

# **CONSTITUTION**

## **CARROLL UNIVERSITY STUDENT SENATE**

We, the students of Carroll University, in order to advance the unity of the whole, administer affairs of the student body, ensure the rights of students, and further the collective prosperity of the college, do confirm and establish this constitution.

### **Article I: Purpose**

The Carroll University Student Senate will represent responsibly the opinions of the student body and strive continuously to enrich all aspects of student life. The Student Senate shall accept responsibility for upholding and defending student rights, allocating the student activity fee, promoting and recognizing student leadership, serving as a liaison between the student body and other campus constituencies, evaluating and responding to the needs of the campus community, and pursuing awareness of diversity in the campus community.

All undergraduate students enrolled at Carroll University shall be considered members of the Associated Students of Carroll University. A member of the Associated Students of Carroll University shall be entitled to participate in all school activities and organizations, hold office in student organizations, serve on student/faculty committees, participate in intercollegiate and intramural athletics, and be represented or serve on the Student Senate, the central government established to administer the affairs of the Associated Students of Carroll University.

### **Article II: Officers and Elections**

#### **Section 1. Membership.**

The membership of the Student Senate shall consist of up to twenty-six Senators including a President. Nineteen Senators, a President and Vice President shall be chosen by the entire student body in elections to be held no later than five weeks prior to the close of the spring semester. The remaining five seats shall be chosen by the entire student body in elections to be held no later than four weeks after the start of the fall semester. New students shall be classified as any students who are first year students or transfer students enrolled in their first semester at Carroll University.

#### **Section 2. Elections.**

A Senator shall be elected by a plurality vote in an all-campus election by the voters; if the seat of a Senator shall be vacated by resignation, academic probation, recall election, non-enrollment in the college, impeachment, or otherwise, the president shall appoint a new

Senator with consideration to previous ballots. He/She shall be seated as a Senator, subject to approval by a 2/3 vote of the Student Senate membership. A Senator selected in this manner shall be seated with full rights and responsibilities.

### **Section 3. Powers and Duties.**

The powers and duties of the Senators shall be:

- i. To serve as the official voice of the student body;
- ii. To propose new ideas to full board committee that will benefit and enrich campus life;
- iii. To oversee and approve all Student Senate elections;
- iv. To establish standing and special committees of the Senate;
- v. To establish the Senate bylaws and rules of proceedings;
- vi. To approve the Senate and student organization yearly budget;
- vii. To serve on a minimum of one (1) Senate standing committee(s);
- viii. To appoint the proper representation of the student body to the Governance committees;
- ix. To uphold the Student Senate constitution.

### **Section 4. Advisors.**

The Student Senate reserves the right to select faculty/staff advisor(s). The advisor(s) shall be appointed by the President-Elect and with approval by Student Senate. The term for the advisor(s) shall begin and end upon the seating of the new Student Senate president.

## **Article III: Summer Senate**

### **Section 1. Membership.**

The membership of the Summer Senate shall consist of a minimum of six Senators; one which will act as chairperson during the academic Summer Sessions. Summer Senators and the chairperson will be appointed by the President-Elect, with approval by Student Senate. The chairperson must have served a minimum of two semesters on Student Senate and as a Summer Senator during the previous Summer Sessions. Membership of Summer Senate is voluntary and can change in conjunction with the academic Summer Sessions, if necessary.

### **Section 2. Appointments.**

At the first meeting of the newly elected full board Senate, appointments for Senators for the following Summer Sessions will be entertained and approved by majority vote. The chairperson will remain consistent throughout each Summer Session.

If necessary to appoint a Student Senator during Summer Sessions, they must be approved by the Summer Senate.

