



Stockton University  
Student Senate Constitution

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## **Preamble**

We, the students of Stockton University, in order to provide a representative form of government; to secure a focal point for student voice; to promote the social, academic, and physical welfare of the institution; to sustain communications between students, faculty, and administration; to develop the leaders and participants for the community and the state of New Jersey; do hereby ordain and establish this constitution.

This we do with the recognition that the President of Stockton University and the Board of Trustees have the ultimate responsibility for the total university program.

## **Article I: Student Senate Defined**

### **Section I: Name**

- A. The name "Student Senate of Stockton University" shall serve as the official name of this body in purpose, membership, structure, procedure, powers, and legislation.
- B. The Student Senate of Stockton University may be referred to as the "Student Senate" in all official and unofficial documents pertaining to the Student Senate of Stockton University.

### **Section II: Official Governing Body of the Students**

- A. The Student Senate shall be the recognized, official representative of the student body, (all full-time, part-time, graduate and undergraduate students duly enrolled at Stockton University) and, as such, its actions supersede those of all other student organizations.
- B. All legislative powers herein granted will be vested in the Student Senate.
- C. This Constitution shall serve as the official document for the purpose, membership, structure, procedure, powers, and legislation of the Student Senate of Stockton University. All provisions established by any form of legislation or Standing Rules that directly conflict with the provisions of this Constitution are unconstitutional and shall be deemed null and void.

### **Section III: Purpose**

The purpose of this organization shall be to:

- A. Provide the means whereby the members of the student body may express themselves effectively in the programs that directly affect their intellectual, social, and economic welfare.

- B. Promote active citizenship by developing and encouraging student responsibility by providing practice in democratic living, and promote school spirit with Stockton University.
- C. Fund the activities of student organizations for the benefit of the entire educational community.

#### **Section IV: Mission Statement**

- A. The Student Senate is the governing entity of the clubs and Organizations affiliated with Stockton University; it is a representation of the student population. In addition, the Student Senate is responsible for reviewing requests for allocations of funds from the University activity fee fund and for recommending to the Dean of Students such allocations.
- B. The Student Senate will provide the means whereby the members of the student body may express themselves effectively in the programs that directly affect their intellectual, social and economic welfare. It will promote active citizenship by developing and promoting student responsibility by providing practice in democratic living, and promote school spirit with Stockton University.

### **Article II: Organization**

#### **Section I: Composition**

- A. The Student senate shall consist of one branch, composed of twenty-seven (27) students, duly elected in the Spring and the Fall. Twenty-three (23) students will be elected in the Spring, and the remaining four (4) will be selected from First-Year and Transfer students in a separate Fall election.
- B. The Student Senate shall be broken down into five committees as outlined below:
  - i. Academic Affairs: one chair and four members
  - ii. Student Affairs: one chair and four members
  - iii. Public Relations: one chair and four members
  - iv. Government Affairs: one chair and four members
  - v. Finance: one chair and four members
- C. The Student Senate shall have an Executive Cabinet, comprised of the following:
  - i. President
  - ii. Vice President
  - iii. Academic Affairs Committee Chair
  - iv. Student Affairs Committee Chair
  - v. Public Relations Committee Chair
  - vi. Governmental Affairs Committee Chair
  - vii. Finance Committee Chair
- D. The Student Senate may appoint one or two Chiefs of Staff who assume the main responsibility of maintaining meeting minutes.

## **Section II: Terms of Office**

- A. The term of the outgoing Student Senate President shall expire upon the inauguration of the incoming Student Senate President.
- B. The term of office for all members shall commence immediately following their induction and shall expire immediately following the induction of their respective successor, notification of resignation in writing to the President, or through the conclusion of impeachment and recall process.

## **Section III: Terms of Session & Transfer of Power**

- A. The Student Senate shall begin its term immediately following the last meeting of the previous Student Senate's term and shall continue until the first meeting of the next Student Senate's term.

## **Article III: Meetings**

### **Section I: Full meetings**

- A. The President will preside over all full meetings.
- B. The most recent edition of Robert's Rules of Order shall be a guideline for proper conduct.
- C. A committee member cannot second a motion made by another member of the same committee.
- D. Presiding order: President, Vice President, Chair of Finance, Chair of Student Affairs, Chair of Academic Affairs, Chair of Government Affairs, Chair of Public Relations.
- E. In the case that the entire executive cabinet is absent the meeting will be cancelled, at which point an administrator from the Office of Student Development will notify all Faculty and Students of the cancellation via mass e-mail, or another reliable source of communication, provided the notification is received by the public within a half hour after the time the meeting was scheduled to begin.
- F. The 'meeting minutes' handed out in the meeting must be sent to the Records/Archive department of the Library before the next scheduled Full meeting.
- G. The last Tuesday of each month shall be designated as the official and public full Senate meeting.
  - i. The meeting will be called to order at 4:30 PM, unless by need of special circumstance the time is changed. In the event of a time change, 24 hour notice must be given to all students, faculty and staff as outlined in Article 3, Section 1, Clause D. Roll will be called immediately following the call to order. The Senate will not meet on the third Tuesday of each month. All time changes must be a 2/3 majority decision by the Executive board, and

the President must announce it through the most convenient method possible.

- H. All votes on supplemental requests, consent agendas, minutes, and any and all other minor issues taken at full Senate meetings will be decided by a simple majority of members present. All votes on impeachment or removal of a member of the Student Senate: executive committee appeals: petitions submitted to the Student Senate; and all other major issues to be decided at full Senate meetings will be decided by a 2/3 majority of members present.
- I. The Consent agenda should only include: trivial matters that do not affect the student body at large or any matter that is not passed by 2/3 majority at inter-committee meetings.
- J. The quorum shall be fifteen members (fourteen for emergency meetings) or the proceedings of the meeting shall be considered void, as well as any motions or legislation passed in the course of the meeting.
- K. Documents that the Student Senate will vote on, including but not limited to prior meetings' minutes and annual budgets, shall be accessible to all members of the Student Senate at least 48 hours prior to the meeting at which they will be voted on.
- L. Members of the executive cabinet must submit the meeting minutes to the chief of staff at least 96 hours prior to the meeting at which they will be voted on.

