

THE BYLAWS OF THE STUDENT SENATE OF THE STUDENT GOVERNMENT ASSOCIATION OF ENDICOTT COLLEGE

Article I: Name

The name of this organization shall be the Student Senate of the Student Government Association of Endicott College (SGA Senate).

Article II: Purpose

The purpose of this organization shall be to provide a forum for members of the Endicott College community to present, discuss and address issues and concerns impacting the student body and the Endicott community as a whole. This body shall serve as a liaison between the undergraduate population and the administration for all campus issues.

Article III: Membership

Section A: Divisions of Membership

1. The membership of the Senate shall be classed into two divisions: (1) Student Government Association Senate Representatives and (2) Student Government Association Senate ex officio non-voting members.
2. Members who are elected as representatives by their respective constituencies shall be classed as Student Government Association Senate Representatives (Senators). The Speaker of the Senate (Speaker) shall also hold this classification and be considered a representative of the entire undergraduate student body.
3. Student Government Association Senate ex officio non-voting members shall include the SGA Executive Board, student organization liaisons, and an advisor(s).

Section B: Undergraduate Student Representation

1. 12 Academic senators shall be apportioned by academic disciplines and class years. Academic Senators shall be apportioned according to the number of students in each school with a minimum of at least one representative from each school.
2. 16 Residential senators shall be apportioned by residential habitation. Residential Senators shall be apportioned according to the number of students in each residential sector with a minimum of at least one representative from each residential sector.
3. 2 Commuter senators shall be apportioned by residential habitation. Residential Senators shall be apportioned according to the number of students who are commuters with a minimum of at least one representative who is a commuter student.
 - a. The Executive Boards officers shall be responsible for ensuring the proper representation of each area using the most current information obtained from the Office of Student Affairs.
4. The undergraduate population through a process governed by the SGA Constitution and Election Bylaws shall elect the Speaker of the Senate and all Senators.
5. The term of office for SGA Senate Representatives shall be from the time of election through the transition of their successor.

Section C: Member Responsibilities

1. Attendance at Meetings of the SGA Senate:
 - a. Representatives of the SGA Senate may not have more than three absences in a given term from any regularly scheduled Senate meetings or Senate Committee meetings. After more than three combined unexcused absences between Senate and Standing Committee meetings, the Speaker shall inform the representative that they have been removed from the position. The Speaker of the Senate shall communicate with the SGA Executive Board that there is a need to appoint a new Senator.
 - b. Ex officio non-voting members of the Senate shall be governed by the same rules of attendance as SGA Senate Representatives.
2. Committee Participation:
 - a. All representatives of the SGA Senate must demonstrate activity on at least one Senate Standing Committee with the exception of the class year representatives who serve on their respective class year team.
3. Constituency Communication:
 - a. Representatives of the SGA Senate shall be responsible for communicating the business of this Association including but not limited to upcoming events, policy proposals, ideas, matters of controversy, and involvement opportunities to the undergraduates they represent.
 - b. In order to accurately represent their constituents at SGA Senate meetings, representatives shall remain in touch with the viewpoints of their constituency. This includes soliciting feedback when necessary and attending meetings and events as deemed appropriate by the Speaker of the Senate.
4. Accountability
 - a. All Representatives of the SGA Senate shall be held accountable by the Speaker of the Senate.
 - b. The Senate may censure a representative for violations of this section or other rules of the Student Government Association. Censure shall entail illegibility to run for Student Government Association positions as well as any sanctions determined to be necessary by the SGA Executive Board.
 - c. A representative may be removed if his or her constituents, the Speaker of the Senate, or the SGA Executive Board see gross violations of this section or other rules of the Student Government Association or the Endicott College Code of Conduct that they feel warrant such action.
 - d. No member of this Association shall be deprived of office, status, or property without due process.
 - e. In the case of a vacancy of the seat of a Senator, a class year Senator, or the Speaker of the Senate, the SGA President may appoint a replacement to fill a vacancy, with approval by a simple majority vote of the Student Senate.

