Constitution of the Student Senate

Preamble: We the students of Gettysburg do hereby establish this Constitution for 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 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 February in the year 2012 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 Council and Board of Directors

Section 1. Executive Council
(A) The Executive Council shall be the four elected officers of the Student Senate: the President, the Vice-President, the Secretary, the Treasurer, as well as the appointed Parliamentarian, and Clubs Liaison.
(B) The duties of the Executive Council shall be as follows:
   (1) To set the goals of the Student Senate and develop plans for attainment.
   (2) To review all Student Senate Presidential appointments of students to sit on College committees.
   (3) To attend a weekly Executive Council meeting.

Section 2. Board of Directors
(A) The Board of Directors shall be composed of the members of the Executive Council as well as the chairperson(s) of each Standing Committee, and Director of the Student Advocacy Council.
(B) The duties of the Board of Directors shall be:
   (1) To encourage the continuing review of all aspects of student life or any other issues confronting the Gettysburg community by members of the Senate Body.
   (2) To establish the agenda for each meeting of the Student Senate.
   (3) To advise the President in the appointment and/or removal of all student members and Chairpersons of College Committees and of all standing or special committees.
   (5) To schedule reports to be given weekly by all Student Senate Committee chairs.
   (6) To refer all legislation to the proper committee or to a joint committee.
   a) Any legislation deemed urgent or necessary by the Board of Directors may be referred directly to the floor of the Student Senate.
   (7) To refer all passed legislation of the Student Senate to the proper channels.
   (8) All members of the Board of Directors have a responsibility to keep all information and conversation in the strictest confidence until presented on the Student Senate floor.
   (9) The Board of Directors shall meet at least once a week. Meetings of the Board shall be at a regular time and shall occur prior to each regularly scheduled Student Senate meeting.
   (10) To represent the students of Gettysburg College in a proper and respectable manner.
   (11) To use his/her rights and privileges responsibly.
Section 3. Responsibilities

(A) President
(1) To serve as President of the Student Body.
(2) To call and preside over meetings of the Executive Council and the Board of Directors.
(3) To call and preside over the meetings of the Student Senate but to relinquish the chair when a personal involvement impedes objectivity.
(4) To remove Student Senate members from Student Senate Standing Committees when needed and be responsible for appointing and/or removing the Chairperson of a committee subject to objection by a majority vote of the Student Senate.
(5) To act as a liaison between the Student Body and the Faculty and Administration.
(6) To ensure open communication between the Student Senate and the Dean of Students.
(7) To monitor all actions of the Faculty and Administration to ensure student rights are preserved.
(8) To attend all Faculty meetings or to designate a member of the Academic Affairs Committee to attend in his/her place.
(9) To appoint a student who is well versed in the rules of parliamentary law to the position of Parliamentarian.
   a) To be confirmed by a majority of the Senate Body
(10) To appoint a capable and active student to the position of Clubs Liaison.
   a) To be confirmed by a majority of the Senate Body
(11) To appoint eligible students to vacancies within the Student Senate.
   a) Excludes vacancies to the First Year Class and Senior Class positions, preceding the fall election.
   b) To be confirmed by a majority vote of the Senate Body.
(12) To create Ad-Hoc and Standing Committees as he/she deems necessary.
   a) To create a Standing Committee takes approval by majority vote by the Student Senate.
   b) If deemed no longer necessary, a Standing Committee takes ¾ vote by the Student Senate to dissolve.
(13) To sit on the Board of Trustees College Life Committee.
(14) To attend the Borough College Community Committee meetings.
(15) To sit on the Student Life Committee and appoint two other students to sit on the committee in consultation with the Senate Executive Board.
(16) To appoint Chairs of Student Senate Committees, subject to Senate approval and Director of the Student Advocacy Council.
(17) To appoint members to the Student Conduct Review Board with consultation with the Director of Student Rights and Responsibilities.

(B) Vice-President
(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 assign each Senator to a Standing Committee upon hearing his/her request(s).
(5) To coordinate all Student Senate committees.
(6) To coordinate training of newly elected persons.
(7) To appoint students to Faculty, Administration, trustee and Student Senate Committees.
(8) To serve as Chair of the Senate Board of Elections
(9) To perform certain duties as assigned by the President.
(C) Treasurer
(1) To keep a documented account of all financial transactions of the Student Senate.
(2) To ensure efficient management of all student funds.
   a) To have all fiscal policies and procedures be approved by a simple majority of the Senate.
(3) To act as a liaison between the Student Senate and the College auditor.
(4) To inform all organizations of any penalizations 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 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 organizations
      semesterly budget allocations, the budget shall be referred back to committee for further work baring
      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.
(7) To submit an annual budget proposal to the Dean of Students and/or the designated advisor upon
    the approval by a majority vote by the Student Senate.
(D) Secretary
(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 distribute 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 of the attendance policy.
(6) To inform the Clubs Liaison when any Student Senate recognized organization is in danger of
    being removed in accordance of the attendance policy.
(7) To serve as chair of the Public Relations Committee.
(E) Parliamentarian
(1) Appointed by the President of Student Senate for the express purpose of guiding parliamentary
    law.
(2) To serve as the Chairperson of the Senate Policy Committee.
(3) To act as the Chairperson of all impeachment proceedings.
   a) If the Parliamentarian is impeached then the President presides.
(5) To provide advice and guidance to Student Senate recognized organizations in their process of
    constitutional review and any constitutional proceedings.
(6) To interpret the Constitution & 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.
(7) To serve as the Chancellor of the Council of Student Inquiry
(F) Clubs Liaison
(1) To advise students interested in forming an organization.
(2) To be responsible for all organization recognition procedures.
(3) To maintain updated files on all recognized student organizations.
   a) This Information will consist of the following:
i) Constitution
ii) Student Contact
iii) Officers
iv) Advisor(s)
(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 Senators and the Vice President when the Senator’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) Clubs Liaison
(G) 7 Senators of the First Year Class
(1) 1 Senator from Hanson Hall
(2) 1 Senator from Huber Hall
(3) 1 Senator from Patrick Hall
(4) 1 Senator from Paul Hall
(5) 1 Senator from Rice Hall
(6) 1 Senator from Stine Hall
(7) 1 Senator elected as First-Year Class President
(H) 7 Senators of the Sophomore Class
(I) 7 Senators of the Junior Class
(J) 7 Senators of the Senior Class
(K) The Board of Directors reserves the right to appoint no more than 3 (three) at-large Senators if it feels that representation for a segment is lacking.

