

SIUe®

Student Government

Southern Illinois University Edwardsville

BYLAWS

Revised May 2020

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**BYLAWS
OF
STUDENT GOVERNMENT
SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE**

Revised May 2020

Article I – Duties and Responsibilities of the Student Body President

- A. Presides over the Executive Board.
- B. Vetoes Senate resolutions and bills, subject to the following provisions:
 - 1. Resolutions approved by the Senate become official if not vetoed within 10 business days of Senate approval.
 - 2. The President must give the Senate written notification of a veto, including reasons for it, within the 10-day period.
 - 3. The President’s veto must be presented to the Senate at its next regular meeting.
 - 4. A two-thirds majority of the total Senate membership is required to override a Presidential veto.
 - 5. The President may not veto the entire budget allocation recommended for the operation of the Student Government office; they may only veto line items.
- C. Makes appointments to the Executive Board, subject to the review and consent of the Senate.
- D. Carries out all official and ceremonial function pertaining to their office.
- E. Makes regular reports to the Senate on campus affairs.
- F. The President shall travel to and from SIU Board of Trustee meetings (as the Presidents’ schedule allows), Illinois Board of Higher Education meetings, or appoint a delegate, as well as on-campus and off-campus meetings or conferences which are related to Student Government business.
- G. Outlines the goals and objectives of their administration in consultation with the Legislative Branch and Executive Branch of Student Government.
- H. Calls special meetings of the Senate for specific purposes.
- I. Monitors the daily operation of the Student Government office.
- J. Serves and records office hours as defined pertaining to their office, with a minimum of 15 hours per academic week.
- K. Serves as an ex-officio member of all Senate subcommittees, ad hoc, and standing committees of which, they are not a voting member.
- L. Submits a report, including accomplishments and recommendations, at the end of their term for the incoming President; the outgoing President should meet with the incoming President to provide guidance for the following year.
- M. With the help of the Student Body Vice President, the President must release an end of term report to the Student Body covering all of the accomplishments and initiatives of Student Government during his/her term.
- N. Maintains Executive Officer attendance records and office hours; provides a verbal record of all absences to the Senate at each regularly schedule senate meeting, the absences are recorded on the roll call sheet of each Senate meeting.
- O. Requires every Presidential Appointee to attend the Senate meeting at which they are to be appointed.

- P. In the event a Senator or Executive Board member shows a pattern of tardiness and their actions need to be reviewed, then the President, Vice President and the Internal Affairs Officer will have one vote each to the disciplinary action needed.
- Q. Oversees the marketing, branding, and overall image of Student Government.
- R. Has the power to create Executive Board temporary ad hoc committees to fulfill duties and responsibilities bestowed upon Student Government under Article I of the Constitution. Creation of an ad hoc committee must be announced at the next regularly scheduled meeting. The Senate may override the committee's creation with a 2/3 majority vote.

Article II – Duties and Responsibilities of the Student Body Vice President

- A. Oversees the daily operations of the Student Government Office when the Student Body President is not in their office.
- B. Presides over Senate meetings.
- C. Votes in Senate meetings in the event of a tie.
- D. Proposes legislation to the Senate and assists the President in carrying out the policies and procedures of the Senate.
- E. Assumes the office of President of the Student Body in the event that the President is unable to fulfill their duties.
- F. Attends the regularly scheduled meetings of the Senate.
- G. Receives written proxies from Senators.
- H. Serves as an ex-officio member of all senate subcommittees and standing committees of which, they are not a voting member.
- I. Monitors and oversees the office hours of Senators in a manner of their choice.
- J. Maintains committee reports from Senators serving on University-wide and Student Government committees.
- K. Maintains Senator attendance records and office hours; provides a verbal record of all absences to the Senate at each regularly schedule senate meeting, the absences are recorded on the roll call sheet of each Senate meeting.
- L. Serves and records a minimum of 12 office hours in the Student Government office or another designated office each academic week.
- M. Enforces disciplinary actions as outlined in the Bylaws, Article XII.
- N. May impeach any Senator based on charges of malfeasance, misfeasance, or nonfeasance in office. A committee of three Senators, appointed by the Associate Director of the Kimmel Student Involvement Center, shall investigate the charges brought by the Vice President initiating impeachment. The committee will forward its recommendation to the Senate for action. Conviction to remove a Senator requires a simple majority vote of the current membership (present or not) of the Senate.
- O. Compiles and submits the Student Government Goals Report at the last meeting of the academic term.
- P. Submits a report, including accomplishments and recommendations, at the end of their term for the incoming Vice President. The outgoing Vice President should meet with the incoming Vice President to provide guidance for the following year.
- Q. Assist the Student Body President in releasing an end of term report to the Student Body covering all of the accomplishments and initiatives of Student Government during their term.

