

Luther College Student Senate Bylaws

Introduction

The Luther College Student Senate Constitution lays out the general framework for the Senate. Procedural mechanisms related to the general operations of the Senate are detailed in the Senate bylaws. The Senate may pass any bylaws it deems necessary and proper to accomplish and facilitate the responsibilities set forth in the Constitution, as long as the bylaws are not inconsistent with the Constitution. The Constitution shall dictate the actions and operations of the Senate and supercede all bylaws.

Bylaw 12-01: Positions and Election/Selection Method

1. The following positions are elected through a campus-wide election each spring semester as specified below: President and Vice President (two positions that run as a joint ticket); Secretary; Treasurer; Senior Class Representatives (3); Junior Class Representatives (3); Sophomore Class Representatives (3); Diversity Representatives (6); and Student Liaison to the Decorah City Council. For the Class Representatives, students vote for members of their respective class, only.
2. The First-year Class Representatives (3) are elected within the first month of fall semester through an election in the respective first-year residence halls.
3. The following positions are appointed to Senate as a function of the Senator's specific student organization roles and responsibilities: Student Activities Council President, Student Congregation President, Inter-Greek Council Representative.
4. The following positions are appointed to Senate through a process determined and managed by the various Campus-wide Committees or Councils: Wellness Representative, Sustainability Representative, Student Support Representative, and Student-Athlete Advisory Committee Representative.
5. Class Representatives run based on their designated class standing as determined by anticipated credit hours, for the beginning of the following fall semester, according to the Registrar's Office. If a student enters Luther with prior credit, he/she may decide to run as a representative for his/her entry cohort.

Bylaw 14-02: Timing of Elections/Guidelines

1. The campus-wide spring semester elections will be held in mid-April each year at a time proposed by the Election Committee and approved by the Senate.
2. The "Election Guidelines" outlining the election process will be publicized, via a means determined by the Election Committee that, at a minimum, includes the following:
 - a. The date when applications are available. As a guideline, applications should be made available at least one month prior to the campus-wide election.
 - b. The date and time by which applications are due. As a guideline, all applications should be returned two weeks before the election. Candidates who submit applications after the due date may only run if their applications are approved by the Election Committee.
 - c. The prescribed manner for campaigning and advertising.
3. Because candidates must submit an application in advance of the elections, write-in candidates are not allowed on the ballot.

4. Any special elections throughout the year, if necessary, will be determined at a date and via a process as determined by the Election Committee and approved by a majority vote of the Senate.

Bylaw 12-03: Election Committee

1. The Committee shall be chaired by a non-campaigning Senator selected by the Senate.
2. The Committee shall include at least two additional non-campaigning Senators as appointed by the Senate.
3. The advisor(s) to the Student Senate shall be ex-officio members of this committee and will assist the chair in managing the elections process.
4. The Election Committee shall annually review the "Election Guidelines," revise as needed, and present them to the Senate annually prior to the election process.
5. The Elections Committee shall notify the respective groups requesting the names of the newly appointed senators. The groups are encouraged to have individuals selected by mid-April. The newly appointed senators are encouraged to begin attending regularly scheduled Senate meetings for the remainder of the school year.

Bylaw 12-04: Election Committee Duties

1. To ensure the "Election Guidelines" are followed and carried out by the candidates and the Election Committee.
2. To advertise the elections and introduce the campus community to the candidates and their platforms.
3. To sponsor and advertise a Presidential Candidates Open Forum. This Forum provides an opportunity for candidates to introduce themselves to the Luther community and may be used by the President/Vice President candidates as a means of sharing their election platforms.
4. To determine and manage the election method (most likely electronic voting) and the vote tabulation method (most likely instant runoff voting).

