

Constitution of the Student Senate

Preamble: We, the students of Gettysburg College, do hereby establish this Constitution of the Student Senate of Gettysburg College. The Student Senate of Gettysburg College, being elected and appointed by our peers, dedicate ourselves to the betterment of higher education and student life in the campus community. Our focus is to provide a representative, unifying, and responsible government for students, and we hereby promise to be accessible to the student body, remain sensitive and receptive to the concerns of all, and to be advocates of the student voice in all affairs throughout the institution. Therefore, the Student Senate of Gettysburg College charges itself with creating and maintaining an environment for the promotion of student excellence. This Constitution shall take effect the fifth day of December in the year 2016 and supersede all previous documents.

Article I. Purpose

Section 1. Definition

- (A) Gettysburg College Student Senate's primary focus is to provide a representative, unifying, and responsible government for the student body of Gettysburg College.
- (B) To act as advocates regarding policies made by Faculty and Administration that affect the student body.

Article II. Executive Board and Board of Directors

Section 1. Executive Board

- (A) The Executive Board shall consist of the two popularly elected officers of the Student Senate: the President, and the Vice President, as well as the four privately elected officers of the Student Senate: the Treasurer, the Parliamentarian, the Secretary, and the Inclusion Officer.
 - (1) The procedure for privately elected Student Senate Executive Board Positions shall be defined in Article IV, Section III of the Bylaws.
- (B) The duties of the Executive Board shall be as follows:
 - (1) To set the goals of the Student Senate and develop plans for attainment.
 - (2) To attend a weekly Executive Board meeting.
- (C) A rolling list of the clubs in each Affinity Group must be published with the respective Affinity Group Leader.

Section 2. Board of Directors

- (A) The Board of Directors shall be composed of the members of the Executive Board and all of the Affinity Group Leaders.
- (B) The duties of the Board of Directors shall be:
 - (1) To encourage communication between clubs and the Executive Board, and to act as an outlet for the reports that the Affinity Group Leaders receive from their constituents.

- (2) To have a responsibility to keep all information and conversation in the strictest confidence until presented on the Student Senate floor.
- (3) To meet once a month, or more at the discretion of the Executive Board.
- (4) To represent the students of Gettysburg College in a proper and respectable manner.
- (5) To use their rights and privileges responsibly.

Section 3. Responsibilities

(A) The duties of the President shall be:

- (1) To serve as President of the Student Body.
- (2) To call and preside over meetings of the Executive Board and the Board of Directors.
 - (a) To relinquish authority to the Vice President when a personal involvement impedes objectivity.
- (3) To act as a liaison between the student body and the faculty and administration.
- (4) To ensure open communication between the Student Senate and the Dean of Students.
- (5) To oversee all actions of the faculty and administration to ensure student rights are preserved.
- (6) To attend all Faculty meetings or to designate a member of the Academic and Career Affairs Committee to attend in their place.
- (7) To appoint eligible students to vacancies within the Student Senate, excluding class officers.
 - (a) If a class officer's position is vacant, the vacancy will be filled through an appointment by that class's President and the remaining class officers.
- (8) To create Ad-Hoc and Standing Committees as they deem necessary.
 - (a) To create a Standing Committee takes approval by majority vote by the Student Senate.
 - (b) If deemed no longer necessary, a $\frac{3}{4}$ vote is needed to dissolve a Standing Committee.
- (9) To sit on the Board of Trustees College Life Committee.
- (10) To sit on the Student Life Committee.
- (11) To assist in the appointment of all Chairs of Student Senate Committees, which are herein subject to a majority vote of the Executive Board.
 - (a) In the case of a tie, the President will hold the power and position of tiebreaker, and therein, choose from the applicants with the tie for most votes from the executive board.
- (12) To preside over all impeachment hearings.
 - (a) Unless the President is impeached, at which point the Parliamentarian shall preside.
- (13) Perform other duties as the Office may require.

(B) The duties of the Vice President shall be:

- (1) To assume the duties of Acting President in the absence of the President.

- (2) To assume the Presidency in the event of a vacancy.
 - (a) To appoint a new Vice President, with a 2/3 approval of the Senate Body.
- (3) To coordinate all general elections of the Student Senate and Class Governments.
 - (a) To have all election policies and procedures be approved by a simple majority of the Senate.
- (4) To coordinate training of newly elected persons.
- (5) To maintain connection with OSAGL and the Engage Resource Coordinator to foster unity between different organizations on campus and the student body.
- (6) To enforce the duties and responsibilities of the Executive Board of Student Senate, the Board of Directors, Student Senators, Affinity Group Leaders, and the Class Officers.
- (7) To perform other duties as the President or Executive Board may prescribe.

(C) The duties of the Treasurer shall be:

- (1) To keep a documented account of all financial transactions of the Student Senate.
- (2) To ensure efficient management of all Senate funds.
- (3) To act as a liaison between the Student Senate and the College Auditor.
- (4) To inform all organizations of any sanctions they have incurred.
- (5) To serve as the chair of the Budget Management Committee (BMC).
- (6) To bring proposed Student Senate recognized organizations' semesterly budget allocations greater than \$800 to the Student Senate for approval by a majority vote.
 - (a) In the event that the Student Senate does not approve the Student Senate recognized organization's semesterly budget allocations, the budget shall be referred back to committee for further work bearing in mind the Senators' recommendations and concerns before being re-presented.
 - (b) Student Senate recognized organizations' semesterly budget allocations must be disclosed by the Treasurer, including those less than \$800.
- (7) To perform other duties as the President or Executive Board may prescribe.

(D) The duties of the Secretary shall be:

- (1) To keep the minutes of all meetings of the Student Senate.
- (2) To distribute weekly minutes to all members of the Senate Body.
- (3) To keep a copy of the minutes for Gettysburg College Archives.
- (4) To announce and inform all Student Senate members of meetings and to announce agendas and supervise the files of the Student Senate.
- (5) To contact all Student Senate members when removed or when in danger of being removed in accordance with the attendance policy.
- (6) To inform the club's representative when any Student Senate recognized organization is in danger of being removed in accordance with the attendance policy.
- (7) To maintain updated files on all recognized student organizations.
- (8) To keep the Senate alias current.
- (9) To perform other duties as the President or Executive Board may prescribe.

(E) The duties of the Parliamentarian shall be:

- (1) To facilitate and oversee parliamentary procedure.
- (2) To serve as the Chairperson of the Senate Policy Committee.
- (3) To provide advice and guidance to Student Senate recognized organizations in their process of constitutional review and any constitutional proceedings.
- (4) To interpret the Constitution and Bylaws when rules or regulations are questioned by members of Senate.
 - (a) To have a written, documented opinion, with the collaboration of the Senate Policy Committee, when rules or regulations are questioned.
- (5) To edit the Constitution in the case of grammatical errors, misspellings or typos.
- (6) To perform other duties as the President or Executive Board may prescribe.

