**Hendrix College**

**Student Senate Bylaws**

**SECTION I.  MEETINGS**

1. The Hendrix College Student Senate, hereafter referred to as the Senate, will meet each Tuesday night at 6:30 at a predetermined location, provided it is not the last week of any semester or during a holiday.
2. The Presidential Assistant will post an agenda and distribute it to all members of Senate at least twelve (12) hours prior to each regular meeting.
3. The Secretary will record the minutes of each meeting and will publish them on the Hendrix Student Senate website within thirty-six (36) hours after each meeting.
4. Special meetings may be called by the President as outlined in Article I, Section 3 of the Constitution of the Hendrix College Student Association (hereafter referred to as the Constitution).  An emergency meeting may be held either to supplement the regular weekly meeting or to replace it.  All reasonable effort must be made to give all voting members of the Senate at least twelve (12) hours’ notice of any emergency meeting.  Normal rules of quorum will apply. The attendance policy, as outlined in Section V of the Bylaws of the Hendrix College Student Senate (hereafter referred to as the Bylaws), will not apply at emergency meetings unless a notice of at least five (5) days has been given to each voting member of Senate.

**SECTION II. MEMBERSHIP**

1. The Senate shall consist of voting members, officers, chairs, and advisors.
	1. Voting Members
		1. Living Unit Representatives as outlined in the Election Code
			1. Huntington/Clifton St. Apartments, Front St/Hendrix Corner, Market Square, Couch Hall, Galloway Hall, Hardin Hall, the Houses, Martin Hall, Off-Campus, Raney Hall, and Veasey Hall
		2. Cohort Representatives:  One representative from each cohort (as outlined in the Election Code):  Freshman, Sophomore, Junior, and Senior.
		3. Officers: President (votes to break a tie) and Vice-President
	2. Officers of the Senate
		1. President
		2. Vice-President
		3. Presidential Assistant
		4. Secretary
		5. Treasurer
		6. Bookkeeper
		7. Academic Policy Representative (who shall also serve as representative to the board of trustees and is required to attend Academic Policy, Executive and Senate meetings.
	3. Chairs
		1. Social Committee Chair
		2. Media Committee Chair
		3. Multicultural Development Committee Chair
		4. Environmental Concerns Committee Chair
		5. Elections Commission Chair
		6. Shirttails Serenade Committee Chair(s)
		7. Campus Kitty Chair
	4. Faculty Advisor(s)
		1. Dean of Students
		2. Vice-President of Student Affairs
		3. One staff member chosen annually by the Dean of Students, Vice President of Student Affairs, and Officers of Senate. This Faculty Advisor position shall rotate out annually.
2. If, for any reason, the office of a living unit representative or a class representative becomes vacant, then the Senate shall make provisions for a special election in accordance with the appropriate provisions of the Constitution, these Bylaws, and the Election Code.
3. No student may be a paid Chair position of a permanent committee of the Hendrix Student Senate and simultaneously be a voting member of Senate. No student may hold more than one position paid through the Student Activity Fund pending extreme cases in which vacancies occur.  In such cases, persons can hold up to two positions, so long as the positions are not related, determined at the discretion of the Student Senate on a case-by-case basis.

**SECTION III.  PROCEDURE**

1. Meetings of the Senate will be conducted according to the most recent edition of Robert’s Rules of Order; unless otherwise provided for in either the Constitution or the Bylaws.  The Executive Committee may submit a simplified parliamentary procedure document based on Robert’s Rules of Order for approval by the Senate.  If adopted by a two-thirds (2/3) vote of the Senate, this document shall serve as the rules of order for the Senate, with Robert’s Rules of Order persuasive in circumstances not outlined in the document.
2. A quorum of the Senate is defined as a majority of voting members.  A quorum must be present for the Senate to conduct any business.
3. In voting, a majority is defined as a majority of the voting membership.  A two-thirds (2/3) is defined as a two-thirds (2/3) of the voting membership of the Senate.
4. The President may vote only to break a tie.
5. Only voting members may make or second motions.
6. The Presidential Assistant will keep a record of all votes on main motions made during Senate meetings, including those made or discussed in executive session, and excluding only those made during the meeting to discuss nominations to the College Conduct Council, Committee on Academic Integrity, and Traffic Appeals Board.