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 authorities.
(a) To take any appropriate steps in following up on recommendations.
(4) To inform the Student Body of the reaction to the Student Senate recommendations and the reasons for any reactions.
(5) To promote student rights in all areas of college life.
(6) To vote on matters of concern to the students.
(7) To allocate funds to organizations and other student groups.
(8) To act as a liaison to major student groups and organizations.
(9) 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 and act responsible to the attendance policy in Article IV, Section 7.
(3) To represent the students of Gettysburg College in a proper and respectable manner.
(4) To follow all policies concerning members of Student Senate.
(5) To use his/her rights and privileges responsibly.
(6) To make nominations and to present them to the Student Life Committee for such recognition as the Faculty Appreciation Award.

Section 3. Advisors
(A) The Dean of Students shall serve as the advisor of the Student Senate or shall designate someone in his/her 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 chair and at least two Senators.
(C) The Standing Committees and their duties are as follows:
(1) Academic Affairs Committee
   a) To entertain student opinions regarding academics.
   b) To have two representatives on the Academic Policy and Program Committee.
   c) To coordinate the annual Faculty appreciation award.
   d) To communicate academic student concerns to the Student Body.
(2) Budget Management Committee (Hereafter referred to as the BMC)
   a) To meet each semester to determine the budget for the Student Senate and each Student Senate Recognized Organization.
   b) To entertain all financial requests.
   c) To debate the request with the committee and bring a recommendation for the Student Senate floor.
   d) To investigate the financial background of all organizations that applies for recognition.
(3) College Life Advisory Committee (Hereafter referred to as the CLAC)
   a) To work with administrators of the College Life Division on policy and 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 Council.
(4) Public Relations Committee
   a) To publicize all Student Senate meetings, events, etc.
   b) To assist in publicizing Student Senate and Student Senate Recognized Organization events.
(5) Senate Policy Committee
   a) To investigate, inform, and educate the Senate Body on parliamentary law.
   b) Responsible for the review and revision of the Constitution.
   c) To assist any organization needed help with creating or updating their Constitution.
   d) To engage the opinion of the student body.
   e) Shall assist the Sergeant-at-Arms in his/her investigations as directed to by the Parliamentarian.
(6) Student Safety & Regulations Committee
   a) To create open communication between the Department of Public Safety and the Student Body.
b) To give complaints, suggestions and compliments both to the Department of Public Safety and Student Body.
c) To give recommendations to make the campus a safer place.
d) Have a representative at the Safety Advisory Group meetings.
e) Shall investigate any complaints or grievances filed with the Parliamentarian against Senate members or Students. Complaints or grievances may come from Senate members, students, faculty, or administration.
(1) Upon completion of investigation, report to the President and the Parliamentarian
f) The Chair of this committee will also serve as the Senate’s Sergeant-at-Arms
(7) Special Events & Programming Committee
a) To create and promote school spirit through student activities.
b) To increase activities and promote awareness of Student Senate events on campus and within the Student Senate.
(8) Student Concerns Committee
a) To address student life ideas and issues.
b) To resolve non-academic and non-security issues brought before the committee by the Student Body.
(9) Information Technology Committee
a) To create open communication between IT and the Student Body.
b) To hold a forum for discussing campus technology issues as well as for feedback.
(10) Sustainability Committee
a) To address the issues surrounding environmental sustainability and its role on campus.
b) To work with other groups on campus to help make campus more sustainable and environmentally friendly.

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 Council
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) If the Class Presidency is vacant, then the Class Vice-President becomes Class President.
(C) A class officer may be impeached by any Senate member of their class body at an open Student Senate meeting.
(1) The procedures will then follow Impeachment Proceedings, listed under Article IV, Section 4 of this document. However, only Senate members of the officer’s class may vote during the proceedings.
(2) A class officer impeachment hearing will not take place before the entire Senate body, but with the class’ Senate members at a time determined by the Parliamentarian.
Article IV. Procedures

Section 1. Procedures
(A) The Modern Rules of Order set by the Pennsylvania Bar Institute 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 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.

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

Section 3. Presidential Procedures
(A) Because he/she is deprived of a vote on Student Senate motions or legislation, and is 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 in conducted.
(B) After a period of two meetings, the vetoed motion or legislation may be introduced. The Student Senate may then override the veto with a 2/3 vote of the entire Student Senate.
(C) If a proposed amendment is vetoed, the Student Senate may override the veto after one meeting with a 3/4 vote of the entire Student Senate.

Section 4. Impeachment Proceedings (For Official Misconduct)
(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 his/her case has been tried.
(C) The Student Senate Parliamentarian shall preside over all impeachment proceedings unless he/she is impeached, then the President shall preside.
(D) In trying impeachment a secret ballot shall be used and a 4/5 vote of the entire Student Senate shall be necessary for conviction.
(E) Judgment in cases of impeachment shall not extend further than removal from office.
(F) Any Senator or Student Senate Officer impeached from office 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 ¼ of the Student Body.
(C) Petitions will be presented to the Dean of the College 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. Referendums
(A) The Student Senate, by a 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 upon the Student Senate if a majority of those students who voted, voted in favor of it.