(F) The duties of the Inclusion Officer shall be:

- (1) To complete the Intercultural Development Inventory Assessment (IDI) process offered through the Office of Diversity and Inclusion.
 - (a) To attend a follow up meetings with a Gettysburg College IDI Qualified Administrator to review results and address unconscious biases with 3 follow-up meetings required per school year.
- (2) To act as the chair of Inclusion Committee
- (3) To work with the Engagement Resource Coordinator in the Office of Student Activities and Greek Life, the Office of Diversity and Inclusion, and the Office of Multicultural Engagement to create the Inclusion Outreach Document at the beginning of each year of the active clubs that represent the interests of one of the protected classes as stated in the anti-discrimination clause of the student handbook, which will be used the Inclusion Committee.
 - (a) The leadership team or executive board of the organization or group must be contacted before they are added to the Inclusion Outreach Document.
- (4) To ensure that Student Senate can function as an inclusive and cohesive body which provides no barriers to participation by addressing issue areas through recommendations based on information gathered through their roles in education, outreach, and accountability as outlined in subsections 5, 6, and 7.
- (5) To offer educational opportunities to members of the Student Senate regarding issues of diversity and inclusion to ensure that all members of the Senate recognize implicit and explicit biases in order to participate in dialogue regarding social issues on campus.
 - (a) To run a monthly discussion within Student Senate on topics such as Implicit Bias, the Black Lives Matter Movement, or Sexual Diversity, to establish greater awareness of topics relating to social justice and inclusivity Senate-wide.
 - (i) To partner with eRace, nGender, and/or Let's Talk About It to facilitate the discussions regarding diversity and inclusivity.
 - (ii) To require Executive Board Members, Senators, and Affinity Group Leaders to attend the meeting, and if missed to attend one of the meetings facilitated by eRace, nGender, and/or Let's Talk About It that month.
 - (b) To provide additional campus resources relating to bias incidents and

inclusion.

(6) To participate in outreach activities with different on-campus organizations and the general student population to foster a greater connection between students, faculty, and administration, and to better understand the issues most pertinent to the campus and Student Senate.

(a) To hold meetings with identity-based organizations and centers, and complete frequent surveys.

(b) To attend Bias Awareness Resource Committee (BARC), The Campus Climate Survey Committee, and the Inclusion Diversity Equity and Advancement Council (IDEA Council) to contextualize senate decisions with the reports on the broader campus.

(c) To be in contact with the Title IX office, Students Against Sexual Assault (SASA), and the Women's Center.

(d) To attend SASA meetings for up to date Title IX procedure, culture regarding sexual assault on campus, and Gettysburg's response to incidents of sexual assault.

(7) To ensure that students and staff are held accountable for acts of discrimination.

(a) To be a resource for bias incidents by working as an intermediary to find resources or next steps.

(b) To maintain cultural sensitivity and be dedicated to maintaining up to date knowledge of anti-discrimination laws and aspects of inclusion.

(c) Having the members of the Inclusion Committee provide feedback to the Inclusion Chair.

(G) Committee Chairs

(1) To attend all Board of Directors meetings.

(2) To report weekly activities at regular Senate meetings.

(3) To hold and preside at regular meetings of respective committees with a specified time and location.

(4) To enforce attendance for committee meetings and to notify the Secretary when the Voting Member's attendance is poor.

(5) To direct and motivate the respective committee toward its intended duties and goals.

Article III. Student Senate Body

Section 1. Membership

(A) President

(B) Vice President

(C) Treasurer

(D) Secretary

(E) Parliamentarian

(F) Inclusion Officer

(G) Four Senators of the First Year Class

(H) Four Senators of the Sophomore Class

- (I) Four Senators of the Junior Class
- (J) Four Senators of the Senior Class
- (K) Six Senators At-Large from the six highest vote-getting candidates that did not win election in their respective class.
- (L) Seven Affinity Group Leaders from the following affinity groups:
 - (1) Academic
 - (2) Political
 - (3) Religious
 - (4) Service
 - (5) Social
 - (6) Arts and Music
 - (7) Cultural
- (M) One representative from each Senate recognized organization.

Section 2. Duties

- (A) The duties of the Student Senate shall be:
 - (1) To act as a forum of student opinion.
 - (2) To evaluate the concerns of the students enrolled at Gettysburg College.
 - (3) To send recommendations on matters concerning the students of Gettysburg College to the proper administrative authorities.
 - (a) To take any appropriate steps in following up on recommendations.
 - (b) To inform the Student Body of the reaction to the Student Senate recommendations and the reasons for any reactions.
 - (4) To promote student rights in all areas of college life.
 - (5) To vote on matters of concern to the students.
 - (6) To allocate funds to organizations and other student groups.
 - (7) To vote on club recognition.
 - (8) To act as a sounding board for the Administration and the Faculty in regards to policy changes and new policy.
- (B) The duties of Senators shall be:
 - (1) To serve as a member of a Standing Committee.
 - (2) To adhere to the attendance policy in Article IV, Section 8.
 - (3) To represent the students of Gettysburg College in a respectable manner.
 - (4) To follow all policies concerning members of Student Senate.
 - (5) To use their rights and privileges responsibly.
 - (6) To make nominations and to present them to the Student Life Committee for such recognition as the Dr. Ralph Cavaliere Endowed Teaching Award.
- (C) The duties of Club Representatives shall be:
 - (1) To act as *ex-officio* members of the Student Senate.
 - (2) To announce the club's presence at meetings.

- (3) To voice pertinent concerns that their club members have at Senate meetings.
- (4) To advertise club events at Senate meetings.
- (5) To report the clubs activities and involvement. See Article A, Section 3, Subsection D
- (6) To report weekly to the respective Affinity Group Leader on thoughts or perspectives regarding relevant voting topics or club updates to maintain recognition.
 - (a) Acceptable reports may in the form of an email or informal communication as long as the matters at hand are addressed.

(D) The duties of Affinity Group Leaders shall be:

- (1) To hold weekly office hours and publicize them through the website.
 - (a) Affinity Group Leaders must track which clubs adhere to Article 1 Section 3 Subsection C Subsubsection 6.
 - (b) Affinity Group Leaders must report to the Secretary prior to the weekly Senate meeting to enforce club adherence to Article 1 Section 3 Subsection C Subsubsection 6.
- (2) To adhere and act responsible to the attendance policy in Article IV, Section 8.
- (3) To represent the students of Gettysburg College in a respectable manner.
- (4) To follow all policies concerning members of Student Senate.
- (5) To use their rights and privileges responsibly.
- (6) To make nominations and to present them to the Student Life Committee for such recognition as the Dr. Ralph Cavaliere Endowed Teaching Award.
- (7) To represent the interests and concerns of their Affinity Group in an unbiased manner.

(E) The duties of Voting Members shall be:

- (1) To only have one vote.
- (2) To abstain from any vote in which the Voting Member has a vested interest. This is included, but not limited to:
 - (a) Being a club representative for and/or on the executive board of a club trying to seek funding or recognition.
 - (b) Being a participant in a conference that is seeking Senate funding.
- (3) To attend at least 3 Senate funded club events.
 - (a) Members may not be a part of the primary clubs organizing it.
 - (b) Events must fit within at least 2 different affinity groups.
 - (c) With the intention of expanding the knowledge of campus organizations of which they have not interacted with in the past.

Section 3. Advisors

- (A) The Dean of Students shall serve as the advisor of the Student Senate or shall designate a representative(s) in their place.

Section 4. Committees

- (A) Standing Committees and Ad Hoc Committees are created when approved by the President in order to aid the duties of Student Senate.

(B) A Standing Committee shall consist of one to two chairs and at least two Voting Members of the Senate.

(1) Committee membership and chairship should be open to all students of the College.

