

## Rules and Regulations of the Drake University Student Senate

### I. Membership Guidelines

I.1. Each member of the Student Senate shall be enrolled as a full-time student at Drake University and shall be in good standing with the University, indicating no academic or disciplinary probation.

I.2. The Student Senate shall be constituted as follows:

#### I.2.1. Executive Officers

I.2.1.1. The Student Body President

I.2.1.2. The Vice President of Student Life

I.2.1.3. The Vice President of Student Activities

#### I.2.2. Academic Senators

I.2.2.1. Arts and Sciences Senator

I.2.2.2. Fine Arts Senator

I.2.2.3. College of Business and Public Administration Senator

I.2.2.4. College of Pharmacy and Health Sciences Senator

I.2.2.5. School of Education Senator

I.2.2.6. School of Journalism and Mass Communication Senator

I.2.3. Two Diversity Interest Senators

I.2.4. First-Year Senator

I.2.5. Two Organizational Council Senators

#### I.2.6. Senators-at-Large

I.2.6.1. Academic Affairs Committee Chair

I.2.6.2. Buildings and Grounds Liaison

I.2.6.3. Campus Advancement Committee Chair

I.2.6.4. Community Outreach Liaison

I.2.6.5. Diversity Interest Senator

I.2.6.6. Organizational Council Chair

I.2.6.7. Student Affairs Committee Chair

I.2.6.8. Student Body Treasurer (Student Fees Allocation Committee Chair)

I.2.6.9. Student Services Committee Chair

I.2.6.10. Technology Liaison

#### I.2.7. Ex-Officio Members

I.2.7.1. Law School representative

I.2.7.2. Parliamentarian

I.2.7.3. Public Affairs Officer

I.2.7.4. Secretary

I.2.7.5. Student Body Auditor

I.2.8. Non-Senator Committee Members

I.2.8.1. Any student enrolled full-time at Drake University can serve as a committee member.

I.2.8.2. The Executive Officers of the Student Senate shall publicize the availability of the Student Senate committee positions and make applications for these positions available to the student body immediately following the completion of the Student Senate elections, at the start of the new school year, and when vacancies need to be filled.

I.2.8.3. Membership shall be determined by the Executive Officers of the Student Senate following an application and interview process.

#### I.2.9. Student Appointments to the Committees of the Faculty Senate

I.2.9.1. Appointments to the Committees of the Faculty Senate will be made by the Student Body President and must be approved by a majority vote of the Student Senate.

I.2.9.2. Committees of the Faculty Senate requiring student members include:

I.2.9.2.1. Intercollegiate Athletic Council (three students, two of whom can be intercollegiate student athletes)

I.2.9.2.2. Admissions and Financial Planning Committee (three students)

I.2.9.2.3. The Board of Student Communications (Technology Liaison, School of Journalism and Mass Communication Senator, one member of the Student body)

I.2.9.2.4. University Hearing Panel (ten student members)

I.2.9.2.5. Sustainability Oversight Committee (two student members)

#### I.2.10. Student Senate Adviser

I.2.10.1. The Dean of Students shall serve as the adviser for the Student Senate.

I.2.10.2. The adviser shall attend as many regular meetings of the Student Senate as possible.

I.2.10.3. The adviser of the Student Senate reserves the right to make recommendations for judicial action in the event that an elected member of the Student Senate is found in violation of academic or disciplinary good standing.

## II. Rules of Procedure

II.1. Meetings of the Student Senate shall be conducted in accordance with Robert's Rules of Order and the bylaws of the Student Senate.

II.2. The permanent meeting time and place for each semester must be decided upon and passed by a unanimous vote during the first meeting of each Session.

II.2.1. The Student Senate shall meet at least twice every month from September through May as the academic calendar permits.

II.2.2. The Student body President or a majority of the elected Student Senate shall have the authority to call special meetings of the Student Senate. Except in cases of emergency, at least three days notice shall be given.

II.2.3. The agenda shall be created and distributed by the Student Body President at least 24 hours prior to the meeting. Additional motions may be added to the agenda only by approval of the Student Body President.

### II.3. Senate Floor

II.3.1. Persons other than voting members of the Student Senate may address the Senate by a majority vote of the Student Senate.

II.3.2. All non-procedural actions taken by the Student Senate shall be conducted by and recorded as a roll call vote.

II.3.3. The Student Senate bylaws supersede any organizations bylaws that do not prove consistent with the Student Senate bylaws and the Drake University Student Handbook.

## III. Attendance and Reports

### III.1. Attendance

III.1.1. Attendance of all elected Student Senate members at regular meetings of the Student Senate and at committee meetings is mandatory. Senators are allowed three absences per semester. Tardiness or early departure from regular meetings must be approved by the Vice President of Student Life.

