

## STUDENT SENATE BY-LAWS

This document shall be known as the COLLEGE OF EASTERN IDAHO's Student Senate By-Laws.

### ARTICLE I

- Section 1.1 **The Student Senate at the COLLEGE OF EASTERN IDAHO is primarily responsible for all extracurricular activities of the student body. It is the responsibility of the Student Senate to discuss and implement these activities requested by the student body and approved by the Senate. The formation of other clubs and organizations on campus must have the approval of the Student Senate and campus administration. Student Senate endorses approved clubs and organizations, but does not assume responsibility for their activities.**
- Section 1.2 Student Senators shall be elected by each separate division.
- Division shall be defined as a group of programs.
  - Program shall be defined as the ENTIRE course of studies offered in that field.
  - Class shall be defined as a group of students who meet together for training in the particular program who have a common course of study for their training goal.
  - Student Senate members will only serve for the school year for which they are elected.
- Section 1.3 Every Student Senator shall be entitled to ONE vote. In the absence of the elected Student Senator, the Student Senate President shall be entitled to vote in the place of the Senator.
- Section 1.4 Any and all members of the Student Senate who miss three meetings per semester will be responsible to repay all or a portion of their tuition reduction. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the advisor.
- Section 1.5 Senators of the Student Senate shall be the students elected in a general election by the student body. Elected positions include:
- Student Senate President, Vice President, Secretary/Treasurer, Parliamentarian, and 8 senators (2 from Business & Technologies, 2 from Health Care Technologies, 2 from General Education, and 2 from Mechanical Trades)
  - If a division mentioned above is not represented after the applications deadline, the Student Senate may appoint a student from any division to run in the student senate elections.
  - Mascot Position: appointed member and is appointed by a 2/3 majority vote of the Student Senate. \$250 tuition reduction per semester. Must attend all Student Senate meetings and events. If other campus organizations/departments/clubs are interested in having the mascot represent at an event, then they will be responsible for submitting a Mascot Usage Request at least 2 weeks prior to the event. It is not guaranteed that the mascot will attend the requested event. In the event that the mascot cannot be present at event, then the organization/department/club will be given authorization to use the CEI mascot costume after submitting the Mascot Usage Request to Student Senate.
- Section 1.6 All Student Senators must be degree seeking and remain in good academic and financial standing at CEI.
- Section 1.7 All Student Senators must maintain a 3.0 cumulative grade point average and maintain six credits per semester (except the Student Senate President who must maintain 12 credits per semester). Any Student Senator whose cumulative falls below a 3.0 grade point average will be placed on probation. Senators on probation will only be eligible for a \$250 tuition reduction and must resign their officer position. Student Senators can only be placed on probation for one semester before they must resign from the Student Senate.
- Section 1.8 All meetings of the Student Senate shall be presided over by the Student Senate President, except in the meeting prior to the election of Student Senate officers, then the meetings shall be chaired by a Student Senate Advisor.
- Section 1.9 In the event that the Student Senate President is unable to serve his/her full term, the Vice President shall assume the office of President. If any other office of the Student Senate shall become vacant during the year, then the Student Senate shall elect a replacement from the membership of the Student Senate.
- Section 1.10 The Student Senate Vice President, Secretary/Treasurer, and Parliamentarian will be elected and separate from the 8 Senate seats.

### ARTICLE II

#### TUITION REDUCTION

- Section 2.1 All senate members must meet the requirements of the Student Senate listed in Section 1.4 in order to receive tuition reduction through the entirety of the semester, otherwise a portion or all of the tuition reduction must be paid back.
- Section 2.2 Any and all members of the Student Senate who miss three meetings/events per semester (unexcused), will be required to pay back all or a portion of their tuition reduction. Senators who miss meetings due to classroom commitment or personal conflicts need to notify the Advisor. These absences will be excused.
- Section 2.3 Tuition reduction for senate members will be allocated based on their level of service not to exceed their cost of tuition.
- First semester senators can be allocated up to \$250 for a semester.
  - Second and additional semester senators can be allocated up to \$500 a semester.

- Additionally Executive Council members can receive \$50 for their first semester of service and \$100 for additional semesters of service.
- Student Senate President and Vice President will receive full tuition
- Student Senate Secretary/Treasurer and Parliamentarian will receive one-half tuition reduction.