### **Section 3. Powers and Duties.**

The powers and duties of the Summer Senate shall be:

- i. To serve as the official voice of the student body;
- ii. To assemble a minimum of two times per Summer Academic Session;
- iii. To spend or allocate all excess funds that were allocated to “Wish List” from Student Senate budget by end of the fiscal year or allow money to roll over from year to year;
- iv. To post minutes on the portal and e-mail the Senate listserv in order to elicit discussion from full board;
- v. To not change the Carroll University Student Senate Constitution, guidelines, or dissolve Carroll University Student Senate without the consent of full board Senate;
- vi. To present to full board Senate at the first meeting of the Fall Semester a summary of what Summer Senate accomplished.

## **Article IV: Requirements**

### **Section 1. Grade Point Average Requirement.**

The Student Senate president or any other Senator may not be seated if his/her cumulative grade point average is less than a 2.5. If a Student Senator does not maintain a 2.5 grade point average they will be removed from their seat and the vacancy filled by a nomination in accordance with Article VI, Section 1. The faculty/staff advisor(s) for the Student Senate shall be responsible for monitoring the grade point averages of all current Senators.

### **Section 2. Attendance Requirement.**

The Student Senate President or any other Senator may only miss two full board meetings per semester without being referred to the Senate Affairs Committee for review. Senators may not arrive late. Senators may not leave prior to adjournment unless the meeting exceeds one hour and fifty minutes. Once the meeting has met the one hour and fifty-minute mark, the meeting will continue as necessary but attendance will be optional. If attendance does not meet quorum, the meeting must end immediately and all further business must be conducted at the next meeting. Arriving to a meeting after the meeting has been called to order or leaving before the meeting becomes optional will count as an absence, for full board and committee meetings. Also, a senator may miss two committee meetings without sanction, however all subsequent committee absences shall count as full board absences. Once a senator has accumulated three violations, the Senate Affairs Chair shall immediately inform the Student Senate of the aforementioned Senator’s record, and move that the Senate Affairs Committee meet to review the Senator’s attendance record in accordance with Article VII, Section 3 of this constitution.

**Section 3. Impeachment and Disciplinary Action.**

Should the Senate Affairs Committee be directed to rule on impeachment of a Student Senator or other disciplinary matters, the Senate Affairs Committee chair shall contact the aforementioned senator and inform him/her of the date and time of the committee meeting. The Senator in question must respond to the Senate Affairs Chair within one week of the Student Senate meeting in which the Senate Affairs Committee was directed to take action. Should the Senator not respond to the chair's invitation, the Senate Affairs Committee will continue proceedings without the presence of the Senator. Should the Senate Affairs Committee reach a majority vote in favor of continuing proceedings, the committee shall report its ruling to the Student Senate no later than two full Student Senate meetings following the aforementioned Student Senate meeting. Should the Senate Affairs Committee recommend disciplinary measure or impeachment of a Senator, said Senator retains the privilege of speaking on his/her own behalf at the Student Senate meeting in which the Senate Affairs Committee's ruling is presented. After the discussion has concluded, the Student Senate will vote on the Senate Affairs Committee's recommendation. A two-thirds vote of those present at full Student Senate meeting is required for the Student Senate to take disciplinary measures or remove a Student Senator from office. If the aforementioned Senator is unable to attend the full Student Senate meeting, discussion and voting will be postponed until the following meeting. Should the Senator be unable to attend the next following full Student Senate meeting, proceeding will continue without the presence of the aforementioned Senator.

**Article V: Rules and Regulations****Section 1. Governing.**

The Student Senate is the governing organization of the student body, elected and operating under the provisions of its current constitution. The Student Senate shall serve as a communication medium between the students, the faculty, the president, and the administration regarding matters affecting or apt to affect the relationship between them. In its capacity as the governing student organization, the Student Senate shall advise the president and senior officers upon request, collect information and discuss matters relating particularly to students, call special forums of the students to discuss important issues, and appoint students to all committees except as otherwise specified.

