMMITTEE ON STUDENT AFFAIRS

a) Shall be responsible for conducting Student Government surveys that the senate recommends.

b) Shall publish to all Colleges of the University, Registered Student Organizations, and Residence Halls, a complete list of names and email addresses of each Senator, Executive Officer

c) New RSO Screening

(i) Must review all new student organizations, requesting recognition and make a recommendation to the Senate to grant or deny recognition. All RSO proposals must be screened by the Committee and the Vice President of Student Affairs before the Speaker may place the Charter, written by the Committee, on the Agenda.

- (ii) Shall also have a representative from the new student organization requesting to be recognized come before the senate to state its purpose and answer any questions the Senate may have.
  - (iii) In the event that a representative may not make it before Senate, the Vice President for Student Affairs and the Chairperson for the Committee, after speaking with the organization, will speak on behalf of the new student organization requesting to be recognized.
  - d) Shall work with the Representative to the Residence Hall Association whose responsibilities shall be as follows:
    - i) Shall study and report to the Senate on all campus housing matters.
    - ii) Shall represent the Student Senate at the Residence Hall Association (R.H.A) and report to the activities that are happening within R.H.A.
    - iii) Shall make a list of the hall council meeting times, presidents, and the President's email address. This shall be made available to all Senate members and Committee members upon request.
    - iv) Shall organize activities between the Student Government and R.H.A.
    - v) Shall be responsible for conducting a survey once a year electronically to receive large amounts of student feedback on a regular basis.
  - e) Shall be responsible for facilitating tabling once every month to both inform students what Student Government is doing and to receive student feedback.
- 9) COMMITTEE ON UNIVERSITY ENHANCEMENTS
- a) Shall work in conjunction with the University Recycling Department to maintain and promote the campus wide recycling program.
  - b) Shall work to properly educate students about campus recycling and direct efforts towards change when necessary.
  - c) Shall at least once a semester conduct a Safety Walk with the Vice President of Student Affairs on and near campus. As well as do a follow up to check if the issues were solved.
  - d) Shall each semester request a presentation to the Student Senate by the Eastern Illinois University Recycling Coordinator to inform the Senate on the progress of the campus recycling program.
  - e) Shall get qualitative feedback from students by riding the shuttle bus over a course of two (2) days once a semester.

11) EX-OFFICIO POSITIONS

- a) All ex-officio positions will be open to all Eastern Illinois University students, not excluding Student Senators. All ex-officio members shall be appointed by the Speaker of the Student Senate and confirmed by majority vote of the Senate.
- b) Liaison Positions
  - (1) The Speaker has the power to create liaison positions with approval of the Senate.
  - (2) All liaison positions will be open to any student of Eastern Illinois University, including Student Senators.
  - (3) Liaisons must be approved by majority vote of the Senate.
  - (4) Liaisons shall submit a written report that shall be placed in the minutes.

12) SPECIAL COMMITTEES

- a) Special Committees shall exist outside the official committee apparatus. These committees shall be convened on basis of need.
- b) Absences from Special Committee meetings shall not be counted.
- c) Membership of Special Committees shall be on a volunteer basis.
- d) Special Committee reports shall be on an as needed basis.

**13) RECURRING SPECIAL COMMITTEES**

- a) *Recurring Special Committees shall exist outside the official Committee apparatus.*
- b) *Committee on Constitutional Oversight*
  - (1) *This committee shall be created and proceed in accordance with Article VIII, Part A, Section 4 of the Student Body Constitution, titled "Proposal by Constitutional Revision.*
  - (2) *This committee shall convene every five (5) years, at the beginning of the fall semester of the fifth year in the cycle.*
- c) *Committee on Bylaw Revision Adoption*
  - (1) *This committee shall be Chaired by the Speaker of the Senate, and shall consist of the following members:*
    - a. *Three (3) Student Senators*
    - b. *One (1) Executive Board members*
  - (2) *Shall be convened every three (3) years, at the beginning of the fall semester of the third year in the cycle.*
  - (3) *Shall meet a minimum of once per week until the last Senate meeting of the fall semester, at which time the Committee must present the new Bylaws or updates to the Senate for approval with a two thirds (2/3) majority vote.*
- d) *Student Action Team*
  - (1) *This committee shall be chaired by the Executive Vice President of the Student Body.*
  - (2) *Shall proceed in accordance with the Student Action Team bylaws.*
  - (3) *Any action done by the Student Action Team shall be presented to the senate during the Executive Vice President's report.*

