

# STUDENT SENATE BYLAWS

Eastern Illinois University Student Government Association

## STUDENT GOVERNMENT

Leadership. Service. Integrity.

Revised Fall 2024

“From this point on my actions will be representative of The  
Student Body of Eastern Illinois University”

-Student Senator Oath

## **ARTICLE I-ORGANIZATION OF THE SENATE**

### **A. COMPOSITION (Mandated by Article II, Section B, Part 1 of the Student Government Constitution)**

1. The EIU Student Senate shall consist of one senate seat for every 800 students fully enrolled at Eastern Illinois University. The EIU Student Senate will have a cap of **30** EIU Student senators and a minimum of **11** EIU Student Senators representing the EIU Student Body at large.
2. If a quorum cannot be reached, all EIU Student Government budget decisions will be made by the EIU Student Body President by way of executive order.
3. If a quorum cannot be reached, all pending RSO approvals shall be subject to approval by the Student Life Office.
4. EIU Student Senators must meet the following requirements to hold office:
  - a. Be enrolled in a minimum of twelve (12) semester hours for EIU Undergraduate Students (full-time students).
  - b. Maintain a minimum cumulative **2.5** Grade Point Average.
  - c. Any EIU Senator without a pre-established Eastern Illinois University Grade Point Average shall be held to their most recent cumulative Grade Point Average.
5. A EIU student member of the EIU Student Senate may not be appointed to the EIU Student Senate in one (**1**) or more concurrent terms of office.
  - a. One (1) term is equivalent to one academic year.
6. Once elected or appointed as a Student Senator the following oath must be taken:
  - a. I do solemnly swear that I will support and defend the Constitution of the Eastern Illinois University Student Body. I am of understanding of the responsibilities that come with being a Student Senator and will do all that is in my power to fulfill these responsibilities. From this

point on my actions will be representative of the Student Body of Eastern Illinois University.

- b. The oath shall be administered by the Speaker of the Senate. In the absence of the Speaker of the Senate, the Student Body President shall administer the oath. In their absence, the reading shall follow the line of succession.

## B) PROCEDURE OF MEETINGS

1. All EIU Senate meetings will be governed by Robert's Rules of Order – Newly Revised, except when inconsistent with the Student Body Constitution or the Student Senate Bylaws.
2. All regular and special meetings shall be presided over by the Speaker of the EIU Student Senate, unless the EIU Speaker of the Senate, through some circumstance, is absent, in which case the EIU Student Body President shall preside over the meeting. In their absence, the meeting shall be presided over following the line of succession.
3. Regular meetings shall be convened a minimum of once (1) per week during the Fall and Spring semesters, in accordance with the EIU Student Body Constitution.
4. Special meetings may be convened at the request of the EIU Student Body President.
5. The EIU Senate may proceed with business when a quorum of 50%, plus one voting member in attendance, is established following the Call to Order roll call, whereupon another roll call shall be conducted prior to Adjournment.
6. Audience Participation Period
  - a. The audience participation period shall be placed on the Agenda of each EIU Senate meeting before New Business.
  - b. The EIU Speaker of the Senate shall open the floor to anyone not holding membership in the EIU Student Government to allow people to present comments, requests, issues, and ideas to the Senate.

- c. Unannounced audience participants will be allotted five (5) minutes to speak. Those who make prior arrangements to speak will have an amount of time to speak designated by the EIU Speaker of the Senate.
  - d. The audience participation period shall not be used for electoral campaign purposes. It shall be the judgment of the EIU Speaker of the Senate as to whether the topic is campaigning, subject to reversal if a Senator appeals the ruling of the Speaker and the motion is passed by a two-thirds majority.
- 7. Any proposal arising out of a report during a meeting may be delayed at the discretion of the EIU Speaker of the Senate. These new proposals will be considered in their order of original occurrence following established Agenda items.
- 8. Roll Call Votes
  - a. Roll call votes shall be conducted on any motion at the request of a EIU Senator.
  - b. Roll call votes shall be conducted on all formal motions at the discretion of the EIU Speaker of the Senate.
  - c. Roll call votes shall be conducted on:
    - i. Appropriations (Budgets)
    - ii. Amendments to the EIU Student Body Constitution
    - iii. Bylaw changes on the EIU Senate, Student-Faculty Boards, and University Board
    - iv. Elections
- 9. Agendas
  - a. A tentative agenda shall be completed at least **48** hours before each Senate meeting.
  - b. All legislation must be submitted to the Speaker within three (3) business days before the date of the Senate meeting.
  - c. The EIU Speaker of the Senate shall decide the order of the agenda.
  - d. Agendas shall be placed in the Student Activities Center 48 hours in advance of the call to order of the meeting.