**Section 2. Allocating Funds.**

The Student Senate shall determine the amount of funds from the student activity fee that will be allocated to those organizations designated by the Student Senate as eligible. The Finance Chair, the Treasurer, and the Chief Financial Officer of Carroll University will meet each spring to define the projections used to establish the operating budget for the following academic year. Organizations which receive allocations from the Student Senate must adhere to the fiscal

policies established by the Student Senate. The Student Senate may at any time inquire into the practices and policies of any student organization or event, and as a result of inquiry, recommend the curtailment of certain practices or suggest policy changes. The Student Senate may submit a recommendation to the proper authorities of the college if it feels that disciplinary or corrective action should be taken in regards to a specific organization.

### **Section 3. Allocating Guidelines.**

Proposals submitted to the finance and/or budgeting committee shall be dealt with according to the current procedures established by the Student Senate per the Carroll University Student Senate allocating guidelines. The allocating guidelines may be amended, revised or replaced by a two-thirds vote of those present at a full Student Senate meeting. Any requests which come before the Student Senate shall be subject to approval by a majority vote of those present at a full Student Senate meeting. At least one week prior notice must be given to the Student Senate before budgetary proposals (budget requests, finance requests, audit, etc.) may be introduced on the floor for a vote that will take place at the following meeting.

### **Section 4. Standing Rules.**

Student Senate shall follow the guidelines in the document Student Senate Standing Rules.

### **Section 5. Student Activity Fee.**

The student activity fee, the amount of which shall be designated by the finance committee, is subject to approval by a majority of the Student Senate membership, with the consent of the Board of Trustees. This fee will be collected by the college business office as part of the regularly assessed general fee.

### **Section 6. Referendums.**

Upon petition of ten percent of the Associated Students of Carroll University, the Student Senate must submit a referendum to the Associated Students of Carroll University for approval expressed by a majority of those voting. Should the Associated Students of Carroll University approve the referendum, the Student Senate shall then act accordingly in response to the students' request.

### **Section 7. Student Rights.**

The Student Senate will accept responsibility for upholding and defending student rights and will not discriminate against any member of said organization or the student body based on race, color, sex, age, religion, national origin, sexual orientation, gender identity, economic status, disability, or veteran status.

## **Article VI: Executive Officers**

### **Section 1. President.**

The Student Senate shall have a President, elected by the Associated Students of Carroll University. If no member of the Senate runs for President, then one will be nominated and voted on by 2/3 of the current full board. The Student Senate President is the principal spokesperson for the student body and a member of the Assembly Council. He/She shall preside over all meetings of the Student Senate. The president shall nominate the chairs of the standing committees, each subject to approval by a 2/3 majority of the Student Senate membership. The President can make appointments if there are vacancies on senate, pending majority approval of the Senate. He/She shall be an ex-officio member of all standing committees. The president shall have no vote in the Student Senate unless a tie occurs.

### **Section 2. Vice President.**

The Student Senate shall have a Vice President, elected by the Associated Students of Carroll University. If no member of Senate runs for Vice President then the President will nominate a Vice President, subject to approval by 2/3 of the current full board. He/She shall be responsible for keeping the records of the Constitution, its amendments, guidelines and bylaws, and any other governing documents of the Student Senate. He/She shall be an ex-officio member of all standing committees and shall be the acting parliamentarian. He/She shall chair and nominate the members of the election committee for the fall and spring elections, each subject to approval by a majority of those present at a full Student Senate meeting. The President and Vice President shall select what members of Student Senate shall serve on whichever standing committee(s), subject to the approval of the Executive Board.

### **Section 3. Treasurer.**

The Student Senate shall have a Treasurer, selected by the president, subject to the approval of a 2/3 vote of the Student Senate membership. Each year the treasurer shall be selected by the second week of March; however, the office of Treasurer will not begin until the next President takes office. The term of the Treasurer shall begin and end upon the seating of the new Student Senate President. During the period between which a Treasurer has been appointed but has not assumed office of the treasurer, the current Treasurer shall ensure that the new Treasurer is trained appropriately concerning the fiscal procedures of the Student Senate and of Carroll. A candidate for Treasurer shall be recommended to the Student Senate by the President, who shall solicit applications for the position. Should the Student Senate reject the President's choice and call for a new appointment, the President must select another applicant. The Treasurer shall be responsible for all financial matters concerning the Student Senate. He/She will make audits of all Student Senate funded organizations at least once during the fiscal year. He/She shall be a member of the Finance Committee and may be chair of the budgeting committee.