- R. In the event a Senator or Executive Board member shows a pattern of tardiness and their actions need to be reviewed, then the President, Vice President and the Internal Affairs Officer will have one vote each to the disciplinary action needed.
- S. And any other duties as assigned by the President.

Article III – Duties and Responsibilities of the Student Trustee

- A. Serves as the SIUE student representative to the SIU Board of Trustees.
- B. Attends the regularly scheduled meetings of the Board of Trustees.
- C. Carries out all official and ceremonial functions of their office.
- D. Attends all regularly scheduled meetings of the Senate.
- E. Makes a written/verbal report for each Senate and Executive meeting.
- F. Serves and records a minimum of three office hours in the Student Government office or another designated office each academic week.
- G. Serves as an ex-officio member of all Senate subcommittees of which he/she is not a voting member.
- H. Submits a report, including accomplishments and recommendations, at the end of their term for the incoming Student Trustee. The outgoing Trustee should meet with the incoming Trustee to provide guidance for the following year.
- I. If the President or Vice President or Internal Affairs Officer is up for review of tardiness, he/she becomes an *ad hoc* voting member in replacement of the respective executive officer for that specific tardiness review.

Article IV – Duties and Responsibilities of Senators

Each Senator:

- A. Must abide by the Constitution and Bylaws of Student Government
- B. Shall serve on two committees, with preference given to one University committee and one Student Government committee provided availability and scheduling allows.
- C. Shall attend the regularly scheduled meetings of the Senate and their respective committee assignments
- D. Must provide the Senate with a biweekly written and verbal report of committee meetings attended. Reports are to be submitted no later than the designated time by the Office Support Specialist.
- E. Must serve and record a minimum of three office hours in the Student Government office or another designated office each academic week during the fall and spring semesters.
- F. Must attend at least three events sponsored or co-sponsored by Student Government each semester and submit a summary of the event in their next senate report for each program attended.
- G. Must attend mandatory training programs sponsored by Student Government.
- H. Must be enrolled full time in the fall and spring semesters and maintain full-time status.
- I. The Senate shall have the power to establish Senate subcommittees through a 2/3 majority vote.

Article V – Finance Board

Section A: Composition

1. The Finance Board shall consist of a minimum of nine and a maximum of 12 voting members and a chair (Financial Officer). The voting members shall be appointed by the Financial Officer in conjunction with the Internal Affairs Officer, subject to two-thirds approval by the Senate.
2. The voting members should consist of two undergraduate senators, one freshman senator, and one graduate senator, and the remaining seats will be filled with at-large members appointed by the Financial Officer in conjunction with the Internal Affairs Officer.
3. At the beginning of their term, and whenever else necessary, the President shall appoint the Financial Officer, subject to ratification by two-thirds of the total Senate.
4. One member shall be designated by the Financial Officer as the vice chair of the Finance Board, pending approval by the President.
5. Senators, unless already voting Finance Board members, shall be ex-officio, non-voting members of the Finance Board.
6. Appointments shall be for the academic year and may be renewed pending approval of the Senate.

Section B: Qualifications

1. Each member shall be a currently enrolled SIUE student in good disciplinary standing.
2. Each member, except the Financial Officer and Senate members, shall have and maintain a cumulative GPA of at least a 2.0.
3. The Financial Officer must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their terms in office.
4. The Financial Officer must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

Section C: Financial Officer

1. The Financial Officer shall preside at all Finance Board meetings.
2. The Financial Officer may only vote in the event of a tie.
3. The Financial Officer shall be responsible for the organization and operation of the Finance Board and for communication of its operation to the Senate.
4. The Financial Officer shall attend all Senate meetings.
5. The Financial Officer must serve and record a minimum of 10 hours in the Student Government office or another designated office each academic week

6. The Financial Officer will notify Finance Board members when the packets are available in their mailboxes within the Student Government office prior to the meeting for review.
7. The Financial Officer shall be the spokesperson for the Finance Board and will submit all Finance Board business and recommendations, based on the consensus of the Finance Board to the Student Government Office Support Specialist at least three days prior to each Senate meeting. These recommendations shall be included on the next Senate agenda for Senate approval.
8. Will submit a report, including accomplishments and recommendations, at the end of their term for the incoming Financial Officer. The outgoing Financial Officer should meet with the incoming Financial Officer to provide guidance for the following year.
9. Or any other duties as assigned by the president.