**Section 7. Attendance Policy of the Student Senate**

(A) Student Senators are required to attend all Student Senate Meetings

(1) Senators may accumulate no more than three absences per semester
   a) The second absence will result in an email and/or written notification
   b) The third absence will result in a hearing before the Senate Executive Committee.
   c) Accumulating more than three absences will result in expulsion from the Student Senate

(2) Student Senators 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 Committee.

(B) The designated Student Senate Representative for each particular Senate recognized clubs and organization is required to attend all Student Senate Meetings

(1) Any Senate recognized club or organization accumulating four absences in one semester shall be placed on probationary status

(C) All Class Officers, Councils, and other non Senate-recognized organizations are encouraged to attend all Student Senate Meetings

**Section 8. Meetings**

(A) Meetings of the Student Senate shall be held every Monday at 7 p.m., 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 public, unless otherwise indicated by Student Senate.

**Section 9. Bylaws**

A) To amend the Bylaws of the Student Senate, a simple majority vote of the Senate Body is needed.

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 or being labeled differently. 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 First Year Programs.
(E) A minimum of eight students and one faculty advisor are required.

Section 2. Student Senate Recognition Procedure
(A) Preliminary Procedure
(1) Any club or organization, with the aspirations of becoming Student Senate recognized, should contact the Clubs Liaison.
(2) The Student Clubs Liaison will work with the leadership of the club or organization to ensure that the necessary requirements to apply for provisional status are fulfilled.
(B) Applying for Provisional Status
(1) Upon completion of any Office of Student Activities and First Year Programs or Office of Campus Recreation requirements, the organization spokes-person may apply for provisional status.
   a) If the organization is not granted approval, then the Board of Directors will give recommendations and a time frame for accomplishment. The Student Senate Clubs Liaison is required to inform the club in writing of the conclusions. The organization spokes-person can return to the Board of Directors upon accomplishment of these recommendations.
   b) If the organization is granted approval, then the spokesperson shall come to the Student Senate floor to petition before the Senate Body for provisional status.
      (i) A majority vote by the Senate Body shall be required for an organization to be granted provisional status.
      (ii) Provisional status grants the organization a three academic month provisionary period.
(C) Provisionary Period (three academic month period)
(1) Throughout the provisional period, organizations shall comply with the standards and criteria established for fully recognized organizations.
(2) At the end of the provisionary period, the Board of Directors shall evaluate the organization based on its contribution to the campus and community as well as its compliance with Student Senate procedures.
   a) If the Board of Directors concludes that the organization has been in compliance with the above-stated criteria, then the organization can come before the Senate Body for approval.
   b) If the Board of Directors concludes that the organization did not comply with above-stated criteria, then the Board of Directors shall give recommendations and a time frame for accomplishment. The Student Senate Clubs Liaison is required to
inform the club in writing of the conclusions. The organization can return to the Board of Directors upon accomplishment of these recommendations.

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.

(B) Recognized organizations shall appoint or elect a single Senate Representative to act as a liaison for the club for the entirety of the year at Student Senate meetings for only that organization and to announce upcoming events being offered. This one elected 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 inform the Student Senate Clubs Liaison of changes regarding Officers/Leaders, Membership, Advisor(s), and Constitution.

1) If a recognized club does not meet the deadlines set forth by the clubs liaison, they shall receive a written reprimand from the Clubs Liaison after the last deadline. After this is received, the club will have two weeks to fully register. If the club is still not registered after the two week period, they will not be able to access their senate funds. If they have not registered after two more weeks, the clubs liaison will put a motion on the floor of the Student Senate to derecognize the club, after which the de-recognition process will take place unless the club registers during that time frame.

(E) Exception to any Obligation:

1) If any organization wishes to be granted exception to any clause(s) of the Student Senate Recognized Organization Obligations; they must submit a written proposal to the Board of Directors.

2) If the Board of Directors approves the proposed exception(s) then it shall remain in effect as long as the Student Senate recognizes the organization or until the need for exception no longer exists.

3) The proposal must contain the following information:
   a) The specific clause(s) for which exception is requested
   b) The rationale for which the organization feels exception(s) is necessary
   c) An explanation for how the exception(s) would benefit the organization, campus and the community.

(F) All Student Senate Recognized Organizations must maintain an accurate spreadsheet of their finances.

1) This spreadsheet is to be submitted at the end of each semester to the Treasurer of the Student Senate prior to receiving their next semester budget or base budget.

Section 4. Continued Recognition

(A) The Student Senate reserves the right to revoke recognition status of any organization that fails to continue to comply with the standards and criteria established in the Student Senate Bylaws, Article I.

1) The Student Senate Clubs Liaison is required to inform the organization’s President of the decision as well as its rationale.

2) A majority vote of the Student Senate will be taken four weeks after the motion to revoke the recognition status of an organization.

3) During the four-week period, the organization shall have the opportunity to appeal to the Board of Directors.

(B) An organization that dissolves or wishes to withdraw from recognition status must promptly inform the Student Senate Clubs Liaison.

(C) All organizations must adhere to the attendance policy of the Student Senate.
(D) To prevent the dissolution of the organization, Student Senate requires that at least one member of the Club’s Executive Committee be a First-Year, a rising Sophomore, or a rising Junior. 

(1) In such a case that the above-stated qualification is not followed, it may result in de-recognition of the organization.

(E) Any organization that dissolves or loses recognition from Student Senate must repeat the recognition process outlined in Article 1, Section 2 of the Student Senate Bylaws.