**SECTION IV. EXECUTIVE SESSION**

1. Senate has the power to enter executive session, as vested by Article I, Section 4 of the Constitution.
2. All Committee on Committee meetings to discuss nominations will be held in executive session.  The nominations arising from these meetings may be made public at the discretion of the chair.
3. Only the Senators, Officers, and the Committee Chairs outlined in Section II of the Bylaws will be allowed to remain in a meeting once it has entered into executive session.
4. Any member of Senate is considered in violation of executive session if he or she repeats outside of executive session[[1]](#footnote-1) any matters discussed during the session.  Any Senator who is accused of said violation is subject to punishment through the impeachment process, including removal from office, as outlined in Section VIII of the Bylaws.
5. Each time the Senate enters executive session its members may, before exiting, prepare a statement reflecting the nature of the business conducted and/or opinions expressed in executive session.  The Secretary may include this statement in the minutes. This section does not apply to any Committee on Committees meetings.

**SECTION V. SENATORS’ RESPONSIBILITIES**

1. Attendance
	1. Senators are required to represent their respective student constituency to the best of their ability.  This requires not only attendance but also active participation at meetings and official Senate-hosted events.
	2. Attendance of Senate meetings is of paramount importance not only to the Senator, but also to the constituency. Regular Senate meetings, as well as meetings of Senate committees, are important in ensuring Senate's efficiency in dealing with issues that concern the Student Association and the College. Lax attendance of these meetings, even with a proxy, will not be tolerated.
	3. All members of Senate, as defined in Section II, are required to attend every Senate meeting. The Elections Commission Chair and the Shirttails Serenade Committee Chair(s) are exempt from this requirement. The Secretary will keep a record of attendance at each meeting and report such attendance at the top of the minutes.  It is the responsibility of the member to notify the Secretary 24 hours prior to any absence if he or she wishes the absence to be excused.  Absences may be excused in cases of college business or personal emergency or if the member arranges a substitute to attend in his or her place.
	4. In the case of a senator who is elected while studying abroad, she or he must designate a consistent proxy to serve for the remainder of the semester in which the election is held. This proxy shall be held to the same attendance, communication and committee requirements as regularly serving Senators, and should regularly consult with the elected Senator on all matters that come before the Senate.
	5. Senators shall attend all meetings of the committees to which they have been appointed. If a Senator is unable to attend a meeting for any reason, he/she shall contact the Chair of that committee before the meeting occurs.  The Chair of the respective committee shall enforce this policy and shall deem absences “excused” or “unexcused.”  When a Senator accumulates two (2) unexcused absences, the Chair is to notify the Senator and the President in writing of the unexcused absences on the same day the second absence occurred.
	6. Any Senator with more than two (2) unexcused absences from regular Senate meetings or three (3) or more unexcused committee meeting absences during the course of his/her term of office shall be subject to punishment through the impeachment process, including removal from office, as outlined in Section VIII of the Bylaws.
2. Communication with College Staff and Administration
	1. The President may designate any Senator or Officer of the Senate to serve as a liaison with a Hendrix department or staff member.  Departments shall include, but not be limited to, Information Technology, Dining Services, Physical Plant, Media Center, Athletics, Library, Residence Life and the Murphy House.  The role of the liaison shall be to develop and maintain a positive, mutual working relationship with a member of the designated department.
	2. No Senator or Officer shall serve as a liaison to more than one (1) department.
	3. The Executive Committee shall serve as a liaison between the Senate and members of the Senior Staff of the College.
3. Communication with Constituents
	1. Communication with a Senator's respective student constituency is essential to the proper functioning of Senate. This shall be maintained not only through Senate notes but also through one-on-one interaction with those constituents.  Each Senator shall be responsible for distributing weekly Senate notes to their constituents.
	2. The purpose of Senate notes is communication with students. It is of paramount importance that these notes be emailed to constituents and that they contain information pertinent to that work which the Senate is doing. Therefore, the notes shall accomplish the following:
		1. Encourage communication between Senators and constituents;
		2. Accurately reflect information relayed at Senate meetings, clearly distinguishing facts from Senator’s personal opinions
		3. Include pertinent information from the official minutes;
		4. Be emailed to constituents and the Secretary by Friday at noon following the most recent Senate meeting. Notes emailed within 24 hours of this deadline (e.g. Saturday at noon following the most recent Senate meeting) will be considered late. Notes emailed after Saturday at noon or never emailed will be considered missed.
		5. Two (2) sets of late notes, as outlined above, are equal to one (1) set of missed notes. If a Senator accumulates four (4) sets of missed notes within his or her term of office, then he or she shall be punished through the impeachment process, including removal from office, as outlined in Section VIII of the Bylaws.
	3. The Secretary shall monitor the punctuality and content of Senate notes according to the above guidelines.
	4. Members of Senate cannot endorse a candidate in any election in an official capacity. Members of Senate must refrain from showing favor to any candidate in a way that would unduly influence the election and/or reflect poorly upon Senate. Members of Senate found to be in violation of this protocol may be subject to punishment as outlined in Section VIII of the Bylaws.
4. Communication with Other Senate Members
	1. It is expected that each Senate member will treat all other Senate members with respect and courtesy. If any Senate member feels that they have been treated disrespectfully, it is this Senate member’s responsibility to bring this to the attention of a Faculty Advisor.

