

Student Senate Constitution

Bylaws

Article 1

Powers and Responsibilities

Bylaw 1

The Student Senate shall have the following standing committees: Allocations, Student Affairs, Student Government and Organizational Relations. Student Senate standing committees will submit a handbook to the Senate for approval. Upon approval, the committee will be bound by the guidelines contained in the handbook. Other committees may be established by a majority vote of the entire Senate. Ad hoc committees may be established by a majority vote of Senators present at a Senate meeting. All committees will be subject to review and possible removal. Deliberation shall take place during the second meeting of Student Senate every fall semester. However, removal of a committee shall not be limited to this time. Removal requires a majority vote of the Student Senate. Committees may also be moved from their current category into another by a majority vote of the Student Senate.

Bylaw 2

The duties of the officers and committees can be increased or decreased by the Senate, but no alterations of Constitutional duties may be made without amendment to the Constitution.

Bylaw 3

The President and Vice President of the Student Senate, the President of SAB, Director of SAB, Advisors of the Senate, and an administrator shall choose a programming coordinator. The programming coordinator shall function under the guidelines established by the President and Vice President and approved by the Senate. As an ex-officio member of the Student Senate, the programming coordinator will be required to give regular reports to the Student Senate.

Bylaw 4

The Student Activities Board shall appoint a treasurer. Responsibilities will include managing the Student Activities Fund budget each semester and giving monthly reports to the Student Senate.

Bylaw 5

In the event of an emergency where both the President and Vice President are absent, the Presidential Powers shall be vested in the secretary until his/her return.

Article III Procedure

Bylaw 1

Eight regularly scheduled meetings will be held each semester. The time and place of these meetings will be determined by the Senate. Special meetings may be called by the President or a majority of Senators, and the President shall determine the time and place of such meetings.

Bylaw 2

After a Senator accumulates a total of six (6) demerits, the Student Government committee will inform the Senate of the Senator's demerit situation.

Bylaw 3

The question of excusing absences shall rest with the President of the Senate. Absences may be reported to the President's Office (consisting of the President, Vice President or answering machine) prior to the meeting. A record of absences shall be available to any Senator for review. Any Senator may call a question of excessive absences by a 2/3 majority vote.

Bylaw 4

The Senator may initiate a review hearing prior to the Senate voting upon the question of probation or dismissal for the Senator. The review hearing will proceed as follows: the Senator will be presented with any grievances, allowed to speak on his/her behalf and answer any questions posed. A vote by secret ballot will be taken by the Senate. If retained, the Senate must decide on a specific number of additional absences, if any, to be allowed, after which the Senator will be dismissed.

Bylaw 5

A written committee report is required for all committee meetings with the signature of the presiding authority of the meeting. Failure to turn in a committee report by the Senate Chairperson will result in receiving one half of one demerit.

Bylaw 6

The President will have the power to give demerits to senators for failure to fulfill senatorial duties and disorderly or unprofessional behavior. The President is to give written notification of demerits to senators within 72 hours of the demerits being issued. After 6 demerits have been accumulated, the senator who received the demerits can overturn any amount of the demerits with a 2/3 vote of the Senate.

Article III **Student Judicial Board**

Bylaw 1: Name of the Organization

The official name of this organization shall be the Wayne State College Student Judicial Board or J-Board for short.

Bylaw 2: Purpose

The purpose of the Wayne State College Student Judicial Board is to provide a forum under which all matters within the jurisdiction of the Board may be presented and reviewed to reach a just determination in an orderly manner. Jurisdiction of the Board shall be determined by the Senate and/or Dean of Students Office.

Bylaw 3: Non-discrimination

The Student Judicial Board is a body that does not discriminate on the basis of culture, ethnicity, gender, religion, veteran status, age, sexual orientation, or disability.

Bylaw 4: Judicial Authority

A: Student Senate Judicial Board Advisory Panel

This panel is empowered to select and monitor the Student J-Board members and procedures. The Student Senate Judicial Board Advisory Panel comprises of 3-4 Senators appointed by the Student Senate President and Vice-President plus 1-3 Residential Life staff members approved by the Director of Residential Life and/or his/her designee.

B: Panel Membership

The judicial power of the Student Judicial Board shall be vested in three to five (3-5) members per hearing and one to two (1-2) co-advisors. The Student Senate Judicial Board Advisory Panel and/or the Co-advisors reserve the option of selecting additional members to serve as either additional J-Board members or alternates in the event of a conflict of interest.