(C) The Standing Committees and their duties are as follows:

(1) Academic and Career Affairs Committee

- (a) To entertain student opinions regarding academics.
- (b) To have two representatives on the Academic Policy and Program Committee.
- (c) To have representatives on the Board of Trustees Academic Affairs Committee.
- (d) To communicate academic student concerns to the Student Senate.
- (e) To create open communication between the Center for Career Development and the Student Body.
- (f) To coordinate career-related events with the Center for Career Development.

(2) Budget Management Committee (Hereafter referred to as the BMC)

- (a) To meet weekly to preside over the Student Senate New Initiatives Account
- (b) To entertain all financial requests.
- (c) To debate the request with the committee and bring a recommendation to the Student Senate floor.
- (d) To investigate the financial background of all organizations that apply for funding or recognition.

(3) College Life Advisory Committee (Hereafter referred to as the CLAC)

- (a) To work with administrators of the College Life Division on policy, programming issues, and concerns before they are brought to the floor of the Student Senate, as necessary.
- (b) To communicate student concerns to the Student Life Committee.
- (c) To address student life ideas and issues.
- (d) To resolve non-academic and non-security issues brought before the committee by the Student Body.

(4) Senate Policy Committee

- (a) To investigate, inform, and educate the Senate Body on parliamentary procedures.
- (b) To review and revise of the Constitution as necessary.
- (c) To assist any organization needing help with creating or updating their Constitution.
- (d) To engage the opinion of the Senate Body on matters regarding the Constitution of the Student Senate.
- (e) To assist the Parliamentarian in their investigations.

(5) Diversity Committee

- (a) To foster an open and inclusive environment on campus.

(b) To create opportunities for open discussion regarding issues of diversity and inclusion.

(c) To create open communication between the Office of Diversity and Inclusion and the Student Body.

(i) Diversity refers to all the ways in which people differ, including primary characteristics, such as age, race, gender, ethnicity, mental and physical abilities, and sexual orientation; and secondary characteristics, such as education, income, religion, work experience, language skills, geographic location, and family status. Put simply, diversity refers to all of the characteristics that make individuals different from each other, and in its most basic form refers to heterogeneity.

(d) To work with the Senate Outreach Committee and others to help educate the campus community through mediums such as social media, event planning, posters, etc. about and during Black History Month, Women's History Month, Hispanic Heritage Month, LGBTQI Awareness Month, Asian Heritage Month, and Native American History Month, etc.

(e) To work in partnership with The Senate Outreach Committee and The Senate Inclusion Committee, student organizations, OME, The Women's Center, and others in order to ensure that minority and underrepresented student demographics are thoroughly educated about and encouraged to participate in all Senate election processes.

(6) Committee for Senate Opinions (Hereafter referred to as CSO)

(a) To draft and deliberate on Opinions of the Student Senate.

(b) The mission of the CSO shall be to pursue a vibrant marketplace of ideas, to foster inclusivity, and to be free of discrimination against unpopular beliefs or opinions.

(c) The Chairperson of CSO shall bear a dual mandate to ensure transparency in all committee operations and to foster inclusion among the committee's members.

(d) Membership of the CSO shall not to exceed fifteen (15) members including the chair.

(7) Senate Outreach Committee

(a) To publicize all Student Senate meetings, events, etc.

(b) To maintain the Student Senate website.

(c) To create and promote school spirit through student activities.

(d) To increase activities and promote awareness of Student Senate events on campus and within the Student Senate.

(e) To create open communication between IT and the Student Body.

(f) To hold a forum for discussing campus technology issues as well as for feedback.

(g) To serve as a constant resource to Senate members, through the means of engageGettysburg, the Senate meeting minutes, or via social media, ensuring better awareness of the different events going on, both on campus and virtually each week, and which Affinity Groups each organizing club belongs to.

(8) Senate Safety Committee

(a) To create open communication between the Department of Public Safety and the Student Body.

(b) To give complaints, suggestions, and compliments to both the Department of Public Safety and the Student Body.

(9) Senate Sustainability Committee

(a) To create an open communication between Facilities and the Student Body.

(b) To give complaints, suggestions, and compliments to both Facilities and the Student Body.

(c) To address the issues surrounding environmental sustainability and its role on campus.

(d) To work with other groups on campus to help make campus more sustainable and environmentally friendly.

(10) Inclusion Committee

(a) Membership of the Inclusion Committee shall not be less than seven (7) members including the Inclusion Officer who will serve as the chair, and the Diversity Chair as a resource.

(i) The membership will scale no more than 3:1 with the size of the Inclusion Outreach Document.

(b) The Inclusion Officer and Diversity Chair will have no voting power in committee.

(c) The Inclusion Committee will create policy recommendations to promote Senate-wide inclusion and present them to Policy Committee, who are required to bring the issues to the senate floor.

(d) Any student or organization may come and ask for help, or report incidents.

(e) Members will serve as resources for connecting students to offices for bias related issues.

(f) For the protection of students, the members must sign an NDA.

(g) To serve as Ambassadors of the Inclusion Committee to the organizations and groups on the Inclusion Outreach Document created by the inclusion officer in Article II Section 3 Subsection F Clause A Subclause 3.

(i) Organizations or groups may petition to be added to the document after it is created and will be voted upon by the members of the Inclusion Committee.

(h) To be in constant contact with:

(i) Office of Residential Life

(ii) Office of Diversity and Inclusion

- (iii) Office of Multicultural Engagement
- (iv) Any other office or resource that addresses student concerns

Section 5. Class Officers

(A) Each class year shall elect a group of officers to serve as leaders for class initiatives and projects.

(1) This shall consist of a President, Vice President, Treasurer, and Secretary.

(B) The term of office shall be for one academic year, beginning and ending at the annual Student Senate installation meeting.

(1) First-Year Officers and Senators will be installed at a time determined by the Executive Board.

(a) If there is a vacancy in any of the class governments after the Elections are held, the Class President is empowered to appoint a suitable student to fill the absent office.

(i) The appointed student must be approved unanimously by the class officers

(ii) If the Class Presidency is vacant, then the Class Vice President becomes Class President.

(iii) If both the Class Presidency and Class Vice Presidency are vacant, then the Class Treasurer becomes Class President.

(iv) If the Class Presidency, Class Vice Presidency, and Class Treasurer are vacant, then the Class Secretary becomes Class President.

(C) A class officer may be impeached by any of their class officers or class Senators at an open Student Senate meeting.

(1) The procedures will then follow Impeachment Proceedings, listed under Article IV, Section 4 of the Constitution. However, only their class officers and class Senators may vote during the proceedings.

(2) A class officer's impeachment hearing will not take place before the entire Senate body, but with the class's Senate members at a time determined by the Parliamentarian.

Article IV. Procedures

Section 1. Procedures

(A) Robert's Rules of Order shall serve as the official rule of parliamentary procedure of the Student Senate, except where they may be in disagreement with the provisions of the Constitution or the Bylaws of the Student Senate.

(B) Quorum will consist of 2/3 of the Student Senate.

(C) All motions will require a simple majority to pass, unless otherwise stated in the Constitution. In the event that there is a tie of the floor during a vote, the motion does not pass.

(D) Voting Members of the Student Senate shall be the class Senators (4 from each class), the Senators-At-Large (7), and the Affinity Group Leaders (7).

(A) The Executive Board shall be deprived of a vote with the exception of the veto power granted to the President of the Student Senate

Section 2. Amendments

(A) Any member of the Student Senate or Student Body may propose an amendment to the Constitution.

(B) Amendments must be submitted to the Executive Board, in writing, seven days before the amendment can be brought to the floor.

(C) The motion to amend can be made at the subsequent Senate Meeting.

(D) No vote shall take place until one week following the motion to amend is made on the Senate floor.

(E) Approval of 2/3 of the entire Student Senate shall be necessary for ratification.

Section 3. Presidential Procedures

(A) Because they are deprived of a vote on Student Senate motions or legislation, and are not allowed to express any opinion, either in support of or against proposed motions or legislation, the President of Student Senate shall hold the power of veto. The veto must be registered immediately after the Student Senate has approved the motion or legislation, and before any other business is conducted.

(B) After a period of one meeting, the vetoed motion or legislation may be reintroduced by a Voting Member of the Student Senate. The Student Senate may override the veto with a 2/3 vote of the Voting Members of Student Senate.

(C) If a proposed amendment is vetoed, the Student Senate may reintroduce the vetoed amendment and override the veto after one meeting with a 3/4 vote of the Voting Members of the Student Senate.

Section 4. Impeachment Proceedings

(A) Any member of the Student Senate has the power to initiate impeachment proceedings.

(B) Impeachment shall require a 2/3 vote of the entire Student Senate. The person impeached shall be deprived of the rights and privileges of office until their case has been tried.

(C) The Student Senate President shall preside over all impeachment proceedings unless they are impeached, then the Parliamentarian shall preside.

(D) The Student Senate Parliamentarian will conduct all impeachment investigations unless they are impeached then the President will conduct them.

(E) In trying impeachment, a secret ballot shall be used and a 2/3 vote of the entire Student Senate that is present shall be necessary for conviction.

(F) Judgment in cases of impeachment shall not extend further than removal from office.

(G) Any Voting Member or Student Senate Officer impeached and convicted is unable to hold a future position in Senate.

Section 5. Petitions

(A) The Student Senate is to serve as the official body to entertain motions of petitions from the Student Body requesting certain actions or decisions by the College administration or faculty.

- (B) The petition must contain signatures of at least $\frac{1}{4}$ of the student body.
- (C) Petitions will be presented to the Dean of Students, who will present them to the appropriate body.
- (D) The Student Senate will inform the Student Body on the outcome of the petition and act on the decision that has been made.

Section 6. Opinions

- (A) An Opinion of the Student Senate is a non-binding resolution that shall be taken as the official feeling of a majority of the Senate.
- (B) An Opinion of the Student Senate shall:
 - (1) Respond to any issue related to the campus, administration, students, faculty or staff of Gettysburg College.
 - (a) The relevancy of a topic shall be left to the discretion of the body of the Student Senate.
 - (2) Request action from the administration, faculty, staff, and/or students.
 - (a) If the directed party does not respond to the satisfaction of the Student Senate, the Student Senate may take action.
- (C) Affinity Group Leaders must caucus with their constituents before a vote on an opinion can be held so a three (3) minute caucus period must be enforced by the presiding officer.

Section 7. Referendums

- (A) The Student Senate, by a $\frac{2}{3}$ vote, may submit any proposal, including a proposed amendment to the Constitution, to the Student Body.
- (B) The Student Body shall then vote on the proposed referendum.
- (C) The referendum shall be binding if a majority of those students who voted, voted in favor of it.
- (D) The President, or their designee, shall send passed opinions to the corresponding administration.
 - (1) The President shall report back to the Senate after the opinion has been sent through the proper channels and if any correspondence returns.

Section 8. Attendance Policy of the Student Senate

- (A) Voting Members of the Student Senate are required to attend all Student Senate meetings
 - (1) Voting Members may accumulate no more than three unexcused absences per semester.
 - (a) One excused absence counts as half of an unexcused absence.
 - (i) An excused absence is defined as a mandatory class event/meeting, an illness, or a personal emergency.
 - (1) Other absences may be deemed excused at the discretion of the Senate Executive Board.

- (2) In order to get an excused absence you must notify the Secretary via email at least one hour before the Student Senate meeting.
 - (b) The second absence will result in an email and/or written notification.
 - (c) The third absence will result in a hearing before the Senate Executive Board, in which the Executive Board has the authority to decide the status of the Voting Member.
 - (d) Accumulating more than three absences will result in expulsion from the Student Senate.
- (2) Voting Members are required to attend the meetings of their assigned committee(s).
 - (a) Three absences from committee meetings will result in a hearing before the Senate Executive Board, in which the Executive Board has the authority to decide the status of the Voting Member.
- (B) The designated Club Representative for each particular Senate recognized clubs and organization is required to attend all Student Senate Meetings.
 - (1) Club Representatives may accumulate no more than three unexcused absences per semester.
 - (a) One excused absence counts as half of an unexcused absence.
 - (i) An excused absence is defined as a mandatory class event/meeting, an illness or a personal emergency.
 - (1) Other absences may be deemed excused at the discretion of the Senate Executive Board.
 - (2) In order to get an excused absence you must notify the Secretary via email at least one hour before the Student Senate meeting.
 - (b) The second absence will result in an email and/or written notification to the executive board of the club.
 - (c) The third absence will result in a hearing before the Senate Executive Board, in which the Executive Board has the authority to decide the status of the club.
 - (d) The fourth absence will result in a club's derecognition.
- (C) All Class Officers, other non-Senate recognized organizations, and students are encouraged to attend all open Student Senate Meetings.

Section 9. Meetings

- (A) Meetings of the Student Senate shall be held every Monday at 7:00pm, except during times of vacation or break.
- (B) The President of the Student Senate may call for additional meetings or cancel meetings.
- (C) All meetings are open to the Gettysburg College community, unless otherwise indicated by Student Senate.

Section 10. Bylaws

- (A) The Bylaws of the Student Senate may be amended as per the amending procedure laid out in Article IV, Section 2 of the Constitution.
- (B) The Bylaws are binding upon the Student Senate and the Student Body.

Bylaws of the Student Senate

Article I. Recognition Procedure for Student Organizations

Section 1. Gettysburg College Recognition Procedure

- (A) The foundation of any student organization shall be consistent with the aims and objectives of a liberal arts college, as pursued by Gettysburg College.
- (B) No student organization may discriminate on the basis of age, race, color, religion, ethnic or national origin, gender, sexual orientation, veteran status, or political affiliation. Membership requirements, which restrict membership on the basis of sex, must be in full compliance with Gettysburg College, state and federal regulations.
- (C) All student organizations must conduct themselves in full accordance to the accepted Code of Conduct at Gettysburg College.
- (D) In order for a student organization to gain Student Senate recognition, the organization must first register with the Office of Student Activities and Greek Life.
- (E) A minimum of six students and one faculty advisor are required.
- (F) The articles of this section enumerated above are subject to change in accordance with any changes made in college policy.

Section 2. Student Senate Recognition Procedure

- (A) Applying for Senate Recognition
 - (1) Upon completion of any Office of Student Activities and Greek Life requirements, an organization may indicate they wish to be Senate recognized by listing the organization's club representative.
 - (2) The Senate Executive Board reserves the right to deny an organization access to Senate if they receive reports that the organization is acting contrary to the policies of Senate.

Section 3. Obligations of a Student Senate Recognized Organization

- (A) Recognized organizations are expected to make a positive contribution to the campus and the community and adhere to the Freedom of Expression Philosophy.
- (B) Recognized organizations shall appoint or elect a Club Representative to act as a liaison for the club at Student Senate meetings. A designated representative shall be present at every Student Senate meeting.
- (C) Recognized organizations are expected to encourage their officers to attend leadership programs offered at Gettysburg College.

