

# Student Senate Constitution

*Preamble - We, the students of Coe College, acting under the authority delegated to us by the Board of Trustees, in order to foster a spirit of unity among all members of the Coe community, hereby establish this Constitution for the accomplishment of these ends. We will be committed to the goals of higher education.*

*We will coordinate, encourage, and guide student activities; provide opportunities for the exercise of student leadership and responsibility in a working democratic organization; and assume such powers and perform such duties as may better the general welfare of the Student Body. We will do so without regard to sex, age, race, creed, color, national or ethnic origin, sexual orientation, or disability.*

## Article I. Student Body

Section 1. The Student Body shall consist of those persons who are registered as Coe students and who pay the Student Activity Fee.

Section 2. The constitutional rights and privileges of the Student Body are:

- A. The right to establish a Constitution and a Student Government.
- B. The right to elect a President and Vice-President of the Student Body.
- C. The right to elect Student Senate Representatives.
- D. The right to vote in elections and referenda.
- E. The right to recall members of the Student Government.
- F. The right to petition the Student Government.

Section 3. A President and Vice-President shall be elected to preside over the Student Body and the executive functions of the Student Government. The President shall have the right to convene the Student Body.

## Article II. Student Government

Section 1. The Coe College Student Government shall consist of the Student Senate and the Executive Committee.

Section 2. The Student Government shall assume the following responsibilities:

- a) To represent the Student Body.
- b) To promote cooperation within the Student Body.
- c) To maintain high standards of academic, social and cultural life.
- d) To promote an atmosphere of open mindedness and acceptance.
- e) To represent the Student Body in its relationship with the faculty, administration, and board of trustees in order to coordinate the objectives of the college with those of the Student Body.
- f) To assist in the coordination of the college's extracurricular programs.

## Article III. Members of Senate

Section 1. The Student Senate Senators shall assume the following responsibilities:

- a) The formulation of the policy of the Student Government, including appropriations for its own operation and the proper accounting of all funds so appropriated.
- b) The recommendation of changes or improvements to the administration and faculty concerning the

college's services, curricular programs, and policies.

c) The formation of good relations with other colleges and universities.

d) The enactment of all measures necessary and proper to achieve the purposes and responsibilities of the Student Government as stated in this Constitution.

Section 2. Districts are allocated seats based on proportional representation of a 30-member senate.

Section 3. The Student Senate shall be composed of the following:

a) Four representatives from Armstrong Hall.

b) Three representatives from Douglas Hall.

c) Six representatives from Greene Hall.

d) Four representatives from Murray Hall.

e) Four representatives from Voorhees Hall.

g) One representative from Kohawk Village.

h) Two representatives from off-campus housing.

i) Two representatives from E Ave houses and apartment/C Ave house.

j) One representative from the BSEO house and Multicultural apartment.

k) Three representatives from Morris House/Schlarbaum House/Brandt House/Spivey House/Old Apartments.

l) At-Large seats elected based on Article VI Section 16 Subsection C.

m) At-large seats elected to fill open spots following the constituency votes.

Section 4. Two-thirds of voting members shall constitute a quorum.

## Article IV. Chairperson of Student Senate

Section 1. Election of the Chairperson.

A. The Chairperson shall be elected from and by a plurality vote of those Student Senators present. This election shall occur at the first meeting of the Student Senate in the spring and fall.

B. The Chairperson may be replaced at any time by the election of a new Chairperson.

Section 2. Duties and Responsibilities.

A. The Chairperson shall preside over all meetings of the Student Senate in accordance with the Coe College Student Government Constitution and the current version of Robert's Rules of Order.

B. The Chairperson shall assist the Recording Secretary in organizing all agendas and meetings of the Student Senate.

C. The Chairperson shall notify terminated Senators immediately.

Section 3. Absence of Chairperson.

A. In the event of the Chairperson's absence the Recording Secretary shall begin the meeting and immediately call for the election of a temporary Chairperson.

B. This temporary office may only be filled by a member of the Student Senate.

C. The temporary Chairperson shall fulfill the responsibilities of the office for the duration of said meeting.

## Article V. Student Senate Executive Office

Section 1. The Executive Office of the Student Senate shall have the responsibility for the administration of the Student Government. This responsibility shall be defined by the provisions of the Constitution and legislation of the Student Senate.

Section 2. The Executive Office of the Student Senate shall consist of the elected President and Vice-President of the Student Body, the appointed Treasurer of the Student Senate, the appointed Corresponding Secretary of the Student Senate, and the appointed Recording Secretary of the Student Senate.

Section 3. No member of the Executive Office of the Student Senate shall be a member of the Student Senate. If a member of the Student Senate accepts a permanent appointment to an Executive Office, he or she must immediately resign as a member of the Student Senate.

Section 4. In the event of the absence of the Recording Secretary, the Corresponding Secretary, or the Treasurer, the Senate, with a two-thirds vote, may vote to suspend the rules and allow a Senator to temporarily take on the responsibilities and duties of said officer. While serving as an interim officer said Senator retains all senatorial duties and privileges.

Section 5. The Student Senate must approve all appointees to the Executive Office. They may be removed by four-fifths vote of the Student Senate any given meeting of the full Student Senate.

## Article VI. Election To and Removal From Office

Section 1.

A. The President and Vice-President of the Student Body shall be the elected officers of the Coe Student Body.

B. President and Vice-President candidates shall run on the same ticket.

Section 2.

A. The electoral debate shall be held during the spring semester seven to ten days before the initial election of the Student Body President and Vice-President.

B. The election of the President and the Vice-President shall be held within fifteen days of the beginning of the spring academic semester. They shall take office during the next Student Senate meeting.

Section 3. Candidates for President and Vice-President of the Student Body must have at least 12 academic credits, of which 8 must be from Coe, prior to their election. Candidates for President and Vice-President must be in good academic standing as defined in the Student Handbook.

