Constitution of the Student Government of The University of Scranton

Preamble

We, the undergraduate students of The University of Scranton, desire to support the Ignatian mission of The University of Scranton by promoting the teachings and examples of Jesus Christ in all aspects of student involvement through a commitment to leadership and service to others; to provide a means for responsible and effective student participation in the organization and in the operation of student formation and campus life; to provide a forum for the expression of student views and interests; to maintain academic freedom, academic responsibility, and student rights; to sustain and improve campus culture; to develop better student educational standards, facilities, and teaching methods; to help promote national and international understanding and fellowship at the student level; to organize and mobilize student involvement in seeking solutions to the serious problems facing the community, the nation, and humankind; and to promote the recognition of students' rights and responsibilities to the University, the community, and humankind; do hereby establish the Constitution of the Student Government of The University of Scranton.

ARTICLE I

Name and Membership

Section 1. Name

a. This organization is hereby named the Student Government of The University of Scranton.

Section 2. Membership

a. The University of Scranton Student Government shall serve all undergraduate students in the College of Arts and Sciences, the J.A. Panuska College of Professional Studies, and the Kania School of Management.
b. Every undergraduate student shall enjoy equal rights of voting under this government.
c. Membership in Student Government shall be open to all undergraduate students in accordance with The University of Scranton's non-discrimination policy.

ARTICLE II

Executive Branch

Section 1. The Executive Branch

a. The membership of the Executive Branch of Student Government shall consist of the President, Vice President, Chief of Staff, Executive Treasurer, Secretary, Director of Communications, and Director of Technology.
b. The Executive Branch shall:

1. Serve as the coordinating body of communication and cooperation between the branches of Student Government and the various student organizations of the University.
2. Make recommendations on activities undertaken by Student Government or by any of its committees.
3. Manage the Student Government budget for submission to the Student Senate for approval.
4. Coordinate the training of Student Government personnel, including but not limited to training for all Senators.
5. Manage all affairs of Student Government.
6. Address concerns arising from the deliberations of the Student Government.
7. Be chaired by the President of Student Government.
8. Be restructured if the President and Vice President deem necessary, in consultation with the moderator.
9. Faithfully execute this Constitution.

Section 2. The Executive Officers

a. The President of Student Government shall be the elected executive officer of Student Government. The President shall:
    1. Serve as the official representative of the Student Body.
    2. Sit as an ex-officio member of the Student Senate.
    3. Appoint temporary Executive Committees and executive assistants as he/she deems necessary to the Executive Branch, and to abolish such bodies and assistants at his/her discretion.
    4. Veto those enactments of the Student Senate to which he/she takes strong exception and presents vetoes to the Student Senate. Upon failure to take action after the duration of ten business days from the presentation of the enactment by the Vice President of Student Government, such legislation shall be approved.
    5. Appoint a Chief of Staff, Executive Treasurer, Secretary, Director of Communications, and Director of Technology of Student Government for approval by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
    6. Appoint student representatives to all campus-wide committees, except where the appointments are made through a screening process.
    7. Attend meetings of the Student Senate.
    8. Serve as a member of the University Governance Council, an observer at Board of Trustees' executive meetings, and any other committees as requested by the University.
b. The Vice President of Student Government shall be an elected officer of Student Government. The Vice President shall:
    1. Serve as the Chair of the Student Senate, voting only in the case of a tie.
    2. Ensure that the enactments of the Student Senate are properly communicated to the community.

3. Contact Student Government members in advance about meetings and mandatory events.
4. Coordinate the agenda of the Student Senate with other Executive Officers.
5. Call special meetings of the Student Senate.
6. Coordinate personnel training for Senators.
7. Make reports for and assist the President.
8. Create and dissolve, with the approval of a majority vote of Senators present at the meeting, any Senate committees and commissions that he/she deems necessary.
9. In the absence or removal of the President, assume the duties of the President.
10. Aid student groups who are seeking to petition the Student Senate to charter a new club or organization.

