Constitution of the Student Senate

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

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**Article I. Purpose**

**Section 1. Definition**

(A) Gettysburg College Student Senate's primary focus is to provide a representative, unifying, and responsible government for the student body of Gettysburg College.

(B) To act as advocates regarding policies made by Faculty and Administration that affect the student body.

**Article II. Executive Board and Board of Directors**

**Section 1. Executive Board**

(A) The Executive Board shall 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 appointed Clubs Liaison.

(B) The duties of the Executive Board shall be as follows:

(1) To set the goals of the Student Senate and develop plans for attainment.

(2) To attend a weekly Executive Board meeting.

**Section 2. Board of Directors**

(A) The Board of Directors shall be composed of the members of the Executive Board as well as the chairperson(s) of each Standing Committee.

(B) The duties of the Board of Directors shall be:

(1) To encourage the Senate body to continue to review all aspects of student life or any other issues confronting the Gettysburg College community.

(2) To refer all passed legislation of the Student Senate to the proper channels.

(3) To have a responsibility to keep all information and conversation in the strictest confidence until presented on the Student Senate floor.

(4) To meet bi-weekly. Meetings of the Board shall be at a regular time.

(5) To represent the students of Gettysburg College in a proper and respectable manner.

(6) To use their rights and privileges responsibly.

**Section 3. Responsibilities**

(A) The duties of the President shall be:

(1) To serve as President of the Student Body.

(2) To call and preside over meetings of the Executive Board and the Board of Directors.

(a) To relinquish authority to the Vice President when a personal involvement impedes objectivity.

(4) To act as a liaison between the student body and the faculty and administration.

(5) To ensure open communication between the Student Senate and the Dean of Students.

(6) To monitor all actions of the faculty and administration to ensure student rights are preserved.

(7) To attend all Faculty meetings or to designate a member of the Academic Affairs Committee to attend in their place.

(8) To appoint a student who is well versed in the rules of parliamentary procedure to the position of Parliamentarian.

(9) To appoint a capable and active student to the position of Clubs Liaison.

(10) To appoint eligible students to vacancies within the Student Senate, excluding class officers.

1. If a class officer’s position is vacant, the vacancy will be filled through an appointment by that class’s President and the remaining class officers.

(11) To create Ad-Hoc and Standing Committees as they deem necessary.

(a) To create a Standing Committee takes approval by majority vote by the Student Senate.

(b) If deemed no longer necessary, a ¾ vote is need to dissolve a Standing Committee.

(13) To sit on the Board of Trustees College Life Committee.

(14) To sit on the Student Life Committee.

(16) To appoint Chairs of Student Senate Committees, subject to a majority vote of the Executive Board.

(17) To preside over all impeachment hearings.

(a) Unless the President is impeached, at which point the Parliamentarian shall preside.

(18) Perform other duties as the Office may require.

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

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

(2) To assume the Presidency in the event of a vacancy.

(a) To appoint a new Vice President, with a 2/3 approval of the Senate Body.

(3) To coordinate all general elections of the Student Senate and Class Governments.

(a) To have all election policies and procedures be approved by a simple majority of the Senate.

(4) To coordinate training of newly elected persons.

(5) To perform other duties as the President or Executive Board may prescribe.

(6) To update the Peoplesoft System for the Student Senate.

(7) To update the Student Senate website.

(C) The duties of the Treasurer shall be:

(1) To keep a documented account of all financial transactions of the Student Senate.

(2) To ensure efficient management of all Senate funds.

(3) To act as a liaison between the Student Senate and the College Auditor.

(4) To inform all organizations of any sanctions they have incurred.

(5) To serve as the chair of the Budget Management Committee (BMC).

(6) To bring proposed Student Senate recognized organizations’ semesterly budget allocations greater than $800 to the Student Senate for approval by a majority vote.

(a) In the event that the Student Senate does not approve the Student Senate recognized organization’s semesterly budget allocations, the budget shall be referred back to committee for further work bearing in mind the Senators recommendations and concerns before being re-presented.

(b) Student Senate recognized organizations’ semesterly budget allocations must be disclosed by the Treasurer, including those less than $800.