Section 4. The duties and responsibilities of the President of the Student Body continue throughout the summer.

Section 5. Each Student Senator shall be elected from and be a member of the district from which he or she is elected. Senators are expected to represent in that district for the remainder of their term.

Section 6.

A. All Presidential and Vice-Presidential candidates may not be registered for off-campus programs for

their tenure in said office.

B. In the event that the Student Body President is off-campus during any term, the office shall be turned over for the remainder of the term of office to the Vice-President, subject to two-thirds vote of approval of Student Senate.

C. In the event that the Vice-President is not approved, the Chairperson of the Student Senate shall temporarily assume the President's duties until a new election can be held.

D. In the event that the Student Body Vice-President is off-campus during any term, the duties of the Vice-President temporarily become those of the Chairperson of Student Senate until the Executive Board appoints a new Vice-President, pending a favorable vote of two-thirds of the Senate.

#### Section 7.

A. The Student Senate may recall a member of the Executive Board by a four-fifths vote at any meeting of the full Student Senate.

B. The recall procedure of a member of the Executive Board may also be initiated by a petition bearing the signatures of one-fifth of the Student Body. Upon submission of said petition, a referendum shall be held.

C. If the Student Body President or Vice-President are removed from office an interim Student Body President or Vice-President shall be appointed by a two-thirds approval of Student Senate until a new election can be held. If any other Executive Board member is recalled then a new officer will be appointed by a two-thirds vote of Student Senate.

D. A four-fifths favorable vote at any meeting of the full Student Senate, the Student Senate can declare a senator incompetent and remove said senator.

E. Action to recall individual members of the Student Senate may also be initiated by a petition bearing the signatures of one-fifth of the members living in the said Senator's district. A four-fifths approval of voting constituents shall be necessary for a Senator to be recalled.

G. If any vacancies occur within the senate the misrepresented district's Board of Directors will be contacted by the recording secretary and given the option of filling the vacant position(s), via whatever means they see fit; except in the case of Off-campus, which will move immediately into an Off-Campus election. If they do not choose representative(s) five days after being contacted, the vacancies will be filled by an at large election.

Section 8. Elections for all Student Senators shall be held within 15 days of the beginning of the fall academic semester.

Section 9. The newly elected members of the Student Senate shall take office at the Senate meeting succeeding their election.

#### Section 10. General Qualifications:

A. Names shall appear on the election ballot only upon certification of petitions by the Elections Committee.

B. All such petitions must be available to potential candidates at least 10 days prior to the date which they are due.

C. All such petitions must be returned to the Election Committee at least two days prior to the date of the election.

D. It shall be the responsibility of the Election Committee to ensure that a minimum of three signs shall be placed in at least Gage Union, the residence halls, and the academic buildings. All of these signs shall be placed at least 10 days before petitions are due. The signs shall include:

1. The number of Senate seats open.
2. The place or places where petitions may be obtained and returned.

3. The date petitions are due.
4. The date, times, and place of the election.

Section 11. The Election Committee of Student Senate shall be responsible for certifying the following for each potential candidate:

- A. That the candidate is a resident of the district from which he/she filed.
- B. That the petition bears the signatures of ten residents of said Senate district.
- C. That the candidate has paid his/her Student Activity Fee.
- D. That the petition bears signatures not present on any other submitted petitions.

Section 12. The Elections Committee shall be responsible for certifying the following for each potential candidate group for President and Vice-President of the Student Body:

- A. That the petition bears the signatures of one-tenth of the Student Body.
- B. That the candidate has paid his/her Activity Fee.
- C. That the candidate meets the credit requirements as outlined in Article 6 Section 3.

Section 13. Preparation of ballot and voting for the President and Vice-President of the Student Body:

- A. Each student may cast one ballot for the President and Vice-President.
- B. Each ballot must provide a space for write-in candidates.
- C. Any ballot which contains more than one designation shall be considered null and void.

Section 14. Counting the ballots for the election of the President and Vice-President of the Student Body:

- A. Each vote shall carry an equal weight.
- B. Majority of the votes cast shall be required for election. In an event that no candidates receive a majority, a run-off election will be held between the two candidates receiving the most votes. The run-off elections must be held the following day.

Section 15. Preparation of ballots and voting for Student Senate Representatives:

- A. A voter may cast one ballot for representatives from his or her district and one ballot for at-large representatives.
- B. Each ballot must contain space for write-in candidates.
- C. The number of candidates for which the voter marks his/her preference shall not exceed the number of seats assigned to said district. If the ballot does contain more marks than seats available the ballot shall be considered null and void.

Section 16. General Election Procedures

- A. In the event that there is a tie between two candidates for a Senatorial position, a separate election shall be held the following day to determine which of the parties shall be elected Senator(s).
- B. All elections for Student Senate positions shall be tabulated by the Election Committee and any Senators the Committee asks to assist in the tabulation. The Election Committee shall be strictly non-partisan.
- C. Write-in candidates must receive at least ten votes to be elected to Student Senate.
- E. After Student Senate elections take place any open seats in the Student Senate, through a unanimous vote of approval or two consecutive meetings with two-thirds in approval, may be converted into At-Large positions for the remainder of the term.
- F. The Elections Committee of Student Senate shall determine what constitutes fair election practices and with the consent of Student Senate shall make such regulations as deemed necessary concerning such practices.

G. Any candidate may ask for a recount of the ballots within 48 hours subsequent to the closing of the balloting.

H. Valid bases for contesting the election shall be:

1. Mismanagement of, or false certification of, petitions for elections.
2. Failure to post signs as specified by Article 6 Section 10 Subsection D of this Constitution.
3. Any other election practices, such as excessive electioneering at the ballot box, which the Student Senate determines to be detrimental and/or unfair to the election process.

