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ITHACA COLLEGE  
STUDENT GOVERNANCE  
COUNCIL CONSTITUTION

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Revised Spring 2022

# **TABLE OF CONTENTS**

<b>TABLE OF CONTENTS</b>	<b>2</b>
<b>PREAMBLE</b>	<b>4</b>
<b>ARTICLE I: Name</b>	<b>4</b>
<b>ARTICLE II: Statement of Non-Discrimination</b>	<b>4</b>
<b>ARTICLE III: Legislative Branch</b>	<b>4</b>
Name	4
Seats	4
Membership Requirements	5
Term of Office	5
Duties	6
Attendance	6
Authority	7
Senate Chair Selection	7
<b>ARTICLE IV: Executive Branch</b>	<b>8</b>
Name	8
Seats & Line of Succession	8
Term of Office	8
Executive Board Meetings	9
Executive Board Duties	9
Duties and Authorities of the President of the Student Body	10
Duties and Authorities of the Vice President of Campus Affairs	10
Duties and Authorities of the Vice President of Academic Affairs	10
Duties and Authorities of the Vice President of Business and Finance	11
Duties and Authorities of the Vice President of Communications	11
Duties and Authorities of the Senate Chair	12
Duties and Authorities of the Chief of Staff	12
Duties and Authorities of the Student Trustee	13
Duties and Authorities of the Vice President of the Residence Hall Association	13
Duties and Authorities of the Student Liaison to the Alumni Board	13
<b>ARTICLE V: Meeting Procedures</b>	<b>13</b>
Guidelines	13
Beginning Meetings	14
New Business	14

Continuing Business	16
Officer Reports	16
Open Agenda	16
Adjournment	17
<b>ARTICLE VI: Parliamentary Procedure</b>	<b>17</b>
Motions	17
Points	19
<b>ARTICLE VII: Documents</b>	<b>20</b>
Structure	20
Classes	20
Statutes	20
Sponsorship	21
Voting and Passing	21
<b>ARTICLE VIII: Student Governance Council Committees</b>	<b>21</b>
Appropriations Committee	21
Campus Affairs Committee	22
Communications Committee	22
Elections Committee	22
Investigation Committee	22
Organizational Review Committee	23
Scholarship Committee	23
Social Justice & Sustainability Committee	23
<b>ARTICLE IX: Elections</b>	<b>24</b>
Elections Committee	24
Senate Elections	25
Executive Board Elections	25
Campaigning	26
<b>ARTICLE X: Impeachment and Investigation Procedures</b>	<b>28</b>
<b>ARTICLE XI: Vacancies</b>	<b>29</b>

## **PREAMBLE**

We, the elected student representatives of Ithaca College, in order to best advocate for and protect the rights and privileges of the Ithaca College community, do hereby adopt this Constitution of the Ithaca College Student Governance Council. The Student Governance Council serves as the only recognized representative body for the entire student community, as outlined within The Governance and Committee Structure of Ithaca College. This constitution shall be subject to change as deemed necessary. Furthermore, this document will be reviewed every two years by the Organizational Review Committee.

## **ARTICLE I: Name**

The name of the organization that will uphold the preamble of this constitution will be the Ithaca College Student Governance Council.

## **ARTICLE II: Statement of Non-Discrimination**

The Ithaca College Student Governance Council is an equal opportunity organization. Student Governance Council does not discriminate on the basis of attributes including, but not limited to: race, age, sex, gender, national origin, religion, political affiliation, sexual orientation, disability, or accessibility requirements. While any student may participate in the activities and debate of Student Governance Council, voting rights will only be granted as outlined within the following articles. As an equal opportunity organization, Student Governance Council will make this constitution and all governing documents available to the Ithaca College community as a whole.

## **ARTICLE III: Legislative Branch**

1. Name
  - a. The Legislative Branch of the Ithaca College Student Governance Council will be known as the Senate.
2. Seats
  - a. Eight Class Senators
  - b. Five Academic Senators
  - c. One Transfer Senator
  - d. One International Senator
  - e. One Varsity Athlete Senator
  - f. One Club Athlete Senator
  - g. One Off-Campus Senator
  - h. One Graduate Senator
  - i. Five Senators at Large

### 3. Membership Requirements

- a. Two Class Senators will represent each undergraduate class. Class standing will be determined by the anticipated date of graduation as recorded by the Office of the Registrar.
- b. Academic Senators will represent each academic school. Each Academic Senator must have a major in the school that they represent. This includes one Senator for each of the following schools
  - i. School of Business
  - ii. Roy H. Park School of Communications
  - iii. School of Health Science and Human Performance
  - iv. School of Humanities and Sciences
  - v. School of Music, Theatre, and Dance
- c. The Transfer Senator will be a transfer student, defined by Ithaca College as a student who has received a high school diploma (or its equivalent) and subsequently earned nine or more college credits, or enrolled full time at another college or university.
- d. The International Senator will be a student who has or has had a permanent residence in a country other than the United States prior to attending Ithaca College.
- e. The Varsity Athlete Senator will be a member of the Student-Athlete Advisory Council. The Student-Athlete Advisory Council will internally vet and select eligible candidates for this role.
- f. The Club Athlete Senator will be a member of a Club Sports team.
- g. The Off-Campus Senator will be a student who does not live in housing on the Ithaca College campus. Students who live in the Circle Apartments or Garden Apartments are not eligible to serve in this position.
- h. The Graduate Senator will be a current graduate student as recorded by the Office of the Registrar, and will be a member of Graduate Council.
- i. Senators at Large will be any current students, representative of the student body as a whole.

### 4. Term of Office

- a. Senators elected in Spring Elections will serve from their date of election, until the date of Spring elections the following academic year. Senators elected in Fall Elections will serve from their date of election until the date of Spring elections. Senators confirmed to the Senate during the academic year will serve from their date of confirmation until the date of Spring elections.
- b. No Senator will serve multiple official positions within Student Governance Council. Assistants are not considered as an official position.
- c. There will be no limit to the number of times a student can run or serve for a Student Governance Council Senate position.

- d. Any Senator may resign from their position at any time, adhering to following guidelines:
  - i. Senators considering resignation can meet with the Senate Chair or a member of the Executive Board to discuss their thoughts.
  - ii. A formal letter of resignation must be sent to the Senate Chair and/or Student Governance Council advisor. This resignation will go into effect immediately, and cannot be withdrawn.
  - iii. An announcement of the resignation must be made by either the former Senator, the Senate Chair, or a member of the Executive Board at the following Student Governance Council meeting.
  - iv. The Senate Chair, Student Governance Council Advisor, or a member of the Executive Board may choose to conduct an exit interview with the former Senator.