c. The Chief of Staff of Student Government shall:
    1. Be appointed by the President and approved by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
    2. Sit as an ex-officio member of the Student Senate and serve as Parliamentarian.
    3. Serve as the coordinator for all Executive Officers' duties and assignments.
    4. Advise the President on matters related to Student Government.
    5. Serve as the liaison for Student Government when the President or Vice President are unable to do so.
    6. Oversee special Executive Committees as appointed by the President.
    7. Serve as a direct liaison between Club Council and Student Government.
    8. Direct and facilitate fall and spring elections unless otherwise running in the election, in which case another Executive Officer will facilitate and run elections. Appoint two election Commissioners. This appointment must be approved by the President, Vice President, and moderator.
d. The Executive Treasurer of Student Government shall:
    1. Be appointed by the President and approved by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
    2. Sit as an ex-officio member of the Student Senate.
    3. Advise the Appropriations and Student Transitions Committee with regard to clubs' and organizations' request for Appeals, New Initiative Funding, and other monetary matters.
    4. Be responsible for making regular reports to the Executive Officers and Student Senate regarding the Student Government budget.
    5. Prepare and present to Senate financial summaries monthly and at the beginning and end of each fiscal year to file in the Student Government office. These summaries should include spending to date

in the Student Government Expenditures Account in addition to the Student Government Operations account.
6. Supervise the allocation and distribution of Student Government funds to student organizations.
7. Ensure spending requests by all clubs and organizations are consistent with allocations.

e. The Secretary of Student Government shall:
1. Be appointed by the President and approved by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
2. Sit as an ex-officio member of the Student Senate.
3. Take minutes at all meetings of the Student Senate.
4. Keep a record of attendance of Student Senate meetings and other events.
5. Keep a record of votes taken during the Student Senate meetings.
6. Assist the President in supervision of all ongoing Student Government activities and projects.
7. Be responsible for coordinating and assigning Student Government members to attend and work events on campus.

f. The Director of Communications of Student Government shall:
1. Be appointed by the President and approved by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
2. Sit as an ex-officio member of the Student Senate.
3. Maintain Student Government social media accounts.
4. Assist in advertising to fill vacancies on the Student Senate should any occur during the year.
5. Lead the planning and implementation of the fall and spring Street Sweep service events.
6. Facilitate publicity for all Student Government sponsored events.
7. Submit website updates to the Director of Technology in the organization.

g. The Director of Technology of Student Government shall:
1. Be appointed by the President and approved by a two-thirds majority of the number present at a Student Senate meeting provided quorum is met.
2. Sit as an ex-officio member of the Student Senate.
3. Maintain and handle the online ballots for fall and spring elections.
4. Maintain and update the Student Government website.
5. Serve as the student liaison and advocate with University offices on matters relating to student technology usage.
6. Assist the Executive Treasurer in the technical management of the Budget System.
7. Assist clubs and organizations with operating their RoyalSync accounts.

ARTICLE III

Legislative Branch

Section 1. The Student Senate

a. The Student Senate shall participate in the discussion of policies regarding areas of primary interest to student members of the University community, including but not limited to those related to the regulation of student conduct, student housing, food services, student activities and organizations, and non-academic student facilities. These discussions will be made in consultation with and subject to final actions by the President and the Board of Trustees of The University of Scranton.
b. The Student Senate has the authority and/or responsibility to:
    1. Recommend the University charter any student club or organization by a majority of the number present at a Student Senate meeting.
    2. Approve, by a two-thirds majority of the number present at a Student Senate meeting, the Presidential appointments for Chief of Staff, Executive Treasurer, Secretary, Director of Communications, and Director of Technology individually.
    3. Remove members of the Executive Branch and the Student Senate.
    4. Adopt and amend the *Constitution and Bylaws of the Student Government of The University of Scranton* as provided for in the *Constitution of the Student Government of the University of Scranton.*
    5. Approve annually the *Student Government Election Rules and Procedures* by a majority vote of the Student Senate prior to the second meeting of the spring semester.
    6. Take all actions which shall be necessary and proper for carrying out its functions.
    7. Override, by a two-thirds majority of the number present, a Presidential veto.

Section 2. Representatives

a. The Student Senate shall be composed of the following:
    1. Four Senior Class Representatives.
    2. Four Junior Class Representatives.
    3. Four Sophomore Class Representatives.
    4. Four First-Year Class Representatives.
    5. Two Commuter Representatives.
    6. Three Resident Representatives.
    7. Two Off-Campus Representatives.
    8. One International Student Representative.

Section 3. Meetings and Events

a. The Student Senate shall meet every other week when classes are in session, and any additional times at the request of the Vice President or pursuant to a petition signed by one-third of the Student Senate members.
b. A majority of the Student Senate members shall constitute a quorum. When a vacancy exists, the number needed for a quorum shall be changed accordingly.

c. Student Senate meetings are mandatory for Student Senate members. Senators must not miss more than two meetings per semester. Absence from more than two meetings per semester shall constitute grounds for removal.
d. Student Senators must attend all mandatory events deemed by the President or Vice President, unless they are 'formally excused' prior to the event.