I. Contested elections shall be under the supervision of the Elections Committee, which shall determine the date, time, and place of all rerun elections and with the consent of the Student Senate the candidates in the rerun election.

J. In the case of contested election the previous holder of said position shall preside until said position is filled.

K. The Elections Committee shall determine whether elections will be held online or by paper ballot at least 10 days prior to election day.

#### Section 17. Paper Ballot Elections.

A. A tally sheet will be made from the votes on the ballots. Each vote will carry an equal weight. The candidates with the most votes will be elected Senators.

B. A place of election and hours of balloting shall be determined by the Election Committee with the consent of the Student Senate. Hours of balloting shall total no less than three hours of Election Day, and the place of election shall be a place which is open and accessible to all students.

C. At all times there shall be two persons present at the ballot box who will be officials in charge. No one shall cast a ballot unless these two persons are present.

D. No person running for election may man the ballot boxes during the election in which they are running.

E. All votes shall be counted in a public place open to at least one official representative of each candidate in the election.

#### Section 18. Online Elections.

A. A print out of electronic results will be made from the votes on the ballots. Each vote will carry an equal weight. The candidates with the most votes will be elected Senators.

B. All elections for Student Senate positions shall be tabulated electronically by computer and reviewed by the Elections Committee and Director of Academic Computing or his/her designee.

C. The Elections Committee shall certify all results as valid.

D. Only the Director of Academic Computing or his/her designee shall have access to the electronic voting data during election hours.

E. Hours of balloting shall total no less than 12 hours.

F. In the event that there is a computer malfunction, all votes previously cast will become void and a new election will take place the following day.

1. The Elections Committee and Director of Academic Computing (or his/her designee) shall determine if a computer malfunction has occurred.
2. The Elections Committee shall determine the mode of balloting should a new election need to take place.

## Article VII. Student Body Referenda

Section 1. A Referendum shall consist of a vote of the Student Body on some measure submitted to them by a two-thirds vote of the Student Senate or a petition bearing the signatures of 20% of the Student Body. It shall be the responsibility of the Election Committee of the Student Senate to administer all Student Body Referenda and the results shall be obligatory on the Student Body and the Student Senate. Referenda shall pass only with a two-thirds affirmative vote of the voting Student Body.

Section 2. The Student Body may repeal Student Senate legislation by a referendum, which can only be initiated by a petition bearing the signatures of 20% of the Student Body.

## Article VIII. Meetings

Section 1. The Student Senate shall meet each week during the academic year on Wednesday evening at six-o'clock.

Section 2. Location of Meetings.

A. Meetings of the Student Senate are expected to be held in the same location throughout the academic year. In extenuating circumstances, the Corresponding Secretary will notify the Student Body of the change in location.

B. It is the responsibility of the Recording Secretary to make all reservations and arrangements regarding the location of the meeting.

Section 3. Absence Procedure.

A. Absence of a Senator two times during the fall or two times in spring term shall automatically result in removal from Student Senate, except in the case of an excused absence.

B. An absence shall only be excused provided there is prior communication with the Recording Secretary, indicating that a proxy will be present.

C. An excused absence shall be any absence where extenuating circumstances exist. Requests for excused absences must be received by the Recording Secretary twenty-four hours prior to the Student Senate meetings.

D. An absence, either excused or unexcused, will be recorded for any Senator that does not stay until adjournment of that meeting.

E. Under extenuating circumstances, Senators may be excused after 50 minutes, only with prior consent from the Recording Secretary.

F. The Recording Secretary shall determine what constitutes valid extenuating circumstances, for either absence or departure, with the exception that absence or departure for the purpose of attending class shall automatically constitute extenuating circumstances. The Recording Secretary shall also maintain a record of excused and unexcused absences and shall inform the Student Senate, the Chairperson of Student Senate, and the terminated Senator when he or she is removed. It is the Recording Secretary's duty to enforce the absence procedure.

G. In the event that a Senator will be unable to attend a Student Senate meeting he/she will be responsible for finding a proxy to represent them in said meeting.

I. A Senator may use a maximum of six proxies per semester, for all meetings associated with the Student Senate.

H. Under extreme circumstances the Senate Oversight and Auditing Committee may review a Senator's absence and/or dismissal from Senate.

I. Three unexcused tardies—where a tardy is defined as arriving after the meeting has been called to order—shall count as an unexcused absence, allowing digression of the recording secretary or chair of the committee involved.

#### Section 4. Secretary's Arrest.

The person taking the minutes of a Student Senate meeting shall have the power to temporarily stop the further conduct of said meeting in order to record the business which has previously occurred.

Section 5. The floor is restricted to current students, administration, and faculty unless prior approval has been given by the Chairperson at least 48 hours in advance.

### Article IX. Documents

#### Section 1. Agendas.

The Recording Secretary of Student Senate, with advice of the Chairperson of the Student Senate and President of the Student Body, shall compile the agenda for each Student Senate meeting. The agenda for each meeting, as well as the minutes of the previous meeting, shall be distributed at least 24 hours in advance of the next regular meeting.

#### Section 2. Minutes.

Written minutes shall be kept for all meetings of the Student Senate and its subsidiary committees. The minutes shall contain the following:

- A. The date, time and place at which the Student Senate meeting is called to order by the Chairperson.
- B. For the first meeting after each Presidential and/or Student Senate election, a list of the newly elected members of the Student Senate and/or elected or nominated members of the Executive Office, as well as any challenges to such elections.
- C. A list of absent members as determined by Article 8 Section 3 of this Constitution.
- D. Corrections to the minutes of the previous meeting.
- E. The full reports of all Senate Committees and Student Senate Representatives to other bodies.
- F. A copy or other written record of all proposals submitted, either on the agenda or within the meeting, to the Student Senate for consideration.
- G. Notations of all motions made and the persons making such motions.
- H. Such debate and information as the Recording Secretary deems germane, omissions from which may be corrected at the next meeting.
- I. A count of all votes taken by the Student Senate. All votes recorded in the minutes shall be accompanied by a list of each Senator's vote.