#### 5. Duties

- a. Senators will conduct themselves in a respectful and professional manner in meetings. Members who fail to conduct themselves in an appropriate manner are subject to removal from any Student Governance Council associated event or meeting at the discretion of the Senate Chair.
- b. Senators will give regular Senator Reports to update the public and Student Governance Council on their work. Senator Reports will be given during Student Governance Council meetings.
- c. Senators should have a knowledge of campus issues and be capable of disseminating information to their constituencies.
- d. Senators will serve on committees relevant to their constituencies. Appropriate involvement and committee participation will be determined at the discretion of the Senate Chair. All Senators are strongly recommended to be on at least two committees.
- e. Academic Senators will meet with their respective Deans at least once per block.
- f. Academic Senators should serve on Academic Policy Committee.
- g. The Varsity Athlete Senator will function as a liaison between Student Governance Council and the Student-Athlete Advisory Council.
- h. The Graduate Senator will function as a liaison between Student Governance Council and Graduate Council.

#### 6. Attendance

- a. All Senators are expected to participate in all scheduled meetings and events.
- b. Excused absences will be granted equitably to all Senators at the discretion of the Senate Chair.
- c. Senators should notify the Senate Chair of an absence when possible at least 24 hours before the meeting in order to have that absence excused.

- d. Senators are allowed a maximum of three unexcused absences per semester. Unexcused late arrivals and early leaves will count as one half of an absence.
  - e. Senators with two unexcused absences will receive a warning from the Senate Chair. Senators with more than three unexcused absences will be dismissed from Student Governance Council by the Senate Chair. Any Senator who is dismissed from Student Governance Council due to absences will not be eligible to serve on Student Governance Council until the beginning of the following semester.
7. Authority
- a. The Senate has the authority to pass bills.
  - b. The Senate has the authority to vote on Appropriations Committee budget appeals.
  - c. The Senate has the authority to override any decision of a Student Governance Council Committee, the Executive Board, or any Executive Board member by a two-thirds majority vote.
  - d. The Senate has the authority to vote to confirm members to the Appropriations Committee, Elections Committee, and Investigation Committee by a two-thirds majority vote.
  - e. The Senate has the authority to confirm candidates to Senator positions by a two-thirds majority vote. This authority is only granted during open confirmation periods, which begins one week after Fall Elections conclude, and concludes one week before Spring elections begin.
  - f. The Senate has the authority to initiate impeachment proceedings of any member of Student Governance Council adhering to the guidelines in [Article X](#).
8. Senate Chair Selection
- a. After Spring elections conclude, the newly-elected Executive Board and Senate will convene at a regularly scheduled Student Governance Council meeting to appoint the Senate Chair for the following academic year. The newly-elected President of the Student Body will run this meeting.
  - b. At this meeting, all persons interested in being appointed as Senate Chair can declare their candidacy and present a brief platform. Candidates for Senate Chair must have prior experience as a member of Student Governance Council. If there are no candidates, the Executive Board will appoint a Senate Chair.
  - c. The Senate Chair will be voted in by a secret ballot two-thirds majority vote. These votes will be counted by a member of the Executive Board and the Student Governance Council advisor.
  - d. The President of the Student Body will inform candidates of the results of their confirmation via email within 24 hours after the meeting adjourns.
  - e. In the event of a tie, the Executive Board will vote to determine the new Senate Chair.

## **ARTICLE IV: Executive Branch**

1. Name
  - a. The Executive Branch of the Ithaca College Student Governance Council will be known as the Executive Board.
2. Seats & Line of Succession
  - a. President of the Student Body
  - b. Vice President of Campus Affairs
  - c. Vice President of Academic Affairs
  - d. Vice President of Business and Finance
  - e. Vice President of Communications
  - f. Senate Chair
  - g. Chief of Staff
  - h. Student Trustee
  - i. Vice President of the Residence Hall Association
  - j. Student Liaison to the Alumni Board
3. Term of Office
  - a. The President of the Student Body and Vice Presidents elected in Spring Elections will serve from their date of election, until the date of Spring elections the following academic year. Executive Board Members confirmed to the Executive Board during the academic year will serve from their date of confirmation until the date of Spring elections.
  - b. The Senate Chair will serve from their date of confirmation until the date of Spring elections.
  - c. The Chief of Staff will serve from their date of appointment until the date of Spring elections.
  - d. The Student Trustee will serve as adhering to the guidelines of the Board of Trustees.
  - e. The Vice President of the Residence Hall Association will serve adhering to the guidelines of the Residence Hall Association Constitution.
  - f. The Student Liaison to the Alumni Board will serve adhering to the guidelines of the Alumni Board.
  - g. No Executive Board member will serve multiple official positions within Student Governance Council.
  - h. There will be no limit to the number of times a student can run or serve for a Student Governance Council Executive Board position.
  - i. Any Executive Board member may resign from their position at any time, adhering to following guidelines:
    - i. Executive Board members considering resignation can meet with any other members of the Executive Board to discuss their thoughts.

- ii. A formal letter of resignation must be sent to the Senate Chair and/or the Student Governance Council advisor. This resignation will go into effect immediately, and cannot be withdrawn.
  - iii. An announcement of the resignation must be made by either the former Executive Board member, or a member of the Executive Board at the following Student Governance Council meeting.
  - iv. The Senate Chair, Student Governance Council Advisor, or a member of the Executive Board may choose to conduct an exit interview with the former Executive Board member.
- 4. Executive Board Meetings
  - a. Executive Board members will host meetings once every week while classes are in session.
  - b. Meetings can be added, canceled or rescheduled at the discretion of the Executive Board.
  - c. The President of the Student Body, Vice Presidents, and Senate Chair will each receive one vote.
  - d. The Chief of Staff, Student Trustee, Vice President of the Residence Hall Association, and Student Liaison to the Alumni board are ex-officio, and cannot vote.
  - e. A simple majority of voting members of the Executive Board must be present for any vote to occur.
  - f. In the event of a tie, the President of the Student Body or highest ranking member present will make the final decision
- 5. Executive Board Duties
  - a. All Executive Board members are expected to attend all Student Governance Council and Executive Board meetings.
  - b. All Executive Board members will conduct themselves in a respectful and professional manner in meetings.
  - c. All Executive Board members will give weekly Officer Reports on their work. Executive Board reports will be given during Student Governance Council meetings.
  - d. All Executive Board members will have a knowledge of campus issues and be capable of disseminating information to their constituencies.
  - e. All Executive Board members are recommended to serve on committees relevant to their constituencies.
  - f. All Executive Board members will see that the purpose of Student Governance Council as outlined in the Preamble is carried out.
  - g. All Executive Board members will coordinate a Student Governance Council Training Workshop at the beginning of each academic year that thoroughly addresses parliamentary procedure, the bill writing process, Senator

responsibilities, and the Constitution. While all Executive Board members are expected to participate in coordinating this workshop, it should be led by the Senate Chair.

