

**LEHIGH UNIVERSITY**  
**STUDENT SENATE BYLAWS**

*Revised: May 16, 2009*

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**ARTICLE 1—General Procedure**

*I. Meetings of Student Senate*

A. Full Senate

1. The Senate shall meet biweekly while classes are in session.
2. The day and time for this meeting will be determined before the election of the next Senate.

B. The Executive Board will meet weekly.

C. Administration Board

1. All Standing Committee Chairs and Ad-hoc Chairs must attend.
2. The Public Relations Director and the Technology Director must attend.
3. All CLIP Chairs must attend.
4. The Vice-President will chair this meeting.
5. The group will meet biweekly on the off-weeks of the Full Senate meetings while classes are in session.

D. Standing Committee meetings shall be held as seen fit by the Committee Chair and the members.

E. The CLIP Committee Meeting

1. All Standing Sub-Committee Chairs and the Student Senate President will attend this meeting.
2. This shall be held at least once a month.

F. Standing Sub-Committee meetings shall be held as seen fit by the Committee Chair and the members.

G. Ad-hoc meetings shall be held as seen fit by the Committee Chair and the members.

H. All Senators must be notified at least forty-eight (48) hours in advance for a meeting other than regularly scheduled Full Senate meetings.

I. The Executive Board has the power to call extra meetings as needed.

*II. Senate Rules*

A. The Senate shall determine its own rules. All Senate proceedings shall be according to “Robert’s Rules of Order,” except where they conflict with the Senate Constitution and/or Bylaws. Rules may only be suspended or amended by a two-thirds (2/3) vote of Senate.

B. The President shall convene and open all Senate meetings and use the following agenda for meetings:

1. Roll Call
2. Minutes
3. Officer and Standing Committee Reports
4. Ad-hoc Reports
5. Unfinished Business
6. New Business
7. Courtesy of the Floor
8. Adjournment

C. Senate shall postpone voting on any proposal brought by an outside organization that has not been voted on by a committee until the next Full Senate meeting.

D. Requirements of Senators – Each Senator must serve on at least two committees – one standing committee and one standing subcommittee – at all times.

1. A Standing Committee Chair fulfills the requirement of serving on a CLIP.
2. Membership in an Ad-hoc committee does not count towards the committee requirement.

3. Committee Chairs have the authority to recommend to the Executive Board the removal of a delinquent committee member. "Delinquency" includes, but is not limited to, attendance issues and failure to adhere to the duties and responsibilities of said committee.

### *III. Summer Term*

- A. Before the end of the year, the Secretary will compile a list of summer contact information for all Senators.
- B. The Executive Board will address any issues that arise during the summer term.
  1. In the case of issues needing immediate attention, Senators remaining in close proximity to campus will address the concerns.
  2. In the case that said issues need full Senate approval; the secretary will contact Senate members within 3 days.

### *IV. Interpretation*

- A. The President of the Student Senate shall have the power to interpret and implement all parts of the Bylaws and Constitution with the council of the other Executive Board members. The interpretation of the President may be over ruled by a simple majority of the Senate.

## **ARTICLE 2—Attendance**

### *I. Attendance*

A member of Lehigh University's Student Senate is required to attend all scheduled full Senate meetings and all scheduled meetings for committees of which the senator is a member. Required committee meeting attendance applies to all committees, including Ad-hoc, Administration Board, Conference, Constituency, Executive Board, and Standing committee meetings.

### *II. Absences*

- A. Senators are required to submit a form of explanation for absences within one (1) week of the missed meeting.
- B. All absence explanation forms will be reviewed and determined as excused or unexcused at the discretion of the Executive Board.
- C. Committee chairs will record attendance as requested by the Executive Board which may include, but is not limited to, posting attendance records online and submitting committee reports.

### *III. Unsatisfactory Attendance is determined by accumulation of points as stated below:*

- A. Unsatisfactory attendance will occur when a Senator has incurred six (6) or more absentee points.
- B. A Senator will incur three (3) points for each unexcused absence from full Senate meetings or mandatory Senate arranged functions.
- C. A Senator will incur two (2) points for each excused absence from full Senate meetings.
- D. A Senator will incur two (2) points for each unexcused committee absence.
- E. A Senator will incur one (1) point for each excused committee absence.
- F. A Senator will incur six (6) points for any absence from previously arranged constituency meetings.

### *V. Consequences of Absences*

- A. When a Senator has incurred six (6) or more absence points, the Executive Board shall inquire into the source of the acquired points.

- B. If the Executive Board determines that an individual meeting with the Senator is necessary, the Secretary will contact the Senator and inform him or her of the required meeting.
- C. At the full Senate meeting prior to the designated attendance review, the Executive Board shall inform the entire Senate of the upcoming review.
- D. Any Senator shall be allowed to attend the attendance review and present information pertinent to the Senator's unsatisfactory attendance record.
- E. If the Executive Board determines that revocation of the Senator's membership in Senate is necessary, the Executive Board will disclose their reasons for terminating the Senator's membership at the next full Senate meeting following the open attendance review.
- F. If the Senator fails to present him or herself at the scheduled attendance review, the Executive Board may choose to dismiss the Senator through written communication after reviewing his or her attendance record.
- G. Any subsequent absences after an initial attendance review may be grounds for automatic dismissal by the Executive Board upon receiving an unacceptable explanation.

## **ARTICLE 3—Constituency**

### *I. Accountability and Reports to Constituency*

- A. Senators must meet or contact their constituency prior to the first four (4) o'clock quizzes and second constituency contacts or meetings must be made prior to the second round of four (4) o'clock quizzes of each semester. These reports must include at least contact information. The Executive Board reserves the right to announce additional constituency contacts or meetings as the need arises.
- B. Five senators will be chosen from the current Senate to facilitate all communication monthly to the five constituency groups: first-year, non-first-year residence halls, fraternity, sorority, and off-campus. These reports must summarize the monthly activities of Student Senate.
- C. If a Senator has an excused absence from a constituency contact or meeting, the meeting must be rescheduled within one (1) week.
- D. If a Senator cannot make a scheduled constituency contact or meeting the Senator may send another Senator to represent him provided the Executive Board has been notified.