Article IV: Procedures of the Student Government Association Senate

Section A: Voting

1. Only SGA Senate Representatives (or their proxies) shall vote.

2. One person shall not cast more than one vote for any given motion. This shall include proxy votes.
3. A proxy may temporarily replace a member of the Senate. A proxy must be a member of the constituency he/she represents and he/she may vote on any issue. The Speaker of the Senate shall determine the validity of the proxy if it is disputed. A proxy shall not serve for more than two consecutive meetings unless the absentee has the permission of the Speaker of the Senate and the Parliamentarian to do so. The Speaker of the Senate may have a proxy, but his/her proxy shall only have the right to vote and not the powers of the respective office.

Section B: Rules of Operation for the Student Government Association Senate

1. Any aspect of parliamentary procedure or rules not covered by these Bylaws or the SGA Constitution shall be operated under Roberts Rules of Order Newly Revised (latest edition).
2. The Speaker shall only vote when his vote shall alter the outcome or when voting by ballot. The Speaker may interpret these Bylaws with the understanding that these interpretations shall be based on the clear intent of these Bylaws. Rulings of the Speaker may be overturned by a two-thirds vote of the SGA Senate.
3. All SGA Senate meetings shall be open to any member of the Student Government Association. Any person given the floor by the Speaker shall have the floor for no more than a period of time set by the Speaker of the Senate and the Parliamentarian. The Speaker may extend this limit only without objection of the Senate, and the Senate may extend or decrease the limit by a majority vote.
4. Meetings shall be opened to the Endicott College community.
5. If the Speaker of the Senate shall not be available to chair a regularly scheduled meeting of the SGA Senate, any member of the SGA Executive Board shall call the Senate to order and entertain the motion for a Chairman pro tempore, who must be a voting member. The Chairman pro tempore shall not be a member of the SGA Executive Board.

Section C: Agenda

1. The agenda for any regular scheduled meeting of the Senate shall be organized by the Speaker of the Senate, with consultation from the Parliamentarian, and circulated at least two days prior to meetings. Any member of the Senate, or ten members of the Student Government Association may introduce a main motion by submitting it to the Speaker of the Senate. The Speaker of the Senate reserves the right to have all motions presented in written format. The Speaker may then take action as they see fit in addressing the matter in a timely fashion.
 - a. Clause 1 of this Section may be suspended by moving the Senate into emergency session by a two-thirds vote of those present. In emergency session, the Senate must state the matter to be addressed and discuss that topic solely.
2. Notice of Senate meetings shall be made to the Endicott College community through whatever means of campus media exist and are most expedient. The SGA Communications Board shall ensure this. Mention of the agenda items shall be given if at all possible.

Section D: Meetings

1. The Speaker shall, in consultation with the SGA Executive Board and the SGA Advisor(s), set a time and dates for the meetings of the Senate. The first meeting of the Senate shall be no later than three weeks after the conclusion of fall elections, for the fall semester, and the second full week of February, in the case of the spring semester. The Speaker may, under exceptional and urgent circumstances, change the date of a meeting, so long as notice is given at least one week prior to such a meeting. In no case shall fewer than six calendar days or more than fourteen school days separate meetings of the Senate within an academic term. Meetings as aforementioned shall be construed to mean regularly scheduled meetings of the Senate.
2. Emergency meetings of the Senate may be called by the SGA President, a quorum of Senate members with the presence of the Speaker, or upon the presentation of a written petition signed by five percent of the Student Government Association to the Speaker. The emergency meeting may only discuss and act on the subject expressed in the call to order of the convening individual or organization, and in the case of the petition, the meeting shall occur within four days. Removal of officers and amendments to the SGA Constitution or these Bylaws shall not be in order at emergency meetings.

Section E: Senate Committees

1. There shall be two standing committees that meet regularly and are composed of members of the Senate and ex officio non-voting class representatives. The standing committees of the SGA Senate are: Academics and Student Life
2. In order to become the Chairperson of a committee, a Senator must apply for a specific committee chairperson position and undergo an interview process to determine the most skilled and passionate Senator for the position. The SGA Executive Board shall conduct the interview process for each chair position.
3. The Senate, upon a majority vote may establish internal ad-hoc committees.