#### Section 3. Applications.

All applications made available to the Student Body for positions which the Student Senate is empowered to fill shall contain a full and accurate description, quoting appropriate sources, of the duties and powers of the body to which the applicant seeks election and the term designated for each position.

#### Section 4. Budget.

A record shall be kept, by the Treasurer, of the Student Activity Fee Funds as passed by the Student Senate, including all amendments which the Student Senate may make to the appropriations recommended by the Committee on Budget and Finance.

## Section 5. Signature to the Financial Section of the Constitution.

A. Before an allocation is sent to any organization receiving budgeted or special funds from the Student Senate for a given term, a copy of all financial sections of the Constitution shall be sent by the Treasurer of Student Senate to that organization at the beginning of that term.

B. Only after the Chief Operating and Financial Officers of the organization have returned a signed copy of the financial sections of the Constitution to the Treasurer of the Student Senate shall an allocation be disbursed to the organization for that term.

## Section 6. Filing of Documents.

At the end of the academic year, the agendas and minutes of all Student Senate meetings, the budget passed by the Student Senate in that year, and the signed copies of financial sections of the Constitution shall be filed together in an orderly manner, preferably in bound form and stored in the College Archives.

## Section 7. Assignment of Duties.

The duties required by this Article shall normally be those of the Recording Secretary of Student Senate except where otherwise noted. Under ordinary circumstances, however, the Recording Secretary may delegate to the Corresponding Secretary such duties as involve the copying, distribution and/or collection of the above documents, but not the recording or creation of their substance or the transcription of a document from a non-authoritative form to an authoritative form. In extraordinary circumstances the Corresponding Secretary may take on the powers and duties of the Recording Secretary in regard to the above documents.

# Article X. Operational Committees of Student Senate

## Section 1. Purpose.

The Operational Committees of the Student Senate are the Committee on Budget and Finance, the Committee on Constitutional Review, the Committee on Living Environment, the Committee on Oversight and Auditing, and the Committee on Public Relations. They shall serve as aids to the Student Senate in the research and development of ideas and legislative proposals, as well as perform other duties as designated by this Constitution and the Student Senate.

## Section 2. Membership.

A. Membership on Operational Committees shall be determined by the preferences of the individual Senator, with the consent of the Chairperson of Student Senate.

B. Each Senator shall serve on either the Budget and Finance Committee or the Living Environment Committee:

1. Committee on Budget and Finance shall consist of no more than one-half of the Senate.
2. Committee on Living Environment shall consist of no more than one-half of the Senate.

C. Each Senator shall additionally serve on Constitutional Review Committee, Oversight and Auditing Committee, or Public Relations Committee.

1. Committee on Constitutional Review shall consist of no more than one-third of Senate.
2. Committee on Oversight and Auditing shall consist of no more than one-third of Senate.
3. Committee on Public Relations shall consist of no more than one-third of Senate.

D. The President and the Chairperson of Student Senate shall be allowed to attend all Operational Committee meetings.

### Section 3. Attendance.

A. Senators shall be required to attend all regularly scheduled meetings of the Operational Committees, given 48 hours notice.

B. Unexcused absence of a Senator from Operational Committee meetings two times during the fall term or two times during the spring term will result in automatic dismissal from Student Senate.

1. Each Operational Committee is counted separately for absences.

C. Excused and unexcused absences shall be subject to the discretion of the relevant Chairperson.

D. The Chairperson of the Committees shall be responsible for maintaining a record of excused and unexcused absences and for notifying the Recording Secretary of the Student Senate when a member does not attend a meeting.

E. The Chairperson of the Student Senate is responsible for notifying the terminated member when he or she is removed.

### Section 4. Quorum.

A simple majority of voting Senators shall constitute a quorum for committee meetings.

### Section 5. Chairpersons of Committees.

A. The Treasurer of Student Senate shall be the Chairperson of the Committee on Budget and Finance.

B. The Chairperson of Student Senate shall be the Chairperson of the Committee on Constitutional Review.

C. The Vice-President shall be the Chairperson of the Committee on Living Environment.

D. The Chairperson of the Committee on Oversight and Auditing shall be elected from the members of the committee.

E. The Corresponding Secretary shall be the Chairperson of the Committee on Public Relations.

F. All Chairpersons of Operational Committees shall be non-voting members with the exception of the Chairperson of the Committee on Oversight and Auditing who will retain his/her right to vote.

### Section 6. Committee on Budget and Finance.

The Committee on Budget and Finance shall be responsible for making recommendations to the Student Senate on matters concerning the funding and financial operations of all Student Senate funded organizations and activities. It shall be specifically charged with consideration and review of Student Activity Fee funds, as well as other questions as may be referred to it by the Student Senate or Student Body. Following the fall budget reviews each year, the committee shall be required to submit a recommendation concerning the Student Activity Fee for the academic years following the budget period reviewed.

### Section 7. Committee on Constitutional Review.

The Committee on Constitutional Review shall be responsible for making recommendations to the Student Senate on matters concerning the Constitution of the Student Body, parliamentary procedure and other such questions as may be referred to it by the Student Senate or the Student Body.

### Section 8. Committee on Living Environment.

The Committee on Living Environment shall be responsible for making recommendations to the Student Senate on matters concerning the living environment at Coe, including such things as social rules, the

social atmosphere, the residence hall environment, and other such questions as may be referred to it by the Student Senate or the Student Body.