## **Section II: Committee Meetings**

- A. The President will preside over the collective section of committee meetings to address any full-senate business.
- B. Any new ideas or issues assigned by the Student Senate President, Vice President, or at the discretion of the Committee chair will be discussed and introduced first in committee.
- C. There are typically two committee meetings per month with a minimum of six total meetings per academic semester. Meetings should be held on Tuesday, unless changes at 24 hours in advance in the event of special circumstance. The meeting shall be divided into two parts, an inter-committee meeting comprised of all committees and their members, at which role will be called immediately following the call to order. When this meeting has concluded, Senators will immediately report to their respective committee meetings
- D. In individual committee meetings, all votes will be decided by a simple majority of fifty percent of total members of the committee plus one.
- E. In individual committee meetings, quorum shall be fifty percent plus one of the total members of the committee

## **Section III: Executive Cabinet Meetings**

- A. The President will preside over all executive cabinet meetings.

- B. Each committee chair must have the minutes from the previous committee meeting prepared so that the executive cabinet can discuss them.
- C. The Executive Cabinet will make changes seen fit and provide the edited minutes to the chief of staff (or the Vice President in the absence of a chief of staff) for adjustment.
- D. On the Executive Cabinet meeting prior to the committee meetings the Cabinet will discuss their agenda for the upcoming committee meeting. Any new issues presented to a cabinet member will be assigned to the most fitting chair committee.
- E. The Executive Cabinet shall meet a minimum of at least once every month during the academic year.
- F. The quorum shall be fifty percent plus one of total Cabinet Members

### **Article IV: Duties, Powers, and Responsibilities**

#### **Section I: Student Senate**

- A. The Student Senate, in accordance with this constitution, has the power to do the following:
  - i. Act as the final representative of the student body.
  - ii. Appropriate all monies to the student organizations and activities in accordance with university policy.
  - iii. Formulate and review budget policy as it applies to all student organizations receiving money from the activity fee.
  - iv. Confirm or reject, by majority vote, the appointments of the President and Vice President of the Student Senate.
  - v. Upon receiving a petition, the Student Senate must consider the petition, and follow procedure set out in art. IV §8.
  - vi. Make all laws necessary, and proper, for the administration of elections of the Student Senate.
  - vii. Petition the President, by a two-thirds vote, to call a special meeting.
  - viii. Suspend the activities and functions of the student-funded organizations, who fail to meet mandatory requirements as set out by the Finance Committee or Office of Student Development.
  - ix. The Student Senate has the power to enact, by a two-thirds vote, any amendment to this constitution. The following considerations must be made:
    - a. A copy of the Constitution must be made available to the public.
    - b. A copy of each previous version of the Constitution must be archived.

- c. A document outlining the changes from the previous version of the constitution to the amended version must be archived for each version.

## **Section II: Student Senators**

All Student Senators shall have the power to and must:

- A. Serve on at least one standing committee of the Student Senate.
- B. Office Hours
  - i. Student Senators shall complete office hours as outlined by the Executive Cabinet.
  - ii. The office hour requirements should not be more than 2 hours scheduled per week during the semester when classes are in session.
  - iii. The option between these two hours could vary from tabling, attending events on campus, and scheduled office hours.
  - iv. The Vice President may assign special events to count as make -up additional office hours. These events may not replace regularly scheduled office hours.
- C. Participate in all mandatory Student Senate activities.
- D. Maintain a professional demeanor that portrays the Student Senate in a respectful manner.
- E. Carry out all legislation enacted by the Student Senate.
- F. Attend all full and committee meetings of the Student Senate.
- G. Consider matters placed before the Student Senate for action
- H. Fulfill assigned tasks
- I. Support other committee members in their tasks and projects.
- J. Refer student complaints or suggestions to the appropriate committee and/or chair.
- K. Represent the Student Senate at all functions relative to their respective positions.
- L. Make themselves available for consultation with their constituents in order to effectively represent their needs.

## **Section III: Executive Officers**

All executive officers shall have the power to and must:

- A. Represent the Student Senate at all functions relative to their respective positions.
- B. Serve as the consulting body to the President of the Student Senate.
- C. Assist the President in establishing a total program for the Student Senate.
- D. Coordinate the work of the Student Senate.
- E. Make themselves available for consultation with their constituents in order to effectively represent their needs.

- F. Must keep records of all documentation that demonstrates how they and their committee fulfill their duties.
- G. Participate in all mandatory Student Senate activities.
- H. Carry out all legislation enacted by the Student Senate.
- I. Attend all Student Senate Executive Cabinet meetings.
- J. Maintain a filing system dealing with pertinent past and current information.
- K. Assist in the training of their respective successors and incoming senators.
- L. Consider all matters placed before the executive cabinet.
- M. Chair their individual executive committees.
- N. Mediate any discrepancies between senators.
- O. Scribe minutes from their respective committee meetings and send these minutes to the President before the next Executive Cabinet meeting.
- P. Address any grievances regarding a Student Senate-run election that must be addressed.
- Q. Determine which events and meetings are considered mandatory.
- R. Official activities that are external to the University shall be approved by the executive cabinet and reported to the Student Senate.