**ARTICLE III – SPECIAL MOTIONS**

**A) LEGISLATION (Mandated by Article VIII and Article IX of the Student Body Constitution)**

- 1) **Bills:** A bill is a binding statement of the Senate calling for a specific action in its Implementation. A bill requires a majority vote of the members present and voting. A bill must be presented to the Senate for the first reading and may only be voted upon its second reading unless it is considered emergency legislation.
- 2) **Bylaw Change:** A bylaw change amends the Student Senate Bylaws. A bylaw change requires a two-thirds (2/3) majority vote of the members present and voting. A bylaw change must be presented to the Senate for the first reading and may only be voted its second reading.
- 3) **Resolution:** A resolution is a non-binding statement of opinion of the Student Senate. A resolution requires a majority vote of the members present and voting. A resolution may be voted upon at the meeting in which it is introduced and is not subject to approval or veto by the Student Body President.
- 4) **RSO Charter:** A Charter is a binding statement of recognition and support for a proposed Registered Student Organization. A charter requires a majority vote and may be

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voted on at the meeting in which it is introduced. A charter is not subject to veto by the Student Body President.

5) All motions to pass Bills or Resolutions, amend the Student Body Constitution, amend the Student Senate Bylaws must meet the following requirements for consideration by the Senate.

- a) The motion must be submitted in writing with justification to the Speaker-three (3) academic calendar days prior to the regularly scheduled Senate meeting in order for the Speaker to refer to the motion to the appropriate committee for input, evaluation and consideration.
  - b) The motion must be accompanied by the names of its intended sponsors (restricted to Senators), and, where different, the names of the authors.
  - c) The motion may then be considered by the appropriate committee, as designated by the Speaker, at its regularly scheduled weekly meeting. The committee may recommend passage, failure or amendments. The committee must then take a formal vote on the motion, as amended if applicable, with a quorum of members needing to be present.
  - d) Upon passage of the motion from the committee, the name of the committee Chairperson shall be placed on the motion as co-sponsor and the motion shall be delivered to the Speaker, with comments from the committee affixed 48 hours in advance of the regularly scheduled Senate meeting to be in accordance with the Illinois Open Meeting Act.
  - e) The motion must be considered by Council of Chairs with the option to recommend to the Senate passage, rejection, or amendments.
  - f) All special motions, with exception of Resolutions, will be submitted to the Senate and tabled for one (1) week.
  - g) Resolutions shall be voted on at the present meeting, subject to majority vote of the Senators present for passage.
  - h) Bills shall be subject to a majority vote of the Senators present for passage.
  - i) All motions to amend the Student Body Constitution or the Student Senate Bylaws must be accompanied by a written copy of both the current text and the proposed change written in full, subject to two-thirds (2/3) majority vote of the Senators present.
  - j) All changes to the Student Senate Bylaw will go into effect the following semester.
  - k) In the event that a Bylaw Change is required to go into immediate effect in order to safeguard the viability of the Senate, a change may be introduced as an Emergency Bylaw Change. An Emergency Bylaw Change, after being passed through the normal legislative process, shall go into effect immediately after approval. Emergency Bylaw Changes require a unanimous vote of the Senators present. Emergency Bylaw Changes must be introduced as such before the first reading.
- 6) Emergency Legislation: legislation that will need to be passed by a certain date and the Senate legislation process will not allow this. If legislation is deemed

emergency it will be up to the judgment of the speaker as to where it will need to be placed on the agenda.

- a) A bill may acquire emergency legislation status:
  - (1) Prior to the Senate meeting: If such action is approved by the Speaker, pending rationale.
  - (2) A copy of the legislation must be provided to the Senate prior to roll call
- b) Changes to Student Fees and/or University policy presented to Senate for approval are NOT eligible for Emergency status.

6) Consent Agenda

- a. Shall be the vehicle for packaging uncontested appointments and non-controversial Bills for a majority vote without reading, debate, or discussion.
- b. Bills on budget approval, apportionment approval, and Student Fee changes shall not be eligible.