**SECTION VI. COMMITTEES**

1. As outlined in Article II, Section 2 of the Constitution, the Senate has the power to create committees. The following will be considered standing committees of the Senate:
	1. Executive Committee
	2. Communications Committee
	3. Student and Academic Concerns Committee
	4. Finance Committee
	5. Committee on Committees
2. The following will be considered permanent committees of the Senate:
	1. Social Committee
	2. Environmental Concerns Committee
	3. Multicultural Development Committee
	4. Media Committee
	5. Welcome Week Committee
	6. Campus Kitty Committee
	7. Elections Commission
	8. Shirttails Serenade Committee
3. Senate Standing Committees:  The Senate shall be organized into the following committees, with each Senator serving on one (1) and no more than two(2) committees:
	1. The Executive Committee shall be chaired by the President and shall operate according to a committee document appended to these Bylaws.
	2. The Communications Committee shall be chaired by the Secretary of the Senate and shall operate according to a committee document appended to these Bylaws.
	3. The Committee on Student and Academic Affairs shall be co-chaired by the Presidential Assistant and the Academic Policy Representative and shall operate according to a committee document appended to these Bylaws.
	4. The Finance Committee shall be chaired by the Treasurer of the Student Association and shall operate according to a committee document appended to these Bylaws.
	5. The Committee on Committees shall be chaired by the Vice-President and shall operate according to a committee document appended to these Bylaws.
4. Student Association Committee Assignments
	1. Senate will have the power to appoint students to Campus Committees, as vested by Article II, Section 1 of the Constitution.  The Vice-President, as chair of the Committee on Committees, will maintain contact with each student delegate to the below Campus Committees and will ask a member of each committee to submit a report in writing to the Vice-President each time the committee meets.  The Committee on Committees will be responsible for arranging a selection process and for recommending applicants for the following Faculty Committees:
		1. The Student Life Committee: three (3) students and one (1) alternate
		2. The Enrollment & Financial Aid Committee: two (2) students and one (1) alternate
		3. The Curriculum Committee: three (3) students and one (1) alternate
		4. The International/Intercultural Committee: two (2) students and one (1) alternate
		5. The Diversity Concerns Committee: two (2) students and one (1) alternate
		6. The Committee on Information & Instructional Resources: two (2) students and one (1) alternate
		7. The Teacher Education Committee: one (1) student
		8. The Athletic Advisory Committee: two (2) students and one (1) alternate
		9. The Committee on Academic Assessment: one (1) student
		10. The Committee on Academic Integrity: six (6) students
		11. The College Conduct Council: five (5) students
		12. The Committee on Engaged Learning: two (2) students
		13. The Committee on Teacher Education: one(1) student
		14. The Committee on Academic Advising: one (1) student
		15. The Committee on Budgets and Finance: two (2) students and one (1) alternate
	2. The President will appoint members of the Student Association to the following committees, subject to approval by a majority vote of the Senate:
		1. Senior Committee: Chair or Co-Chairs
		2. Election Commission: Election Commissioner
			1. Six (6) remaining members are nominated by the Election Commissioner in accordance with the Election Code (appended to these Bylaws).
	3. The Committee on Committees will appoint members of the Student Association to the following committees, subject to approval by a majority vote of the Senate:
		1. Social Committee: Chair, Director of Films and Special Events, Director of Music and Dance, Publicity Chair, Secretary/Treasurer
		2. Welcome Week Committee: Chair
		3. Shirttails Serenade Committee: Chair or Co-Chairs
		4. Campus Kitty Committee: Chair
		5. Multicultural Development Committee: Chair
		6. Environmental Concerns Committee: Chair, First Vice Chair, and Second Vice Chair
		7. Media Committee: Chair

