

Bylaws

Of

Eastern Michigan University Student Government



Last Amended: September 1st, 2020

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Chapter 1: Student Government

1.1 Oath of Office: Upon election to office, the Student Body President, Vice-President and all Senators must take the oath of office at or before the first meeting of the fall semester. Failure to take the oath will result in forfeiture of any position obtained through election or appointment. The oath of office shall be administered by the Student Body President, Student Body Vice President, or Senate Parliamentarian. The oath of office is:

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

1.2 Mission Statement: Student Government shall strive to serve and advocate on behalf of the Student Body of Eastern Michigan University and to work to promote the interests of students on

campus and at all levels of government.

1.3 **Affidavit:** All members of Student Government must, upon assumption of any elected or appointed office, sign an affidavit attesting to their knowledge of Student Government policies and make all official decisions in a viewpoint neutral manner.

1.4 **Term of Office:** The term of the outgoing Student Body President, Student Body Vice President, Senators, and Delegates shall expire at twelve (12) noon on the final day of the winter semester.

Chapter 2: The Senate

2.1 **Duties:** Senators shall fulfill the following duties while the senate is in session. Senators, except for the Speaker of the Senate and the Senate Parliamentarian, shall complete the following assignments:

- a) Submit a written proposal describing a general plan for actions they will take to address issues affecting the student body to the Speaker of the Senate and the Parliamentarian within the first month of each academic semester or their first month sitting with the senate, pursuant to the specifications of the Speaker of the Senate,
 - b) Submit a written proposal describing a general plan for actions they will take to advance the objectives of whatever committee to which the senator was assigned, except for senators assigned to the Business and Finance Committee, to the director of that committee within the first month of each academic semester or their first month sitting with the senate, pursuant to the specifications of the director of the committee,
 - c) Submit a written report describing steps taken toward fulfilling the objectives described in their proposal(s) and plans for next steps by the end of each subsequent calendar month to the Speaker of the Senate and Parliamentarian, pursuant to the specifications of the Speaker of the Senate,
1. Senators shall complete the following assignment(s) based on assigned committee:
Senators shall complete the following assignment(s) based on assigned committee:
 - a) The Speaker of the Senate shall have the power to call an individual Senator for an additional meeting(s) to discuss these monthly requirements and may use the power of the Internal Affairs Committee to enforce these requirements and meetings.

Internal Affairs Committee: Assist in training newly elected or appointed Senators on the governing documents, parliamentary procedure, and best practices within Student Government, and deliver brief oral reports, as necessary, updating the committee on any progress toward fulfilling the objectives described in their proposal to the committee director at each committee meeting;

Political Action Committee: Deliver brief oral reports, as necessary, updating the committee on any progress toward fulfilling the objectives described in their proposal to the Director of Political Action at each committee meeting and collaborate with committee members to meet the committee objectives of facilitating and improving student participation and knowledge of external issues and public affairs that affect the student body;

Business and Finance Committee: Meet 25 minutes before each Committee meeting to review the budget, review allocation applications, and make plans for the day's allocations as well as attend one (1) event funded through the Student Government allocation process as agreed as a Committee per calendar month. Requirements are subject to the discretion of the Director of Business and Finance.

Student Services Committee: Deliver brief oral reports, as necessary, updating on the committee on any progress toward fulfilling the objectives described in their proposal to the Director of Student Services at each committee meeting and collaborate with committee members to meet the committee objectives of advocating on behalf of students oncampus issues and policies, and working to enhance the student experience,”

2. Senators shall regularly attend meetings of the Senate and its committees. Any Senator, who accrues two (2) absences of a meeting of the Senate within one semester, unless the presiding officer excuses them, shall be deemed to have resigned from the Senate.
3. Senators shall maintain involvement in committees by way of projects, attendance, and participation.
4. Senators shall attend at least one regularly scheduled meeting of the Board of Regents each semester unless excused by the President of the Senate with due cause.
5. The Speaker of the Senate, with consultation from Committee Chairs and the President of

the Senate, shall reserve the right to excuse or reduce certain duties performed by Senators due to unforeseen circumstances, additional student government related activities, or injury/illness.

2.2 Officers of the Senate: The Officers of the Senate shall be the Speaker of the Senate and the Senate Parliamentarian. They shall be known as Senate Leadership and shall be ex officio members of the Executive Board.

2.3 Speaker of the Senate:

- 1) The Speaker shall be elected by the incoming Senate at the last meeting of the winter semester and the incoming Senate shall be afforded an opportunity to nominate candidates for the position. All incoming Senators shall be eligible for the office;
- 2) The Speaker shall, while serving in that position, retain his/her position as a Senator and be bound by all of the same rules and duties as Senators, except for submitting proposals and reports to the Speaker of Senate. Instead, the Speaker shall provide personal feedback on senator proposals and reports within fourteen (14) days of receiving them and shall evaluate whether the quality of the report constitutes the fulfillment of monthly Senate requirements;
- 3) The term of Speaker shall be a period of one (1) calendar year;
- 4) While the Senate is in session, the Speaker shall hold at least six (6) office hours per week during weekdays between 8am-8pm;
- 5) The process for removing the Speaker shall be in the form of a resolution declaring the speakership vacant. Resolutions to remove the Speaker must be introduced in the Senate, shall not be assigned to a committee, and must have a first and second reading at separate meetings of the Senate. The first reading shall require a simple majority to proceed and, upon passage, it shall advance to second reading. At second reading, the resolution must receive support from two-thirds (2/3) of the Senate. The first reading may be waived, and the resolution may proceed directly to second reading at the same meeting, upon vote of an absolute four-fifths (4/5) of the Senate. Senators who are removed as Speaker shall retain their Senate seat;
- 6) If the position of Speaker becomes vacant during the year for any reason, the Senate shall, from among the Senators, elect a new Speaker who shall serve for the remainder of the one (1) year term.
- 7) The responsibilities of the Speaker of the Senate shall include, but not be limited to:
 - a) Act as the chief representative and spokesperson for the Senate;

- b) Create personalized committee assignments for all Senators and Delegates after meeting with them individually;
 - c) Assign and approve campus engagements to Senators and Draft and make publicly available specifications for senator proposals and monthly reports;
 - d) Assign legislation to a committee and provide personal feedback on senator proposals and reports within fourteen (14) days of receiving them;
 - e) Meet with and reprimand any Senator in dereliction of their duties, and recommend appropriate action as a consequence;
 - f) Direct the training of new Senators;
 - g) Preside over the Senate in the absence of the President of the Senate and Senate Parliamentarian; and
 - h) Assist the Vice President and Senators in matters pertaining to the Senate including the implementation of legislation.
- 8) The Speaker shall be limited to ten (10) hours of billable work per week.
 - 9) The Speaker shall schedule individual meetings with Senators to create a personalized monthly requirement plan to ensure their skills, abilities, and involvement on campus are being utilized to meet the needs of the Student Body of Eastern Michigan University. These meetings must be completed before the end of the first month of the semester or their first month sitting in the Senate.

