

Bylaws of the Student Government of The University of Scranton

ARTICLE I

Officers

Section 1. Elected Officers

- a. Eligibility for all elected Student Government officers shall include:
 1. A cumulative GPA of 2.5.
 2. Full-time undergraduate student status as indicated by the current edition of *The University of Scranton Undergraduate Catalog*.
 3. Good standing, meaning not on academic or disciplinary probation.
 4. **An understanding that Senators serve for an entire year, forgoing any plans to study abroad that conflict with the term.**

- b. Elected Student Government officers will be chosen as established in the *Constitution and Bylaws of the Student Government of the University of Scranton* and the *Student Government Election Rules and Procedures*.

Additional eligibility requirements for elected officers are listed below.

1. The President of Student Government must be within five semesters of graduation at the time of election. The Vice President of Student Government must be within five semesters of graduation at the time of election.
2. Class Representatives must meet academic class standing requirements as stated by the current edition of *The University of Scranton Undergraduate Catalog* for their terms of office.
3. Commuter Representatives must be commuter students, as defined by The University of Scranton, throughout their entire terms of office.
4. Off-campus Representatives must be off-campus students, as defined by The University of Scranton, throughout their entire terms of office.
5. Resident Representatives must be resident students, as defined by The University of Scranton, throughout their entire terms of office.

Section 2. Appointed Officers

- a. Eligibility for all appointed Student Government officers shall include:
 1. A cumulative GPA of 2.5.
 2. Full-time undergraduate student status as indicated by the current edition of *The University of Scranton Undergraduate Catalog*.

3. Good standing, meaning not on academic or disciplinary probation.
4. The Treasurer and Secretary of Student Government must be within seven semesters of graduation at the time of their appointment.
- 5. An understanding that Senators serve for an entire year, forgoing any plans to study abroad that conflict with the term.**

Section 3. Moderator

- a. The Moderator of Student Government will be responsible for monitoring these requirements for candidates and Student Government officers.

ARTICLE II

Elections

Section 1. Executive Elections

- a. Election of the President and Vice President of Student Government shall be conducted as outlined in the *Student Government Election Rules and Procedures*.

Section 2. Legislative Elections

- a. The *Student Government Election Rules and Procedures* shall govern the elections of Student Senate members.

ARTICLE III

Removal of Officers

Section 1. Executive Removal

- a. The President of Student Government, Vice President of Student Government, Treasurer, or Secretary may be removed for blatant neglect of duty, disregard of rules and regulations, malfeasant violation and disregard of Student Government directives, and/or willful and intentional violation of the *Constitution and Bylaws of the Student Government of the University of Scranton*. To remove an officer:
 1. A written request must be submitted to the Vice President of Student Government so that he/she may place it on the agenda for consideration at the next meeting. Upon failure to do so, a majority vote of those Senators present shall force him/her to call the question.
 2. An affirmative vote of a two-thirds majority of the number present, with quorum, at a Student Senate meeting is necessary for removal.

Section 2. Senator Removal

- a. Senators may be removed for blatant neglect of duty, disregard of rules and regulations, malfeasant violation and disregard of Student Government directives, and/or willful and intentional violation of the *Constitution and Bylaws of the Student Government of the University of Scranton*. To remove a Senator:

1. A written request must be submitted to the Vice President of Student Government so that he/she may place it on the agenda for consideration at the next meeting. Upon failure to do so, a majority vote of those Senators present shall force him/her to call the question.
2. An affirmative vote of a two-thirds majority of the number present, with quorum, at a Student Senate meeting is necessary for removal.

ARTICLE IV

Student Senate Standing Committees

Section 1. These shall be the standing committees of the Student Senate:

- a. Academic Affairs – Shall serve as liaison between the student body and the administration and faculty, as well as bring before the Student Senate concerns and issues regarding curricula and the academic environment of the University.
- b. Appropriations – Shall consider all the funding requests or concerns and make necessary recommendations to the Student Senate.
- c. Ignatian Awareness – Shall serve as liaison between the student body and the Jesuit community, Campus Ministry, and the Center for Social Action and Service Initiatives. Furthermore, it shall promote and foster Ignatian ideals and ensure that all actions taken by the Student Senate are done so in the spirit of the University Mission Statement.
- d. Residence Life and Dining Services – Shall serve as liaison between the student body and the Office of Residence Life as well as Dining Services. It shall work to maintain and improve the quality of residence life and food services at the University.
- e. Safety and Crime Prevention – Shall serve as liaison between the student body and the Department of Public Safety, as well as bring before the Student Senate concerns and issues regarding safety and crime for the University community.
- f. Other standing committees may be added by amendment to these, the *Bylaws of the Student Government of the University of Scranton*.