- h. All Executive Board members will coordinate a Student Governance Council outreach event at least once per semester. While all Executive Board members are expected to participate in these events, it should be led by the Vice President of Communications.
  - i. All Executive Board members should serve on Tri-Council.
6. Duties and Authorities of the President of the Student Body
- a. The President of the Student Body will be the chief representative of the Ithaca College student body.
  - b. The President of the Student Body will preside over the Executive Board and see that the responsibilities of each member are carried out.
  - c. The President of the Student Body will be responsible for scheduling Executive Board meetings, and sending out agendas prior to these meetings.
  - d. The President of the Student Body will appoint a Chief of Staff.
  - e. The President of the Student Body will vote in the event of a tie in Executive Board meetings.
  - f. The President of the Student Body will co-chair the Elections Committee with the Senate Chair.
  - g. The President of the Student Body will meet with the President of the College at least once per block.
7. Duties and Authorities of the Vice President of Campus Affairs
- a. The Vice President of Campus Affairs will review campus issues, policies, and events that affect the student body.
  - b. The Vice President of Campus Affairs will work with the Residence Hall Association on issues, policies, and procedures concerning Residential Life.
  - c. The Vice President of Campus Affairs will chair the Campus Affairs Committee.
  - d. The Vice President of Campus Affairs will be permitted to select an assistant to help fulfill the duties of the position.
  - e. The Vice President of Campus Affairs will meet with the Dean of Students at least once per block.
  - f. The Vice President of Campus Affairs will meet with the Vice President of Student Affairs and Campus Life at least once per block.
8. Duties and Authorities of the Vice President of Academic Affairs
- a. The Vice President of Academic Affairs will review curriculums, registration, academic procedures, academic programs that affect the student body, and academic concerns of the student body.

- b. The Vice President of Academic Affairs will maintain communication with college committees that deal with academic concerns and recommend nominees for those committees when necessary.
  - c. The Vice President of Academic Affairs will ensure that Academic Senators are fulfilling their duties.
  - d. The Vice President of Academic Affairs will meet with the Provost at least once per block.
  - e. The Vice President of Academic Affairs will chair the Scholarship Committee.
  - f. The Vice President of Academic Affairs will be permitted to select an assistant to help fulfill the duties of the position.
  - g. The Vice President of Academic Affairs will attend all meetings of the Academic Policy Committee, including both the Curriculum and Policy subcommittees.
9. Duties and Authorities of the Vice President of Business and Finance
- a. The Vice President of Business and Finance will oversee all Student Governance Council financial transactions.
  - b. The Vice President of Business and Finance will chair the Appropriations Committee.
  - c. The Vice President of Business and Finance will follow the policies and procedures outlines in the Allocations Handbook.
  - d. The Vice President of Business and Finance will select an assistant to help fulfill the duties of the position.
  - e. The Vice President of Business and Finance will coordinate meetings of the Appropriations Committee with student organizations.
  - f. The Vice President of Business and Finance will prepare and submit a budget proposal in coordination with the incoming Executive Board to Student Governance Council for the following academic year.
  - g. The Vice President of Business and Finance will manage revisions and updates to the Allocations Handbook on the Appropriations Committee.
  - h. The Vice President of Business and Finance will present and submit materials of Appropriations Committee budget decisions to the Senate if an organization is appealing the decision of the Appropriations Committee.
  - i. The Vice President of Business and Finance will update Student Governance Council of the status of the Student Activities Fund on a regular basis.
  - j. The Vice President of Business and Finance will meet with the Student Organization Business Coordinator on a regular basis.
  - k. The Vice President of Business and Finance will meet with the Vice President for Finance and Administration at least once per block.
10. Duties and Authorities of the Vice President of Communications
- a. The Vice President of Communications will be responsible for all public relations and advertising for Student Governance Council.

- b. The Vice President of Communications will oversee all campus outreach for Student Governance Council.
  - c. The Vice President of Communications will preside over the Communications Committee.
  - d. The Vice President of Communications will conduct at least one Student Governance Council outreach event per semester in collaboration with the Executive Board.
  - e. The Vice President of Communications will be permitted to select an assistant to help fulfill the duties of the position.
  - f. The Vice President of Communications will meet with the Chief Communications Officer, at least once per block.
11. Duties and Authorities of the Senate Chair
- a. The Senate Chair will preside over Student Governance Council meetings.
  - b. The Senate Chair will prepare and distribute Student Governance Council meeting agendas to the Senate, the Executive Board, the Dean of Students, the Director of the Office of Student Engagement, the Vice President for Student Affairs and Campus Life, and the Associate Vice President for Student Affairs and Campus Life at least 24 hours prior to the meeting. The Senate Chair will also distribute prior meeting minutes to this group 24 hours prior to the meeting, and distribute bills to be presented to this group one week before the meeting.
  - c. The Senate Chair will run the Student Governance Council Training Workshop at the beginning of the academic year, in collaboration with the Executive Board.
  - d. The Senate Chair will notify all Student Governance Council members of special meetings and meeting cancellations.
  - e. The Senate Chair will track attendance of all Student Governance Council members at meetings, and notify Senators if their attendance is unsatisfactory.
  - f. The Senate Chair will coordinate guest speaker appearances at Student Governance Council meetings. The Senate Chair is recommended to consult the Executive Board and Senate for potential guest speakers.
  - g. The Senate Chair will chair the Organizational Review Committee.
  - h. The Senate Chair will co-chair the Elections Committee with the President of the Student Body.
  - i. The Senate Chair will be permitted to select an assistant to help fulfill the duties of the position.
  - j. The Senate Chair will follow and review parliamentary procedure.
  - k. The Senate Chair will have full discretion as to how they run Student Governance Council meetings. Any procedural decision by the Senate Chair may be overridden by a two-thirds majority vote of the Senate.
12. Duties and Authorities of the Chief of Staff
- a. The Chief of Staff will serve as an assistant to the President of the Student Body.

- b. The Chief of Staff will record minutes of all Student Governance Council meetings.
  - c. The Chief of Staff will maintain a regularly updated database of bills passed by Student Governance Council that is easily accessible to the public.
  - d. The Chief of Staff will serve as, or designate at least one person to serve as the Student Governance Council Website Manager who will be responsible for the upkeep of the Student Governance Council Website. The Student Governance Council Website Manager can be any student of the Ithaca College community, including Student Governance Council members. The Website Manager will upkeep the website as outlined in the Student Governance Council Website Manual, or as directed by members of the Executive Board.
  - e. The Chief of Staff will maintain the Student Governance Council Office in the Student Activities Center.
  - f. The Chief of Staff will serve as the Student Governance Council Historian.
13. Duties and Authorities of the Student Trustee
- a. The Student Trustee will fulfill their duties to the Ithaca College Board of Trustees.
  - b. The Student Trustee will not be required to attend Executive Board meetings.
14. Duties and Authorities of the Vice President of the Residence Hall Association
- a. The Vice President of the Residence Hall Association will fulfill their duties to the Residence Hall Association.
  - b. The Vice President of the Residence Hall Association will not be required to attend Executive Board meetings.
15. Duties and Authorities of the Student Liaison to the Alumni Board
- a. The Student Liaison to the Alumni Board will fulfill their duties to the Alumni Association.
  - b. The Student Liaison to the Alumni Board will not be required to attend Executive Board meetings.