2.4 Senate Parliamentarian:

- 1) The Senate Parliamentarian shall be elected by the incoming Senate for the following calendar year at the last meeting of the winter semester and all incoming Senators shall be afforded a nomination period. The Parliamentarian shall be selected from the Senate and retain their seat in the Senate after being elected to the office ooo Parliamentarian;
- 2) The Senate Parliamentarian shall serve for a term of one (1) calendar year;
- 3) The Senate Parliamentarian shall be an officer of the Senate and shall be elected from the Senate. They shall retain their seat in the Senate and retain all voting rights. Immediately following their election, the Oath of Office shall be administered if the individual is present;
- 4) While the Senate is in session, the Senate Parliamentarian shall hold five (5) office hours per week during weekdays 8am-8pm;

- 5) The process for removing the Senate Parliamentarian shall be in the form of a resolution declaring the position vacant. Resolutions to remove the Senate Parliamentarian must be introduced in the Senate, shall not be assigned to a committee, and must have a first and second reading at separate meetings of the Senate. The first reading shall require a vote of a majority of the Senate to proceed and, upon passage; it shall advance to second reading. At second reading, the resolution must receive support from two-thirds (2/3) of the Senate. The first reading may be waived, and the resolution may proceed directly to second reading at the same meeting, upon vote of an absolute four-fifths (4/5) of the Senate.
- 6) If the position of Parliamentarian becomes vacant during the year for any reason, the Senate shall, elect a new Senate Parliamentarian who shall serve for the remainder of the one (1) year term;
- 7) The responsibilities of the Senate Parliamentarian shall include, but not be limited to:
 - a) Maintain decorum at senate meetings;
 - b) Offer advice on parliamentary procedure
 - c) Work with the Speaker of the Senate on the training of new Senators;
 - d) Oversee all Student Government judicial proceedings in the absence of the President of the Senate;
 - e) Offer consultation and assistance to the Student Body President on the appointment of students to University committees; and
 - f) Preside over the Senate in the absence of the President of the Senate.
 - g) Assist the Vice President and Senators in matters pertaining to the Senate and the implementation of legislation.
- 8) The Senate Parliamentarian shall be limited to seven (7) hours of billable work per week.

2.5 Delegate(s):

- 1) In addition to the Senators, there shall be up to five (5) delegates.
- 2) Each delegate shall be from a constituency body whose intention, according to their founding principles, is to be or represent a certain constituency. The delegate will be under authority and supervision of the constituency body the delegate holds membership within. Delegates shall possess a seat until the conclusion of the winter semester.

- 3) The Internal Affairs Committee shall administer the process for soliciting and reviewing applications from constituencies and recommending constituencies to the Senate.
- 4) In reviewing applications, the Committee shall consider criteria that includes, but is not limited to:
 - a) Breath and degree of the constituency body's representation of the student body;
 - b) Need for representation within Student Government;
 - c) The constituency body's history of providing quality delegates;
 - d) The constituency body's proposed procedure for selection of its delegate representative;
 - e) The applying organization's ability to holistically represent the proposed constituency; and
 - f) The organization having been in good standing as defined by the University for at least two (2) academic years.
- 5) The Committee shall refer all properly applying constituencies to the Senate for a vote with a recommendation for the Senate. If more than five (5) constituency applications are referred to the Senate at one time, the Committee shall recommend approval of up to five (5) constituencies to the Senate. Each properly applying constituency shall be voted upon by the Senate. A constituency shall be seated (subject to the limit of five (5) constituencies) if it receives a majority vote of the Senate. A constituency body shall not be required to furnish a list of persons to occupy the delegate position, but shall immediately appoint such person.
- 6) A constituency shall have the power to appoint the individual to possess that delegate seat assigned to that constituency, as well as the power to fill vacancies that may arise during the term of office. The individual appointed shall not assume office until they take the Student Government oath of office.
- 7) All currently registered students shall be eligible for office of delegate so long as they represent their respective constituency as affirmed by the approved constituency body on campus and maintain good academic and judicial standing as defined by the chief academic officer of the University.
- 8) Delegates shall possess one (1) vote on all substantive and procedural matters before the Senate and the committee to which they have been assigned by the Speaker of the Senate. Absent and proxy voting shall be prohibited. All delegates shall vote on every question before the Senate and their respective committees, unless the delegate has a conflict of interest on the question, in which case the delegate must disclose the conflict of interest to the Senate before the vote.

- 9) The process for removal of a delegate constituency shall be in the form of a resolution declaring the delegate constituency formally dismissed. The resolution shall proceed through the normal committee process unless discharged by an absolute two-thirds (2/3) of the Senate. The resolution shall require an absolute two-thirds (2/3) vote to pass and shall not be subject to veto by the President. A removed constituency shall have the right to reapply after one full academic semester.

2.6 Vacancies in the Senate:

- 1) The Internal Affairs Committee shall administer the process for filling vacancies among Senator positions.
- 2) Candidates for appointment to a vacant senate seat must complete an application prepared by the Internal Affairs Committee and meet all of the requirements laid out in the Constitution and these Bylaws. Applications must be available for no less than seven (7) calendar days before the deadline for submitting applications.
- 3) Appointments to fill vacancies in the Senate shall require a majority vote of the Senate. Each properly applying candidate shall be voted upon by the Senate. Should more candidates apply than there are vacant seats, the candidates receiving the highest vote totals shall be appointed until all vacant seats are filled. Should a tie exist, a run-off vote shall be held.
- 4) Appointed Senators shall serve for the duration of the term of office to which they were appointed.

2.7 Meetings:

- 1) Meetings of the Senate shall be held alternating Tuesdays throughout the fall and winter semesters at a consistent time set by the President of the Senate. The Senate may change the time and date by a majority vote.
- 2) In the event that a Senate meeting should coincide with a November Public Election the meeting shall be held the preceding Monday.
- 3) Meeting schedules must be publicly posted.
- 4) Proper decorum and professional conduct, as determined by the presiding officer, must be observed at all times during meetings.