ARTICLE IV

Elections, Appointments, and Terms of Office

Section 1. Elections

a. The Executive Branch will determine when the Spring Elections shall be held each academic year as deemed appropriate, bearing in mind the academic calendar.
b. The Student Senate will approve a proposed Election Timeline prior to the start of the fall semester that will determine when the Fall Elections shall be held.
c. The Student Senate will approve a proposed Spring Election Timeline and *Student Government Election Rules and Procedures* before the second meeting of the spring semester that will determine when the Spring Elections shall be held, and any details contained in the *Student Government Election Rules and Procedures*.
d. The First-Year Senator Elections shall be held between Labor Day and Fall Break each year.
e. The Student Government Elections shall be governed by the *Student Government Elections Rules and Procedures.*
f. Election of President, Vice President, and Senators will occur as outlined in the *Bylaws of the Student Government of The University of Scranton* and the *Student Government Elections Rules and Procedures.*
g. The President, Vice President, and moderator will approve the Fall and Spring Election Commissioners, appointed by the Chief of Staff.
h. Special elections shall be held in the event of both the President and Vice President vacating their positions.

Section 2. Appointments of Executive Officers

a. The President of the Student Government shall be responsible for making all Executive Officer appointments and soliciting applicants for these appointed positions which include: Chief of Staff, Executive Treasurer, Secretary, Director of Communications, and Director of Technology.
b. All appointed positions will be advertised campus-wide through appropriate media.
c. All appointments must be approved by a two-thirds majority vote of those Senators present, quorum provided.
d. Appointments will occur as necessary, provided that the appointee is eligible in accordance with the *Bylaws of the Student Government of The University of Scranton.*
e. All appointees will present credentials to Student Senate.

Section 3. Term of Office

a. All elected and appointed members of Student Government shall serve concurrent one-year terms commencing at the first official Student Senate meeting of the newly elected Executive Branch's term.

b. First-Year Student Senate members shall serve a term beginning at the first Student Senate meeting after the fall election and culminating at the last official Student Senate meeting of that Executive Branch's term.

ARTICLE V

Vacancies and Removal from Office

Section 1. President

a. Should the Office of the President of Student Government become vacant, the Vice President of the Student Government shall succeed to the Presidency.
b. The new President will remain in office for the remainder of that term.

Section 2. Vice President

a. Should the Office of the Vice President of the Student Government become vacant, the President of Student Government will nominate a member of Student Government to assume the Vice Presidency. The appointment then must be approved by a two-thirds majority vote of the Student Senate.
b. The new Vice President will remain in office for the remainder of that term.

Section 3. Chief of Staff

a. Should the Office of the Chief of Staff of Student Government become vacant, the President of Student Government shall make a new appointment subject to approval by a two-thirds majority vote of the Student Senate.
b. The new Chief of Staff will remain in office for the remainder of that term.

Section 4. Executive Treasurer

a. Should the Office of the Executive Treasurer of Student Government become vacant, the President of Student Government shall make a new appointment subject to approval by a two-thirds majority vote of the Student Senate.
b. The new Executive Treasurer will remain in office for the remainder of that term.

Section 5. Secretary

a. Should the Office of the Secretary of Student Government become vacant, the President of Student Government shall make a new appointment subject to approval by a two-thirds majority vote of the Student Senate.
b. The new Secretary will remain in office for the remainder of that term.

Section 6. Director of Communications

a. Should the Office of the Director of Communications of Student Government become vacant, the President of Student Government shall make a new appointment subject to approval by a two-thirds majority vote of the Student Senate.
b. The new Director of Communications will remain in the office for the remainder of that term.

Section 7. Director of Technology

a. Should the Office of the Director of Technology of Student Government become vacant, the President of Student Government shall make a new appointment subject to approval by a two-thirds majority vote of the Student Senate.
b. The new Director of Technology will remain in office for the remainder of that term.

Section 8. Student Senate Members

a. Vacancies in Student Senate positions will be filled by appointment after the Student Senate reviews applications from interested and eligible students.
b. New Student Senate members must be approved by a majority vote of the Student Senate.
c. New Senators will remain in office for the remainder of that term.

Section 9. Removal from Office

a. Removal from office of elected and appointed Executive Officers or Student Senate members shall occur by the process outlined in the *Bylaws of the Student Government of The University of Scranton.*

ARTICLE VI

Parliamentary Authority

Section 1. Process

a. The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Student Government in all cases to which they are applicable, and as deemed necessary by the Parliamentarian, and the Chair.