**SECTION VII. STIPENDS**

1. The following Senate Executive members are paid stipends through the Student Activities Fund as set by the Finance Committee in the annual stipend evaluations:
	1. The President
	2. The Vice-President
	3. The Academic Policy Representative
	4. The Treasurer
	5. The Bookkeeper
	6. The Secretary
	7. The Presidential Assistant
2. The following position shall also seek payment of stipend through the Student Activities Fund as set by the Finance Committee in the annual stipend evaluations. The position shall be presented with the Senate executive members because the committee does not present one budget but is made up of several organizations, and thus the Chair does not have a budget through which to request a stipend.
	1. The Media Committee Chair
3. Stipends paid to positions within student organizations are recommended by the Finance Committee and approved by Student Senate during the annual fall stipend evaluations. The stipends for current and new position approvals are published on the Student Senate webpage.

**SECTION VIII. IMPEACHMENT AND REMOVAL**

*Impeachment[[2]](#footnote-2)*

1. External Process
	1. Petitions must include the following
		1. Articles of Impeachment which consist of at least one (1) charge and at least one (1) specification of misconduct or violation or negligence of duties outlined in the Bylaws.
		2. The appropriate number of signatures according to the official being impeached
			1. Officer of the Senate:  a petition must be signed by a majority of the members of the Student Association.
			2. Class Representative: a petition must be signed by a majority of the students in that class.
			3. Living Unit Representative:  a petition signed by a majority of the residents of the appropriate living unit.
	2. The Secretary (or Vice-President if the Secretary is in question) will have forty-eight (48) hours to verify the petition.  Upon verification of signatures by the Senate Secretary (or Vice-President), the petition shall constitute an automatic impeachment.  In this sequence, the President (or Vice-President if the President is in question) shall, upon majority vote of the Senate, appoint a regularly voting senator to act as prosecutor.
2. Internal Process
	1. Articles of Impeachment should be submitted in writing no later than forty-eight (48) hours before a regularly scheduled meeting to the Presidential Assistant (or Vice-President if the Presidential Assistant is in question).  Articles of Impeachment must consist of at least one (1) charge and at least one (1) specification of misconduct or violation or negligence of duties outlined in the Bylaws. The officer/senator in question should be notified by the Presidential Assistant (or Vice-President) no later than twenty-four (24) hours before the meeting.
	2. Any regular voting member(s) may present Articles of Impeachment against any officer/senator.  The Senate Secretary may and should present Articles of Impeachment against any officer/senator who fails to meet the attendance or notes requirements; the Secretary shall act as prosecutor.  The Vice-President should present the Articles of Impeachment if the Secretary is in violation and the Vice-President shall then act as prosecutor.
	3. A majority vote of the regular voting membership is required for the Senate to adopt the Articles of Impeachment.  Any author of the Articles may act as prosecutor.