B) CORRESPONDENCE OF THE SENATE

- 1) Correspondence will be considered as any letter on official Student Government of Eastern Illinois University letterhead.
- 2) All motions to send official correspondence must meet the following requirements:
  - a) The motion must be submitted to the Council of Chairs, which shall retain the option to recommend passage, rejection, or amendments to the Senate.
  - b) Shall be accompanied by copies, which shall be distributed to Senators, and if passed, made available to the University community through the Speaker.
  - c) Shall be subjected to two-thirds (2/3) majority vote of the Senators present.
  - d) If approved, letters must be mailed within six (6) calendar days, with any exceptions to be approved by the Speaker, subject to a majority vote of the Senators present.
- 3) Official Student Government Letterhead may be used for:
  - a) Official Press Release
  - b) Official Correspondence of the Senate

C) BUDGET EXPENDITURES

- 1) All motions to expand funds over the amount of \$75.00 must be approved through a Bill which includes the following information
  - a) All motions by a member of the Senate to spend money above the amount of \$50.00 must be approved by a member of the Executive Board. All motions by a member of the Senate to spend money above the amount of \$75.00 must be approved through a Bill which includes the exact amount of the transaction(s).
  - b) The item(s) to be purchased with a breakdown of individual costs.
  - c) The Purchasing agent for the expenditure.
  - d) The line item in the Student Government Budget from which the funds will be spent.
- 2) All monies spent under the amount of \$50.00 dollars shall be reported to the Senate via placement in the report of the Student Body Vice President for Student Affairs.
- 3) Student Government funds shall not be used for donations to any person, activity, organization or academic department.

- 4) Any Student Government money misappropriated shall be dealt with in accordance with Internal Governing Policy 108. The matter shall be referred to the Office of Student Standards and the Purchasing Department.
- 5) The Speaker of the Student Senate and the Student Body President shall submit for Senate's approval the budget for Student Government. The only exception of the above qualifications and restrictions shall be: Scholarships/Awards Line-item #71600, Telephone Line-item # 71750, and Office Supplies Line-item #71304. All expenditures which fall under these exceptions shall be reported to the Student Senate through the Student Vice President for Student Affairs.
- 6) All Senators who participate in any Student Government funded conference or educational trip will be required to submit a formal report to the Student Senate and participate in an open forum focused on what each participant learned from the experience and how those experiences can best benefit the University.

**D) SUSPENSION OF THE BYLAWS**

- 1) The senate shall reverse the right to suspend the bylaws in an instance when it is deemed necessary in order to proceed with specific task.
- 2) In order to suspend the bylaws a two-third (2/3) vote is required by Senate.
- 3) In order to suspend the bylaws the senator making the motion must list the sections(s) they are suspending.
- 4) The Bylaws will be automatically reinstated at the Adjournment of the meeting.

**ARTICLES IV – GRADE POINT AVERAGE, APPOINTMENTS, REGISTRATIONS AND REMOVAL**

**A) GRADE POINT AVERAGE POLICY**

- 1) Grade Point Average and class hours for Senators shall be checked two (2) times by the Student Government Advisor who will determine if the student is eligible to hold office.
  - a) Once after one (1) week from start of the first official class of the semester to ensure that the Senator meets the enrollment requirement.
  - b) After the University designated deadline to drop a course with no grade.
- 2) The Petitioning Process
  - a) The Elections Commission will forward all grade release forms to the Student Government Advisor when a student files a complete petition for an Executive Office.
  - b) The Student Government Advisor will determine if the student is eligible to run in accordance with the Student Body Constitution.
- 3) Fall and Spring Semesters
  - a) Grade Point Averages will be collected from each Senator at the beginning of each semester by the Speaker who will forward them to the Student Government Advisor.
- 4) Senators' class hours shall be checked by the Student Government Advisor after withdrawal phase in accordance with the academic calendar.
- 5) The Student Government Advisor shall rule any Senator off the roll if in conflict with the Student Body Constitution.