(7) To perform other duties as the President or Executive Board may prescribe.

(D) The duties of the Secretary shall be:

(1) To keep the minutes of all meetings of the Student Senate.

(2) To distribute weekly minutes to all members of the Senate Body.

(3) To keep a copy of the minutes for Gettysburg College Archives.

(4) To announce and inform all Student Senate members of meetings and to announce agendas and supervise the files of the Student Senate.

(5) To contact all Student Senate members when removed or when in danger of being removed in accordance with the attendance policy.

(6) To inform the Clubs Liaison and the club’s representative when any Student Senate recognized organization is in danger of being removed in accordance with the attendance policy.

(7) To keep the Senate alias current

(8) To perform other duties as the President or Executive Board may prescribe.

(E) The duties of the Parliamentarian shall be:

(1) To guide parliamentary procedure.

(2) To serve as the Chairperson of the Senate Policy Committee.

(3) To provide advice and guidance to Student Senate recognized organizations in their process of constitutional review and any constitutional proceedings.

(4) To interpret the Constitution and Bylaws when rules or regulations are questioned by members of Senate.

(a) To have a written, documented opinion, with the collaboration of the Senate Policy Committee, when rules or regulations are questioned.

(5) To edit the Constitution in the case of grammatical errors, misspellings or typos.

(6) To perform other duties as the President or Executive Board may prescribe.

(F) The duties of the Clubs Liaison shall be:

(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.

(4) To maintain updated files on all recognized student organizations.

(5) To work for the Office of Student Activities and Greek Life

 (a) To work at least 8 hours a week.

 (b) To complete tasks assigned by the office, including but not limited to:

 (i) Updating the College Website

 (ii) Planning the Activities Fair

 (iii) Completing any necessary trainings required by the office

(G) Committee Chairs

(1) To attend all Board of Directors meetings.

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

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

(4) To enforce attendance for committee meetings and to notify the Senator(s) 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 Executive Board reserves the right to appoint no more than 3 (three) Senators-at-Large if it feels that representation for a segment is lacking.

(L) Club Representatives: 1 representative from each Senate recognized organization

**Section 2. Duties**

(A) The duties of the Student Senate shall be:

(1) To act as a forum of student opinion.

(2) To evaluate the concerns of the students enrolled at Gettysburg College.

(3) To send recommendations on matters concerning the students of Gettysburg College to the proper authorities.

(a) To take any appropriate steps in following up on recommendations.

(b) To inform the Student Body of the reaction to the Student Senate recommendations and the reasons for any reactions.

(4) To promote student rights in all areas of college life.

(5) To vote on matters of concern to the students.

(6) To allocate funds to organizations and other student groups.

(7) To vote on club recognition.

(8) To act as a sounding board for the Administration and the Faculty in regards to policy changes and new policy.

(B) The duties of Senators shall be:

(1) To serve as a member of a Standing Committee.

(2) To adhere and act responsible to the attendance policy in Article IV, Section 7.

(3) To represent the students of Gettysburg College in a respectable manner.

(4) To follow all policies concerning members of Student Senate.

(5) To use their rights and privileges responsibly.

(6) To make nominations and to present them to the Student Life Committee for such recognition as the Dr. Ralph Cavaliere Endowed Teaching Award.

(C) The duties of Club Representatives shall be:

 (1) To act as *ex-officio* members of the Student Senate.

 (2) To announce the club’s presence at meetings.

 (3) To voice pertinent concerns that their club members have at Senate meetings.

 (4) To advertise club events at Senate meetings.

(5) To report the clubs semesterly activities and involvement. See Article A, Section 3, Subsection D

**Section 3. Advisors**

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

**Section 4. Committees**

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

(B) A Standing Committee shall consist of one to two chairsand at least two Senators.

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

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

(1) Academic Affairs Committee

(a) To entertain student opinions regarding academics.

(b) To have two representatives on the Academic Policy and Program Committee.

(c) To have representatives on the Board of Trustees Academic Affairs Committee.

(d) To communicate academic student concerns to the Student Senate.