Section 2.4 All tuition reductions will occur after the senator has met with the Student Senate Advisor and signed their contract.

Section 2.5 Any senator who does not complete their commitments outlined in the Student Senate By-Laws and Student Senate contract will be required to pay a portion or all of the tuition reduction back to the College of Eastern Idaho. These students will not be eligible for Student Senate positions during the remainder of their academic career.

### ARTICLE III

#### PURPOSE

Section 3.1 The purpose of the Student Senate shall be to function as the representative body for all students and to:

Section 3.2 Make recommendations concerning student welfare to those persons responsible for administration of school policies. This will be accomplished by having membership to the Safety Committee, participating in hearings when requested, and other committees the Administration deems necessary.

Section 3.3 Provide leadership for all meetings of the Student Body.

Section 3.4 Enact legislation concerning all student activities.

Section 3.5 Actively seek new areas of involvement at the College.

Section 3.6 Provide guidelines and support for all Student Senate approved clubs and organizations that may be formed on campus.

Section 3.7 Perform functions as follows:

- A. Promote desirable college-public relations
- B. Encourage acceptable student citizenship
- C. Develop institutional morale
- D. Encourage cooperation between students, faculty, staff and administration
- E. Make studies of student life and recommend methods of improvement when desirable
- F. Welcome and assist campus visitors
- G. Assist with any and all school activities

### ARTICLE IV

#### PROCEDURES

Section 4.1 All meetings of Student Senate shall be conducted according to Parliamentary Procedure.

Section 4.2 A quorum of at least 60% of the current Student Senate members must be present to conduct official business.

Section 4.3 Any action of the Senate must receive simple majority vote of the quorum in order to be official unless otherwise outlined in these by-laws.

- The Student Senate President may vote only in the case of a tie as stated in Article I Section 1.3.

Section 4.4 Meeting of the Student Senate shall be called once a week unless otherwise directed by the Student Senate President.

Section 4.5 The privilege of the floor at meetings of the Student Senate shall be granted to any faculty member, administrator, school organization representative, member of the associated student body, or visitors to the school upon the prior approval of the Student Senate Executive Committee.

Section 4.6 The Student Senate President shall have the power to call a special meeting of the Student Senators at any time. Quorum regulations will be in effect.

- This meeting shall have 48 hours' notice.

Section 4.7 All questions formally submitted in writing concerning the intent and interpretation of these by-laws shall be decided upon by the Student Senate.

### ARTICLE V

#### DUTIES OF STUDENT SENATE OFFICERS

Section 5.1 The Student Body-Student Senate President shall preside over all meetings of the Student Senate. He/she shall be a pro tem member of the Student Senate.

#### AND

- Represent the school at all functions when called upon to do so.
- Hold power to appoint and dissolve special committees and meetings of the Student Senate.
- Act as a spokesperson for the College at any and all official functions.
- Is a pro tem member of any and all committees.
- Will vote in case of a tie decision

- Will appoint members of the Election Committee each semester.

Section 5.2 The Student Senate Vice President shall preside over meetings of the Student Senate in the absence of the President. The Vice President shall be a pro tem member of the Student Senate.

**AND**

- Preside over all appeals related to Student Senate business.
- Attend official college functions when the president is unable to attend
- Act as Secretary/Treasurer in the absence of the Secretary/Treasurer.

Section 5.3 The Secretary/Treasurer shall take and report minutes of all meetings of the Student Senate, is in charge of all correspondence of Student Senate, is in charge of all correspondence of Student Senate, and is in charge of all public relations and keeping record of all public relations articles and events.

**AND**

- Create and send out a monthly newsletter.
- Submit an itemized financial report to the Student Senate members within two weeks after the start of a new semester.

Section 5.4 The Parliamentarian shall advise the President, Vice President, Senators, and Student Senate Advisors on proper parliamentary procedure based on these bylaws and the latest edition of Robert's Rules of Order, which include but not limited to: following the code of ethics for individuals in a group, to conduct business or meetings in a professional matter, reduce or eliminate conflict, call for the orders of the day and to overall keep order.