ARTICLE VII

Moderator

Section 1. Moderator

a. The Dean of Students (or designee) shall serve as the moderator for Student Government.
b. The moderator shall be present but not vote during Student Senate meetings.
c. The moderator shall have all other rights as assigned to Student Senate members.
d. The moderator shall have the responsibility of ensuring that Student Government acts in compliance with University regulations.

ARTICLE VIII

Amendments

Section 1. Amendments to the *Constitution of the Student Government of The University of Scranton*

a. Any member of the Student Senate may propose amendments to the *Constitution of the Student Government of The University of Scranton.*

ARTICLE IX

Enabling and Ratification

Section 1. Enabling

a. The *Constitution of the Student Government of The University of Scranton* shall supersede any and all previous Constitutions of Student Government as of the date of ratification of this Constitution indicated in the footer, after it is approved by the Vice President for Student Life.
b. The *Constitution of the Student Government of the University of Scranton* shall become effective after approval by a two-thirds majority of the number present, quorum provided, at a Student Senate meeting.
c. The *Constitution of the Student Government of the University of Scranton* shall be reviewed by the Executive Officers with the assistance of a special committee appointed from the Student Senate on an as needed basis.

Bylaws of the Student Government of The University of Scranton

ARTICLE I

Officers

Section 1. Members of Student Government Eligibility Criteria

a. Eligibility for all elected and appointed Student Government officers shall include:
    1. A cumulative GPA of 2.5 or above.
    2. Full-time undergraduate student status as indicated by the current edition of *The University of Scranton Undergraduate Catalog*. Exceptions can be made by the moderator for second-semester seniors.
    3. Confirmation of good standing, meaning not on any form of 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 and Vice President of Student Government must have completed three semesters at the time of election.
        a. Both President and Vice President candidates must also have shown prior interest in being part of Student Government by either attempting to run for any position on Student Government, or by attending at least two Student Senate meetings.
    2. Class Representatives must meet social class standing requirements as stated by the current edition of *The University of Scranton Undergraduate Catalog* for their entire 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 residential students, as defined by The University of Scranton, throughout their entire terms of office.
    6. The International Student Representative must be either an exchange student pursuing a full-time, non-degree seeking program, or a student with an F1 or J1 student visa taking on-campus, full-time, credit-bearing courses.

Section 2. 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.

Section 3. Running of Elections

a. The Chief of Staff will facilitate the spring elections, unless they are running in said election. If so, another Executive Officer, preferably of senior class standing, will take the responsibility of facilitating elections.
b. If the President, Vice President, and/or Chief of Staff are running in the spring elections, they will not be involved with the appointment of the election commissioners.

ARTICLE III

Removal of Officers

Section 1. Executive Removal

a. The President of Student Government, Vice President of Student Government, Chief of Staff, Executive Treasurer, Secretary, Director of Communications, and/or Director of Technology may be removed for blatant neglect of duty, disregard of rules and regulations, violation and disregard of Student Government directives, changed disciplinary or academic standing such that they are ineligible to hold their position, and/or willful and/or 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 Senators present at the meeting 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, violation and disregard of Student Government directives, changed disciplinary or academic standing such that they are ineligible to hold their position, and/or willful and/or 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 Senators present at the meeting 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 and Scholastic Affairs – Shall work to maintain and improve academics and scholastics at The University. It shall liaise between the student body and the offices necessary to facilitate the improvement and stability of these conditions. The necessary offices include, but are not limited to:
    1. College of Arts and Sciences
    2. Kania School of Management
    3. Panuska School of Professional Studies
    4. Office of Global Education
    5. Weinberg Memorial Library
    6. Office of the Provost
    7. The Center for Teaching and Learning Excellence
b. Appropriations and Student Transitions – Shall consider all the funding requests or concerns and make necessary recommendations to the Student Senate. It shall work to maintain and improve the development of students at The University. It shall liaise between the student body and the offices necessary to facilitate the improvement and stability of these conditions. The necessary offices include, but are not limited to:
    1. Admissions
    2. Center for Student Engagement (Orientation)
    3. Center for Career Development
    4. University Advancement
c. Athletics and Programming – Shall work to maintain and improve athletics and programming at The University. It shall liaise between the student body and the offices necessary to facilitate the improvement and stability of these conditions. The necessary offices include, but are not limited to:
    1. The University of Scranton Programming Board
    2. Athletics (Student Athlete Advisory Committee, Recreation Sports, Club Sports)
    3. Community Relations
d. Campus Life and Dining Services – Shall work to maintain and improve the quality of student life and food services at The University. It shall liaise between the student body and the offices necessary to facilitate the improvement and stability of these conditions. The necessary offices include, but are not limited to:
    1. Center for Health and Education Wellness