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

(a) To meet weekly to preside over the Student Senate New Initiatives Account

(b) To entertain all financial requests.

(c) To debate the request with the committee and bring a recommendation to the Student Senate floor.

(d) To investigate the financial background of all organizations that apply for funding or recognition.

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

(a) To work with administrators of the College Life Division on policy 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 Committee.

(c) To address student life ideas and issues.

(d) To resolve non-academic and non-security issues brought before the committee by the Student Body.

(4) Public Relations Committee

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

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

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

(d) To promote and create a professional brand for Student Senate.

(5) Senate Policy Committee

(a) To investigate, inform, and educate the Senate Body on parliamentary procedures.

(b) To review and revise of the Constitution as necessary.

(c) To assist any organization needing help with creating or updating their Constitution.

(d) To engage the opinion of the Senate Body on matters regarding the Constitution of the Student Senate.

(e) Shall assist the Parliamentarian in their investigations.

(6) Student Safety and Regulations Committee

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

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

(c) To give recommendations to make the campus a safer place.

(7) 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.

(8) 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.

 (9) Career Liaison Committee

(a) To create open communication between the Center for Career Development and the Student Body.

(b) To coordinate career-related events with the Center for Career Development.

 (c) To announce Center for Career Development events at Senate meetings.

 (10) Diversity Committee

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

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

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

**Section 5. Class Officers**

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

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

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

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

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

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

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

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

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

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

**Article IV. Procedures**

**Section 1. Procedures**

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

**Section 2. Amendments**

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

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

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

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

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

**Section 3. Presidential Procedures**

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

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

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

(E) In trying impeachment, a secret ballot shall be used and a 4/5 vote of the entire Student Senate shall be necessary for conviction.

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

(G) 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 Students, who will present them to the appropriate body.

(D) The Student Senate will inform the Student Body on the outcome of the petition and act on the decision that has been made.

**Section 6. 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 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 unexcused absences per semester.

 (a) One excused absence counts as half of an unexcused absence.

(i) An excused absence is defined as a mandatory class event/meeting, an illness, or a personal emergency.

(1) To be granted at the discretion of the Senate Executive Board.

(2) In order to get an excused absence you must notify the Secretary by email at least one hour before the Student Senate meeting.

(b) The second absence will result in an email and/or written notification

(c) The third absence will result in a hearing before the Senate Executive Board.

(d) Accumulating more than three absences will result in expulsion from the Student Senate. Procedure for removal from Senate based upon violation of this policy follows in Article VII, Section 4

(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 Board.

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

(1) Club Representatives may accumulate no more than three unexcused absences per semester.

(a) One excused absence counts as half of an unexcused absence.

(i) An excused absence is defined as a mandatory class event/meeting, an illness or a personal emergency.

(1) To be granted at the discretion of the Senate Executive Board.

(2) In order to get an excused absence you must notify the Secretary by email at least one hour before the Student Senate meeting.

(b) The second absence will result in an email and/or written notification.

(c) The third absences will result in a hearing before the Senate Executive Board.

(d) The fourth absence will result in a club’s probation for 3 school weeks starting the Senate meeting after their third absence. During this probation, clubs are not allowed to ask for funding from the BMC.

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

**Section 8. Meetings**

(A) Meetings of the Student Senate shall be held every Monday at 7:00pm, except during times of vacation or break.

(B) The President of the Student Senate may call for additional meetings or cancel meetings.

(C) All meetings are open to the Gettysburg College community, unless otherwise indicated by Student Senate.

**Section 9. Bylaws**

(A) The Bylaws of the Student Senate may be amended as per the amending procedure laid out in Article IV, Section 2 of the Constitution.

(B) The Bylaws are binding upon the Student Senate and the Student Body.

Bylaws of the Student Senate

**Article I. Recognition Procedure for Student Organizations**

**Section 1. Gettysburg College Recognition Procedure**

(A) The foundation of any student organization shall be consistent with the aims and objectives of a liberal arts college, as pursued by Gettysburg College.

