Illinois Wesleyan University Student Senate Bylaws

Ratified: December 2, 2012
Amended: November 23, 2014

Table of Contents

Article I. Duties of Executive Officers
Article II. Student Senators
Article III. Senate Staff
Article IV. Standing Media
Article V. The Financial Advisory Board
Article VI. Senate Staff
Article VII. Standing Committees
Article VIII. Ad-Hoc Committees
Article IX. All-University & Faculty Committees
Article X. Compensation
Article XI. Term and Transition
Article XII. Senate Honors
Article XIII. Amendements

Article I. Duties of Executive Officers

Section 1. All Officers shall:
A. Attend all necessary functions of the Student Senate to the best of the officer’s ability.
   This includes, but is not limited to, meetings of the Executive Branch, General Assembly
   Meetings, necessary committee meetings, and events sponsored by the Senate.
B. Inform the President in advance of an expected absence at a required meeting.
C. Represent Student Senate in a respectful manner.
D. Respond promptly to the requests of members of the IWU Community.
E. Maintain a record of all activities for the use of a successor.
F. Present an annual budget for the office.
G. Maintain five regularly scheduled office hours weekly.
H. Execute other duties as reasonably assigned.

Section 2. The President shall:
A. Be the chief administrative official of the Student Senate and be responsible for assuring
direct communication between themself and the Executive Branch.
B. Act as Presiding Officer during General Assembly Meetings.
C. Maintain relations with faculty and University administration.
D. Serve on the Academic Appeals Committee, the Campus and University Policies and
   Procedures Committee, the Strategic Planning and Budgeting Committee, the Calendar
   Committee, and the Student Life Committee.
E. Serve as a non-voting ex-officio member, unless otherwise noted, of all Standing
   Committees and Ad-Hoc Committees.
F. Appoint individuals to serve as Treasurer, Chief of Staff, and all Commissioner positions.
G. Appoint the Chairmen and membership of all Committees.
H. Create Task Forces and appoint the membership when such a need arises.
I. Serve, with the Vice President, as a representative of the Student Senate and the Student
   Body to the Board of Trustees.

Section 3. The Vice-President shall:
A. Preside at all meetings in the absence of the President.
B. Serve on the Academic Appeals Committee and the All University Judiciary Committee.
C. Oversee the Commissioners in the fulfillment of their duties and serve as a direct resource for them.
D. Oversee the operations of all Student Senate Committees.
E. Serve, with the President, as a representative of the Student Senate and the Student Body to the Board of Trustees.

Section 4. The Treasurer shall:
A. Serve as the chairperson of the Financial Advisory Board [FAB] and serve on any fiscally oriented committee created by the Student Senate.
B. Serve as the financial advisor to any committee or organization to which Student Senate funds have been appropriated.
C. Report all FAB decisions and recommendations at the first General Assembly meeting following a FAB meeting.
D. Disburse allocated funds upon receipt of sufficient documentation.
E. Maintain detailed financial records of fund balances, allocations, and expenditures.
F. Administer the Student Senate employment payments in accordance with the Code of Finances and the University guidelines for student employment.
G. Administer the capitol development program in accordance with the Code of Finances and the directives of FAB and the General Assembly.
H. Perform all duties in accordance with the Code of Finances.
I. Enforce the policies of the Student Senate relating to the allocation and disbursement of funds.
J. Ensure that the Student Senate follows appropriate University and campus guidelines regarding the allocation and disbursement of funds.

Section 5. The Chief of Staff shall:
A. Maintain an understanding of the Student Senate, the Governing Documents, and Parliamentary Procedure.
B. Chair the Internal Affairs Committee.
C. Maintain official records of the Student Senate and ensure their orderly transfer to the University Archives.
D. Take minutes, roll, and record votes during General Meetings, Special General Meetings, and Executive Officer Meetings.
E. Maintain rosters and minutes of all Student Senate Committees and reports of all Executive Officers.
F. Maintain the Student Senate office space with proper equipment and materials.
G. Maintain the Senate website which shall include the following: the most current Governing Documents, information regarding the time and location of all General Assembly meetings, approved Committee and General Assembly minutes, copies of all adopted Resolutions and Reports, and contact information for the Officers, Student Senators, and Committee Chairs.