Section D: Vice Chair

1. The vice chair, upon the absence of the Financial Officer, shall assume the duties of the Financial Officer.
2. The vice chair shall be a voting member of the Finance Board.

Section E: Meetings

1. No official business shall be conducted by the Finance Board unless quorum is established.
2. Quorum shall consist of 50 percent plus one (50% +1) of the total membership of the Finance Board.
3. Members shall be required to wait no longer than 15 minutes after the appointed meeting time to establish quorum.
4. Finance Board meetings shall be conducted in accordance with state statute as it pertains to open meetings. Meetings will also be conducted in accordance with these bylaws and with *Robert's Rules of Order – Newly Revised*.
5. The Finance Board shall meet biweekly, with at least seven meetings scheduled per semester.

Section F: Removal

1. The Financial Officer may dismiss members that are absent from two Finance Board meetings in a semester. Extraordinary cases will be judged on their own merit.

2. The Financial Officer may appoint new members to the Finance Board to replace those members that were dismissed with two-thirds approval of the Senate.
3. The Financial Officer may dismiss the vice chair for substantial reasons, with the consent of the President.
4. The Financial Officer may be removed according to Article IV. Section E, Subsection 5 of the Constitution.
5. The Financial Officer may be removed for just cause by a three-fourths vote of the Senate.

Section G: Duties and Responsibilities

Finance Board members will maintain a comprehensive record of all Finance Board business.

The Finance Board shall make recommendations to the Senate regarding the allocation of funds to support annual allocations for student organizations, student travel, student programming and risk insurance for student organizations.

The Finance Board shall exercise fiscal responsibility in establishing recommendations and will work with all organizations in developing a sound approach to program budgeting.

The Finance Board shall have the power to establish subcommittees subject to a majority approval of the Senate.

Article VI – Fee Review Commission

Section A: Composition

The Fee Review Commission shall consist of a minimum of five and a maximum of eight voting members and a chair. The voting members shall be appointed by the Internal Affairs Officer, subject to 2/3 approval by the Senate.

One member shall be designated by the commissioner as the deputy commissioner of the Fee Review Commission, pending approval by the President.

The president, the vice chancellor and associate vice chancellor for student affairs, and the student trustee shall be ex-officio, non-voting members of the Fee Review Commission.

Senators, unless already voting Fee Review Commission members, shall be ex-officio, non-voting members of the commission.

Appointments shall be for the academic year and may be renewed pending approval of the Senate.

No more than four Senators may serve as voting members of the commission.

Section B: Qualifications

Each member shall be a currently enrolled SIUE student in good disciplinary standing.

Each member, except the commissioner and Senators, shall have and maintain a cumulative GPA of at least a 2.0.

The commissioner must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their term in office.

The commissioner must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

The commissioner shall be the spokesperson for the Fee Review Commission and will submit all business to the Student Government Office Support Specialist at least three days prior to each Senate meeting.

Fee Review Commission recommendations, based on the consensus of the commission, to the Student Government Office Support Specialist at least three days prior to each Senate meeting. These recommendations shall be included on the next Senate agenda for Senate approval.

Section C: Commissioner

1. The commissioner shall preside at all committee meetings.
2. The commissioner may only vote in the case of a tie.
3. The commissioner shall be responsible for the organization and operation of the committee and for communication of its operation to the senate.
4. The commissioner shall forward all pending material to commission members at least two days prior to scheduled commission meetings.
5. Or any other duties as assigned by the president.

Section D: Deputy Commissioner

The deputy commissioner, upon the absence of the commissioner, shall assume the duties of the Fee Review Commission.

The deputy commissioner shall be a voting member of the Fee Review Commission.

Section E: Meetings

No official business shall be conducted by the Fee Review Commission unless quorum is established.

Quorum shall consist of 50 percent plus one (50% +1) of the total membership of the Fee Review Commission.

Members shall be required to wait no longer than 15 minutes after the appointed meeting time to establish quorum.

Fee Review Commission meetings shall be conducted in accordance with Illinois statute as it pertains to open meetings. Meetings will also be conducted in accordance with these bylaws and with *Robert's Rules of Order-Newly Revised*.

The Fee Review Commission shall meet twice a month after receiving the proposed fees for review. Any other meetings will occur as needed.

Section F: Removal

The commissioner may dismiss members that are absent from two Fee Review Commission meetings in a semester. Extraordinary cases will be judged on their own merit.