### C) ATTENDANCE POLICIES

1. EIU Senators shall be required to attend all regular EIU Senate Meetings. In the event that a EIU Senator is unable to attend a meeting, they must notify the EIU Speaker of the Senate of their expected absence at least (24) hours prior to the meeting unless it is declared an emergency by the Speaker.
2. An accumulation of three (3) unexcused absences per semester shall result in removal of office.
3. One-half absence is defined as an unexcused failure to respond to the Call to Order roll call or the Adjournment roll call by the Secretary of the Senate. If a Senator is present upon voting, the Senator may vote on the issue, however, the absence will count for attendance purposes.
4. An accumulation of three (3) excused absences per semester shall result in office probation, which is defined in Article V, Section D, Sub-Section 2-5 of the Bylaws.
  - a. Once a EIU Senator reaches their three (3) “Excused” absences they may present their case to the EIU Speaker who will determine if one or more of their excused absences may be repealed.
5. The EIU Speaker of the Senate shall have the authority to declare a Senator’s absence excused or unexcused with the exceptions of:
  - a. The Internal Affairs Committee Chair has the authority to declare a Senator’s absence excused or unexcused from office hours.
  - b. The Diversity Affairs Committee Chair has the authority to declare a senator’s absence excused or unexcused from diversity requirements.
  - c. The Student Affairs Committee Chair has the authority to declare a senator’s absence excused or unexcused from involvement requirements.
  - d. If a EIU senator believes a member is not fulfilling their obligations to the committee, they may submit a Complaint of Non-Compliance form to the EIU Speaker. If the EIU Speaker

of the Senate approves the complaint, the EIU Senator shall be charged one-half (1/2) unexcused absence.

- i. The accused can appeal a complaint to the full EIU Senate, requiring a two-thirds majority vote for repeal.

6. Leave of absence

- a. Following a meeting with the EIU Speaker or a letter written to the EIU Speaker, specifying the reasons and duration for the leave of absence, a leave of absence could be granted by the EIU Speaker of the Senate.
- b. A leave of absence shall be granted upon request for the following reasons:
  - i. Personal
  - ii. Health
  - iii. Academic
  - iv. Other circumstances at the discretion of the Speaker of the Senate.
- c. If a EIU Senator Returns to the Senate, by participating in EIU Senate activities and/or responsibilities, canceling the leave of absence, they cannot return to the leave status without receiving approval for a new leave of absence.
- d. If a EIU Senator is requesting a leave of absence and that EIU Senator is the Chair of any committee, then the EIU Speaker of the Senate must appoint a member of that committee to be an acting Chair until the Chair returns. This appointment shall be made in consultation with Senate Council of Chairs.

D) OFFICE OF THE SPEAKER OF THE SENATE

1. The EIU Speaker of the Senate shall be the presiding officer of the Senate.
2. The EIU Speaker of the Senate shall be the Chairperson of Council of Chairs.
3. The EIU Speaker of the Senate shall, on the last meeting of each semester, deliver a State of the Senate address summarizing the Senate's past accomplishments and future goals.

4. The EIU Speaker of the Senate shall collect and maintain up-to-date Senator Information sheets from each Senator with the following affixed:
  - a. Name
  - b. School Address
  - c. Contact information
  - d. Length or tenure in the EIU Senate
  - e. Past committee membership / committee(s) desired
  - f. Committee choice / Chair applications
  - g. Grade release statement
5. The Speaker of the Senate shall, at the first or second meeting of each semester, appoint a chairperson(s) to each of the standing committees.
6. The EIU Speaker of the Senate shall rule any EIU Senator off the roll if the said EIU Senator actions and conduct are in conflict with the EIU Student Body Constitution or the Student Senate Bylaws.
7. The EIU Speaker of the Senate shall be counted as one of the voting members and be counted in the number of votes necessary to constitute a majority or two-thirds (2/3) vote.
8. Rules Governing EIU Speaker Elections
  - a. Candidates shall be required to inform the EIU Speaker of the Senate of their intent to run in the elections at least three (3) business days prior to the day of nominations.
  - b. Each candidate intending to run for the EIU Speaker position will be required to meet with the Speaker of the Senate at least three (3) business days to before the day of Speaker nominations.
  - c. The election shall be governed by Robert's Rules of Order – Newly Revised.
  - d. All candidates shall be required to serve one full academic semester before running for the EIU Speaker position. At the time of EIU Speaker Elections, the candidate must be an elected senator.