*Trial*

1. Within twenty-four (24) hours of the adoption of Articles of Impeachment, the prosecutor and the impeached officer/senator must meet with the Senate President (or Vice-President, if the impeached is the President) to decide a time at which to conduct the trial. The trial must be held no sooner than one (1) week after the successful impeachment vote.
2. The trial will be conducted in executive session. The President shall preside over the trial unless the impeached is the President, so then the Vice-President will preside over the trial. The accused Senator may retain as counsel one member of the Hendrix College community. The prosecutor and the impeached may present witnesses or other evidence. The Senate, however, will not have subpoena power over members of the Student Association or anyone else. Hearsay testimony may be used as evidence.
3. The trial will proceed in the following order:
	1. Accusing party presents statement
	2. Accused party presents statement
	3. Accusing party presents a rebuttal
	4. Accused party presents a rebuttal
	5. Open questioning by eligible Senators and officers
	6. Open discussion by Senate (accusing and accused party may not be present)
	7. Discussion of Sentencing
	8. Sentencing (motion required as outlined above)
	9. Voting (secret ballot, 2/3 majority to adopt any sentencing)
4. During the trial, the senators are to act as jurors.  They may ask questions of the presiding officer (the President or Vice-President), but they may not ask questions of the prosecutor, the accused senator, or the witnesses.  Both the prosecutor and the impeached officer/senator may cross-examine the other’s witnesses.  The prosecutor and the accused must leave the meeting while the sentencing and voting takes place.
5. Sentencing requires a special motion and a one-third (1/3) second. A wide range of sentencing options are available, including but not limited to removal, probation, and public apology. Voting upon the sentence must be done by secret ballot vote. Approval of any sentence requires a two-thirds (2/3) vote of the Senate in favor of the sentence.
6. Upon an approved removal sentencing, the officer/senator is immediately removed from office, with all rights and privileges revoked. The removed officer/senator is barred from holding any future Senate office. The removal procedure may be stopped at any time before the sentencing by a two-thirds (2/3) vote of the Senate. In such case, the accused Senator is not subject to retrial for the same offense.
7. Regardless of the outcome, the Senate shall adopt a statement to the Student Association before the meeting expires in accordance with Section IV.E of the Bylaws.

*Appealing Appointments*

1. An appeal can be made by any current Hendrix College student. The process for an individual to appeal an appointment made by the Student Senate should go as follows:
	1. Individual must file a written challenge with the Vice-President of the Student Senate within 14 days of the appointment, stating the reason for the appeal, and any other pertinent information.
	2. The Vice-President shall bring that written statement to the Executive Committee who will then deem the challenge acceptable or otherwise using the following criteria:
		1. Constitutionality of the appointment according to the Student Senate Constitution, Student Senate Bylaws, or the governing document of the Committee in question
		2. Breach in procedure according to the Student Senate Constitution, Student Senate Bylaws, or the governing document of the Committee in question
	3. If the Executive Committee deems the appeal acceptable it will then be placed on the following Senate meeting’s agenda, under the Special Business report. The individual that filed the appeal must be in attendance at the Senate meeting in order for the appeal to be brought in front of the Senate body.

**SECTION IX. TRANSITION POLICY**

1. Each Senator will prepare a list of recommendations for their respective incoming Senator. Executive Committee will have authority to enforce and Committee on Committees will have the ability to evaluate the transition policy of the Senate on behalf of the Senate.
2. Incoming and outgoing Senates are required to participate in a retreat, in which positions and duties will be relayed to the incoming Senate.
3. Senate members (including Chairs) will maintain an electronic folder, which will contain all Senate-related electronic communication. Senate members (including Chairs) will also maintain a binder including, but not limited to, the following: job descriptions, correspondence, duties, contacts, programs, and timelines. Officers will spend the week between elections and actual transition allowing incoming officers to shadow their respective positions, including, but not limited to, meetings, job descriptions, and transferring the officers' folders.
4. Beginning at the Senate meeting following the appointment, the incoming Senate Committee Chair will begin attending the weekly Senate meetings with the current Chair.  The incoming Chair will not officially hold this position until the end of term of the current chair as specified by the governing document of the appropriate committee.

**SECTION X. AMENDMENTS**

1. All amendments to the Bylaws must be approved by a two-thirds (2/3) vote of the Senate.
2. Upon amendment of the Bylaws, the Presidential Assistant shall be charged with editing and posting the updated version to the Student Senate Website.

**SECTION XI. IMPLEMENTATION AND SUSPENSION**

1. The Bylaws must be implemented by a two-thirds (2/3) vote of the Senate and are effective immediately upon implementation unless otherwise specified.  The Bylaws may be suspended at any time by a two-thirds (2/3) vote of the Senate.

*Last revised 11.18.14*

1. This includes through the use of social media [↑](#footnote-ref-1)
2. Formal process of public accusation and trial against a Senate official for an offense [↑](#footnote-ref-2)