2.8 Special Meetings: A special meeting of the Senate may be called by: (1) The joint approval of the Speaker of the Senate and the President of the Senate or (2) the written approval of an absolute majority of the Senate. The President of the Senate shall inform the entirety of the Senate and the student body of the date, location, and time of special meetings no less than forty-eight (48) hours

before the special meeting is to be held.

2.9 Quorum: Quorum shall constitute of a majority of the following: all Senators who have taken the oath of office, all properly appointed delegates who have taken the oath of office, the Student Body Vice President, the Speaker of the Senate, the Senate Parliamentarian, and the individual designated by the President of the Senate as Clerk of the Senate.

2.10 Legislation:

- 1) Any student may author a resolution, but it must be sponsored by at least one (1) Senator or delegate, or the Student Body President. Unless otherwise specified in the Constitution or these Bylaws, no resolution, including budget resolutions, may come before the Senate until it has been approved by a committee, although the Senate may, by a majority vote or the written approval of an absolute majority, bypass the committee process or discharge resolutions that have been submitted to the Speaker of the Senate that have failed or stalled in a committee.
- 2) All resolutions must be submitted to the Speaker of the Senate by the Friday before the committee meeting where it is to be considered. The Speaker of the Senate shall assign the resolution to the appropriate committee and submit the resolution to the committee chair no less than twenty-four (24) hours before the meeting. Upon the approval by the committee, the Chair or Vice Chair must within forty-eight (48) hours submit the resolution to the designated Clerk.

2.11 Secret Ballots: The use of secret ballots is prohibited in the Senate and its committees.

2.12 Disciplinary Procedures: The disciplinary procedures of the Senate shall be approved by the Senate no later than the second meeting of the fall semester and enforced by the Internal Affairs Committee. If no documents are submitted by this time, the disciplinary procedures of the previous year will preside. Amendments to disciplinary procedures after approval in the fall semester require a two-thirds (2/3) vote of the Senate.

2.13 Presiding Officer: Should the President of the Senate be unable to perform their duties as presiding officer due to incapacitation, the responsibility shall fall to the Senate Parliamentarian, then the Speaker of the Senate. Further, the President of the Senate shall have the authority to designate further persons as needed.

Chapter 3: The Executive Board

3.1 Composition: The Executive Board shall be headed by the Student Body President and shall include the Student Body Vice President, and hired staff of Student Government as determined by the Student Body President.

3.2 Selection: All hired Executive Board positions must be publicly posted for no less than seven (7) calendar days. The Student Body President shall select the Executive Board from among the applications received. The Student Body President must submit the applications of proposed appointments to the Senate within five (5) calendar days after the appointment. The “appointment” occurs when the appointee officially accepts the position offered them by the Student Body President. Appointments by the Student Body President are deemed confirmed by the Senate unless two-thirds ($\frac{2}{3}$) of the Senate rejects the appointment at the next meeting of the Senate following the Student Body President’s notification to the Senate of that appointment. The Student Body President shall not be obligated to fill a position.

3.3 Term of Office: All hired Executive Board position shall have a term of office that expires at twelve noon on the last day of the winter semester, with the exception of the Director of Business and Finance, who shall remain employed until a replacement is selected.

3.4 Office Hours: The office hours of hired staff shall be at the discretion of the Student Body President and Student Body Vice President, and shall be publicly posted, but shall be not less than five (5) hours per week during weekdays from 8am-8pm during the fall and winter semesters

3.5 Removal from Office: The Student Body President, with the advice of the Student Body Vice President, shall have the authority to remove hired staff from office. Such removals shall be carried out in accordance with University employment policies.

3.6 Compensation: The compensation for Student Body President and Student Body Vice President shall be equal, and shall be the maximum compensation paid by Student Government to any member of Student Government. Subject to the rules of the Constitution and these Bylaws, compensation for officers of the Senate shall be determined by the Senate, upon the recommendation of the Director of Business and Finance. Compensation for hired staff shall be determined by the Student Body President and Student Body Vice President. Compensation paid to any member of Student Government shall be public information.

3.7 Meetings: The Executive Board shall meet at least once per month at a time and location determined by the Student Body President. Quorum shall be a majority of the Executive Board, and every member shall have one (1) vote. The Executive Board may act on behalf of the Senate while the Senate is out of session, but must inform the entire Senate when it exercises this authority. The Senate shall have the power to reject actions taken on its behalf at the first meeting of the year.

3.8 Student Body President: In addition to the powers in the Constitution, the responsibilities of the Student Body President shall include, but not be limited to:

- 1) Chair meetings of the Executive Board;
- 2) Advise the Executive Board on matters of the University and the Student Body;

- 3) Coordinate University committee involvement of Executive Board members;
- 4) Coordinate, direct, and supervise the work of the Executive Board; and
- 5) Report all appointments made to University committees to the Senate within a timely manner.

3.9 Student Body Vice President: In addition to the powers in the Constitution, the responsibilities of the Student Body Vice President shall include, but not be limited to:

- 1) Assist the Student Body President in coordinating, directing, and supervising the work of the Executive Board;
- 2) Reprimand hired staff and recommend dismissal as appropriate;
- 3) Manage and set the agenda of the Senate;
- 4) Assist Senators in the implementation of Legislation;
- 5) Assist the Student Body President with University committee involvement;
- 6) Chair Executive Board Meetings in the absence of the Student Body President; and
- 7) May at their discretion sit as an ex-officio non-voting member of the Internal Affairs Committee.

Chapter 4: Senate Committees

4.1 Authority: All committees shall be subservient to, and derive their power from, the Senate. The Senate shall have the power to overrule decisions and actions of its committees by a majority vote.

4.2 Standing Committees: The Senate shall have four (4) standing committees: Internal Affairs, External Affairs, Business and Finance, and Student Services.

4.3 Internal Affairs Committee:

- 1) The Internal Affairs Committee shall handle disciplinary actions within Student Government.
- 2) All resolutions of censure, impeachment, or to change the governing documents shall be reviewed by the committee. and/or delegates
- 3) Membership shall be two (2) senators, any delegates appointed to the committee, the Senate Parliamentarian, the designated Clerk, and the Speaker of the Senate. The Speaker shall be Chair, and the committee shall select a Vice Chair from among the Senators.

- 4) Only members shall vote on matters before the Committee. All members shall possess one (1) vote. The clerk shall hold no vote on resolutions or disciplinary actions.
- 5) Quorum shall be a majority of which one must be a Senator, other than the Speaker of the Senate.
- 6) Meetings shall be held on alternating Tuesdays on which the Senate does not meet, at a time selected by the committee chair.
- 7) Members of the Internal Affairs Committee shall serve as voting alternates on the Business and Finance Committee (1) when directed in writing by the Speaker of the Senate as necessary to ensure quorum and (2) upon completion of training regarding the allocation process by the Business and Finance Committee Chair or the Senate Parliamentarian.