2. Dining Services
3. Counseling Center
4. Student Health Services
5. Residence Life
6. Off-Campus and Commuter Student Life

e. Safety, Justice, and Service – Shall work to maintain and improve safety, justice, and service at The University. It shall liaise between the student body and the offices necessary to facilitate the improvement and stability of these conditions. The necessary offices include, but are not limited to:
    1. Cultural Centers (Jane Kopas Women's Center and Multicultural Center)
    2. Division of Mission & Ministry (Campus Ministries, Center for Service and Social Justice, Jesuit Center)
    3. University Police
    4. Office of Equity and Diversity
f. Standing committees may be added or disbanded and current committees may be altered to better serve the student body 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, 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 Government Expenditures
b. Student Government Operations

Section 2. The University of Scranton Programming Board (USPB) and chartered clubs with funded status are funded out of the Student Government Expenditures Account.

a. Once appropriated, club funds shall be budgeted and remain in the Student Government Expenditures Account. No further Student Senate approval is necessary for the spending of these monies. The Executive Treasurer of Student Government, working in conjunction with the Dean of Students, the Office of Clubs and Organizations, and the Assistant Director of Recreational Sports will execute and monitor all club expenditures.

Section 4. The Student Government Expenditures and Operations Accounts are 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

Student Club and Organization Funding

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

a. The organization must be officially chartered with funded status.
b. The organization must have a constitution on file with the Office of Clubs and Organizations.
c. The organization must have an updated roster and completed registration form on file with the Office of Clubs and Organizations.
d. The organization must have the minimum required community service activities completed and on file in the Office of Clubs and Organizations.
    1. All funded clubs and organizations must complete a minimum of three service activities per academic year. All unfunded clubs and organizations must complete a minimum of one service activity per academic year.
        a. A community service activity constitutes an event approved by the Center for Service and Social Justice at which twenty-five percent of the members of the club must be present. In lieu of an event, a significant monetary donation from funds raised by the club may serve as an official community service activity for one of the three requirements. Amount must be deemed significant by the Office of Clubs and Organizations.
    2. Community service deficiencies will result in a percent deduction of the initial amount appropriated to the organization as follows:
        a. Two activities completed results in a one-third deduction.
        b. One activity completed results in a two-thirds deduction.
        c. No activities completed results in ineligibility to apply for funding for the academic year.
    3. Funded clubs that have not completed any service will be put on probation:
        a. Failure to complete at least two service projects for each of the three years while on probation will allow Student Government to revoke the club's charter.
e. The organization must maintain a zero or positive balance in their agency account.

Section 2. The following guidelines govern the appropriation of funds to student clubs and organizations with an unfunded status.

a. Clubs with an unfunded status cannot receive funding.
b. Clubs with an unfunded status may have their funding status changed to funded if approved by a majority vote at a Student Senate meeting provided quorum is met.
    1. If the club or organization at the time of the status change has already successfully adhered to the Student Government rules and expectations as expressed in the Constitution and Bylaws for one academic year, the club or organization would be immediately eligible for the change in funding status. Meaning the club or organization can submit a budget for the next budget cycle.

Section 3. The following guidelines govern the appropriation of funds to student clubs and organizations.

a. The following can be funded by Student Government:
    2. Programs and/or projects that are educational in nature and benefit the undergraduate student body of The University of Scranton.
    3. Social events open to the entire University community.
    4. Travel expenses necessary for intercollegiate events, conferences, and club trips.
    5. 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).
    6. National/Regional/Local conferences.

Section 4. Funds are to be expended only for the purpose outlined in the Budget Allocation. Under no circumstances can club funds be used for other purposes without prior approval.

a. The Executive Treasurer can provide this approval upon request for an amount of 0.01-499.99 dollars.
b. The Appropriations and Student Transitions Committee can provide this approval upon request for an amount of 500.00-1,999.99 dollars.
c. Student Senate must formally be involved with a request for an amount of 2,000.00 dollars or more.

Section 5. 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 of the newly elected Student Government for the following year.