Section 5. Rights and Privileges of Student Senate Recognized Organizations

(A) Use of Gettysburg College facilities and property.
(B) Use of Gettysburg College Services (College Transportation, IKON printing, Dining Services).
(C) The opportunity to petition to the Student Senate for funding, though recognition does not guarantee financial support.
(D) The opportunity to advertise and recruit during First-Year Orientation.
(E) The allocation of a budget each semester.

Article II. Organizational Student Budget Management

Section 1. Definition

(A) The Budget Management Committee (BMC) shall be chaired by the Treasurer of the Student Senate, consist of four senators, and 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 preliminary hearings.
(C) The BMC will organize a preliminary budget at the beginning of each semester subject to additional requests made throughout the semester. The semester budget shall require a 2/3 majority of the Student Senate for approval. If the budget is not passed by the Senate, the BMC will be responsible for reworking the budget and resubmitting the budget in a timely fashion.
(D) 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 the same for all students.

b) The BMC will not recommend funding for club-specific conferences during the preliminary budget hearings.

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

(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) Preliminary Budget Process

(1) Every Student Senate Club or organization shall be responsible for scheduling a preliminary budget meeting with the BMC. The treasurer shall be responsible for scheduling all BMC meetings.

(2) The BMC shall require clubs to submit accurate written budget proposals during the time of their preliminary meeting with the committee.

(3) Recognized clubs will receive a base budget of $100.00 when requested.

a) If a club accumulates absences, the BMC will assign the following sanctions:

i) For one absence, the club’s executive board will receive a warning email from the Secretary of the Student Senate.
ii) For two absences, the club’s base budget will be reduced to $90 during the next semester. 
iii) For three absences, the club’s base budget will be reduced to $75 during the next semester. 
iv) For four absences, the club’s base budget will be reduced to $0 during the next semester.

(4) In order to receive this base budget, the recognized club must have a preliminary hearing or submit a request for base budget prior to preliminary hearings in order to obtain a base budget. Base budgets will not be awarded after preliminary hearings – unless the club is not recognized at the time of preliminary hearings at the discretion of the Treasurer.

(C) Additional Budget Requests

(1) The organization requesting funds must submit, by email, a proposal and line-by-line request to the Treasurer to be presented at the weekly BMC meeting. Paper copies will no longer be requested.
   a) If the request is less than $500, approval may be granted by the Budget Management Committee by 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 New Initiative Account that all funding request below $500 be forwarded to the Floor of the Student Senate.
   b) If the request is for more than $500, 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 majority vote. The line-by-line request submitted to the Treasurer may be brought up in front of the entire Senate upon request.

(2) The time and date of the hearing must be confirmed with the Student Senate Treasurer or the request will not be heard.

(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, the Gettysburgian, The Mercury, Clubs not yet granted provisional status, Theme Housing and departments.
(2) All requests will be brought forth before the entire Senate to be allocated money. Allocation will require a majority vote to pass.
(3) Senate’s voting on a Non-Recognized Organization’s request may not be appealed.
(4) Money 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) No non-recognized club may 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.
(8) If an individual or group of individuals not associated with a Senate Recognized Club would like to organize an event, they must work closely with a Senate Committee regarding funding requests and the planning of the event.
(9) There is a $2000.00 request limit for all non-Senate recognized organizations.
(10) 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 Budget Management Committee or the Student Senate.
All Non-Recognized Organizations must demonstrate in a prominent location that their project is supported in part by the Student Senate and the Students of Gettysburg College.

The BMC will only recognize prizes, such as gift cards that do not exceed $50 per person.

(E) Appeal Clause

1. If an organization feels that a BMC decision concerning an allocation under $500 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 for lodging and gas of 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.

Section 3. Fiscal Probation

(A) Fiscal probation can result from mismanagement of funds. Mismanagement will include overspending, under spending, or misspending funds.

(B) In the event that an organization mismanages 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 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 organizations Executive Committee 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 advisor.

(E) Any violation of one or more sanctions may result in a vote by Student Senate to derecognize the club.

Article III. Management of the Student Senate Agency Account

Section 1. The Student Senate Agency Account

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

(B) The funding for this account shall come from fundraising activities of the Senate.

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

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

(E) As per an agreement with the Office of Finance and Administration, the college will make quarterly interest payments on the balance of the account. The interest rate received will reflect that of the college's current rate of interest on its money.

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

(G) Clubs looking for sponsorships 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 New Initiative Account

(A) This Budget 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 funding for this account shall come from a portion of the Student Activities Fee.
(D) The account will help promote student leadership at Gettysburg College through funding various opportunities for students.

(E) This budget shall conform to Article I; Section 2 and Section 3 of the BMC governing documents.

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

(G) The Budget shall be administered by the Accountant of Gettysburg College.

(H) No International Travel will be supported from the Student Senate New Initiatives Account.

(I) Clubs Sports cannot be funded from the Student Senate New Initiatives Account until they enter post-season play.

**Section 3. Student Activities Fee Roll Over Account**

(A) This account shall be used for budget overruns from the New Initiative Account. The Funding for this account shall come from unspent portions of the New Initiative Account. This Budget shall be administered by the Dean of College Life and the college accountant.

(B) All policies that are applicable to the 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 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 Council will designate a new person to conduct the election.

**Section 2. Candidacy procedures**

(A) Eligibility Qualifications for Candidacy

(1) All candidates must be recognized as full-time matriculating Gettysburg College students.

(2) All candidates must be maintaining a cumulative scholastic average of at least 2.0.

(3) No candidate may be on academic or conduct probation.

(4) No candidate may possess 6 or more points under the Alcohol Points System

(5) No student who is knowingly studying off campus for either a semester or for the entire academic year of their term in office, can run for positions in Student Senate or serve as an officer in Class Government.

   a) Exceptions are made for the Junior class, as defined in Article IV, Section 3, Clause 2.