III.1.2. Attendance of Student Senate committee meetings shall be recorded by the Chair of the committee and reported to the Vice President of Student Life.

III.1.3. Attendance of elected members of the Student Senate to Board of Trustees meetings is mandatory unless excused by the Vice President of Student Life.

### III.2. Absences

III.2.1. In case of the absence of an elected Student Senate member at a regular meeting of the Student Senate, s/he must notify the Vice President of Student Life within 48 hours of the meeting. S/he must provide a proxy and a record of how the proxy will vote to the Vice President of Student Life and the Secretary.

III.2.2. Failure to provide a proxy or submit a voting record shall result in a censure of that elected member of the Student Senate.

III.2.3. Upon the fourth absence, the elected Student Senate member shall only be excused by the Vice President of Student Life for extenuating circumstances.

III.2.4. Upon the fourth absence, if unexcused, the Vice President of Student Life may refer the elected member of the Student Senate to the Senate Judicial Committee for a hearing.

### III.3. Reports

#### III.3.1. Written reports

III.3.1.1. Reports are due in writing to the Vice President of Student Life and to the Secretary at a time set at the start of the session.

III.3.1.2. Reports will be included with the Student Senate agenda.

III.3.1.2.1. Each committee Chair must submit a weekly written report reviewing the activities of the committee.

III.3.1.2.2. All other Senators who do not chair a committee must submit a monthly written report reviewing their activities.

III.3.1.2.3. Each Senator must submit a written report reviewing their activities at the end of each semester.

#### III.3.2. Oral reports

III.3.2.1. Oral reports from each elected member of the Student Senate are required at least once a month at regular meetings of the Student Senate.

## IV. Elections

### IV.1. Bodies Governing the Elections

IV.1.1. Elections for Executive Officers, Senators-at-Large, Academic Senators, the First-Year Senators, and the Diversity Interest Senator-at-Large shall be governed by the Election Commission and the Certified Election Rules.

IV.1.1.1. The Election Commission will be chaired by the Election Commission Chair/Co-Chairs, as appointed by the Student Senate Executive Officers and approved by a majority of the Student Senate.

IV.1.1.2. The Certified Election Rules shall be established by the Election Commission and approved by a majority of the Student Senate. Any amendments must also be approved by a majority of the Student Senate.

IV.1.2. Elections for Organizational Senators shall be conducted by the current Organizational Senator-at-large and Organizational Senators.

IV.1.3. Elections for Diversity Interest Senators shall be conducted by the Student Affairs Committee.

### IV.2. Election Procedures

#### IV.2.1. Executive Officer Elections

- IV.2.1.1. Elections for the Student Body President, Vice President of Student Life, and Vice President of Student Activities shall be the first elections conducted in the spring term of each academic year.

#### IV.2.2. Senator-at-Large Elections

- IV.2.2.1. Elections for Senators-at-Large and Academic Senators shall be conducted after the elections of the Executive Officers, before the first of May of each academic year.

#### IV.2.3. First-Year Senator Elections

- IV.2.3.1. The First-Year Senator will be elected by and from the first-year class during the fall semester to serve until the end of the Session.
- IV.2.3.2. Persons seeking the position of First-Year Senator must have entered Drake University with a cumulative grade point average of 2.0 or better, on a 4.0 scale.
- IV.2.3.3. The Election Commission will set up the timeline for this election with the utmost urgency.

#### IV.2.4. Diversity Interest Elections

- IV.2.4.1. The Diversity Convention will be organized and moderated by the Chair of the Student Affairs Committee. The goal of the Diversity Convention is to nominate candidates for the Diversity Interest Senator-at-Large election and to elect two Diversity Interest Senators.
  - IV.2.4.1.1. Organizations that embody diversity will have the option of applying to be part of the Diversity Convention in the spring semester. The Diversity Convention will be selected each academic year.
  - IV.2.4.1.2. The Student Affairs Committee shall select organizations to take part in the Diversity Convention. These organizations must be approved by the majority of the Student Senate.
  - IV.2.4.1.3. Each organization serving in the Diversity Convention can select up to three individuals to serve as voting members in the Diversity Convention.
  - IV.2.4.1.4. Organizations that have been selected to serve in the Diversity Convention will review the performance of the Diversity Interest Senators at monthly meetings of the UNITY Table.
- IV.2.4.2. One Diversity Interest Senator will be nominated by the Diversity Interest Convention and elected at-large by the Student body. Two Diversity Interest Senators will be elected by the Diversity Convention.
  - IV.2.4.2.1. The Diversity Interest Senator-at-Large election shall occur prior to the Diversity Interest Senator elections.

IV.2.4.2.2. The Convention shall nominate a minimum of two candidates if there are more than two or more students seeking to run for the Diversity Interest Senator-at-Large position.

