

## **Article I. Purpose and Scope.**

A. The purpose of these bylaws is to establish the structures and operating procedures of the Finlandia University Student Senate, hereby referred to as Student Senate, which is a group comprised of six student-officers, three elected by the student body and three by student Senate. The primary goal of the Student Senate is to enhance the overall student experience at Finlandia University. Student Senates primary responsibility is to act as the voice of the students and communicate with the executives of the University to make necessary changes. Student Senate will act as the voice of the students by actively communicating with the Finlandia University student body, working collectively with the Student Life Office to organize events for the student body and acting as the governing body of all Finlandia University clubs and organizations.

## **Article II. Members of Student Senate.**

A. Student Senate shall consist of the following members:

### **1. President**

- a. Lead the Senate in all capacities
- b. Act as a direct source of communication between the President, Management Team and Non-Voting Advisors.
- c. Be responsible for the direction and vision of the Student Senate, and serve as the communication link between the Student Senate and Dean of Students.
- d. Represent the student body in various capacities, including representation on campus standing committees which include, but are not limited to, Diversity Committee, Campus Reads Committee, and Student Engagement Committee.
- e. Establish a regular communication network on campus, particularly communicating regularly with the Dean of Student Affairs.
- f. Coordinate any projects initiated by Student Senate not covered by committees and shall follow the progress of committee activities.
- g. Have such other responsibilities and duties as may normally be associated with an office of president.
- h. Assist in senate sponsored events.

### **2. Vice President;**

- b. Act on behalf of the President when he/she is unavailable.
- c. Keep open communication with student body and bring student concerns to Senate and university administration.
- d. Assist in senate sponsored events.
- e. Other duties as assigned.

### **3. Secretary/Treasurer;**

- a. Responsible for all meeting agendas and minutes, Senate budget, and other reports and records. All aforementioned items will be submitted via e-mail to the

Non-Voting Advisors and all Student Senators within 72 hours from the time of the meeting concluding.

- b. Responsible for all Senate publicity and scheduling as well as maintaining the Senate email by checking it daily.
- c. Scheduling includes setting up facility and equipment rentals.
- d. Prepare updated lists, following elections, of all Senate positions for inclusion in university publications; shall maintain files of all official membership records, minutes, committee reports, correspondence, and all action taken by the Student Senate.
- e. Shall represent the Vice President in his/her absence.
- f. Be responsible for filling out proper state forms concerning Student Senate finances as directed by the president and/or Student Senate rulings.
- g. Be responsible for collecting any Student Senate revenues and preparing and maintaining the financial books and records of the Student Senate.
- h. Preparation monthly financial reports and a summary of Student Senate funds
- i. Senate contact for publicity of Senate related materials, documents, information, etc.
- j. Assist in senate sponsored events.
- k. Other duties as assigned.

4. Activity Officer;

- a. Campus Club contact.
- c. Works with student groups and the Student Life Office to plan and coordinate campus events.
- d. Assist with Club and Organizations Fairs in Fall and Spring semesters.
- e. Maintain contact list for Clubs and Organizations and Clubs and Organizations webpage. Updates will be e-mailed to Michael Babcock and Non-Voting Advisors
- f. Assist in senate sponsored events.
- e. Other duties as assigned.

5. Campus and Community Representative;

- a. Liaison and coordinator for community events.
- c. Responsible for managing the Student-Wellness committee.
- d. Assist in senate sponsored events.
- e. Other duties as assigned.

6. Graphic Design Artist.

- a. Responsible for all Senate marketing and branding.
- b. This includes, but is not limited to managing the Student Senate Facebook page, the Senate webpage, and creating posters and FinnTV monitor ads.
- c. Assist in senate sponsored events.
- d. Other duties as assigned.

## 7. Non-Voting Advisors

- a. Student Senate shall have two faculty or staff advisors.
- b. Advisors are responsible for aiding Student Senate in all capacities.
- c. Advisors have the power to veto any action if it is clearly against University policy. The Advisors also may deny an additional budget request from Senate or any club and organization if it is seen as unjust or unnecessary.