(B) No student organization may discriminate on the basis of age, race, color, religion, ethnic or national origin, gender, sexual orientation, veteran status, or political affiliation. Membership requirements, which restrict membership on the basis of sex, must be in full compliance with Gettysburg College, state and federal regulations.

(C) All student organizations must conduct themselves in full accordance to the accepted Code of Conduct at Gettysburg College.

(D) In order for a student organization to gain Student Senate recognition, the organization must first register with the Office of Student Activities and Greek Life.

(E) A minimum of six students and one faculty advisor are required.

(F) This articles of this section enumerated above are subject to change in accordance with any chances made in college policy.

**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.

(a) This Information will consist of the following:

 (i) Constitution

 (ii) Student Contact Information

(iii) Officers

(1) Including a President, Treasurer and a Club Representative

(iv) Advisor(s)

(v) PeopleSoft Roster

(B) Applying for Senate Recognition

(1) Upon completion of any Office of Student Activities and Greek Life requirements, an organization may apply for Senate recognition.

(a) If the organization is not granted approval by the Clubs Liaison, 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 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 Club Representative to act as a liaison for the club at Student Senate meetings. A designated representative shall be present at every Student Senate meeting.

(C) Recognized organizations are expected to encourage their officers to attend leadership programs offered at Gettysburg College.

(D) Recognized organizations are expected to give a report each semester about their club, including activities planned and hosted. This will be set up with the Clubs Liaison. [IT1]

(E) Recognized organizations are expected to inform the Student Senate Clubs Liaison of changes regarding Officers, Membership, Advisor(s), and/or Constitution. They are also expected to fill out event reflection forms after each event they host.

(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.

(F) 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 the 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.

**Section 4. Maintaining Recognition**

(A) Recognized organization are expected to re-register with the Office of Student Activities and Greek Life each year. If they fail to complete the Office of Student Activities and Greek Life process by the date set by the Office of Student Activities and Greek Life, they will be derecognized by Student Senate.

(1) To become re-recognized, a club needs to re-register with the Office of Student Activities and Greek Life and come before Senate. They may not apply for Senate Recognition for two weeks.

(B) Recognized organizations at the end of each year or the beginning of the next year must provide the Clubs Liaison with the name of their treasurer and club representative information, if it is not provided in the registration form by September 30th.

(1) If an organization fails to inform the Clubs Liaison by September 30th, they will be put on a two week probation. This probation will be revoked immediately after the information is handed in. While on this probation, they may not request a base budget or any additional funds.

(2) If an organization fails to update the Clubs Liaison after the two week probation, they will become de-recognized. An organization may apply for re-recognition after two weeks

(a) Because this organization was previously recognized, they may be re-recognized by the Clubs Liaison

**Section 5. Continued Recognition**

(A) The Executive Board 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, Section 3.

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

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

(E) Any organization that loses recognition due to a paperwork violation from Student Senate must hand in the necessary documents to the Clubs Liaison.

**Section 6. Rights and Privileges of Student Senate Recognized Organizations**

(A) Use of Gettysburg College facilities and property.

(B) Use of Gettysburg College Services (College Transportation, RICOH printing, Dining Services).

(C) The opportunity to petition the Student Senate for funding.

**Article II. Budget Management**

**Section 1. Budget Management Committee**

(A) The Budget Management Committee (BMC) shall be chaired by the Treasurer of the Student Senate and consist of no more than eight members.

(B) The BMC shall be responsible for hearing all budget requests from student recognized clubs, non-recognized clubs and departments, and recommend budget allocations to the Senate based upon these hearings.

(C) The BMC is responsible for determining guidelines to ensure accurate management of the Senate budget.

**Section 2. Budget Allotment**

(A) Funding Stipulations

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

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

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

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

(B) Budget Process

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

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

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

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

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

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

(D) Non-Recognized Clubs

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

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

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

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

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

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

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

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

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

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

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

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

(E) Appeal Clause

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

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

(F) Usage of College Transportation

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

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

**Section 3. Fiscal Probation**

(A) Fiscal probation can result from mismanagement of funds or a violation of the attendance policy in Article IV, Section 7.