**AND**

- Oversees current bylaws and proposed bylaws changes
- Oversees elections
- Point of contact for all marketing and advertising

Section 5.5 The Executive Committee of Student Senate shall consist of the Student Senate President, Vice President, Secretary/Treasurer.

Section 5.6 The Student Senate Executive Committee shall set the agenda for Student Senate meetings and other official functions as outlined in these by-laws.

**ARTICLE VI**

**FINANCES**

Section 6.1 All funds allocated to the Student Body-Student Senate shall be under the jurisdiction of the Student Senate. All receipts and expenditures of any funds must be channeled through the school financial system, i.e. requisitions, purchase orders.

Section 6.2 Funds are received from the students at College of Eastern Idaho from the fee that is paid at registration. Each semester, the Business Office will provide a financial statement of this account to the Student Senate Advisor. This report will reflect the account status at the end of the fourth week of each semester. Reports subsequent to fall semester will include a report of all expenditures as well as all enrollments that occurred during the intervening period. Revenues for this account through means other than student fees shall be reported to the Business Office by the Student Senate Advisor or the Student Senate Secretary/Treasurer, and will be credited. At the end of each semester, the Business Office will provide a final account to the Student Senate Advisor.

- Any and all appropriations must receive at least a 2/3-majority vote of Student Senate members in attendance.
- All transactions involving Student Senate funds must have prior approval from the Student Senate.

Section 6.3 Any Student Organization may request for funding from the Student Senate. To submit a request, the organization/club needs to attend one Student Senate meeting and submit appropriate documentation from the College of Eastern Idaho Club Handbook. The Student Senate will vote to approve or deny that request.

- Student Senate requires, at the end of the semester, organizations/club fill out the "Accounting of Semester Activities" form. It must be submitted by the last official day of the semester in which the funding request was granted. If the form is not received by the deadline, the organization/club will be penalized 20% of the amount requested for the following semester. Penalties will accumulate each semester until the form is received.

**ARTICLE VII**

**COMMITTEES**

Section 7.1 Chairpersons of all associated Student Senate committees shall be appointed by the Student Senate President and ratified by the membership of Student Senate. All chairpersons are to submit a list of their committee members to the Student Senate membership for acceptance.

Section 7.2 Student Senate shall have the following Standing Committees:

- Election Committee
- Activities Committee

Section 7.3 The standing committees of the Student Senate shall be effective for one school year, beginning with the first semester of the school year.

Section 7.4 The Student Senate President shall have the power to appoint other persons to head committees that he/she shall find necessary to establish during the school year. The Student Senate shall have the power to enact ordinances governing the separate committees.