Section 6. The Media Commissioner shall:
A. Serve as Chairperson of the Media Commission and the Campus Media & Technology Committee.
B. Oversee the Argus, WESN, Wesleyana, Titan TV, and Tributaries.
C. Approve all media division budget proposals.
D. Approve all media division financial proposals prior to FAB consideration.
E. Ensure that the Argus Editor in Chief, Argus Business Manager, WESN Station Manager, Wesleyana Editor in Chief, and Titan TV Station Executive Director are adequately fulfilling their respective duties.
F. Resolve non-content related disputes between and within media staffs.
G. Serve as a liaison to the Student Senate for student groups relating to media.
H. Serve as a member of the Teaching, Learning, and Technology Roundtable.
I. Assist the President and Vice-President with maintaining relations with media outlets on campus.
J. Coordinate publicity for activities of the Student Senate and its Commissioners.

Section 8. The University Events Commissioner shall:
A. Chair the University Events Committee, serve on the Homecoming Steering Committee, and University Speakers Committee.
B. Provide campus-wide programming, based on student interest, at least once per semester.
C. Collaborate with the Office of Student Activities.
D. Provide at least two campus-wide programs for May Term.

Section 9. The Awareness Commissioner shall:
A. Chair the Cultural Affairs Committee.
B. Seek out student interest and relevant issues facing the IWU community and the world as a whole and provide quality, educational programming based on those interests. This includes, but is not limited to, issues of gender roles, diversity, sustainability, politics, and race.
C. Host at least two programs or initiatives each semester.
D. Serve as a liaison to the Student Senate for student groups relating to race, gender, and diversity.

Section 10. The Civic Engagement Commissioner shall:
A. Chair the Civic Engagement Committee.
B. Create meaningful ties between IWU students and the community as well as provide and support opportunities for students to become involved in the community.
C. Host at least two programs or initiatives each semester.
D. Serve as a liaison to the Student Senate for student groups relating to service and community involvement.

Article II. Student Senators
Section 1. General Duties
A. A Student Senator shall attend all General Assembly meetings.
B. A Student Senator shall serve as an active member on at least one committee of the Student Senate.
C. A Student Senator shall convey concerns of constituency to the General Assembly.
D. A Student Senator shall maintain at least one scheduled office hour a month.

Section 2. Attendance
A. Senators may send a designee in their place to a General Assembly for up to a maximum of two meetings a semester and not have it count as an absence.
B. Senators may get excused absences for Committee meetings by notifying the Committee Chair in advance of a meeting. Missing a meeting two times, unexcused, shall count as one absence.
C. Senators may get an excused absence from their office hours by notifying the Chief of Staff in advance. The first time a senator misses an office hour, it shall count as a ½ absence. The second missed office hour shall count as one absence. The third missed office hour shall count as 1 ½ absences.

D. On a Senator’s third absence in a semester, removal proceedings shall commence at the next General Assembly meeting and does not follow the Student Senate Constitution Article V, Section 3 removal process. If the Senator in question is notified 72 hours in advance of a General Assembly, a final vote may be taken following or on the third absence.

Article III. Senate Staff

Section 1. General Provisions
A. Any Executive Officer may appoint, with approval of the President, staff members.
B. Senate Staff may be voting members of the General Assembly, unless otherwise noted.
C. Senate Staff cannot receive compensation, unless the position is included in the Bylaws.
D. The Executive Officers, with approval of the President, can hire and fire Senate Staff that reports to them as they see fit.
E. The Executive Officers, with approval of the President, can choose to not fill a Senate Staff position that reports to them.

Section 2. Graphic Design Consultant
A. The Graphic Design Consultant(s) shall be hired and report to the Media Commissioner.
B. Multiple Graphic Design Consultants may be hired at the discretion of the Executive Officers.
C. The Graphic Design Consultant(s) shall be of service to the Executive Officers, Registered Student Organizations, and any other group approved by the Media Commissioner for graphic design services.

Section 3. Senate Photographer
A. The Senate Photographer(s) shall be hired and report to the Media Commissioner.
B. Multiple Photographers may be hired at the discretion of the Executive Officers.
C. The Senate Photographer(s) shall be of service to the Executive Officers, Registered Student Organizations, and any other group approved by the Media Commissioner for photography services.

Section 4. Assistant Treasurer
A. The Assistant Treasurer shall be appointed by and report to the Treasurer.
B. The Assistant Treasurer shall be selected from the elected members of FAB.
C. The Assistant Treasurer shall maintain an electronic database of FAB petitions, notes regarding FAB’s discussion of the petition, and FAB’s final decision regarding the petition.
D. The Assistant Treasurer shall oversee capital development purchases in accordance with the Code of Finances and the directives of the Treasurer.

Article IV. Standing Media

Section 1. General Provisions
A. Students may not be charged for the consumption of any standing media.
B. Each standing media organization shall have a member of the IWU faculty serve as an advisor.
C. Each chief officer of the media organizations shall have the authority to appoint all paid staff.