## **ARTICLE V: Meeting Procedures**

- 1. Guidelines
  - a. Student Governance Council meetings will be held once a week during the Fall and Spring semesters while classes are in session, unless otherwise specified by the Executive Board, or by a motion and two-thirds majority vote by the Senate in a prior meeting.
  - b. The Senate Chair will preside over meetings.
  - c. Meetings will follow parliamentary procedure.
  - d. Short breaks may be inserted between sections of meetings at the discretion of the Senate Chair.

- e. All Student Governance Council meetings will be open to the public. All guests to meetings are expected to be respectful, and may be removed by the Senate Chair for inappropriate behavior. Guests may speak when called upon, but may not vote.
2. Beginning Meetings
- a. Call to Order
    - i. The Senate Chair will call the meeting to order, and the meeting will officially begin.
    - ii. All persons present at the meeting will direct their attention to the Senate Chair.
  - b. Attendance
    - i. The Senate Chair will take attendance of the meeting by listing the names of each member of Student Governance Council, and marking down whether they are present or absent from the meeting.
    - ii. Attendance across meetings should be tracked and kept by the Senate Chair as described in [Article III Section 6](#).
    - iii. Quorum for Student Governance Council meetings is a minimum of two-thirds of filled Senate seats. If quorum is not met, a meeting may continue to run, but no motions may be made.
    - iv. The Senate Chair is recommended to provide an opportunity for guests to the meeting to introduce themselves after official attendance has been taken.
  - c. Approval of the Minutes
    - i. The Senate Chair will announce the dates of any minutes from previous meetings to be approved.
    - ii. A motion to approve or table the minutes must be made by a Senator, followed by a two-thirds majority vote by the Senate.
3. New Business
- a. Community Session
    - i. Any members of the Ithaca College community who are not members of Student Governance Council may speak during this Community Session.
    - ii. This Community Session will be held with the purpose to provide the Ithaca College community with a way to voice themselves to Student Governance Council.
    - iii. If more than one member of the Ithaca College community is present, the Senate Chair will create a speakers list.
    - iv. After visitors voice their thoughts to Student Governance Council, Student Governance Council members will have an opportunity to engage in conversations with the visitors.
  - b. Guest Speakers

- i. Guest speakers will be scheduled before meetings by the Senate Chair.
  - ii. Speakers may be anyone at the discretion of the Senate Chair in consultation with Student Governance Council.
  - iii. Guest speakers will be allocated time to speak and engage in discussion with Student Governance Council at the discretion of the Senate Chair, with a recommended total time of 20 minutes.
- c. Confirmations
  - i. Students seeking confirmation for a position on Student Governance Council or an applicable Student Governance Council Committee will be given two minutes to present their platform.
  - ii. Following a platform presentation, there will be a five minute Q&A session between the candidate and anyone in attendance of the meeting.
  - iii. If there are multiple students seeking confirmation, all platform presentations and Q&A sessions will occur before deliberations begin.
  - iv. All candidates and guests will be required to leave the room while deliberations occur. During this deliberation, the candidate's application should be made visually accessible to Student Governance Council. This deliberation is recommended to last ten minutes, but may be extended by the Senate by a motion.
  - v. The Senate will have the option to confirm any candidates by a two-thirds majority.
  - vi. All guests and candidates will be permitted to re-enter the room after deliberations and votes have been completed.
  - vii. The Senate Chair will inform candidates of the results of their confirmation via email within 24 hours after the meeting adjourns.
- d. Bills
  - i. Only bills sent out to Student Governance Council at least one week in advance may be presented at a meeting. Urgent initiatives that cannot be sent to the Senate Chair at least one week before the meeting may be sent to the Executive Board, who will then vote by simple-majority as to whether or not the bill can be presented at the following meeting.
  - ii. Bill sponsors and/or cosponsors will be given two minutes to give an overview of their bill.
  - iii. Following bill overviews, there will be a ten minute discussion/Q&A period. Amendments to bills can be made by Senators during this period. Friendly (non-substantive) amendments and unfriendly (substantive) amendments can be proposed during this time. Unfriendly amendments must be motioned. The Senate Chair has the discretion to decide if an amendment is friendly or unfriendly.

- iv. A Senator can make a motion to approve, table, or deny a bill at any time. An approved bill will be sent by the sponsor with all edits made to the President of the Student Body, Senate Chair, and Chief of Staff within one week of the passing of the bill. Tabled bills may be reworked by sponsors and cosponsors to then be re-presented at a future meeting. Denied bills cannot return to the table.
      - e. Any other miscellaneous New Business items may be added at the discretion of the Senate Chair or President of the Student Body.
- 4. Continuing Business
  - a. Senators will give monthly two-minute reports to update Student Governance Council on the work that they are doing.
  - b. Bill sponsors and cosponsors will give monthly two minute updates on bills that have been tabled, or have been passed but not resolved.
  - c. Any other miscellaneous Continuing Business items may be added at the discretion of the Senate Chair or President of the Student Body.
- 5. Officer Reports
  - a. Executive Board members will give weekly four minute reports to update Student Governance Council on the work that they are doing.
- 6. Open Agenda
  - a. Open Agenda is time reserved for anyone at the meeting to voice concerns, ideas, or comments about any matter. The Senate Chair is recommended to make a speaker's list.
  - b. An executive session can be called to limit attendees of meetings outside of Student Governance Council.
    - i. A motion to enter executive session must be made by a Senator, subject to a two-thirds majority Senate vote.
    - ii. After the motion is passed, all attendees of meetings outside of Student Governance Council must leave the meeting. Only Executive Board members, Senators, and the Student Governance Council Advisor will be permitted to remain in the meeting.
    - iii. All conversation topics and statements made during the executive session are off the record and not listed on the minutes.
    - iv. The Senate Chair will have the discretion to run the session as they deem appropriate.
    - v. The Senate can motion to admit and rescind access to executive sessions to anyone who is not a member of Student Governance Council by a two-thirds majority Senate vote. Guests must be admitted and rescinded from executive sessions one at a time
    - vi. A motion to exit executive session must be made by a Senator, subject to a two-thirds majority Senate vote. If a motion to adjourn is made during an

executive session, a two-thirds majority Senate vote must occur to both end the executive session and adjourn the meeting..