Bylaw 14-05: Positions and Duties

A. Positions

1. The Senate shall be comprised of the following student members who are responsible for carrying out their duties as defined below:

President
Vice President
Secretary
Treasurer
Senior Class Representatives (3)
Junior Class Representatives (3)
Sophomore Class Representatives (3)
Freshman Class Representatives (3)
Student Activities Council President
Luther Congregation President

Inter-Greek Council Representative
Diversity Representatives (6)
Wellness Representative
Sustainability Representative
Student Support Representative
Student-Athlete Advisory Committee Representative
Student Liaison to the Decorah City Council
International Student and Allies Representative

B. Duties

1. General Expectations for All Positions

- a. Uphold the Senate constitution and bylaws.
- b. Attend the weekly Senate meetings.
- c. Actively participate in at least one Standing Senate committee.
- d. Gather issues, ideas, and concerns from constituents and relay them to Senate.
- e. Uphold the Student Senate Mission Statement.
- f. Abide by the Luther College's non-discrimination statement and code of conduct.
- g. Serve office hours on a weekly basis as proposed by the President and Vice President and approved by the Senate majority.

2. General Expectations for Executive Board Members

- a. Return to campus early at a date specified by the President for an Executive Board retreat.
- b. Meet as an Executive Board, generally once per week, at a time determined by the President.

3. President

- a. Provide overall leadership and direction to Senate.
- b. Serve as the primary student liaison on student issues to the administration.
- c. Meet regularly with the College President and Senate advisors.
- d. Establish the weekly Senate meeting agenda; serve as the presiding officer at Senate meetings.
- e. Appoint Senators to committees, with the approval of the Senate.
- f. Maintain regular contact with committee chairs.
- g. Be responsible for relaying all pertinent information to Senate as a whole.
- h. Serve as the chair of the Executive Board.
- i. Serve on the Campus Life Committee.
- j. Perform other duties that pertain to the office of the Senate President.

4. Vice President

- a. Monitor Senate committees as needed.
- b. Establish the agenda and serve as the presiding officer at Senate meetings in the absence of the President.
- c. Provide leadership to ad hoc committees as needed.
- d. Assist the President in fulfilling his/her duties.
- e. Serve as the Senate Historian. This includes verifying the integrity of the Minutes and the documentation of actions taken.
- f. Perform other duties that pertain to the office of the Senate Vice President.

5. Secretary

- a. Keep and promptly publish minutes of all Senate meetings.
- b. Take attendance at Senate meetings and publish it as part of the minutes.
- c. Notify the officers of Senators who are absent from meetings.
- d. Keep and store complete records of all Senate business.
- e. Maintain an operational list of Senate meetings.
- f. Serve as the presiding officer at Senate meetings in the absence of the President and Vice President.
- g. Serve as a member of the Communication Committee.
- h. Work with the Communication Committee to ensure that the appropriate communication methods, such as the Senate website, KATIE, Facebook, etc. are updated appropriately and regularly.
- i. Perform other duties that pertain to the office of the Senate Secretary.

6. Treasurer

- a. Serve as the Senator responsible for monitoring the Senate budget.
- b. Work with the Executive Board and advisors on budget issues.
- c. Create a budget at the beginning of each semester, monitor expenditures, and periodically update the Senate on income and expenses.
- d. Serve as a member of the Finance Committee.
- e. Work with the Finance Committee in establishing the application, funding criteria, and process for allocating funds to students and student groups.
- f. Work with the Student Leadership and Communication Committees in communicating the funding proposal timeline and criteria to student organization leaders.
- g. Maintain contact with all groups awarded funds to ensure fiscal accountability.
- h. Serve as contact to Senators who need funds for various Senate functions.
- i. Perform other duties that pertain to the office of the Treasurer.

7. Student Liaison to the Decorah City Council

- a. Attend all regular City Council meetings.
- b. Attend at least one sub-committee of the Council regularly.
- c. Offer a report to Student Senate on City Council initiatives and opportunities for collaboration.
- d. Organize events or publicize on-campus issues pertinent to both the city and the college.
- e. Perform other duties that pertain to the office of the Student Liaison to the Decorah City Council.

8. Class Representatives (3 Senior, 3 Junior, 3 Sophomore, 3 First-Year)

- a. Gather input on issues, ideas, and concerns from peers to bring before Senate.
- b. Utilize social networking and other communication means to engage classmates.
- c. Provide updates to classmates on Senate activities.
- d. Perform other duties that pertain to the office of Class Representative.

9. Wellness Representative

- a. Attend the weekly Wellness Team meetings.
- b. Provide pertinent wellness updates in Senate meetings.

