



# Wittenberg University Student Senate

## Constitution and Bylaws

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## **Student Government**

Under the authority of the faculty, the student government for the undergraduate student body is the Student Senate.

The Student Senate form of government is composed of one branch: legislative and was established to provide an outlet for student voice, and to serve as a liaison between the administration and the student body on matters of concern.

The Senate is elected/selected each spring. Through its committees this body addresses many aspects of student life.

Students also participate in the formation of academic policy through their representative membership on faculty committees. With this direct voting representation (eight votes on the floor of the faculty meetings), students help to create academic regulations.

Additionally, Student Senate is involved in the selection process of student members of the University Hearing Board. Student members of the University Hearing Board are chosen from those students who have filed an application with the Dean of Students or its designee. An ensuing interview with a Hearing Board Selection Committee is required for each applicant. The Committee is composed of the Dean of Students or its designee, a faculty member chosen by the Senate, and two members of the student body selected by the Senate. The Selection Committee submits its recommendations to the Senate for approval.

Copies of the Student Senate Constitution and the Revised Code of Elections are made available upon request from the Secretary of the Senate. Student Senate meetings are open to all students, faculty, staff, and administrators.

### **Constitution of the Wittenberg University Student Government**

#### **ARTICLE I: Name**

Section 1: The Government herein established shall be known as Wittenberg University Student Government

Section 2: A legislative branch shall be established and henceforth known as the Wittenberg University Student Senate.

#### **ARTICLE II: Charge**

Section 1: The Wittenberg University Student Government has been established under the authority of the bylaws of the Wittenberg University Faculty to provide creative opportunities for student self-governance in matters of student affairs, to provide a voice of the student body in matters of student concern, and to serve as a liaison between the student body and the Board of Directors, administrators, and faculty.

### **ARTICLE III: Mission**

Section 1: The mission of the Wittenberg University Student Senate is to promote the interests of both the students and the university by overseeing, guiding, and providing leadership opportunities through student organizations and co-curricular activities

5. To assume an ex-officio position of every ad-hoc committee.
6. To act as an ex-officio member of the Board of Directors' Committee on Advancement.

C. Treasurer

1. To be responsible for all expenditures and incomes allocated through the Student Activity Fees.
2. To chair the Finance Committee and select its members with the President or its designee.
3. To prepare the student organization allocation budget:
  - a. To organize and inform student organizations of the budget hearings schedule.
  - b. To establish a set of guidelines, to be approved by the Student Senate, with which student organizations must comply in order to receive and retain Student Senate funding.
  - c. To establish and maintain budget contracts with student organizations which specify terms of financial allocations.
4. To be current on all financial records of the Student Activity Fees.
5. To prepare an operating budget and maintain all financial records of the Student Senate.
  - a. To sign all Student Senate financial transactions.
6. To act as an ex-officio member of the Board of Directors' Committee on Finance.

D. Secretary

1. To record the minutes of all Student Senate meetings and distribute them to Student Senate members and other persons requesting them.
2. To maintain the Student Senate office and its records, including updating the Constitution of the Wittenberg University Student Government and records of revisions to said document.
3. To inform Student Senators of special meetings or cancellations.
4. To act as an ex-officio member of the Board of Directors' Committee on Finance.

E. Faculty-Student Coordinator

1. To select students to fill positions on faculty committees and task forces and to coordinate their activities.
  - a. This selection process should take place with consultation from faculty and previous student committee members.
  - b. Committee member selections must be approved by the Student Senate.
2. To facilitate communication among student committee members, faculty, and the Student Senate.
3. To serve on the Educational Policies Committee as one of the four student members.

- a. To serve on any additional committees created by the Educational Policies Committee.
- 4. To maintain communication between Student Senate and the Educational Policies Committee.
- 5. To act as an ex-officio member of the Board of Directors' Subcommittee on Academic and Student Life.
- 6. To attend faculty meetings with voice and vote.

