2014-2015 Student Senate Bylaws

Article I – Purpose
The Student Senate Bylaws set forth the procedural functioning of this organization. Policies, rules, and decisions set forth in this document shall take precedence over all committee bylaws. The Winona State University Student Association Constitution shall take precedence over these bylaws.

Article II – Policies Section 1 - Attendance
A. The Vice President shall be responsible for monitoring attendance.  
B. Absences and partial absences shall be noted in the minutes under roll call.  
C. Absences

1. Shall be defined as not in attendance for a complete WSUSS meeting

2. Absences will be excused if approved by the WSUSS Vice President at least one hour prior to WSUSS meetings and mandatory activities, unless there is an emergency.

3. Excused absences include non-regular, timely academic responsibilities and other appropriate academic or professional responsibilities as approved by the Vice President.

a. Regular conflicts for other extra-curricular activities will not be excused.

b. Regular academic conflicts that allow members to attend at least 50 minutes of WSUSS meetings, if meeting length allows, will be excused.

4. Executive officers, senators, and affiliated members shall not have more than one unexcused and three excused absences
per semester from weekly WSUSS meetings and mandatory activities.

a. Mandatory activities will be held outside of WSUSS and committee meetings and will be specified by the executive board and by a majority vote of WSUSS.

D. Partial Absences

1. Shall be defined as not in attendance after the end of roll call or leaving before adjournment, except for brief absences.

2. Excused – Vice President should be informed of the unavoidable partial absence as soon as possible or if there is a class conflict.

3. Two unexcused partial absences shall equal one unexcused absence.

Section 2 - Resignations

A. Any member of WSUSS may voluntarily terminate membership by submitting a written statement to an executive officer.

B. A resignation will become effective as noted in the written statement.

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Section 3 - Senator Duties

A. Senators shall address student concerns throughout their term
to the proper place. For example, Senate Committee or Administrators.

B. All senators shall contact student clubs/organizations each month per the direction of the Vice President.

C. Senators shall serve on at least one standing WSUSS committee.

D. Senators shall serve on at least one all-university committee as assigned by the executive board. 1. Senators shall submit written documentation of meeting attendance and participation to the Vice President.

E. Senators shall serve office hours as defined in Section 4.

F. Senators shall complete community service as defined in Section 5.

Section 4 - Office Hours  A. Members shall serve office hours in the WSUSS office.

1. Executive officers shall serve ten office hours per week. 2. Senators shall serve two office hours per week.

a. Senators serving on any ad-hoc, election, or working documents committee shall be exempt from up to one weekly office hour for the duration of their commitment.

3. Standing committee chairs shall serve four office hours per week. 4. Affiliated members

a. b. c.

d.

throughout the semester.
3. Any missed office hours shall be served during the next academic week.

4. Four incomplete office hours will result in an infraction.

Section 5 - Community Service

A. WSUSS members shall complete two documented volunteer hours each semester within the Winona Community.

Section 6 - Representation Classification

A. Senators may represent the following degree granting academic colleges: Business, Education, Liberal Arts, Nursing and Health Sciences, Science and Engineering. To be eligible, the candidate must be declared (not necessarily

ASO Director shall serve four office hours per week. MSUSA representatives shall serve four office hours per week. AdministrativeOfficeAssistantshallservefourofficehoursperweek. Parliamentarian shall serve two office hours per week. Webmaster shall serve two office hours per week.

Hour Coordination

1. The Vice President shall coordinate office hour documentation.

2. The Vice President shall coordinate and monitor office hour attendance.

e. B. Office
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accepted) to the college of which seat they are running for at the time they take office.

1. College of Education representatives must either:  a. Be declared as an Education major in the College of Education; OR b. Be declared a secondary education major in any other college, provided that the major will result in an educator license.  B. Every two years, the WSUSS shall request information from Institutional Research on the number of majors in each degree granting academic college, and each college shall be granted a number of senators based on the proportion of the total.