- (D) Recognized organizations are expected to give reports about their club, including each time activities are planned or hosted.
- (E) Recognized organizations are expected to inform the Office of Student Activities and Greek Life of changes regarding Officers, Membership, Advisor(s), and/or Constitution and Senate Exec of any changes regarding club representatives. They are also expected to fill out event reflection forms after each event they host.
- (F) Recognized organizations are expected to send a club representative to every meeting. Two absences are excused, and after the third absence the club will be derecognized for the entirety of the semester
- (G) Any item purchased through senate funds for the use of a club will be reclaimed by the student senate, shall the club in question become de-recognized. This process will be undertaken by the Clubs Liaison. After having any items held in senate possession for five years, it is to the discretion of the current executive board to decide what to do with the reclaimed items. This is included but not limited to: keeping, selling, or discarding.
- (K) The Executive Board reserves the right to revoke recognition status of any organization that fails to continue to comply with the standards and criteria above.
- (L) An organization that dissolves or wishes to withdraw from recognition status must promptly inform the Secretary.
- (M) All organizations must adhere to the attendance policy of the Student Senate.
- (N) Any organization that loses recognition or dissolves cannot seek re-recognition until the following semester.
- (O) Clubs are expected to report weekly to their respective Affinity Group Leaders in adherence with the attendance policy stated in Article IV Section 8 Clause B of the Constitution.

Section 6. Rights and Privileges of Student Senate Recognized Organizations

- (A) Use of Gettysburg College facilities and property.
- (B) Use of Gettysburg College Services (College Transportation, RICOH printing, Dining Services).
- (C) The opportunity to petition the Student Senate for funding.

Article II. Budget Management

Section 1. Budget Management Committee

- (A) The Budget Management Committee (BMC) shall be chaired by the Treasurer of the Student Senate and consist of no more than eight members.
- (B) The BMC shall be responsible for hearing all budget requests from student recognized clubs, non-recognized clubs and departments, and recommend budget allocations to the Senate based upon these hearings.
- (C) The BMC is responsible for determining guidelines to ensure accurate management of the Senate budget.

Section 2. Budget Allotment

(A) Funding Stipulations

(1) The BMC must use discretion in allocating budgets to all organizations to ensure that each event benefits the student community.

(a) If admission is charged for a Senate-funded event, price of admission must be non-discriminatory.

(b) All events must be open to the entirety of campus in order to receive funding from the Student Senate.

(c) Items for senate recognized clubs can be purchased through the use of Student Senate funds so long as the items purchased are available to every member of the club. Furthermore, anything purchased through the use of senate funds must stay within the club.

(2) The Treasurer shall reserve the right to audit any Student Senate recognized organization at any time to ensure that organizations are exercising fiscal responsibility.

(B) Budget Process

(1) The organization requesting funds must submit, through engageGettysburg, a proposal and line-by-line request, using the BMC Budget Request Form, to the Treasurer to be presented at the weekly BMC meeting.

(a) If the request is less than \$800, approval may be granted by the BMC by simple majority vote and the outcome shall be reported to the Student Senate Body.

(i) Once the Student Senate has allocated the entire amount in the Student Senate New Initiative Account, all funding requests, including those below \$800, will be forwarded to the floor of the Student Senate.

(b) If the request is for more than \$800, then the organization is additionally required to submit their request before the Student Senate. BMC shall make a recommendation and the request shall require a simple majority vote. The line-by-line request submitted to the Treasurer will be brought up in front of the entire Senate.

(c) Recognized clubs will receive a base budget of \$100.00 per semester when requested.

(i) Base budgets can be approved solely by the Treasurer.

(ii) Clubs must disclose how base budget will be spent.

(2) Any club that has been allotted funding at one point in the semester and makes an additional funding request will be required to appear in front of the full Student Senate if the additional request pushes the club's budget over a total of \$800. If the total budget falls below \$800, the BMC will be able to approve or reject the budget in committee.

(C) BMC Summer Session

(1) The BMC will hold two meetings during the summer, before the academic year has begun, to allot funding to Senate Recognized Clubs. These meetings will be held after the official budget for the upcoming academic year has been released to the Treasurer.

(2) The Summer Session of the BMC will be comprised of no more than eight (8) members.

(a) An email will be sent out in late June to current members of Senate. Students interested in joining the Summer Session must email the Treasurer. The Treasurer will appoint the members from those who have emailed them.

(3) Requests made during the Summer Session must fall below \$800.

(a) If a request exceeding \$800 is made, it will not be heard by the BMC.

(4) Money requested during the Summer Session must be used for events scheduled during the first four weeks of the academic year.

(D) Non-Recognized Clubs

(1) Non-recognized clubs and organizations may request funding from the Student Senate. Non-recognized organizations include but are not limited to Greek organizations, theme houses, and departments.

(2) All requests will be brought forth before the entire Senate.

(a) Allocation will require a simple majority vote to pass.

(3) Senate's voting on a non-recognized organization's request may not be appealed.

(4) Funds may not be granted to non-recognized organizations for reimbursement after the event has taken place.

(5) Events by non-recognized organizations must be fully open to the entire campus in order to receive Senate funding.

(6) Non-recognized clubs or organizations may not receive a base budget.

(7) Non-recognized organizations closely tied to other departments/groups on campus should request funding from said department/group prior to coming to the Student Senate for funds.

(a) Any Greek organization that comes to Student Senate to ask for funding must first seek funding from the Interfraternity Council or the Panhellenic Council.

(i) The Interfraternity Council President or the Panhellenic Council President must email the Treasurer of Student Senate, confirming that the Interfraternity Council or the Panhellenic Council cannot supply the funding for that specific Greek organization at the time of the request.

(8) Non-recognized organizations must complete a form listing their non-Senate contributions and submit a detailed budget proposal prior to their request being entertained by the BMC or the Student Senate.

(9) The BMC will not recommend prizes that exceed \$50 per person, including for Senate recognized clubs and organizations.

(E) Appeal Clause

(1) If a Senate recognized organization feels that a BMC decision concerning an allocation under \$800 is unfair or unjustified, then the organization may make a formal, written appeal to the Board of Directors at its next scheduled meeting.

(2) The Board of Directors may overturn the original decision with a majority vote.

(F) Usage of College Transportation

(1) Senate will not fund travel, including lodging, gas, or transportation tickets for speakers.

(2) Clubs must have one certified van driver when requesting college transportation. The certified driver does not need to be a member of the club requesting transportation.

(G) Fundraising Events

(1) Should the Student Senate or BMC allocate funding to a fundraiser hosted by a Senate-recognized Club, the following procedures shall be followed:

(i) If the proceeds of the fundraiser are entirely donated to an outside charitable organization (which has been deemed a proper organization by the BMC), the club shall have no further requirements.

(ii) If the proceeds of the fundraiser are split between the club and an outside charitable organization (which has been deemed a proper organization by the BMC) the Senate will receive half of the profits taken by the club from said fundraiser as recompense for its initial appropriation. The amount the club returns to the Senate will not exceed that which it was originally allotted.

(iii) If the proceeds of the fundraiser are solely intended for the hosting club, the Senate will receive as compensation from the club an amount as close to the total initially appropriated as possible.