F. Senior Class Representatives (2)

- 1. Two individuals shall be elected to this position with equal voice and vote.
- 2. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
- 3. Meet on a regular basis with the Office of Advancement to coordinate senior class events, gifts, and speakers for the academic year.
- 4. Plan and hold fundraising events for the senior class.
- 5. To act as an ex-officio member of the Board of Directors' Committee on Advancement and Alumni Relations.
- 6. To create an ad-hoc committee to assist in the planning and hosting of events for the senior class.
- 7. One of these representatives shall attend faculty meetings with voice and vote. The other representative shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

G. Public Relations

- 1. To represent the interests of the University to the public and to coordinate public relations activities.

Section 2: The Student Senate shall have nine (9) Population Senators, consisting of the following positions: two (2) Cultural Diversity Senators, Student Organization Senator,

3. Help new organizations build constitutions.
4. Act as a liaison between the Office of Student Involvement, Student Senate, and operating organizations.

C. Residence Housing Association (RHA) Senator

1. To represent the interests of students living in residence halls at Student Senate meetings, faculty meetings, and for other audiences.
2. To serve as a liaison between the Residence Housing Association—including respective Hall Governments—and Student Senate.
3. To attend all Residence Housing Association meetings.
- 4.





enumerated in Article VI of the Constitution of the Wittenberg University Student Government.

- a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

B. Junior Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the Junior Class at Student Senate meetings or for other audiences.
3. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Student Life Committee with voice and vote.
4. To communicate on a regular basis with the Office of Advancement to begin coordinating senior class events, gifts, and speakers for the following academic year.
5. To create an ad-hoc committee to assist in the planning and hosting of events for the junior class.
6. One of these representatives shall attend faculty meetings with voice and vote. The other representative shall serve as a member of the University Hearing Board with designated responsibilities enumerated in Article VI of the Constitution of the Wittenberg University Student Government.
  - a. If a Resident Advisor holds this position, another Senator shall be appointed by the Student Senate General Body to fill the vacancy on the University Hearing Board with a majority vote.

C. Sophomore Class Representatives (2)

D. First Year Class Representatives (2)

1. Two individuals shall be elected to this position, with equal voice and vote.
2. To represent the interests of the First Year Class at Student Senate meetings or for other audiences.
3. One of these representatives shall serve on the Finance Committee with voice and vote. The other representative shall serve on the Student Life Committee with voice and vote.
4. To create an ad-hoc come (

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E. The Witten' Burbs Senator cannot live in a Fraternity or Sorority Life house or Residence Hall as of the first week of the Fall Semester, although the Senator be affiliated with a Fraternity or Sorority Life organization.

F. All Senators must be full-time undergraduate students.

Section 6: Election Procedure

A. The method of election of the members of the Student Senate shall be in accordance with the Election Code established in Article IV of the Wittenberg University Student Senate Bylaws.

B. The Candidate receiving the greatest number of votes is elected to that office.

Section 7: Term of Office

A. The Senators-elect shall be inaugurated by the President of the Student Senate no later than two weeks prior to the end of the Spring Semester swearing the following oath:

1. "I, [state your full name], promise to uphold and execute the Constitution and Bylaws of the Wittenberg University Student Government and the duties of my office to the best of my abilities, and pledge my time, talents, and efforts to the commitment of constantly maintaining and improving the quality of Wittenberg University's academic and living environment."

B. The Senators shall then serve until the new Senate is installed.

Section 8: Removal from Office

A. The Student Senate shall have the right to remove or suspend from office any member or position of the Student Senate in accordance with Article V of the Student Senate Bylaws.

B. The student body shall have the right to initiate a petition of recall for members of the Student Senate in accordance with Article V of the Student Senate Bylaws.

Section 9: Vacancies

A. Vacancies occurring in the Student Senate shall be filled by procedures enumerated in Article VI of the Student Senate Bylaws.

Section 10: Legislative Powers





1. Each member shall have attained a cumulative grade point average of at least 2.3 on a four-point scale by the time of nomination and shall maintain such throughout their term.
2. The University Hearing Board shall reflect the composition of the student body with representation of Fraternity and Sorority Life students, athletes, and students of underrepresented groups.
3. No member of the University Hearing Board shall be a Resident Advisor or Senator.