(6) Any candidate running for a Student Senate Officer position (President, Vice-President, Treasurer and Secretary) must have served as an elected member of the Student Senate.

   a) If a candidate has had significant involvement in Student Senate activities, meetings or programs, the Vice President in conjunction with the Executive Board can provide an exception.

   b) Any Presidential candidate must be a rising junior or senior

(7) Any candidate running for an Office in the Student Senate must be in good standing with the Student Senate and the College.

   a) Good standing in the eyes of the College is to be certified by the Dean of Students.

   b) Good standing in the eyes of the Senate is to be certified by the Board of Directors.

(B) The Vice-President shall hold information sessions regarding the available positions, eligibility requirements, candidacy procedure and election procedures.
(C) Candidates must complete a petition for candidacy
(1) Any candidate running for a position as a Student Senate Officer is required 100 signatures from any matriculating student, regardless of class.
(2) Any candidate running for a Senatorial or class government position is required 50 signatures from his/her own class.
(3) Petitions for candidacy must be returned to the Vice-President by a designated date.
(D) Candidates shall be required to submit a cover letter and résumé.

Section 3. Elections
(A) The Vice President shall designate a time and location for elections.
(1) There shall be three election cycles during a given academic year and more as necessary for instances requiring a runoff election.
a) Elections for the Executive Officers of the Student Senate shall take place at the end of the Spring Semester, at least one week prior to Spring Elections for Senators and Class Officers to allow defeated candidates the opportunity run for another position.
b) Elections for Sophomore and Junior Class Senators as well as Sophomore, Junior, and Senior Class Officers shall take place at the end of the Spring Semester.
c) Elections for Senior Class Senators and First-Year Residence Hall Senators as well as First-Year Class Officers shall take 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.
(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.
(1) Each candidate will be given the opportunity to write a paragraph about themselves and submit it to the Vice-President by a designated time and date.
(2) The paragraph may not exceed more than 100 words.
(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 above-mentioned pre-requisite may vote for Student Senate officers regardless of the individual's class.
(2) Students meeting the above-mentioned pre-requisite may only vote for candidates running for a Senator or class government position from their own class.
(D) Any candidate running for a Senator position or class government who receives a plurality of the vote shall be considered elected to that office.
(E) Any candidate running for a Student Senate Officer position who receives a majority of the vote shall be considered elected to that office.
(1) If no candidate receives a majority, the top two vote getters shall have a run-off election the following week.

Section 4. Election Rules
(A) All candidates for any office must adhere to the following rules.
(1) No campaigning allowed within academic buildings, Musselman Library, or on the first floor of the College Union Building during the designated election dates.
(2) Candidates may not post any campaign flyers or posters in the College Union Building or place them underneath any residential door.
(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) A candidate may not use previously established online groups (Facebook, etc.) for the purpose of campaigning without the explicit authorization of the group owners.
(5) A candidate may create online groups (Facebook events, etc.) as long as individuals who are invited have the option to accept or deny the invitation.
(6) Candidates may not be around or intimidate students while they are casting their ballot.
(7) No more than $75.00 may be spent on a campaign. Receipts for all election expenditures are to be submitted to the vice-president of the Student Senate.
(8) Any student choosing to assist a candidate in their campaigning must also follow these rules.
(9) All applicants running for a position in the Gettysburg College Student Senate, and/or Class Officer position will be required to meet as a collective whole with the Executive Board before the campaign portion of the election cycle.

Section 5. Vacancy
(A) In the event of a vacancy after First-Year Student Senate Elections in the fall, the President of the Student Senate has the ability to appoint Senators or Officers with consent of the Executive Council.
(1) Appointment of any position shall be confirmed by a majority vote of the entire Student Senate.
(2) If it is a vacancy in the position of President of the Student Senate, the Vice-President shall assume the role.

Article V. Council of Presidents
Section 1. Purpose
(A) The Council of Presidents will serve as an advisory body that brings unique and diverse opinions on matters affecting the student body. The council will also be empowered to deliver formal opinions or written resolutions on matters to the Student Senate. However, the council will not be empowered to pass resolutions.

Section 2. Members
(A) The Council will comprise of students from the following organizations: Student Senate, the four Class years, Student Athletic Advisory Committee, Pan-Hellenic Council, Interfraternity Council, the Gettysburg Recreation and Adventure Board, the Office of Residence Life, Blue Crocodiles, Allies, Black Student Union, the Center for Public Service, the Campus Activities Board, Student Alumni Association, Honor Commission, Intercultural Resource Center, Interfaith Council.
(1) The members of the councils are the chief executive officers or appointed officials of each of the organizations. They may send a designee in their place if they are unable to attend due to a conflict.
(B) The Advisor of the Council of Presidents will be the President of the College. He or she may appoint a designee to serve in this capacity.
(C) Admission to the Council will be granted when an organization receives 2/3 vote from all the members.

Section 3. Officers and Duties
(A) The Council will have three officers: a Chair, a Vice-Chair, and a Secretary.
(1) The Chair
a) The Chair will facilitate discussion at the meetings.
(2) The Vice-Chair
a) The Vice-Chair is responsible for setting the agenda with collaboration from the Chair and the Secretary.
(3) The Secretary
a) The Secretary will record the minutes of the meeting and publish them in a venue accessible to the entire student body.
(B) The three officers are elected from the council members and serve for a semester term. They can be elected to consecutive terms.

**Article VI. 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 President of the Student Senate in consultation with the Director of Student’s Right’s & 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.
   (3) Are in good standing with the Student Senate and the College.
   (C) Members serve for a term of One academic year.
   (1) The President may re-appoint them to a subsequent term if they continue to meet the requirements stated in Article IV, Section 2, Subsection A, Lines1-4;7
   (D) Members may be dismissed at any point upon recommendation of the Director of Student Rights & Responsibilities or the Student Senate Executive Council.
   (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 President of the Student Senate.
   (F) Members are to serve as Councilors on the Council of Student Inquiry when called upon by the President of the Student Senate.