Section H: Quorum

1. No act of the SGA Senate shall be valid unless there is a quorum present. A quorum shall consist of the two-thirds majority of the SGA Senate total membership at the time of the meeting. Proxy votes are considered valid, and shall be counted towards a quorum.

Article V: Officers of the Student Senate

Section A: Speaker of the Senate

1. The Senate Executive Board shall consist of the Speaker of the Senate and Parliamentarian. Additionally, the General Officers shall include the Chairs of the Standing Committees.
2. Speaker shall have the following powers and duties:
 - a. The Speaker shall be the Chairperson, the chief legislative officer, and the spokesperson of the Senate.
 - b. The Speaker shall organize the agenda for the Senate and is responsible for coordinating the activities leading to the convening of the Senate.

- c. The Speaker along with the members of the SGA Executive Board shall appoint a Parliamentarian of the SGA Senate. The Parliamentarian must be a member of the Senate.
 - d. The Speaker shall be a voting member of the SGA Executive Board and shall report the actions of the Senate to the Executive Board.
3. The Parliamentarian of the SGA Senate shall have the following powers and duties:
- a. The Parliamentarian shall be the Vice-Chairperson of the Senate and shall assist the Speaker in the execution of his/her duties.
 - b. The Parliamentarian shall assume the duties of the Speaker upon his/her absence.
 - c. The Parliamentarian shall assist the Chairman of the Senate in maintaining effective use of parliamentary procedure during Senate meetings.
 - d. The Parliamentarian shall work with the Speaker to set meeting agendas in accordance with the SGA Constitution, Senate Bylaws and governing standards of parliamentary procedure set forth in this document.

Section B: Elections, Vacancies, and Removal of Officers

1. Elections for the office of Speaker of the Senate shall occur in accordance with SGA Constitution and any rules set out in the Election Bylaws. The Speaker-elect shall take office at the last regular Senate meeting of the spring term.
2. Vacancies:
 - a. If a vacancy shall have occurred in the office of Speaker of the Senate, the SGA Senate shall elect upon the recommendation of the SGA President an acting Speaker to finish the remainder of the term of the original. The Parliamentarian shall assume the duties of the Speaker until the acting Speaker can be elected.
 - b. In the event of a vacancy in the office of Parliamentarian, the Speaker of the Senate along with the SGA Executive Board shall elect an interim candidate to finish the remainder of the term of the original.
 - c. In the event of a vacancy, either by resignation or dismissal, in the position of Senator, the office shall be declared vacant by the Student Senate proceedings within a period of ten days in which classes are in session. A new appointment shall be proposed by the President and approved by the Student Senate, passing with a simple majority vote. The newly appointed officer shall serve in an apprenticeship capacity under the supervision of the resigning officer, if appropriate, but will not assume the full authority of the office until the date of actual resignation or dismissal.
3. Removals:
 - a. The Speaker of the Senate may be removed by a three-fourths, roll call vote of no confidence of the SGA Senate for gross neglect of duty or extreme violation of the rules of the Student Government Association.
 - b. The Parliamentarian may be removed by a two-thirds, roll call vote of no confidence of the SGA Senate for gross neglect of duty or extreme violation of the rules of the Student Government Association.

Article VI: Amendment of these Bylaws

Section A: Amendments

1. Except as otherwise specified herein, these Bylaws may be amended by a two-thirds vote of the Senate. The motion to amend must appear on the agenda for two consecutively scheduled meetings.
2. Upon petition by ten percent of this Association, the Senate shall consider a proposal to amend these Bylaws. If the Senate does not agree to the proposed amendment it shall become the subject of a referendum. This referendum shall be binding upon a majority vote of this Association if at least thirty percent of its members vote.

Bylaws of the Student Senate of the Student Government Association of Endicott College approved on: