

# Hendrix College

## Student Senate Constitution

### Preamble

We, the students of Hendrix College, in order to participate in the governance of the college community, to give direction and voice to student concerns, and to provide a framework for a number of activities and services for students, do ordain and establish this Constitution of the Hendrix College Student Association, provided that no part of this Constitution nor any action taken under its authority shall conflict with the policy of the College.

### Article I

**Section 1.** All regularly enrolled students at Hendrix College, as certified by the Registrar of the College, shall be members of the Hendrix College Student Association.

**Section 2.** All executive and legislative authority of the Student Association shall be vested in a Student Senate. The Student Association shall elect a President and a Vice-President who shall serve as President and Vice-President of the Senate. Each living unit, as defined by the Senate, shall be represented on the Senate by a representative who must reside in that living unit during his/her tenure in office. The Senate may also add additional elected representatives in its Bylaws as it deems necessary. The President shall nominate, subject to the approval of the Senate, non-voting Officers, and non-voting advisors which the Senate shall deem necessary.

**Section 3.** The Senate shall meet regularly, and special meetings may be called by the President or upon petition of a majority of the elected members of the Senate. The Senate may adopt its own rules and/or procedures.

**Section 4.** All regular and special Senate meetings shall be open to all members of the Student Association and members of the Hendrix faculty and staff unless, by majority vote, the Senate shall go into executive session.

**Section 5.** All acts, resolutions, and allocations passed by the Senate must be approved by a majority vote unless otherwise provided for in this Constitution. All votes must be cast in person or by an appointed proxy.

### Article II

**Section 1.** The Senate shall have the authority to appoint student members to the various Standing Committees of the College on which there are student members. The Senate may request reports from these committees.

**Section 2.** The Senate shall have the authority to establish permanent and temporary student committees, agencies, and offices as it deems necessary and appropriate. The Senate shall designate the powers and responsibilities of these committees, agencies, and offices, and shall have the authority to appoint and remove the Officers and members of such groups.

**Section 3.** The Senate shall have the authority to allocate the Student Activity Fund. The Student Activity Fund shall consist of: (1) Student Activity Fees paid to the College by each student at the beginning of each term, and (2) any other income not specifically designated by authority of the Student Association to other purposes.

Changes in the amount of the Student Activity Fee shall be approved by a two-thirds majority vote of the Senate. Such changes must be approved by the Board of Trustees of the College.

The Business Office of the College shall be the depository of the Student Activity Fund.

Monies shall be withdrawn from the Student Activity Fund only on the signed warrant of the Treasurer of the Student Association.

The Senate may request that the College audit the records of the Student Association.

**Section 4.** The Senate shall have the authority to require its agencies, committees, and offices created under authority of Article II, Section 2, to submit written requests for funds.

### **Article III**

**Section 1.** The President of the Student Association shall:

preside over all meetings of the Association and the Student Senate, unless otherwise provided for in this Constitution;

serve on Standing Committees of the College as designated by the College faculty;  
assure that an annual Student Association Budget is submitted for consideration and approval by a majority of the Senate; and

enforce, along with the Senate, this Constitution and all regulations passed under its authority.

**Section 2.** The Vice-President of the Student Association shall discharge the duties of the President when, for any reason, the President is unable to serve. At other times, he/she shall serve in the Senate as a representative-at-large.

**Section 3.** The Treasurer of the Student Association shall be a non-voting member of the Senate. Acting under the allocation authority of the Student Senate, he/she shall sign all warrants for allocations of the Student Activity Fund.

**Section 4.** All members of the Senate shall discharge any duties delegated to him/her by this Constitution or by the Senate.

#### **Article IV**

**Section 1.** If, for any reason, the office of President of the Student Association becomes vacant, the Vice-President shall assume the Presidency. If, for any reason, the office of Vice-President of the Student Association becomes vacant, the Senate shall make provisions for a special election in accordance with the appropriate provisions of this Constitution and the Election Code.

#### **Article V**

**Section 1.** The Senate shall establish an Election Code governing the campaigns and elections for Senate offices in accordance with appropriate provisions of this Constitution, and shall supervise the elections, tabulation, and creation of ballots. The Election Code shall be made available at all times on the Hendrix Student Senate website.

