

# **Constitution of Clarion University Student Senate**

## **Article I: Clarion University of Pennsylvania Student Senate**

Section 1: The name of this association shall be the Clarion University Student Senate; herein referred to as Student Senate

## **Article II: Objective**

Section 1: The purpose of the Student Senate is to provide representative self-government to advance the welfare and common interests of the students of Clarion University; to establish policies and procedures by which student organizations may be created and operated in conjunction with the President of Clarion University (such organizations herein referred to as Recognized Student Organizations, RSOs); to recognize and govern student organizations with the approval of the President of Clarion University; and to allocate the student activity fee in accordance with the Clarion Students' Association's funding policy (Clarion Students' Association will be herein referred to as CSA).

## **Article III: Membership**

Section 1: The total number of voting Student Senators will be twenty-one (21).

Section 2: Membership of the Student Senate shall consist of both active and advisory types.

A. Active members of the Student Senate shall:

1. Be a full-time student of Clarion University who pays the student activity fee.
2. Maintain a minimum cumulative grade point average of 2.5 on a 4.0 scale, be in good academic standing (defined as a previous semester GPA of 2.0 and cumulative GPA of at least 2.5), and not on disciplinary probation.
  - a. Two seats on Student Senate are reserved for freshmen. In the case of the first semester freshman, they are exempt from the academic requirements stated above determining their eligibility to stand for election, but must fulfill the requirements after their first semester.
3. Have at least two full academic semesters remaining at the time of the election to serve one full school year.
4. Have received and understood the Clarion University Student Senate Constitution and Bylaws.
5. Attend at least (7) of the (11) regular Senate meetings during a semester.
6. Serve on two Student Senate standing committees as appointed by the Vice President, after review by the Executive Board.
7. Select candidates for all appointive student positions.
8. Maintain two office hours a week.

B. Advisory members of the Student Senate shall:

1. Be representatives of the university's administration who shall be chosen by the President of Clarion University and approved by Student Senate.
2. Be the Vice President of Student Affairs, or his/her designee.
3. Be the Executive Director of the CSA, who shall be chosen by the Board of Directors of the CSA.
4. Be the Student Trustee of the Council of Trustees for Clarion University of PA, who shall be chosen by Student Trustee Selection Committee.
5. Be any other person or persons whom the Student Senate shall deem desirable to name and who shall consent to serve.

Section 3: Election for active members of Student Senate will be held during the 12<sup>th</sup> week of the spring semester.

- A. An election will be held during the 2<sup>nd</sup> week of the fall semester for freshman representatives and to fill any vacant positions.
- B. In the case of a senate vacancy, the Senate would refer to a list of students that campaigned in the previous election who were not elected. The students will be listed by popular vote by the student body and offered the vacant position accordingly.
- C. Should the list of alternatives not elected in the previous election become void, the Executive Board may appoint students to the full Senate.

Section 4: Any member wishing to resign from Student Senate shall present their written resignation to the secretary who shall then present to the Executive Board for acceptance.

Section 5: When any member of Student Senate engages in conduct unbecoming of a senator, an ad hoc investigative committee shall be formed by the Executive Board under the advisement of an advisory member of Student Senate that the Executive Board deems appropriate. The ad hoc committee will have at least 5 non-partial members of the Student Senate. The ad hoc committee shall perform their investigation on the senator in question and present their findings to the entire Student Senate during a closed meeting. The senator in question can be removed from office by a two-thirds vote of voting members of the Student Senate. If removed from their position, the individual is forbidden from running in future Student Senate elections or from receiving an appointment to the governing body until the election for the following academic year. Lesser punishments may be enforced should the Executive Board of Student Senate deem appropriate for the situation.

- A. If the member of Student Senate allegedly displays actions un-befitting of their position as a member of the Executive Board of Student Senate they will then be excluded from the selection of the ad hoc committee.