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

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

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

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

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

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

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

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

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

**Article III. Management of the Student Senate Accounts**

**Section 1. The Student Senate Agency Account**

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

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

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

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

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

**Section 2. The Student Senate New Initiative Account**

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

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

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

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

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

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

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

**Section 3. Student Activities Fee Rollover Account**

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

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

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

**Article IV. Election Procedure**

**Section 1. Definition**

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

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

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

**Section 2. Candidacy procedures**

(A) 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 2.50.

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

(4) No candidate may possess 6 or more points under the 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 or serve in positions in Student Senate or Class Government.

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

(6) No student who knowingly has another commitment that will prevent them from attending Senate meetings can serve as a member of the Student Senate.

(7) 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 for at least one semester.

(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.

(8) 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 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 their 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 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 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 cover letter and submit it to the Vice President by a designated time and date.

(2) The narrative 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 aforementioned prerequisite may vote for Student Senate officers regardless of the individual's class.

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

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

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

**Section 4. Election Rules**

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

(1) No campaigning allowed within academic buildings or Musselman Library during the designated election dates.

(2) Candidates may not place flyers underneath any residential door or inside mailboxes.

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

1. This includes social media direct messages.

(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 $30.00 may be spent per campaign per student. 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 Fall Student Senate Elections, the President of the Student Senate has the ability to appoint Senators or Officers with consent of the Executive Board.

(1) If it is a vacancy in the position of President of the Student Senate, the Vice President shall assume the role.

**Article V. Student Conduct Review Board**

**Section 1. Purpose**

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

**Section 2. Members**

(A) Student members of the Student Conduct Review Board are appointed by the Director of Student’s Rights and Responsibilities.

(B) Members eligible to serve on the board:

(1) Must be a rising Sophomore, Junior, or Senior.

(2) Meets the requirements established in Article IV, Section 2, Subsection A, Lines 1-4; 7 of the Student Senate Bylaws.

(C) Members serve for a term of one academic year.

(1) The Director of Student’s Rights and Responsibilities may reappoint them to a subsequent term if they continue to meet the requirements stated in Article IV, Section 2, Subsection A, Lines 1-4;7.

(D) Members may be dismissed at any point upon recommendation of the Director of Student Rights and Responsibilities.

(E) Members are appointed in the Spring term of an academic year.

(1) Members may be appointed at another point throughout the academic year if deemed necessary by the Director of Students Rights and Responsibilities.

**Article VI. 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 chaired by the Vice President and comprised of the Executive Board of the Student Senate.

(B) The Vice President is a non-voting member.

**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 their abilities to acquire all pertinent information regarding the alleged infraction.

(C) After the Vice President closes the investigation, they must alert the respondent of the charges levied against them 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 they 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 they 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 their case.

(5) The Respondent(s) states their 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 a ⅔ vote to assign appropriate sanctions.

(11) The Board of Elections issues its decision in a written statement and email to both parties.

**Article VII. Impeachment Proceedings of Senators and Executive Officers**

**Section 1. Initiation**

(A) Impeachment proceedings are initiated by the Senate Body if an elected official (Executive Officer or Senator) has violated the policies of the Student Senate and/or if their values are not aligned with the mission and values of the Student Senate as outlined in the preamble of the Constitution of the Student Senate or the mission and values of Gettysburg College during their time in office.

(B) As stipulated in Article IV, Section 4, Subsection B of the Constitution, a ⅔ vote of the Senate Body is necessary to impeach an elected official and strip them of all their powers until a formal hearing can be convened.

**Section 2. Process**

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

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

(B) At the conclusion of the investigation, the Parliamentarian will then produce a report for the Student Senate.

(1) If the Parliamentarian is impeached, then the President will produce the report.

(2) The report will also be made available to the respondent and the Senate advisor(s).

(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 the Directors of the Student Senate.

(2) The letter will be sent to the respondent, the Senate advisor(s), 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, as approved by the Advisor of the Student Senate, 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 documents are to be held in the strictest confidence unless given express permission by the Parliamentarian.

**Section 3. The Removal Hearing**

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

(1) The President 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 Parliamentarian acting as Chief Investigator.