4.4 External Affairs Committee:

- 1) The External Affairs Committee shall work to facilitate and improve student participation in and knowledge of external issues and public affairs that affect the student body.
- 2) Membership shall consist of all Senators and delegates assigned to the committee by the Speaker of the Senate and a hired staff member who shall serve as chair. The committee shall select a Vice Chair from among the Senators. Any registered student in good judicial and academic standing may join the Committee, and shall obtain full membership rights upon attending two (2) consecutive meetings.
- 3) Only members shall vote on matters before the Committee. All members shall possess one (1) vote.
- 4) Quorum shall be a majority of Committee members. Senators who are not members of the Committee may be temporarily allowed on the Committee to fulfill quorum and vote, at the discretion of the Chair.
- 5) Meetings shall be held at 6:00 pm on alternating Tuesdays on which the Senate does not meet, or at a date and time set by the Committee Chair.

4.5 Business and Finance Committee:

- 1) The Business and Finance Committee shall ensure the prudent allocation of Student Government resources to student organizations. All budget resolutions shall be referred to the Business and Finance Committee.
- 2) Membership shall consist of several Senators and up to one delegate assigned to the committee by the Speaker of the Senate, as well as a hired staff member who shall serve as Committee Chair. The committee shall select a Vice Chair from among the Senators who shall be responsible for assisting the Director of Business and Finance as necessary.

- 3) During Club Sports allocation requests, a representative from Club Sports, as approved by the Chair, shall serve as a non-voting member on the committee.
- 4) Only members shall vote on matters before the committee. All voting members shall possess one (1) vote.
- 5) Quorum shall be a majority of committee members. Senators who received training regarding the allocation process by the Business and Finance Committee chair or the Senate Parliamentarian may be temporarily allowed on the committee to fulfill quorum and vote, at the discretion of the chair.
- 6) Meetings shall be held at 6:30pm on alternating Tuesdays on which the Senate does not meet, or at a date and time set by the committee chair.

4.6 Student Services Committee:

- 1) The Student Services Committee shall advocate regarding behalf of students on campus issues and policies, and work to enhance the student experience.
- 2) Membership shall consist of several senators and/or delegates and a hired staff who shall serve as Chair. The committee shall select a Vice Chair from among the senators. Additionally, any registered student in good judicial and academic standing may join the Committee, and shall, if the student so wishes, obtain full membership rights after two consecutive meetings; and may not be absent for more than three committee meetings during a semester, shall remain in attendance for the entire duration of each committee meeting that they attend, shall attend at least two Senate meetings per semester, and shall attend at least one campus engagement or volunteer event per month;
- 3) Only members shall vote on matter before the Committee. All members shall possess one (1) vote.
- 4) Quorum shall be a majority of all Committee members. Senators who are not members of the Committee may be temporarily allowed on the Committee to fulfill quorum and vote, at the discretion of the chair.
- 5) Meetings shall be held at 7:00 pm on alternating Tuesdays on which the Senate does not meet, or at a date and time set by the Committee Chair.

4.7 Ad-Hoc Committees: Ad-hoc committees may be established by the Senate to address timely issues affecting the Student Body. The membership and duties of ad-hoc committees shall be determined by the Senate via resolution establishing the committee.

- 1) Membership shall consist of several senators and/or delegates and a hired staff member who shall serve as Chair. The committee shall select a Vice Chair from among the Senators. Additionally, any registered student in good judicial and academic standing may join the Committee, and shall, if the student so wishes, obtain full membership rights after two consecutive meetings provided that they meet the following conditions;
 - a. The student; and may not be absent for more than three committee meetings during a semester
 - b. The student, shall remain in attendance for the entire duration of each committee meeting that they attend
 - c. The student, shall attend at least two Senate meetings per semester
 - d. The student, shall attend at least one campus engagement or volunteer event per month;

4.8 **Meetings:** All committee meetings shall be held in public, and shall have their schedules publicly posted. Special meetings may be held, if deemed necessary by the chair, but shall be announced to the Senate and the student body at least twenty-four (24) hours before the meeting.

Chapter 5: Monetary Affairs

5.1 **Fiscal Year:** The fiscal year of Student Government shall begin July 1st of each year and end June 30th of the following year.

5.2 **Budget Approval:** The budget of Student Government shall be approved by the Senate no later than the second meeting of the fall semester. The outgoing presidential and vice presidential administration shall work with the incoming administration to create the summer budget for use by the incoming administration. Student Government shall not run annual deficits in its operating budget, except in cases of emergencies as determined by a majority of the Senate. At the end of each fiscal year, Student Government shall hold in its cumulative reserves at least twenty-five percent (25%) of its annual revenue as allocated at the beginning of that fiscal year.

5.3 **Budget Presentation:** The annual Student Government budget shall be presented to the Business and Finance Committee prior to its presentation to the Senate. The budget must be submitted to the entire Senate twenty-four (24) hours prior to a meeting in-which it will be on the agenda. The Director of Business and Finance shall make a report to the Committee of all funds spent during the summer semesters prior to the first meeting of the fall semester.

5.4 **Prohibited Items Denied:** The Director of Business and Finance shall have the authority to deny an application that violates one of the prohibitions in 5.12 of this chapter. Should the Director exercise this authority, they shall notify the Business and Finance Committee and the applicant of

the reason(s) for denial. The applicant may appeal the director's decision at the Committee's next regularly scheduled meeting. Should the Director choose to waive their authority they shall report their decision to waive to the Committee, and the Committee shall have the final decision.

5.5 Contingency Line Item: No budget may be approved unless at least 3.5% of the total revenue is devoted to a contingency line item for the purpose of unplanned expenses.

5.6 Allocation Policy: Eastern Michigan University Student Government may allocate funds to support student organizations across campus in fulfilling their organizational missions. All allocation decisions shall be made in a viewpoint-neutral manner. Student Government reserves the right to not fund organizations if the funding request does not meet Student Government guidelines, University guidelines, or state and federal law, including but not limited to, campaign finance laws.