The commission may appoint new members to the Fee Review Commission to replace those members that were dismissed with two-thirds approval of the Senate.

The commission may dismiss the deputy commissioner for substantial reasons, with the consent of the president.

The commissioner may be removed according to Article IV, Section E, and Subsection 5 of the Constitution.

The commissioner may be removed for just cause by a three-fourths vote of the Senate.

Section G: Duties and Responsibilities

Fee Review Commission members will maintain a comprehensive record of all commission business.

The Fee Review Commission shall make recommendations to the Student Senate regarding fees in accordance with the university fee review process.

The Fee Review Commission shall exercise fiscal responsibility in establishing recommendations and will work with all university departments in developing a sound approach to budgeting.

The Fee Review Commission shall have the power to establish subcommittees subject to a majority approval of the Senate.

Article VII– Internal Affairs

Section A: Qualifications

The Internal Affairs Officer must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their term in office.

The Internal Affairs Officer must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

Section B: Removal

The Internal Affairs Officer may be removed for provisions stated in Article IV, Section E, and Subsection 5 of the Constitution.

The Internal Affairs Officer may be removed for just cause by a three-fourths vote of the total membership of the Senate.

Section C: Duties and Responsibilities

1. Personnel Duties

- a. The Internal Affairs Officer shall maintain an accurate list of committee and council memberships, shall interview candidates for appointment, and shall recommend appointments to committees and councils.
- b. At the request of any voting member, the Internal Affairs Officer shall initiate recall procedures against any student representatives, appointed by constitutional procedure, for failure to fulfill their duties.
- c. Non-attendance at the representative's council or committee meetings will lead to removal by the Internal Affairs Officer with approval of the President. The respective council or committee shall determine the number of absences a council member or committee member may accumulate.
- d. The committee chair shall notify the Internal Affairs Officer if a committee member is unable to fulfill their duties. The Internal Affairs Officer shall recommend removal of committee members to the President. These matters shall be included in the next Senate agenda for Senate approval. Such removal is subject to approval by a majority vote of the Senate. A committee member shall be notified in writing by the respective committee chair that they have been removed within five working days after the Senate has determined that they have failed to fulfill their duties. It is the responsibility of the Internal Affairs Officer to notify students who are removed from university-wide committees that they have been removed within five working days after the Senate has determined that they failed to fulfill their duties.
- e. The Internal Affairs Officer is responsible for ensuring committee members are fulfilling all duties and responsibilities of their assigned committees.
- f. The Internal Affairs Officer is responsible for a monthly written committee vacancy update report to be distributed to all members of the Senate. The report should also be posted in the Student Government office.

2. General Duties

- a. The Internal Affairs Officer shall attend all Senate meetings.
- b. The Internal Affairs Officer must serve and record a minimum of 8 hours in the Student Government office or another designated office each academic week.
- c. The Internal Affairs Officer shall be responsible for organizing Student Government activities including, but not limited to, supplementary conferences, the end-of-the-year banquet, and other Student Government social gatherings.
- d. The Internal Affairs Officer will submit a report, including accomplishments and recommendations, at the end of their term for the incoming officer. The outgoing officer should meet with the incoming officer to provide guidance for the following year.
- e. The Internal Affairs Officer shall have the ability to establish subcommittees at the discretion of the President upon 2/3 majority vote.
- f. In the event a Senator or Executive Board member shows a pattern of tardiness and their actions need to be reviewed, then the President, Vice President and the Internal Affairs Officer will have one vote each to the disciplinary action needed.
- g. Or any other duties as assigned by the president.

Article VIII – External Affairs Committee

Section A: Composition

The voting members shall be appointed by the Internal Affairs Officer, subject to two-thirds approval by the Senate.

At the beginning of their term, and whenever else necessary, the President shall appoint an External Affairs Officer, subject to ratification by two-thirds of the total Senate.

The President shall be ex-officio, non-voting member of the External Affairs Committee.

Senators, unless already voting External Affairs Committee members, shall be ex-officio, non-voting members of the Marketing & Communications Committee.

Appointments shall be for the academic year and may be renewed for one year pending approval of the Senate.

Section B: Qualifications

Each member shall be a currently enrolled SIUE student in good disciplinary standing.

Each member, except the External Affairs Officer and Senate members, shall have and maintain a cumulative GPA of at least 2.0.

The External Affairs Officer must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their term of office.