- e. The candidate must be an elected senator of the Senate the semester they intend to run for the EIU Speaker position.
- f. In the event that there are more than two nominees for the EIU Speaker of the Senate position, the EIU Student Senate will hold a primary election.
  - i. The timeline for Speaker Elections should be as follows:
    - 1. Four (4) weeks before the last meeting of the end of the Fall semester, Nominations, Presentations and Elections will occur, if there are three (3) or more nominations accepted. Vote in the primary election by ballot.
      - a. The two candidates who have received the most votes will move on to the general election. In the case of a tie between two or more candidates in the primary election, there will be a runoff election between the candidates who have tied.
    - 2. Three (3) weeks before the end of the Fall semester, they will each be allowed a redress of their platform; however, if they so desire, either candidate may opt out of their redress. Following this, the Senate floor will be opened for discussion. After the discussion has concluded, another vote will be tallied.
    - 3. All platforms must be tabled for one (1) week before EIU Speaker Elections.
    - 4. EIU Speaker Elections will take place at the last Senate meeting of the Fall semester.
- 9. The EIU Speaker of the Senate shall be the last name called to vote in a roll call vote.
- 10. The EIU Speaker of the Senate shall discharge all official correspondence of the Senate.
- 11. The Speaker of the Senate shall appoint the Parliamentarian of the Senate, subject to the approval of the Senate.



12. The Speaker of the Senate shall be responsible for collecting, recording, and maintaining digital copies of all Student Senate legislation for the duration of their term. In addition, be responsible for producing accurate and updated paper and digital copies of the Bylaws as they are updated. The Speaker of the Senate shall notify Student Senators in writing, informing them of total number of absences they have accumulated immediately after they miss an office hour, senate meeting, or absences of any nature that may be counted toward their limit of three (3) unexcused absences and three (3) excused absences.
13. The Speaker of the Senate shall be responsible for maintaining the "Senate Orientation Program."
14. The Speaker of the Senate shall send copies of all legislation passed by the Senate to the Student Body President no later than 48 hours following the motion's passage.

#### E) PARLIAMENTARIAN OF THE SENATE

1. The Parliamentarian of the Senate shall be appointed by the Speaker of the Senate, subject to the approval of the Senate by simple majority: subject to a roll-call vote.
2. The Parliamentarian of the Senate shall be counted as one of the voting members and be counted in the number of votes necessary to constitute a majority or two-thirds (2/3) vote.
3. The Parliamentarian of the Senate shall meet with the Speaker of the Senate at least once a week to discuss the following:
  - a. Agenda
  - b. Legislation
  - c. Other Senate matters
4. The Parliamentarian of the Senate shall enforce Robert's Rules of Order – Newly Revised
5. The Parliamentarian of the Senate shall serve as the Secretary of the Senate in the absence of one.
6. The Parliamentarian of the Senate shall keep the order of questions or discussion items.

7. Parliamentarian's term is concluded at the start of a new Speaker's term.

#### F) OFFICE OF THE SECRETARY OF THE SENATE

1. The Secretary of the Senate shall record and maintain all minutes of Student Senate meetings, within a minimum of two (2) office hours per week, with copies sent to the following seven days after their approval:
  - a. Student Senators
  - b. Officers of the Executive Branch
  - c. University of Vice President for Student Affairs
  - d. Student Government Advisor
  - e. Any other officials deemed necessary by the Speaker
2. The Secretary of the Senate shall present minutes of the previous Senate meetings and bring to the attention of the Speaker any excessive absences.
3. The Secretary of the Senate shall be hired by the Speaker of the Senate.
4. The Secretary of the Senate shall be under the direct supervision of the Speaker of the Senate.
5. The Secretary of the Senate shall assume other powers and duties as designated by the Speaker.
6. The Secretary of the Senate shall be paid state minimum wage per hour, not to exceed \$300 per semester.

#### G) OFFICE OF THE SENATE GRAPHIC DESIGNER

1. The Senate Graphic Designer shall be paid state minimum wage per hour, not to exceed \$300 per semester.
2. The Senate Graphic Designer shall be hired by the Speaker of the Student Senate.
3. The Senate Graphic Designer shall be under direct supervision of the Speaker of the Student Senate.
4. The Senate Graphic Designer shall create marketing based on marketing forms submitted by Chairs of Committees, Speaker of the Senate and Executive Officers.

5. The Senate Graphic Designer shall submit marketing to graduate advisors, Speaker of the Senate, and designated committees, and shall request feedback.
6. The Senate Graphic Designer should complete a minimum of two (2) office hours weekly.

## **ARTICLE II – COMMITTEES**

### **A. GENERAL**

1. All Senate Committees, except the Council of Chairs, are encouraged to have non-senate members.
2. Chairpersons shall verbally submit committee reports at each regular Senate meeting. In the absence of the committee chairperson, any member of the committee will be able to give the committee report.
3. Chairpersons shall verbally submit Final Committee Reports at the last regular meeting of each semester, preceded by a written report submitted to the Speaker three (3) business days before the final meeting.
4. The chairperson can only be removed by a 2/3 majority No Confidence vote by the Senate.