C: Authority

The-Student J-Board will be authorized to serve as a forum for adjudication regarding alleged violations of campus policies and as such is authorized to hear cases, determine responsibility, and assign sanctions as necessary and/or appropriate.

- i. The J-Board, like any hearing officer or forum, has the option to hear and decide the case in the absence of one or more of the accused students.
- ii. The J-Board, in conjunction with advisor(s) and/or the Dean of Student Office, is authorized to charge students and/or student groups with additional policy violations that they may become aware of as a result of their participation or lack thereof in the hearing process if deemed necessary and/or appropriate.

Bylaw 5: Appointments

A: Appointment of the Student Judicial Board members shall be made by a committee of Senators, hereafter referred to as the Student Senate Judicial Board Advisory Committee (or simply J-Board Advisory Panel), appointed by the Student Senate President and/or Vice-President.

B: Term

- i. Student Senate J-Board Advisory Panel appointments shall be valid for one (1) semester and may be renewed each semester upon request of members and/or discretion of Student Senate President and/or Vice President.
- ii. Appointments of J-Board members shall be valid for one (1) year and continue to be renewed upon request of member (as long as he/she meets criteria for membership) and/or discretion of J-Board Advisory Panel.

Bylaw 6: Qualifications

A: Students must meet the following criteria for consideration and/or selection as a Student Judicial Board member:

- i. Must be enrolled as a full-time undergraduate or graduate student enrolled at Wayne State College.
- ii. Must have completed a minimum of twelve (12) credit hours at Wayne State College.
- iii. Must have and maintain a cumulative grade point average of 2.50. Current members dropping below a 2.50 GPA will be given one semester to raise GPA. Members failing to raise their cumulative GPA during that time will be excused from the J-Board to allow them more time to focus on their academics.
- iv. Students currently employed as Resident Assistants and/or Campus Security officers are not eligible for membership on the Student Judicial Board due to the potential conflict of interest as a result of their employment.
- v. Current WSC Senators are eligible to serve as a member of the Student Senate Judicial Board Advisory Panel, if interested and/or appointed by the Student Senate President and/or Vice President but are not eligible to serve as J-Board members due to the potential conflict of interest.
- vi. Student must have at least one year without disciplinary violations and must not currently be on disciplinary probation.

B: Exceptions

The J-Board Advisory Panel reserves the option of appointing freshmen, transfer and/or otherwise qualified individuals at their discretion. Individuals appointed to the J-Board who do not meet the criteria listed above are permitted to attend and/or observe J-Board proceedings but are not authorized to vote unless and/or until he/she meets above-mentioned criteria.

Bylaw 7: Chairperson

A: The Student Senate Judicial Board Advisory Panel will create, review, and distribute applications in order to interview and/or select one person to serve as chairperson per academic year.

B: Qualifications of Chair

- i. Must meet all criteria listed above for members.
- ii. Chairperson must have served as a member of the Student J-Board for a minimum of 1 full semester prior to being selected as Chair.
- iii. May not serve as chairperson if GPA falls below 2.50 cumulative but may remain on J-Board as a member during semester following to bring GPA up. The Student Senate Judicial Board Advisory Panel may appoint a temporary chair (for up to 1 semester) if that situation occurs. S/he may reapply for the position of chair once their cumulative GPA returns to 2.50 or more.

C: Duties of Chairperson

- i. The chairperson will preside over the matters brought forth during each hearing.
- ii. She/he is responsible for completing paperwork upon completion of each hearing and follow-up as necessary/appropriate.
- iii. The chairperson, along with one of the advisors may be asked to meet with each respondent prior to or following each hearing to ensure he/she/they understands the proceedings and/or to discuss the findings of the Board, including sanctions if necessary.
- iv. The Chairperson, alone or in conjunction with one or more advisors will be responsible for maintaining the orderly conduct of the proceedings and has the authority to request compliance from and/or removal of those who are disruptive.

Bylaw 8: Advisor(s)

The Dean of Students Office shall appoint this organization's advisor(s).