## **ELECTIONS**

### **ARTICLE VIII**

- Section 8.1 The Election Committee shall oversee and run all elections as outlined in Section 2 through 17 of the Election Article.
- Section 8.2 Any degree seeking student with a cumulative grade point average of 3.0 or higher that is enrolled and in good standing at College of Eastern Idaho may be a candidate for a Student Senate office. First time college students who do not have a cumulative grade point average can run for a student senate position but will be on an introductory period until their first semester is completed. Any student running for student senate or already elected to student senate may not be on or actively pursue a leadership position in any on-campus organization. If Student Senate requires additional members for the senate they may actively seek out and appoint club officers or members from any campus organization as a Student Senate member.
- During Elections and while in office all members of the Student Senate should maintain good standing. (See Article 1. Section 6)
  - Any student elected to a Student Senate Office may not run for an office of another club on campus due to a conflict of interest. If he/she chooses to do so, that student will be asked to remove themselves from their choice of office.
- Section 8.3 Each student who desires to become a candidate for Student Senate must return the official candidate petition no later than the desired date specified by the Student Senate each semester. The student receiving the most votes will be awarded the seat for which he/she is running, as long as they are in good academic standing as outlined in Article I Section 6.
- Section 8.4 In order to be an eligible candidate for a seat on the Student Senate, the student must hold a 3.0 cumulative grade point average and must be in good academic and financial standing with the college. Except first-time college students who do not a cumulative grade point average, must submit a letter or recommendation with their candidate petition to be considered an eligible candidate for
- Section 8.5 The format of the petition shall be decided upon by the Election Committee.
- Section 8.6 Any candidate may withdraw from the election 48 hours prior to that election.
- Section 8.7 Write-in candidates will be permitted.
- Section 8.8 The Election Committee will preside over all matters concerning the election. The Election Committee will be an internal committee with its members being selected from the Student Senate. Any grievances will be presented to Student Senate.
- In all regular elections, the candidate who receives the highest number of votes of the eligible voting students, shall be declared elected.
  - In any other special election, with the exception of a constitutional amendment, the Election Committee will decide what constitutes a majority, with final approval of the Student Senate.
- Section 8.9 Votes shall be counted within 24 hours after the close of the polls. Before votes are counted, the Election Committee shall designate who may be present and who shall count the votes. The Student Senate Advisor or designated administrator must be present. All election returns must be posted within 24 hours of the closing of the polls and shall be posted in a central location in the school.
- Section 8.10 The names of the candidates for the offices shall be placed on the ballot in an order decided upon by a candidate draw.
- Section 8.11 All candidates must comply with school requirements provided in these by-laws.
- Section 8.12 Elections will be conducted according to recognized election procedures.
- Section 8.13 The place of voting, time, voter identification, etc. shall be decided upon by the Election Committee with final approval from the Student Senate.
- Section 8.14 An eligible voting student shall be defined as current student of the College of Eastern Idaho
- Section 8.15 Student Senate election for each new academic year will be held and completed by the end of each semester.
- Section 8.16 All elected officials must be sworn in by the Election Committee chairperson or his/her designated representative. (See Article IX, Oath of Office.)
- Section 8.17 The Student Senate Officers and 4 senator seats (1 HCT, 1 B & T, 1 GE and 1MT) will be elected by the end of the spring semester. The last 4 remaining senator seats (1 HCT, 1 B & T, 1 GE, and 1 MT) will be voted in the fall semester.
- A. In the event of an unfilled senate seat(s) during elections, the senate may allow students to run from any given division to fill the needed seats as mentioned in Section 1.5.
- Section 8.18 Any student desiring to run for president must have served at least one previous full semester on the senate.
- Section 8.19 If the President resigns from his/her seat, then the vice President shall assume the Presidency and the Vice-President will be elected from the membership of the Student Senate.

### **ARTICLE IX**

#### **OATH OF OFFICE**

- Section 9.1 The oath of office shall be administered to all Student Senate Officers. (See Article VIII, Section 8.16.)
- Section 9.2 I, \_\_\_\_\_, swear to uphold the by-laws of the Student Senate of the College of Eastern Idaho, to represent the best interests of the students, and to execute my office to the best of my abilities. I will carry myself in a respectable manner that is befitting a senator of the Student Senate and a representative of the college.

### **ARTICLE X**

#### **RECALL AND REPLACEMENT**

- Section 10.1 All members and officers of the Student Senate shall be subject to impeachment.
- Section 10.2 Members of the Student Senate may be removed from office by impeachment and conviction by the Student Senate for bribery, dereliction of duties, malfeasance, and/or other misdemeanors.
- Section 10.3 The Student Senate shall order a recall election for any member of the Student Senate or Student Senate Officer after receiving a petition with 50 valid signatures calling for such action.
- Section 10.4 Any member who shall be impeached and found guilty shall have the right of appeal to the full Student Senate.
- Section 10.5 Impeachment may also be instituted by a petition signed by more than 2/3 of the members of the Student Senate.
- Section 10.6 All hearings involving impeachment shall be open to the student body. The Student Senate shall try cases of impeachment. The President shall preside over impeachment proceedings unless the President is being impeached, in which case the Vice-President shall preside.
- Section 10.7 Defendants shall be guaranteed their right to council and a speedy hearing.
- Section 10.8 A 2/3 affirmative vote of the Student Senate members in participation shall constitute a dismissal.
- Section 10.9 All impeachment voting shall be by secret ballot.
- Section 10.10 If a member of the Student Senate is convicted of impeachment charges, then there shall be a right of appeal to an alternate Student Senate made up of 7 members of the student body.
- Section 10.11 If any member of the Student Senate is acquitted of impeachment charges, then he/she shall not be subject to recall on the same charges.