## **Article III. Duties and Powers of Student Senate.**

### A. General Duties of Student Senate:

1. Hold regular meetings, at least once a week during both fall and spring semesters of the academic year;
2. Enact and enforce legislation aimed at accomplishing the objectives of the undergraduate Student body;
3. Act as representatives of the undergraduate student body to staff, faculty and Administration of Finlandia University;
4. The President and Vice President of Student Senate are to meet monthly with the University President.
6. Hold once a semester forums for students to ask questions to the Management Team and the Finlandia University community.
7. Be accessible to the student body. Student Senate should act as the voice of the student body and take all courses of action with the best interest of the entire student body in mind.
  - (i) As a result student senate should act in the most unbiased manner possible.
  - (j) Every Student Senator spends one hour a week sitting in a public area on campus. Adds visibility and allows a direct contact with the student body. The schedule should be published to the Student Senate Facebook page by 10 A.M. on every Monday.

### B. Assigned Duties of Student Senate:

1. Each Student Senator is required to fulfill the duties outlined in Article II.
2. Failure of a Student Senator to consistently fulfill these duties will result in the disciplinary action as outlined in Article V.

## **Article IV. Meetings and Events**

### A. Regular Meetings:

1. Regular meetings of Student Senate must be held at least once each week during both fall and spring semesters of the academic year.
2. Regular meetings may not be held on days when classes are not in session.

3. Minutes of these meetings must be made available to the campus community.

B. Special Meetings:

1. Any member of Student Senate and the Non-Voting Advisors may call a special meeting of Student Senate.
2. The Student Body President must give notice of a special meeting at least seventy-two (72) hours prior to the designated meeting time.
3. Absences shall not be counted in special meetings if notice is given in under seventy-two (72) hours.

C. Conduct of Business:

1. Introduction of legislation

- a. Legislation which has already been approved by a committee of Student Senate may be voted on by Student Senate at the regular meeting where it is initially presented to Student Senate.
- b. Legislation which has not passed through a Student Senate standing committee may not be voted on during the Student Senate meeting in which it is introduced unless it is a restraining petition.
- c. All proposed legislation shall be presented in writing and, if desired by a voting member of Student Senate, shall be read aloud before it is discussed. The same shall hold for all motions and amendments pertaining to that legislation.
- d. In the case of a Presidential veto of legislation passed by Student Senate, the Student Senate President must read the veto at the first regular Student Senate meeting following the Student Body President's announcement of the veto.

2. Voting

- a. There shall be four (4) distinct voting methods used by Student Senate. They are listed below in order of greatest precedence to lowest precedence:
  - (i) Secret ballot
  - (ii) Roll call vote
  - (iii) Hand vote
  - (iv) Voice vote
  - (v) Acclamation (unanimous consent)
- b. The President of Student Senate normally determines the manner of voting. However, if a Student Senator calls for a method of voting of greater precedence for an individual question, that method must be used. If multiple requests are received, the request with the greatest precedence shall be honored.
- c. A Student Senator shall decline to vote, in committee or on the floor, on any matter where s/he believes that his or her voting on such a matter would be a conflict of interest.

3. Quorum:

- a. Quorum for Student Senate is defined as a simple majority of the Student Senators.
  - (i) If, at any time during a meeting of Student Senate, a question is raised by a Student Senator as to the presence of a quorum, the Student Senate Secretary must take the roll and announce the result.
- b. Quorum for any Student Senate standing committee, and for the Executive Committee of Student Senate, is defined as a simple majority of the members of the relevant committee.

## D. Events

### 1. Student Senate Events

- a. Student Senate shall sponsor at least one major event in both the fall and spring semesters.
  - (i) These events should, to the best of the Student Senate's ability, be geared toward the entire student body.
  - (ii) These events should be marketed to the entire student body well in advance.
  - (iii) Student Senators are required to attend these events unless in the case of emergency.
- b. Student Senate shall host a forum for students once a semester to ask questions both anonymously and in person to the University President the Management team and other important campus figures.
  - (i) Student Senators should attend these forums unless in the case of emergency.
- c. Student Senate may organize additional events with the student body in its best interest.
  - (i) Student Senators should make their best effort to attend these events.
- d. Student Senate may aid Student Engagement and clubs/organizations in planning events.
  - (i) Student Senators should do their best to be visible and known.
  - (ii) Student Senators should attempt to attend several of these events.
- e. Refer to Article V for all disciplinary actions.