5.7 Allocation Process:

- 1) Student organizations requesting funding must first complete an application managed by the Business and Finance Committee.
- 2) The Director of Business and Finance shall send out any and all application packets to committee members, no later than six (6) hours before the committee meeting begins.
- 3) After completing an application, organizations shall appear before the Business and Finance Committee to request funding and answer questions from the committee.
- 4) Organizations that are not present when their allocation request comes before the Business and Finance Committee or the Senate for review shall be automatically rejected, unless Student Government failed to inform the organizations of the date, time, and location of the meeting, in which case organizations rejected through this manner may re-apply for funding.
- 5) All groups will be notified in writing of the allocation decision, including reasons for alteration or rejection of the funding request, if applicable.
- 6) All receipts of funded events must be submitted to the Director of Business and Finance no later than thirty (30) days following the event. Organizations that fail to comply with this policy may have their standing be reviewed by the Business and Finance Committee.

5.8 Finality: Funding decisions for student organizations approved by the Business and Finance Committee shall be final, unless an appeal is sent by the student organization to the designated Clerk of the Senate requesting the Senate to review the matter at the Senate meeting following the Business and Finance Committee meeting.

5.9 Eligibility: Only organizations that fulfill all of the following criteria shall be eligible to request funding:

- 1) The organization is recognized by the University as a student organization;
- 2) The organization must have written governing documents that contain a

non-discrimination clause that, at a minimum, protects all classes covered by the University non-discrimination clause;

- 3) The organization must have completed the required allocation request forms;
- 4) The organization must have a non-negative fund balance, unless the group has a payment plan set-up with the Office of Campus Life and is regularly meeting payments which is verified by a Campus Life professional staffer;
- 5) The principle focus and mission of the organization must be University Students; and
- 6) Not be in bad standing with the Business and Finance Committee.

5.10 Request Independence: All allocation requests shall be considered independently of each other, unless the requests are made by the same organization.

5.11 Allocation Principles: In weighing allocation requests, members of Student Government should give priority to funding requests that:

- 1) Serve a significant number of students;
- 2) Promote an educational purpose, which is defined as the facilitation of the exchange of information relating to the organization's mission that promotes student learning, development and/or skill acquisition;
- 3) Seek additional sources of funding;
- 4) Are submitted by an organization that has previously demonstrated a responsible use of Student Government funding;
- 5) Do not propose events that conflict with other events planned for the same date and time;
- 6) Involve collaboration with other organizations;
- 7) Demonstrate rigorous planning to promote and manage the event; and
- 8) Provide evidence that goods and services requested will be purchased at or below market rate.

5.12 Prohibitions: Unless waived by the Director of Business & Finance, Student Government shall not provide funding to student organizations for any of the following:

- 1) Events not open to all currently enrolled students at Eastern Michigan University;
- 2) Events that do not take place on campus, except for events that include off-campus

competitions;

- 3) Travel or hotel related expenses;
- 4) Office equipment or supplies;
- 5) Donations;
- 6) Avoidable interest fees;
- 7) Events where alcohol is supplied, served, or consumed by participants;
- 8) Events where any federal, state, or local law, or University policy, is expected to be violated;
- 9) Any damages that occur during an event;
- 10) Deposit on equipment or facilities;
- 11) Prizes, gifts, or awards;
- 12) Activities advocating in favor of or against any candidates or ballot initiatives in violation of state or federal campaign and finance laws;
- 13) Events that have already occurred; except for those during the months of May through September;
- 14) Events that provide any payment, good, or service to members of the organization for services provided;
- 15) Events that charge students an entry fee; and
- 16) T-shirts or non-essential clothing items.

5.13 **Funding Stipulations:**

- 1) No single organization shall, in a single request, receive more than seven percent (7%) of the total line item budget from which funds will be drawn;
- 2) An allocation request will not be reviewed if more than one student organization has submitted a request for the same event;
- 3) A maximum of one-thousand (\$1,000) may be approved for food/catering per request;
- 4) Up to fifty percent (50%) of total speakers' fees may be covered by Student Government,

with Student Government contributing up to a maximum of one-thousand dollars (\$1,000) per speaker;

- 5) Before a club sports allocation may be considered or approved, the entire request must be presented to the University administrator overseeing club sports three business days in advance;
- 6) If an event or program is funded by Student Government, all advertising by the sponsoring organization for the event or program must contain the phrase “supported by Student Government” or the most current Student Government logo.

5.14 Business and Finance Committee Procedures: The Director of Business and Finance shall create and maintain a manual of procedures for the Business and Finance Committee which shall include allocation guidelines, committee procedures and other operating policies. Any amendments to the manual shall be voted on by the Committee.

5.15. Suspension from Receiving funding: A student organization or team sport, that would otherwise be eligible to receive funding from Student Government, that is found in violation of either the Student Government Bylaws or any laws or procedures set out by the State of Michigan or Eastern Michigan University, may be subject to suspension through the process outlined in this section.

- 1) Any member of Student Government or regular employee of Eastern Michigan University may officially recommend to The Business and Finance Committee or the Student Body President that an organization/team sport be investigated for an alleged violation of these Bylaws, or the policies and laws of the State of Michigan or Eastern Michigan University. Such recommendation must be submitted in writing and shall outline with specificity the alleged violations and facts supporting such allegations. The Business and Finance Committee shall investigate such allegations and issue sanctions, if any, as outlined in this section, in suspension hearings.
- 2) Within 24 hours of receiving a recommendation, the Business and Finance Director or the Vice Chair shall inform the organization/team sport that is the subject of the recommendation, and shall provide the organization/team sport with a summary of the allegations. The organization/team sport that is the subject of the recommendation shall not be notified of the identity of the individual(s) who submitted the recommendation. The Director or Vice Chair will also set a date for an official hearing before the Business & Finance Committee and shall invite representative(s) of the organization/team sport to attend the hearing with at least 48 hours notice. If no representatives for the organization/team sport attend the hearing after having received the notice required in this subsection, the Business and Finance Committee may either proceed with the hearing as planned or postpone the hearing until another date.