**Section 2. The Media Commission**

A. The Media Commission shall be comprised of each of the chief officers of the media organizations outlined in the Bylaws plus the Media Commissioner who shall act as chair.
B. The Media Commission shall serve an advisory role, if necessary, to the Media Commissioner or to a media organization.
C. The Media Commission shall have the authority to remove the chief officer of a media organization that is outlined in the Bylaws that is failing to perform his or her duties. For this to occur, the Media Commissioner shall bring the concern to the Commission for a discussion. For a chief officer to then be removed, it shall require a 3/4 vote in the affirmative of the Commission; the officer in question and the person who initiated the removal shall not receive a vote.

**Section 3. Media Intervention**

A. The media intervention clause is invoked under any of the three following circumstances.
   1. A media organization fails to meet its original purpose.
   2. A media organization is suffering severe financial shortfalls.
   3. A media organization no longer produces a quality product that can be judged as a benefit to the campus population.
B. The media intervention clause is invoked when the Media Commissioner brings the concern to the Campus Media & Technology Committee, who shall hear the case of the Media Commissioner as well as the case of the organization in question.
C. If the Campus Media & Technology Committee votes 3/5 in the affirmative to invoke the Media Intervention clause, the media organization may appeal the decision to the full Senate, or let the ruling stand. If the decision is appealed to the full Senate, a 3/5 vote is required to overturn the ruling of the Media & Technology Committee.
D. If the Media Intervention clause is invoked, the Media Commissioner shall take operational authority over the media organization for up to one full semester.

**Section 4. The Argus**

A. *The Argus* shall be the official student newspaper of Illinois Wesleyan University.
B. The members of the Argus shall be the Editor in Chief, Business Manager, Managing Editor, all paid editors, and all contributing student writers.

**Section 5. WESN**

A. WESN shall be the official student radio station of Illinois Wesleyan University.
B. Members of WESN shall be the Station Manager, Technical Director, all paid officers, and other contributing students.

**Section 6. Titan TV**

A. Titan TV shall be the official student broadcast station of Illinois Wesleyan University.
B. Members of Titan TV shall be the Station Manager, Assistant Station Manager, all paid officers, and other contributing students.
Section 7. Tributaries

A. Tributaries shall be a compilation of student artwork, poetry, and writings of Illinois Wesleyan University Students.

B. Members of Tributaries shall be two Co-Editors in Chief, the Assistant Editor in Chief and other contributing students.

Article V. The Financial Advisory Board

Section 1. General Provisions

A. All FAB meetings are considered public meetings and shall be conducted in accordance with Robert’s Rules of Order. A meeting may be called into a closed session upon the request by any voting member of FAB. No business may be transacted during a closed session; voting must take place in an open session. A closed meeting must be reopened by a majority of all FAB members present.

B. Only the six elected FAB senators shall have regular voting power. A quorum shall consist of four FAB Senators. No voting shall take place unless a quorum is met and the Treasurer is present. The Treasurer may appoint temporary FAB members from the Student Senate if the need arises. The Treasurer shall vote only in the case of a tie.

C. FAB members may be asked to physically remove themselves from a closed debate regarding an issue that they are directly or indirectly involved with. This may be done at the discretion of the chair as per request of a FAB member. The chair will then ask the FAB member to exit the room, if the FAB member desires to stay, an immediate vote is taken. A majority of present FAB members is required to force the member to leave.

Section 2. Membership

A. Membership of FAB shall consist of the Treasurer, who shall serve as the chairperson, six Student Senators, and the President, who shall serve as a non-voting ex-officio member.

B. Members of FAB shall be elected by the General Assembly at the beginning of each academic year and shall serve for the duration of that academic year. If an elected member is unable to complete their term, elections for open positions will take place at the next General Assembly meeting.

C. If more than two candidates run for each seat available, a preliminary vote shall be taken by the Senate to cut the number of candidates down to two candidates per seat.

Section 3. Authorities

A. The Financial Advisory Board shall review proposed amendments to the Code of Finances and make a recommendation to the General Assembly.

B. FAB shall review the student activity fee annually and may propose to the General Assembly a change of the activity fee for the next academic year.

C. Any expense in excess of an organization’s final budget must be presented to FAB through a petition form. Funds for petitions shall be taken out of rollover.

D. FAB shall have the responsibility of allocating funds according to the Code of Finances and the precedent for the current academic year. FAB must review all allocations prior to approval by the General Assembly. All allocations of $300 or less do not require approval from the General Assembly.