### *II. Responsibilities to the Constituency*

- A. It is the Senator's responsibility to notify, at least 3 days in advance, the time and place of a constituency meeting, should one be held.
- B. Each Senator must be available to their constituency by phone, mail, or e-mail during the time between each constituency meeting and promote the open lines of communication between the Senate and constituency.

### *III. Representation on the Student Senate shall be determined by living unit in the following manner:*

- A. By the first (1st) week in March of each year, the Elections Committee in consultation with the Dean of Students Office shall review and determine from official institutional data, the total number of undergraduate students, the numbers of students residing in non-first-year residence halls, and the number of students belonging to fraternities and sororities.
- B. The number of non-affiliated off-campus residents shall be determined by subtracting the total in non-first-year residence halls, fraternities and sororities from the total number of undergraduates.
- C. The number of Senators from each area shall be determined by multiplying the percentage of residents from any given area by forty-five (45).
- D. If a Senator is in a fraternity or sorority, that is the constituency for which they must run, regardless of their residency.
- E. Senators elected by a constituency will serve out their term for that constituency regardless of whether or not they represent that constituency. If an impeachment proceeding occurs, then on

impeachment and conviction of, a Senator shall be removed from the Senate with a two-thirds (2/3) vote of the seated Senate.

- F. The Election Committee will decide on a small mark to be placed on the platforms of the incumbent Senators running for the following year. A key as to the meaning of its representation will note the mark.
- G. Records shall be kept of the names of the individuals who vote in order to prevent an individual from voting multiple times.

## **ARTICLE 4—Elections and Appointments**

### *I. First-Year Elections*

- A. The President shall work with Senate advisers to oversee first-year elections with support of the Executive Board as needed.
- B. The President, Senate advisers, and Executive Board shall insure that all election procedures are followed.
- C. If a candidate fails to follow election procedures, the President will notify said candidate of his ineligibility.
- D. Publicity for Senate applications for elections shall be completed and posted at least seven (7) days prior to the day the applications are due.
- E. In the case of a tie, the President and advisers will convene and render a decision prior to the first new full senate meeting.
- G. Records shall be kept of the names of the individuals who vote to prevent an individual from voting multiple times.
- H. Only those living in an applicant's constituency during the school year in question may sign an application and/or vote.

### *II. Full Senate Elections*

- A. The Senate advisers shall insure that all election procedures are followed.
- B. If a candidate fails to follow election procedures, the Senate advisers will notify said candidate of his ineligibility.
- C. Publicity for Senate applications for elections shall be completed and posted at least 7 days prior to the day the applications are due.
- D. In the case of a tie, the President, unless running for re-election, and the Senate advisers will convene and render a decision to proceed.
- E. Records shall be kept of the names of the individuals who vote to prevent an individual from voting multiple times.
- F. Only those living in an applicant's constituency during the school year in question may sign an application and or vote.

### *III. Officer and Committee Chair Elections*

- A. Positions shall be nominated and elected respectively in the following order:
  - 1. President
  - 2. Vice President
  - 3. Treasurer
  - 4. Secretary
  - 5. Parliamentarian
  - 6. Club Affairs Chairperson
  - 7. Public Relations Director
- B. Positions to be nominated and elected respectively in this order after first-year Senators have been elected.

1. Standing Sub-Committee Chairpersons
2. Education Policy Committee Representatives
  - a. College of Arts and Sciences
  - b. College of Business
  - c. College of Engineering
3. Awards and Prizes Committee (if applicable)
4. Social Policy Committee Representative
5. Environmental Coalition Representative
5. Any other committee appointments as needed

#### C. Eligibility

1. All incumbent Senators in good standing are eligible to vote.
2. To be nominated and elected:
  - a. A Senator must be in good standing.
  - b. A Senator must be present for the full academic year.
  - c. A Senator who has not served on the Allocations Committee a previous year cannot fill the office of Treasurer.

#### D. Nominations

1. Another Senator for any of the above-mentioned offices may only nominate any member of the Student Senate.
2. A single Senator may not nominate more than one Senator for each office.
3. Upon completion of the nomination for a particular position, the nominated Senators have the option of speaking briefly to the Senate (4 minutes maximum).

#### E. Elections

1. Upon completion of the speeches, the candidates must leave the room.
2. Four (4) Senators, Two (2) in favor (“pro”) and two (2) in opposition (“con”) may speak on the candidate (for a maximum of one and one half (1½ ) minutes).
  - a. The President will choose the speakers.
  - b. The order of the speeches is to be: Pro, Con, Con, Pro
    - i. A second pro may not be given until the second con is given
3. Once the candidates return, a secret ballot is cast stating each Senator’s first choice only.
4. If anyone Senator fails to attain 51% of the total secret ballot, a second round of secret ballot elections will be held immediately. The Senators who receive the two highest totals will move on to the second round, winner take all ballot.
5. In the event of a tie between candidates, a run-off election may be held.
6. A Senator who fails to win an election may run for any subsequent officer position, conditions resuming as stated in Section III.

#### *IV. Guidelines for Internal Elections*

1. Any senator who wishes to run for an Executive Board position (President, Vice-President, Secretary, Treasurer or Parliamentarian) must announce his or her intention of running for said position at the full senate meeting prior to the meeting in which the election will take place.
2. Senators wishing to change the position for which they are running after making their formal announcement must notify the Secretary of the Senate no fewer than two (2) days prior to the election. The Secretary shall immediately notify the full Senate of the candidate’s change of position.
3. Formal announcements shall consist only of a candidate’s intention to run for a specified position. Any attempt by a candidate to use his or her formal announcement as a means to campaign or influence other senators in any way shall no longer be eligible for an executive position. Disqualification for this violation will be left to the discretion of the seated Executive Board, in consultation with the Senate advisor(s).