- 3) At the hearing, either the Student Government member or a member of the Business and Finance Committee shall present the charges against the organization/team sport. The organization/team sport shall be provided equal time to respond to the charges. The members of the Committee may debate the issue of suspension and vote on a motion to suspend the organization/team sport from receiving additional funds from Student Government or other applicable sanction; provided, however, that any motion to suspend eligibility from receiving Student Government funds must include a specific length of time for such suspension and the reasons for the suspension. The Business and Finance Committee reserves the right to amend the original recommendation for suspension.
- 4) A vote to suspend an organization requires an absolute majority of the Committee. If the Business and Finance Committee votes to suspend an organization/team sport from funding the organization will not be able to receive funds from Student Government for the time designated in the suspension or until other conditions are met as outlined in the resolution approved by the Business and Finance Committee. The Director or Vice Chair of the Committee must notify a representative(s) of the organization/team sport of the suspension within 48 hours after the Committee vote.
- 5) An organization/team sport may appeal to the Senate any suspension approved by the Committee. Such appeal must be submitted in writing, to the Clerk of the Senate, within five (5) business days after the organization/team sport was notified by the Director or Vice Chair of the suspension. The Senate shall review and vote on all appeals no later than the second meeting of the Senate after the appeal was received. In reviewing such appeals, the Senate shall evaluate whether the organization was denied due process during their suspension proceedings. An absolute majority vote of the Senate is required to overturn a suspension.
- 6) If a recommendation for Suspension is presented to the Student Body President or Business and Finance Director while the Senate is out of session (the months of May, June, July, and August), the Student Body President shall convene a meeting of the Executive Board to conduct the hearing and complete the processes outlined in this section that would have otherwise been the responsibility of the Business & Finance Committee . A quorum of all current Executive Board Members will be required to conduct a suspension hearing.

Chapter 6: Student Body Elections

6.1 **Elections:** Elections for Student Body President, Student Body Vice President, Senators, and referenda shall be held at the same time, on the last consecutive Wednesday and Thursday of March. Voting shall commence no later than 8am on Wednesday, and close no sooner than 8pm on

Thursday. All currently registered students shall be eligible to cast one (1) vote.

6.2 Election Commission:

- 1) **Duties:** All student body elections shall be administered by the Election Commission. The Commission shall: inform all candidates of all relevant University policies regarding campaigning and the placement of campaign materials prior to the start of active campaigning; enforce election rules; consider and adjudicate complaints about the election process and campaigning; at its discretion, establish and administer polling places around campus to permit students to vote; establish rules and schedules for its meetings; review proposed language for referenda as outlined in Section 6.9 of these Bylaws; and perform any other tasks outlined in this Chapter.
- 2) **Membership:** The Commission shall consist of seven individuals: an Election Commissioner (who shall serve as chair of the Commission), five (5) students, and a Student Government Adviser (who shall serve in a non-voting role). All registered students in good academic and judicial standing shall be eligible to serve on the Commission except that no member of the Commission may be a candidate for office in the election to be administered by the Commission. All members of the Commission must remain impartial in the election administered by the Commission.
- 3) **Election Commissioner:** The Student Government President shall nominate an individual to serve as Election Commissioner. The Student Government President must submit a nominee to the Senate for confirmation no later than the last meeting of November. If the Senate does not take action on the President's nominee at or before the first meeting of the Senate in the fall semester, the President's nominee shall be deemed confirmed. If the Senate rejects the President's nominee, the Internal Affairs Committee shall select an Election Commissioner no later than twenty-one (21) calendar days after the rejection by the Senate. The Committee's selection shall not be subject to review by the Senate.
- 4) **Other members of the Commission:** The five (5) student members of the Commission shall be selected as follows: one (1) student shall be selected by the Election Commissioner, one (1) student shall be selected by the Student Government President, one (1) student shall be selected by the Senate, and two (2) students shall be selected by the Student Government Adviser(s). In the event the Student Body President is a candidate in the elections, the Internal Affairs Committee shall select the student who otherwise would be selected by the President. The student selected by the Student Government Adviser shall be from outside of Student Government.

6.3 **Campaigning:** There shall be three types of campaigning: Verbal Campaigning, Electronic Campaigning, and Active Campaigning. "Verbal Campaigning" is defined as any spoken campaigning, and shall be allowed at any time. "Electronic Campaigning" is defined as utilizing email, texts, websites, or social media and shall be allowed starting the first day of the Winter Semester. "Active Campaigning" is defined as campaigning utilizing printed materials and/or written

materials, and may not begin until thirty (30) calendar days before voting begins. All campaigning must be done in accordance with University policies, and must abide by the following restrictions:

- 1) Voting polls may not be managed by candidates for office in the election or anyone associated with a candidate's campaign. The Election Commission must manage at least one (1) polling location during the course of the election.
- 2) Candidates for office in the election must not knowingly be within five (5) feet of any student while that student is voting.
- 3) Campaign material may not discriminate or promote discrimination in any way that is inconsistent with University or Student Government policies.
- 4) Campaign may not be posted on trees, telephone poles, wires, fire hydrants, parking meters, trash cans, public signs or benches on campus, or automobiles unless the owner of the automobile expressly authorizes such posting.
- 5) Campaign materials may not be posted in residence halls without the express permission of the appropriate Area Complex Director or Office Manager.
- 6) Chalking must adhere to Physical Plant policies, be at least twenty (20) feet away from building, and five (5) feet away from other chalking.
- 7) Chalk boards and dry erase boards owned by the University may only be used to post nonpartisan information about voting.
- 8) The Freedom Wall, adjoining kiosk, and "the rock" outside of Strong Hall may not be used for campaigning. The Freedom Wall and adjoining kiosk may not be reserved during the course of the election and shall be used by the Election Commission to advertise the Student Body Elections.
- 9) Candidates may not tamper with the campaign materials of other candidates.
- 10) Student Government may not endorse any candidate.
- 11) No Student Government resources, including the Student Government offices, may be used to advocate for the election of any candidate.
- 12) Candidates may not serve at any campaign related event, nor may they use alcohol or alcohol related themes in campaign materials.
- 13) Candidates and tickets may not spend more than \$500 during the course of a campaign advocating the election or rejection of a candidate or ticket.

6.4 Election Timeline: The Election Commissioner shall create an elections calendar no later than February 1st of each year, which shall include all relevant campaign dates subject to the following guidelines:

- 1) The deadline for the Election Commissioner to post applications to file for office or submit referenda shall be no later than be (21) calendar days before active campaigning begins. Candidates may collect signatures sooner, if desired. By this date, the Election Commissioner shall also post the number of Senate seats available in the election, based on the enrollment numbers from the University's chief academic officer for the prior fall semester.
- 2) The Election Commission shall be fully assembled no later than fourteen (14) calendar days before active campaigning begins.
- 3) The deadline for filing for any office or referendum shall be seven (7) calendar days before active campaigning begins at 5:00pm, with all forms and signatures completed. All filings must be submitted to the Election Commissioner.
- 4) A candidate meeting shall occur no later than three (3) calendar days before active campaigning begins. In the event of an executive write-in candidate, a second candidate meeting shall take place no later than five (5) calendar days before voting begins.
- 5) At least one debate shall occur no later than seven (7) calendar days before voting begins.
- 6) The deadline for filing as a write-in candidate shall be no later than ten (10) calendar days before voting begins. The application must be submitted to the Election Commissioner on or before the deadline.
- 7) A certified list of candidates and referenda shall be published no later than three (3) calendar days before the election.
- 8) The deadline for submitting campaign finance receipts to the Election Commissioner shall be 5pm the day before voting begins.
- 9) The deadline for filing grievances against a candidate shall be forty-eight (48) hours after voting closes.
- 10) In the event that any of the above dates are scheduled to occur during a University break and the Election Commissioner determines that such date(s) should be changed, new date(s) will be determined by the Election Commission, and such new dates(s) shall not be more than seven (7) calendar days before or after the original date(s) prescribed in these

Bylaws. If any other dates related to the election are impacted by such date changes, the Election Commission shall adjust those dates as necessary in a manner consistent with these Bylaws. All changes to dates related to the elections must be publicized by the Commission no later than February 1st.