The External Affairs Officer must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

Section C: External Affairs Officer

1. Presides at all External Affairs Committee meetings.
2. Responsible for the organization and operation of the External Affairs Committee and for communication of its operation to the Senate.
3. Must attend all Senate meetings.
4. Must serve and record a minimum of 12 office hours in the Student Government office or another designated office each academic week.
5. Shall be the spokesperson for the Senate.
6. May serve as the SIUE representative to the Illinois Board of Higher Education Student Advisory Council.
7. Will forward committee recommendations, based on the consensus of the External Affairs Committee, to the Student Government Office Support Specialist at least three days prior to each Senate meeting. These recommendations shall be included on the next Senate agenda for Senate approval.
8. Shall be responsible for distributing the committee informational packet to any student requesting information by mail or in person.
9. Will submit a report, including accomplishments and recommendations, at the end of their term for the incoming External Affairs Officer. The outgoing External Affairs Officer should meet with the incoming External Affairs Officer to provide guidance for the following year.
10. Or any other duties as assigned by the president.
11. The External Affairs Officer shall work in conjunction with the Internal Affairs Officer to fill their committee.

Section D: Vice Chair

The vice chair, upon the absence of the External Affairs Officer, shall assume the duties of the External Affairs Officer.

The vice chair shall be a voting member of the External Affairs Board.

Section E: Meetings

The External Affairs Committee shall meet twice a month as a whole.

Section F: Removal

The External Affairs Officer may dismiss members that are unable to perform their duties as members of the External Affairs Committee. Extraordinary cases will be judged by their own merit.

If a member misses two meetings within the semester, they will be removed from the Committee. In most instances, absences must be excused by the External Affairs Officer and notice must be given prior to the meeting.

The External Affairs Officer may dismiss the Vice Chair for substantial reasons with the consent of the President.

The External Affairs Officer may be removed for provisions stated in the Article IV, Section E, and Subsection 5 of the Constitution.

The External Affairs Officer may be removed for just cause by a three-fourths vote of the total membership of the Senate.

Section G: Duties and Responsibilities

The External Affairs Committee will coordinate community building activities between the SIUE community, the city of Edwardsville, and the metropolitan area communities surrounding the university.

The External Affairs Committee will coordinate community building activities within the SIUE community.

The External Affairs Committee shall inform the community of Student Government's efforts.

The External Affairs Committee shall act on behalf of students' needs.

The External Affairs Committee shall research higher education topics that concern the students of SIUE.

The External Affairs Committee shall coordinate lobby efforts on behalf of the students of SIUE.

The External Affairs Committee will maintain and coordinate the Student Discount Program, and contact new businesses to begin the discount program and inform the students of existing discounts.

Article IX – Student Organization Advisory Board

Section A: Composition

The Student Organization Advisory Board shall consist of seven voting members and the Organization Relations Officer (ORO). The voting members shall be: two Senators appointed by a majority of the Student Senate, and five students-at-large appointed by the Internal Affairs Officer in conjunction with the Organization Relations Officer, subject to approval by two-thirds of the total Senate.

At the beginning of their term, and whenever else necessary, the President shall appoint the ORO, subject to a two-thirds vote of the total Senate.

One member may be designated by the ORO as the Vice Chair of the Student Organization Advisory Board, pending approval by the President.

Senators, unless already voting Student Organization Advisory Board members, shall be ex-officio, non-voting members of the Student Organization Advisory Board.

Appointments shall be for the academic year and may be renewed pending approval of the Senate.

Section B: Qualifications

Each member of the Student Organization Advisory Board shall be a currently enrolled SIUE student in good disciplinary standing.

Each member, except the ORO and Senate members, shall have and maintain a cumulative GPA of at least 2.0.

The ORO must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their terms of office.

The ORO must have completed one academic term as a full-time student at SIUE.

Section C: Organization Relations Officer (ORO)

1. Presides at all Student Organization Advisory Board meetings.
2. May only vote in the event of a tie.
3. Is responsible for the organization and operation of the Student Organization Advisory Board and for communication of its operation to the Senate.
4. Must attend all Senate meetings.
5. Must serve and record a minimum of 8 office hours in the Student Government office or another designated office each academic week.
6. Shall forward all pending material to Student Organization Advisory Board members at least two days prior to schedule Student Organization Advisory Board meetings.

7. Is the spokesperson for the Student Organization Advisory Board and will forward all business and recommendations to the Student Government Office Support Specialist at least three days prior to each Senate meeting and shall be included on the next Senate agenda for approval.
8. Shall either meet with petitioning student organizations or appoint a representative with approval of the Student Organization Advisory Board to meet with petitioning student organizations to assist with the drafting of their constitutions.
9. Will submit a report, including accomplishments and recommendations, at the end of their term for the incoming chair. The outgoing chair should meet with the incoming chair to provide guidance for the following year.
10. And any other duties as assigned by the president.