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

(1) Members of the Board of Directors

(2) The Advisor

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

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

(1) The President calls the meeting to order.

(2) The Special Secretary calls the Roll.

(3) The President reads the charges.

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

(5) The Respondent delivers their opening statement.

(6) The Parliamentarian delivers their report.

(a) The Senate Body may ask questions as well as the Respondent.

(7) The Respondent will then be open to questions from the Senate Body.

(8) 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.

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

(10) The Respondent may give a closing statement.

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

(12) 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.

(13) The outcome of the vote will then be delivered to the respondent.

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

(14) The Senate Body is adjourned.

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

**Section 4. Removal Based Upon Lack of Attendance**

1. A Senator shall be removed from office based upon their violation of the Student Senate Attendance Policy, outlined in Article IV, Section 7.
2. After a Senator accumulates more than three absences, the Secretary will inform the Executive Board.
3. During officer reports, the President will announce the removal of the Senator.
	1. This decision may not be appealed.
4. The President reserves the right to appoint a student to fill the vacancy, as delineated in Article II, Section 3, Subsection 10 of this Constitution.
	1. The appointed student must be of the same class as the removed Senator.

**Article VIII. Impeachment Proceedings for Class Officers**

**Section 1. Initiation**

(A) Impeachment proceedings are initiated by a Class Officer if an elected official (Class Officer) has violated the policies of the Student Senate and/or if their values are not aligned with the mission and values of the Student Senate as outlined in the preamble of the Constitution of the Student Senate or the mission and values of Gettysburg College during their time in office.

1. The Class Advisor will chair all impeachment proceedings.

(B) As stipulated in Article IV, Section 4, Subsection B of the Constitution, a ⅔ vote of the Class Body is necessary to impeach an elected official and strip them of all their powers until a formal hearing can be convened.

1. The Class Body is comprised of all Class Officers and Class Senators

**Section 2. Process**

(A) Once an elected official is impeached, the class advisor will then conduct an investigation.

(B) At the conclusion of the investigation, the class advisor will then produce a report for the Class Body.

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

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

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

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

(D) The class advisor 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, as approved by the class advisor, it must occur within one month of the declaration.

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

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

**Section 3. The Removal Hearing**

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

(1) The class advisor acting as Chair and secretary.

(a) The Chair is deprived of a vote.

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

(a) The Class President

(b) The Class Vice President

(c) The Class Treasurer

(d) The Class Secretary

(e) The Class Senators

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

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

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

(3) The class advisor reads the charges.

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

(5) The Respondent delivers their opening statement.

(6) The class advisor delivers their report.

(a) The Class Body may ask questions as well as the Respondent.

(7) The Respondent will then be open to questions from the Class Body.

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

(a) All witnesses are required to take an Oath of Honesty.

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

(9) The Class Body may ask questions of the Respondent.

(10) The Respondent may give a closing statement.

(11) The Class Body will then excuse the respondent and enter closed deliberations.

(12) The Class Body will then vote on each charge.

(a) If found responsible by 4/5 of the Class Body on any charge, the impeached official is henceforth removed from their office and stripped of all titles and privileges.

(13) The outcome of the vote will then be delivered to the respondent.

(a) The class advisor, as chair, will also produce a formal letter on the Class Body’s rationale.

(14) The Senate Body is adjourned.

(D) The decision of the Class Body is final and no appeals are granted.

**Article IX. 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

(g) Advisor

(5) Old Business

(6) New Business

(7) Committee Reports

(8) Club Reports

(9) Adjournment

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

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

**Section 2. Voting and Motioning Procedures**

(A) The right of voting on any motion before the floor of the Senate is accorded to the 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, Subsections A - K, has the privilege to motion on the Floor of the Student Senate.

(1)Excluding the President, Parliamentarian, and Clubs Liaison.

**Section 3. Acting President of the Student Senate**

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

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

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

(1) The Vice President

(2) The Treasurer

(3) The Secretary

(4) The Parliamentarian

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

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

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

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

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

*These Bylaws stand as amended by the Student Senate.*