Section 3: Term of Office: The University Hearing Board term of office ends at the close of the Board's last hearing of the Spring Semester.

Section 4: Vacancies: Vacancies shall be promptly filled by the Student Senate with

## **Bylaws of the Wittenberg University Student Senate**

### **ARTICLE I: Meetings**

Section 1: The Student Senate general body meetings shall be held on the first, second, and fourth Tuesday evenings of each month when school is in



Section 2: The Chairperson of each committee has the following rights and responsibilities:

- A. To serve as the primary representative and ranking member of that committee when communicating with administration and the student body.
- B. To report progress made on their committee's initiatives to the Student Senate General Body.
- C. To record and to report committee attendance to the Student Senate Secretary in meetings replacing Student Senate general body meetings.
- D. Committee Chairpersons have the right to establish an ad-hoc committee within their committee to address relevant concerns regarding the student body.
- E. Committee Chairpersons have the right to appoint any at-large member from the student body to their respective committee with a voice and vote on any relevant business.

Section 3: Finance Committee

A. Purpose

1. To conduct hearings on the proposed budget requests of recognized student organizations throughout the year to take effect during the following academic year.
2. To submit recommendations for annual organizational budgets for the following year to Student Senate by the twelfth week of the Spring Semester.
3. To conduct periodic earnings on the proposed events and activity requests of recognized student organizations through the use of the Tiger Fund Hearings.
4. To provide funding for projects and programs which help foster a relationship between Wittenberg's campus and the greater Springfield community.
5. Offer financial support to detailed strategies in order to further enhance life on campus and for the City of Springfield.
6. Encourage cooperative initiatives with local organizations.
7. Fund programs that promote diversity of thought and inclusion.

B. Membership

1. Student Senate Treasurer, chairperson
2. One representative from each class
3. Representative of Asian American Pacific Islander Intercultural Club (AAPIIC)
4. Representative of Concerned Black Students (CBS)

5. Representative of Union Board
6. Representative of Club Sports
7. Three students selected by the Student Senate Treasurer or its designee, and approved by Student Senate with a simple majority vote.

C. Tiger Fund

1. The responsibility of Tiger Fund is to appropriately disperse designated monies to Student Senate approved organizations to be used for thoughtfully planned events.
2. Guidelines for qualifying events are located and updated on the Student Involvement website, under Tiger Fund.

D. Build a Better Wittenberg

1. The responsibility of Build a Better Wittenberg is to appropriately provide funds for projects and programs within the Campus and surrounding areas to strengthen the relationship between Wittenberg and the surrounding communities.
2. Guidelines for qualifying events are located and updated on the Student Involvement website, under Build a Better Wittenberg.

E. Removal

1. The Student Senate may both remove a Finance Committee member and fill the vacancy with a simple majority approval of Student Senate.

Section 4: Special Events Committee

A. Purpose

1. To maintain channels of communication between the Student Senate and key administrators, faculty, students, organizations, and departments.
2. To help the Student Senate gather information on student, faculty, and administrative opinions concerning issues relevant to Student Senate affairs.
3. To help the Student Senate inform and educate the campus concerning Student Senate programs, activities, issues, and to market Student Senate as an organization.
4. To administer the election of the Student Senate and other elections conducted by Student Senate.
5. Provide a balanced and diverse range of events that engage students and foster an inclusive campus culture at Wittenberg University.
  - a. These events include but are not limited to W-Day and other campus

- a. These events include but are not limited to Senate-led townhalls and other related events.