Section D: Vice Chair

Upon the absence of the ORO, shall assume the duties of the ORO.

Shall be a voting member of the Student Organization Advisory Board.

Section E: Meetings

No official business shall be conducted by the SOAB unless quorum is established.

Quorum shall consist of fifty percent plus one (50% +1) of the total membership of the Student Organization Advisory Board.

Student Organization Advisory Board members shall be required to wait no more than 15 minutes to establish quorum.

The Student Organization Advisory Board shall abide by the Constitution of the Student Government on matters not covered by these Bylaws. In matters not covered by these Bylaws, the Student Organization Advisory Board shall abide by *Robert's Rules of Order-Newly Revised*.

The Student Organization Advisory Board shall meet bi-weekly, with at least seven meetings scheduled per semester.

Section F: Removal

The ORO may dismiss the Vice Chair for substantial reasons with the consent of the President.

The ORO may be removed for provisions stated in Article IV. Section F of the Constitution.

The ORO may be removed for just cause by a three-fourths vote of the total membership of the Senate.

Section G: Duties and Responsibilities

The Student Organization Advisory Board shall review the constitutions of petitioning student organizations and forward their recommendations to the Senate.

The Student Organization Advisory Board shall recommend to the Kimmel Student Involvement Center which student organizations shall receive space allocations of either locker space or office space, according to established policy regarding space allocations for student organizations.

The Student Organization Advisory Board shall serve in an advisory role to the Kimmel Student Involvement Center regarding student organizations.

Article X – Marketing and Communications Committee

Section A: Composition

The Marketing and Communications Committee shall consist of five members and the Marketing and Communications Officer. The voting members shall be: two Senators appointed by majority of the Student Senate, and three students-at-large appointed by the Internal Affairs Officer in conjunction with the Marketing and Communications Officer, subject to approval by two-thirds of the total Senate.

At the beginning of their term, and whenever else necessary, the President shall appoint the Marketing and Communications Officer, subject to a two-thirds vote of the total Senate.

One member may be designated by the Marketing and Communications Officer as the Vice Chair of the Marketing and Communications Committee, pending approval by the President.

Senators, unless already voting Marketing and Communications members, shall be ex-officio, non-voting members of the Marketing and Communications Committee.

Appointments shall be for the academic year and may be renewed pending approval of the Senate.

Section B: Qualifications

Each member of the Marketing and Communications Committee shall be a currently enrolled SIUE student in good disciplinary standing.

Each member, except the Marketing and Communications Officer and Senate members, shall have and maintain a cumulative GPA of at least 2.0.

The Marketing and Communications Officer must have completed one academic term as a full-time student at SIUE.

Section C: Marketing and Communications Officer

The Marketing and Communications Officer must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during their term in office.

The Marketing and Communications Officer must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

The Marketing and Communications Officer must be a declared Mass Communications, Speech Communications, or Business Administration: Marketing major.

Section D: Removal

The Marketing and Communications Officer may be removed for provisions stated in Article IV, Section E, Subsection 5, of the Constitution.

The Marketing and Communications Officer may be removed for just cause by a three-fourths vote of the total membership of the Senate.

Section E: Duties and Responsibilities

1. Social Media Responsibilities

- a. The Marketing and Communications Officer shall be responsible for maintaining and updating Student Government's presence in various social networks.
- b. The Marketing and Communications Officer shall be responsible for developing and researching new ways in which Student Government can utilize social media to engage with the SIUE campus community.
- c. The Marketing and Communications Officer shall be responsible for ensuring that Student Government adheres to all policies governing social media usage by the Southern Illinois University Edwardsville administration.

2. Marketing Responsibilities

- a. The Marketing and Communications Officer shall be responsible for creating an annual marketing plan to encourage recruitment of students for Student Government and University-wide committees.
- b. The Marketing and Communications Officer shall be responsible for maintaining up-to-date marketing tools for Student Government including but not limited to videos, brochures, flyers, and posters.
- c. The Marketing and Communications Officer shall be responsible for working with Student Government Executive Board members and Senators to produce marketing plans and tools for events that the aforementioned members are planning.

4. Event Responsibilities

- a. The Marketing and Communications Officer shall oversee Student Government's participation in activity fairs and any other events that recruit students and/or promote Student Government.

b. The Marketing and Communications Officer shall maintain a listing of Student-Government-sponsored, Student-Government-co-sponsored, and/or Student Government non-sponsored events organized by recognized student organizations and Student Government.