4. In the event that a candidate is disqualified for attempting to use the formal announcement to campaign, the Secretary of the Senate shall notify the Senate of a candidate's disqualification no more than one (1) day after the violation occurs.
5. Candidates for any office are forbidden to use external means in attempts to secure the vote or endorsement of another senator. External means includes, but is not limited to, any form of bribery, gift-giving, or threatening behavior that is intended to influence another senator. Any violation of this rule shall result in the candidate's immediate disqualification from the election process. Disqualification for this violation will be left to the discretion of the seated Executive Board, in consultation with the Senate advisor(s).
6. In the event that a candidate is disqualified for attempting to use external means, the Secretary of the Senate shall notify the full senate of the candidate's disqualification no later than one (1) day after he or she has been disqualified.
7. Any member of the current Executive Board seeking reelection to the Executive Board for the following Senate will remove him or herself from any deliberations regarding the disqualification of candidates.

#### *V. Election of the Executive Board*

- A. At the last full Senate meeting of the existing Senate, the last order of business shall be the election of the Executive Board for the subsequent Senate. The election shall proceed in accordance with the procedures outlined in Robert's Rules of Order.
- B. The existing Executive Board shall be dissolved with the closing of the last meeting of the existing Senate.
- C. The first order of business at the first meeting of the subsequent Senate shall be the confirmation of the Executive Board as elected by the previous Senate. The Executive Board shall not be official until the board has been confirmed.
- D. The Senate advisor(s) shall ask for a motion to confirm the Senator who has been elected by the previous Senate to the office of the President. A majority vote is needed for confirmation of an Executive Board officer.
- E. After the President has been confirmed or newly elected (see below), he or she shall assume control of the Senate and shall direct the confirmation process for the Vice-President, the Treasurer, the Secretary, and the Parliamentarian.
- F. In the event that the officer does not receive a majority vote and is thus not confirmed, nominations for the office shall be taken from the floor. The officer elected by the previous Senate shall automatically be entered in the election. The election shall proceed according to Article 4, Section III, C,D,E. The candidate receiving a majority vote in this election shall be considered confirmed by the current Senate.

#### *VI. Elections Committee*

- A. The Elections Committee shall work to fill any vacancies in the Senate.
- B. The Committee shall be overseen and chaired by the Vice-President.
- C. The Committee shall consist of 5 members – one per constituency.
- D. The Committee shall be selected by the Senate Executive Board after first-year student elections are over.

#### *VII. Vacancies in the Senate*

- A. Once a vacancy is opened on Senate, the student body shall be notified of said vacancy and applications for the position will be collected. The seat shall remain open for two weeks from the time the student body is notified.
- B. The Elections Committee shall meet once during this two-week period to determine the needs of the Senate and the qualities they hope to find in a candidate. At this meeting, they must come up with consistent questions to ask all candidates.

- C. All candidates must e-mail their platforms to the Senate account by a date determined by the Elections Committee.
- D. The Vice-President shall schedule interviews for all of the candidates. Interviews of all candidates should be conducted on the same day.
- E. Following the deliberation and decision of the Elections Committee, the Vice-President will notify all candidates that same day. The Vice-President will also notify the Secretary of the new additions to the Student Senate.
- F. In the case that a vacant Senate seat is not filled through the process above within two (2) weeks of a campus-wide announcement, the following steps will be taken:
  - 1. The open seat will be designated as an at-large position, open to any member of the undergraduate student body.
  - 2. One (1) week following the announcement of the at-large seat, the Elections Committee will convene as outlined above to select a Senator to fill the seat.
  - 3. The at-large seats will have no specific constituency with which they are affiliated; they will represent the study body “at-large.”
  - 4. The Secretary will keep track of which constituency with which the at-large position was originally affiliated.
  - 5. If the seat of an at-large Senator becomes vacant during the time the at-large Senator is seated on Senate, the at-large Senator fills the constituency seat. The at-large seat would then be re-designated to its original constituency and an attempt to fill the seat would be conducted following the process of filling a Senate vacancy.
  - 6. At the end of each year, at-large seats are restored to their original constituency affiliation.

*VIII. Vacancies in the Executive Board*

- A. In the case of vacancy in the Presidency, the Vice-President shall assume the office until such time as a special election may be held.
- B. In the case of vacancy in the Vice Presidency, the Parliamentarian shall assume the office until such time as a special election may be held.
- C. In the case of vacancy in the Treasurer’s position, Assistant Treasurers shall assume the office until such time as a special election may be held.
- D. In the case of vacancy in the Secretary’s position, the Treasurer shall assume the office until such time as a special election may be held.
- E. In the case of vacancy in the Parliamentarian’s position, the Secretary shall assume the office until such time as a special election may be held.

*IX. Appointments*

A. Election

- 1. The seated Executive Board will decide upon a nominee to fill the position.
- 2. The Executive Board will present their nominee to the full Senate; this nominee must be accepted by a majority vote.
- 3. If the nominee is not accepted by a majority vote, the Executive Board will decide upon a new nominee at the next Executive meeting and then present their new nominee at the next full Senate meeting.

B. Resignation/Impeachment

- 1. If a Director resigns, the election process shall commence as stated in Article 4, Section V.
- 2. If a Director fails to perform his or her duty to the satisfaction of the Student Senate, the impeachment process shall commence as stated in Article XI of the Constitution. If impeachment occurs, the election process shall commence as stated in Article 4, Section V.

*X. Resignation*

If a Senator resigns from the Senate before his or her term is expired, a formal letter of Resignation is required. Said letter should be addressed to the entire Senate and must include the Senator's reason(s) for resignation.

## **ARTICLE 5—Duties of Executive Officers**

### *I. The President shall:*

- A. Chair all full Senate meetings; in the event that the President cannot serve as chair, the Vice President shall act as Chair.
- B. Chair the Executive Board.
- C. Be a member of the Council of Student Presidents.
- D. Be an ex-officio member of all committees.

### *II. The Vice-President shall:*

- A. Chair the Administrative Board.
- B. Be a member of the Executive Board.
- C. Prepare an agenda in advance of a Full Senate Meeting.
- D. Shall serve as the non-voting member of the Senator Assignment Board.
- E. Assign Senators to their respective committees, taking into consideration the preferences of Senators.
- F. Be an adviser to the Club Affairs Committee.

### *III. The Treasurer shall:*

- A. Chair the Allocations Committee.
- B. Be a member of the Executive Board.
- C. Appoint one (1) or two (2) assistant Treasurers.

### *IV. The Secretary shall:*

- A. Be a member of the Executive Board.
- B. Record the minutes of all full Senate meetings.
- C. Distribute the minutes to Senators, members of the Council of Student Presidents, and to appropriate students, faculty and administrators.
- D. Maintain the Senate Bulletin Board on the Internet.
- E. Oversee correspondences with other outside organizations and student governments.
- F. Maintain and enforce attendance records of all full Senate meetings, all standing committees, standing Sub-Committees, and Ad-hoc committees.
- G. Be an adviser to the Public Relations Committee.
- H. Maintain a list of the original constituency of all at large positions.
- I. Count votes and ballots.

### *V. The Parliamentarian shall:*

- A. Understand Robert's Rules of Order.
- B. Oversee the Elections Committee.
- C. Maintain order at full Senate meetings.
- D. Assign all pieces of legislation to the appropriate committee(s).
- E. Be a member of the Executive Board.
- F. Be Chair of the Bylaws committee.
- G. Count votes and ballots.

## **ARTICLE 6—Duties of Appointees**

*I. The Communications Director shall:*

- A. Facilitate relations between the Executive Board, Student Senate, and the general student population.
- B. Oversee production of the monthly newsletter and other forms of communication.
- C. Act as a liaison between Student Senate, other universities, institutions, and organizations.
- D. Be the Chairperson of the Public Relations Committee.

*II. The Technology Director shall:*

- A. Facilitate relations between Student Senate and Lehigh Technology Services.
- B. Maintain Student Senate web projects, including, but not limited to:
  - 1. Student Senate Website
  - 2. Student Senate portal
- C. Develop and implement new technologies for Student Senate.
- D. Assist other Senators and committees with their technological needs.
- E. Serve on the Public Relations Committee.

*III. The Alumni Relations Director shall:*

- A. Maintain and update the Student Senate alumni directory.
- B. Maintain relationships with Student Senate alumni by planning events, contacting alumni, and/or other various means as seen fit.
- C. Serve on the Public Relations Committee.

**ARTICLE 7—Districting**

*I. Districting is the assignment of Senators to the different Senatorial districts within a constituency.*

*II. The number of districts within a constituency will be determined by the number of Senators elected to that constituency according to the election bylaws.*

*III. Districting will be done as following:*

- A. First-year and non-first-year Residence Hall districting will be done as follows:
  - 1. One districting shall be done in the spring for the following semesters until the next full Senate election.
  - 2. Districting will be done for First-year Senators after elections in September.
  - 3. First-year Senators shall represent all living areas where first-year students reside.
- B. Fraternity and sorority districting will be done as follows:
  - 1. Districting will be done in spring for following semester until next full Senate election.
  - 2. Districting will be based on number of housing groups in a geographic area.
- C. Off-campus districting will be done as follows:
  - 1. One districting shall be done in the spring for the following semesters until the next full Senate election.
  - 2. Districting of off-campus students will be based on non-affiliated off-campus residents
- D. The Vice-President will do all districting.
- E. All Senators will be asked to report where they will be living the next academic year immediately after election. Senators representing Fraternities and off-campus constituencies will choose three (3) houses or streets they most desire to represent. Senators representing non-first-year residence halls, first-year halls, and sororities will choose two (2) halls or houses they most desire to represent.

**ARTICLE 8—Allocations of Monies**

*I. Definitions*

- A. REQUESTED: the dollar amount an organization asks for in a budget.
- B. APPROVED: the dollar amount or event(s) deemed allowable in a budget request.
- C. FUNDED/ALLOCATED: the dollar amount actually provided.
- D. FUNDABLE: similar to “approved”; an event deemed “allowable is within the guidelines required for the expenditure of Student Life Series money; this does not ensure any dollar amount will be granted.
- E. GRANT: dollar amount given to an organization without the expectation of repayment or reimbursement.
- F. LOAN: a dollar amount given to an organization with the expectation of reimbursement within that fiscal year.
- G. SUPPLEMENTAL BUDGET: budget submitted during the course of the year to request additional funding for an unanticipated expense or event.
- H. SPECIAL ORGANIZATION: any organization that has as its main objective the programming of events of an educational or entertaining nature which are designed to enrich the entire Lehigh Community and whose accounts are chiefly administered by the faculty/staff advisor to the organization. The Dean of Students Office determines this status.
- I. REGULAR ORGANIZATION: any organization recognized by the Student Senate, whose leadership consists of fifty-one (51) percent undergraduate students and whose Treasurer is an undergraduate student.
- J. CONDITIONAL APPROVAL: approval of a budget, which is pending the fulfillment of some additional criterion or criteria (e.g. constitutional revisions, substantiating documents, qualification f-or the budgeted event, etc.).
- K. AUXILIARY BUDGET: the budget submitted by a special organization to inform the Senate (via the Allocations Committee) of the specifics for the upcoming fiscal year; this should provide all possible details, which the preliminary submission did not.
- L. POLITICAL ORGANIZATION: any organization tied to a political party.
- M. NEW EVENTS REQUEST: a request by a club for approval and/or additional funding for an unanticipated expense or event that was not requested in their budget for that fiscal year.
- N. STUDENT LIFE SERIES FUND: funds set aside by the university to be distributed to qualified clubs by the Senate Allocations Committee.
- O. EMERGENCY FUNDING: funding determined by the Treasurer and approved to go to the Senate by the Executive Board.