(iv) The above processes shall be overseen by the BMC. If a club is delinquent in its obligations to said processes, said club will receive a reminder by the Treasurer of the Student Senate in each of the three Senate meetings following the fundraising event. If following the reminders the club is still delinquent, then the club will be placed on Fiscal Probation unless an exemption is provided for it by a majority vote of the Board of Directors.

(H) Conference Events

(2) Should the Student Senate or the BMC allocate funding to a conference or an equivalent event (as defined by the BMC), the following procedures shall be followed:

(i) The total amount allotted by the Senate for a conference or equivalent event shall not exceed that of \$275 per attendee.

(ii) Any club attending a conference or equivalent event must advertise the conference or equivalent event to the entire campus community in some form.

(iii) Any club attending a conference or equivalent event must have verifiable proof that they explored obtaining funding from relevant

Educational Departments, the Eisenhower Institute, the Provost's Office, or other relevant offices or organizations.

(iv) Any club that has used Senate funding to attend a conference or equivalent event must host an educational event advertised and open to the entire campus showcasing the club's experience. If the club does not host said event, the club will be placed on fiscal probation.

Section 3. Fiscal Probation

(A) Fiscal probation can result from mismanagement of funds or a violation of the attendance policy in Article IV, Section 8.

(1) Mismanagement will include over-spending or misspending funds.

(B) In the event that an organization allegedly mismanaged its budget, it shall be required to meet with the Student Senate Treasurer to determine if mismanagement occurred. If the Treasurer determines the club violated guidelines set forth by the BMC, the club will officially be placed on Fiscal Probation.

(C) Any club placed on Fiscal Probation by the Student Senate Treasurer can appeal that decision to the Board of Directors and have the decision overturned by a majority vote if the Board of Directors feels that the Treasurer's decision was unfair or unjustified.

(D) Once the club is placed on Fiscal Probation, the BMC must choose one or more of the following sanctions.

(1) Suspension of the clubs' budget for any period of time not exceeding one semester.

(2) The organization's officers and advisor shall attend a meeting with financial services in order to learn proper management of a college budget.

(3) The organization's Treasurer shall provide monthly reports to the Student Senate Treasurer including but not limited to any planned upcoming events, funds, which have been spent or may be spent soon or other pertinent information.

(4) The organization's Executive Board shall submit a report expressing the rationale for which the organization went over budget, including justification for all spending done throughout the semester in question. This report shall be signed by each officer of the organization and the organization's advisor.

(E) Any violation of one or more sanctions may result in derecognition.

Article III. Management of the Student Senate Accounts

Section 1. The Student Senate Agency Account

(A) This shall be the independent operating account of the Student Senate.

(B) The account shall provide a funding source for internal development programs.

(C) This funding can be accessed by a majority vote of the Student Senate Executive Board.

(D) Senate Committee Chairs may request money from the Student Senate Agency account by requesting a meeting with the Executive Board.

(E) Clubs looking to co-sponsor an event with Student Senate will contact the Student Senate Treasurer to schedule a meeting with the Executive Board in order to request sponsorship from the Student Senate Agency Account.

Section 2. The Student Senate New Initiative Account

(A) This account shall be used to fund all Senate recognized clubs and organizations.

(B) To access these funds for a non Senate recognized club or organization requires a majority vote of the Student Senate.

(C) The account will help promote student leadership at Gettysburg College through funding various opportunities for students.

(D) This budget shall conform to Article II of the Bylaws.

(E) Donations may not be made from the Student Senate New Initiative Account.

(F) The account shall be administered by the accountant of Gettysburg College.

(G) No international travel will be supported from the Student Senate New Initiatives Account.

Section 3. Student Activities Fee Rollover Account

(A) This account shall be used for budget overruns from the Student Senate New Initiative Account. The funding for this account shall come from unspent portions of the Student Senate New Initiative Account. This account shall be administered by the Dean of Students and the college accountant.

(B) All policies that are applicable to the Student Senate New Initiatives Account are to be used to regulate the Rollover Account.

(C) Access to the funds within the Rollover Account is only to be granted by a simple majority of the Student Senate body.

Article IV. Election Procedure

Section 1. Definition

(A) The Vice President of the Student Senate shall be charged with the responsibility of coordinating all general elections of the Student Senate and class governments.

(1) The Vice President reserves the right to request assistance in planning and running the elections.

(2) In the event that the Vice President is running for a position in the election, the Executive Board will designate a new person to conduct the election.

Section 2. Qualifications for Candidacy

(A) All Position Qualifications for Candidacy

(1) A candidate must be recognized as full-time, matriculating Gettysburg College students.

(2) A candidate must be maintaining a cumulative scholastic average of at least 2.50.

- (a) Exceptions may be made at the discretion of the Vice President for candidates running for Student Senator, but not for the Executive Board of the Student Senate
- (3) No candidate may be on academic or conduct probation.
- (4) No candidate may possess 4 or more points under the Points System.
- (5) No candidate who is studying off campus for either a semester or for the entire academic year of their term in office, can run for or serve in positions in Student Senate or Class Government.
 - (a) Exceptions are made for the Junior class, as defined in Article IV, Section 3, Subsection A, Subsection 2.
- (6) No student who knowingly has another commitment that will prevent them from attending Senate meetings can serve as a member of the Student Senate.
- (B) Qualifications for Student Senate Officer Position
 - (1) Any candidate running for Student Senate President or Vice President must have served as a Voting Member, Committee Chair, or Official Senate Representative for at least one full semester prior.
 - (a) Any candidate running for President must be a rising junior or senior.
 - (2) Any candidate running for a Student Senate Technocratic Officer position (Treasurer, Secretary, and Parliamentarian) must have served as a Voting Member, Committee Chair, or Official Senate Representative for at least one full semester prior.
 - (3) The Inclusion Officer position does not require any previous Senate experience.
- (C) Candidates must complete a petition for candidacy.
 - (1) Petitions for candidacy must be returned to the Vice President by a designated date.
 - (2) Candidates shall submit a statement of purpose with the understanding that it will be received with the goal of publicizing all candidates' statements to the campus community prior to election day.
 - (3) Candidates must also create a profile on the Student Senate website providing answers to questions such as important Senate issues, relevant campus interests, etc.
- (D) Candidates shall submit a resumé.

Section 3. Elections

- (A) The Vice President shall designate a time and location for elections.
 - (1) There shall be several election cycles during a given academic year.
 - (a) Elections for the two popularly-elected officers of the Student Senate shall be held at the discretion of the Vice President during the Spring semester, at least one week prior to Spring Elections for the privately-elected officers of the Student Senate, the Inclusion Officer, Senators and Class Officers to allow defeated candidates the opportunity run for another position.