### **B. POWER AND DUTIES**

#### **1. COUNCIL OF CHAIRS**

- a. The committee shall be composed of the Speaker of the Senate as the Chairperson, and the standing Committee Chairpersons.
- b. Legislation should be submitted three (3) business days before the Council of Chairs meeting to be placed on the Council of Chairs agenda.
  - i. If approved by a simple majority (50% plus 1 voting member) of the members of the Council of Chairs, the legislation would be placed on the Senate agenda the following week.

- c. The committee shall convene regular meetings each week on Wednesdays at 6:00 PM.
- d. Special meetings of the Committee may be convened by the Chairperson (Speaker of the Senate).
- e. The committee shall review all Senate/ committee programs with the option to recommend confirmation, rejection, continuance, or discontinuance to the Senate.
- f. The Speaker of the Senate shall have the power to deem any legislation that is presented to the Council of Chairs in need of work.

## 2. COMMITTEE ON ACADEMIC AFFAIRS

- a. Duties and responsibilities
  - i. The committee shall investigate areas where a EIU student's academic interests are concerned.
  - ii. The committee shall report to the Senate any matter of an academic nature.
  - iii. The committee shall send at least one representative from the committee to Faculty Senate meetings and CAA meetings, if the EIU Student Vice President of Academic Affairs is unable to attend.
  - iv. The committee shall deal with all issues between Faculty, Staff and Student Senate as deemed by the majority of the members of the committee.
  - v. The Student Body Vice President for Academic Affairs shall be a non-voting member of the committee.
  - vi. The committee shall strive to have a midterm project during midterms to promote studying and a stress-free environment.

## 3. COMMITTEE ON ALUMNI RELATIONS

- a. Duties and responsibilities:
  - i. The committee shall meet regularly with the director of the Alumni Association to discuss ways

to improve the relationship between the student body and Eastern Illinois University Alumni.

- ii. The committee shall work with Alumni Services and the Alumni Association to promote undergraduate participation and involvement with projects and initiatives.
- iii. The committee shall be responsible for promoting Alumni recruitment and retention.
- iv. The Student Body Vice President for Academic Affairs shall be a non-voting member of the committee.

#### 4. COMMITTEE ON BUSINESS AFFAIRS

##### a. Duties and responsibilities:

- i. The committee shall serve as an advisory committee to the President on tuition increases. Every semester the Speaker of the Senate shall contact the University President's Council to request information on tuition changes and provide the committee's recommendations. After changes have been approved by the council, the Executive Vice President and Business Affairs committee shall write a Resolution for the proposed change with documentation and reasoning to support the Resolution.
- ii. The committee shall advise the Executive Vice President on all proposed fee increases other than the Room and Board fees which maintain board(s) already designated for that purpose.
- iii. The committee and Executive Vice President shall review information from those non-appropriated funded departments requesting fee changes for the following year, collect and review student input on these changes, and make a recommendation to the Student Senate. Additionally, they shall

require all requests be submitted by the final Wednesday in March of any academic or fiscal year.

- iv. The Student Body Executive Vice President shall be a non-voting member of the committee.

## 5. COMMITTEE ON DIVERSITY AFFAIRS

### a. Duties and responsibilities

- i. The committee shall be committed to addressing the needs of the students as it relates to diversity regarding education and programs.
- ii. The committee shall be committed to representing both primary and secondary dimensions of diversity.
  - 1. Primary dimensions of diversity include the following: race, gender, ethnicity, national origin, culture, sexual orientation, religious beliefs, and disabilities among students, faculty, administration, and staff.
  - 2. Secondary dimensions of diversity include the following but are not limited to: educational background, geographic location, and political beliefs.
- iii. The committee shall work to promote diversity across Campus through education and awareness.
- iv. The committee shall work to foster intellectual development, expand cultural knowledge, and interracial understanding among students, faculty, administration, and staff.
- v. The committee shall investigate University actions and procedures dealing with Diversity issues.
- vi. The committee shall advise and/or make recommendations to Eastern Illinois University

administration regarding diversity issues and policies. The committee shall additionally share all recommendations with the Student Body Vice President of Student Affairs to report to the Executive Board and include in the Executive Board report to the University President.