E. If a petition fails to pass within FAB, the organization may present the petition to the Student Senate Executive Officers. The Executive Officers shall take a vote on the petition if presented; the President shall vote only in the case of a tie. If the Executive
Officers approve the petition with a majority vote, it shall be presented to the General Assembly for a vote. If the Executive Officers do not approve the petition with a majority vote, then that petition is denied with no recourse until the next academic year.

Article VI. Committees
Section 1. The Authorities and Responsibilities of Committees
A. All Standing Committees and Ad-Hoc Committees shall keep the Executive Officers and General Assembly informed of their actions.
B. Resolutions and Reports may be introduced to the General Assembly on behalf of a Standing Committee or Ad-Hoc Committee with a majority approval by the respective committee membership.
C. A Committee may recommend action to the Executive Officers but may not take action independently.

Section 2. Committee Membership
A. Except where otherwise provided in the Constitution or Bylaws, Standing Committee Chairmen shall be appointed by the President and approved by a majority vote of the General Assembly.
B. Secretaries, and membership of all Committees of the Student Senate shall be appointed by the Committee on Committees which is comprised of the President and all Standing Committee Chairmen.
C. Committee Chairmanship and membership appointments shall take place at the beginning of each semester.
D. Chairmen of Committees must be either Senators or Executive Officers.
E. Committee membership shall be open to all students for appointment unless otherwise stated in the Bylaws.

Section 3. The Committee Chairmen
A. Each Committee Chairman shall serve as the presiding officer of his/her respective committee.
B. Each Committee Chairman shall be responsible for:
   1. Preparing agendas for his/her respective committee.
   2. Communicating committee discussion topics and recommendations to the Vice President.
   3. Submitting a committee report to the Vice President and the Chief of Staff.

Section 4. The Committee Secretaries
A. Each Committee Secretary shall assist his/her respective committee in the orderly transaction of business.
B. Each Committee Secretary shall:
   1. Record minutes of meetings of the respective committee.
   2. Maintain a current roster and roll of all members of the respective committee.
   3. Assist the chairmen of the respective committee in maintaining committee records.

Article VII. Standing Committees
Section 1. General Provisions of Standing Committees
A. Each Committee shall be comprised of one voting chairman, at least three voting
members, one voting secretary

Section 2. Academic Affairs Committee
A. This Committee shall consider issues directly related to academic resources and services at Illinois Wesleyan University.

Section 3. Campus Dining Committee
A. The Committee shall address concerns related to student dining on campus.
B. This Committee shall be chaired by the Vice President.

Section 4. Sustainability, Facilities, and Safety Committee
A. This Committee shall consider issues related to sustainability on campus and potential interior and exterior development projects to Illinois Wesleyan University’s campus.
B. The Committee shall also deal with issues related to the safety of students, staff, and faculty of Illinois Wesleyan University.

Section 5. Media, Technology, and Public Relations Committee
A. The Committee shall consider issues related to improving technology on campus and technology needs.
A. The Committee shall serve an advisory role to the media organizations and shall be involved in the planning and execution of initiatives by the Media Commissioner.
B. This Committee shall be chaired by the Media Commissioner.
C. This Committee shall deal with the awareness and publicity of the Student Senate and its programs amongst the students, faculty, and staff.

Section 6. Civic Engagement Committee
A. This Committee shall be involved in the planning and execution of programming or initiatives that the Civic Engagement Commissioner provides.
B. This Committee shall consider issues of the community surrounding Illinois Wesleyan University.
D. This Committee shall be chaired by the Civic Engagement Commissioner.

Section 7. Cultural Affairs Committee
A. This Committee shall consider issues related to cultural awareness, diversity, tolerance, inclusivity, and discrimination.
B. This Committee shall be involved in the planning and execution of programming or initiatives that the Awareness Commissioner provides.
C. This Committee shall be chaired by the Awareness Commissioner.

Section 8. Internal Affairs Committee
A. This Committee shall review proposed amendments to the Constitution, Bylaws, and Code of Elections and make a recommendation to the General Assembly.
B. The Committee is charged with running fair and impartial elections in the best interest of the student body.
C. If any member of the Internal Affairs Committee runs for President or Vice President, they must not be a part of any discussions or decisions regarding the election process.
D. The Committee shall operate elections using the Code of Elections.
E. This Committee shall be chaired by the Chief of Staff.