B. Membership

1. Student Senate Vice President, chairperson
2. Student Senate Secretary
3. One Senior Class Representative
4. Public Relations
5. Cultural Diversity Senators
6. One Sophomore Class Representative

C. W-Day

1. To plan, promote, and carry-out the annual celebration to the start of the academic year.

D. Senate-led Townhalls

1. To work with all members of Student Senate and members of the student body to plan, promote, and carry-out town hall meetings on a

3. Discuss concerns related to university academic programming, student/faculty relations, classroom and advising policies, and any other educational policy topics brought to the committee.
4. Review the concerns of students and Student Senate to make recommendations to the provost concerning policies or proposed plans.
5. To work alongside and directly with Student Senate approved student organizations to create and implement ideas brought forward.

**B. Membership**

1. Student Senate President, chairperson
2. Faculty-Student Coordinator
3. Student Organization Senator
4. Resident Hall Association (RHA) Senator
5. Fraternity and Sorority Life Senator
6. Witten'Burbs Senator
7. Student Athletics Senator
8. GSDA Senator
9. Interfaith Senator
10. One Junior Class Representative
11. One First Year Class Representative

**C. Removal**

1. The Student Senate may both remove a Student Life Committee member and fill the vacancy with a simple majority approval of Student Senate.

**ARTICLE III: Student Senate Special Committees**

Section 1: The Wittenberg University Student Senate shall have within it one (1) special committee, consisting of the Fraternity/Sorority Expansion/Extension Committee.

Section 2: The Student Senate President has the right to create additional special committees to address the needs of the student body.

Section 3: Fraternity/Sorority Expansion/Extension Committee

**A. Purpose**

1. To serve as the liaison group between the sponsoring council(s) and Student Senate.
2. To work with the Interfraternity/Panhellenic councils through their proposal to open expansion/extension.
3. To communicate the council's interest in expansion/extension to the larger student body.
4. To seek approval for recognition of a new group after the expansion/extension process is complete (if expansion/extension is approved).

B. Membership

1. Fraternity and Sorority Life Senator, chairperson
2. Student Organization Senator
3. Student Athletics Senator
4. Student Senate Vice President
5. Class Representatives

C. Removal

1. The Fraternity and Sorority Life Senator may both remove Fraternity/Sorority Expansion/Extension Committee member and fill a vacancy with a simple majority vote of the Student Senate.

**ARTICLE IV: Election Code**

Section 1: Statements of Candidacy

- A. Prospective candidates for the Executive Board, Class Representative, as well as the Cultural Diversity Senators, Student Organization Senator, Fraternity and Sorority Life Senator, Witten'Burbs Senator, and Interfaith Senator positions of the Student Senate must file statements of candidacy and submit it to the Secretary when the application is due.
- B. The Student Senate Presidential and Vice-Presidential ticket system requires that those candidates for Student Senate President and Vice President must file a joint statement of candidacy and be elected on the same ticket.
- C. Class Representatives may file joint statements of candidacy if they wish but will be elected separate3parwi(acy)1 ( )50B5 (a)-1 TD[(a j)-1 (o)1 (i)I1 (ey)1 ( w)3 (i /P 675

- C. With the exception of the First Year Class Representative election, which will take place online no later than the fourth (4th) Tuesday of the Fall Semester, election for the Student Senate will take place no later than the thirteenth (13th) Tuesday of the Spring Semester.

Section 3: Campaign Guidelines

- A. Campaign advertising may be initiated no earlier than seven (7) days prior to the election.
- B. Candidates are responsible, pending a twenty-five-dollar (\$25) fine, for completely removing all their campaign literature within forty-eight (48) hours after the election.
- C. No campaigning (the word “campaigning” is defined as the active solicitation of votes, distribution of literature, paraphernalia, and/or any attempt to influence voting by anyone) may take place in the Benham-Pence Student Center on the day of the election.
- D. All campaign activities must be held in accordance with the university regulations on posting. A copy of these policies will be included with the candidate application.
- E. Write-in candidates must follow the same campaign and advertisement rules as announced candidates.
- F. Candidates are required to campaign ethically and responsibly.

Section 4: Election Code Violation Procedure

- A.

- A. Voting will be open through a virtual format opening at 9:00 am and closing at 9:00 pm.
  - 1. An email to access the voting portal as well as the candidate statements shall be sent to the student body no later than twenty-four (24) hours in advance of the election.
  - 2. All Wittenberg student are eligible to vote in the election of the six (6) Executive Senators.