**B) APPOINTMENT PROCESS**

- 1) The Speaker will announce any Senate vacancies at the beginning of the next meeting following the vacancy.
  - 2) Interviews will be conducted with the Speaker of the Senate and at least one (1) other Senator, executive officer, or Student Government advisor.
  - 3) Vacancies and the procedures for filling them shall be made public.
  - 4) Appointments must be placed on the consent agenda.
- C) REMOVAL (Mandated by Article II)
- 1) The senate shall not consider the removal of a Student Government Executive Officer, Senator, Supreme Court Justice, or student member of a Student-Faculty Board or Council until a petition for removal is presented to the Speaker and said petition has been signed by five (5) Senators.
    - a) Said petition must request the removal of the official and state on what grounds the proposal would be justified.
    - b) Said petition shall cite in what manner the individual's action(s) create the request for removal.
  - 2) The Speaker shall deliver a copy of the petition to the individual proposed to be removed within twenty-four (24) hours.
  - 3) The proposal shall be the first order of business as the next regular meeting of the Senate except in the case where there are not any regular meetings scheduled at the end of the semester, whereupon a special meeting shall be convened.
  - 4) Endorsers of the petition (or their representatives) and the individual in question (or representative) shall be allowed to introduce their evidence on the removal of the individual.
  - 5) The Speaker shall serve as a mediator, unless there is a conflict of interest and may call recesses at their discretion.
    - a) In the event that the Speaker is unable to fulfill his/her role, it shall be filled by an executive officer, beginning with the Student Body President. In the event that further conflict still exists, the role of mediator shall be passed through the line of succession established in Article III of the Student Body Constitution, subject to a two-thirds (2/3) majority vote.
    - b) If further conflict still exists, the Senate shall nominate one of their number, subject to a two-thirds (2/3) majority vote.
  - 6) The head table shall be reserved for the Speaker, the Senate Secretary and witnesses.
  - 7) Opening statements may be presented by either side. The endorser shall make the first statements, the defense shall follow.
  - 8) Argumentation shall not be allowed by either side during the opening and closing statements.
  - 9) Endorsers shall call witnesses first and defense shall be as follows:
    - a) Direct examination
    - b) Cross examination
    - c) Re-direct
    - d) Re-cross
    - e) Senators may present questions for clarification of testimony offered by witnesses.
  - 10) Final arguments may be presented by either side. The endorser shall make the first statement, the defense shall follow.

- 11) Open debate among Senators (excluding both parties, with the exception when questions are addressed to them) shall commence at the conclusion of final arguments. Motions to limit debate will require a two-thirds (2/3) majority vote on the membership of the Senate.
- 12) All of the above procedures shall occur in executive sessions. When all evidence has been presented, the accused individual may remain in the Senate Chambers.
- 13) The Senate shall consider the removal of the individual according to rules governing debate outlined in Robert's Rules of Order - Newly Revised, with the exception of motions limiting debate.
- 14) Following the end of debate, the Senate shall vote by roll call on the removal of the individual. Removal shall require a two-thirds (2/3) majority vote.
- 15) The result of the roll call shall first be announced to the accused and to the Senate and made available to the public.
- 16) Removal of a Senator or Executive Officer concerning grades/absences shall not be subject to this procedure.
- 17) Any Senator removed from office, be it through impeachment, grades or absences, shall be banned from holding office within the legislative branch for one (1) full semester.

#### D. RESIGNATION

- 1) A Senator must present a letter of resignation to the Speaker of the Senate stating their reasons for resignation. The resignations may be retracted until the next Committee on Internal Affairs meeting is held at which point the resigning Senator is relieved of all Senatorial privileges.

#### ARTICLE V – REQUIRMENTS FOR SENATORS WHILE IN OFFICE

##### A) OFFICE HOURS

- 1) Student Senators are required to be present in the Student Government Office for at least two (2) hours per week, or one (1) outside office hour in addition to one (1) hour in the office.
- 2) If a Student Senator missed any of that week's office hours, the Student Senator shall be counted for one (1) unexcused absence.
- 3) Performance of the office hours shall be overseen by the Chairperson of the Committee on Internal Affairs.
- 4) Failure to fulfill this requirement on three (3) separate occasions in a semester will result in removal from Senate.
- 5) A combination of three (3) absences from office hours, Student Government meetings, and/or committee meetings, will result in removal from Senate.
- 6) The Speaker of the Senate has the authority to declare a Senator's absence excused or unexcused from Senate meetings. The Committee on Internal Affairs Committee Chair has the authority to declare a Senator's absence excused or unexcused from office hours. Committee Chairs have the authority to declare a Senator's absence excused or unexcused from Committee meeting.
- 7) A Senator is allowed up to three (3) excused absences per semester.