IV.2.4.2.3. Each organization shall vote for two Diversity Interest Senators following the Diversity Interest Senator-at-Large election.

#### IV.2.5. Organizational Senator Elections

IV.2.5.1. Organizational Senators will be elected by the representatives of the Organizational Council during the month of April for the following session.

IV.2.5.2. Ballots will be distributed at the first meeting in April, and collected at the following meeting. Organizational Council representatives shall seek input from their organization in completing their ballot.

IV.2.5.2.1. Only organizations in accordance with the attendance policies of the Organizational Council will be allowed to vote.

IV.2.5.3. The Student Senate shall not vote in this election.

### V. Executive Officers

#### V.1. Student Body President

V.1.1. The Student Body President shall be the official spokesperson of the Drake University Student Body and the Chair of the Student Senate.

V.1.2. The Student Body President shall take action as prescribed in legislation passed by the Drake University Student Senate.

V.1.3. The Student Body President shall select, through an interview process, the ex-officio members of the Student Senate. They will be approved by a majority vote of the Student Senate.

V.1.4. The Student Body President shall have the authority to appoint cabinet members with the approval of the Student Senate. These cabinet members shall sit on the President's Council, of which the Student Body President shall be the Chair.

V.1.5. The Student Body President shall have the authority to recommend students for appointment to committees established by the Student Senate or to other committees as deemed necessary, with the approval of the majority of the Student Senate.

V.1.6. The Student Body President shall vote in meetings of the Drake University Student Senate when the Chair's vote affects the results.

V.1.7. The Student Body President shall hold a minimum of 15 office hours each week. The purpose of office hours is to be available to members of the student body.

V.1.7.1. Members of the Student Senate shall have access to all records of the Student Senate in the Office of the Student Body President.

## V.2. Vice President of Student Life

V.2.1. The Vice President of Student Life shall organize all standing committees of the Student Senate.

V.2.1.1. At the beginning of the academic year, the Vice President of Student Life shall determine the status of the Student Senate standing committees.

V.2.1.2. The Vice President shall make a written report to the Student Senate by the first meeting in October certifying the status of the standing committees, and shall provide each Student Senator a list of meeting times and locations of each committee and subcommittee.

V.2.2. The Vice President of Student Life shall work with Student Senators in the performance of their representative functions.

V.2.2.1. The Vice President of Student Life shall transition the First-Year Senator and educate him/her on the workings of the Student Senate as well as parliamentary procedure.

V.2.2.2. The Vice President of Student Life shall be an ex-officio member of the First Year Interest Committee. The Vice President will assist the First-Year Senator in chairing the committee for the first semester to ensure smooth transition.

V.2.3. The Vice President of Student Life shall assist the Student Body President in the formulation of nominations to the Student Senate agenda and any other duties assigned by the Student Body President.

V.2.4. The Vice President of Student Life shall hold a minimum of 12 office hours each week. The purpose of office hours is to be available to members of the student body.

## V.3. Vice President of Student Activities

V.3.1. The Vice President of Student Activities shall chair the Student Activities Board (SAB).

V.3.2. The Vice President of Student Activities will be responsible for the effective functioning of the Student Activities Board.

V.3.2.1. The Vice President of Student Activities will assist in the appointment of the chair positions of the standing committees and the officers of SAB; convene, organize and chair the meetings of the Student Activities Board; and oversee the daily activities of the organization.

V.3.3. The Vice President of Student Activities shall assist at the executive level in the affairs of the Student Body.

V.3.4. The Vice President of Student Activities shall hold a minimum of 12 office hours each week. The purpose of office hours is to be available to members of the student body.

## VI. Senators-at-Large

### VI.1. Academic Affairs Committee Chair

VI.1.1. The Academic Affairs Committee Chair shall chair the Academic Affairs Committee.

VI.1.2. The Academic Affairs Committee Chair shall attend the meetings of the Faculty Senate and act as the liaison between the Faculty Senate and the Student Senate.

VI.1.3. The Academic Affairs Committee Chair shall serve as the student representative to the Academic Affairs Committee of the Board of Trustees.

VI.1.4. The Academic Affairs Committee Chair shall oversee all matters pertaining to Academic Affairs that are brought before the Student Senate.

### VI.2. Building and Grounds Liaison

VI.2.1. The Building and Grounds Liaison shall address the physical nature of the University and its interaction with the Student Body.

VI.2.2. The Building and Grounds Liaison shall meet regularly with representatives from Facilities, Physical Plant, Security, and Dining Services.

VI.2.3. The Building and Grounds Liaison shall serve as the student representative to the Building and Grounds Committee of the Board of Trustees.

### VI.3. Campus Advancement Committee Chair

VI.3.1. The Campus Advancement Committee Chair shall chair the Campus Advancement Committee.