## **Article V. Requirements and Disciplinary actions**

### A. Requirements

- a. To maintain membership as a Student Senator, the student must:
  - i. Follow the duties that are outlined in Article II
  - ii. All Senators shall be required to maintain a GPA of 2.5 and may not be placed on academic or disciplinary probation during the length of their term. At such a time as a Senator fails to meet these requirements, he or she will no longer be considered a Senator and will step down or be removed. Any Senator who must leave the Senate because of failure to meet these requirements will be eligible for election to the Senate once he or she is removed from academic or disciplinary probation.
  - iii. Participate in planning all activities of the Student Senate. Attend at least 75% of activities hosted by Student Senate.
  - iv. The Senators are responsible for fulfilling any tasks within its powers set forth in the By-Laws.
  - v. Give due consideration to any proposal, request, complaint, or grievance that a student or group of students may present in the best interest of the student body.
  - vi. Approve or reject the requests of student groups wishing to be recognized as official clubs or organizations of the Student Senate and to receive the

benefits of such recognition, including but not limited to, access to Student Activities Budget.

- vii. Senators must be officially admitted and cannot be on disciplinary or academic probation at the time of their election and during their term in office.
  - 1. Any student who is placed on disciplinary or academic probation while in office shall forfeit his/her position.
  - 2. Special circumstances will be evaluated by The Student Senate and Advisors on a case by case basis at the request of the student member.
- viii. A Senator who fails fulfill his/her responsibilities will first be given a written warning letter at a meeting with the Senate President and Advisor(s). Any future failure to fulfill his/her responsibilities can lead to impeachment.
- ix. A Senator may be impeached for not fulfilling his/her responsibilities as a Senator or not conducting him/herself in a fashion befitting a Senator. These are to be determined by the Bylaws.
- x. A Student Senate member may be excused from a meeting by notifying the Student Senate President and Secretary in advance.

#### B. Disciplinary Action

##### a. Impeachment

- i. A petition signed by at least three-fourth vote of the seated Student Senators shall be presented to the Student Senate Advisor asking for removal of an elected official from that official's elected post.
- ii. Once an impeachment has occurred, a formal letter will be written and signed by either the Senate President or the Senate advisor(s). The letter will be presented to the impeached senator within 48 hours of impeachment.
- iii. The Senate member who has been impeached has the right to appeal to the senate and ultimately to the Student Senate advisor(s). Any individual subject to impeachment proceedings shall be entitled to a fair and equitable hearing at which time charges will be presented with an opportunity for refutation at the next regularly scheduled meeting.
- iv. Upon a successful impeachment from office, that office shall immediately be declared vacant.

##### b. Replacement of Student Senate

- i. In the event of resignation, impeachment, or other termination, the President will be replaced by the Vice-President.
- ii. The President shall have the power to appoint a person to fill the vacant office of Vice-President until such time as a special election can be held from among the Senate members.
- iii. Replacement for the Vice-President, Secretary/treasurer, Activities Officer, Campus and Community Representative, and Graphic Design Artist shall be elected by the current Senate by secret ballot during the next official meeting.
- iv. Only Senators shall be eligible for vacant office.

- v. A Senator who vacates a position will be replaced by the remaining Senate members in a majority vote in order to maintain an equal geographical representation.
- vi. Any member who has been dismissed from office because of absences will automatically be replaced through above procedures.

## **Article VI. Student body directives**

A. The student body can necessitate Student Senate to act on a particular campus matter by submitting an Initial Petition for Change to the members of Student Senate.