1. As of spring 2011, there shall be 4 seats for the College of Liberal Arts, 2 seats for the College of Business, 3 seats for the College of Nursing and Health Sciences, 3 seats for the College of Science and Engineering, and 3 seats for the College of Education. These proportions must be reviewed in spring 2013.

C. Senators may represent the freshman, sophomore, junior, senior classes and graduate programs. To be eligible, candidates may be up to eight credits under the minimum credit requirement as specified by the Registrar’s office at the time they take office. Candidates may not be over the maximum credit limit as suggested by the registrar’s office at the time they take office.

1. There shall be 2 seats for each freshman, sophomore, junior, and senior classes and 1 graduate seat.

D. Senators may represent WSUSA as at-large senators. To be eligible, candidates must be enrolled at Winona State University.

1. There shall be 4 seats for at-large senators.
Section 7 - Affiliated Members

A. Alliance of Student Organizations Director

1. Shall co-chair the Judicial Committee.

2. Shall oversee club constitution reviews.

3. Shall serve as the liaison between ASO and WSUSS regarding matters pertinent to the ASO body.

4. Shall give a report during each regularly scheduled WSUSS meeting.

5. Shall hold regular office hours as prescribed in Article II Section 4.

B. Administrative Office Assistant

1. Shall take minutes at WSUSS meetings.

2. Shall post an agenda at least 24 hours prior to the regularly scheduled WSUSS meeting.

3. Shall archive a copy of each week’s minutes within 72 hours of their approval by WSUSS.

4. Shall keep an ongoing list of dated action items including the verbiage of

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the item, who moved and seconded the item, the vote count, and roll call if
applicable.

5. Shall perform all duties requested by the executive officers of the WSUSS.

6. Shall hold weekly office hours as prescribed in Article II Section 4.

C. Parliamentarian 1. Shall perform all duties requested by the executive officers of the WSUSS. 2. Shall hold weekly office hours as prescribed in Article II Section 4.

D. Minnesota State University Student Association (MSUSA) Representatives

1. Representatives to MSUSA shall include the Campus Coordinator and the Campus Committee.

2. At least 1 MSUSA representative must be present at every regularly scheduled WSUSS meeting.

3. The Campus Coordinator shall give a report during each regularly scheduled WSUSS meeting.

4. Shall hold weekly office hours as prescribed in Article II Section 4.

5. The WSUSS President, acting as the WSUSA Director, shall recommend the campus committee to the MSUSA Vice Chair for approval and/or removal.

E. Webmaster

1. Shall update and maintain the WSUSS website.

2. Shall perform all duties as requested by the Executive Officers and standing committee Chairs in regards to the
website, with final authority on committee pages given to the committee Chair.

3. Shall serve on All-University technology committees.

4. Shall hold weekly office hours as prescribed in Article II Section 4.

Section 8 – Stipend Reviews

A. The Executive Board shall report to the Judicial Committee three weeks prior to the last meeting of each semester regarding committee chairs’ and affiliated members’ fulfillment of duties and expectations of the position as outlined in the WSUSS constitution and bylaws.

B. The Judicial Committee shall review the Executive Board report regarding payment of stipends and decide whether to pay the full stipend, no stipend, or a partial stipend.

1. The review process shall balance the fiduciary responsibility of Student Senate to ensure that only the most qualified people are paid with student life fee monies with the philosophy of education and professional development inherent in these positions.

C. The Judicial Committee shall make a recommendation to the WSUSS at the second to last meeting of each semester regarding the payment of stipends for committee chairs and affiliated members.

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D. The Executive Board and the Judicial Committee shall meet in executive session to discuss the stipend reviews to protect
personnel information.

E. All committee chairs and affiliated members, upon WSUSS confirmation, shall sign a document detailing the duties of his/her position as outlined in the constitution and bylaws and detailing the stipend review process. Signing this document shall constitute acknowledgment and acceptance of these terms and conditions of employment.