6.5 Executive Elections: In order to appear on the ballot, candidates for Student Body President and Student Body Vice President must complete an application prepared by the Election Commissioner, attend one Senate meeting, and obtain signatures from at least three hundred (300) currently registered students. Names of candidates (grouped by ticket) shall appear on the ballot in a random order. The ticket receiving the greatest number of votes shall be the winner. In the event of a tie, the incoming Senate shall decide the winner.

6.6 Senator Elections: In order to appear on the ballot, candidates for senator must complete an application administered by the Election Commissioner, attend one Senate meeting, and obtain the signatures of at least fifty (50) currently registered students. Names of candidates shall appear on the ballot in a random order. The candidates receiving the greatest number of votes shall be declared winners until all vacant seats are filled. In the event of a tie, the incoming Senate shall determine the winner.

6.7 Candidate Applications: Applications to file for office shall be prepared by the Election Commissioner and contain the following items:

- 1) Full name of the candidate, as well as the name the candidate wishes to appear on the ballot;
- 2) Student ID number, email, phone number, and other contact information as deemed necessary;
- 3) Academic major/intent and class standing;
- 4) Signature on a waiver to check academic and judicial background, and signature of understanding of the punishments available for campaign infractions;
- 5) An optional photo which, if submitted, shall be used on the ballot;
- 6) Notice to the candidate of the minimum number of valid signatures required for office; and
- 7) The Election Commissioner may not reject an application to file for office unless the application fails to meet one of the criteria in this section.

6.8 Write-In Candidates: Candidates who miss the filing deadline may file as a write-in candidate. Write-in candidates must still complete the full applications packet and collect the necessary signatures for the office they seek to be accepted as official write-in candidates. No write-in votes for a candidate shall be counted unless they have properly filed as write-in candidates. Write-in candidates shall be bound by all rules in the Bylaws. Write-in candidates for office must receive no less than fifty (50) votes in order to be eligible for a Senate seat.

6.9 Referenda:

- 1) Referenda may be placed on the ballot to gauge the opinion of the Student Body on an issue or advocate a change in Student Government policy.
- 2) To appear on the ballot, a student (referred to in this section as the “petitioner”) promoting a referendum must first submit the proposed referendum language to the Election Commissioner. Such language may not exceed one-hundred (100) words. Within ten (10) calendar days of such submission, the Election Commission must approve, reject, or suggest amendments to the language of the proposed referendum, but the Election Commission may not reject proposed language unless it violates the word count or is submitted late.
- 3) After approval of proposed language by the Election Commission, the petitioner and/or his/her designees must (1) obtain the signatures of three-hundred (300) currently registered students asking for the referendum to be placed on the ballot, or (2) receive a two-thirds (2/3) vote of the Senate to place the matter on the ballot. The language of the referendum approved by the Election Commission must appear on the petition or in the Senate resolution described above, and must appear on the ballot.

6.10 Constitutional Amendments:

- 1) Proposed Constitutional amendments may be placed on the ballot consistent with the applicable provisions of the Constitution.
- 2) To appear on the ballot, a student (referred to in this section as the “petitioner”) promoting a Constitutional amendment must first submit the proposed language to the Election Commissioner. Within ten (10) calendar days of such submission, the Election Commissioner must review suggested amendments, if any, to the language of the proposed amendment, but the Election Commissioner may not reject proposed language unless it is unclear or violates a University policy, or federal, state, or local law. Rejections may be appealed through the process specified in Section 8.4 of these Bylaws.

6.11 Results: Results of elections shall be counted by the Election Commissioner and Student Government adviser. Results of elections shall be ratified by the Election Commissioner and shall be published. A spending report with the amount spent by each candidate shall be published no later than fourteen (14) calendar days following the election with all sensitive material being removed.

6.12 Violations: Candidates that violate these Bylaws or Commission mandates shall be subject to review by the Commission, which shall determine an appropriate punishment. Punishments shall be limited to the following:

- 1) Complete or partial bans on active campaigning for a definite period of time;
- 2) Removal of previously disseminated campaign materials;

- 3) Prospective ban on disseminating campaign materials;
- 4) Fines, which shall not exceed \$50 per violation, or \$100 per campaign, and shall be deducted from the campaign spending limit;
- 5) Disqualification. If the commission disqualifies a candidate from an election, the Commission shall publish a written report to the Senate and the candidates in that election explaining the reasons for the disqualification.
- 6) Under no circumstance shall votes be deducted as a form of punishment. In the event that any fines are collected, all revenue generated shall be placed in the cash reserves of Student Government.

6.13 Appeals:

- 1) A candidate who is banned from active campaigning or disqualified from the election by the Election Commission may appeal the decision to the University's Ombuds. The appeal must be in writing and must be sent to the Ombuds within forty-eight (48) hours after the Commission publishes its decision. The Ombuds, or the individual they designate, shall hear and decide the appeal and issue a written decision within five (5) business days after receiving the appeal. If the Ombuds does not issue a decision within that time period, the appeal is deemed denied. All appeals under this section are final and not subject to further appeal.
- 2) A candidate may appeal the election results as determined by the Election Commissioner and the Student Government Advisor. The appeal must be in writing and must be sent to the Ombuds within forty-eight (48) hours after the Commission publishes the results. The Ombuds, or the individual they designate, shall hear and decide the appeal and issue a written decision within five (5) business days after receiving the appeal. If the Ombuds does not issue a decision within that time period, the appeal is deemed denied. All appeals under this section are final and not subject to further appeal.

Chapter 7: Student Bill of Rights

7.1 Purpose: The Student Bill of Rights shall be the enumeration of rights and protections guaranteed to all students at Eastern Michigan University. Student Government shall work to ensure that these rights are not infringed.