#### **Article VI**

**Section 1.** Any question involving the constitutionality of actions of the Senate, members of the Senate, or agencies of the Senate operating under this Constitution shall be answered by a Council of Review. This Council shall consist of:

- the Dean of the College, who shall serve as chairman;
- the faculty advisor(s) to the Senate;
- one other faculty member selected by the Student Senate; and
- student members of the College Conduct Council.

**Section 2.** Any individual who questions the constitutionality of any action of the Senate, members of the Senate, or agencies of the Senate operating under this Constitution shall submit his/her contention in writing to the Chairman of the Council. The Council shall conduct open hearings.

#### **Article VII**

**Section 1.** Amendments that change the substantive content of this Constitution shall be initiated by at least a two-thirds vote of the Senate or by a petition submitted by any member of the Student Association. Each petition for such an amendment shall contain the full text of the proposed amendment and shall be signed by at least thirty percent of the members of the Student Association. Petitions for amendments shall be filed with the Senate.

**Section 2.** The Senate shall have proposed amendments posted at least three days before the Student Association is to vote on the proposal.

**Section 3.** The Senate shall make provisions for a special election for any duly initiated constitutional amendment; provided that such an election shall be held no later than three weeks following the initiation of the amendment; provided further that no such election shall be held during the final two weeks of a term. An amendment shall become effective as a part of this Constitution only if approved by a majority of the votes cast on the amendment.

**Section 4.** A new Constitution to replace this Constitution shall be initiated and adopted in the same manner that amendments to this Constitution are to be initiated and adopted.

*Last revised 03/27/12 in order to bring this document up-to-date.*

# Hendrix College

## Student Senate Bylaws

### SECTION I. MEETINGS

- A. 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.
- B. 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.
- C. The Secretary will record the minutes of each meeting and will publish them on the Hendrix Student Senate website within forty-eight (48) hours after each meeting.
- D. 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

- A. The Senate shall consist of voting members, officers, chairs, and advisors.

#### Voting Members

Living Unit Representatives: Three representatives from the Apartments, Couch Hall, Galloway Hall, Hardin Hall, the Houses, Martin Hall, Off-Campus, Raney Hall, and Veasey Hall

Cohort Representatives: One representative from each cohort: Freshman, Sophomore, Junior, and Senior.

Officers: President (votes to break a tie) and Vice-President

#### Officers of the Senate

President

Vice-President

Presidential Assistant

Secretary

Treasurer

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.

## Chairs

Social Committee Chair  
Media Committee Chair  
Multicultural Development Committee Chair  
Environmental Concerns Committee Chair  
Elections Commission Chair  
Shirttails Serenade Committee Chair  
Campus Kitty Chair

## Faculty Advisor(s)

Dean of Students  
Vice-President of Student Affairs

B. If, for any reason, the office of a living unit representative or a class representative becomes vacant, the Senate shall make provisions for a special election in accordance with the appropriate provisions of the Constitution, these Bylaws, and the Election Code.

C. 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**

A. 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.

B. 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.

C. 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.

D. The president may vote only to break a tie.

E. Only voting members, except the president, may make or second motions.

F. A member of Executive Committee 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**

- A. Senate has the power to enter executive session, as vested by Article I, Section 4 of the Constitution.
- B. 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.
- C. 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.
- D. A Senator is considered in violation of executive session if he or she repeats outside of executive session any matters discussed during the session. Any Senator who is accused of said violation is subject to removal as outlined in Section VIII of the Bylaws.
- E. 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. This section does not apply to any Committee on Committees meetings.

## **SECTION V. SENATORS' RESPONSIBILITIES**

### **A. Attendance**

Senators are required to represent their respective student constituency to the best of their ability. This requires not only attendance at meetings but also active participation in both official and unofficial Senate obligations.

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.

All members of Senate, as defined in Section II, are required to attend every Senate meeting. The Secretary will keep a record of attendance at each meeting. 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.

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.

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.

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, he/she shall be subject to removal from office by impeachment.

### **B. Communication with College Staff and Administration**

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, and Residence Life. The role of the liaison shall be to develop and maintain a positive working relationship with a member of the designated department.

No Senator or Officer shall serve as a liaison to more than one (1) department.

The Executive Committee shall serve as a liaison between the Senate and members of the Senior Staff of the College.