#### **Section IV: President**

The President shall have the power to and must:

- A. Preside over all full Student Senate meetings.
- B. The President must be:
  - i. A senator who has previous executive board experience
  - ii. A senator who has served at least one full semester at the time of nomination and attended all trainings during the current term.
  - iii. Preside over all Executive Cabinet meetings.
  - iv. Preside over all Impeachment Hearings.
    - a. In the event the President is the Senator being impeached, the Vice President will preside over the Impeachment hearing. Refer to presiding order in case of conflict.
- C. Preside over all committee meetings and task force meetings, as the president sees fit.
- D. Appoint, barring any vocal or written objections from any Senator regardless of position, committee chairpersons and members, and any other standing committee and/or task force.
- E. Provide liaison between the students and the administration.
- F. Develop a rapport with the student government presidents of the state public colleges to discuss current issues and resolutions.
- G. Be the official spokesperson who reports to the university community official recommendations of the Student Senate.
- H. Attend all Board of Trustees meetings.

- I. Prepare the agenda for the upcoming meeting, after consultation with the Executive Cabinet.
- J. Call emergency meetings when necessary.
- K. Create task forces for specific issues.
- L. Vote on Student Senate business only in the case of a tie.
- M. Assign all bills to the respective committees.
- N. Bring to a vote by the entire Student Senate, if any senator believes bias was involved, any proposal, supplemental, or resolution that fails in committee.
- O. Grant funds for unanticipated needs without the consent of the full Student Senate. The funding cannot exceed \$1000 on any given allocation, and it must have the consent of the Student Senate advisor.
  - i. At the full Senate meeting directly following the allocation of these funds, the president must announce the use of the money, including amount, recipient, and date of transaction as well as any other relevant information.
  - ii. Limit of \$5,000 per semester with student senate advisor consent
- P. May not serve as the student member of Stockton University Board of Trustees.
- Q. Install alternates in the event of a Senator's resignation, recall, removal, or after an election if there are vacant spots.
- R. Meet with the University President at least once a month when possible.
- S. Meet with the Faculty Senate President at least once a month when possible.
- T. Manage all special projects as necessary, including outreach.

### **Section V: Vice President**

The Vice President shall have the power to and must:

- A. Assume the powers and duties of the President in their absence.
- B. The Vice President must be:
  - i. A senator who has previous executive board experience or
  - ii. A senator who is in the process of completing their second semester on Senate, and attended all training during the term.
- C. Serve as parliamentarian.
  - i. Create, uphold, and enforce the rules for conduct, based on Robert's Rules of Order.
  - ii. Should an outburst occur, call the meeting back to order.
- D. Sit on the Executive Cabinet.
- E. Serve as an ex-officio (with vote) member of all committees.
- F. Enforce the attendance policy by notifying violators of their violations as promptly as possible.
- G. Senate Vice President shall preside over the election of the incoming Student Senate President.

- H. Shall be the chairperson of the Inter-Club Council and report its activities to the Student Senate.
- I. Shall be responsible for the advocacy for higher education to our elected officials.
- J. Monitor the activities of the Student Senate committees.
- K. Collect and assemble committee meeting minutes from the Executive Cabinet for the full senate meetings in the absence of the chief of staff.
- L. Assist with the administrative responsibilities of the President.
- M. Approve, at the vice president's discretion, and accommodate senators to attend meetings via telecommunications utility, to the best of the vice president's ability.
- N. May not serve as the Student Member of the Stockton University Board of Trustees.
- O. The Vice President will chair the appellate committee.
- P. Approve supplemental request under \$1,500 brought by the Finance committee that is not brought to the full senate.

### **Section VI: Committee Chairperson**

The Committee Chairperson shall have the power to and must:

- A. Preside over the chairperson's respective committee.
- B. Sit on the Executive Cabinet.
- C. Submit, both oral and written, reports at full meetings on the activities of their respective committees.
- D. Be directly responsible for the actions of their committee to the Student Senate.
- E. Preside over the committee meetings, compile the committee's minutes by the time of that week's executive board meeting, and report back to the executive cabinet.
- F. Monitor the university's academic policies and inform students about them.
  - i. Assign each committee member to be a liaison to a set of academic schools:
    - a. School of Education/ Graduate Studies/ARHU
    - b. SOBL/School of Business Studies
    - c. General Studies/ Health Sciences/ NAMS
  - ii. Resolve student issues and conflicts relating to academic schools.
  - iii. Serve as a liaison to the Faculty Senate.
  - iv. Establish relationships with the following persons within one month following their election:
    - a. Provost and Executive Vice President
    - b. President of the Faculty Senate
    - c. Assistant Provost
  - v. Propose new classes, programs, and academic offerings based upon suggestions from students.
- G. Finance Committee Chair shall have the power to and must:

- i. Monitor activities pertaining to university policies that deal with financial planning, procedures, and expenditures.
- ii. Conduct bi-annual budget reviews to ensure clubs are, spending monies efficiently and effectively, and hosting programs as listed on their budget request. A simple banner print out and matching of expenditure's to the club's budget request will fulfill the requirements for completion of the budget reviews. The first budget review will occur in the fall semester between November and December. The second will occur between March and April.
- iii. Preside over committee meetings and record the vote on all supplementals, budgets, and/or financial allocations.
- iv. Enter all budget recommendations from committee members into Excel. The chairperson will make adjustments until the allocations equal the amount of funds to be distributed.
- v. The finance chair will present the projected budgets to the executive cabinet. The executive cabinet will have the authority to give suggestions to the finance chair to make changes to the budgets before they go to the full Student Senate for a vote.
- vi. Review all requests for money submitted to the Student Senate by clubs and organizations and submit a recommendation to the full Student Senate after consulting with the Finance Committee.
- vii. Move to approve supplementals, budget requests, and other financial allocations to the full Student Senate.
- viii. Monitor clubs' account monthly to ensure healthy and fair spending practices.
- ix. In the event that a club becomes inactive, the Finance Chair will make a recommendation to the Student Senate President where to transfer monies. The Student Senate Executive Board shall have the final say.
- x. Meet at least once a semester to discuss the Student Activity Fee with the Vice President of Administration and Finance and Vice President for Student Affairs.
- xi. Oversee, with the President, the responsibilities of all Student Senate finances.
- xii. Prepare and submit to the Executive Cabinet the annual Student Senate Budget and special appropriation requests.
- xiii. Assign Finance Committee members to be liaisons clubs and organizations that receive allocations from the Student Activity Fee. The clubs should be divided equally among the senators of the committee.
- xiv. Determine the deadline for all budget and supplemental request forms in the beginning of the semester.