**Article VII. Student Senate Board of Elections**

**Section 1. Purpose**

(A) To entertain cases of alleged violations by any student of the Election Policy of the Student Senate and adjudicate them with a corresponding sanction.

**Section 2. Composition**

(A) The Board of Elections is to be comprised of the following three voting members:
   (1) The Vice-President of the Student Senate
   (a) To serve as Chair
   (2) The Chair of the Council of Presidents
   (3) The Sergeant-at-Arms of the Student Senate

**Section 3. Procedures**

(A) The complainant must file a formal grievance with the Vice-President in writing.
(B) The Vice-President will then conduct an investigation to the best of his/her abilities to acquire all pertinent information regarding the alleged infraction.
(C) After the Vice-President closes the investigation, he/she must alert the respondent of the charges levied against him/her in an email within twenty-four hours.
   (1) However, a written letter must also be delivered to the individual if requested.
(D) The Vice-President will then issue a formal decision if it was a minor infraction and adjudicate as he/she sees fit.

(1) If the respondent and/or complainant deem that the Vice-President’s decision is not fitting then a hearing will be convened.

(E) Hearing Boards of the Board of Elections are convened to hear cases of major infractions of the Election Policy of the Student Senate and hear appeals of the Vice-President’s decisions regarding what he/she deemed as a minor infraction.

(1) If the hearing is regarding an appeal of the Vice-President’s decision than, the President of the Student Senate will serve as Chair of the hearing.

a) If the President of the Student Senate is appealing the decision, then the Parliamentarian will serve as Chair of the hearing.

(F) When a hearing is convened the following procedures must be followed:

(1) All members in the room must swear an Oath of Honesty
(2) All members in the room must introduce themselves
(3) The Chair reads the alleged charged
(4) The Complainant(s) states his/her case
(5) The Respondent(s) states his/her case
(6) The Board of Elections questions the complainant and respondent as deemed necessary.
(7) The Chair then closes the hearing and dismisses the complainant(s) and respondent(s) from the room.
(8) The Board of Elections deliberates in private in a closed meeting that is to be kept confidential
(9) The Board of Election will need unanimous consent in order to find the respondent responsible.
(10) The Board of Elections will need 2/3 vote to assign appropriate sanctions.
(11) The Board of Elections issues its decision in a written statement and email to both parties and informs the Executive Council of the decision.

Section IV. Appellate Process

(A) Both parties may appeal the decision of the Student Senate Board of Elections to the Student Senate Board of Directors.

(1) The Complainant/Respondent must contact the Chair of the Student Senate Board of Directors within forty-eight hours of receiving the outcome of the hearing.

(B) In order to hear the appeal, a majority the Board of Directors must vote in favor of hearing the appeal.

(1) If the potential appeal does not receive a majority vote, than the Board of Elections’ decision is upheld.

(2) If the potential appeal receives a majority vote, than the Chair of the Board of Elections must turn over all documents and statements to the Board of Directors.

(C) When the Board of Directors is convened, the following procedures must be followed:

(1) All members in the room must swear an Oath of Honesty
(2) The Chair of the Board of Directors calls the meeting to order
(3) The Chair of the Board of Elections delivers the rationale of hearing board
(4) The Board of Directors questions the Chair of the Board of Elections
(5) The Chair of the Board of Elections is excused from the meeting.
(6) The Board of Directors can call in whatever parties it deems necessary.
(7) The Board of Directors then deliberates in a closed meeting.
(8) The Board of Directors will need a three-fourths vote of the body in order to overturn the decision of the Board of Elections.
(9) The decision of the Board of Directors is final.
The Chair of the Board of Directors will then issue a formal letter to either party involved.

Article VIII. The Council of Student Inquiry

Section 1. Purpose
(A) The Council of Student Inquiry is the Student Senate’s hearing board that entertains cases of egregious infraction of Senate doctrine and policy that does not merit impeachment. Any student or elected student official may be brought before the Council of Student Inquiry.

Section 2. Composition
(A) The voting Composition of the Council of Student Inquiry is as follows:
(1) The Chancellor of the Council of Student Inquiry
(a) The Chancellor is also Chair of the Council of Student Inquiry.
(2) Four Councilors
(a) The Councilors are pooled from the Student Conduct Review Board
(b) The Councilors cannot be voting members of the Student Senate
(c) The Councilors are appointed by the President of the Student Senate to serve on cases based on availability.