- vii. The committee shall have full authority and jurisdiction over the Diversity Requirement, as mentioned in Article V letter C; Promotion of the Diversity Requirement.
- viii. The committee shall sponsor, support, and/or promote programs that build individual awareness, interaction, and understanding of diversity issues among students, administration, faculty, and staff.
- ix. The committee is encouraged to work with community efforts to improve diversity on and off campus.
- x. The committee shall work to provide a campus community that is more inclusive culturally sensitive, and respectful of all student issues.
- xi. The committee shall work to provide information, resources, and opportunities that enhance the diversity in the campus community.
- xii. The Student Body Vice President for Student Affairs shall be a non-voting member of the committee.

## 6. COMMITTEE ON EXTERNAL RELATIONS

### a. Duties and Responsibilities

- i. The committee shall work to promote student life in the Charleston area.
- ii. The committee shall contact and have information on all rental opportunities for students.
- iii. The committee shall work with local businesses to improve student life.

- iv. The Student Body President shall be a non-voting member of the committee.

## 7. COMMITTEE ON INTERNAL AFFAIRS

### a. Duties and responsibilities

- i. The committee shall ensure that all Senators are performing their required three (3) office hours per week.
- ii. The committee shall ensure that the Senate Star program is running smoothly and effectively by announcing all nominations at weekly Senate meetings, writing the nominations on the stars and hanging them up on the Speaker of the Senate's door.
- iii. The committee shall host a minimum of two (2) Senate bonding experiences throughout the course of the semester to ensure bonding and team building.
- iv. The committee shall organize and make the "Paper Plate Awards" at the end of each academic year.
- v. The Student Body President shall be a non-voting member of the committee.

## 8. COMMITTEE ON STUDENT AFFAIRS

### a. Duties and responsibilities

- i. The committee shall be responsible for conducting Student Government surveys that the senate recommends.
- ii. The committee shall work with the Representative to the Residence Hall Association (R.H.A.) whose responsibilities shall be as follows:
  - 1. Shall study and report to the Senate on all campus housing matters.



2. Shall represent the Student Senate at the R.H.A. and report on the activities that are happening within R.H.A.
- iii. The committee shall make a list of the hall council meeting times, presidents, and the President's email address. This shall be made available to all Senate members and Committee members upon request.
- iv. The committee is encouraged to organize activities between the Student Government and R.H.A.
- v. The committee shall be responsible for contacting appropriate offices to gather survey results if deemed necessary by the Senate.
- vi. The committee shall be responsible for facilitating tabling once every month to both inform students what Student Government is doing and to receive student feedback.
- vii. The Student Body Vice President for Student Affairs shall be a non-voting member of the committee.

## 9. COMMITTEE ON UNIVERSITY ENHANCEMENTS

### a. Duties and responsibilities

- i. The committee shall at least once a semester conduct a Safety Walk with the University Vice President of Student Affairs on and near campus as well as do a follow up to check if the issues were solved.
- ii. The committee shall get qualitative feedback from students by riding the shuttle bus over a course of two (2) days once a semester.
- iii. The Student Body Executive Vice President shall be a non-voting member of the committee.

## 10. EX-OFFICIO POSITIONS

- a. All ex-officio positions will be open to all Eastern Illinois University students, not excluding Student Senators. All ex-officio members shall be appointed by the Speaker of the Student Senate and confirmed by majority vote of the Senate.

11. SPECIAL COMMITTEES

- a. Special Committees shall exist outside the official committee apparatus. These committees shall be convened on basis of need.
- b. Absences from Special Committee meetings shall not be counted.
- c. Membership of Special Committees shall be on a volunteer basis.
- d. Special Committee reports shall be on an as needed basis.

12. RECURRING SPECIAL COMMITTEES

- a. Recurring Special Committees shall exist outside the official Committee apparatus.
- b. Committee on Constitutional Oversight
  - i. This committee shall be created and proceed in accordance with Article VIII, Part A, Section 4 of the Student Body Constitution, titled "Proposal by Constitutional Revision.
  - ii. This committee shall convene every five (5) years, at the beginning of the fall semester of the fifth year in the cycle.
- c. Committee on Bylaw Revision Adoption
  - i. This committee shall be Chaired by the Speaker of the Senate, and shall consist of the following members:
    - 1. Three (3) Student Senators
    - 2. One (1) Executive Board members

- ii. The committee shall be convened every three (3) years, at the beginning of the fall semester of the third year in the cycle.
- iii. The committee shall meet a minimum of once per week until the last Senate meeting of the fall semester, at which time the Committee must present the new Bylaws or updates to the Senate for approval with a two-thirds (2/3) majority vote.
- d. Student Action Team
  - i. This committee shall be chaired by the Executive Vice President of the Student Body.
  - ii. Shall proceed following the Student Action Team bylaws.
  - iii. Any action done by the Student Action Team shall be presented to the Senate during the Executive Vice President's report.