VI.3.2. The Campus Advancement Committee Chair shall oversee the research and planning for new programs and initiatives the Student Senate can bring to and implement at Drake University.

### VI.4. Community Outreach Liaison

VI.4.1. The Community Outreach Liaison shall attend the meetings of the Campus Advancement Committee and the Drake Neighborhood Task Force.

VI.4.2. The Community Outreach Liaison shall plan at least one major community outreach event each semester. The event will be open to all students, faculty, and staff at Drake University, as well as to members of the community.

VI.4.3. The Community Outreach Liaison will seek to collaborate with other community outreach organizations, initiatives, and offices at Drake University.

### VI.5. Diversity Interest Senator-at-Large

VI.5.1. The Diversity Interest Senator-at-Large shall participate in the monthly UNITY table meetings.

VI.5.2. The Diversity Interest Senator-at-Large shall coordinate the activities and initiatives of the Diversity Interest Senators.

VI.6. Organizational Council Chair

VI.6.1. The Organizational Council Chair shall chair the Organizational Council.

VI.6.2. The Organizational Council Chair shall coordinate the activities and initiatives of the Organizational Senators.

VI.6.3. The Organizational Council Chair shall oversee all matters arising from the Organizational Council and the needs of student organizations.

VI.7. Student Services Committee Chair

VI.7.1. The Student Services Committee Chair shall chair the Student Services Committee.

VI.7.2. The Student Services Committee Chair shall oversee the implementation and maintenance of all programs and initiatives referred to the Student Services Committee by the Campus Advancement Committee or the Student Senate.

VI.8. Technology Liaison

VI.8.1. The Technology Liaison shall meet regularly with the Chief Information Technology Officer.

VI.8.2. The Technology Liaison shall oversee all matters related to campus technology.

VI.8.3. The Technology Liaison shall be a voting member of the Board of Student Communications and must attend all the meetings of the Board of Student Communications.

VI.9. Student Affairs Committee Chair

VI.9.1. The Student Affairs Committee Chair shall chair the Student Affairs Committee.

VI.9.2. The Student Affairs Committee Chair shall serve as the student representative to the Athletic Affairs Committee of the Board of Trustees.

VI.9.3. The Student Affairs Committee Chair shall oversee, review, and monitor the activities, policies, and programs of the division of Student Life as well as those relating to student organizations.

VI.9.4. The Student Affairs Committee Chair shall coordinate the Diversity Convention.

VI.10. Student Body Treasurer

VI.10.1. The Student Body Treasurer shall chair the Student Fees Allocation Committee.

VI.10.2. The Student Body Treasurer shall serve as the student representative to the Business, Finance, and Investment Committee of the Board of Trustees.

VI.10.3. The Student Body Treasurer shall oversee the Student Development Fund, the annual budgets of annually funded organizations, and the budget of the Board of Student Communications. The Student Body Treasurer shall also monitor the Student Senate Reserve Fund.

VI.10.4. The Student Body Treasurer shall bring recommendations from the Student Fees Allocation Committee before the Student Senate for approval.

VI.10.5. The Student Body Treasurer shall evaluate the Student Activity Fee in the fall semester to ensure the Fee will appropriately provide for student and organizational expenditures for the upcoming academic year.

VI.10.5.1. Should the need for an increase of the Fee be determined, the Student Body Treasurer will submit a proposal to the Student Senate. With the approval of the majority of the Student Senate, the proposal will be sent to the Office of Business and Finance.

VI.10.5.2. Should the Fee be found sufficient and an increase deemed unnecessary, the Student Body Treasurer will submit a Resolution to the Student Senate to show support for maintaining the Fee as is.

VI.11. Student Services Committee Chair

VI.11.1. The Student Services Committee Chair shall chair the Student Services Committee.

VI.11.2. The Student Services Committee Chair shall oversee and review the implementation and maintenance of all programs and initiatives referred to the Student Services Committee by the Campus Advancement Committee or the Student Senate.

VII. Academic Senators

VII.1. Academic Senators shall meet with the Dean, Associate or Assistant Dean, or Director of their School or College at least once per month.

VII.2. Academic Senators shall serve to further the needs and interests of their constituents, the students of their respective School or College.

VII.3. Academic Senators will have a declared major or minor in the School or College they are elected to represent.

VII.3.1. The College of Arts and Sciences shall have two Academic Senators, an Arts and Sciences Senator and a Fine Arts Senator.

VIII. Organizational Senators

VIII.1. The Organizational Senators shall attend the meetings of the Organizational Council.

VIII.2. The Organizational Senators shall serve the interests of all recognized student organizations in the broadest sense and report to the Organizational Council the Student Senate proceedings.

VIII.3. The Organizational Senators shall initiate contact with their assigned organizations within the first four weeks of each semester. They shall act as contacts between their assigned organization and the Student Senate.