#### C. Communication with Constituents

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. All housing representatives shall be responsible for distributing weekly notes. All class representatives shall be responsible for producing class-specific notes to be distributed among the members of their class weekly.

The purpose of Senate notes is communication with students. It is of paramount importance that these notes be emailed to constituents and uploaded punctually and that they contain information pertinent to that work which the Senate is doing. Therefore, the notes shall accomplish the following things:

- Encourage communication between Senators and constituents;

- Accurately reflect information relayed at Senate meetings, clearly distinguishing facts from senator's personal opinions

- Include pertinent information from the official minutes;

- Be emailed to constituents by Saturday at noon following the most recent Senate meeting; and, be upload to the Senate drive and emailed to the Secretary at the time of publication.

If a Senator fails to meet the above guidelines four (4) times within his or her term of office, he or she shall be subject to removal from office by impeachment. The Senate Executive Committee shall monitor the punctuality and content of Senate notes according to the above guidelines.

#### D. Communication with Other Senate Members

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 the Senate advisor.

### **SECTION VI. COMMITTEES**

A. 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:

- Executive Committee

- Communications Committee

- Student and Academic Concerns Committee

- Finance Committee

- Committee on Committees

B. The following will be considered permanent committees of the Senate:

- Social Committee

Environmental Concerns Committee  
Multicultural Development Committee  
Media Committee  
Welcome Week Committee  
Campus Kitty Committee  
Elections Commission  
Shirttails Serenade Committee

C. 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:

The Executive Committee shall be chaired by the President and shall operate according to a committee document appended to these Bylaws.

The Communications Committee shall be chaired by the Secretary of the Senate and shall operate according to a committee document appended to these Bylaws.

The Student and Academic Concerns Committee 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.

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.

The Committee on Committees shall be chaired by the Vice-President and shall operate according to a committee document appended to these Bylaws.

#### D. Student Association Committee Assignments

Senate will have the power to appoint students to Faculty 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 Faculty Committees and will ask a member of each committee to submit a report to the Senate either in writing or in person each time the committee meets. The Committee on Committees will be responsible for arranging a selection process and for recommending applicants to the Senate for the following Faculty Committees:

The Student Life Committee: three (3) students and one (1) alternate

The Enrollment & Financial Aid Committee: two (2) students and one (1) alternate

The Curriculum Committee: three (3) students and one (1) alternate

The International/Intercultural Committee: two (2) students and one (1) alternate

The Diversity Concerns Committee: two (2) students and one (1) alternate

The Committee on Information & Instructional Resources: two (2) students and one (1) alternate

The Teacher Education Committee: one (1) student

The Athletic Advisory Committee: two (2) students and one (1) alternate

The Committee on Academic Assessment: one (1) student

The Committee on Academic Integrity: six (6) students

The College Conduct Council: five (5) students

The Committee on Engaged Learning: two (2) students

The Committee on Teacher Education: one(1) student

The Committee on Academic Advising: one (1) student

The President will appoint members of the Student Association to the following committees, subject to approval by a majority vote of the Senate:

Senior Committee: Chair or Co-Chairs

Election Commission: Election Commissioner, five (5) members at large

Senate Finance Committee: Six (6) members at large for Spring Allocations

Media Committee: Two (2) members at large

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:

Social Committee: Chair, Director of Films and Special Events, Director of Music and Dance, Publicity Chair

Welcome Week Committee: Chair, First Vice Chair, and two (2) Second Vice Chairs

Shirrtails Serenade Committee: Chair or Co-Chairs

Campus Kitty Committee: Chair, First Vice Chair, and Second Vice Chair

Multicultural Development Committee: Chair

Environmental Concerns Committee: Chair, First Vice Chair, and Second Vice Chair

Media Committee: Chair

Social Organizations Media Equipment Committee (SOMECE): Chair, 2 Student Workers

## **SECTION VII. SALARIES**

A. Elected Positions' Salaries: The following elected positions shall be paid the following salaries on a monthly, pro-rated basis during Senate's term:

The President shall be paid \$1900

The Vice-President shall be paid \$1700

The Academic Policy Representative shall be paid \$1600

B. Appointed Positions' Salaries: Students serving in the following appointed positions shall be bound by the same eligibility requirements as elected positions of the Student Association outlined in the Election Code and shall be paid the following salaries on a monthly, pro-rated basis during Senate's term:

Senate Treasurer \$1700

Senate Presidential Assistant \$1600

Senate Secretary \$1600

Social Committee Chair \$1900

Social Committee Films & Special Events \$1400

Social Committee Music and Dance \$1400

Social Committee Secretary-Treasurer \$1300

Social Committee Director of Publicity \$1300

MDC Chair \$1000

ECC Chair \$1200  
Campus Kitty Chair \$1400  
Media Chair \$1700  
Profile Editor \$1200  
2 Profile Associate Editors \$600(each)  
Troubadour Co-Editor \$1500  
Troubadour Associate Editor \$800  
Aonian Chief Editor \$1300  
Aonian Associate Editor \$700  
KHDX Station Manager \$1500  
KDHX Program Director \$900  
SOMEK Chair \$1400  
2 SOMEK Workers \$700 (each)

## **SECTION VIII. IMPEACHMENT AND REMOVAL**

### *Impeachment*

A. In order to impeach any member of the Student Senate, the body must be presented with at least one (1) charge accompanied by at least one (1) specification of misconduct or violation or negligence of duties outlined in the Bylaws. Impeachment must be initiated in one of the two following manners:

External: The removal of officers/senators initiated by petition need only a majority vote of the Senate. Petitions must include the charge(s) and specification(s) and, upon verification of signatures by the Senate Secretary(or Vice-President if the Secretary is in question), shall constitute an automatic impeachment. The Secretary (or Vice-President) will have forty-eight (48) hours to verify the petition. 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.

Officer of the Senate: a petition must be signed by a majority of the members of the Student Association.

Class Representative: a petition must be signed by a majority of the students in that class.

Living Unit Representative: a petition signed by a majority of the residents of the appropriate living unit.

Internal: The removal of officers/senators initiated by a member of Senate shall require a two-thirds (2/3) vote of the Senate.

Any regular voting member(s) may present Articles of Impeachment against any officer/senator. The Articles of Impeachment must consist of the charge(s) and specification(s) against the officer/senator. 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.

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.

The 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). 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.

#### *Removal*

A. Upon 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) within twenty-four (24) hours of a successful impeachment 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.

B. The trial will be conducted in executive session. If the impeached is the President, 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.

The trial will proceed in the following order:

- Prosecutor's opening statement
- Impeached Officer/Senator's opening statement
- Prosecutor's evidence
- Impeached Officer/Senator's evidence
- Impeached Officer/Senator's closing statement
- Prosecutor's closing statement
- Motion by prosecutor to remove
- Discussion and vote

C. 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, except in writing, at the discretion of the presiding officer. 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 discussion of the motion takes place, but must be given the opportunity to vote on the removal motion if s/he is a regular voting member. The motion to remove requires a two-thirds (2/3) majority, secret ballot vote of the Senate unless previously stated in this section. Upon a successful removal vote, the impeached 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. Regardless of the outcome, the Senate shall adopt a statement to the Student Association before the meeting expires.

D. The removal procedure may be stopped at any time before the removal vote 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.

#### *Appealing Appointments*

A. The process for an individual to appeal an appointment made by the Student Senate should go as follows:

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.

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:

B. Constitutionality of the appointment: according to the Student Senate Constitution, Student Senate Bylaws, or the governing document of the Committee in question

C. Breach in procedure: according to the Student Senate Constitution, Student Senate Bylaws, or the governing document of the Committee in question

D. If the Executive Committee deems the appeal acceptable it will then be placed on the following Senate meeting's agenda, under the Executive 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.

An appeal can be made by any current Hendrix College student.

## **SECTION IX. TRANSITION POLICY**

A. 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.

B. Incoming and outgoing Senates are required to participate in a retreat, in which positions and duties will be relayed to the incoming Senate.

C. Senate members (including Chairs) will maintain a folder on their Senate drive, which will contain their Senate notes. 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.

D. Beginning at the Senate meeting following the appointment, a 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**

All amendments to the Bylaws must be approved by a two-thirds (2/3) vote of the Senate.

## **SECTION XI. IMPLEMENTATION AND SUSPENSION**

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 04/03/12 in order to bring this document up-to-date.*