**Section 4. Vacancies.**

Should the office of President be vacated prior to the fall elections, a presidential election shall be held during the aforementioned event. If the office of the President is vacated after the fall elections, the Vice President shall take office as President. When a vacancy occurs in the other executive positions, the President shall select a new officer, subject to approval by a 2/3 majority of the Student Senate membership.

**Article VII: Standing Committees****Section 1. Academic Affairs.**

The Academic Affairs Committee shall be responsible for Student Senate affairs concerning all issues of curriculum, International and off-campus programs campus employment, evening sessions, summer sessions, library services, career services, disability services, and computer services. The Academic Affairs Committee is required to meet at a time chosen by the committee chair. The chair shall also meet with the Provost at least once a month.

**Section 2. Finance.**

The Finance committee shall be responsible for Student Senate affairs concerning all issues of allocating and monitoring the use of student activity fee funds. The committee shall review the Carroll University Student Senate allocating guidelines annually, and propose revisions as necessary. The Finance Committee is required to meet weekly at a time chosen by the committee chair. Finance Committee will not convene on the Sunday of Fall Break, Easter Break, and Spring Break. Finance committee will also not convene on Sundays during Winter Break. The Finance Committee shall, in conjunction with four other students selected and approved by the Finance Committee, form a Budgeting Committee which shall be responsible for allocating the student activity fee to recognized organizations and activities.

**Section 3. Senate Affairs.**

The Senate Affairs Committee shall consist of at least one fifth of the Senators not on the Executive Board and a chair. The membership is subject to a 2/3 vote on each member by the Student Senate. The committee shall be responsible for publicizing and organizing all Student Senate activities and events (including the semester volunteer event, the campus wide event, etc.), working in conjunction with any other senator or committee that requires assistance with publicity, ruling on constitutional interpretations, as directed by a seconded motion on the floor of the Student Senate, all matters of a judicial matter (including impeachments, sanctions, etc., in accordance with Article IV, Section III of this constitution), and any other Senate related work. The chair has the responsibility of serving as the Student Senate Secretary and shall keep minutes of all Student Senate meetings, assist in filing correspondence, and assume

responsibility for recording and filing Student Senate proceedings. He/She shall be responsible for recording and reporting Senators' attendance records to the full Student Senate (including, absences, tardiness, and leaving before the preset adjournment time). The Vice President of the Student Senate shall be an ex-officio member of the committee and can only give counsel. However, if one of the other members is absent or under impeachment, the Vice President shall be a voting member in his/her place. The Senate Affairs Committee is required to meet at a time chosen by the committee chair.

#### **Section 4. Student Affairs.**

The Student Affairs Committee shall be responsible for Student Senate affairs regarding all issues presented to them that concern the following campus departments: Residence Life and Housing, Dining Services, Student Activities, the Campus Center, Spiritual Life, Counseling, Multicultural Issues, Health Services, Campus Conduct, Public Safety, Physical Plant, Intercollegiate, Club and Intramural Athletics. The Student Affairs Committee will be responsible for taking the concerns provided by Carroll University students and staff members, and forwarding the information to the correct departments, as well as bringing it to Full Board meetings as needed, to use the tools necessary to provide a betterment to the Carroll community. The Student Affairs Committee is required to meet at a time chosen by the committee chair.

#### **Section 5. Marketing.**

The Marketing Committee shall be responsible for the social media presence of Student Senate – this including Facebook, Instagram, etc. They will tend to the Student Senate bulletin board in the Campus Center. The Marketing Committee is required to meet at a time chosen by the committee chair. The chair will also meet with the Associate Director of Communications and Marketing once per semester.