5. Communication Responsibilities

a. The Marketing and Communications Officer shall be responsible for any press releases informing the campus, local, state, or national communities about Student Government actions.

b. The Marketing and Communications Officer shall be responsible for writing and constructing Student Government newsletters informing Student Government members about actions and events that are occurring within Student Government.

c. The Marketing and Communications Officer shall be responsible for creating, organizing, and documenting any surveys and/or petitions.

6. General Duties

a. The Marketing and Communications Officer shall attend all Senate meetings.

b. The Marketing and Communications Officer must serve and record a minimum of 10 hours in the Student Government office or another designated office each academic week.

c. The Marketing and Communications Officer will submit a report, including accomplishments and recommendations, at the end of their term for the incoming officer.

d. The Marketing and Communications Officer shall have the ability to establish subcommittees at the discretion of the President upon 2/3 majority vote.

e. Or any other duties as assigned by the President

Article XI – Election Commission

Section A: Composition

An election commission shall be established to administer each general student body election.

The Election Commission shall be composed of the Election Commissioner, two members appointed by the Senate, one ex-officio member appointed by the President, and the Associate Director of the Kimmel Student Involvement Center as an ex-officio member.

No later than the first Senate meeting of the spring semester, the President shall appoint the Election Commissioner, subject to the approval of two-thirds of the Senate.

Members of the Election Commission, except for the Associate Director of the Kimmel Student Involvement Center, must be enrolled SIUE students; and may not be affiliated with the campaign or support of any candidate; and may not be directly affiliated with the Student Government office, Senators, or Student Government staff personnel.

Section D: Duties and Powers of the Election Commission

Make and administer the election rules of procedure, administer the election, assist with mediation & decision of election grievances.

Assist the Election Commissioner in the exercise of their duties and powers.

Section E: Duties and Powers of the Election Commissioner

1. While working in conjunction with the Office Support Specialist, prepare and distribute election materials, including election rules and interpretations thereof; applications, forms, information, and eligibility requirements for positions; a list of candidates for the positions to be filled and information on candidate affiliations; referendum materials; and ballots.
2. Meet with all candidates following application deadline through the mandatory candidate meetings.
3. The Election Commissioner has the final review of the eligibility of all candidates and the election process.
4. Enforce election rules by investigating written charges filled by an enrolled student(s) alleging election rule violations by investigating election rule violations that otherwise come to their attention; by advising, verbally or by written notice, any applicable candidate(s) to cease any violation of election rules; and by disqualifying any candidate(s) guilty of election rule violations and taking appropriate action regarding the removal of such candidate(s) from election ballots.
5. Ensure that polling places are properly arranged and staffed and secured during the election.
6. Submit, through the Election Commission to the Senate, a final report and make available to interested parties the following:
 - a. The final tally of votes cast for candidates listed on the ballot and for write-in candidates.
 - b. Working in conjunction with the Office Support Specialist to validate any write-in candidate(s) who receives enough votes to be elected.
7. Must attend all senate and executive board meetings.
8. Make two monthly written and verbal reports at Senate and Executive Board meetings.

Section F: Candidates' Responsibilities

Each candidate, including write-in candidates, must meet all requirements of the office that they seek. Failure of a candidate to meet the requirements shall constitute cause for

removal of the candidate from the election ballot. No candidate may be certified to hold an office for which they do not meet the requirements.

Each candidate shall be responsible for the conduct of their campaign workers.

Failure of a candidate to cease a violation of election rules after having been so advised by the Election Commissioner shall constitute cause for removal of the candidate from the election ballot and/or disqualification of the candidate from being elected.

Section G: Ballots and Ballot Counts

The Commission shall confirm with the Office Support Specialist to ensure all ballot information is secure through the electronic ballot until such time as a final disposition has been made of the results of the election by the Senate, either through ratification of the Election Commission's report on the election results or through some other action determined by the Senate.

Article XII – Student Diversity Council

Section A: Composition

The voting members shall be appointed by the Internal Affairs Officer in conjunction with the Student Diversity Officer, subject to approval by two-thirds of the total Senate.

At the beginning of their term, and whenever else necessary, the President shall appoint The Student Diversity Officer, subject to ratification by two-thirds of the total Senate.

The President shall be ex-officio, non-voting member of the Student Diversity Council.

Appointments shall be for the academic year and may be renewed for one year pending approval of the Senate.

Section B: Qualifications

Each member shall be a currently enrolled SIUE student in good disciplinary standing.