Section 9 - Disciplinary Action

A. Infractions

1. An infraction occurs when an executive officer, senator, or affiliated member:

   a. Fails to meet his/her duties as outlined in the WSUSS Constitution and bylaws.

   b. Acts in a way unbecoming of a senator as determined by the WSUSS Judicial Committee

2. Disciplinary action will be taken on infractions as follows:

   a. The first infraction will result in written notification from the Vice President with input from the Judicial Committee when necessary.

   b. The second infraction will result in a meeting with the executive board.

   c. The third infraction will result in automatic expulsion from WSUSS.

3. The Vice President will report all infractions to the Judicial Committee weekly.
a. With a two-thirds vote, the Judicial Committee may overrule the Vice President on infraction rulings where decisions are subjective. The Vice President may choose to forfeit his/her jurisdiction on the ruling to the Judicial Committee when rulings are subjective or create a conflict of interest for the Vice President.

b. The Vice President must forfeit his/her jurisdiction on infraction rulings with which they are personally involved.

B. Expulsion

1. Any elected or affiliated member of WSUSS may request the expulsion of another member by filing a letter with the Judicial Committee calling for expulsion, which would bypass the process outlined in Section 9, Letter A.

2. Upon receiving a letter calling for expulsion, the Judicial Committee shall review the request.

a. The Judicial Committee shall notify the member subject to expulsion at least 24 hours before initiating the investigation.

b. If the Judicial Committee fails to initiate proceedings within two weeks of the filing date of the letter or does not submit a

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recommendation to WSUSS within four weeks, WSUSS shall investigate the request at its next meeting c. The Judicial
Committee shall meet in executive session when dealing with all matters relating to expulsion.

3. If the Judicial Committee recommends expulsion to WSUSS, the Judicial Committee shall inform the individual subject to expulsion no later than three days before the WSUSS meeting at which the resolution for expulsion will be heard.

4. The individual subject to expulsion shall have final privilege when WSUSS discusses the committee’s recommendation.

5. A two-thirds vote in WSUSS is required to pass the Judicial Committee’s recommendation for expulsion.

C. The expulsion of the member becomes effective immediately after the final announcement of the vote.

D. Expulsion Appeal Process
   1. In case of a WSUSS expulsion, an appeal must be submitted before the next regularly scheduled WSUSS meeting to WSUSS through the Judicial Committee in a letter detailing the reason for the appeal.
      a. The member’s presence is not required.
      b. The Judicial Committee will present the letter at the next regularly scheduled WSUSS meeting.
      c. There shall be no discussion.
      d. It will be moved to an immediate ballot vote.
      e. A majority in favor of the appellant will reinstate him/her.

Section 10 - MSUSA Events Attendance and Responsibility

A. After names are ratified by WSUSS, submitted to MSUSA, and arrangements have been confirmed, anyone who
withdraws his/her attendance of the event will pay his/her room fee to WSUSS as charged by MSUSA.

B. If an attendee misses or skips any required MSUSA scheduled event, that individual will pay the room fee as charged by MSUSA.

C. If MSUSA is charged by a hotel for disorderly conduct in a WSUSS room, all listed occupants will be charged the room fee.

Section 11 – All-Student Emails

A. The subject matter must affect 75% of student population, and all of cabinet must respond to the emailed proposal before it can be sent.

Article III - Committees Section 1 - Structure

A. Committee Chairs

1. Shall act as spokesperson for the committee.

2. Shall give a report at regularly scheduled WSUSS meetings.

3. Shall preside at committee meetings.

4. Shall oversee tasks performed by committee members.

5. Shall coordinate committee meeting times.

6. Shall complete a compilation with input from and approval of committee members, including, but not limited to, a letter of advice to the next Chair, committee minutes, and the long-term committee goals.