- 1. An Initial Petition must contain a minimum of twenty-five (25) signatures, printed names, and email addresses from the student body.
- 2. Student Senate will have one (1) week from receipt to recognize, and validate the Initial Petition submission. *Student senate will address validation based on a consensus from members if the issue is legitimate or not.*
- 3. Student Senate has two (2) weeks from validation to address the issue and make action on the issue submitted in the petition.
- 4. Student Senate has four (4) weeks to notify all student body members who signed the petition with updates on the issue.

B. If Student Senate rejects an Initial Petition for Change, the student body can necessitate Student Senate to reconsider that decision within thirty (30) days, by submitting a Reconsideration Petition to the members of Student Senate.

- 1. A Reconsideration Petition must contain signatures, printed names, and email addresses from at least fifty (50) signatures, printed names, and email addresses from the student body.
- 2. Student Senate will put the relevant legislation forward for a student body referendum within one (1) month of receipt of the Reconsideration Petition.
  - a. Student Senate will notify the student body of the date and subject of the referendum, along with the voting procedures.
  - b. A majority vote will decide whether or not student senate shall go forth with pursuing an issue for change.
    - i. Results of referendum shall be binding if at least 50 voters are present
    - ii. If 50 voters are not reached, the referendum will be held within one (1) month of the original referendum.
    - iii. If the 50 voter threshold is not reached after 2<sup>nd</sup> attempt at referendum, Student Senate is released from the Reconsideration Petition requirements.

## **Article VII. Student Senate Elections**

A. Elections are to be held every spring term in the month of April

- a. Applications for voted positions must be in with enough time to allow for one month of campaigning prior to the election.
- B. President, Vice President, and Secretary are elected positions while Campus Representative, Activities Officer, and Graphic Artist are non-elected positions.
  - a. Requirements for the elected positions include:
    - i. President
      - 1. Junior or Senior Status
      - 2. Previous experience with leadership on campus
      - 3. GPA 2.75 or above
      - 4. Interview and Present speech as part of campaign
    - ii. Vice President
      - 1. Junior or Senior Status
      - 2. Previous experience with leadership on campus
      - 3. GPA 2.75 or above
      - 4. Interview and Present speech as part of campaign
    - iii. Secretary/Treasurer
      - 1. Sophomore Status minimum
      - 2. Previous experience with leadership on campus
      - 3. GPA 2.75 or above
      - 4. Interview and Present speech as part of campaign
  - b. Requirements for non-elected positions include:
    - i. Sophomore status or higher
    - ii. GPA 2.5 or above
    - iii. Apply and Interview with Senate Advisors
- C. Election Process
  - a. All Students who wish to participate as a member of Student Senate must complete an application and participate in an interview with either the Student Senate advisor or interview with current Student Senate Members as a panel.
  - b. For Non-Elected positions:
    - i. If there is only one applicant to a position they will receive that position by default.
    - ii. If there are multiple applicants for a position the Student Senate Advisor or remaining student senate members will determine who is best suited for the position.
  - c. For Elected Positions:
    - i. All applicants will submit their Bio and Speech to be viewed by the student body and will be given the opportunity to campaign.
    - ii. The student body will then vote by secret ballot or by email for students who are off campus due to clinical affiliations.
    - iii. In the event of a tie the tie-breaker will be a majority vote of the eligible current Student Senate members.
      - 1. If there are not enough eligible current student senate members to complete the vote the student senate advisors would complete the vote.
      - 2. If there is still an empty position the losing applicant will assume the vacancy.



### **Article VIII. Amendments**

- A. To be considered for approval, an amendment to these bylaws must be presented in writing at a regular meeting of Student Senate.
- B. Any proposed amendment to these bylaws must be put to a vote at a regular meeting of Student Senate (1) to three (3) weeks after its initial presentation to Student Senate.
  - 1. To be adopted, the amendment must receive a three-fourths ( $\frac{3}{4}$ ) supermajority vote of approval at this regular Student Senate meeting.
- C. A record of all amendments to these bylaws must be kept, by the Director of Academic Success and Student Life, as an appendix to these bylaws.
- D. An amendment may be proposed by any member of Senate or from the student body following the procedures outlined in Article VI of these bylaws.