#### **Section 6. Executive.**

The Executive Committee shall consist of the President, Vice President, Treasurer, and the five standing committee chairs. The committee shall facilitate and coordinate the activities of the Student Senate. The committee may recommend disciplinary action to be taken against a Senator should the need arise and send those recommendations to the Senate Affairs Committee. The Student Senate shall have the power to rule on any action taken by the Executive Committee, or any of its members. The Executive Committee may also be reviewed at any time by the Senate Affairs Committee if directed to do so by a seconded motion on the floor of the Student Senate. The Executive Committee shall oversee all legislation that has been deemed necessary and proper by the Student Senate in addition to all responsibilities given by this Constitution.

#### **Section 7. Election.**

The Student Senate shall have an Election Committee. The committee shall consist of any five people (faculty, administrative staff, and students) who are not running for a Student Senate position in the current election. The committee will be chaired by the Vice President, who shall make all nominations to the committee, each subject to approval by a majority vote of those present at a full Student Senate meeting. Should the Vice President also be a candidate in the current election, the chair of the committee shall be elected from within the committee. In such case, the Vice President shall serve as a resource person for the committee. A new Election Committee shall be formed for every Student Senate election, and there shall be no limit to the number of times an individual may serve on this committee. The Election Committee shall be responsible for scheduling and monitoring a presidential and vice presidential debate during each presidential and vice presidential election. The Election Committee shall be responsible for advertising elections and election procedures, making all necessary paperwork available to potential candidates, verifying the eligibility of candidates (including enrollment status and current cumulative grade point average), verifying the names on candidates' petitions, running the elections, verifying electronic results, and announcing the results of the election. All paperwork and election results must be available to the student body by this committee in accordance with the election guidelines.

### **Section 8. Governance.**

There shall be several standing committees listed under Governance Committees that appointed Student Senators will serve on. These committees are Academic Steering Committee (ASC), Carroll Student Scholars Committee (CSSC), General and Cross-Cultural Education Committee (GCCEC), Student Life Committee, Planning and Budget Committee, Student/Faculty Ethics Committee, and Cross-Cultural Committee (CCE) Committee. The dates and times of these committees are subject to change per semester.

## **Article VIII: Meetings**

### **Section 1. Quorum.**

A quorum, consisting of one-half plus one of the current Student Senate membership, shall be necessary for voting by the Student Senate.

### **Section 2. Special Meetings.**

Special meetings of the Student Senate may be held upon summons by the president, or by a majority vote of those present at a full Student Senate meeting.

### **Section 3. Minutes.**

A permanent record of all votes, minutes, and initiators shall be kept, subject to public inspection. These minutes should be posted on the Carroll University portal page by the Senate Affairs chair no later than two weeks after the meeting they have been taken at.

**Section 4. Progression of Authority.**

In absence of the President and the Vice President, the following is the progression of authority for presiding over Student Senate meetings in descending order: Senate Affairs Committee Chair, Finance Committee Chair, Academic Affairs Committee Chair, Student Affairs Committee Chair, Marketing Committee Chair, and Treasurer (if he/she is sitting senator).

**Section 5. Non-Members at Meetings.**

Any individual may attend Student Senate meetings. An individual who is not a member of the Student Senate may address the Student Senate by the recognition of the chair, or by a Senator yielding the floor to him/her.

**Article IX: Amendments**

This Constitution may be amended by a two-thirds vote of those present at a full Student Senate meeting. Bylaws and guidelines must be approved by a 2/3 majority vote of those present at a full Student Senate meeting. At least one week prior notice must be given to the Student Senate prior to voting on an amendment, revision or replacement. Amendments, revisions, or replacements shall be recorded and filed on the Senate q-drive. Upon any changes to the Constitution, the student body will be notified in an all-campus email.