- xv. Shall make sure all requests are consistent with the past performance and constitutions of the submitting organization.
  - xvi. Resolve any discrepancies that a club or organization holds against the Finance Committee.  
The final word on money expenditures should lie with the Dean of Students.
  - xvii. Create a chart at the end of the academic year describing the usage of club/organization budgets.
  - xviii. The Finance Chair is responsible for establishing relationships with the following staff and administration:
    - a. Vice President for Administration and Finance
    - b. Vice President for Student Affairs
    - c. Associate Dean of Students
    - d. Director of Student Development
    - e. Professional Services Specialist 4 (Student Development)
  - xix. The Finance Chair, President, and Vice President will work together to prepare the annual student senate budget request, which the Executive Cabinet will approve, and submit the annual budget to the Finance Committee.
- H. Governmental Affairs Committee Chair shall have the power to and must:
- i. Identify, monitor, and disseminate information about governmental and university policies that impact the student experience.
  - ii. In conjunction with the Student Senate President and Vice President, recommend, and where appropriate, facilitate responses to proposed or established policies after discussing with the committee members.
  - iii. Maintain a rapport with appropriate government agencies in addressing student issues.
  - iv. Assign committee members to focus on specific tasks:
    - a. Civic Engagement
    - b. Community Outreach
    - c. Administrative Ambassador
  - v. Sit on the William J. Hughes Center Steering Committee with voting power.
  - vi. Collaborate with the Student Senate President on the planning of luncheons with policy makers and the Hughes Center.
  - vii. Present all approved supplemental requests, budgets allocations, and other financial matters as appropriate to the full senate.
  - viii. The Governmental Affairs Committee shall oversee an annual review of the Student Senate Constitution and Statutes of the Student Senate and recommend modifications where necessary.
  - ix.

- I. Public Relations Committee Chair shall have the power to and must:
    - a. Create direct contact and communication to students, faculty, administration, and the community at large.
    - b. Foster a sense of unity and community within the Student Senate.
    - c. Promote the agenda of the Student Senate through various media outlets.
    - d. Publish the Student Senate newsletter, "The Senate Informer," informing the community of what the Student Senate has accomplished and is working towards at least once a semester.
    - e. Publish advertisements in The ARGO and communicate Student Senate accomplishments to the student body.
    - f. Assist the Student Senate President when talking to the Atlantic City Press and local newspapers.
    - g. Organize, officiate, and regulate the Student Senate elections in the fall and the spring.
    - h. Organize tabling for Student Senate elections. Senators on the ballot are not permitted to table for the election.
    - i. During the spring, a "Meet the Candidates" session must be held between distribution of the petitions and the election itself.
  - x. Assign committee members to focus on specific tasks:
    - a. Fraternity and Sorority Life
    - b. Event Programming
    - c. Marketing and Promotions
  - xi. The Public Relations Chair is responsible for establishing relationship with the following staff and administration:
    - a. CEO External Affairs
    - b. Director of Marketing Communication
    - c. Assistant Director of Student Development
  - xii. Develop creative, innovative marketing ideas to increase attendance at Student Senate events.
  - xiii. Update the Student Senate website and bulletin boards.
  - xiv. The Public Relations Chair will post the list of elected senators on the Student Senate door omitting the number of votes, and make it known to the Student Body.
- I. Student Affairs Committee Chair shall have the power to and must:
    - i. Monitor the activities pertaining to university policies that deal with all essential and nonessential student services.
    - ii. Find effective solutions for issues and concerns addressed by students through the senate floor, complaints page, e-mail, suggestion box, etc.

- iii. Assign each committee member to a specific area of student life that needs to be addressed continuously. Also, maintain relationships with the directors of each area:
  - a. Auxiliary Services/ Athletics
  - b. Health Services/ Wellness Center
  - c. Residential Life
  - d. Plant Management/ Telecommunication and Computer Services
  - e. Address all issues and concerns equally and fairly.
  - f. Plan a forum every semester for students to bring up complaints, suggestions, etc.
  - g. Maintain a relationship with student organizations and monitor university policies involving issues of student's creed, religion, national origin, ancestry, race, color, nationality, gender, affectional or sexual orientation, familial status, disability, or multicultural sorority or fraternity affiliation on campus.
  - h. In conjunction with the Student Senate President and Vice President, recommend, and where appropriate, facilitate responses to proposed or established policies after discussing with the committee members.

## **Section VII: Committees**

- A. Academic Affairs Committee
  - i. School of Education/ Graduate Studies/ARHU
  - ii. SOBL/School of Business Studies
  - iii. General Studies/ Health Sciences/ NAMS
- B. Finance Committee
  - i. The Finance Committee will be responsible for handling all budget requests
  - ii. The finance committee liaison will schedule the organizations in five minute intervals at a specific location. They will notify the clubs of their specific meeting time at least one week before the actual date.
  - iii. The liaison's will check to see the following:
    - a. The club's programming efforts are parallel to their mission statement.
    - b. Verify club's hosted programs as outlined in the previous year's budget request.
    - c. Club membership patterns over the last three years.
    - d. Attempted and successful fundraising efforts.
    - e. Any abuse of student activity fee money or excessive, wasteful spending.