Section 10. University Events Committee
A. This Committee shall be involved in the planning and execution of campus-wide programming that the University Events Commissioner provides.
B. This Committee shall also organize any non-business related gatherings of the Student Senate.
C. This Committee shall be chaired by the University Events Commissioner.
Article VIII. Ad-Hoc Committees
Section 1. General Provisions of Ad-Hoc Committees
A. The Chairmanship and membership of an Ad-Hoc committee shall be appointed by the President.
B. An Ad-Hoc Committee shall meet until it completes its goal, fails to complete its goal, or expends the time allotted by the enabling Resolution.
C. An Ad-Hoc Committee may be established for no more than one (1) calendar year.
D. An Ad-Hoc Committee may be amended or dissolved by a majority vote of the General Assembly.
E. Creating or dissolving an Ad-Hoc Committee requires a majority vote of the General Assembly.

Article IX. All University and Faculty Committees
Section 1. General Provisions of All University and Faculty Committees
A. Members of All University and Faculty Committees shall be appointed by the President.
B. Members of All University and Faculty Committees may be removed by the President at any time that the President feels that they are not fulfilling their duties or appropriately representing Student Senate.
C. Appointees to All University and Faculty Committees must be Executive Officers or Student Senators.
D. Student Senate shall send representation to the Academic Appeals Board (2), Admissions Committee (2), All University Judiciary Committee (4), Assessment Committee (1), Bookstore Advisory Committee (1), Council on Religious Life (2), Council on University Programs and Policy (1), Curriculum Council (2), Council on Excellence in Teaching and Learning (2), GREEnetwork (1), First Year Advisory Board (1), Library Advisory Committee (2), Strategic Planning and Budgeting Committee (1), Student Life Committee (4), Study Abroad Advisory Committee (1), University Council on Diversity (2), University Speakers Committee (3), University Technology Forum (1), and the Web Advisory Group (2).

Article X. Compensation
Section 1. General Provisions
A. No student or faculty member shall receive personal compensation from the Student Senate for their services unless outlined in the Governing Documents.
B. The salaries, per semester, for paid members of the Student Senate shall be as such:
   President $1200, Vice President $900, Treasurer $1050, Chief of Staff $600,
   Commissioners $600, Graphic Designer $10 per job, Senate Photographer $10 per hour plus $1 per edited photo, FAB members $50 for the fall and $100 for the spring.
C. The total sum of salaries, per year, for paid members of the Standing Media shall be as such: WESN $3000, Titan TV $3000, Tributaries $700.

Article XI. Term and Transition
Section 1. Sessions
A. Each Session shall last approximately one year, beginning and ending with the Transition Meeting.
B. During the period between elections and the swearing-in of new Senators, the
outgoing Senators shall retain full power and authority.

Section 2. The Transition Meeting
A. During the last two weeks of the fall semester, the current Student Senate shall convene a Transition Meeting for the purpose of conducting an orderly and dignified transition of power of the Executive Officers.
B. No business items may be introduced at the Transition Meeting. Items previously introduced may be considered for action.
C. After the conclusion of all outstanding business, the President of the University shall swear in the President-elect and Vice President-elect.
D. The newly-sworn President shall nominate their candidates for Executive Officer positions and, should they be approved by the Senate, swear in all Executive Officers-designees.
E. The General Assembly shall then vote on whether to confer the honorary title of “Emeritus” on all non-returning Executive Officers.
F. Following the adjournment of the Transition Meeting, the outgoing Officers shall relinquish control of the offices and the official records of the Student Senate to the newly-installed Officers.

Article XII. Senate Honors
Section 1. Graduation Cords
A. Students who have served as a senator for three (3) or more full semesters of their undergraduate studies have the option to purchase a single strand green graduation honor cord.
B. Executive Officers who have served one (1) or more semester(s) have the option to purchase a single strand intertwined green and gold graduation honor cord.
C. In the event of an impeachment, the impeached student loses their privilege to purchase Student Senate graduation honor cords.

Section 2. Senator of the Semester
A. Before the last General Assembly meeting of each semester, the Executive Officers shall, amongst themselves, nominate Senators for Senator of the Semester. From the nominees, the Executive Officers shall vote to narrow down the candidates to two and then vote for the winner.
B. The Senator of the Semester must be a current Senator and shall be recognized at the last General Assembly meeting of the Semester.

Article XIII. Amending the Bylaws
Section 1. Amendments
A. Any motion to amend the Bylaws must first be introduced in writing for information at a General Assembly Meeting.
B. Any such proposed amendment shall be referred to the Internal Affairs Committee after discussion.
C. A proposed amendment referred to the Internal Affairs Committee may only be considered for action by the General Assembly at a General Meeting after the Committee has approved the item for action and submitted written recommendations.
D. Amendments to the Bylaws require a 3/5 vote for passage.