#### 7. Adjournment

- a. At the end of the meeting, the Senate Chair will seek a motion to adjourn. Once the motion is made, if there is no dissent of the Senate, the meeting is adjourned.
- b. A Senator may vote to adjourn at any time during the meeting, subject to a two-thirds majority vote of the Senate.
  - i. A motion of adjournment made during the presentation of the bill will consist of one motion to both table the bill and adjourn the meeting.
  - ii. A motion of adjournment made during an executive session will consist of one motion to both exit executive session and adjourn the meeting.
- c. Two hours after the beginning of the meeting, after the end of the present point of business, the Senate Chair will announce that the meeting has run for two hours, and provide an opportunity for a Senator to make a motion of adjournment.

## **ARTICLE VI: Parliamentary Procedure**

### 1. Motions

#### a. Guidelines

- i. Only Senators may make, second, or vote on motions.
- ii. The Senate Chair may “look favorably upon” a motion, but may not make a motion.
- iii. All motions require a second and a two-thirds majority vote, unless otherwise specified.
- iv. By default, votes will be counted by asking Senators to raise name plates, but this may change if there is a motion for another type of vote.
- v. No motions may occur without quorum present at the meeting.

#### b. Process

- i. Senators wishing to make a motion must raise their placard and be called upon by the Senate Chair.
- ii. When a motion is made, The Senate Chair will repeat the motion being made for clarity.
  1. If a second is required for the motion, The Senate Chair will request a second. If there is no second, the motion may not proceed.
  2. If a Senator seconds the motion, the Senate Chair will state who seconded the motion, and request a vote.
- iii. The Senate Chair will record the vote and state the result for clarity and for the minutes.

#### c. List of Motions

- i. Motion to Approve the Minutes: This motion will be made to approve minutes from previous meetings. Upon a successful motion, the minutes will be made publicly available by the Chief of Staff within 24 hours.
- ii. Motion to Extend Time: This motion will be made to extend the time allocated for a time-limited discussion. The motion must specify an amount of time for the discussion to be extended by. Time may not be extended for the platform presentations or Q&A sessions of students seeking confirmation. Upon a successful motion, the discussion time will be extended.
- iii. Motion to Approve Bill: This motion will be made to approve a bill. Upon a successful motion, the bill's sponsors will attempt to implement the bill.
- iv. Motion to Deny Bill: This motion will be made to deny a bill. Upon a successful motion, the bill will not be permitted to return to Student Governance Council.
- v. Motion to Table Bill: This motion will be made to table a bill. Upon a successful motion, the bill will be permitted to return to Student Governance Council at another date.
- vi. Motion to Table Bill and Adjourn: This motion will be made to table a bill and subsequently adjourn.
- vii. Motion to Make an Unfriendly Amendment: This motion will be made to make a substantive (unfriendly) amendment to a bill being presented. Upon a successful motion, the amendment will be made to the bill before further motions.
- viii. Motion to Enter Executive Session: This motion will be made to enter executive session. Upon a successful motion, all policies as described in [Article V Section 6 Subsection b](#) will be in effect.
- ix. Motion to Exit Executive Session: This motion will be made to exit executive session. Upon a successful motion, the meeting will exit executive session and guests will be permitted to return.
- x. Motion to Exit Executive Session and Adjourn: This motion will be made to exit executive session and subsequently adjourn. Upon a successful motion, the meeting will exit executive session and adjourn.
- xi. Motion to Grant/Rescind Access to Executive Session: This motion will be made to grant or rescind access to a member of the community to an executive session. Upon a successful motion, the community member will be granted or rescinded access to the meeting. Motions to grant/rescind access must be made to one community member at a time.

- xii. Motion to Divide the Question: This motion will be made to split a compound or complex question into separate questions, discussions, or motions for ease of process.
- xiii. Motion to Perform a Roll-Call Vote: This motion will be made to have a vote performed by the Senate Chair calling on each individual Senator and asking for their vote to be stated orally.
- xiv. Motion to Perform a Secret Ballot Vote: This motion will be made to have a vote performed by secret ballot. Upon a successful motion, each Senator will write their vote anonymously on a ballot and pass it to the Senate Chair who will choose ballots in a random order and read the vote out loud.
- xv. Motion to Confirm: This motion will be made to confirm candidates to the Senate, Executive Board, or respective Student Governance Council committees as described in [Article VIII](#).
- xvi. Motion to Adjourn: This motion will be made to adjourn Student Governance Council meetings. This motion does not require a second, but requires a lack of dissent from the Senate.
- xvii. Motion to Establish a New Constitution: This motion will be made to replace the current constitution with a new constitution. Upon a successful motion, the current constitution will be immediately dissolved and the new constitution will be subsequently implemented.

## 2. Points

### a. Guidelines

- i. Any member of Student Governance Council may make a point.
- ii. Points may interrupt, but members should wait to be called upon by the Senate Chair to speak.
- iii. Points are not used for personal opinion, only problems with procedure, objective information, or confusion.
- iv. Members must still be respectful when making a point.

### b. List of Points

- i. Point of Personal Privilege: This point should be raised if a member is unable to be fully present and involved in the meeting due to environmental conditions, like volume of speakers or room temperature.
- ii. Point of Information: This point should be raised if there is a question of any objective information, and should be responded to by any member who has that objective information. This point is not for expression of opinion.
- iii. Point of Order: This point should be raised to identify any issues or mistakes in parliamentary procedure during a meeting.

- iv. Point of Inquiry: This point should be raised to request a clarification or rewording of a question, statement, or procedure.

## **ARTICLE VII: Documents**

### 1. Structure

- a. The Senate Chair will make a bill template available to Student Governance Council at the beginning of the academic year.
- b. Bills will begin with reasoning and background clauses to demonstrate why the bill is being created. These clauses will begin with whichever of the following words the bill sponsor sees as best fit: “Recognizing,” “Reaffirming,” “Whereas,” “Bearing,” “Recalling,” “Drawing attention to,” “With support from,” “Understanding,” “Emphasizing.”
  - i. The “Drawing attention to” clause is intended to be used to reference external documents in sources relevant to the bill.
  - ii. The “With support from” clause is intended to be used to reference members outside of Student Governance Council who support the bill. Organizations or offices as a whole may not express their support in the bill. Supporters associated with an organization or office may list their affiliated organization or office next to their name.
- c. Bills will end with clauses beginning with “It is resolved that” which will outline the changes and actions the sponsors wish to occur after the bill is passed.
- d. Bill sponsors must send their bill to the Senate Chair who will ensure the bill is in proper format before sending it out to the Senate.