- c. Report back to the Wellness Team on conversations happening in Senate.
- d. Perform other duties that pertain to the office Wellness Representative.

10. Sustainability Representative

- a. Attend Sustainability Council meetings.
- b. Provide pertinent sustainability updates in Senate meetings.
- c. Report back to the Sustainability Council on conversations happening in Senate.
- d. Serve as a member of the Campus Betterment committee of Senate.
- e. Perform other duties that pertain to the office of Sustainability Representative.

11. Student Support Representative

- a. Attend pertinent Student Support Representative meetings, such as Student Academic Support Service meetings, Disability Services, Active Minds, etc.
- b. Provide pertinent student support updates in Senate meetings.
- c. Report back to various support groups on conversations happening in Senate.
- d. Bring constituent needs/concerns to Senate.
- e. Perform other duties that pertain to the office of Student Support Representative.

12. Diversity Representatives (2 Gender & Sexuality, 2 Race & Ethnicity, 2 Culture & Religion)

- a. Two of the elected Diversity Representatives will be selected by the Diversity Council to serve on the Council.
- b. Regularly attend meetings of organizations that fall under particular diversity categories: Gender/Sexuality: PRIDE, LC Fems; Race/Ethnicity: BSU, ISAA, HOLA, ASAA, Enlaces; Culture/Religion: MSAA, College Ministries Organizations (CSC, LCMS), Ethnic Beats, Secular Student Society.
- c. Provide pertinent diversity updates in Senate meetings.
- d. Report back to pertinent diversity groups on conversations happening in Senate.
- e. Perform other duties that pertain to the office of Diversity Representative.
- f. From the six representatives, one will serve on the Campus Life Committee the Executive Board will determine the manner by which the position is filled.

13. Student Activities Council President

- a. Serve as a liaison between the SAC Executive Board and Senate.
- ~~b. Serve as a member of the Finance Committee.~~
- c. Perform other duties that pertain to the office of the Student Activities Council President.

14. Student Congregation President

- a. Serve as a liaison between College Ministries groups and Student Senate.
- b. Give monthly updates on different events of College Ministries/Luther Congregation.
- c. Perform other duties that pertain to the office of the Student Congregation President.

15. Inter-Greek Council Representative

- a. Serve as a liaison between the Inter-Greek Council and Senate.
- b. Provide pertinent IGC updates in Senate meetings.

- c. Report back to IGC on conversations happening in Senate.
- d. Perform other duties that pertain to the office of the Inter-Greek Council Representative.

16. Student-Athlete Advisory Committee Representative

- a. Serve as a liaison between the Student-Athlete Advisory Committee and Senate.
- b. Provide pertinent SAAC updates in Senate meetings.
- c. Report back to SAAC on conversations happening in Senate.
- d. Perform other duties that pertain to the office of the Student-Athlete Advisory Committee Representative.

17. Student Representatives to the Board of Regents

- a. Shall represent the values and traditions of the Luther College student body.
- b. Attend general meetings of the Board of Regents and any assigned committees.
- c. Report back pertinent information on conversations to Senate.
- d. Perform other duties that pertain to the office of Student Representative to Board of Regents.

18. International Student And Allies Association Representative

- a. Serves as a liaison between international students and Senate.
- b. Regularly attend ISAA meetings and inform members of conversations in Senate.
- c. Report back to Senate the issues discussed by those involved in ISAA.
- d. Elections for the position are to be handled by ISAA during their executive election cycle.
- e. Position can be filled by any member of ISAA including, but not limited to, executive board members, general members, or allies.