7. Shall perform other duties as requested by WSUSS Executive Officers.
B. Committee Vice Chair

1. Shall assume chair duties in the absence of the chair.

2. Shall take roll call at every committee meeting.

3. Shall take meeting minutes.

4. Shall forward meeting minutes to the Vice President, committee members, and webmaster.

C. Senators

1. Shall not have more than 1 unexcused and 3 excused absences per semester from committee meetings.

2. Shall have one vote.

D. Associate Senators

1. Requirements
   a. Shall be a currently enrolled student at WSU
   b. Shall have attended two committee meetings of the desired committee.
   c. Shall be appointed by committee vote pending Senate approval.
   d. Shall submit contact information to the Vice President before the confirmation vote by the Senate.
   e. Shall not have more than 1 unexcused and 3 excused absences per semester from committee meetings.

Section 2 – Standing Committee Meetings
A. Meetings shall be called on a weekly basis. 1. Meetings may be cancelled no more than twice per semester.

B. Standing Committees must perform specific tasks, including but not limited to:

1. Academic Affairs Committee will

   a. Select student commencement speakers.

   b. Serve as representation on educational search committees.

   c. Handle textbook issues.

2. Public Relations Committee will

   a. Promote all WSUSS elections.

   b. Coordinate content for the official WSU Student Senate Facebook page.

   c. Assist other Standing Committees with promotion of events and student and community outreach.

3. Student Services Committee will

   a. Seek feedback from WSUSA in the form of an all-student survey

   b. Serve as representation on the Student Health and Wellness Advisory Corps

   c. Manage the Improve WSU program.

4. Student Activity Fund Committee will

   a. Review all club funding requests.

c. Conduct random club audits as prescribed by the SAFC rules.

5. Judicial Committee will

a. Oversee club eligibility including the review of all club constitutions.

b. Organize events and functions of the Alliance of Student Organizations.

c. Uphold WSUSS rules, regulations and bylaws through judiciary process.

Section 3 – Committee Expulsion

A. Process for Expulsion

1. Shall apply to senators and associate senators.

2. Committee members may be removed for

a. Failing to meet his/her duties as outlined in the WSUSS Constitution and Bylaws, including committee attendance requirements.

b. Acts in a way unbecoming of a senator as determined by the WSUSS Judicial Committee.

3. Upon learning of a member’s eligibility for removal, the committee chair will inform the expelled member and the WSUSS Vice President of the expulsion in writing, stating the reason of expulsion and its effective date.

4. The Vice President shall report the expulsion to the Judicial Committee at its next regularly scheduled meeting.
5. The President’s Cabinet will reassign the expelled committee member to another standing committee.

a. If a member is expelled from two standing committees within one term, the member will be removed from WSUSS according to Article II Section 9.

B. Committee Expulsion Appeals Process

1. In case of a Standing Committee expulsion, an appeal must be submitted to the Judicial Committee before the next regularly scheduled Judicial Committee meeting in a letter detailing the reason for the appeal.

2. Upon receiving a letter calling for expulsion, the Judicial Committee shall review the request.

   a. The Judicial Committee shall notify the member subject to expulsion at least 24 hours before initiating the investigation.

   b. If the Judicial Committee fails to initiate proceedings within two weeks of the filing date of the letter or does not submit a recommendation to WSUSS within four weeks, WSUSS shall investigate the request at its next meeting.

   c. The Judicial Committee shall meet in executive session when dealing with all matters relating to expulsion.

3. If the Judicial Committee recommends expulsion to WSUSS, the Judicial Committee shall inform the individual subject to expulsion no later than three days before the WSUSS meeting at which the resolution for expulsion will be heard.

4. The individual subject to expulsion shall have final privilege when WSUSS discusses the committee’s recommendation.
5. A two-thirds vote in WSUSS is required to pass the Judicial Committee’s recommendation for expulsion.

6. The expulsion of the member becomes effective immediately after the final announcement of the vote.

Article IV - Elections

Section 1 - Election Committee

A. Members of the election committee shall be appointed as per Article II Section 4 Subsection B, 2b. of the WSUSS Constitution.