#### IX. Diversity Interest Senators

IX.1. The Diversity Interest Senators shall participate in monthly UNITY Table discussions.

IX.2. The Diversity Interest Senators shall seek to maintain a voice and vote of diversity on the floor of the Student Senate. The diversity that the Student Senate seeks is typified by students who are multicultural (race, ethnicity, national origin) and/or underrepresented (sexual orientation, gender, disability) in the student body.

#### X. First-Year Senator

X.1.1. The First-Year Senator shall chair the First-Year Interest Committee.

X.1.2. The First-Year Senator will directly represent all first-year students to the Student Senate.

X.1.3. The First-Year Senator shall serve to further the interests of all first-year students by reviewing and addressing the activities, policies, programs, and problems pertaining to the first-year class.

#### XI. Ex-Officio Senate Members

##### XI.1.1. Law School Representative

XI.1.1.1. The Law School Representative shall be selected by the Student Bar Association.

XI.1.1.2. The Law School Representative shall attend at least two meetings of the Student Senate per semester and submit one written report each month.

##### XI.1.2. Parliamentarian

XI.1.2.1. The Executive Officers of the Student Senate shall select a Parliamentarian with the approval of the majority of the Student Senate.

XI.1.2.2. The Parliamentarian must attend all regular meetings of the Student Senate to maintain the speaking order and enforce the use of Robert's Rules of Order.

##### XI.1.3. Public Affairs Officer

XI.1.3.1. The Executive Officers of the Student Senate shall select a Public Affairs Officer with the approval of the majority of the Student Senate.

XI.1.3.2. The Public Affairs Officer must attend every regular meeting of the Student Senate.

XI.1.3.3. The Public Affairs Officer shall oversee all publicity and communication of the Student Senate the student body, faculty, staff, and members of the community.

XI.1.3.3.1. The Public Affairs Officer shall work with the Executive Officers of the Student Senate to establish proper protocol regarding communications.

XI.1.3.4. The Public Affairs Officer shall oversee the Student Senate web site and social media.

#### XI.1.4. Secretary

XI.1.4.1. The Executive Officers of the Student Senate shall select a Secretary with the approval of the majority of the Student Senate.

XI.1.4.2. The Secretary must attend all regular meetings of the Student Senate to take meeting minutes.

XI.1.4.2.1. The meeting minutes must be made available by the following meeting of the Student Senate.

#### XI.1.5. Student Body Auditor

XI.1.5.1. The Executive Officers of the Student Senate shall select a Student Body Auditor with the approval of the majority of the Student Senate.

XI.1.5.2. The Student Body Auditor shall oversee all Student Activity Fees and accounts, ensure the proper acquisition and allocation of Student Activity Fees, and monitor the expenditures of the executive officers of all annually funded student organizations.

XI.1.5.3. The Student Body Auditor shall give a report to the Student Senate a minimum of every two months detailing the expenditures of annually funded organizations and the status of the Student Development Fund.

XI.1.5.4. The Student Body Auditor shall serve as an ex-officio member of the Student Fees Allocation Committee and shall work in full communication with the Student Body Treasurer.

XI.1.5.5. The Student Body Auditor cannot serve as chair, editor, or executive committee member of any organization receiving an annual budget or serve in positions that are compensated with Student Activity Fees.

XI.1.5.6. The Student Body Auditor shall conduct monthly meetings with the Vice President of Business and Finance, or an appropriate designee, in order to track the status of student funds.

XI.1.5.6.1. The Student Body Auditor and the Student Body President must review and sign monthly statements of organizational expenditures, as provided by the Student Life Office.

XI.1.5.6.2. Should any monthly statement(s) contain possible errors, the Student Body Auditor and Student Body President must actively seek to resolve the issue with the Student Life Office in a timely manner, as determined by the Assistant Dean of Students.

## XII. Standing Committees

### XII.1. Academic Affairs Committee (AA)

XII.1.1. The Academic Affairs Committee shall oversee all matters pertaining to Academic Affairs that are brought before the Student Senate. The Academic Affairs Committee shall seek input from officers of the University and other sources and make recommendations for action to the Student Senate.

XII.1.2. The Academic Affairs Committee shall be chaired by the Academic Affairs Committee Chair and consist of the six Academic Senators, as well as the ex-officio Law School Representative.

### XII.2. Campus Advancement Committee (CAC)

XII.2.1. The Campus Advancement Committee will research and plan new programs and initiatives the Student Senate can bring to and implement at Drake University. The committee shall seek information from officers of the University and other sources, and shall make recommendations for action to the Student Senate.

XII.2.2. The committee shall be chaired by the Campus Advancement Committee Chair and shall consist of ten members.