## *II. Disbursement of Student Life Series*

- A. Structure – There shall be an Allocation Committee within the Senate, which shall consist of the following members:
  - 1. The Treasurer of the Student Senate, who shall serve as chairperson of this committee.
  - 2. Eleven (11) Senators appointed by the Treasurer and approved by the Executive Board.
  - 3. One (1) or Two (2) Assistant Treasurer(s).
  - 4. Advisor(s) from the Office of Student Life, as an ex-officio, non-voting member.
- B. Eligibility for Appropriations of Funds
  - 1. The Lehigh University Student Senate must recognize the organization.
  - 2. Organization must submit a budget within the designated time frame to the Allocations Committee, detailing all of the organization’s revenue and proposed expenses.
  - 3. Unless designated as a “special organization,” the organization’s President and Treasurer must complete the financial workshop offered by the Office of Student Life.
  - 4. Organization must not be politically or religiously affiliated.
  - 5. Organization must agree to follow the policies of the Office of Student Accounts and the Senate Allocations Committee.
  - 6. Organization may not use student life series money to contribute to:
    - a. Political campaigns.
    - b. Political parties.
    - c. Speakers tied to a political campaign.

- d. Alcoholic beverages.
- e. Meal or entertainment expenses incurred by the organization's members while traveling or on organizational business.
- f. Clothing expenses or other personal items for general membership distribution.
- g. Food expenses strictly for social events.
- h. Religious organizations or activities.
- i. Illegal activity.

### C. Evaluation of Budgets for Regular Organizations

Failure to meet the following requirements or those adopted as Allocation Committee policy can and will render the offending organization ineligible for funding.

#### 1. Requests for appropriations of Student Life Series funds shall:

- a. Be submitted no later than the second (2nd) Friday in February.
- b. The deadline for budget submission of newly recognized student organizations shall be no later than thirty (30) days from the date of recognition.
- c. For those groups that miss the deadline for the budget submission, a second Allocation period will occur during the fall semester. The deadline for late budgets will be the second (2nd) Friday in October. These budgets are subject to a funding penalty determined by the Allocations Committee. All budget requests must be submitted by the second (2nd) Friday in October in order to be considered. Any budgets (except for newly recognized groups) received after this day will not be reviewed and those groups may not receive Student Life Series funding during the fiscal year.
- d. If the deadlines fall on a University break, budgets will be due the first day of classes after said deadline.

#### 2. Weekly committee meetings will be scheduled at the beginning of each semester to handle all new budget submissions and regular requests for supplemental and reallocation of funds.

#### 3. To conduct a proper budget review, one of the following will occur:

- a. A closed hearing at which the Allocations Committee shall evaluate the budgets and formulate a recommendation to the Senate on appropriate funding.
- b. An open hearing requested by the Allocations Committee, open to any interested parties.
- c. An open hearing requested by the Allocations Committee at which only the organization's officers may be present. The officers may present their budget to the Allocations Committee for their review.
- d. Student Life funds may only be used for those items which are approved by the Senate.

#### 4. Budget recommendation and approval

The Allocations Committee shall forward all budget recommendations (regular, supplemental and appeals), including those recommendations for zero (0) allocations, to the full Senate. Budgets, including any amendments made by the full Senate, may be approved by a majority vote or, if a majority vote is not attained, may be returned to the Allocations Committee for further consideration. Approval shall be considered authority for the transfer of funds.

#### 5. Emergency Funding

- a. If emergency funding is needed by an organization and the Allocations Committee is unable to meet between the time the Treasurer was notified of the need and a regularly scheduled Senate meeting, the full Senate has the authority to bring the supplement or emergency funding to a vote.
- b. If the full Senate cannot meet, then the Executive Board has the authority to approve the emergency funding proposal.

#### 6. New Events Request

- a. Organizations that require additional funding for previously unanticipated expenses or events must submit a new event request form. The Allocations Committee will review new event request on a weekly basis. No item that was requested in a regular budget or previous new event request may be included in a later new event request during any given fiscal year.
- b. Any organization, which anticipates qualifications for a higher level of competition, (e.g. regional, district, national) may submit a new event request before actual qualification. The request will be reviewed according to standard procedure, and approved only on a conditional basis.
- c. Under all circumstances, a club must first consider reallocation.

7. All other Allocation Committee policies can be found in the Treasurer's Manual or the Budget Packets.

#### D. Evaluation of Special Budgets

##### 1. Deadlines

- a. A special budget will be due on the second (2nd) Friday of February and must be reviewed and returned to the organization no later than the second (2nd) Friday of March.
- b. A late special budget may be submitted on the second (2nd) Friday of the Fall semester. The budget will be reviewed and returned no later than the second (2nd) Friday of October. All late budgets are subject to penalty.
- c. At any time the Allocation Committee feels that an auxiliary budget is needed, it will ask that special organization to submit one. The Allocation Committee can impose its own deadline for when the auxiliary budget is due. However, the deadline can be no less than two (2) months from the day the special organization is notified.

##### 2. Evaluation of special budgets

- a. Upon submission of a special budget the Treasurer shall schedule a budget hearing which shall consist of either:
  - 1) A closed hearing at which the Allocations Committee shall evaluate the special budget and decide on a recommendation to the Senate for appropriate funding.
  - 2) An open hearing requested by the Allocation Committee for the purpose of:
    - a) Allowing other Senators to sit in on the meeting as a non-voting member.
    - b) Allowing a special organization's officers to present their budget to the Allocations Committee for their review.
    - c) The criteria will include the following statements made in Article 7, Section II, C, 2,3,4,5,6,7.
      - (1) Exceptions to these rules can be found in the Treasurer's Manual.

#### E. Appeals

1. Any organization whose budget and request for funds has been processed or evaluated may file a formal grievance with the Allocation Committee. This appeal shall take the form of a written statement of grievances; it must be submitted no later than ten (10) working days after notification of final Senate action on the budget in question.
2. The organization will be given the opportunity to present any grievances to the Allocations Committee in the form of an oral report given by no more than three (3) members of the organization, fifty percent (50%) or more being officers. This report shall not exceed five (5) minutes in length and may be followed by a question and answer session.