### **ARTICLE III – SPECIAL MOTIONS**

#### **A. LEGISLATION (Mandated by Article VIII and Article IX of the Student Body Constitution)**

1. Bills: A bill is a binding statement of the Senate calling for a specific action in its Implementation. A bill requires a majority vote of the members present and able to vote. A bill must be presented to the Senate for the first reading and may only be voted upon on its second reading unless it is considered emergency legislation.
2. Bylaw Change: A bylaw amendment changes the Student Senate Bylaws. A bylaw amendment requires a two-thirds (2/3) majority vote of the members present and able to vote. A bylaw amendment must be presented to the Senate for the first reading and may only be voted on at its second reading.
3. Resolution: A resolution is a non-binding statement of opinion of the Student Senate. A resolution requires a majority vote of

the members present and able to vote. A resolution may be voted upon at the meeting in which it is introduced and is not subject to approval or veto by the Student Body President.

4. All motions to pass Bills or Resolutions, amend the Student Body Constitution, and amend the Student Senate Bylaws must meet the following requirements for consideration by the Senate:
  - a. The motion must be submitted in writing with justification to the Speaker three (3) business days before the regularly scheduled Senate meeting for the Speaker to refer the motion to the appropriate committee for input, evaluation, and consideration.
  - b. The motion must be accompanied by the names of its intended sponsors (restricted to Senators), and, where different, the names of the authors.
  - c. The motion may then be considered by the Council of Chairs at its regularly scheduled weekly meeting. The committee may recommend passage, failure, or amendments. The committee must then take a formal vote on the motion, as amended if applicable, with a quorum of members needing to be present.
  - d. The motion must be considered by Council of Chairs with the option to recommend to the Senate passage, rejection, or amendments.
  - e. All special motions, with exception of Resolutions, will be submitted to the Senate and tabled for one (1) week.
  - f. Resolutions shall be voted on at the present meeting, subject to majority vote of the Senators present for passage.
  - g. Bills shall be subject to a majority vote of the Senators present for passage.
  - h. All motions to amend the Student Body Constitution or the Student Senate Bylaws must be accompanied by a written copy of both the current text and the proposed

change written in full, subject to two-thirds (2/3) majority vote of the Senators present.

- i. All changes to the Student Senate Bylaws will go into effect the following semester.
  - j. If a Bylaw Revisions is required to go into immediate effect in order to safeguard the viability of the Senate, a change may be introduced as an Emergency Bylaw Revisions. An Emergency Bylaw Revisions, after being passed through the normal legislative process, shall go into effect immediately after approval. Emergency Bylaw Revisions require a unanimous vote of the Senators present. Emergency Bylaw Revisions must be introduced as such before the first reading.
5. Emergency Legislation: legislation that will need to be passed by a certain date and the Senate legislation process will not allow this. If legislation is deemed emergency, it will be up to the judgment of the Speaker of the Senate as to where it will need to be placed on the agenda.
- a. A bill may acquire emergency legislation status:
    - i. Prior to the Senate meeting: If such action is approved by the Speaker, pending rationale.
    - ii. A copy of the legislation must be provided to the Senate prior to roll call.
  - b. Changes to Student Fees and/or University policy presented to Senate for approval are not eligible for emergency status.
6. Consent Agenda
- a. The consent agenda shall be the vehicle for packaging uncontested appointments and for a majority vote without reading, debate, or discussion.
  - b. Bills on budget approval, apportionment approval, and Student Fee changes shall not be eligible.

## B. CORRESPONDENCE OF THE SENATE

1. Correspondence will be considered as any letter on the official Student Government of Eastern Illinois University letterhead.
2. All motions to send official correspondence must meet the following requirements:
  - a. The motion must be submitted to the Council of Chairs, which shall retain the option to recommend passage, rejection, or amendments to the Senate.
  - b. All motions shall be accompanied by copies, which shall be distributed to Senators, and if passed, made available to the University community through the Speaker.
  - c. All motions shall be subjected to two-thirds (2/3) majority vote of the Senators present.
  - d. If approved, letters must be mailed within six (6) calendar days, with any exceptions to be approved by the Speaker, subject to a majority vote of the Senators present.
3. Official Student Government letterhead may be used for:
  - a. Official Press Release
  - b. Official Correspondence of the Senate

#### C. BUDGET EXPENDITURES

1. All motions by a member of the Senate to spend money above the amount of \$50.00 must be approved by a member of the Executive Board that sits on the committee. All motions by a member of the Senate to spend money above the amount of \$75.00 must be approved through a Bill that includes the exact amount of the transaction(s).
2. All motions to expend funds over the amount of \$75.00 must be approved through a Bill which includes the item(s) to be purchased with a breakdown of individual costs.
3. All monies spent under the amount of \$50.00 dollars shall be reported to the Senate via placement in the report of the Executive Vice President.