Bylaw 14-06: Committee Appointment and Recall

1. The Senate President will elect and appoint members of internal and external standing and ad hoc committees as needed, with the consent of the Senate.
2. Although most committees will involve Senators, Senate may decide to solicit general members of the student body for specific committees. Depending on timelines, practicality, and the nature of the position, Senate may or may not give public notice regarding these opportunities.
3. Senate may, by a two-thirds vote, recall committee members for failure to fulfill responsibilities. The recall may be initiated by any officer and will be discussed by the full Senate at a Senate meeting. At the conclusion of the discussion, Senators will vote by anonymous paper ballot, with a two-thirds vote of the Senate necessary to affirm a committee recall. The Senator who is recalled from a committee will remain on Senate, unless the person is also recalled as a Senator by the method outlined in the Constitution.
4. Board of Regents Representatives Elections. The Senate shall hold elections for the three student representatives to the Board of Regents, one for each of the three Board committees (Student Learning and Campus Life, Resources and Facilities, and Marketing and Enrollment). Elections will take place following the Senate Elections in the spring semester. The three representatives will be selected from the newly selected Senate membership, nominated and voted upon by the current Senate. Nominations may come from the newly selected Senate or the previous Senate. In addition, individual senators may self-nominate. Nominees shall designate which Board of Regents committees for which they are running. A candidate may be nominated and placed on the ballot for more than one of the committees. Candidates shall be committed to serving the entire academic year. It

is recommended, though not required, that the representatives have served on Senate or in a similar leadership role for a minimum of one year. Majority vote from within the Senate will determine the representatives. Once an individual is selected for a committee, their name should be removed from any further committee nominations.

Bylaw 12-07: Standing and Ad hoc Committees

1. Board of Regents Representatives. The Senate representatives to the Board of Regents shall attend all general meetings of the board, along with their assigned committee meetings. These representatives shall be prepared to present a report to the Senate at the calling of the Senate President.
2. Campus Life Committee Representatives. The following six Senators are the student members of the college's Campus Life Committee: President; one diversity representative; and four additional members, one each selected from among the Senior, Junior, Sophomore, and First-year Class Representatives.
3. Senate Standing Committees. Student Senate standing committees and areas of responsibility are:
 - a. Executive Board: Senate leadership, Senate elections, college-wide issues, budget input, academic input.
 - b. Finance Committee: Oversee allocation and revocation of funding for all student organizations.
 - c. Student Life Committee: Student policies review, student input to Campus Life Committee, student input on food service operations and nutrition.
 - d. Campus Betterment Committee: Input on matters pertaining to housing, residence life, parking, and other campus-wide improvements; student input to weekly facilities meetings.
 - e. Communication Committee: Manage Senate outreach and publicity, including, but not limited to: website development, social media, CHIPS interviews and forums.
 - f. Student Leadership Committee: Oversee applications for new student organizations. Provide support and guidance for student organizations.
4. Ad hoc Committees. Student Senate may establish ad hoc committees as necessary to carry out Senate responsibilities. Ad hoc committees shall be proposed by any Senator and affirmed by a majority vote of the Senate. Ad hoc committees may also be dissolved as proposed by the any Senator and affirmed by a majority vote of the Senate.

Bylaw 12-08: Funding Requests and Expenditures

1. Expenditures from the Senate budget are managed as follows:
 - a. A Senator may spend up to \$10 on behalf of the Senate without prior approval. All funding requests are processed by the Senate Treasurer. However, it is suggested that even small expenditures be brought before Senate for approval, if feasible.
 - b. An expenditure of over \$10 requires approval by a majority vote of the Senate at a general meeting.
 - c. If an expenditure of more than \$10 is necessary and cannot be acted upon at a Senate meeting because of time restrictions, the expenditure may be approved by two of the three following officers (President, Vice President, Treasurer) approving the expenditure. The Treasurer will report the expenditure at the next general Senate meeting.

Bylaw 14-09: Amending the Bylaws

1. Amendments to the bylaws may be initiated by any Senator.
2. The Senator suggesting a bylaw amendment must adhere to the following process:

- a. present and discuss the bylaw addition/change with the Executive Board at an Executive Board meeting.
 - b. Then present the bylaw amendment to the full Senate at a subsequent meeting.
 - c. To become effective the bylaw amendment must be presented at a second full Senate meeting, at which time a vote may be taken.
 - d. The bylaw amendment needs two-thirds vote to be approved and becomes effective immediately.
3. All bylaw amendments will be identified by number according to the year in which they were created and the order in which they were passed (for example, 11-01, 11-02).
4. Any amendment that changes “Bylaw 12-05: Positions and Duties” must follow the steps outlined above and then be sent to the Campus Life Committee for approval before it becomes an official part of this document.