### 2. Classes

- a. Bills presented to Student Governance Council will be divided into four classes.
- b. Acts are meant to address long-term issues and initiatives. Acts are permanent, and may be repealed by the Senate at any time.
- c. Amendments will be changes to the Student Governance Council Constitution, effective immediately.
- d. Recommendations will encourage action to be taken by decision-making bodies outside of Student Governance Council. Recommendations will only be resolved once no further actions are being taken on the initiative.
- e. Resolutions are meant to address short-term issues and initiatives. Resolutions will expire at the end of the academic year in which they are passed.

### 3. Statures

- a. Bills will always fall into one of six statures.
- b. Drafting will be the status of new bills that are currently being written and researched.
- c. Drafted will be the status of new bills that have been written.

- d. Tabled will be the status of bills that have been voted to be tabled by the Senate. Tabled bills will be rewritten and researched before returning to the table at a future Student Governance Council meeting.
  - e. Passed will be the status of bills that have been approved by the Senate. Passed bills require action to be taken by the bill sponsors to implement the change outlined in the bill.
  - f. Resolved will be the status of bills that will no longer have action taken on them, either due to successful implementation of change, or impossibility of performance.
  - g. Denied will be the status of bills that have been voted to be denied by the Senate. Denied bills cannot return to the Senate.
4. Sponsorship
- a. All bills must have at least one sponsor who is responsible for researching, writing, and following up on a bill. Any member of the student body may sponsor a bill. All bills must be sponsored by at least one Senator.
  - b. Any individuals or organizations who wish to express support for a bill may do so by stating their support in the body of the bill in a “With support from” clause.
5. Voting and Passing
- a. All bills will require a two-thirds majority vote to be passed, tabled, or denied.
  - b. Bills that are passed will be updated with the proper date and vote and sent to the Senate Chair, Chief of Staff, and President of the Student Body.
    - i. Passed recommendations will also be sent to the Student Governance Council Advisor.
    - ii. Passed amendments will be implemented by the Senate Chair.
    - iii. Passed bills will be made publicly available by the Chief of Staff.
  - c. If no motion can successfully pass, the bill will be automatically tabled.

## **ARTICLE VIII: Student Governance Council Committees**

1. Appropriations Committee
- a. The Appropriations Committee will be chaired by the Vice President of Business and Finance.
  - b. The Appropriations Committee will uphold all rules and regulations outlined in the Allocations Handbook.
  - c. The Appropriations Committee will assist the Vice President of Business and Finance in their duties.
  - d. The Appropriations Committee will have its members confirmed by the Senate by two-thirds majority votes.
  - e. The Appropriations Committee will stop operations if membership fails to consist of five voting members. Operations will continue once membership returns to five voting members.

- f. The Appropriations Committee will require that members of the committee who are requesting funds on behalf of an organization must recuse themselves from voting and deliberating on their budget.
    - g. The Appropriations Committee will formulate, review, revise, and distribute the Allocations Handbook using an internal process. Decisions to modify the Allocations Handbook do not need to be approved outside of the committee, but these decisions can be overridden by two-thirds majority vote of the Senate.
    - h. The Appropriations Committee has the authority to approve budgets presented by student organizations.
    - i. The Appropriations Committee will make decisions on budget allocations using a simple-majority vote.
    - j. The Vice President of Business and Finance will only vote on the committee in the case of a tie.
  2. Campus Affairs Committee
    - a. The Campus Affairs Committee will be chaired by the Vice President of Campus Affairs.
    - b. The Campus Affairs Committee will assist the Vice President of Campus Affairs in their duties.
    - c. The Campus Affairs Committee will advocate for a positive student experience outside of academics by investigating and implementing new initiatives to support student affairs and campus life.
  3. Communications Committee
    - a. The Communications Committee will be chaired by the Vice President of Communications
    - b. The Communications Committee will assist the Vice President of Communications in their duties.
    - c. The Communications Committee will help maintain communication between Student Governance Council and the campus community.
  4. Elections Committee
    - a. The Elections Committee will operate as described in [Article IX Section 1](#).
  5. Investigation Committee
    - a. The Investigation Committee will only be convened after the successful impeachment of a member of Student Governance Council as outlined in [Article X](#).
    - b. The Senate will confirm all members of the Investigation Committee by a two-thirds majority vote.
    - c. The Investigation Committee will be composed of two Executive Board members, two Senators, and two students at large. The Student Governance Council advisor will serve as an ex-officio member. Any members who have been impeached may not serve on the committee.

- d. If quorum cannot be met due to the number of people impeached, quorum will be waived.
  - e. The line of succession for the chair of the Investigation Committee shall be the Senate Chair, followed by the President of the Student Body, followed by the Executive Board line of succession.
  - f. The Investigation Committee will determine if the offenses brought forth are cause for removal by implementing processes they deem necessary to determine a recommendation. This process may include conducting private interviews with those relevant to the investigation and holding public hearings. The committee will then make a recommendation to the Senate as to whether or not to remove.
6. Organizational Review Committee
- a. The Organizational Review Committee will be responsible for the evaluation and modification of this constitution, all other Student Governance Council documents, and Student Governance Council as a whole.
  - b. The Organizational Review Committee will convene at least every two years.
  - c. The Organizational Review Committee will evaluate the effectiveness of Student Governance Council as outlined in the preamble.
  - d. The Organizational Review Committee will be chaired by the Senate Chair.
7. Scholarship Committee
- a. The Scholarship Committee will be chaired by the Vice President of Academic Affairs.
  - b. The Scholarship Committee will be responsible for allocating funds to exemplary students who apply for the Student Governance Council Scholarship and the Margaret Reid Scholarship.
  - c. The Scholarship Committee will consist of between four and six Senators. No Senators who are applying for either scholarship may serve on the committee.
  - d. The Scholarship Committee will be responsible for creating and advertising applications to both scholarships.
  - e. The Student Governance Council Advisor will only allocate funds to applicants who display financial need as determined by the Office of Financial Aid.
  - f. The Scholarship Committee will meet at least once to finalize allocations.
  - g. The Scholarship Committee will recognize recipients at the Office of Student Engagement Recognition Ceremony.
8. Social Justice & Sustainability Committee
- a. The Social Justice & Sustainability Committee will be chaired by the Vice President of Campus Affairs, or their designee.
  - b. The Social Justice & Sustainability Committee will advocate for the social, political, economic, and environmental justice of students on campus.
  - c. The Social Justice & Sustainability Committee will discuss and evaluate the extent to which Ithaca College practices sustainability and social justice.

- d. The Social Justice & Sustainability Committee will serve as a hub for meaningful collaboration between Student Governance Council and various student organizations to streamline suggestion, bill-writing, and evaluation processes.
- e. The Social Justice & Sustainability Committee will meet at the discretion of the Chair.
- f. The Social Justice & Sustainability Committee will be composed of Senators, and relevant members of the Ithaca College community.