- iv. The liaison will enter their recommendations into an excel sheet and send it to the chair.
  - v. Each club and organization will be contacted via email and telephone regarding their projected budget. The clubs will not be contacted until the Finance Committee, Executive Cabinet, and Student Senate President has given their recommendations to the Finance Chair.
  - vi. Approve supplemental requests under \$1,500 in committee by a 2/3 vote plus one, with the approval of the Vice President.
  - vii. Include the individual approvals of supplemental budget request under \$1,500 in the minutes.
  - viii. Approve or deny supplemental requests under the amount of \$1,500 that were approved by the finance committee.
- C. Governmental Affairs Committee
- i. Civic Engagement:
    - a. Promote civic engagement to the entire student body by hosting at least one event every semester and informing students of governmental policies.
    - b. Encourage students to vote and organize voter registration in conjunction with other student organizations that may be leading an effort.
    - c. Reach out to, and maintain a strong relationship with, the Galloway and Atlantic City communities.
    - d. Community Outreach
  - ii. When possible and appropriate attend regional or statewide organization meetings and events.
  - iii. Contact all in-state public colleges' student governments to collaborate on lobbying for student rights.
  - iv. Administrative Ambassador: Monitor New York Times usage in conjunction with the Office of Service Learning and the New York Times representative.
  - v. Maintain relationship with Office of Service Learning, Center for Public Policy, and Office of Student Rights and Responsibilities.
  - vi. Establish relationships and collaborate with political clubs and organizations on campus.
  - vii. The Government Affairs committee shall oversee an annual review of the Student Senate Constitution and Statutes of the Student Senate and recommend modifications.
- D. Public Relations Committee
- i. Fraternity and Sorority Life:
    - a. Attend all Greek Council meetings.

- b. Establish relationships with all the Presidents of the Greek organizations.
  - ii. Event Programming:
    - a. Assist all committees in planning and hosting Student Senate related events.
    - b. Establish relationships with Stockton Entertainment Team (SET) and promote collaboration.
  - iii. Marketing and Promotions:
    - a. Promote Student Senate accomplishments and agenda to the community.
    - b. Regularly update the Student Senate media pages.
    - c. Order Student Senate promotional items.
- E. Student Affairs Committee
  - i. Auxiliary Services/Athletics:
    - a. Establish Relationships with the directors and associates of Auxiliary Services and Athletics.
    - b. Review and propose improvements for food services and meal plans.
    - c. Research commuter complaints and solutions found at other institutions.
    - d. Propose improvements for student life such as the shuttle app, etc.
    - e. Address student complaints regarding Auxiliary Services or Athletics in a timely and effective manner.
  - ii. Health Services/Wellness Center:
    - a. Establish relationships with the directors of Health Services and the Wellness Center.
    - b. Review policies and service offerings and make suggestions for improvement.
    - c. Research other institutions for policies and services offered regarding health in comparison to Stockton University.
    - d. Address student complaints regarding Health Services or the Wellness Center in a timely and effective manner.
  - iii. Residential Life:
    - a. Establish relationship with Residential Housing Association (RHA), Director of Residential Life, and associates.
    - b. Attend all RHA meetings.
    - c. Propose revisions to the Guide of Residential Life in collaboration with RHA.
    - d. Address student complaints regarding housing in a timely and effective manner.
  - iv. Plant Management/ Telecommunication and Computer Services:

- a. Establish relationships with directors of Plant Management and Telecommunications and Computer Services.
- b. Observe campus surroundings and propose improvements.
- c. Address student complaints regarding facilities and telecommunication issues in a timely and effective manner.

### **Section VIII: Petition**

- A. All petitions submitted to the Student Senate must be considered and must undergo the following process:
  - i. Petitions are to be submitted by the issuing party at a full Senate meeting.
  - ii. Student Senate will submit the petition to the Office of Student Development or the Office of the Dean of Students to verify that the petition bears 500 printed names with corresponding z- numbers and signatures, and that all names are valid and match their corresponding z-numbers. The Offices have until the Committee meeting directly following the full senate meeting at which the petition was submitted.
  - iii. If the petition is verified, it will be reviewed by the full Senate at the Committee meeting directly following the full meeting at which the petition was submitted. At this Committee meeting, the issuing party will send a representative to give a short presentation, not to exceed 5 minutes, explaining their position in depth, at which point a questioning period, not to exceed 15 minutes, will commence. At the conclusion of the questioning period, the representative must leave the room and the Senate must immediately deliberate. The Senate is not required to disclose their official position, if one is reached, to the representative at or following this Committee meeting.
  - iv. At the full Senate meeting directly following the committee meeting at which the petition was considered, the petition will be put to a vote by the Student Senate, and requires a supermajority to pass.
    - a. If the petition fails in Senate, it has to be put to the whole student population, including full-time, part-time and graduate students.
    - b. A simple majority of the total number of students voting is required for the petition to pass.
    - c. If it fails in referendum as well, the petition is returned to the issuing party, at which point the may review it and resubmit it so long as they meet the minimum requirements, including the 500 printed names with corresponding z- numbers and signatures (the issuing party must start the process over, if they wish to try again, including gathering the signatures; while one person may not sign the same petition twice, a student who signed the previous version of the petition may sign the new petition).

- d. Should a Student Senator acknowledge inherent bias in either affirming or failing the petition, they must, vote to pass the petition directly to referendum; from which point the Student Senate has one week to put it to referendum. The vote requires a supermajority to pass the petition to referendum and will occur at the full Senate meeting at which the Student Senate would have voted to affirm or fail the petition.
- B. Petitions issued by the Student Senate for the purpose of elections are exempt from the above procedure.
- C. No petition submitted to Student Senate, or issued by Student Senate, may violate any local, state, or national laws or policy, or else it is considered void until it can be revised to coincide with said laws and policy

### **Article V: Elections**

#### **Section I: Voting**

- A. All students duly registered and having paid the activity fee shall be eligible to vote in the general election.
- B. The elections will consist of at least 48 consecutive hours of voting time each.
- C. The positions of President and Vice President shall be decided by the general student population in the online Presidential election.