#### F. Administration of Funds

1. The Student Accounts Coordinator in the Dean of Students Office shall be responsible for the authorized transfer of funds to the appropriate organizations, the monthly reconciliation of accounts for regular organizations, and the disbursement and collection of funds for accounts.
2. The Dean of Students Office and the Treasurer of the Senate shall both be empowered to freeze budgets for the following reasons:
  - a. Deficit balances.
  - b. Violating established University policy and/or procedure.
  - c. Violating established Student Senate policies and/or procedure.
  - d. Violating established Office of Student Accounts policies and/or procedures.
  - e. Misuse of funds.
3. The Dean of Students Office through the Student Accounts Coordinator, the Treasurer of the Senate and the Allocations Committee shall all be notified within five (5) days of an organization's budget being frozen.

#### G. Loans

1. Any money specified as a loan from the Student Senate must be repaid by the end of the fiscal year. If repayment puts the club account in a deficit, the officers of the club will be held liable for fifty (50%) of the remaining debt.

#### H. Distribution of Allocations Information

1. Upon initial approval of minor and major club budgets by the full Senate in the spring semester, said budgets shall be made available to the public via the Senate website. Other relevant funding decisions made by the Allocations Committee may also be made available via the website or another means of communication throughout the year.
2. The Treasurer shall, with the intent of alleviating concerns and ensuring communication between the Allocations Committee and the student body, make him or herself available to any interested party with questions regarding Allocations funding decisions.
3. No Senator or individual in attendance at any Allocations meeting shall be permitted to distribute any presented materials, proceedings, or its funding decisions to any club, organization, or association until the information is presented to the Full Senate.

## **ARTICLE 9 – Campus Life Improvement Promotions**

### *I. Structure*

- A. The Campus Life Improvement Promotions (CLIP) may include but are not limited to improving
  1. Academics
  2. Campus Safety
  3. Facilities and Housing
  4. Food and Dining
  5. Transportation

### *II. Meetings*

- A. The Campus Life Improvement Promotion Committees should meet at least weekly.
- B. All members of the CLIP must attend.

## **ARTICLE 10—Club Recognition**

### *I. In order to be recognized by the Student Senate, clubs must have the following:*

- A. A distinct and unique purpose that will in some way further the Lehigh community.
- B. A plan detailing the specific long and short term goals of the club or organization for its involvement and perpetuation on campus.

- C. Completed all requirements of the petition process as stated in the Club and Organization Recognition and Registration Packet.
- D. An Executive Board consisting of at least a President and Treasurer who qualify as two (2) different undergraduate students.
- E. An Advisor who is a full-time member of the faculty or staff of Lehigh University.

*II. The Recognition Process shall proceed as stated below:*

- A. Any club or organization that wishes to be recognized must initially apply to be granted preliminary recognition by submitting a *Club and Organization Application for Recognition* and a detailed constitution.
- B. Two (2) or more members of a club or organization, *including the primary officer*, must meet with the Club Affairs committee in order to present the club or organization and answer any questions members of the Club Affairs committee may have.
- C. The Club Affairs committee will vote on a recommendation for preliminary recognition. A recommendation in favor of preliminary recognition will be presented to the Student Senate pending a majority vote that favors that recommendation.
- D. The Club Affairs chairperson will construct a bill that will be presented to the Student Senate recommending or not recommending that the club or organization be granted preliminary recognition.
- E. Once the club or organization has been granted preliminary recognition, the financial officer of the club or organization may apply for a preliminary budget.
  - 1. The budget for all preliminarily recognized clubs and organizations will be a maximum of \$150 set by the Allocations Committee in consultation with the Club Affairs Chair.
    - a. Preliminarily recognized clubs and organizations are not limited in the amount of co-sponsorship funding they may apply for. Preliminarily recognized clubs and organizations may only co-sponsor events with fully recognized clubs and organizations.
  - 2. If the club or organization is not granted preliminary recognition, it cannot be fully recognized and the procedure terminates.
    - The club or organization, however, may reapply for recognition.
  - 3. Any funds allocated by the Student Senate to a preliminarily recognized club that remain at the end of the preliminary recognition period when the club is not granted full recognition may be recaptured by the Student Senate.
- F. Preliminary recognition will grant the club or organization a trial period lasting fifteen (15) academic weeks so that it may function as a recognized club or organization under a limited budget.
  - 1. During this period, two (2) or more members of the club or organization, including the primary officer, must attend a meeting with the Assistant Dean of Students and the Club Affairs chairperson to discuss all past, present, and future activity of the club or organization. This meeting is to be scheduled by a member or members of the club or organization and should occur after the club or organization has held at least one event.
  - 2. Also during this period, two (2) or more members of the club or organization will be required to attend any workshops held by the Club Affairs committee.
- G. If the club or organization is not granted preliminary recognition, it cannot be fully recognized and the procedure terminates.
  - The club or organization, however, may reapply for recognition.
- H. At the conclusion of the trial period, two (2) or more members of the club or organization, including the primary officer, must meet again with the Club Affairs committee to discuss all activity that has occurred during the trial period.
- I. The Club Affairs committee will vote on a recommendation for full recognition.
  - 1. A recommendation in favor of full recognition will be presented to the Student Senate pending a majority vote that favors that recommendation.

- J. The Club Affairs chairperson will construct a bill that will be presented to the Student Senate recommending or not recommending that the club or organization be granted full recognition.
- K. Once the club or organization has been granted full recognition, the financial officer of the club or organization may apply for a budget.
  - If the club or organization is not granted full recognition, it may reapply for recognition but must be reevaluated and undergo an additional trial period lasting fifteen (15) academic weeks.
- L. If the Club Affairs committee, upon review of a club or organization after the club is granted full recognition, determines the club to be incapable of fulfilling its stated purpose as demonstrated by its activity during its preliminary recognition, the committee shall recommend to the Student Senate at its next meeting that the club or organization's recognition be revoked.
- M. In the event that a club or organization's recognition is revoked, all unused funds that have been allocated to the club shall be recaptured by the Student Senate and shall be made available for reallocation by the Allocations committee.
- N. The Club Affairs committee has the right to recommend revocation of a club's recognition in the event that the club or organization violates its initially-stated purpose or fails to comply with all requirements, regulations, and responsibilities set forth by the university, as well as the Student Senate.
- O. Any club or organization that has had its recognition revoked may re-apply for recognition in the semester immediately following the revocation of its recognition.