Bylaw 9: Meetings

- A. Student Senate Judicial Board Advisory Panel will meet a minimum of two times per semester and/or as necessary. Dates and times to be arranged by the members.
- B. J-Board will meet at least one time per month (September-December and January-April) and additionally as necessary. Dates and times to be arranged by the members and advisors in conjunction with the Dean of Students Office. The Dean of Students Office may schedule a hearing during regularly scheduled meeting times and/or as necessary.
- C. Meetings of either group are open to any interested WSC faculty, staff, or student.
- D. Hearings are restricted to J-Board members and advisors, members of the J-Board Advisory Panel, the complainants and/or their advisor(s), the respondents and/or their advisor(s), relevant witnesses, and invited guests. J-Board members and their advisors reserve the option of inviting individuals with special expertise and/or knowledge in order to assist them and/or clarify issues surrounding the case.

Bylaw 10: Vacancies

A: In the event that a Judicial Board member is unable and/or unwilling to continue his/her J-Board duties, the J-Board Advisory Panel shall advertise the position and recommend a replacement if the vacancy leaves less than five (5) active members.

B: The J-Board Advisory Panel reserves the option of not filling a vacancy if J-Board has five (5) or more active members and if in their determination the Board may continue to function in a just and efficient manner.

Bylaw 11: Removal Procedures

A: Student Senate Judicial Board Advisory Panel members

- i. All rules of conduct which apply to the Student Senate President, Vice-President, or Senators shall apply to members of the Student Senate Judicial Board Advisory Committee.
- ii. All impeachment and dismissal of Student Senate Judicial Board Advisory Committee members shall follow procedures in Article V of the Student Senate Constitution.
- iii. Residential Life appointments to the Student Senate Judicial Board Advisory Panel may be removed at the discretion of the Director of Residential Life and/or his/her designee.

B: Student Judicial Board or J-Board Members

- i. Members may be removed for cause when he/she no longer meets one or more of the qualifications stated in Section 6, A.
- ii. Members may voluntarily remove themselves when they no longer have the interest or time to continue in the position. He/she is expected to notify the Chair or one of the Advisors of his/her desire to be removed from the Board.

Bylaw 12: Amendments

A: Amendments to this Constitution and its by-laws may be made by a majority vote of the Student Senate Judicial Advisory Panel.

B: The Chair of the Student Senate Judicial Board Advisory Panel would present the changes to the Student Senate for consideration and/or approval. Changes would become effective if a majority of WSC Student Senate votes in favor of the changes during any regular or special session of the WSC Student Senate.

Bylaw 13: Ratification

This Constitution shall become effective when a majority vote of WSC Student Senators in attendance is received; furthermore, upon ratification, this Constitution shall supersede any previous Constitution governing this organization.

Article IV **Government & Campus Relations**

Bylaw 1

The Government and Campus Relations Committee is a Student Senate committee designed to address public relation issues that are brought to the Senate's attention regarding the Wayne State College campus.

Bylaw 2

This committee receives feedback about issues that need changing or improving around the campus. This committee will also hold special meeting and carry out Senate initiatives involving relations outside of the Senate. Duties of this committee may include designing and hanging up flyers for events, submitting articles to the newspapers, and drafting and delivering letters concerning Student Senate issues.

Bylaw 3

The chair of this committee shall be appointed by the Student Senate President and approved by the Senate by a majority vote. The President shall appoint at least four committee members to be on this committee, but any Senator is welcome to come and participate in this committee, as well as have voting rights.

Bylaw 4

All committee members present will have voting rights. An absent member shall not be allowed to vote proxy. After an issue has passed by majority vote through the committee, the issue will then be brought before the Senate by the committee chair.

Bylaw 5

These bylaws may be amended by a majority vote at any regular or special meeting of the Senate of those present, provided such majority constitutes a quorum of the Senate.

Article V **Student Government Committee**

Bylaw 1

The Student Government Committee is responsible for any and all activities involving the student senate constitution and bylaws

Bylaw 2

The purpose of the student government committee is to review and propose amendments of the student senate constitution and bylaws. The student government committee is responsible for overseeing elections and protecting the constitutionality of student senate decisions pertaining to the student senate constitution and bylaws.

Bylaw 3

The chair for this committee shall be appointed by the Student Senate President, and approved by Senate by a majority vote. The President shall appoint 6 committee members to be on this committee, but any Senator is welcome to come and participate in this committee, as well as have voting rights.

Bylaw 4

All committee members present will have voting rights. An absent member shall not be allowed to vote by proxy. After an issue has passed by majority vote through the committee, it will then be brought to the Senate by the chair.

Bylaw 5

These bylaws may be amended by a majority vote at any regular or special meeting of the Senate of those present, provided such majority constitutes a quorum of the Senate.