Section 3. Procedures
(A) The Complainant(s) must file a formal grievance with the Parliamentarian of the Student Senate in writing.
(1) If the Complainant/Respondent is an Executive Officer of the Student Senate or the Executive Council of the Student Senate, then a Solicitor General will be chosen to represent either party by the President.
   a) The Solicitor General is chosen from the Student Body,
(B) The Parliamentarian then instructs the Sergeant-at-Arms of the Student Senate to conduct an investigation in conjunction with the Student Safety & Regulations Committee and, if instructed, the Senate Policy Committee.
(C) Once the investigation is concluded, the Sergeant-at-Arms will present the findings to the Senate Policy Committee and compile a joint-committee report to the present to the Parliamentarian.
(1) If the joint-committee report deems the matter a minor infraction then the Parliamentarian will forward the case to the Executive Council with all pertinent documents to be adjudicated.
   a) If the Executive Council or an Executive Officer is the complainant in the case, then the matter is automatically referred to the Council of Student Inquiry.
(2) If the joint-committee report deems the matter an egregious infraction then the Parliamentarian will forward the case to the Council of Student Inquiry with all documents pertaining to the upcoming hearing.
(D) Procedures for the Executive Council hearing regarding minor infractions are as follows:
(1) The Chair of the Executive Council calls the meeting to order.
(2) Members of the Executive Council swear an Oath of Honesty.
(3) The Chair will then ask the complainant to make a statement.
(4) The Executive Council will then ask questions of the complainant.
(5) The Executive Council is free to call on all necessary parties pertinent to the case if needed.
(6) The complainant will then be excused from the meeting, and the Executive Council will deliberate in private.
(7) A 2/3 vote of the Executive Council is needed to assign sanctions and adjudicate the matter
(8) The Chair of the Executive Council will then invite the complainant into the meeting and deliver the decision of the Council.
(9) The decision of the Executive Council is final and cannot be appealed.
(E) Procedures for the Council of Student Inquiry regarding major infractions are as follows:
(1) The Chancellor of the Council of Student Inquiry calls the meeting to order.
(2) The Respondent(s) and Complainant(s) swear an Oath of Honesty.
(3) All parties the respondent, the complainant, and the Council, will have an opportunity to ask questions of each witness, the complainant, and the respondent in the following order:
   a) The Chancellor and Councilors
   b) The Complainant(s), in alpha order by surname
   c) The Respondent(s), in alpha order by surname
(4) The parties will provide opening remarks.
(5) The Chancellor invites the Sergeant-at-Arms, in his/her capacity as Chief Investigator to deliver the Official Report and Findings of the investigation.
(6) The Complainant or Respondent may call witnesses to give testimony
   a) A list of witnesses needs to be submitted to the Chancellor forty-eight hours prior to the scheduled hearing.
(7) After the witnesses portion, the Council has an opportunity to ask any questions of clarification of either party.
(8) Both parties will then be given the opportunity to give closing remarks.
(9) The Chancellor will then dismiss all parties, and hold the Councilors in closed session.
(10) The Council will then deliberate in private. The Councilors will need a 3/5 vote in order to assign a sanction to adjudicate the matter.
(11) The Chancellor will then invite both parties into the room and deliver the Council of Student Inquiry’s decision.
(12) The Chancellor will inform both parties of the Appellate Process.
(13) The Chancellor will issue a formal letter to both parties and the Executive Council.

**Section 4. The Appellate Process**
(A) Either party involved in a hearing formally adjudicated by the Council of the Student Inquiry may appeal its decision to the Student Senate of Gettysburg College.
(B) In order to appeal a decision, a written letter must be submitted to the President of the Student Senate, in his/her capacity as Chair and presiding officer of the Student Senate.
(C) The President will then notify the Board of Directors of the appeal and supply the Senate body with all pertinent documentation.
(D) The Senate will then convene in a closed session, with the President presiding, and hear the case.
   (1) Both parties will be given the opportunity to deliver a statement before the Senate.
   (2) The Senate will then dismiss them and deliberate.
   a) The Senate may ask for testimony from other parties involved in the investigation or hearing before the Council of Student Inquiry.
   (3) The Senate will need a 2/3 vote of all voting senators and officers in order to overturn the decision of the Council of Student Inquiry.
   a) The decision of the Student Senate is final.
(E) After the Student Senate votes on its decision, the President will inform all parties of its decision in writing and document it into the official minutes of the Student Senate.

**Article IX. Impeachment Proceedings**
**Section 1. Initiation**
Impeachment proceedings are initiated by the Senate Body if an elected official has violated severely the policies of the Student Senate and his/her values are not aligned with the mission and values of the student government during their time in office.

As stipulated in Constitution Article IV, Section 4, Subsection B, a vote of 2/3 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 elected official is impeached, the Parliamentarian will then ask the Sergeant-at-Arms to conduct an investigation.

(1) If the Parliamentarian is impeached, as stipulated in Constitution Article IV, Section 4, Subsection C, the President will then preside.

(B) At the conclusion of the investigation, the Sergeant-at-Arms will then produce a report for the Student Senate.

(1) The report will also be made available to the respondent and his/her advisor.

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

(1) The charges must be approved by the Board of Directors of the Student Senate.

(2) The letter will be sent to the respondent, his/her advisor, and the President of the Student Senate.

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

(1) However, if the removal hearing cannot occur within fourteen days, it must occur within one month of the declaration.

(E) The Student Senate body must receive the report three days prior to the hearing and all relevant materials.

(1) These documentations are to be held in the strictest confidence unless given express permission by the Parliamentarian and the Sergeant-at-Arms.

**Section 3. The Removal Hearing**

(A) During the removal trial the following individuals must be present:

(1) The Parliamentarian acting as Chair

a) The Chair is deprived of a vote

(2) The Clubs Liaison acting as Special Secretary

a) The Special Secretary is deprived of a vote

(3) The voting members of the Senate body

a) The Vice-President

b) The Treasurer

c) The Secretary

d) The Senators

i) Senators-at-Large if appointed by the Board of Directors

(4) The Sergeant-at-Arms acting as Chief Investigator

(B) The following are allowed to be present if they so chose to, but are deprived of a vote:

(1) The President of the Student Senate

(2) The Board of Directors

(3) The Advisor

(C) The hearing will commence with or without the respondent present if he/she has been given proper notification and all procedures were followed.

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

(1) The Parliamentarian calls the meeting to order.

(2) The Special Secretary calls the Roll.
(3) The Parliamentarian reads the charges.
(4) The Impeached official declares their official plea.
(5) The Respondent delivers his/her opening statement.
(5) The Sergeant-at-Arms delivers his/her report.
   a) the Senate Body may ask questions as well as the respondent.
(6) The Respondent will then be open to questions from the Senate Body.
(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 take an Oath of Honesty.
   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 excused the respondent and enter closed deliberations.
(11) The Senate Body will then vote on each charge.
   a) If found responsible by 4/5 of the Senate Body on any charge, the impeached official 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, as chair, will also produce a formal letter on the Senate’s rationale.
(13) The Senate Body is adjourned.
(E) The decision of the Student Senate is final and no appeals are granted.