Section 2. Other committees of the Student Senate may be created or abolished as deemed necessary by the Student Senate. The President of Student Government, or three Senators in good standing, may recommend creation or abolition of ad hoc committees. A two-thirds majority vote in the affirmative at a Student Senate meeting is required for approval.

ARTICLE V

Financial Code

Section 1. These shall be the accounts of Student Government.

- a. Student Activities
- b. Student Government Expenditures
- c. Student Government Operations

Section 2. The Student Activities Fee Account is a revenue-only account into which all Student Activities Fees are deposited.

Section 3. The University Programming Board (USPB) and all officially chartered requesting clubs are funded out of the Student Government Expenditure Account in addition to major Student Government Expenses.

- a. All transactions regarding the Student Government Account must be approved by a majority vote of the Student Senate.
- b. The USPB shall submit a budget to the Student Senate and it shall be approved by a majority vote at the beginning of each academic year. The submitted budget will include general categories for expenditures (i.e. films, concerts, etc.). Discretion in adjusting expenditures will be provided to the USPB.
- c. Once appropriated, all club funds shall be budgeted and remain in the Student Government Account. No further Student Senate approval is necessary for the spending of these monies. The Treasurer of Student Government, working in conjunction with the Dean of Students, will execute and monitor all club expenditures.

Section 4. The Student Government Operations Account is generated from the General Fund of the University. The Student Government Operations Account funds the daily operations of Student Government. The Executive Officers shall determine the appropriate expenditures of these monies.

ARTICLE VI

Appropriation Guidelines

Section 1. In order for a club or organization to be eligible for and receive appropriated funds the following criteria must be met:

- a. The organization must be officially chartered.
- b. The organization must have a constitution on file with the Office of Student Government.
- c. The organization must have an updated roster and completed registration form on file with the Office of Student Government.
- d. The organization must have six community service activities (three per semester) completed and on file in the Office of Student Government.
 1. A community service activity constitutes an event approved by the Center for Social Action and Service Initiatives at which twenty-five percent of the current organization membership is present. In lieu of an event, a significant monetary donation from the organization's individual account may serve as an official community service activity for no more than one-third of the total requirement.
 2. Community service deficiencies will result in a percent deduction of the initial amount appropriated to the organization as follows:
 - a) Five activities completed results in a ten percent deduction.

- b) Four activities completed results in a thirty percent deduction.
 - c) Three activities completed results in a fifty percent deduction.
 - d) Two activities completed results in a sixty-five percent deduction.
 - e) One activity completed results in an eighty percent deduction.
 - f) No activities completed results in ineligibility to apply for funding for the academic year.
- e. The organization must have a zero or positive balance in their agency account.

Section 2. The following guidelines govern the appropriation of funds to student organizations.

a. The following will be funded by Student Government:

1. Programs and/or projects that are educational in nature and either open to the entire University community or designed solely to benefit the membership of the organization.
2. Social events open to the entire University community.
3. Travel expenses necessary for intercollegiate events.
4. Equipment and clothing only when an organization can demonstrate a programmatic need for such items (these items must remain with the organization and not become the property of individuals).
5. National/regional conferences.

b. The following will not be funded by Student Government:

1. Fundraising events.
2. Programs and/or activities resulting in personal financial gain for individual members.
3. Food for meetings as defined by the Student Senate.
4. Direct contributions to philanthropies, benefits, and charities.

Section 3. Funds are to be expended only for the purposes outlined in the appropriation letter. Under no circumstances can funds be used for other purposes without prior approval from the Student Senate.

Section 4. Funds to be appropriated to clubs for the following academic year will be voted on by the Student Senate at the first Student Senate meeting after April fifth of that year.

Section 5. In keeping with University fiscal policy regarding the expenditure of University funds, final approval of all budgetary allocations is made by the divisional Vice President (Vice President for Student Affairs). As such, once the President of Student Government signs the appropriations legislation, that legislation will be sent to the Vice President for Student Affairs as a recommendation. The VPSA will review the legislation and either approve or send back to the Student Government with revisions.