## Article IV: Officers

Section 1: The elected officers of the Student Senate will be President, Vice President, Treasurer, Vice President for Rules and Regulations, and Secretary. Together, they form the Executive Board. All stipends granted to the Executive Board will be distributed at the end of each semester, providing each member with 50% of their total stipend at each distribution. Their duties will include, but not be limited to the following:

### A. President

1. Preside at all meetings of the Student Senate.
2. Serve as a chairperson of the Executive Board of Student Senate.
3. Serve as a member of the CSA Board of Directors.
4. Attend any and/or all public occasions where the President's presence may be required or be deemed desirable.
5. Act as a liaison between the Student Senate and the President of Clarion University of and/or the Vice President of Student Affairs and/or Student Senate advisors.
6. Be official spokesperson on behalf of Student Senate.
7. Be responsible for the writing, sending, and requesting of all correspondence, unless otherwise designated by the Student Senate.
8. Call special meetings of the Student Senate with at least two days' notice prior to the meetings.
9. Carry on those privileges afforded to the President under the most current edition of Robert's Rules of Order, Newly Revised.
10. Attend all Board of Student Government Presidents' meetings.
11. Attend all Clarion University Council of Trustee's meetings.
12. Be an ex officio member of all Student senate committees with the exception of the Executive Board.
13. Be a member of a university committee when asked to serve by university faculty or administration.
14. Plan the Student Senate retreat held in the beginning of the fall semester.
15. Form Ad hoc Committees as deemed necessary to fulfill a duty required of the Student Senate.
16. Must not student teach or have an internship that interferes with their duties and/or execution of duties.
17. Shall receive a stipend of 50% of tuition.
18. Complete all duties of the position as required by Student Senate.

### B. Vice President

1. Assume all duties of the President in the President's absence.
2. Serve as a member of the Appropriations Committee of the Student Senate.
3. Serve as a member of the CSA Board of Directors.
4. Accept all official responsibilities and obligations deemed necessary by the Student Senate and/or President of the Student Senate.
5. Advise all standing committee chairpersons as to their duties and those of their committee.

6. Work with the committee chairs in a transitions program.
7. Be a member of the Executive Board.
8. Complete all duties of the position as required by Student Senate.
9. Shall receive a stipend of 25% of tuition.

C. Treasurer

1. Be the chairperson of the Appropriations Committee.
2. Serve as a member of the CSA Board of Directors.
3. In conjunction with the Appropriations Committee, periodically review RSO annual and supplemental budget request and make recommendations for allocation to the Student Senate.
4. Keep an accurate account of all Student Activity Fee accounts.
5. Give reports at all regular meetings on the financial status of Student Senate Accounts and on any motions passed by Appropriations Committee.
6. Preside over the meetings of the Student Senate in the absence of the President and Vice President.
7. Propose, in conjunction with the Appropriations Committee and the CSA business manager, the annual budget and supplemental requests for the Student Senate.
8. Serve as a member of the Executive Board.
9. Complete all duties of the position as required by Student Senate.
10. Shall receive a stipend of 25% of tuition.

D. Vice President of Rules and Regulations

1. Coordinate and conduct all weekly meetings of the Rules and Regulations Committee.
2. Act as liaison to the rest of the student body.
3. Fulfill all duties required of members of the Rules and Regulations Committee.
4. Act as liaison between all RSO representatives and Student Senate.
5. Be a member of the Executive Board of the Student Senate.
6. Complete all duties of the position as required by Student Senate.
7. Shall receive a stipend of 25% of tuition.

E. Secretary

1. Keep a record of all the proceedings of the Student Senate.
2. Meet all work requirements as deemed necessary by the committee chairs and/or the Executive Board of Student Senate.
3. Must complete at least ten office hours per week, not including any meetings.
4. Must complete meeting minutes two days following adjournment of the last Student Senate meeting and post them in a public place upon approval by Student Senate.
5. Maintain office supplies.
6. Serve as a member of the CSA Board of Directors.
7. Shall receive a stipend of 25% of tuition
8. Complete all duties of the position as required by Student Senate.
9. Conduct elections in the fall and spring semester as defined under Article III, Section 3.