##### B) REGISTERED STUDENT ORGANIZATION VISITATION INITIATIVE

- 1) Senators shall be required to visit *one (1)* RSO throughout the semester.



a) Senators shall be required to select RSO's of different constituents (academic, social, service, honorary, multicultural, sports/recreational, political, religious, etc.)

b) Senators shall be required to complete and submit a RSO Visit Report Form at least two (2) academic days after each RSO visit.

d) The Student Vice President for Student Affairs and Internal Affairs Chairperson shall maintain record of Senators' RSO visits, conduct monthly meetings with Senators (in consultation with the Speaker of the Senate).

e) The Internal Affairs Chairperson shall notify the Speaker of the Senate of Senators who have not fulfilled requirements two weeks before the end of term.

f) The Speaker of the Senate shall maintain a list of RSO's that have been visited to ensure that Senators do not visit the same RSO twice.

#### C) DIVERSITY INVOLVEMENT REQUIREMENT

A. All Senators are required to participate in a selected event, program, or meeting that promotes diversity on campus

1. A Senator is required to:

- a) Facilitate or help plan a (an) event or program that promotes the diversity of the EIU/CHARLESTON community, as deemed sufficient by the Diversity Affairs Chair. Senators are not eligible to assist organizations of which they are members.
- b) Senators shall attend two events that promote the diversity of the EIU/Charleston community as deemed sufficient by the Diversity Affairs Chairperson.
- c) Upon completion Senators must submit a report to the Diversity Affairs Chairperson.

#### D) FAILURE TO COMPLY

- 1) Should a Student Senator fail to complete their RSO visit and/or Diversity Involvement requirement by the end of a given semester that Senator will be placed in "probation status" for the coming semester.
- 2) Senators in "probation status" will be required to fulfill the remainder of their RSO or Diversity Involvement requirement in addition to the requirements for the current semester.
- 3) Senators in "probation status" will be permitted neither to run for Speaker of the Senate, nor hold chairmanship of any committee.
- 4) If, after a semester of "probationary status", the Senator has not fulfilled their requirements, the Senator shall be removed from Student Government and shall have to wait one (1) academic semester before attempting to re-enter.
- 5) Senators in "probationary status" shall retain all other rights and voting privileges guaranteed under the Student Body Constitution and the Senate Bylaws.

#### ARTICLE VI – COMPENSATION OF THE OFFICERS OF THE EXECUTIVE BRANCH AND THE SPEAKER OF THE STUDENT SENATE

##### A) EXECUTIVE BRANCH AND SPEAKER OF THE SENATE

- 1) Compensation shall be provided in the following manner:
    - a) Compensation in the amount of, but not to exceed, two thousand five hundred dollars (\$2500) shall be applied to the Executive Officer's account per semester served.
    - b) This amount shall be re-evaluated every three (3) years to account for the rising cost of tuition.
  - 2) Compensation shall be denied in cases of academic/disciplinary prohibition, withdrawal from the University, removal from office, or failure to fulfill the required eight (8) hours per week of work. In the event that an Executive Officer is impeached or resigns from office, they shall return the prorated amount of any tuition waiver already received.
  - 3) Executive Officers may, at the discretion of the Student Government Advisor, be reimbursed for mileage expenses incurred during fulfillment of summer requirements.
- B) CERTIFICATION OF TIME WORKED
- 1) Shall report hours worked as those only directly related to their respective Officers and duties as stated in the Student Body Constitution, Executive Rules, Student Senate Bylaws, and posted office hours.
  - 2) Allocations shall be drawn for the Student Government Budget, 245017.

Faithfully Updated By:

Committee on Bylaw Revision and Adoption

Katelynn Alexander, Speaker of the Senate, Committee Chairperson-CoBRA

Payton Ade, Student Body Executive Vice President

Connor Mellott, Senator, Committee Co-chairperson of Internal Affairs

Billie Frazier, Senator

Fall 2021

STUDENT GOVERNMENT  
Leadership. Service. Integrity.