## *II. Club and Organization Liaisons*

- A. The Club Affairs Chairperson shall assign members of the Committee as liaisons to each active and recognized club and organization as he or she sees fit.
- B. These liaisons shall work with their assigned clubs and organizations to ensure open lines of communication and cooperation between the clubs and organizations and the Senate.
- C. During the temporary recognition period, the club or organization's assigned liaison from the Club Affairs Committee shall attend at least one meeting of the club or organization and establish him or herself as a resource for the club and its members.

## *III. Maintenance of Recognized Status*

Each year, by a date determined by the Club Affairs Committee, every recognized club and organization must re-register as stated in the Club and Organization Recognition and Registration Packet.

## **ARTICLE 11—Ad-hoc Committees**

### *I. Creation of Ad-hoc committees*

- A. Ad-hoc committees will be created by a majority vote of the Student Senate to address any issue not covered by another committee.
- B. Upon the creation of a new Ad-hoc committee, any Senator will be welcome to join the committee.
- C. The election of an Ad-hoc committee chairperson will follow the same procedure as that of a standing committee.
- D. With the consent of the Senate Executive Board, an Ad-hoc committee can be co-chaired by two (2) Senators.
- E. An Ad-hoc Committee may be dissolved by a two-third (2/3) vote of the seated Senate with majority of consent from the committee.

### *II. Privileges*

- A. Each Ad-hoc committee will have the right to invite any person to contribute to the Ad-hoc committee for the purpose of experience and expertise.

### *III. Resolutions*

- A. The Ad-hoc committee may present a resolution or piece of legislation at any scheduled Senate meeting.
- B. It will be voted upon during that committee's report and needs a simple majority to pass.
- C. Any member of the Executive Board or a Chairperson will, if necessary, forward the legislation to the proper authority.

### *IV. Guidelines for Final Reports*

- A. At the last meeting of each Senate a final report shall be prepared in the following form:
  1. Name of the committee.
  2. Committee chair.
  3. Active members.
  4. The goals.
  5. Accomplishments.
  6. Any passed or pending proposals/resolutions.
  7. Any recommendations for the new Senate.
- B. The Chairs of all Ad-hoc committees shall complete these reports.

## **ARTICLE 12—Legislative Procedures**

### *I. Any Senator may sponsor a piece of legislation by:*

- A. Designating it as a Senate Resolution, Senate Recommendation, or Senate Bill.
- B. Supplying the appropriate background information.
- C. Stating the purpose of the legislation.
- D. Providing a report of any previous committee action.
- E. Forwarding it to the Parliamentarian of the Senate.

### *II. The Parliamentarian has the responsibility to:*

- A. Refer the legislation to the appropriate committee(s).
- B. Establish an Ad-hoc committee or task force to consider the legislation, in the case that an appropriate committee does not exist.
- C. Include the legislation on the next agenda if more than five (5) Senators co-sponsor the legislation.

### *III. Committee Chairs shall have the responsibility of reporting on all legislation referred to their committee within two full Senate meetings of the referral.*

## **ARTICLE 13-Bylaws Committee**

### *I. Positions*

- A. There will be five (5) members of this committee, one (1) from each constituency, not including the Parliamentarian, who shall be Chair of the Committee.
  1. The five (5) Senators of the Committee will be appointed by the current Executive Board through an application process. Said application process will be defined and announced by the current Executive Board.
  2. Each of the five (5) senators, along with the Parliamentarian, shall have equal status and remain on the committee for the academic year.

### *II. Procedures*

- A. The Committee will meet on an as-needed basis or at the discretion of the Parliamentarian or current Executive Board.

- B. The Committee will discuss, draft, and propose potential changes to the Bylaws and/or Constitution as members of the Senate or the current Executive Board see fit.

## **ARTICLE 14-Student Senate Judicial Board (SSJB)**

### *I. Positions*

- A. There will be at least, but not limited to, seven (7) members of this committee. The number of committee members shall be dependent on the number of qualified applicants.
1. One (1) being the SSJB Chairman elected by majority vote at a full Senate meeting. At least four (4) Senators will be appointed by the current Executive Board through an application process. Said application process will be defined by the current Executive Board. At least two (2) Senators will be appointed by the Executive Board as alternates through the same process.
  2. The Treasurer will be an ex-officio member used only for consultation in matters concerning use and/or misuse of Student Senate Funds.
  3. The Club Affairs Chairperson will be an ex-officio member used only for consultation in matters concerning a recognized club's inability to adhere to any club requirements set forth by the Student Senate or the Student Senate Club Affairs Committee.
- B. Removal of an SSJB member
1. All requests for the removal of an SSJB member must be made in writing to the Student Senate Executive Board.
  2. The member shall be given ten (10) days to respond to the request.
  3. The Executive Board upon the request and response shall meet with both the member in question as well as the petitioner. The Dean of Students or Dean of Students Appointee will also be present at this meeting.
  4. Both parties shall be notified of the decision reached by the Executive Board and the Dean of Students within fifteen (15) days of the meeting.
  5. When a member is removed, the Alternate will fill the vacant voting spot, and the Executive Board will appoint a new Alternate.

### *II. Procedures*

- A. Any member of the University may file a report with the chair of the SSJB or the Office of Student Life.
- B. The designee of the Student Life office will do a preliminary hearing. If it is decided that a hearing is necessary the organization is then given a choice. Either the SSJB will hear the case or it will be given to the Dean of Students Office.
- C. The organization will be notified in writing the time, place, and date of the hearing a minimum of twenty-one (21) days in advance of the hearing so that it has a reasonable opportunity to prepare its defense.
1. Included on this notice will be a list of the SSJB members presiding at the hearing. The accused organization may challenge any member of the committee for such causes as bias or preconceived judgment. The chairperson and the Senate advisor shall determine whether the member must be replaced by one of the Alternates. In the event the chair is challenged one of the Alternates will replace him/her and either the Treasurer or the Vice-President will act as chair, with non-voting privileges. This challenge, however, must be given to the chair in writing, within seven (7) days of receiving the notice.
  2. If an SSJB member feels a conflict of interest it is his responsibility to remove himself from the board, providing he/she meets and discusses the problems with the chair and Senate advisor.
  3. If the organization is unable to attend the specified date scheduled, the organization has five (5) days prior to the hearing to reschedule by contacting the chair of the SSJB. After the second (2nd) excuse, all further excuses are subject to approval by the chair.