- i. Rising seniors who are abroad in the second semester of their Junior year shall submit a statement of candidacy that will be read aloud to the student senate
- (b) Elections for the privately-elected officers of the Student Senate meeting will be held at the Student Senate meeting following the election of the President and Vice President and will be done by secret ballot
 - i. The current Student Senate shall vote, including Affinity Group Leaders
 - ii. The current Vice President shall coordinate the secret ballot and will announce the results at the end of the Student Senate meeting
- (c) Elections for Sophomore, Junior, and Senior Class Senators as well as Sophomore, Junior, and Senior Class Officers shall take place at the end of the Spring Semester.
- (d) Elections for First-Year Senators and First-Year Class Officers shall take at the beginning of the Fall Semester.
- (e) At-Large Senators will be determined after voting for Senators of all classes is completed at the beginning of the Fall Semester.
- (2) Senators for the Junior Class shall be elected to, and serve half-terms.
 - (a) Length of service for each half-term shall consist of the following:
 - (i) Spring Transition Meeting through the end of Fall Semester.
 - (ii) Start of the Spring Semester to the Fall Installation Meeting.
 - (b) Candidates may run for both half term positions, but must be elected to each respectively.
- (3) Affinity Group Leaders shall be elected to, and serve half-terms.
 - (a) Clubs shall place themselves within one of the seven affinity groups.
 - (i) The Executive Board shall have ultimate decision regarding the placement of clubs into affinity groups.
 - (b) Club representatives within each affinity group shall vote for an Affinity Group Leader for their affinity group.
 - (i) Senators cannot run for Affinity Group Leader.
 - (ii) A club representative for multiple clubs cannot be an Affinity Group Leader for more than one affinity group.
 - (c) Length of service for each half-term shall consist of the following:
 - (i) Fall Installation Meeting through the end of the Fall Semester.
 - (ii) Spring Transition Meeting through the end of the Spring Semester.
 - (d) Candidates may run for both half term positions, but must be elected to each respectively.
 - (e) Elections shall be held at the beginning of each semester by no later than the second meeting of the semester.

(B) The Vice President, acting in their neutral capacity as Coordinator of Elections, shall send out one email prior to each election cycle. The email will be sent to each respective constituency that will be participating in the electoral process. The email shall include the time and dates of the election, the process of voting, as well as the names of each candidate, with a corresponding narrative submitted by each slated candidate.

(C) Any individual who is recognized by Gettysburg College as a matriculating student at the college shall be entitled to the right to vote.

(1) Students meeting the aforementioned prerequisite may vote for Student Senate officers regardless of the individual's class.

(2) Students meeting the aforementioned prerequisite may only vote for candidates running for a Senator or class government position from their own class.

(D) Any candidate running for an Executive Officer position, Senator position, or class government position who receives a plurality of the vote shall be considered elected to that office.

(1) In the event of a tie there shall be a runoff election to decide the winner.

(E) The Vice President shall coordinate a moderated forum that shall give the Executive Board candidates a chance to share their vision of Student Senate to the Student Senate and the student body.

(F) A member may only hold one voting office.

Section 4. Election Rules

(A) All candidates for any office must adhere to the following rules:

(1) No posting of flyers will be allowed within academic buildings or Musselman Library during the designated election dates.

(2) Candidates may not place flyers underneath any residential door, on any residential door without the permission of the resident(s), or inside mailboxes.

(3) Candidates are forbidden to send out any emails to the Student Body with the intentional purpose of campaigning throughout the entire election process.

(4) Candidates may not intimidate, threaten, or bribe students while they are casting their ballot.

(5) All Candidates will be provided with a \$30.00 base budget provided by the Student Senate Executive Fund. Funds may be accessed by contacting the Treasurer. No amount of personal money may be spent per campaign per student.

(6) Any student choosing to assist a candidate in their campaigning must also follow these rules.

Section 5. Vacancy

(A) In the event of a vacancy after Fall Student Senate Elections, the President of the Student Senate has the ability to appoint Senators or Officers with consent of the Executive Board.

(1) If it is a vacancy in the position of President of the Student Senate, the Vice President shall assume the role and a special election will be held for the Vice President.

- i. That election will be overseen by the current President and former Vice President.

Section 6. Election Rules Concerns

- (A) The Vice President has the power to enforce the Election Rules of Article IV, Section 4.
 - (1) The Vice President shall have the power to enforce penalties including, but not limited to, disqualification of candidacy.
 - (2) The candidate has the ability to appeal penalties to the Board of Directors.

Article V. Student Conduct Review Board

Section 1. Purpose

(A) As dictated in the Student Code of Conduct of Gettysburg College, the Student Conduct Review Board is the institution's peer review panel for hearing cases of egregious infractions of the institution's values and expectations of a matriculated student.

Section 2. Members

- (A) Student members of the Student Conduct Review Board are appointed by the Director of Student's Rights and Responsibilities.
- (B) Members eligible to serve on the board:
 - (1) Must be a rising Sophomore, Junior, or Senior.
 - (2) Meets the requirements established in Article IV, Section 2, Subsection A, Lines 1-4; 7 of the Student Senate Bylaws.
- (C) Members serve for a term of one academic year.
 - (1) The Director of Student's Rights and Responsibilities may reappoint them to a subsequent term if they continue to meet the requirements stated in Article IV, Section 2, Subsection A, Lines 1-4;7.
- (D) Members may be dismissed at any point upon recommendation of the Director of Student Rights and Responsibilities.
- (E) Members are appointed in the Spring term of an academic year.
 - (1) Members may be appointed at another point throughout the academic year if deemed necessary by the Director of Students Rights and Responsibilities.

Article VI. Impeachment Proceedings of Senators and Executive Officers

Section 1. Initiation

(A) Impeachment proceedings are initiated by the Senate Body if a member of the Student Senate Body or Executive Board has violated the policies of the Student Senate or the values of Gettysburg College, engaged in conduct unbecoming of a member of the Student Senate, and/or failed to discharge their duties responsibly.

- (1) Violations of the attendance policy outlined in Article IV Section 8 will be addressed in Article VII Section 4

(B) As stipulated in Article IV, Section 4, Subsection B of the Constitution, a $\frac{2}{3}$ vote of the Senate Body is necessary to impeach an elected official and strip them of all their powers until a formal hearing can be convened.

Section 2. Process

(A) Once an official is impeached, the Parliamentarian will then conduct an investigation.

(1) If the Parliamentarian is impeached, as stipulated in Article IV, Section 4, Subsection D of the Constitution, the President will then lead the investigation.

(B) The Parliamentarian will then write a formal letter of the charges that are being raised against the respondent.

(1) The letter of charges will be distributed to the Senate Body and the Executive Board.

(C) The Parliamentarian will then set a date and time for the removal hearing within fourteen days of the declaration of impeachment.

(D) The Student Senate body must receive the report three days prior to the hearing as well as all other relevant materials.

(1) These documents are to be held in the strictest confidence unless given express permission by the Parliamentarian.

Section 3. The Removal Hearing

(A) During the removal trial the following individuals are allowed to attend:

(1) The President acting as Chair

(a) The Chair is deprived of a vote.

(2) The Secretary

(3) The Voting Members of the Senate body

(4) The Parliamentarian acting as Chief Investigator

(5) The rest of the Executive Board

(a) The rest of the Executive Board is deprived of a vote

(6) The Impeached Person hereafter referred to as the Respondent

(7) Any pertinent witnesses

(B) The following are allowed to be present if they so choose to:

(1) Members of the Board of Directors

(2) The Advisor(s) of the Student Senate

(C) The hearing will commence with or without the Respondent present if they have been given proper notification.

(D) The processes for the Removal Hearing are to be as follows:

(1) The President calls the meeting to order.

(2) The Secretary calls the Roll.

(3) The Parliamentarian reads the official charges.

(4) The Respondent delivers their official plea.

(5) The Respondent delivers their opening statement.

(6) The Respondent will then be open to questions from those present.

(7) The Senate and/or Respondent may call witnesses to give their testimony and be questioned by either party.