## **ARTICLE IX: Elections**

### 1. Elections Committee

- a. The Elections Committee will establish and oversee election rules and procedures in order to ensure a proper and fair election for the Student Governance Council Executive Board and Student Governance Council Senate.
- b. The Elections Committee will be composed of a minimum of two and a maximum of seven voting members of the Ithaca College student body, including two co-chairs of the committee. No current or prospective candidate for Elections may serve on the committee.
  - i. The Senate Chair and President of the Student Body will co-chair the committee, with voting power. If either the Senate Chair and/or President of the Student Body are unable to serve on the committee, they will designate a co-chair to be confirmed by the Senate by two-thirds majority.
  - ii. All members of the Elections Committee, other than the Senate Chair and President of the Student Body, must be confirmed to the committee by the Senate with a two-thirds majority vote. The committee will be closed to new membership following the final Senate meeting before voting occurs.
- c. The Elections Committee will be responsible for the execution, planning, and success of elections for the Student Governance Council Executive Board and Senate.
  - i. These activities include, but are not limited to, the distribution and collection of elections materials, managing candidates, communications, and event planning. Elections materials must contain proof of support for the candidate, including, but not limited to endorsements or signatures.
  - ii. The committee will convene at least two weeks before Elections materials are available.
  - iii. Official committee decisions require a two-thirds majority vote of voting members.
  - iv. The Elections Committee has the duty and authority to sanction and/or disqualify any candidate or party by a two-thirds vote for violation of Student Governance Council or Ithaca College policies. These policies include, but are not limited to those found in the Student Governance

Council Constitution, the [Ithaca College Student Handbook](#) and the Ithaca College [Student Conduct Code](#).

- v. The Elections Committee will hear any appeals for demerits given and return a decision to the candidate or ticket within 48 hours.
- vi. The Elections Committee will run and manage an informational event and a platform presentation event for all candidates and tickets.
- vii. The Elections Committee will determine the dates and times of elections.

## 2. Senate Elections

- a. Senate elections will be held twice a year. During Spring Elections, candidates may run for any position, as all terms of office will expire during the elections. During Fall Elections, candidates may only run for any vacant positions left after the previous Spring elections.
- b. All candidates for Senate positions must be in good judicial standing according to the standards of the Office of Student Conduct and Community Standards and meet the membership guidelines outlined in [Article III Section 3](#).
- c. No candidate may run for more than one position on Student Governance Council.
- d. All candidates for Senate positions must complete and return the required election materials to the Elections Committee by the specified date and time.

## 3. Executive Board Elections

- a. Executive Board elections will be held once a year, during Spring Elections. If no Executive Board is elected during Spring Elections, either due to lack of tickets, disqualification, or a vote of no confidence, a special election may be held during the following Fall semester, managed by the Senate Chair.
- b. All candidates for Executive Board positions must be in good judicial standing according to the standards of the Office of Student Conduct and Community Standards. Candidates must also have completed at least one full semester at Ithaca College at the time the term of office begins.
- c. No candidate may run for more than one position on Student Governance Council.
- d. Candidates for Executive Board positions must run on a full ticket, composed of one candidate for each of the following positions:
  - i. President of the Student Body
  - ii. Vice President of Campus Affairs
  - iii. Vice President of Academic Affairs
  - iv. Vice President of Business and Finance
  - v. Vice President of Communications
- e. All Executive Board tickets must complete and return the required election materials to the Elections Committee by the specified date and time.

#### 4. Campaigning

##### a. General Conduct

- i. All candidates will be courteous to their opponents.
- ii. All candidates will be honest and fair in their behavior.
- iii. All votes will be sought in an ethical manner.
- iv. All candidates will not violate any guidelines set forth by this Constitution, the [Ithaca College Student Handbook](#), the [Ithaca College Solicitation and Advertising Policy](#), or any other Ithaca College guidelines.

##### b. Sanctions

- i. All candidates and tickets during elections can be given demerits if they violate any campaigning procedures or guidelines set forth by this Constitution. Any candidate or ticket with five or more demerits will be expelled from the current election. If a ticket is expelled, candidates may make a new ticket, but it cannot be composed of the same five members as the ticket that was expelled.
- ii. Any candidates or tickets that feel they were unjustly given demerits may file an appeal with the Elections Committee clearly outlining why they think the decision was unjust. The Elections Committee will make a decision within 48 hours.
- iii. Minor infractions will result in one to two demerits, at the discretion of the Elections Committee. Violating any of the below guidelines will result in a minor infraction.
  1. All printed materials must have identification and contact information for the candidate or ticket posting them.
  2. All campaigning materials must be posted in areas permitted by the college.
  3. No candidates or tickets will move or obscure campaign materials of another candidate or ticket. Candidates may remove materials from their private property.
  4. All candidates and tickets will attend all mandatory election meetings, or arrange an alternative with the Elections Committee.
  5. All candidates and tickets will campaign only during the designated campaign period.
- iv. Major infractions will result in two to four demerits, at the discretion of the Elections Committee. Violating any of the below guidelines will result in a major infraction.
  1. No candidates or tickets will destroy, deface, remove, or alter the campaign material of another candidate or ticket.

2. No candidate or ticket will send unsolicited electronic communication to members of the Ithaca College community. This includes harvesting email addresses from the Ithaca College online directory, running unsolicited mass mail programs and sending campaign material to individuals who are not students.
  3. No candidate or ticket will use any form of communication or campaigning that is not equally accessible to all candidates and tickets.
- v. Egregious infractions will result in four or more demerits, at the discretion of the Elections Committee. Violating any of the below guidelines will result in an egregious infraction.
1. No campaign material will permanently or seriously damage the surface they are placed on. No campaign material can be affixed to a painted surface or glass surface on any Ithaca College building.
  2. No candidate or ticket will prevent any student from voting.
  3. No candidate or ticket will promise or offer any sort of compensation in exchange for a vote.
  4. No candidate or ticket will cast a ballot on behalf of another student.
  5. No candidate or ticket will spread disinformation about another candidate or ticket.
- c. Campaign Funding for Executive Board Tickets
- i. Each Executive Board Ticket will be permitted to spend up to \$75 for their campaign, funded by the Executive Board's budget.
  - ii. In order to spend these funds, tickets must email the Vice President of Business and Finance to complete a spending request form outlining what the ticket would like to purchase and where.
  - iii. Campaign materials purchased through the Ithaca College Print Shop must be purchased directly by the Vice President of Business and Finance.
  - iv. Any other campaign materials may be purchased by requesting a credit card along with a spending request from the Vice President of Business and Finance. Tickets are encouraged to complete spending requests early as there may be a delay to receive a credit card or make a purchase.
  - v. Any tickets that spend any money in addition to the \$75 provided by the Executive Board for their campaign will be immediately disqualified. No spending requests that would cause spending to exceed the \$75 limit will be approved by the Vice President of Business and Finance.
- d. Voting Process
- i. The Elections Committee will work with the Student Governance Council Advisor to create an online form with at least one unique identifier for

students to vote during both the Fall and Spring elections. The Elections Committee will gather a short summary of each candidate's platform to place next to their name in the form. The length of the summary will be at the discretion of the Elections Committee, but must be consistent for all Senator candidates and Executive Board tickets. For each voting option, there will be an option to vote "No Confidence." The option of "No Confidence" will include a short summary of the meaning of the option. A candidate must receive more votes than votes of no confidence for their position, regardless of whether they are running unopposed.