B. Appointments shall be made and approved by WSUSS one week prior to the date in which applications are made available.

C. In conjunction with the Public Relations Committee, the Election Committee shall promote the availability of applications as well as the date and time of elections through outlets such as, but not limited to, social media and the all student email.

D. The committee shall make available the date, time and location of the election results review one week prior to the close of election.

E. Election committee shall notify candidates of all changes to election timelines.

Section 2 - Campaign Rules

A. Student life fee money, or supplies purchased with student life fee money, shall not be used for campaign purposes.

B. Writing on any University walls, or on classroom
chalkboards for campaign purposes shall not be permitted.

C. There shall be no campaigning or campaign materials displayed within 25 feet of the WSUSS office.

D. Current elected or appointed members of the WSUSS shall not use the privileges of his/her position for campaigning purposes (ex. official email lists, campaigning at official senate functions, etc.)

E. Posting regulations shall be determined by individual building policies. Violations in academic buildings shall be dealt with by that academic building.

F. Candidates may not remove, destroy, or deface other candidates’ material, nor encourage or knowingly permit others to do so.

G. Candidates must follow the Residence Hall Association and Housing Department guidelines for campaigning in the residence halls.

H. Candidates may not attempt to persuade any student in the act of voting.

I. Upon submitting an application, if the candidate is submitting for multiple spots, that candidate must specify a numerical order of preference for instances in which the candidate wins multiple seats.

J. Campaigns are capped at $250 USD.

K. Any individual found to violate the campaign rules shall remain on the ballot.

L. The election committee shall make a recommendation to the
Judicial Committee regarding violations after the closing of the polls. Upon hearing the recommendation from the Judicial Committee, WSUSS shall make the final decision on the election grievance. Overturning the Judicial Committee’s ruling requires a two thirds vote.

**Section 3 – Procedures**

A. Applications for general elections shall be made available at least two weeks before they are due. Applications for supplemental elections shall be made available at least one week before they are due.

B. Applications shall be due one academic week prior to the opening of the polls.

C. Spring General Elections shall be held during the fifth academic week prior to the end of spring semester. Spring General Elections shall be concluded at least two weeks prior to the Minnesota State University Student Association (MSUSA) spring delegates or one month from the conclusion of the spring semester.

D. Fall General Elections shall be held during the fourth–fifth academic week of fall semester.

E. The supplemental elections shall be between the fourth and fifth academic—week prior to the end of the fall semester and between the fifth and sixth—academic week of the spring semester. Shall be conducted as needed and is up to the discursion of the Executive Board.

F. A motion to ratify the elections must be considered at the first regular WSUSS meeting following the meeting at which disclosure of election results occurred.
G. Online candidate statement shall be limited to 500 words. No pictorial representations shall be accepted.

H. Candidate statement shall be submitted no later than the election application deadline.

I. Candidate statement shall not be posted online on the official Winona State University Student Senate pages (ex- social media, University Website, etc.) until after the election application deadline.

J. The voting period shall last for a minimum of 72 hours to 102 hours.

K. The Election Committee shall use the computer generated election results for each election conducted electronically. If a contested race is decided by fewer than ten votes or 1% of the votes for that seat the Election Committee shall hand count the ballots for that race. The Election Committee shall also review the results for discrepancies, particularly regarding write-in candidates and the spelling of names.

Section 4 - Internal Elections

A. Purpose

1. WSUSS shall hold internal elections to select members as representatives for university events, including but not limited to WSU Homecoming Court.

B. Procedure

1. Each candidate up to one two minute for an introduction and other comments the candidate wishes to make.

2. The floor will be opened for a question and answer period.
3. Each candidate is allowed up to a 30-second 1-minute response to each question.

a. The question and answer period is not to exceed a total of 40 15 minutes.

4. Vote is taken by written ballot

a. Each Senator may vote for as many candidates as there are open spots for an internal election.

b. Each open spot will be filled according to the number of votes received beginning with the candidate receiving the most votes provided said candidate receives more votes than there are blank or “no-confidence” votes.

c. No candidate can be elected that receives fewer votes than there are blank or "no-confidence" votes. Any spots unfilled will remain vacant until the next Senate meeting.