#### **Section II: Election Process**

- A. The twenty-three students shall be chosen by a general election of eligible voters to take place in the spring. The twenty-fourth, twenty-fifth, twenty-sixth, and twenty-seventh students shall be chosen in a general election of eligible voters to take place in the fall.
- B. All nominations for the position of Student Senator shall be made by petition bearing the printed names of seventy-five properly registered students and corresponding z- numbers and signatures, to be verified by the Office of Student Development or the Office of the Dean of Students. Should the candidate's petition bear less than 75 verified names and z- numbers, they shall either be given their petition to finish collecting the requisite signatures; or, if the deadline for submission has passed, shall be removed from the election and the ballot.
- C. The position of Student Senator must be occupied by a member of the Student Senate with a cumulative GPA of 2.5 or better. First-semester freshmen and transfer are exempt from this requirement.
- D. A candidate must have the required GPA for the position they are running for at the time of election. Senators on Senate- mandated Academic Probation are prohibited from this requirement. Student Senators and Executive Cabinet

members must have a minimum GPA of 2.5 and the President and Vice President must have a minimum of 2.75 to be eligible.

- E. If someone has been removed from the Student Senate, either by being impeached, recalled, accruing too many absences, or resigning from the Student Senate, that senator may not run for a position on the Student Senate.
  - i. A former senator who resigned may appeal in writing to the Executive Cabinet to be exempt from E. The Executive Cabinet must address the appeal within 2 weeks of the day it was submitted.
  - ii. Senators removed due to academic issues may return to Senate after the specified time. See art. VI §1 cl. J (1-2).
- F. Spring Election
  - i. The Executive Cabinet will set the date of election and establish the necessary rules governing that election at its first meeting in the spring semester.
  - ii. All candidates in the election shall appear on a single ballot and those twenty-three receiving the most votes shall attain seats on the Student Senate.
- G. Presidential Election
  - i. The Executive Cabinet will set the date of election and establish the necessary rules governing that election at its first meeting in the fall semester
  - ii. All Presidential candidates in the election shall appear on a single ballot and the candidate receiving the most votes shall attain the position of President.
  - iii. All Vice Presidential candidates in the election shall appear on a single ballot and the candidate receiving the most votes shall attain the position of Vice President.
  - iv. A public forum shall be held between all the candidates
  - v. A senator may not accept nominations for both President and Vice President positions.
  - vi. If none of the senators meet one of the requirements for President or Vice President, that requirement is temporarily suspended for all senators.
- H. Fall Election
  - i. The Executive Cabinet will set the date of the election and establish the necessary rules governing that election at its first meeting in the fall semester.
  - ii. All candidates in the election shall appear on a single ballot and those four receiving the most votes shall attain seats on the Student Senate.
  - iii. Any member of the student body who wishes to run in the election must be a member of one of the following groups of students:
    - a. Freshman student or,

- b. A Transfer student, Non-matriculated student or Graduate student who commenced their academic career at Stockton University at the beginning of the semester during which the fall general election is to be held.
    - c. A graduate student who commenced their academic career at Stockton University the previous semester.
- I. In the event of a tie, the following criteria will be used:
  - i. Any ties involving an individual who has served on the Student Senate previously, the person with previous Student Senate experience will gain the benefit of the tie.
  - ii. Ties involving two or more students with Student Senate experience will present their argument to the current members of the Student Senate. Then the Student Senate will cast their vote for the one they deem to be the most qualified.
  - iii. Two or more students with no previous Student Senate experience will present their arguments to the current members of the Student Senate. Then the Student Senate will cast their vote for the one they deem to be the most qualified.
- J. The Executive Cabinet shall address any grievances regarding a Student Senate-run election that must be addressed:
  - i. The Executive Cabinet will have the power to conduct a hearing, and make any of the following decisions:
    - a. Disqualify a candidate.
    - b. Disqualify an election/call for a re-election.
    - c. Prevent an election worker from receiving payment.
  - ii. The Executive Cabinet must meet and give their decision before election results are publicly submitted.

### **Section III: President**

- A. The position of President must be occupied by a member of Senate with a cumulative GPA of 2.75 or better.
- B. The President must be:
  - i. one of twenty- three elected senators, either one of the following:
    - a. A senator who has previous executive board experience or
    - b. A senator who has served at least one full semester on Student Senate and attended all trainings during the current term.
- C. Before the spring election, the whole Senate votes to nominate the candidates for president. No senator may nominate themselves, and may not be nominated for both president and vice president.
- D. The three nominated Senators with the most votes (Senators may vote for more than one nominated Senator) are placed on a ballot separate from, but in

conjunction with, the general election. The Presidential candidate with the most student votes is the new Student Senate President.

- E. If the general election results in a tie, the Senate will hold a vote at the Full Meeting directly following the election. The Candidate receiving the most votes is the new President.
- F. At the last full Senate meeting of the Spring semester, the new President will be sworn in.

#### **Section IV: Vice President**

- A. The position of Vice President must be occupied by a member of Senate with a cumulative GPA of 2.75 or better.
- B. The Vice President must be:
  - i. One of twenty- three elected senators, either of the following:
    - a. A senator who has previous executive board experience or
    - b. A senator who has had two full semesters on Senate, and attended all trainings during the term.
- C. At the last committee meeting before the spring election, the whole Senate votes to nominate the candidates for vice president. No senator may nominate themselves, and may not be nominated for both president and vice president.
- D. The three nominated Senators with the most votes (Senators may vote for more than one nominated Senator) are placed on a ballot separate from, but in conjunction with, the general election. The Vice Presidential candidate with the most student votes is the new Student Senate Vice President.
- E. If the general election results in a tie, the Senate will hold a vote at the full Senate meeting directly following the election. The Candidate with the most votes is the new Student Senate Vice President
- F. At the last full Senate meeting of the Spring semester, the new Vice President will be sworn in.