7.2 Academic Rights: The right of students to learn in a safe and secure environment shall be impregnable. Students are entitled to fair treatment by their instructors in all of their classwork, assignments, and examinations.

7.3 Civic Freedom: Students shall have the right to express their political views by way of speech, association, and petition without fear of reprisal from the University, as well as establish and operate an independent media free of University editorial control. They shall be able to comment and provide input into all relevant University policies, and shall be kept informed of such policies by the

University.

7.4 **Civil Rights:** Student shall have the right to have their grievances with the University redressed, shall be afforded due processes in all judicial proceedings, and shall retain the right to appeal decisions of the University. At no time shall students be subject to discrimination on the basis of any area protected by the University, and equal protection shall be guaranteed.

7.5 **Additional Rights:** The enumeration of these rights shall not in any way be construed to limit other rights possessed by students.

Chapter 8: Judicial Procedures

8.1 Impeachment:

- 1) Articles of impeachment must specify the Individual being impeached, the reasons for impeachment, every rule or policy that the individual is alleged to have violated, and the facts supporting each allegation.
- 2) Articles of impeachment must be submitted to the Senate Parliamentarian for review prior to presentation to the Senate. The Parliamentarian does not have the authority to reject proposed articles of impeachment, but shall provide advice to the author(s) of such articles to ensure compliance with the Student Government rules for impeachment, and may communicate such advice to the Senate.
- 3) The Senate Parliamentarian shall, within five (5) calendar days after receiving an article of impeachment, transmit the articles (along with any advice about the articles to all members of Student Government and the Student Government adviser.
- 4) After the articles the articles of impeachment have received the signatures of an absolute majority of the Senate, the President of the Senate shall schedule an impeachment hearing for a time that is more than seven (7) calendar days but less than thirty (30) calendar days after the signatures of an absolute majority of the Senate have been submitted.
- 5) Impeachment hearings shall include the full Senate, and shall be governed by the same rules of procedure as Senate meetings. All impeachment hearings must be open to the public. The President of the Senate shall publicly post the date, time, and location of all impeachment hearings not less than forty-eight (48) hours before the hearing.
- 6) All impeachment hearings shall begin with the articles of impeachment being read in their entirety. The petitioner shall present evidence first, followed by the respondent. Subsequent, staggered speaking times may be allowed at the discretion of the presiding officer.

- 7) All written materials to be used at the hearing must be submitted to the Senate Parliamentarian at least forty-eight (48) hours before the hearing, who shall, in turn, transmit them to all senators.
- 8) Senators may ask questions, at the discretion of the presiding officer. Time spent on questions shall be separate from the presentation of evidence.
- 9) The only voting method allowed for impeachment shall be roll call.
- 10) Upon the passage of articles of impeachment, the individual named shall be immediately removed from office.
- 11) Only one (1) individual may be charged in a single article of impeachment.

8.2 Censure: The Senate shall have the power to censure members of Student Government for reasons including unprofessional conduct and failure to complete official duties. A vote to censure shall require an absolute majority of the Senate. Motions to censure must be presented in the form of a resolution, and shall follow the same legislative process.

8.3 Conflict of Interest: No person shall sit on any ad-hoc committee or vote on any matter reviewed by this chapter of these Bylaws if they are a party in the dispute or have a vested interest in the outcome of the proceeding. If the Senate Parliamentarian is unable to participate in a judicial proceeding for reason of bias or incapacitation, the Speaker of the Senate shall perform the necessary duties for the duration of the proceeding. If the Speaker of the Senate is unable to participate in a judicial proceeding for reason of bias or incapacitation then the Internal Affairs Committee shall select an individual who shall perform the necessary duties for the duration of the proceeding.

8.4 Legal Counsel: Litigants shall be permitted to use representation, but are not required to do so.

8.5 Presiding Officer: If the Student Body Vice President is unable to participate in a judicial proceeding for reason of bias or incapacitation, the Senate Parliamentarian shall perform the necessary duties for the duration of the proceeding. If the Senate Parliamentarian is unable to participate in a judicial proceeding for reason of bias or incapacitation, the Speaker of the Senate shall perform the necessary duties for the duration of the proceeding.

8.6 Burden of Proof: For all cases, the burden of proof shall be upon the petitioner, and shall be preponderance of the evidence.

Chapter 9: These Bylaws

9.1 Definitions: Throughout these Bylaws:

- 1) Use of the phrase “absolute majority” means a majority of all members serving at that time regardless of the number of members present during the vote.

- 2) Use of the phrase “majority” means a majority of members who are present during the vote.
- 3) Use of the phrase “absolute two-thirds (2/3) of the Senate” means at least two-thirds of all members serving at that time regardless of the number of members present during the vote.
- 4) Use of the phrase “two-thirds (2/3) of the Senate” means two-thirds of the members who are present during the vote.
- 5) Use of the phrase “absolute four-fifths (4/5) of the Senate” means at least four-fifths of all members serving at that time regardless of the number of members present during the vote.

9.2 **Primacy:** These Bylaws shall supplant and replace any existing bylaws, election ordinance and bill of rights of Student Government and shall be binding on all members.

9.3 **Suspension:** The provisions of these Bylaws shall not be suspended at any time.

9.4 **Amendment:** All amendments to these Bylaws must be in the form of a resolution. An amendment to these Bylaws takes effect on the first day of the following semester unless otherwise specified in the resolution approving the amendment. Chapter 6 of these Bylaws shall not be amended less than ninety (90) days before the annual election.

9.5 **Operating Policies:** Student Government may create, amend, and enforce operating policies by a majority vote of the Executive Board. The executive board must inform the Senate of any such actions prior to their decisions taking effect.

9.6 **Ex Post Facto:** No rules or legislation shall apply to an action or event that has occurred prior to its passage.

9.7 **Parliamentary Authority:** The most current edition of Robert’s Rules of Order shall be the parliamentary authority for all matters that are not covered by Student Government policies.

9.8 **Interpretation of Governing Documents:** Disputes between members of Student Government about the interpretation of the Constitution or Bylaws may be submitted for review to an ad-hoc committee that consists of the Student Government Vice President as chair, The Senate Parliamentarian, one Senator appointed by the Student Government Advisor(s), one student appointed by the Student Government Advisor(s), and a legal counsel as selected by the Student Government Advisor(s) as a non-voting member. This ad-hoc committee may, in its discretion, review the dispute and, by majority vote, issue a decision that is binding on all parties.

9.9 **Ratification:** These Bylaws shall take effect immediately upon a two-thirds (2/3) vote of the Senate.