#### Section 9. Committee on Oversight and Auditing.

The Committee on Oversight and Auditing shall be responsible for ensuring the proper direction and control of the Student Government and its related committees, ensuring compliance with all procedures outlined within the Constitution, enforcing any disciplinary actions as deemed necessary, reviewing the dismissal of members of the Student Senate or Executive board, auditing the financial records of Student Senate sponsored organizations on a yearly basis, and handling any other issues as may be referred to it by the Student Senate or the Student Body.

#### Section 10. Committee on Public Relations.

The Committee on Public Relations shall be responsible for maintaining the Student Senate web page, coordinating all senate fund raising activities, advertising for students senate sponsored activities and elections, and other such duties delegated to it by the Student Senate or the Student Body.

### Article XI. Standing Committees

#### Section 1. Guidelines for Standing Committees.

- A. The duration of the terms of the student representative shall be concurrent with each Senator's term of office the academic year.
- B. All open positions in Standing Committees of Student Senate must be filled.

#### Section 3. Faculty, Administration, and Trustee Committees.

##### A. Senate Representatives.

- 1. It shall be the responsibility of the Student Senate to select Senators and, under extenuating circumstances, appoint members of the student body to serve as student representatives to designated faculty, administration and trustee committees. The particular committees on which there will be student representatives and the number on each shall be determined through negotiation between the Student Senate and the College. All agreements thus reached shall be subject to the consent of the Student Senate. The student representatives on each committee shall be full and voting members of the committee with the same rights and powers accorded other committee members. Such committee membership does not, however, entitle the student representative to vote in meetings of the faculty, administration, or trustees as a whole.
- 2. If a faculty, administration or trustee committee is not filled by the senators the committee positions will be opened to student body representatives.

##### B. Student Body Representative Appointment

- 1. Any member of the Student Body not on academic probation is eligible to serve as a student representative to faculty, administration and trustee committees.
  - A. All Student Body representatives must meet qualifications for student membership on faculty committees mandated by the current Faculty Handbook.
  - B. Whenever possible, no individual will be assigned to more than one faculty, administrative or trustee committee.
- 2. Members of the Student Body must complete and return the application by the date set by the executive committee. The application shall include:
  - A. The name of the faculty, administrative, or trustee committee of which the individual wishes to be a member. If a student wishes to apply for more than one committee, they

note the order of preference in the event they are not appointed to all committees.

B. A statement clarifying that they are available and willing to attend all scheduled meetings of the committee.

C. A brief explanation of why the individual would like to serve on the specified committee.

3. The appointment of a student representative is effective for one academic year.

4. Individuals interested in being Student Body Representatives must apply to the student senate for appointment. The Executive Board shall review the applications and propose as slate of nominations to the senate. Each appointment must be approved by a simple majority of the senate.

5. It shall be the responsibility of the Public Relations Committee to ensure that a minimum of three signs advertising the availability of faculty, administrative and trustee appointments shall be placed in at least Gage Union, the residence halls, and the academic buildings. All of these signs shall be placed at least 10 days before the applications are due. The signs shall include:

A. The number of faculty, administration and trustee committee student representative seats open.

B. The place or places where applications may be obtained and returned.

C. The date applications are due.

D. The place or places where committee descriptions and meeting times are available.

E. Accountability Requirements.

As representatives, Senators and Student Body Representatives on faculty, administration and trustee committees shall be accountable to the Senate and the Student Body. It is therefore the responsibility of all representatives on such committees to report the progress of their respective committees to the Student Senate on a regular and continuing basis. These reports will be given by student representative or read by the corresponding secretary during the time set aside for standing committees reports and will be included in the minutes. Failure to carry out such responsibility shall affect review and/or possible removal of the Senator or Student Body representative as decided by the Oversight and Audit Committee.

#### Section 4. Elections Committee.

The Elections Committee shall be responsible for conducting and overseeing the Student Senate elections as outlined in Article VI of this Constitution.

#### Section 5. Board of Operations.

The Boards of Operations shall be responsible for conducting and overseeing their respective organizations as outlined in Article XII of this Constitution.

### Article XII. Board of Operations

#### Section 1. Literary Boards of Operations.

A. There shall be a Board of Operations for the Coe Review, Colere, and Pearl, which shall oversee their operations and name the editors.

B. Its membership shall include:

1. Editor of the Coe Review.

2. Editor of Colere

3. Editor of Pearl

4. Faculty member of the English Department who shall be named by the Chairperson of that department.

5. Dean of Students or his/her delegate.

6. One appointee by the Coe College Board of Trustees.

7. A representative from the Student Senate.

C. The Board members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all matters.

D. The Board shall annually select the editors and shall meet from time to time as necessary for the stability and quality of its operations.

E. Either the Chairperson of the Board or three of its members may call a meeting of the Board.

F. The Board shall approve the budget requests of Coe Review, Colere, and Pearl before final submissions to the Student Senate.

G. The English department will recommend a slate of Coe Review editors which will be subject to the ratification of the Board of Operations.

## Section 2. Cosmos Board of Operations.

A. There shall be a Board of Operations for the Cosmos, which shall oversee its operation and its editor.

B. Its membership shall include:

1. Editor of the Cosmos.
2. Assistant Editor of the Cosmos.
3. Business Manager of the Cosmos.
4. A representative from the Student Senate.
5. An advisor named by the editor of the Cosmos from either the college administration or faculty.
6. A member of the college administration or faculty named by the President of the College.
7. Dean of Students or his/her delegate.
8. One appointee by the Coe College Board of Trustees.

C. The Board members shall elect a Chairperson from their committee, who may be replaced at any time by the election of a new Chairperson. The Chairperson shall have a vote on all issues.

D. The Board shall meet annually to select the Editor and from time to time as necessary for the stability and quality of its operations. Either the Chairperson or three of the Board members may call a meeting of the Board.

E. The Board shall approve both staff appointments for the Cosmos and approve its budget requests before final submissions to the Student Senate.

## Section 3. Student Activities Committee Board of Operations.

A. There shall be a Board of Operations for the Student Activities Committee (SAC) which shall oversee its operation and name the Chairperson and Business Manager of SAC.

B. Its membership shall include:

1. Chairperson of SAC.
2. Business Manager of SAC.
3. A representative from the Student Senate.
4. President of the Student Body or his/her designate.
5. Dean of Students or his/her delegate.
6. An advisor named by the Associate Dean of Student Affairs from either the college administration or faculty.
7. The Treasurer of Student Senate
8. Two additional Student Senate appointed representatives, appointed by Student Senate Executive Board and approved by Student Senate.

C. The Board shall meet annually to select the Chairperson and the Business Manager. In addition the board shall meet monthly to insure continued stability and quality of its operations.

D. The Board shall meet two times during the fall term and two times during the spring term to insure

continued stability and quality of its operations. In the event that the Board does not meet the required amount of times, the percentage of the Student Activity Fee that is automatically allocated to SAC in Article XVIII Section 1 Subsection K shall be denied for the following semester.

E. The Board shall approve the SAC budget as submitted by the Chairperson and Business Manager.

F. The Board shall periodically review the financial status of SAC and approve its budget requests before final submission to the Student Senate.

## Article XIII. Ad Hoc/Special Committees

### Section 1. Purpose.

Ad hoc committees of the Student Senate shall aid the Senate in the research and development of specific ideas and proposals as well as perform other duties as assigned to them by Student Senate.

### Section 2. Membership.

A. Membership shall be open to all Senators.

B. The President and Vice-President of Student Senate shall be non-voting, ex-officio members of all ad hoc committees.

C. The Chairperson of Student Senate shall be a voting, ex-officio member of all ad hoc committees.

### Section 3. Chairperson.

The Chairperson of each ad hoc committee shall be elected by a majority vote of the committee and may be replaced at any time by the election of a new Chairperson.

### Section 4. Quorum.

A majority of voting members shall constitute a quorum.

## Article XIV. Student Senate Representative to the Faculty of the Whole

### Section 1. Student Representative.

It shall be the responsibility of the Vice-President of the Student Body or his/her designate, subject to approval by the Student Senate, to be the student representative to all faculty meetings of the whole. In such meetings, the student representative shall have the right to speak, but shall not have the right to vote.

### Section 2. Accountability Requirement.

As a representative appointed by the Student Senate, the student representative to all faculty meetings of the whole shall be accountable to the Student Senate and the Student Body. It is therefore the responsibility of the student representative to faculty meetings to report to the Student Senate on a regular and continuing basis. Failure to carry out said responsibilities shall affect review and/or replacement of the student representative to faculty meetings.

Section 3. The designated student representative to all faculty meetings of the whole shall be required to attend all regularly scheduled Faculty meetings. Unexcused absence of the representative two times during the fall term or two times during the spring term will result in automatic dismissal from their position in the Student Government. The Chairperson of the faculty will be responsible for maintaining a record of excused and unexcused absences and for notifying the Student Senate and the Chairperson of the Student Senate when the Vice-President or representative does not attend a meeting. The Chairperson of the

Student Senate is responsible for notifying the terminated Vice-President or representative when he or she is removed.

## Article XV. Judicial Board

Student members of the college Judicial Board shall be appointed by the Student Senate in accordance with the procedures outlined in the current Coe College Student Handbook.

## Article XVI. Committee of Student Affairs

Six of the student members of the college Committee of Student Affairs shall be appointed by the Student Senate Executive Committee in accordance with the procedures outlined in the current Coe College Student Handbook.

## Article XVII. Student Activities Committee (SAC)

### Section 1. Criteria for membership.

A. Candidates for Chairperson or Business Manager of the Student Activities Committee must be registered as a full-time student, have paid the Student Activity Fee, be in good academic standing and must not be registered for off-campus programs during the expected term of office. All candidates for Chairperson or Business Manager of SAC must be approved by a two-thirds vote of Student Senate.

B. Candidates for membership on the Student Activities Committee must be registered as a full-time student, have paid the Student Activity Fee, and be in good academic standing.

### Section 2. Composition and Selection Process.

A. The Student Activities Committee shall be composed of the Chairperson, a Business Manager, an administrative representative and any other officers that the SAC Board of Operations may deem necessary.

B. Candidates for Chairperson and Business Manager on the Student Activities Committee shall be selected annually by the SAC Board of Operations. This selection shall occur during the month of December.

C. Candidates for other officer positions on the Student Activities Committee shall be elected annually by a majority vote of the Student Activities Committee members during the month of December.

D. The Administration Representative shall be appointed by the Associate Dean of Student Affairs.

### Section 3. Period of appointment.

A. The newly selected Student Activities Committee shall be responsible for planning and carrying out activities, during their term in office.

B. The term of office for The Chairperson and Business Manager of the Student Activities Committee shall begin after their election in December.

### Section 4. Recall.

A. The Student Senate may by a two-thirds vote recall any member, or all members, of the Student Activities Committee before an expiration of his/her designated term.

B. The Student Activities Committee may by a two-thirds vote recall any member of the committee before an expiration of his/her designated term.

C. One-fifth of the members of the Student Body may petition to order a recall election for a member of the Student Activities Committee. If a majority of those voting approve, the member shall be removed from office.

#### Section 5. Duties of SAC officers.

A. The Chairperson and Business Manager shall serve as voting members of the Student Activities Committee. Meetings shall be at the discretion of the Chairperson or the Business Manager.

B. It shall be the Chairperson's responsibility to coordinate the Committee's activities with those of other appropriate college organizations, and report to the SAC Board of Operations on a monthly basis.

C. The Business Manager shall be in charge of all financial operations of SAC. His/her signature must be used on all financial transactions for that transaction to be valid.

D. The Administration's Representative shall serve as a voting member of the Student Activities Committee. It shall be his/her duty to perform such administrative tasks as may require that persons special skills, to act as the committees negotiating agent and to provide continuity of experience from year to year.

### Article XVIII. Financial Procedures

#### Section 1. Organizational Procedure.

All major officers and authorities of organizations receiving funds from the Coe College Student Senate must agree, by signature, to the following governing regulations to be eligible to receive funds from the Student Senate.

A. All organizations, and Chief Operating and Financial Officers of organizations, shall handle their funds in accordance with this Constitution.

B. To be considered for annual Student Senate funding, an organization must first be recognized by the Student Affairs Committee of Coe College.

C. Receipts for any and all expenditures of Student Senate funded organizations must be kept on record for at least two years in accordance with this constitution.

D. Any and all cash and/or checked income received by the aforementioned organizations and/or the organization's Financial Officer must be deposited in the organization's accounts in the Coe College Business Office.

E. The Chief Operating and Financial Officers of each organization shall be held personally liable for any debts and misappropriation under their jurisdiction and within their responsibilities as officers of these organizations.

F. No salesman, business manager, or other responsible duly delegated officer of an organization which receives funds from the Student Senate shall take or receive a commission in excess of fifteen percent on the sale of advertisements.

G. The Student Activities Fee shall not be used to fund any salaried positions.

H. If any funds of an organization which received financial assistance from the Student Senate are used for personal gain or any purpose other than to carry out the proper business of the aforementioned organization, the violator(s) shall be indebted to the Student Senate for the misappropriated amount and shall be barred from ever again holding any elective office directly or indirectly associated with the Student Senate. The violator(s) shall be referred to the Judicial Board of Coe College. A Senator from B&F and a Senator from O&A shall be involved with the hearing.

I. No Student Senate funded organization shall deficit spend without the written approval of the Treasurer of the Student Senate. To deficit spend without this approval will result in the personal financial responsibility of the Chief Operating and Financial Officers for the amount of the deficit.

J. During the fall and spring semesters the itemized budget of each Student Senate funded organization and organizations applying for the Student Senate funding shall be submitted to the Treasurer of the Student Senate no later than the date specified by him or her. It is the responsibility of the Financial Officer of each organization to submit an itemized budget by the required date. Failure to do so may result in sanctions from the Budget and Finance Committee. The budget process shall consist of a preliminary review of all budgets by the Budget and Finance Committee. The Budget and Finance Committee also has the opportunity to ask representatives from the organization to appear in front of them to answer any questions the Budget and Finance Committee may have. During this review any appropriate revisions shall be made. The revision discussion shall be open to all members of the Coe College Student Body. This budget shall then be returned to the organization. Each organization shall then have the chance to appeal any budget revision by appearing in front of the Student Senate. Criteria for distribution of Senate funds shall be:

1. Appeal and availability of organization's membership to the students of Coe College.
2. Appeal and availability of organization's activities to the students of Coe College.
3. Educational wealth of organizational activities.
4. Past proper management of Student Senate funds.
5. Adheres to B&F guidelines.

A failure to meet any of the criteria specified above is sufficient reason to deny the allocation of funds for the organization's intended purpose.

K. Each semester the Student Activity Committee will be guaranteed 10% of the semester's budget under the terms that the Student Activities Committee provides the Budget and Finance committee a monthly review of how the 10% is being spent.

L. Students who will be participating in academic programs outside of the Cedar Rapids area may be eligible to receive a refund of the Student Activity Fee for that term. Students can do so by petitioning the Student Senate Treasurer in writing with their signature and identification number within 30 days of the first day of class for that term. Final decisions for a refund will be made at the discretion of the Executive Board of the Student Senate within one month of receiving the petition.

M. Any Student Senate funded organization, which disbands, shall return any unused portion of its allocation to the Student Senate.

N. All organizations receiving funds approved by the Student Senate shall return unused portions of said funds to the Student Senate by the last full day of class of the specified term, unless otherwise specified by the Student Body Treasurer.

## Section 2. Source of Funds.

A. All voting members of the Coe College Student Body shall pay an annual Activity Fee, the amount to be determined by the Student Senate. The fee shall be collected by the college Business Office.

B. Funds received from such Activity Fees shall be distributed for payment in two payments collected at the beginning of fall and spring terms. One half of the fee shall be collected for the fall term and one half shall be collected for the spring term. All revenues from these fees shall be posted in the general treasury of the Student Senate.

C. When possible, a standing balance of no less than \$2000 shall be maintained in the general treasury of the Student Senate.

## Section 3. Section of Additional Funds.

A. No organization receiving funds from the Student Senate for any given academic year shall receive any additional funds from the Student Senate's allocated funds after the said appropriation has been recommended by the Student Senate.

B. Exceptions for allocating money from the unallocated balance shall be considered on an individual basis

by Student Senate in accordance with the following procedure:

1. The organization seeking special funds shall present its case to the Committee on Budget and Finance.
2. The Committee on Budget and Finance shall make its recommendation concerning the proposed exception to the Student Senate. The Committee's favorable recommendation shall result in automatic consideration unless two-thirds of the Student Senate votes to reconsider the proposal.
3. Final approval of the proposed exception shall require a majority vote of the Student Senate.
4. If an organization's request for additional funds is rejected by the Committee on Budget and Finance it can be brought to the floor by a two-thirds vote of Student Senate.

#### Section 4. Accounting Procedure.

- A. Each organization shall appoint or elect a Chief Financial Officer responsible for keeping accounts, writing checks, receiving and handling the financial matters of the organization.
- B. Each organization shall follow the basic accounting procedure below:
1. No items are overspent by more than ten percent up to a maximum of \$100.00 without the approval of the Student Senate Treasurer.
  2. No organization shall spend appropriated monies on any non-budgeted item without the approval of the Student Senate Treasurer.
  3. An entry for all money deposited and all checks written with a description of the entry in the General Ledger Account.
  4. An entry in a separate line item account. Entries are posted for General Account to line item account.
  5. An invoice of statement for each entry describing in detail the receipt or expenditure.
  6. Each Student Senate funded organization shall agree to submit books and records for the current academic year to the person designated by Senate or its President for review by the last full day of classes of the fall term. All student organizations shall submit books and records by the last full day of classes of the academic year to the Business Office for a complete audit.
  7. The Student Senate reserves the right, by recommendation from Budget and Finance and two-thirds vote of the Student Senate, to remove all or part of an organization's funds if that organization misuses the funds allocated by Student Senate.
- C. Each organization which authorizes a member to make charge account purchases shall receive a detailed receipt of each purchase from the member himself/herself and shall request the member to have a final statement sent to the organization's Chief Financial Officer. An organization should not pay a bill of this nature without the receipt and the statement.
- D. Each organization will agree to submit books and records for an audit upon request of the Student Senate Treasurer.
- E. The College's Business Office shall perform the function of banker and shall send monthly statements according to the organization's account activity.
- F. Failure to submit books and records by the assigned date as detailed by the Senate Treasurer will result in immediate suspension of Student Senate funds until said records have been received and approved by the Senate Treasurer.
- G. Any organization whose accounting procedures are not in keeping with procedures outlined in this constitution shall have its funds immediately suspended until said records have been approved.
- H. The Student Senate Treasurer shall have a mandatory general meeting with all Senate funded organization's Chief Financial Officers at the beginning of the fall term to answer questions and insure complete knowledge of the financial section of this Constitution and what the responsibilities of the Treasurer are.

## Section 5. Reserved Fund Account.

A. At the end of each fiscal year, the remaining balance of Student Senate's unallocated funds shall be transferred into a Reserved Funds Account:

1. The Reserved Funds Account shall be an interest bearing money market account to be maintained by the Treasurer of Student Senate with assistance from the Assistant Controller.
2. Money in the Reserved Funds Account shall not be allocated during the fall and spring semester budget review.
3. Student Senate funded organizations bringing proposals which seek "additional funds" (as defined in Section 3 Subsection A) exceeding \$3500 are eligible for, but not required to receive funding from the Reserved Fund Account. Upon the proposals initial approval, the Budget and Finance Committee shall determine, by two-thirds vote, if funding will be provided from the Reserved Funds Account.

B. Proposals drawing funds from the Reserved Funds Account must pass Student Senate by a two-thirds vote.

C. Supplementary allocation proposals under the \$3500 cap will not be considered to receive funds from the Reserved Funds Account.

D. Funds from the Reserved Funds Account may not be transferred into the Student Senate's unallocated balance unless the Student Senate's unallocated balance falls below \$3500.

## Article XIX. Parliamentary Authority

Section 1. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with this constitution and any special rules of order the Senate may adopt.

## Article XX. Information Disclosure and Executive Session

Section 1. In order to maintain a sense of openness between the Student Body and the Student Government all meetings of the Student Senate and its subsidiary committees shall be open to any student presently enrolled at Coe College.

Section 2. In cases where a sensitive topic or information is to be discussed during the course of a meeting the committee, by an affirmative majority vote, may move the meeting into executive session thereby removing all persons present who are not current members of the Student Senate and/or said committee.

Section 3. Any persons present at a meeting of an assembly in executive session shall be required to keep private all proceedings and information presented during the course of said meeting, including those persons who may not be members of said assembly.

Section 4.

A. The movement of the Student Senate or any of its subsidiary committees into executive session does not exempt the assembly from taking minutes.

B. However, minutes taken while operating in executive session, shall be read and acted upon only while in executive session unless that which would be reported on in the minutes--that is the action taken, as distinct from that which was said in debate--was not secret or secrecy has been lifted by the assembly.

Section 5. Due to the nature of issues dealt with by the Committee on Oversight and Auditing its meetings shall operate exclusively in executive session.

## Article XXI. Amendments to the Constitution

### Section 1.

A. A motion to amend the Constitution may be presented at any meeting of the Student Senate providing it has been placed on the agenda prior to its presentation.

B. Should two-thirds of those members present and voting agree to the proposed amendment, it shall be presented to the Student Body for consideration. A favorable vote of two-thirds of the vote cast by the Student Body shall be necessary for adoption of the amendment.

Section 2. Members of the Student Body may propose an amendment to the Constitution by submitting a petition bearing the signatures of one-fifth of the Student Body to the Recording Secretary. Two-thirds of those voting must approve the adoption of the amendment. Such a vote must be held within two weeks after petitions are received by the Recording Secretary.

## Article XXII. Ratification of the Constitution

Section 1. The approval of two-thirds of the members of the Student Senate or a petition bearing the signatures of one-fifth of the Student Body shall be sufficient for presentation of this Constitution to the Student Body.

Section 2. Upon a favorable vote of two-thirds of the voting Student Body, this Constitution shall be considered ratified.

Section 3. Upon ratification this Constitution will supersede the provisions and authority of all other constitutions.

Section 4. The Constitution as amended will be presented annually to the Board of Trustees for continuing approval.

## Article XXIII. Recognition of the Constitution and Amendments

Section 1. Upon review by the Student Body President and/or the Committee on Constitutional Review, the Student Senate will only recognize the Constitution printed in the most recent student handbook, amendments present in the minutes of the Student Senate's previous term, and amendments passed during the current Student Senate's term.

Section 2. If amendments present in the minutes of the Student Senate's previous term are not printed in the current student handbook, due to errors outside of the Student Senate's control, they shall be recognized by the current Student Senate as well.