### **Article VI: Vacancy**

#### **Section I: Vacancies**

- A. There shall be one alternate list of candidates who appeared on the spring general election ballot but were not elected to the Student Senate. There shall also be one alternate list of candidates who appeared on the fall general election ballot but were not elected to the Student Senate.
  - i. The order of the names on the alternate lists shall be determined by the number of votes each alternate received in either the spring or fall general election, starting with the alternate who received the most votes and proceeding to the alternate who received the least votes.

- ii. In the event that an individual decides to drop out of the election but receives votes during the election, the individual will be automatically placed at the bottom of the alternate list. Should there be more than one individual who has dropped out of the election and received votes, they will be placed at the bottom of the alternate list in descending order by the number of votes received.
- B. In the event of a vacancy on the Student Senate, the open seat shall be filled as follows:
- i. If the open seat was originally held by a student who was elected to the Student Senate in the spring general election, then that seat shall be filled by a student on the alternate list generated following the spring general election, starting with the alternate who received the most votes and preceding to the alternate who received the fewest number of votes.
    - a. In the event that a Student Senate seat filled by a student who was elected in the spring general election should become vacant and there are no more students on the alternate list generated following the spring general election, then that vacancy shall be filled by the next eligible student on the alternate list generated after the fall general election.
  - ii. If the open seat was originally held by a student who was elected to the Student Senate in the fall general election, then that seat shall be filled by a student on the alternate list generated following the fall general election, starting with the alternate who received the most votes and preceding to the alternate who received the fewest number of votes.
    - a. In the event that a Student Senate seat filled by a student who was elected in the fall general election should become vacant and there are no more students on the alternate list generated following the fall general election, then that vacancy shall be filled by the next eligible student on the alternate list generated after the spring general election.
- C. In the case that all alternates have been expended and a vacancy occurs:
- i. The President and Vice President have the authority to recommend any student that meets the guidelines pre-established by the Student Senate.
  - ii. To present their case for candidacy, nominees will be required to write:
    - a. an essay expressing desire for the position (500 words maximum)
    - b. a resume (one page maximum, see addendum 1)
    - c. a letter of recommendation from a faculty or staff member
    - d. a letter of recommendation at the discretion of the candidate
  - iii. These materials will be placed in the minutes of the following full meeting to be read and reviewed by the present senators.

- iv. At the next full meeting, each senator will then cast a vote for the corresponding number of vacancies.
- v. Majority vote will decide the new senator(s).
- D. To be eligible to become an alternate for a vacancy of an executive position, the senator must meet all requirements for the position.
- E. An alternate shall fill out the term of their predecessor.
- F. All vacancies of the Student Senate shall be filled with all deliberate speed.
- G. Vacancy of the office of President shall be filled by the Vice President. If the Vice President is not available, a special election in the Student Senate to fill the position will be held.
  - i. If the vice president does not want to assume the powers and responsibilities of the office of president, he or she or she then shall voluntarily resign as vice president, but not as a senator.
  - ii. If a vacancy in the Offices of President and Vice President should occur simultaneously, the Academic Policies Chair shall preside over an emergency meeting of the Student Senate to elect a new President and Vice President. The Academic Policies Chair will preside over the Student Senate until the positions are filled.
- H. In the case of a vacancy of the office of vice president, the president shall nominate a student senator of the president's choice, and the Student Senate will vote by majority to confirm or deny the candidate. This process will continue until a vice president has been chosen.
- I. In the case of a vacancy of an executive officer position the President will appoint a senator to the position, barring oral or written objections from any Senator, regardless of position.
- J. Senators whose GPAs fall below the GPA requirement for their positions will be given one semester to raise their GPAs to the requirement. If they fail to raise their GPAs to their requirement, they will be removed from their position, and that position will be vacant.
- K. After removal, the Removed is barred from running for one election cycle. After this period, he or she may run again, provided they meet all requirements, including minimum GPA.
  - i. If a Senator is removed a second time due to a low GPA, they are ineligible for Senate for the rest of their time as a graduate or undergraduate student at Stockton.

## **Section II: Resignation**

- A. A voluntary resignation of a student senator must be in written form and submitted to the President or Vice President of the Student Senate. Thereafter, the procedures will be taken to install an alternate.

- B. In the instance of verbal notification of resignation to the president, vice president, or their respective committee chairperson, the senator will have four days, following an unexcused absence of a full meeting or committee meeting, to respond in writing with intent to remain on the Student Senate or relinquish the position. Failure to respond within this four-day period will automatically result in the resigning senator's removal from Student Senate, and the position will be vacant.

### **Section III: Recall of a senator**

- A. An elected senator can be recalled by petition of the student body containing not less than twenty percent of the eligible voting population.
- B. Any Senator, regardless of position held currently or in the past, and total time served on Senate, who is successfully recalled is ineligible to run for or hold any Senate position, including Office Manager, for the remainder of their time at Stockton as a graduate or undergraduate student.

### **Section IV: Impeachment of a senator**

- A. A student senator may be impeached for removal from senate, or removal from the senator's executive position.
- B. The process may be started either by:
  - i. A student senator brings before the Executive Cabinet an accusation against a senator backed by evidence. This accusation may include but is not limited to insubordination, malfeasance, misfeasance, and/or nonfeasance.
    - a. In the case that the senator in question is a member of the executive cabinet, that senator must leave the room and not participate in the discussion or vote.
    - b. In the case that the senator who brought forth the accusation is a member of the executive cabinet, that senator must abstain from the vote.
  - ii. A recommendation as a result of a hearing as defined in Article VII Section 1.
- C. After considering evidence, the Executive Cabinet votes on whether there is enough evidence for impeachment. If the vote succeeds the senator in question is then impeached.
  - i. In the case that the president or vice president is impeached, that senator will temporarily step down from that position until the impeachment process ends.
- D. The President declares impeachment or non-impeachment of the accused senator at the next full meeting.