- D. The charged organization is informed in writing of the charges against it by the chair of the SSJB. This notice will state the specific regulations which is alleged to have violated.
- E. A pre-hearing interview is conducted by the SSJB chair with the charged organization. During this interview the organization:
  1. Receives a second notification of the charges.
  2. Has the charges explained, in terms of the specifics of the incidence and the evidence.
  3. Has the University Code of Conduct and/or the Student Senate Club Rules and Regulations (S.S.C.R.R.) explained.
  4. Receives copies and explanations of Conduct Hearings and summary of rights under due process.

### *III. Conduct of hearing*

- A. All five voting (5) members must be present for the duration of the hearing.
- B. The hearing shall be conducted in such a manner as to do substantial justice and shall not be restricted unduly by rules of procedure or information. Information not directly related to this matter at hand will not be considered when determining a verdict.
- C. The hearing shall be closed.
  1. Only SSJB members, the case officer and those members who are testifying may be present during the hearing except for the Treasurer and Club Affairs Chairperson when they are acting as an ex-officio member of the SSJB.
  2. The organization may have the hearing open during the opening statements if desired. This does not mean that the members may speak. They will merely be there to demonstrate support for the organization which is being heard. Once the hearing begins, they will be escorted out of the room.
- D. For the protection of parties involved, all hearings shall be taped. This tape will then be filed with all other hearing documents.
- E. The Organization has the right to be assisted by a friend of its choice, who must be a member of the University Community (Administrator, faculty member, coach, staff member, or student). There will be no legal assistance.

The friend may:

  - Advise in preparation of defense.
  - Accompany organization to all hearings.
  - Advise organization in preparation of appeal.

The friend may not:

  - Speak during the SSJB hearing unless called upon as witness.
- F. The chair shall present all evidence on the side of the SSJB.
- G. The chair shall call the witnesses into the hearing one (1) at a time. The accused members representing an organization may stay for the duration of the hearing. The chair will decide a reasonable number of representatives for an organization.
- H. The SSJB has the right to call a reasonable number of witnesses in verifying its evidence.
- I. The organization has the right to call witnesses on its own behalf.
- J. All witnesses called will be subjected to questions from both the SSJB and the accused organization.
- K. The testimony of unknown or unidentifiable witnesses shall not be admissible.
- L. The SSJB may address questions to any party or to any witness called by the parties. The organization is not compelled against its wishes to testify or answer questions, and its silence shall not be held against it. The board shall limit the scope of the testimony matters relevant to the case. The committee and/or the organization may request that the Office of Student Life require any member of the University community to appear as a witness at the hearing. In the event that any person, including the accused, shall disrupt the hearing, the chairperson shall remove that person and proceed with the hearing without him.
- M. The decision will be made based upon a preponderance of evidence presented at the hearing. Finding the organization responsible requires a simple majority of the SSJB.

1. In cases involving the University Code of Conduct, the Office of Student Life will review the report and render a final decision on the outcome of the case.
2. In every case in which a student and/or organization is found responsible, one of the following sanctions must be imposed in accordance with the guidelines set by the University Committee on Discipline:
  - a. Disciplinary Warning – a written statement of students’ responsibility for a violation of this code of conduct.
  - b. Disciplinary Probation – the conditional continuation of a student for a specified period of time.
  - c. Disciplinary Suspension – the removal of a student from the university for a continuous period not to exceed seven semesters. Said student will not be permitted to participate in any university activities academic or nonacademic.
  - d. Disciplinary Expulsion – the permanent removal of a student from the university by action of the board of trustees on recommendation of the University Committee on Discipline or the Dean of Students (or designee).
3. Additional sanctions may include but are not limited to:
  - a. Termination or suspension of organization.
  - b. Termination or suspension of funds.
  - c. Suspension of University Transportation.
  - d. Fines.
  - e. Loss of money allocated the following fiscal year.
  - f. Restitution or replacement of lost, damaged or stolen property.
  - g. Payment for damage or personal injury.
  - h. Suspension of privileges to participate in any activity sponsored by the University.
  - i. Suspension of privileges to use certain facilities.
  - j. Suspension of right to represent the University.
  - k. Community Service.
  - l. Required attendance of a Office of Student Activities workshop.
  - m. Referral for alcohol or drug counseling abuse. For additional information see Code of Conduct VII-Sanctions for Groups and Organizations.
4. All sanctions which suspend or limit an organization must have a date assigned after which full privileges may be restored.
5. Any appeal must be submitted within seven (7) calendar days of notification of the decision.
6. The SSJB will make a written report of the hearing consisting of the notice of charges and other hearing documents, a summary of information presented, the findings of the committee, and the sanctions imposed. Copies will be given to the organization, the Dean of Student Life, and read to the full Senate, where upon it will be filed.
7. If the organization chooses not to appear before the SSJB at the designated time without conferring with the chair, the trial will be proceed as planned.

#### *IV. Appeals*

- A. An appeal may be requested on the grounds that:
  1. Information, which reasonably could have altered the outcome of the case, was not available at the time of the hearing is now available.
  2. The University or SSJB disciplinary procedures were violated in a way that probably adversely affected the outcome of the case.
  3. The sanction was unduly harsh and not justifiable.
- B. All appeals concerning Code of Conduct violations go to the University Disciplinary Appeals Committee and all others shall be heard by the Student Senate Executive Board.

#### *V. Code of Conduct*

A. Refer to the Lehigh University Student Handbook.