4. Student Government funds shall not be used for donations to any person, activity, organization, or academic department.

5. Any Student Government money misappropriated shall be dealt with per Internal Governing Policy 108. The matter shall be referred to the Dean of Students Office and the Purchasing Department.

The Speaker of the Student Senate and the Student Body President shall submit for Senate's approval the budget for Student Government. All expenditures which fall under these exceptions shall be reported to the Student Senate through the Executive Vice President.

6. All Senators who participate in any Student Government funded conference or educational trip will be required to submit a formal report to the Student Senate and participate in an open forum focused on what each participant learned from the experience and how those experiences can best benefit the University.

#### **D. SUSPENSION OF THE BYLAWS**

1. The senate shall reverse the right to suspend the bylaws in an instance when it is deemed necessary in order to proceed with a specific task.

2. In order to suspend the bylaws a two-third (2/3) vote is required by the Senate.

3. In order to suspend the bylaws, the senator making the motion must list the sections(s) they are suspending.

4. The Bylaws will be automatically reinstated at the Adjournment of the meeting.

### **ARTICLES IV – GRADE POINT AVERAGE, APPOINTMENTS, REGISTRATIONS AND REMOVAL**

#### **A. GRADE POINT AVERAGE POLICY**

1. Grade Point Average and class hours for Senators shall be checked two (2) times by the Student Life Office who will determine if the student is eligible to hold office.
  - a. Once after one (1) week from start of the first official class of the semester to ensure that the Senator meets the enrollment requirement.
  - b. Once after the University designated deadline to drop a course with no grade.
2. The Petitioning Process
  - a. The Elections Commission will forward all grade release forms to the Student Life Office when a student files a complete petition for an Executive Office.
  - b. The Student Government Advisor will determine if the student is eligible to run in accordance with the Student Government Constitution.
3. Fall and Spring Semesters
  - a. Student Life Office will collect each Senator's names to collect each of their grade point averages. They will forward if each Senator meets the requirements to the Student Government Advisor and the Speaker of the Senate.
4. Senators' class hours shall be checked by the Student Life Office after withdrawal phase in accordance with the academic calendar.
5. The Student Government Advisor shall rule any Senator off the roll if in conflict with the Student Body Government Constitution.

#### B. APPOINTMENT PROCESS

1. The Speaker of the Senate will announce any Senate vacancies at the beginning of the next meeting following the vacancy.



2. Interviews will be conducted with the Speaker of the Senate and at least one (1) graduate advisor, executive officer, Parliamentarian, or Student Government Advisor.
3. Vacancies and the procedures for filling them shall be made public.
4. Appointments must be placed on the consent agenda.

C. REMOVAL (Mandated by Article II)

1. The senate shall not consider the removal of a Student Government Executive Officer or Senator until a petition for removal is presented to the Speaker of the Senate and said petition has been signed by five (5) Senators.
  - a. The petition must request the removal of the official and state on what grounds the proposal would be justified.
  - b. The petition shall cite in what manner the individual's action(s) create the request for removal.
2. The Speaker of the Senate shall deliver a copy of the petition to the individual proposed to be removed within twenty-four (24) hours.
3. The proposal shall be the first order of business as the next regular meeting of the Senate except in the case where there are not any regular meetings scheduled at the end of the semester, whereupon a special meeting shall be convened.
4. Endorsers of the petition (or their representatives) and the individual in question (or representative) shall be allowed to introduce their evidence on the removal of the individual.
5. The Speaker of the Senate shall serve as a mediator unless there is a conflict of interest and may call recesses at their discretion.
  - a. In the event that the Speaker of the Senate is unable to fulfill their role, it shall be filled by an executive officer, beginning with the Student Body

President. In the event that further conflict still exists, the role of mediator shall be passed through the line of succession established in Article III of the Student Body Constitution, subject to a two-thirds (2/3) majority vote.

- b. If further conflict still exists, the Senate shall nominate one of their members, subject to a two-thirds (2/3) majority vote.
6. The head table shall be reserved for the Speaker, the Senate Secretary, and witnesses.
7. Opening statements may be presented by either side. The endorser shall make the first statements, the defense shall follow.
8. Argumentation shall not be allowed by either side during the opening and closing statements.
9. Endorsers shall call witnesses first and defense shall be as follows:
  - a. Direct examination
  - b. Cross examination
  - c. Re-direct
  - d. Re-cross
  - e. Senators may present questions for clarification of testimony offered by witnesses.
10. Final arguments may be presented by either side. The endorser shall make the first statement, the defense shall follow.
11. Open debate among Senators (excluding both parties, with the exception when questions are addressed to them) shall commence at the conclusion of final arguments. Motions to limit debate will require a two-thirds (2/3) majority vote on the membership of the Senate.
12. The Senate shall consider the removal of the individual according to rules governing debate outlined in

Robert's Rules of Order - Newly Revised, with the exception of motions limiting debate.