- i. After the declaration a senator may move to veto the decision. If a veto is successful by a 2/3 vote the decision made by the Executive Cabinet is reversed.
  - ii. If the president is the senator being impeached, the vice president will declare the impeachment in the president's stead.
- E. The Executive Cabinet conducts a public hearing to be known as an Impeachment Hearing wherein which the impeached Senator is brought before the entire Student Senate.
  - i. This hearing must occur no later than 2-weeks after the declaration of impeachment that occurred at the full meeting.
  - ii. At this hearing all formal accusations, evidences, arguments, testimonies, and witnesses must be presented to the full Student Senate by the executive cabinet.
  - iii. The Student Senate is given time for discussion.
    - a. The ability to motion to 'End Discussion' is revoked from Senators during Impeachment Hearings.
    - b. Representatives from administration may end discussion at any time, forcing the Student Senate to move on to the next evidence, argument, testimony, etc.
  - iv. The impeached senator has the right to:
    - a. Address each accusation and call witnesses and people with testimonies to speak.
    - b. Know the accuser.
    - c. Question any witness or testimony given.
  - v. The public hearing will last no longer than 8 hours, and may not be recessed. Just before the eighth hour the President calls for the votes outlined below in F.
    - a. If the hearing lasts longer than 4 hours, the Executive Cabinet is responsible to provide a meal at the 4-hour mark to the senators to be taken out of the Student Senate's budget.
- F. After all accusations, evidences, arguments, testimonies, discussions, and witnesses have been presented the President will call for a vote of removal:
  - i. If there is a 2/3 vote to remove the impeached senator, the senator is immediately removed from Student Senate, and the position will be vacant.
    - a. If the senator in question is a member of the executive cabinet (including president and vice president), two votes will be taken. First, the vote to remove the senator from the senator's executive position, which requires a 2/3 vote to remove the senator, at which point the Executive position is immediately considered vacant. The Senate will then vote as to whether or not the senator will be

removed from Senate entirely. A 2/3 vote is required to remove the senator from office completely. If the first vote to remove the senator from executive office fails, the senator is not subject to the second vote.

- ii. A vote may not be taken twice.
- G. A senator cannot be impeached on the same accusation twice.
- H. If there is belief that there is bias involved by the part of anyone in the Executive Cabinet during any part of the Impeachment process anyone may bring up this concern of bias to Director of Student Development and Dean of Students. They will then decide if there is bias and the appropriate action to take if bias is determined to have occurred.

### **Section V: Proxy Votes**

- A. A student senator may cast votes by proxy.
- B. Student senators may not cast votes by proxy on constitutional amendments, annual budgets, supplemental budgets or resolutions.
- C. All proxy votes shall be handed in to the Vice President no later than one hour prior to the full meeting.
- D. A student senator may attend a meeting, Full, Executive, or Committee, via a telecommunications utility.
  - i. The senator must be able to hear and be heard by all persons present.
  - ii. The senator must provide a reason to the Vice President for the senator's desire to attend in this manner at least one week before the meeting.
  - iii. All pertinent documents and presentations must be made available to student senators attending in this way- before the meeting via digital or hard copy.
  - iv. Student senators attending in this way will, for all intents and purposes, be considered present.

## **Article VII: Behavior**

### **Section I: Behavior**

- A. The student senators of Stockton University must conduct themselves in a manner that best characterizes the Student Senate and the university they represent. Senators will act in a manner of proper conduct, which includes but is not limited to proper ethical behavior and professionalism with the student body, faculty, administration and fellow senators.
- B. The student senators are the representation of the student body and will, to the best of their judgment and ability honor that representation.
- C. Proper conduct must be adhered to at all times during the senator's term in the Student Senate. 1.

- i. The definition of proper conduct varies based upon the given situation the senator is in.
- D. Any discrepancies between two or more senators will result in mediation with the Executive Cabinet.
- E. Any senator accused of being in violation of this constitution, or derelict in the senator's duties may be brought before the executive cabinet for a hearing and proper disciplinary action.
- F. In the event that a senator breaks university policy or obtains any non-traffic criminal charges, that senator will be brought before the executive cabinet for an evaluation if any disciplinary action should take place.
- G. Discipline may not include temporary suspension, removal from Student Senate or, removal from Executive Position. Discipline may include beginning of the impeachment process.
- H. If a member of the executive cabinet is to be brought before the executive cabinet for discipline, that senator may not participate in the decision making for the discipline.

## **Section II: Attendance**

- A. Any full-meeting or Executive Cabinet meeting absences must be reported to the Vice President, and any committee-meeting absences must be reported to the committee chair, at least twenty- four hours before the meeting, except in emergencies - in which case the absence must be reported as soon as possible.
- B. Any member or executive member having four absences in a semester shall be removed from Student Senate, and that senator's position will be vacant.
- C. Two late arrivals to or early departures from, full meetings, committee meetings, or Executive Cabinet meetings, will be equivalent to a single absence. Senators may arrive up to five minutes late or leave up to five minutes early without penalty if they meet the following criteria:
  - i. To arrive late, that senator must have a class scheduled to end at the time the meeting is scheduled to begin.
  - ii. To leave early, that senator must have a class scheduled at the time the meeting is scheduled to end.
- D. Not meeting two office hour requirements will be equivalent to a single absence.
- E. An unexcused absence to a mandatory event will be considered an absence.
- F. Summer training attendance will count towards a senators fall term record, and winter training will count towards their spring term attendance record.
- G. The Vice President has the responsibility of recording absences for all members except his own.
  - i. The President has the responsibility of recording absences for the Vice President.

- H. The Vice President has the responsibility of notifying any individual who has accrued three absences of his or her absences.
- I. Each semester absences shall be removed from each senator's record.

### **Article VIII: Ratification**

This constitution will be in effect upon a two-thirds vote of the Activity Fee Review Board, 1981- 82, and a majority of students voting in the ratification referendum.