ARTICLE VII

Student Senate Guidelines

Section 1. Business of the Student Senate

- a. The Student Senate shall meet during academic terms, as defined by the University's Academic Calendar.
 1. Neither the Student Senate nor any Committees shall meet on Official University holidays.
 2. During Periods of final examination, the Student Senate shall not meet; during these periods, it shall be at the discretion of each Committee to hold a meeting.
- b. Special Sessions
 1. The Vice President of Student Government, Chairperson of the Student Senate, may call Special Sessions, provided that each Senator receive twenty-four (24) hours notice of such a meeting, by memorandum, signed by the Vice President of Student Government.
 2. The Executive Secretary shall clearly note the exact time of day and date of dissemination on each memorandum. This memorandum shall be disseminated to the Senators via Student Government Mailbox or electronic mail.
 3. The memorandum shall include the following: date, time and meeting location of the Special Session, the subject matter and/or intent of the Special Session.
 4. The Vice President of Student Government must call a Special Session if requested to do so by written petition of a majority of the Student Senate. Each Senator must personally affix his/her name to the petition.
 5. No other business shall be entertained during a Special Session.
- c. The Daily Order
 - I. Call to Order / Prayer / Roll Call / Minutes
 - II. Executive Reports
 - a. President's Report
 - b. Treasurer's Report
 - III. Senate Standing Committee Reports
 - a. Academic Affairs
 - b. Appropriations
 - c. Ignatian Awareness
 - d. Residence Life and Dining Services
 - e. Safety and Crime Prevention
 - IV. University Wide Committee Reports
 - V. Old Business (Legislation on Second Reading)
 - VI. New Business (Legislation on First Reading)
 - VII. Senate Forum (Any Senator may address the Student Senate with items that he/she would like to discuss.)
 - VIII. Adjournment
- d. Minutes of the Student Senate

1. The Executive Secretary shall record, in the minutes, the official proceedings of the Student Senate, both-in-session and out-of-session; the minutes shall run meeting to meeting.
2. The minutes shall be published at the time of the publication of the agenda.
3. At each session, the Minutes shall be corrected and approved.
4. After the Minutes are corrected and approved, the Minutes shall be the “official record” of the meeting, and a motion to “expunge” shall not be entertained by the Chairperson of the Student Senate.

Section 2. Special Rules Governing Motions

a. Procedure and Reading of Bills Before the Student Senate

1. All bills must be submitted for review to the Chairperson of the Student Senate at least four days prior to the Student Senate meeting. The flexibility of this time frame is at the discretion of the Chairperson.
2. Bills on First Reading: When a bill is brought before the Student Senate for the first time it shall be placed on “First Reading.” The First Reading shall serve as a period of initial introduction and discussion. The bill shall be referred to committee(s) for consideration at the discretion of the Chairperson of the Student Senate.
3. Bills on Second Reading: When a bill is reported “out of committee,” it shall be placed on “Second Reading.” The Second Reading shall serve as a period of debate and amendment. Any Senator may motion to amend, pass, or table a measure pending a majority vote by the Student Senate on the Second Reading.
4. A bill may be moved to Second Reading by a majority vote of the Student Senate during session or at the discretion of the Chairperson of the Student Senate in or out of session.
5. After approval by a majority vote, the measure will be referred to as a resolution.

Section 3. Decorum and Debate on the Floor of the Student Senate

a. The Floor of the Student Senate

1. The Chairperson of the Student Senate may recognize any person who is not a member of the Student Senate to speak before the Student Senate on issues germane to the measure of discussion on the floor at that time.
2. The Chairperson of the Student Senate or the Student Senate, by majority vote, may order the Student Senate chamber be cleared of any disruptive person who is interfering with the “orderly transaction of business.”
3. Any person speaking on the floor of the Student Senate pertaining to a measure that concerns a student organization

or special interest group shall state any affiliations that he or she may have with said organization or special interest group.

4. Senatorial courtesy must be observed and Senators shall confine themselves to motions under debate.
5. In order to conduct business in a formal and professional manner, Senators are expected to dress in business casual attire.

b. Gaining the Floor and Limitations for Debate

1. When any Senator desires to speak or deliver any matter to the Student Senate, the Senator shall raise his or her hand and wait to be recognized by the Chairperson of the Student Senate.
2. When two or more Senators wish to speak at once, the Chairperson of the Student Senate shall rule on the order in which they shall speak.
3. When a Senator gains the floor, all points of discussion must be addressed to the Chairperson of the Student Senate.
4. Introdurers of legislation shall not be allowed to move to have the same legislation put to an immediate vote during his/her introductory presentation.
5. The President of Student Government will advise the Chairperson of the Student Senate of time during debate.

ARTICLE VIII

Amendments

Section 1. Any member of the Student Senate may propose amendments to the *Bylaws of the Student Government of the University of Scranton*.

Section 2. Amendments shall become effective after approval by a three-fourths vote, quorum provided.

ARTICLE IX

Constitution

Section 1. The Constitutional rights and roles of the Student Senate are explained in the *Constitution of the Student Government of the University of Scranton*.

Section 2. The *Constitution of the Student Government of the University of Scranton* supersedes the authority of the *Bylaws of the Student Government of the University of Scranton*.