Article X. The Student Advocacy Council

Section 1. Purpose
(A) The members of the student advocacy group will serve as confidential sources for students to approach throughout the course of the academic year. This council will be trained to have an extensive knowledge of the Code of Conduct and Honor Code in order to provide the necessary support for our fellow peers. They may also serve as accused student’s advisors during their conduct hearing, and help them understand what their rights are throughout this process.

Section 2. Mission
(A) To educate the Students of Gettysburg College regarding their rights and privileges as stipulated in institutional policy, the Code of Conduct, and the Honor Code. To act as confidants for our peers and to stand by them in their time of need. To ensure that all students are given their due process and that institutional policies are followed accordingly.

Section 3. Composition
(A) The Student Advocacy Council is to be comprised of solely but students.
   (1) This group of students is not to exceed more than eight individuals.
(B) The students sitting on the council will be granted the title Student Advocate.
(C) Each candidate for the position of Advocate must be in good standing with the Gettysburg College community.
   (1) This is to be certified by the Board of Directors of the Student Senate and the Office of the Dean of Students.
The process for which a student may become a member of the council is as follows:
1. Complete an application
2. The Director of the Student Advocacy Council and the principal advisors will review the applications and determine whether or not to grant an interview.
3. The candidate is then interviewed by all necessary parties.
4. The Director of the Council in consultation with the principal advisors will select and admit the new members.
a) Upon admission to the Council, a training session must be set for all members in order to educate them on the Honor Code, the Code of Conduct, expectations, and other institutional policies.
(E) No member who is currently active on the Honor Commission or the Student Conduct Review Board may serve as Advocates.

Section 4. Officers
A. The Director of the Student Advocacy Council
   1. Responsibilities
      a) Charged with setting the over agenda and direction for the Council.
      b) Sits on the Board of Directors of the Student Senate
      c) Charged with reviewing the bylaws and mission
      d) Is to appoint the Advocate upon consultation with the other Advocates.
      i) The Director must also notify the President of the Student Senate and the principal advisor of his/her decision.
   2. Appointed by the President of the Student Senate in a manner similar to Bylaws Article VI.
B. The Director of the Council is empowered to appoint a Deputy Director if deemed necessary.
   1. No other officers may be appointed by the Director.
   2. The Deputy Director is to be chosen from the membership of the Council.

Section 5. Advisor
A. The principal advisor of the Student Advocacy Council is to be a representative from the Office of Student Rights & Responsibilities.
   1. The Director of Student Rights & Responsibilities or designate
B. The Advisor of the Student Senate may be called upon if deemed necessary to assist the principal advisor.

Section 6. The Advocates
A. The Advocates are to be confidential sources to the Students of Gettysburg College who are being allegedly charged with violations of the Code of Conduct or the Honor Code.
   1. However, the Advocates are to indicate to the student that some of the information they reveal to them may be discussed with a College judicial officer due to:
      a) The laws of the United States of America, the Commonwealth of Pennsylvania, or the Borough of Gettysburg.
      b) The Code of Conduct
c) The Honor Code
(B) The Advocates may serve, if the students so wishes, as advisors throughout the process and sit in on hearings (administrative or panel).
(1) The Advocate must however indicate to the student that he/she serving as their advisor is not grounds for an appeal. The judicial processes of the College are educational in nature and not to be treated as if the complainant or respondent is in a court of law.

Section 7. Terms & Dismissal
(A) The term of a member of the Student Advocacy Council is to be one academic year.
(1) The tenure of an Advocate is to be review annually by the President of the Student Senate, the Director of the Student Advocacy Council, and the principal advisor prior to the start of the new academic year.
(B) Any advocate may be dismissed on grounds of official misconduct by the Director of the Student Advocacy Council upon consultation with the principal advisors.
(1) Similar to a member of the Student Conduct Review Board, any member of the Student Advocacy Council will automatically meet with the Director of Student Rights & Responsibilities for infractions of the Code of Conduct.
(C) The Director of the Student Advocacy Council may be dismissed on grounds of official misconduct by the President of the Student Senate upon consultation with the Director of Student Rights & Responsibilities.

Section 8. Changes to Operational Bylaws
(A) Any changes to the operational bylaws must first be presented to the President of the Student Senate and the principal advisor.
(1) These three individuals must come to a general consensus on the bylaws prior to them being presented to the Floor of Senate for a vote.

Article XI. 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 the Modern Rules of Order set forth by the Pennsylvania Bar Institute.
(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) Clubs Liaison  
(5) Old Business  
(6) New Business  
(7) Committee Reports  
(8) Club Reports  
(9) General Announcements  
(10) Adjournment  
(C) Any item not in old business may be moved around by the Board of Directors or at the Senators discretion. 
(D) The Presiding Officer, the Sergeant-at-Arms, and the Parliamentarian are responsible for maintaining decorum throughout the course of a meeting of the Student Senate.  
(E) 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 & Motioning Procedures  
(A) The right of voting on any motion before the Floor of the Senate is accorded to the Vice-President, the Treasurer, the Secretary, and the Student Senators.  
(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 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 he/she is 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 Clubs Liaison  

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 Chair of the Student Senate will preside over the Committee of the Whole since he/she is the President of the Student Senate and Student Body.  
(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 or motions may be passed or motioned while in Committee of the Whole. 

*These Bylaws stand as amended by the Student Senate*

*March 5th, 2012*