10. Receive letters of resignation and bring the before Student Senate

F. Parliamentarian

1. Position will be appointed by the Executive Board, **if needed.**
2. Assist the President and the Student Senate in conducting business in accordance with the current edition of Robert's Rules of Order, Newly Revised.
3. Periodically review the Constitution of the Student Senate in conjunction with the Student Senate Constitution and Policies Subcommittee.
4. Assist the Rules, Regulations, and Policies Committee with reviewing the constitutions and by-laws of RSOs.
5. Assist the Constitutions Subcommittee in the annual review of the Student Senate Constitution.

Section 2: At the 13<sup>th</sup> week meeting of the spring semester, nominations for officers will be held. Senators may nominate any qualified candidates for the Executive Board positions.

A. Qualifications for Officers. Each officer will:

1. Be a full time student.
2. Have and maintain a minimum cumulative grade point average of 2.75 on a 4.0 scale.
3. Have attained at least 24 credits at Clarion University prior to Student Senate officer elections.
4. Have verified attendance to the following number of Student Senate meetings within the past semester.
  - a. President – three Student Senate meetings.
  - b. Vice President – two Student Senate meetings.
  - c. Treasurer – two Student Senate meetings.
  - d. Vice President of Rules and Regulations – two Student Senate meetings.
  - e. Secretary – two Student Senate meetings.

Section 3: The officers shall be elected by secret ballot during the 14<sup>th</sup> week meeting of the spring semester to serve for a term of the next academic year. They may serve for more than one term if re-elected by the succeeding Student Senate.

- A. Special elections for officers may be held at any time there is a vacant officer position. Elections will be held during the open meeting of Student Senate and will be led by the President.
- B. There will be a week's time between nominations for officers and the formal election and appointment of the executive positions.

Section 4: No officer may hold more than one office at a time.

## **Article V: Meetings of Student Senate**

Section 1: The regular meetings of the Student Senate shall be held on every Monday that class is in session, unless otherwise stated by the Executive Board. The Student Senate must hold at least 11 regular meetings each fall and spring semester.

Section 2: Special meetings may be called by the Student Senate President with at least 2 days' notice prior to the meeting.

Section 3: Quorum shall be a simple majority of the active voting members of the Student Senate.

## **Article VI: Executive Board**

Section 1 The Executive Board is composed of the officers of the Student Senate, including the President, Vice President, Treasurer, Vice President of rules and Regulations, Secretary, and the Advisory Members of Student Senate in an ex officio capacity.

Section 2 The Executive Board shall review and discuss current events pertaining to the Student Senate and possible plans of action for future business involving the Student Senate and any outside party.

Section 3 Meetings of the Executive Board of Student Senate shall be held on a constant weekly basis as decided on by the Executive Board.

## **Article VII: Standing Committees**

Section 1: Chairpersons and regular members of Standing Committees shall be appointed by the Vice President, after review by the Executive Board, at the 2<sup>nd</sup> meeting in the fall semester.

A. Standing Committee Chairpersons' responsibilities. Committee Chairpersons shall:

1. Coordinate and conduct all meetings of their standing committees.
  - a. Committees must meet at least twice a semester.
2. Meet with the Vice President of the Student Senate, as determined by the Vice President.
3. Act as liaison to the rest of the student body.
4. Submit in writing a weekly committee report prior to the Student Senate meeting and an end of the year summary of their committee's actions to the Vice President of the Student Senate.
5. Give a weekly report to the Student Senate during the Student Senate regular meeting.

B. Standing Committee members' responsibilities. Committee members shall:

1. Attend all meetings of their standing committee unless excused by the senate.

2. Complete participation in all functions and activities of the standing committee that is required, unless excused by the committee chairperson and approved by the Vice President.

Section 2: Committee members must adhere to the Student Senate attendance policy.

Section 3 There shall be 8 total Standing committees within the Student Senate. The President will be an ex-officio member to all Standing committees.