- ii. The Elections Committee will determine the date and time of elections.
- iii. In the event of a tie, another voting period in order to break the tie will be run at the discretion of The Elections Committee.
- iv. All Ithaca College students (including, but not limited to, undergraduate, graduate, and part-time students) are permitted to vote in Student Governance Council elections where they are qualified to do so.
- v. All Ithaca College students may vote once for one ticket in the Student Governance Council Executive Board Elections.
- vi. All Ithaca College students may vote for the Senate positions they are qualified to vote for, as outlined by the following list.
  1. Students may vote for up to two candidates running for their respective class year.
  2. Students may vote once for each candidate running for a senator position in a school in which they have a major.
  3. Transfer students may vote for one candidate running for Transfer Senator.
  4. International students may vote for one candidate running for International Student Senator.
  5. Varsity student athletes may vote for one candidate running for Varsity Athlete Senator.
  6. Club sports students may vote for one candidate running for Club Athlete Senator.
  7. Off-Campus students may vote for one candidate running for Off-Campus Senator.
  8. Graduate students may vote for one candidate for Graduate Senator.
  9. All students may vote for up to five candidates running for Senator-At-Large positions.

## **ARTICLE X: Impeachment and Investigation Procedures**

1. Any member of Student Governance Council may initiate impeachment proceedings against any Senator or Executive Board member. If offenses are believed to have been committed by more than one person, they may be impeached together.
2. The Senate Chair will run and manage impeachment proceedings, unless they are listed as having committed offenses in the impeachment petition. If this is the case, the highest ranking member of Student Governance Council who is not listed as having committed offenses in the impeachment petition will run and manage the proceedings.
3. To initiate impeachment proceedings, the member initiating the proceedings must present a petition requesting an investigation and a list of offenses believed to have been committed. This petition must include the signatures of at least one-third of all Senators. Writing or signing a petition is not a decision of guilt, but a request for the believed offenses to be investigated to the fullest extent. This petition must be presented in private to the Senate Chair, or Student Governance Council member, before the following Student Governance Council meeting to confirm the validity of the petition and signatures.
4. At the following Student Governance Council meeting, the Senate Chair, or Student Governance Council member, will look favorably upon a motion from a Senator to enter an executive session. Members who are listed as having committed offenses in the impeachment petition are permitted to remain in the room. Once the executive session has been entered, the petition will be presented by the petitioners for up to ten minutes. This will be followed by a discussion period with a recommended duration of 45 minutes.
5. Following the discussion, there will be a one-half majority secret ballot vote of the Senate, managed and counted by the Senate Chair, or Student Governance Council member. A vote for impeachment is not a decision of guilt, but a request for the believed offenses to be investigated to the fullest extent. If the vote is successful, the petition will pass and the listed members will be impeached. If the vote is unsuccessful, the petition will fail, and the process will be complete. Upon an unsuccessful vote, the petition is voided, and no new petition composed of any of the same offenses may be brought to the Senate.
6. Upon impeachment, the Investigation Committee will be convened as outlined by [Article VIII Section 5](#).
7. Within one month, the Investigation Committee will compile their findings, and present them during an executive session at a Student Governance Council meeting. The committee will make a recommendation to the Senate to either remove or not remove each member impeached from their position. This will be followed by a discussion period with a recommended duration of 45 minutes between all members of Student Governance Council, including those impeached.

8. The Senate Chair, or Student Governance Council, will run a two-thirds majority secret ballot vote to remove each impeached member from their position. A separate vote will occur for each member, if there are multiple members impeached.

## **ARTICLE XI: Vacancies**

1. Senate Seats
  - a. The Senate can confirm candidates to Senate positions during the open confirmation period which begins one week after Fall Elections conclude, and concludes one week before Spring elections begin.
  - b. Candidates for confirmation to the Senate must fill out an application and submit it at least 48 hours before the Senate meeting at which they wish to be confirmed. The application will be created by the E-Board and made accessible to the public.
  - c. Completed applications will be sent to members of Student Governance Council at least 24 hours before the Senate meeting at which the candidates wish to be confirmed.
2. Executive Board Seats
  - a. The decision as to how to continue operation of Student Governance Council in the event of a vacancy in the position of the President of the Student Body, the Vice President of Campus Affairs, the Vice President of Academic Affairs, or, the Vice President of Communication is at the discretion of the Executive Board. It is recommended that the Executive Board fill any vacant seats efficiently by making public advertisements of open seats, developing and implementing an application process, interviewing candidates, and selecting a final candidate to be approved by the Senate by two-thirds majority.
  - b. The positions of the Vice President of Business and Finance and the Senate Chair must be filled as soon as possible to ensure the proper operation and continuation of the Appropriations Committee and Student Governance Council.
  - c. The position of Senate Chair will be filled by appointment from the Senate .
  - d. The position of Chief of Staff will be filled by appointment from the President of the Student Body.
  - e. The Executive Board has the authority to select interim replacements for Executive Board positions while applications and interviews are occurring to find a permanent replacement for the position.
3. Other Executive Board Seats
  - a. The Student Trustee will be replaced in a manner designated by the Board of Trustees.
  - b. The President of the Resident Hall Association or designee shall be replaced by the Residence Hall Association.
  - c. The Student Liaison to the Alumni Board shall be replaced by the Alumni Association Board.

*This Constitution was revised in April of 2022 by the Organizational Review Committee:  
Austin Ruffino (Senate Chair), Maxwell Powers (Vice President of Business and Finance), Noah  
Richardson (Class of 2025 Senator), Lila Weiser (Chief of Staff)*

*This Constitution was written in April of 2020 by the Organizational Review Committee:  
Abigail Murtha (Senate Chair), Austin Ruffino (School of Business Senator), Ryan Ingerson  
(Class of 2022 Senator), Maxwell Powers (Senator at Large), Nikita Licudine (Senator at Large),  
Farwa Shakeel (President), Lila Weiser (School of Music Senator), Hannah Heriaud (Transfer  
Student Senator), Sebastian Chavez (Senator at Large), Soumyaa Joshi (Humanities and  
Sciences Senator)*