Article V - Financial Motions Procedure Section 1 - Definitions

A. Financial motions:

1. Any resolutions concerning monetary charges to students, funding requests not reviewed by SAFC, fund transfers, or any committee recommendations from the Student Fee Management Committee.

B. Proposal:

1. Any presentation given by a WSU administrator, faculty, and/or staff member during a meeting of the WSUSS in which the member is seeking direction for any matters regarding tuition and/or fees that will be charged to students in the WSUSA.

Section 2 - Procedure
A. WSUSS shall refrain from voting on any financial motions or proposals for a minimum of one week from the date a proposal was presented to WSUSS.

B. When a proposal is presented, WSUSS is not required to take an official stance.

**Article VI - Website Section 1 - Purpose**

A. WSUSS shall provide and maintain a website accessible to the public to provide information about WSUSS.

**Section 2 - Content**

A. Shall provide WSU email addresses for all WSUSS members.

B. Shall provide updated minutes for WUSS and its Standing Committees.

C. Shall provide the WSUSS Constitution and Bylaws.

D. Shall provide external links to student advocacy sites including but not limited to MSUSA.

E. Shall provide information on upcoming meetings.

F. Shall provide electronic documents including but not limited to applications, guidelines and information provided by WSUSS to the student body.

G. Shall provide other information as necessary.

**Article VII - Student Clubs/Organizations Section 1 - Active Clubs/Organizations**

A. To earn distinction as an active club/organization, clubs/organizations must:
2. Officially submit a constitution to the Judicial Committee annually.

a. The club constitution shall be brought to the floor by the ASO Director one week after submission to the Judicial Committee.

b. Club constitutions shall be archived in the club directory.

3. Complete the club directory form annually.

4. Maintain a roster of at least 10 current WSUSA students.

5. Attend at least one ASO meeting each semester the club is in existence.

a. Special exceptions/arrangements can be made at the discretion of the ASO Director.

B. Clubs/organizations shall have the opportunity to attend a Budget Workshop at the beginning of each semester.

6. To be eligible for SAF funds, a representative from the club/organization must attend at least one Budget Workshop each academic year.

7. Special exceptions/arrangements can be made at the discretion of the WSUSS Treasurer.

**Article VIII - Advisors**

A. The Student Senate President may appoint one faculty advisor and up to two student activities advisors pending Senate approval.

B. An advisor’s term of office shall continue from the time of appointment through the last day of finals for spring semester.

C. Shall have signing rights on Student Senate accounts.

D. Shall act as advisors to the Student Senate.
E. Shall attend Student Senate meetings when possible.

**Article IX - Association Recognition Section 1**

A.

B. Service

C. Application

D. Funding

E. Eligibility

F. Approval

**Article X - Suspension of Bylaws**

A. Any portion of these bylaws can be suspended by a two-thirds vote of the Student Senate, except as otherwise provided in this article.

B. Article I may not be suspended.

C. Article II, Section 6 may not be suspended.

D. Article II, Section 9 may not be suspended.

E. Article X may not be suspended.

- The WSUSS will recognize service to the students of Winona State University with distinguished service Graduation Cords. The following eligibility requirements must be satisfied to be awarded WSUSS
Distinguished Service

Cords:

GPA Requirement Senators & Executives must graduate with a cumulative 2.5 minimum GPA to be considered. GPA will be reviewed by the WSUSS Executive Board.

Time: Any past or present Executive or Senator with at least one full semester of service is eligible, providing they are in good standing within the WSUSS.

Members seeking recognition should submit a letter of intent to the Vice President of WSUSS at least 4 weeks before graduation.

Student Senate will not fund the purchase of the cords.

The applicant for cord recognition may only apply for the graduation cords after s/he has been admitted to graduate.

If all above criteria are met, the Cords are approved. Executive Board has the authority to make exceptions for the above criteria.