Section 6: Candidate Eligibility

- A. The Witten'Burbs Senator shall be elected by students who do not live in any of the residence halls during the Fall Semester of the Senator's tenure of office.
- B. Each Class Representative shall be elected by students of the class year which that Senator represents. Class year is determined by the number of credit hours a student has completed.
- C. The Fraternity and Sorority Life community shall elect the Fraternity and Sorority Life Senator to the Student Senate through the Student Senate election process.
- D. The Residence Housing Association (RHA) Senator, Gender and Sexual Diversity Alliance (GSDA) Senator, and Student Athletics Senators will be elected according to the constitutions of their respective organizations.
- E. No Senator standing for reelection or election to a new position shall be involved in the collection or counting of ballots.
- F. Write-in candidate name(s) written on the ballot by the voter do not have to be properly spelled, so long as the name(s) can be reasonably identified through a phonetic pronunciation.
  - 1. Questions concerning the validity of write-in votes will be resolved with a majority vote of the Student Senate Special Event Committee.

Section 7: Referendums and Other Elections Conducted by the Student Senate

- A. Candidacy, publicity, counting, and other pertinent details involved in the referendums and other elections conducted by the Student Senate will be established and publicized by the Special Events Committee in consultation with the Student Senate and guided by this election code.
- B. Protests that arise during referendums and elections may be resolved by this Election Code's section on Election Code violations.

Section 8: If the current Student Senate President is running for a Senate position during the Spring Semester elections, all normal power that resides with the President in

regard to Election Codes and violations shall then be transferred to the current Student Senate Vice President. If the Student Senate Vice President is also running for a position during said election season, the power will then be transferred to one of the current Senior Class Representatives.

**ARTICLE V: Removal from Office**

Section 1: The Student Senate has the authority to expel or suspend a Student Senator or position with a two-thirds (2/3) concurrence of Student Senate.

A. Expulsion of an individual Senator from Student Senate

1. Upon presentation of a petition for expulsion including the Senator to be expelled, allegations of justifying the expulsion, and the signatures of two Student Senate members, the Student Senate President shall convene an expulsion hearing within seven days of the petition's presentation.
2. A member's expulsion requir1 (u)1 (d)1 .a2 (w)2 (o)]Tc 0 TJ(-)Tj0.002 Tf0.3 0 Tw

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2. Upon the vacancy of the Vice President, the President shall appoint a replacement requiring the approval of two-thirds ( $2/3$ ) of the Student Senate.
3. Vacancies in the Student Senate positions of Treasurer, Secretary, and Faculty-Student Coordinator shall be filled in accordance with the

### **Article VIII: Student Activity Fee Budget**

- Section 1: The Student Activity Fee Budget shall be composed of the Student Activity Fees paid by every student each semester.
- A. The budget shall be administered for the Student Senate by the Finance Committee under the supervision of the Student Senate Treasurer.
  - B. All Student Senate transactions must be approved by the Student Senate Treasurer.
  - C. Guidelines for receiving Student Senate funding:
    - 1. All organizations must follow the policies and procedures outlined in the Funding Guidelines for Organizations and Organizational Registration Guidelines found in the Student Organization Handbook or on file with the Student Senate and Student Involvement.
    - 2. There are four (4) ways to receive Student Senate funding: budget hearings, Tiger Fund, Build a Better Wittenberg, and Senate emergency funding.

### **ARTICLE IX: Procedure for Officer Training**

- Section 1: The out-going Student Senate will train and pass on the duties of office to the newly elected Student Senate prior to inauguration. The procedure for officer training shall be decided by the President and the Vice President of the new Senate in accordance with the President and the Vice President of the outgoing Student Senate.

### **ARTICLE X: Amendment of Bylaws**

- Section 1: These bylaws may be amended by a two-thirds (2/3) concurrence of the Student Senate. Amendments must be considered during at least two (2) meetings prior to ratification.