Section 6. In keeping with University fiscal policy regarding the expenditure of University funds, final approval of all budgetary allocations is made by the divisional leader (Vice President for Student Life). As such, once the President of Student Government signs the appropriation legislation, that legislation will be sent to the Vice President for Student Life as a recommendation. The Vice President for Student Life will review the legislation and either approve or send back to the Student Government with revisions.

Section 7. Appeal of Allocated Budget

a. If a Student Organization or Club feels Student Government is not justified in denying any part of their annual budget request, the club holds the right to appeal the specific part of their budget in question.
b. There will be two opportunities for appeals during the academic year.
    1. Appeals for any fall or intersession semester events must be heard no later than the last week of September. It is recommended that appeals be held as soon as a full Student Senate is elected/appointed.
    2. Appeals for any spring semester events must be heard prior to intersession.

Section 8. New Initiative Funding Request

a. On the occasion a club has an unforeseen expense after the budgeting process has been completed a club may request New Initiative Funding.
b. The unforeseen cost must fit with the appropriations guidelines above.

c. The unforeseen cost must not be part of the club's annual budget request.
d. In order to be eligible for New Initiative Funding, a club must have submitted a budget for the current academic year.

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 receives twenty-four (24) hours notice of such a meeting, by email.
    2. The email shall include the following: date, time and meeting location of the Special Session, the subject matter, and/or intent of the Special Session.
    3. 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.
    4. No other business shall be entertained during a Special Session.
c. Minutes of the Student Senate
    1. The Secretary shall record, in the minutes, the official proceedings of the Student Senate.
    2. The minutes from the prior meeting should be presented to the Student Senate for review at the time of publication of the agenda for the following meeting, except in extreme circumstances. The minutes would then be voted upon at that meeting. In the event of extreme circumstances an online vote to pass the minutes may be conducted.
    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 it shall be placed on "First Reading." The First Reading shall serve as a period of initial editing regarding spelling, grammar, and syntax. Amendments may be suggested by any Student Senate member not included in the sponsorship of the bill. Amendments may be contested by the author(s) of the bill, in which case a two-thirds vote will approve the amendment.
3. Bills on Second Reading: The Second Reading shall serve as a period of debate and amendment regarding substance and context of the bill. Amendments may be suggested by any Senate member not included in the sponsorship of the bill. Amendments may be contested by the author(s) of the bill, in which case a two-thirds vote in the affirmative will approve the amendment.

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 a majority vote, may order the Student Senate chamber be cleared for closed-door discussion or 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. Introducers of legislation shall not be allowed to move to have the same legislation put to an immediate vote during his/her introduction presentation.
    5. The President of Student Government will advise the Chairperson of the Student Senate of time during debate.

Section 4. Voting Guidelines for the Student Senate

a. Procedure for Voting
    1. The Secretary shall produce a roll-call vote or electronic vote for the motion on the table, and each Senator shall respond in the affirmative "Yea" or in opposition "Nay."
    2. If a Senator chooses to abstain, the Senator shall respond "Abstention."
    3. The roll-call be randomized by the Secretary.
    4. The Secretary shall record the votes. All votes, except those involved with appointing new Student Government members, are to be published in the minutes and to be made available to the campus community.
    5. In order to vote and to count towards quorum Senators must be present for the entirety of the discussion at the Senate meeting.
        a. For a Senator to be present they can either be physically present at the meeting or call in.
        b. In order to call in and vote the Senator must seek approval from the Vice President and make arrangements ahead of time.
        c. The Senator calling in is still considered absent for attendance purposes but may still vote if present for the whole discussion.
b. Restriction on Voting in Cases with a Conflict of Interest
    1. When a conflict of interest arises, a Senator shall voluntarily abstain, and if the Senator fails to abstain and votes, the Senator's vote shall be removed from the roll-call, and the Senator shall be given a warning by the Parliamentarian.
    2. If a Senator repeatedly votes where conflicts of interest arise, and if the Senator fails to heed warnings, the Senator's actions shall be considered grounds for calling their set into question.

Section 5. Repeal of a Resolution

a. The process of repealing a Resolution should only be proposed after serious deliberation and investigation.
b. A Bill shall be introduced that details the reasons for proposing the repeal of a previous resolution.
c. All parties to the Resolution in question shall be allowed to defend the Resolution before the Student Senate.
d. By a two-thirds majority, the Resolution repealing the previous Resolution shall be passed, and the previous Resolution thus repealed.
e. The President of Student Senate may veto the repeal. Should a veto occur, Student Senate may override the veto with a three-fourths majority.

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.*