XII.2.2.1. One Diversity-Interest Senator

XII.2.2.2. Eight students

### XII.3. Executive Committee (Exec)

XII.3.1. The Executive Committee shall serve as a discussion forum for Student Senate members elected at-large by the student body in order to prevent projects and responsibilities.

XII.3.2. The Executive Committee shall consider all matters referred to it by the Student Senate.

XII.3.2.1. The Executive Committee shall not take charge on any matter that is within the scope of any other Student Senate standing or ad hoc committee.

XII.3.2.2. The Executive Committee shall only consider matters referred to it by Student Senate or issues that need to be handled within a time frame that does not allow for the formation of an ad hoc committee.

XII.3.3. The Executive Committee is empowered to take action in an emergency and in the absence of the Student Senate. Unless specifically empowered by the Student Senate to do so, it may not take any action inconsistent with a prior act of the Student Senate, alter the Student Senate bylaws, remove or appoint members of the Student Senate, or take any other action which has been reserved by the Student Senate.

XII.3.4. All motions from the Executive Committee must be submitted to the Student Senate for majority approval.

XII.3.5. The Executive Committee shall be chaired by the Vice President of Student Life and consist of the Student Senators elected at-large, the Student Body President, and the Vice President of Student Activities.

#### XII.4. First-Year Interest Committee (FYI)

XII.4.1. The First-Year Interest Committee shall review and address the activities, policies, programs, and problems pertaining to first-year students. The First-Year Interest Committee shall seek information from officers of the University and other sources, and shall make recommendations for action to the Student Senate.

XII.4.2. The First-Year Interest Committee shall be chaired by the First-Year Senator and shall consist of ten members:

XII.4.2.1. The Vice President of Student Life, who shall chair the First-Year Interest Committee prior to the election of the First-Year Senator. Following the election, the Vice President of Student Life shall act as an ex-officio member.

XII.4.2.2. Ten first-year students

#### XII.5. Organizational Council (OC)

XII.5.1. The Organizational Council shall exist as a forum for all student organizations and shall serve as an informational resource for these organizations. It shall seek to promote organizational advancement and development, and shall facilitate cooperation and communication among student organizations. The Organizational Council shall work with the Office of Student Life to promote organizational interests.

XII.5.2. The Organizational Council shall consider all legislation brought to it by its members and shall refer legislation passed by a majority vote to the Student Senate.

XII.5.3. The Organizational Council shall meet at least once each month during the academic term, with the first meeting falling no more than three weeks after the start of the fall semester.

XII.5.4. The Organizational Council shall be chaired by the Organizational Council Chair and supported by the Organizational Council Senators.

XII.5.4.1. The Organizational Council shall be comprised of a member from each recognized campus organization that chooses to join the Organizational Council as an official representative.

XII.5.4.2. All annually funded organizations are required to send a representative to all meetings of the Organizational Council.

XII.5.4.2.1. If an annually funded organization accumulates two unexcused absences in a semester, the organization's status as an annually funded organization shall be reviewed by the Student Affairs Committee.

XII.5.4.2.2. Organizational Council attendance records shall be submitted to the Student Affairs Committee each semester and to the Student Fees Allocation Committee prior to the initiation of budget hearings during the second semester of every academic year.

## XII.6. Student Affairs Committee (SAC)

XII.6.1. The Student Affairs Committee shall monitor the activities, policies, and programs pertaining to student life as well as those relating to student organizations. The Student Affairs Committee shall consider all matters referred to it by the Student Senate and the Organizational Council, shall seek information from officers of the University and other sources, and shall make recommendations for action to the Student Senate.

XII.6.2. The Student Affairs Committee shall conduct hearings for all groups seeking recognition as recognized student organizations and shall send their recommendations to the Student Senate for majority approval.

XII.6.3. The Student Affairs Committee shall also conduct hearings for all recognized Drake organizations seeking the ability to receive annual funding. The Student Affairs Committee shall send recommendations to the Student Senate for majority approval.

XII.6.3.1. The annual funding hearings shall be conducted by the end of the fall semester.

XII.6.3.2. Once organizations have been granted annual funding status by the Student Senate, the Student Affairs Committee will provide a list of organizations eligible for yearly funding to the Student Fees Allocation Committee.

XII.6.4. The Student Affairs Committee shall perform an Organizational Review the first semester of every academic term for 50 percent of all student organizations.

XII.6.4.1. Any organizations that fail to comply with the Organizational Review shall be placed on an "Inactive Campus Organizations" list in the Drake University Student Handbook for the following year.

XII.6.4.2. Any organizations that fail to comply with the Organizational Review shall lose all student organizational privileges in the Drake University Student, as well as eligibility for yearly funding from the Student Fees and Allocation Committee.