13. Following the end of debate, the Senate shall vote by roll call on the removal of the individual. Removal shall require a two-thirds (2/3) majority vote.
14. The result of the roll call shall first be announced to the accused and then to the Senate and made available to the public.
15. Removal of a Senator or Executive Officer concerning grades/absences shall not be subject to this procedure.
16. Any Senator removed from office, be it through impeachment, grades, or absences, shall be banned from holding office within the legislative branch for one (1) full semester.

#### **D. RESIGNATION**

1. A Senator must present a letter of resignation to the Speaker of the Senate stating their reasons for resignation.

### **ARTICLE V – REQUIRMENTS FOR SENATORS WHILE IN OFFICE**

#### **A. OFFICE HOURS**

1. Student Senators are required to be present in the Student Government Office for at least three (3) hours per week.
  - a. Of the three (3) office hours, only one (1) meeting may be counted. All other office hours must be spent doing productive work towards the organization.
2. If a Student Senator missed any of that week's office hours, the Student Senator shall be counted for one (1) unexcused absence.

3. The fulfillment of the office hours shall be overseen by the Chairperson of the Committee on Internal Affairs.
4. Failure to fulfill this requirement on three (3) separate occasions in a semester will result in removal from Senate.
5. A combination of three (3) absences from office hours, Student Government meetings, and/or committee meetings, will result in removal from Senate.
6. The Speaker of the Senate has the authority to declare a Senator's absence excused or unexcused from office hours.
7. A Senator is allowed up to three (3) excused absences from office hours per semester.

#### B. REGISTERED STUDENT ORGANIZATION VISITATION INITIATIVE

1. Senators and the Executive Board members shall be required to visit one (1) RSO throughout the semester.
  - a. Senators shall be required to complete and submit an RSO Visit Report Form within two (2) academic days after each RSO visit.
  - b. The Student Vice President for Student Affairs and Student Affairs Chairperson shall maintain record of Senators' RSO visits.
  - c. The Student Affairs Chairperson shall notify the Speaker of the Senate of Senators who have not fulfilled requirements two weeks before the last senate meeting of the semester.
  - d. The Speaker of the Senate shall maintain a list of RSO's that have been visited to ensure that Senators do not visit the same RSO twice.

#### C. DIVERSITY INVOLVEMENT REQUIREMENT

1. All Senators are required to participate in a selected event, program, or meeting that promotes diversity on campus
  - i. Senators shall attend two events that promote the diversity of the EIU/Charleston community as

deemed sufficient by the Diversity Affairs Chairperson.

- ii. Upon completion Senators must submit a report to the Diversity Affairs Chairperson.

#### D) FAILURE TO COMPLY

1. Should a Student Senator fail to complete their RSO visit and/or Diversity Involvement requirement by the end of a given semester that Senator will be placed in probationary status for the coming semester.
2. Senators in probationary status will be required to fulfill the remainder of their RSO or Diversity Involvement requirement in addition to the requirements for the current semester.
3. Senators in probationary status will not be permitted to run for Speaker of the Senate, nor hold chairmanship of any committee.
4. If, after a semester of probationary status, the Senator has not fulfilled their requirements, the Senator shall be removed from Student Government and shall have to wait one (1) academic semester before attempting to re-enter.
5. Senators in probationary status shall retain all other rights and voting privileges guaranteed under the Student Body Constitution and the Senate Bylaws.

### **ARTICLE VI – COMPENSATION OF THE OFFICERS OF THE EXECUTIVE BRANCH AND THE SPEAKER OF THE STUDENT SENATE**

#### A. EXECUTIVE BRANCH AND SPEAKER OF THE SENATE

1. Compensation shall be provided in the following manner:
  - a. Compensation in the amount of, but not to exceed, two thousand five hundred dollars (\$2500) shall be applied to the Executive Officer's account per semester served.
  - b. This amount shall be re-evaluated every three (3) years to account for the rising cost of tuition.

2. Compensation shall be denied in cases of academic/disciplinary probation, withdrawal from the University, removal from office, or failure to fulfill the required eight (8) hours per week of work.
3. If an Executive Officer is impeached or resigns from office, they shall return the prorated amount of any tuition waiver already received.
4. Executive Officers may, at the discretion of the Student Government Advisor, be reimbursed for mileage expenses incurred during fulfillment of summer requirements.