A. Appropriations Committee. The Appropriations Committee shall:

1. Consist of the Treasurer of the Student Senate as Chairperson, the Vice President of the Student Senate, the CSA Executive Director as ex-officio member, and other active members of the Student Senate.
2. Recommend to the Student Senate the allocation and distribution to RSOs of the Student Activity Fee in accordance with CSA funding policies and with the approval of the President of Clarion University of Pennsylvania.
3. Recommend to the Student Senate that, if necessary, full audits be requested of any and/or all CSA organizations, departments, or persons receiving allocations of the CSA.
4. Review requests for supplemental funding of RSOs through the academic year and make recommendations to the Student Senate.
  - a. If a request were to fail within the Appropriations Committee, the organizations have one more opportunity to bring it back to be reviewed.
5. Periodically review and recommend changes to the Student Senate budgeting policies and procedures.

B. Rules, Regulations, and Policies Committee. The Rules Regulations and Policies Committee shall:

1. Consist of the Vice President of Rules, Regulations, and Policies as Chairperson, the Parliamentarian of Student Senate, and the Vice President of Student Senate as ex-officio member, and other active members of Student Senate.
2. Recommend to the Student Senate, in accordance with the Student Senate RSO policy, the approval or disapproval of recognizing any student organization as stated in the CSA Constitution.
3. Oversee the proper functioning of RSOs through reviewing, keeping and updating records, and ensuring that RSOs are following standard policies and procedures established by the Student Senate.
4. Advise the Student Senate to revoke or place on inactivity the recognition or approval of any RSO not in compliance with the established policies and procedures of the Student Senate.
5. Oversee and assign members to the following sub-committees:
  - a. Constitution Review Sub-Committee. The Constitution Review Sub-Committee shall:
    - i. Consist of the Constitution Renew chairperson, the Parliamentarian of Student Senate as ex-officio member, Advisory Members of Student

Senate as ex-officio members, and other active members of Student Senate.

ii. Annually review the student Senate Constitution.

iii. Recommend changes and revisions to the Student Senate Constitution to be voted on by the Student Senate.

6. Utilize, oversee, and enforce the use of CU Connect by all recognized organizations.

C. Student Facilities Committee. The Student Facilities Committee shall:

1. Act as an intermediary between the student body and University entities for issues and suggestions pertaining to University facilities and grounds.
2. Gather input from the student body to generate suggestions pertaining to the food services offered on-campus.
3. Gather input from the student body to generate suggestions pertaining to the housing offered by Clarion University.
4. Gather input from the student body to generate suggestions pertaining to the Recreation Center offered by Clarion University.
5. Gather input from the student body to generate suggestions pertaining to student parking offered by Clarion University.
6. Act as a representative of Student Senate when rewriting the food contract, if necessary.
7. Have a member meet weekly with Food Service Director and/or his/her representative, the Director of Residence Life, and other necessary representatives from the Student Affairs office in which the committee member shall raise concerns and provide suggestions about the food service, housing, and student parking generated from the student body input.

D. Campus Safety, Health, and Environmental Concerns Committee. The Campus Safety, Health, and Environmental Concerns Committee shall:

1. Assist the Public Safety Department in ensuring the safety of students on campus, through the development of safety awareness programs, evaluation of the safety of the campus and the surrounding area's physical environment, and reviews of the effects of off-campus businesses and safety issues.
2. Address the relations between the students and the Public Safety Department.
3. Make recommendations to the Student Senate and the University administration of the development of safety, health, and environmental policies and programs.
4. Establish and maintain communications with agencies, CSA organizations, and university committees that involve safety, health, and environmental concerns.
5. Take part in setting up and attending Clarion's safety walk once a semester.