Article VI Elections

Bylaw 1

All voting for President and Vice President will take place on the last Tuesday of February and the Wednesday following in the Student Center or Library from 9 am to 6 pm, or online from 7 am on Tuesday to 8 pm on Wednesday; location shall be determined by the Student Government Committee. Voting for residence hall senators will take place only on a Wednesday following the Presidential and Vice Presidential elections, as determined by the Student Government Committee, President, and Vice President of the Student Senate, for each residence hall, from 7 am to 10 pm. Voting for off-campus senators will take place on Tuesday and Wednesday in the lower level of the Student Center from 7 am Tuesday to 10 pm on Wednesday.

Bylaw 2

The Student Government Committee will supervise all elections to insure fairness. The committee will choose poll watchers who will check the eligibility of the voters.

Bylaw 3

An election procedures handbook, compiled by the Student Government committee and approved by the Senate, shall govern all elections. Anything not covered in the handbook shall conform to the Nebraska State Statutes.

Article VII Allocation of Funds

Bylaw 1

After receiving appropriate information from the college's financial administrators, an estimate of the Student Activities Fund (SAF) will be made by the Business Office. This estimation will be based on: 1) the current activity fee, 2) the current projected enrollment, and 3) the amount remaining in the fund from previous years.

Bylaw 2

Information concerning request for funds will be made available in writing to all campus organizations and the deadlines for the initial request period will be clearly stated. The request for funds will be sufficiently detailed to include: 1) amount requested, 2) programs and activities for which the funds will be used, and 3) as clearly as possible a cost breakdown of the program or activity. The request will receive and initial screening by the allocation committee in order that the request be recognized by the administration and that they maintain a valid constitution.

Bylaw 3

When the application deadline has been reached and all requests have been received, the review process will begin. The request will be discussed by the committee for any period deemed necessary. Applicants will then be called before the committee to answer any questions that the committee may have.

Bylaw 4

When the committee is satisfied with the information, it will convene to determine the allocations.

Bylaw 5

A specified portion of the SAF will be used to provide for active student organizations. The organizations shall use this money for the cause of furthering the student body's interests and goals. A specified portion of SAF will be used to provide a diverse array of relevant programs to open students to new ideas, cultures and issues pertinent to our services to our students. These general services will be weighed carefully by the Senate since they must not be of such a nature as to excessively drain the fund. A specified portion of the SAF will be used to provide free admission to students for college related programs. SAF will not provide support for the basis of college-related programs since these activities are not a necessary part of the classroom activities and therefore should be provided by the college itself. A specified portion of SAF will be used to provide students entertainment for entertainment's sake, with the purpose of alleviating the pressure of normal college activities.

Bylaw 6

The criteria for the consideration of Student Senate sponsored organizations and activities are, in no particular order: quality, cost, diversity, cultural values, relevance and educational value.

Bylaw 7a

Fifty (50) cents per student will be taken from the SAF and placed in a Student Senate budget. Of the remaining monies, ten (10) percent of the estimated SAF is for requests of the student organizations, excluding the Student Senate. The remaining ninety (90) percent of the SAF will be used for the SAB campus activities, publications, entertainment, activities chosen by the SAB, and any expenses deemed necessary by the Student Senate.

Bylaw 7b

A preliminary budget will be submitted to the Student Senate by the SAB programming coordinator for approval. This budget will be submitted on or before the second regularly scheduled Student Senate meeting of the Fall Semester. This budget should give general SAB plans for the year, but does not need to be a detailed outline of every event.

Bylaw 7c

The Student Senate shall receive a report from the programming coordinator prior to events costing \$2500 or more. This is not a report that will require approval by the Student Senate. The purpose of this report is to inform Senators of current events planned by the SAB, and also for Senators to give feedback deemed necessary. Also, the programming coordinator should report to the Senate on any major deviations from the preliminary budget.

Bylaw 8

When the allocations have been determined, they will be brought before the Senate for adjustment and ratification.

Article VIII
Board of Trustees

The Student Senate shall make a maximum of three possible candidate recommendations to the Governor of the State of Nebraska. It is recommended that the Board of Trustees representative be a full time student during their term as representative, with none of these being internship hours outside of the state. As an ex-officio member of the Senate, the Board of Trustees representative is required to give regular reports to the Senate.

Article IX
Amendment of the Bylaws

Bylaw 1

Bylaws may be amended by a two-thirds majority vote of the Senate.

Bylaw 2

Amendments take effect upon ratification unless otherwise specified in the amendment.

Revised: March 11, 2007