XII.6.5. Any organization wishing to be recognized as a publication shall present a written proposal to the Student Affairs Committee in which the organization clearly demonstrates that its primary function is in compliance with the 1969 Policy Statement on Student Communications. The Student Affairs Committee will then consider recommending that the Student Senate place said organization under the jurisdiction of the Board of Student Communications.

XII.6.6. The Student Affairs Committee is responsible for organizing the Diversity Convention and overseeing the Diversity Interest Senator-at-Large and Diversity Interest Senator elections.

XII.7. Student Fees Allocation Committee (SFAC)

XII.7.1. The Student Fees and Allocations Committee is responsible for upholding the Drake University Student Handbook funding guidelines.

XII.7.2. The Student Fees Allocation Committee shall conduct hearings for all groups seeking to receive Student Activity Fee funds and send their recommendations to the Student Senate for majority approval.

XII.7.3. The Student Fees Allocation Committee shall conduct hearings, for the purpose of examining budget proposals, for recognized student organizations seeking funding. The committee shall then send their fee allocation recommendations to the Student Senate. The total share of funds budgeted to student organizations must not exceed 63 percent of that year's baseline estimate.

XII.7.4. At the time the Student Senate considers annual fee allocation recommendations, it shall have the power only to approve the recommendations without amendment or to reject the recommendations and send it to the Student Fees Allocation Committee for further consideration. All other recommendations from the Student Fees Allocation Committee shall not be subject to these limitations.

XII.7.5. The committee shall be chaired by the Student Body Treasurer and shall consist of eight members.

XII.7.5.1. One Diversity-Interest Senator

XII.7.5.2. Seven students. Any student (except elected members of the Student Senate) shall be ineligible to serve on this committee while serving as chair, editor, or executive committee member of organizations receiving student funds or serving in positions which is compensated with Student Activity Fees.

XII.7.5.2.1. One student, approved by majority vote of SFAC, shall serve as SFAC Liaison to the Student Affairs Committee.

XII.7.5.2.2. The SFAC Liaison to the Student Affairs Committee shall be an ex-officio member of the Student Affairs Committee and shall be present at all SAC meetings during which annually funded organization determinations are made.

XII.8. Student Services Committee (SSC)

XII.8.1. The Student Services Committee shall oversee the implementation and maintenance of all programs and initiatives referred to the Student Services Committee by the Campus Advancement Committee or the Student Senate.

XII.8.2. The Student Services Committee shall be chaired by the Student Services Committee Chair and shall consist of nine members.

XII.8.2.1. One Diversity Interest Senator

XII.8.2.2. Eight students

XIII. Senate Judicial Committee (SJC)

XIII.1. The Senate Judicial Committee shall consist of five Student Senators. Executive Officers of the Student Senate may not serve on the SJC. The SJC members shall be selected through a nomination and election process conducted by the Student Senate at the beginning of each session of Student Senate. If the accused or accuser sits on the SJC, a temporary replacement shall be elected by the Student Senate.

XIII.1.1. Committee members shall have voting power, with the exception of the Chair, who shall serve to mediate and break ties on proceedings.

XIII.1.2. Hearings of the SJC shall be closed unless otherwise specified by a vote of the SJC.

XIII.2. A member of the SJC will serve as counsel to the accused (defendant), and will work to present the accused party's case to the SJC. A second member of the committee will serve to present the Student Government's position (prosecutor).

XIII.3. The Chair of the SJC will preside over the trial. The three members may interrogate into the case concerning facts presented. Final decisions will be made in a closed meeting and presented to the Student Senate for ratification.

XIII.4. In exceptional cases, a judicial hearing may be tried before a jury, consisting of all eligible Senators. The aforementioned trial protocol will be employed. However, the jury's decision of guilt or innocence will be presented to the SJC. If found guilty, the SJC shall then make recommendations to the Student Senate on courses of punishment. The Student Senate shall then have the power to approve, amend, or reject the jury's recommendation.

XIII.5. The SJC shall review and investigate all matters referred to it by the Student Senate regarding cases of alleged misconduct of any elected member of the Student Senate. Alleged misconduct includes infractions of the Rules and Regulations of the Student Senate and actions unbecoming of an elected member of the Student Senate.

XIII.6. Matters for the SJC may be brought forth as follows:

XIII.6.1. Any member of the Student Senate may make recommendation to the Executive Officers to refer an elected member of the Student Senate to the SJC. When notified in writing of the matter for judicial review, the Executive Officer is under obligation to bring this motion to the SJC if they are reasonably certain of a violation of the Rules and Regulations of the Student Senate. The matter will be referred to the SJC with a listing of the initial facts of the matter as ascertained in a cursory review of the matter by the Executive Officer.

XIII.6.2. Any member of the Student Senate may refer an elected member of the Student Senate to the SJC, provided the motion is passed by a two-third majority of the Student

Senate. This option is reserved for the case in which all Executive Officers refuse to move a matter to the SJC.