(a) All witnesses are required to affirm their commitment to the truth

(b) A list of witnesses must be given to the Parliamentarian three days in advance of the hearing.

(8) The Senate Body may ask questions of the Respondent.

(9) The Respondent may give a closing statement.

(10) The Senate Body will then excuse the respondent and enter closed deliberations.

(11) The Senate Body will then vote on each charge.

(a) If found responsible by 2/3 of the Senate Body on any charge, the Respondent is henceforth removed from their office and stripped of all titles and privileges.

(12) The outcome of the vote will then be delivered to the Respondent.

(a) The Parliamentarian, in conjunction with the President, as chair, will also produce a formal letter on the Senate's rationale after adjournment.

(13) The Senate Body is adjourned.

(E) The decision of the Student Senate is final and no appeals are granted.

Section 4. Removal Based Upon Lack of Attendance

(A) A Senator shall be removed from office based upon their violation of the Student Senate Attendance Policy, outlined in Article IV, Section 8.

(B) After a Senator accumulates more than three absences, the Secretary will inform the Executive Board.

(C) During officer reports, the President will announce the removal of the Senator.

(a) This decision may not be appealed.

(D) The President reserves the right to appoint a student to fill the vacancy, as delineated in Article II, Section 3, Subsection 10 of this Constitution.

(a) The appointed student must be of the same class as the removed Senator.

Article VII. Impeachment Proceedings for Class Officers

Section 1. Initiation

(A) Impeachment proceedings are initiated by the member of the Class Officers respective class year if a member of the Class Officers have violated the policies of the Student Senate or the values of Gettysburg College, engaged in conduct unbecoming of a member of the Student Senate, and/or failed to discharge their duties responsibly.

(1) The Parliamentarian of the Student Senate will chair all impeachment proceedings.

(B) A $\frac{2}{3}$ vote of the Class Body is necessary to impeach an elected official and strip them of all their powers until a formal hearing can be convened.

(1) The Class Body is comprised of all Class Officers and Class Senators

(C) Impeachment will occur at a Student Senate meeting

Section 2. Process

(A) Once an elected official is impeached, the Parliamentarian will then conduct an investigation.
(B) At the conclusion of the investigation, the Parliamentarian will then produce a report for the Class Body.

(1) The report will also be made available to the respondent.

(C) The Parliamentarian, in conjunction with the people who brought formal articles of impeachment, will then write a formal letter of the charges that are being raised against the respondent.

(1) The charges must be approved by the Class Officers.

(2) The letter will be sent to the respondent and the Class Officers.

(D) The Parliamentarian will then set a date and time for the removal hearing within fourteen days of the declaration of impeachment.

(E) The Class Body must receive the report three days prior to the hearing and all relevant materials.

(1) These documents are to be held in the strictest confidence unless given express permission by the Parliamentarian.

Section 3. The Removal Hearing

(A) The removal hearing shall be conducted in private

(B) During the removal trial the following individuals will be present:

(1) The Parliamentarian acting as Chair.

(a) The Chair is deprived of a vote.

(2) The Secretary of the Student Senate acting as secretary

(a) The Secretary is deprived as a vote.

(3) The voting members of the Class Body (excluding the respondent)

(a) The Class President

(b) The Class Vice President

(c) The Class Treasurer

(d) The Class Secretary

(e) The Class Senators

(4) Any witnesses that may be called by the Respondent or the Class Body

(C) The Class Adviser may attend if they so choose

(D) The hearing will commence with or without the respondent present if they have been given proper notification and all procedures were followed.

(E) The processes for the Removal Hearing are to be as follows:

(1) The Secretary calls the meeting to order and calls the Roll.

(3) The Parliamentarian reads the charges.

(4) The Impeached Official, hereafter referred to as the Respondent delivers their official plea.

(5) The Respondent delivers their opening statement.

- (6) The Parliamentarian delivers their report.
 - (a) The Class Body may ask questions as well as the Respondent.
- (7) The Respondent will then be open to questions from the Class Body.
- (8) The Class Body and/or Respondent may call witnesses to give their testimony and be questioned by either party.
 - (a) All witnesses are required to take an Oath of Honesty.
 - (b) A list of witnesses must be given to the class advisor three days in advance of the hearing.
- (9) The Class Body may ask questions of the Respondent.
- (10) The Respondent may give a closing statement.
- (11) The Class Body will then excuse the respondent and enter closed deliberations.
- (12) The Class Body will then vote on each charge.
 - (a) If found responsible by 2/3 of the Class Body on any charge, the impeached official is henceforth removed from their office and stripped of all titles and privileges.
- (13) The outcome of the vote will then be delivered to the respondent.
 - (a) The Parliamentarian, as chair, will also produce a formal letter on the Class Body's rationale.
- (D) The decision of the Class Body is final and no appeals are granted.

Article VII. The Standing Rules for the Floor of the Student Senate

Section 1. Order of Business

- (A) The parliamentary procedure that governs the Student Senate is stipulated in Constitution Article IV, Section 1, Subsection A, as Robert's Rules of Order.
- (B) The Order of Business for a general meeting of the Student Senate is as follows:
 - (1) Meeting is called to Order by the Presiding Officer.
 - (2) The Secretary calls the Roll.
 - (3) The Secretary moves to approve the previous meeting's minutes.
 - (4) Officer Reports
 - (a) President
 - (b) Vice President
 - (c) Treasurer
 - (d) Secretary
 - (e) Parliamentarian
 - (f) Inclusion Officer
 - (g) Advisor
 - (5) Old Business
 - (6) New Business
 - (7) Student Concerns

- (8) Committee Reports
- (9) Club Reports
- (10) Adjournment

(C) The Presiding Officer, the Secretary, and the Parliamentarian are responsible for maintaining decorum throughout the course of a meeting of the Student Senate.

(D) Any individual called upon by the Presiding Officer has the right to address the Student Senate regardless of rank, title, or affiliation.

Section 2. Voting and Motioning Procedures

(A) The right of voting on any motion before the floor of the Senate is accorded to the Student Senators, Senators-at-Large, and Affinity Group Leaders.

(B) No individual may send a proxy to register their vote in the event of an absence.

(C) Any individual listed in Constitution Article III, Section 1, Subsections G - L, has the privilege to motion on the Floor of the Student Senate.

Section 3. Acting President of the Student Senate

(A) In the absence of the President, an Acting President will preside over the Student Senate.

(B) The Acting President is given all the powers of the Office of the President therefore they are deprived of a vote in the Student Senate.

(C) The following Order of Succession is to be followed in the event that the President is absent:

- (1) The Vice President
- (2) The Treasurer
- (3) The Secretary
- (4) The Parliamentarian
- (5) The Inclusion Officer

Section 4. The Committee of the Whole

(A) The Student Senate may dissolve into a Committee of the Whole upon receiving a simple majority vote.

(B) Once in a Committee of the Whole, parliamentary procedure is suspended and all individuals in the room have the right to vote and motion.

(C) The President will preside over the Committee of the Whole.

(D) Passage of any legislation must be in complete compliance with the Constitution and Bylaws of the Student Senate.

(E) The Student Senate may rise out of a Committee of the Whole upon receiving a simple majority vote.

(F) No meeting of the Student Senate may be adjourned when the body is in the Committee of the Whole.

(G) No constitutional amendments may be passed or motioned while in Committee of the Whole.

These Bylaws stand as amended by the Student Senate.