Each member, except the Student Diversity Officer and Senate members, shall have and maintain a cumulative GPA of at least 2.0.

The Student Diversity Officer must have a cumulative GPA of at least 2.5 at the time of appointment and must maintain a cumulative GPA of at least 2.5 during his/her terms of office.

The Student Diversity Officer must have completed one academic term as a full-time student at Southern Illinois University Edwardsville.

Section C: Student Diversity Officer

1. Presides at all Student Diversity Council meetings.

2. Responsible for the organization and operation of the Student Diversity Council and for communication of its operation to the Senate.
3. Must attend all Senate meetings.
4. Must serve and record up to 10 office hours in the Student Government office or another designated office each academic week. The Student Diversity Officer may work up to 15 office hours if approved in advance by the Student Body President.
5. Shall be the spokesperson for the Senate.
7. Will forward committee recommendations, based on the consensus of the Student Diversity Council, to the Student Government Office Support Specialist at least three days prior to each Senate meeting. These recommendations shall be included on the next Senate agenda for Senate approval
8. Shall be responsible for distributing the committee informational packet to any student requesting information by mail or in person.
9. Will submit a report, including accomplishments and recommendations, at the end of their term for the incoming Student Diversity Officer. The outgoing Student Diversity Council should meet with the incoming Student Diversity Council to provide guidance for the following year.
10. Or any other duties as assigned by the president.

Section D: Vice Chair

The vice chair, upon the absence of the Student Diversity Council, shall assume the duties of the Student Diversity Council.

The vice chair shall be a voting member of the Student Diversity Council.

Section E: Meetings

The Student Diversity Council shall meet twice a month.

Section F: Removal

The Student Diversity Officer may dismiss members that are unable to perform their duties as members of the Student Diversity Council. Extraordinary cases will be judged by their own merit.

If a member misses two meetings within the semester, they will be removed from the Committee. In most instances, absences must be excused by the Student Diversity Officer and notice must be given prior to the meeting.

The Student Diversity Officer may dismiss the Vice Chair for substantial reasons with the consent of the President.

The Student Diversity Officer may be removed for provisions stated in the Article IV, Section E, and Subsection 5 of the Constitution.

The Student Diversity Officer may be removed for just cause by a three-fourths vote of the total membership of the Senate.

Section G: Duties and Responsibilities

The Student Diversity Officer, along with the Council shall work to improve communications between university administration and students from diverse groups.

The Student Diversity Officer, along with the Council shall promote diversity and inclusion programming at SIUE.

The Student Diversity Officer, along with the Council shall create recommendations for university governing bodies, including at least one (1) Student Diversity Report per semester provided to the Senate.

The Student Diversity Officer, along with the Diversity Council shall assist the efforts of the Center for Student Diversity and Inclusion, including serving in a student advisory role when possible.

Article XIII – Disciplinary Action

Section A: Executive Board

Executive Board members who are absent for two consecutive Executive Board meetings or two consecutive Senate meetings in a semester or who accrue three total absences within a semester, excused or unexcused, will be immediately removed from office.

Section B: Senators

Any Senator who does not uphold their duties and responsibilities is subject to disciplinary action. Dereliction of duties and responsibilities includes, but is not limited to, failure to:

- a) Abide by the constitution and bylaws of Student Government.
- b) Serve and participate on two standing committees.
- c) Provide the Senate with written reports of committee meetings attended.
- d) Serve and record a minimum of three office hours per academic week during the fall and spring semesters.
- e) Attend at least three events sponsored or co-sponsored by Student Government each semester and submit a report for each event attended.

Disciplinary action taken by the Vice President is as follows:

- a) First offense – A written reprimand sent to the Senator.

- b) Second offense – A written reprimand sent to the Senator, announcement of the violation at the next Senate meeting by the Vice President, and a public apology by the Senator.
- c) Third offense – Impeachment charges initiated by the Vice President.

In extreme cases of dereliction of duties, impeachment charges can be filed without prior offenses, as outlined in the constitution.

Article XIV– Oath of Office Procedure

The oath of office shall be given at the last regularly scheduled spring Student Senate meeting. The ceremony shall be conducted by either the chancellor, vice-chancellor for student affairs, or the director of the Kimmel Student Involvement Center.

If a position becomes vacant, the president shall conduct the swearing in ceremony immediately upon the new individual's approval by the Student Senate.

Article XV – Bylaws

These bylaws shall be acted upon in accordance with the constitution of the Student Government of Southern Illinois University Edwardsville.