XIII.7. If, after trial, the SJC wishes to rule for measures of action, the action must be communicated directly and in writing to the defendant by the Chair within 48 hours of the proceeding. After being notified of the SJC's ruling, the defendant must respond within 48 hours, indicating if s/he accepts the recommendation of the SJC or wishes to appeal the decision.

XIII.7.1. Accept the recommendation of the SJC. In the acceptance, the ruling is made binding. Failure to respond within 48 hours is an affirmation of the ruling. The ruling upon the charge will be announced by the Chair of the SJC during the Reports of the Student Senate Agenda.

XIII.7.2. Appeal the decision of the Judicial Committee. In the case of appeal, the recommendation of the Judicial Committee will be made to the Student Senate as a motion to the floor by the Chair of the SJC. The Student Senate will then enter debate on the motion. No amendments may be made to the motion. A two-third vote of the Student Senate, responding in opposition to the motion, is needed to overturn the ruling of the SJC. The matter is then referred back to the SJC for an alternate ruling.

#### XIV. Board of Student Communications (BSC)

XIV.1. The Board of Student Communications shall have the authority over and responsibility for student communications at Drake University, as outlined in the 1969 Policy Statement on Student Communications. The organizations under the jurisdiction of the BSC shall include the Times Delphic, Drake Magazine, DUIN, Periphery, and the Drake Broadcasting System.

XIV.2. The Board of Student Communications shall receive 27 percent of the yearly baseline from SFAC as of the March 1 estimate from the Drake Accounting Office, until such a time as the number of organizations under the BSC decreases or the percentage is re-negotiated.

XIV.2.1. The Board of Student Communications shall have full control of the allocation and oversight of these funds to the organizations under its jurisdiction.

XIV.2.2. The Board of Student Communications shall report to both the Student Senate and the Faculty Senate regarding the allocations to each organization in March of each year.

XIV.3. The BSC shall consist of seven members:

XIV.3.1. Four faculty members. The Faculty Senate Executive Committee shall appoint the Chair from among the faculty members serving on the Board of Student Communications.

XIV.3.2. Two Student Senators: the School of Journalism and Mass Communications Senator, who serves as vice-chair of the Board of Student Communication, the Technology Liaison.

XIV.3.3. One member of the Student Body.

#### XV. Student Activities Board (SAB)

XV.1. There shall be established a programming body known as the Student Activities Board. This organization is a branch of the Student Government, autonomous of the Student Senate, yet retains the authority of the Student Body in matters of campus programming. The Student Activities Board is charged with providing the Student Body with quality entertainment and educational programming.

XV.2. The Student Activities Board and the Student Senate shall encourage a level of communication and collaboration between their respective members. The Student Senate and the Student Activities Board shall bring matters of mutual interest before each of the organizations at their weekly meetings.

XV.3. The Student Activities Board will remain the final authority on all matters under their direct supervision, with the exception of the allocation of the organization's annual budget. The Student Senate may not infringe upon the issues and decisions of the Student Activities Board but may make recommendations and open dialogue on matters of interest.

XV.4. The Student Activities Board will be chaired by the Vice President of Student Activities.

#### XVI. Student Senate Referendum

XVI.1. Members of the student body shall have the ability to pass resolutions in the form of a referendum.

XVI.1.1. A referendum can be sought after submitting a petition outlining the proposed referendum to the Senate Judicial Committee.

XVI.1.2. The Senate Judicial Committee shall accept or reject the petition based on the compliance of the proposed referendum with the Student Senate Mission Statement, the Student Senate bylaws, and potential feasibility.

XVI.1.2.1. If rejected by the Senate Judicial Committee, the petition can be appealed to the Student Senate Executive Committee. A majority of the Student Senate Executive Committee must approve the petition before it can be submitted to the Vice President of Student Life for further action.

XVI.1.2.2. If approved by the Senate Judicial Committee, the petition is submitted to the Vice President of Student Life.

XVI.1.3. After approval and submission of the petition, the referendum can be publicized and promoted for one week.

XVI.1.3.1. This activity shall be monitored and regulated by the Election Commission.

XVI.1.3.2. At the end of the week of, the referendum will be voted upon by the Student Body.

XVI.2. A referendum passed by the majority vote of the Student Body shall be referred to the appropriate committee or department of Drake University for action.

#### XVII. Amending the Rules

- XVII.1. The Rules and Regulations of the Drake University Student Senate may be amended at any regular meeting of the Student Senate by a two-thirds vote provided the amendment has been submitted in writing at the previous regular meeting of the Student Senate.
- XVII.2. The Student Activities Board bylaws and any amendments must be approved by a majority of the Student Senate.
- XVII.3. Amendments to the Certified Election Rules of the Election Commission must be approved by a majority of the Student Senate.