E. Student Relations Committee. The Student Relations Committee shall:

1. Be involved in all Student Senate matters dealing with the student relations to the various university and non-university constituents.
2. Oversee and assign members to the following sub-committees:

F. Community Relations Committee. The Community Relations Committee shall:



1. Assist with the Good Neighbor Program.
  2. Assist with Come Together Clarion.
  3. Represent the Student Senate at the Clarion Borough meetings and report to the student Senate any information pertaining to the Clarion University student body.
- G. Academic Affairs Committee. The Academic Affairs Committee shall:
1. Help coordinate with the Academic Affairs Chairperson a periodic open forum for student body to express academic concerns.
  2. Relay academic concerns from the student body to the University Provost twice a semester.
  3. A member of the Academic Affairs Committee will serve as a representative to the Faculty Senate.
- H. Social Media and Advertising Committee. The Social Media and Advertising Committee shall:
1. Update and manage the Student Senate's CUConnect page
    - i. Upload documents and policies as needed.
    - ii. Keep Senator Bios up to date.
    - iii. Keep schedule of events and times up to date.
  2. Present the Student Senate, the Student Senate Standing Committees and/or Sub-Committees, and the CSA to the general public through various forms of media.
  3. Plan and develop advertising strategies to facilitate Student Senate publicity.

Section 4: Ad hoc committees. Upon creation, an Ad hoc committee shall:

1. Consist of those members of the Student Senate appointed by the President of the Student Senate.
2. Carry out any duties pertaining to the cause of its creation.
3. Disband upon completion of the duties to which it was assigned.

## **Article VIII: Initiative, Referendum, and Recall**

Section 1: Upon petition by five (5) percent of the members of the student body duly presented to the Student Senate; the Student Senate must take immediate action on any specified legislation.

Section 2: Upon petition by ten (10) percent of the Student Body duly presented to the Student Senate, the Student Body must be permitted to vote on any completed action of the Student Senate. Such petitions must be presented to the Student Senate within two (2) weeks of the Student Senate action being petitioned. Such a referendum must be held within two weeks after the presentation of each petition. A two-thirds (2/3) vote of the members of the Student Body voting shall be required to effect new legislation.

Section 3: Upon the petition by ten (10) percent of the Student Body duly presented to the Student Senate; the Student Body must be permitted to vote on the recall of any member of the Student Senate or any representative of the Student Senate. Such a vote must be

held within two (2) weeks after the presentation of such a petition. A two-thirds (2/3) vote of the Student Body voting shall be required for the removal from office of any member of the Student Senate or its representative.

## **Article IX: Parliamentary Authority**

Section 1: Robert's Rules of Order, Newly Revised shall be the parliamentary authority of the Student Senate.

## **Article X Amendments**

Section 1: Amendments of the Constitution of the Student Senate may be submitted by any member of the Student Senate.

Section 2: Two weeks' notice of formal consideration of such proposed amendments of the Constitution of the Student Senate shall be sent to all active members of the Student Senate.

Section 3: Such proposed amendments to the Constitution of the Student Senate, having been approved by a two-thirds vote of the Student Senate at a regular meeting, shall be voted upon by the members of the Student Senate within one month from the time of approval of the proposed amendment to the Constitution of Student Senate.

Section 4: The approval of two-thirds vote of the members of the Student Senate voting shall be necessary for the adoption of amendments to the Constitution of Clarion University Student Senate.

## **Article XI Ratification**

Section 1: Approval of the Constitution of the Student Senate by a two-thirds (2/3) vote of the members of the Student Senate voting shall be required for the ratification of this Constitution of the Clarion University Student Senate.

Section 2: This Constitution of the Student Senate shall take precedence over any and/or all previous student government constitutions, by-laws, and/or rules and regulations pertaining to the body and/or members of the Student Senate.

Section 3: This Constitution of the Student Senate and its amendments shall become effective upon ratification by the members of the Student Senate, approved by the President of Clarion University of Pennsylvania.

## **Article XII Suspending the Rules**

Section 1: If a legislative action conducted by Student Senate would result in a violation of the Student Senate Constitution articles, sections, or anything wherein then a motion to suspend the rule can be entertained.

Section 2: In accordance with Robert's Rules of Order, Newly Revised, a motion to suspend the rules may be passed by a two thirds majority of active voting members present at the Student Senate open meeting.

Section 3: Motions to suspend the rules may not be enacted within committee. Motions to suspend the rules may only be enacted during the open Student Senate meeting.

*Last Date of Revision October 2017*