

# Carnegie Mellon University Student Senate Bylaws

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## Article 1. Purpose and Scope.

- A. The purpose of these bylaws is to establish the structures and operating procedures of Student Senate, which is the undergraduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.
- 5     1. The general purpose of Student Senate is to represent the voice of the Carnegie Mellon University undergraduate student body, to work toward enhancing the overall undergraduate student experience on campus, and to oversee the allocation of the portion of the Activities Fee under the direct control of Student Senate.
- B. Where there is a contradiction between these bylaws and the Carnegie Mellon University *Student*  
10     *Body Constitution* or the Carnegie Mellon University *Student Government Fiscal Policy*, those documents shall supersede these bylaws.
- C. When there is a contradiction between these bylaws and the Carnegie Mellon University *Student Senate Fiscal Policy*, these bylaws shall supersede that policy.

## Article II. Terms and Definitions.

- 15     A. The *Activities Board* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to coordinate events to entertain, educate, and enrich the lives of the entire campus community.
- B. The *Activities Fee* refers to the funds that are collected and placed under the control of Student Government by the Carnegie Mellon University Board of Trustees.

- 20 C. The *Committee on Student Organizations* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to oversee the process of granting and revoking the status of *Student Government Recognition* to student organizations.
- D. The undergraduate student body is divided into the following *constituencies*:
  - 25 1. Carnegie Institute of Technology;
  2. College of Fine Arts;
  3. College of Humanities and Social Sciences;
  4. Mellon College of Science;
  5. School of Computer Science;
  - 30 6. Tepper School of Business;
  7. Bachelor of Humanities and Arts, Bachelor of Sciences and Arts, Sciences and Humanities Scholars Program, Bachelor of Computer Science and Arts, and Miscellaneous Students.
- E. Every member of the undergraduate student body is classified as a constituent in their home college at Carnegie Mellon University, as specified by the Carnegie Mellon University Registrar.
  - 35 1. Any member of the undergraduate student body who does not fall under the auspices of the constituencies listed shall be classified as a Miscellaneous Student.
- F. The Elections Board refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to oversee the annual Student Government Executive and Student Senate elections.
- 40 G. Financial Probation is a form of probation for Student Government Recognized organizations, and is established in the Carnegie Mellon University *Student Body Constitution* and *Student Government Fiscal Policy*
- H. A full session of Student Senate shall extend from the first regular meeting of Student Senate following the ratification of the Student Senate Election results until the adjournment of the meeting at which the following year's Student Senate Election results are successfully ratified.
- 45 I. The Graduate Student Assembly is the graduate legislative branch of Carnegie Mellon University student government, created in the Carnegie Mellon University *Student Body Constitution*.
- J. There are two *half sessions* of Student Senate. The first begins at the first regular meeting of the full session and ends at the last regular meeting of the Fall semester. The second half session begins at the last regular meeting of the Fall semester and ends at the last regular meeting of the full session.
- 50 K. The *Joint Funding Committee* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution* to oversee the funding of student organizations.
- 55 L. A *joint meeting* of Student Senate and the Graduate Student Assembly is a meeting of Student Senate and the Graduate Student Assembly at which a majority of the members of Student Senate and a majority of the members of the Graduate Student Assembly are present.
- M. A *meeting* of Student Senate is any gathering of a majority of the voting members of Student Senate, provided all such members have been notified of that gathering at least one (1) week in advance of the gathering.
- 60 N. *Notification* of a group of students shall be satisfied by either an e-mail sent to all individuals in that group, or a verbal announcement at a regular meeting of that group, provided minutes of that meeting are recorded and distributed.
- O. The *President's Cabinet* refers to the standing committee of Student Government, established in the Carnegie Mellon University *Student Body Constitution*, to assist the Student Body President with the running of the Executive Branch of Student Government.
- 65 P. *Recognition Probation* is a form of probation for Student Government Recognized organizations, and is established in the Carnegie Mellon University *Student Body Constitution* and *Student Government Fiscal Policy*
- 70 Q. A regular meeting of Student Senate is a meeting among those scheduled by Student Senate

for the purpose of conducting their routine business.

R. The *student body* refers to the collection of students enrolled in undergraduate or graduate academic programs at Carnegie Mellon University's Pittsburgh campus.

75 S. The *student government executive committee* refers to the committee, established in the Carnegie Mellon University *Student Body Constitution*, consisting of the Student Body President, Student Body Vice President, Student Body Vice President for Finance, Student Body Vice President for Organizations, Student Senate Chair, and Graduate Student Assembly President.

T. A *student organization* is any grouping of members of the student body.

1. Neither Student Senate nor the Graduate Student Assembly is a student organization.

80 U. The *undergraduate student body* refers to all members of the student body who are enrolled in undergraduate academic programs at Carnegie Mellon University's Pittsburgh campus.

## Article III. Duties and Powers of Student Senate.

A. General Duties of Student Senate:

- 85 1. Hold regular meetings, at least twice during each complete month of the academic year;
2. Enact and enforce legislation aimed at accomplishing the objectives of the undergraduate student body;
3. Act as representatives of the undergraduate student body to staff, faculty and administration of Carnegie Mellon University;
- 90 4. Appropriate and approve the expenditures of all funds under direct control of Student Senate, as prescribed in the Carnegie Mellon University *Student Body Constitution*, the Carnegie Mellon University *Student Senate Fiscal Policy*, these bylaws, and the Carnegie Mellon University *Student Senate Fiscal Policy*;
5. Break a tie, in any undergraduate student body election of Student Senators, by way of a majority vote at a meeting of Student Senate.

95 B. **Constitutionally Assigned Duties of Student Senate:** The following are responsibilities required of Student Senate by the Carnegie Mellon University *Student Body Constitution* and the Carnegie Mellon University *Student Government Fiscal Policy*. Student Senate is required to fulfill these duties, as described in that constitution and fiscal policy, until such time as they are removed from that constitution and fiscal policy.

- 100 1. Appoint a representative of Student Senate to sit on the Committee on Student Organizations;
2. Appoint a representative of Student Senate to sit on the Elections Board;
3. Approve or reject nominations of undergraduate students to the Joint Funding Committee, as presented by the Student Body Vice President for Finance;
- 105 4. Approve or reject nominations of undergraduate students to the Committee on Student Organizations, as presented by the Student Body Vice President for Organizations;
5. Discuss and vote on amendments proposed to the Carnegie Mellon University *Student Body Constitution* and its associated documents and policies;
- 110 6. Discuss and vote on requests, presented by the Student Body Vice President for Finance, to increase the Student Activities Fee for undergraduate students by up to five (5) percent;
7. Meet with the Graduate Student Assembly to review and vote on the proposed Joint Funding Committee budget;
8. Vote on recommendations, from the Student Body Vice President for Finance, regarding the Student Government Recognition status of a student organization that has been placed on Financial Probation by the Student Body Vice President for Finance;
- 115 9. Fulfill the duties and assume the powers assigned to Student Senate when Student Senate and the Graduate Student Assembly enter binding arbitration.

- 120 C. **Constitutionally Assigned Powers of Student Senate:** The following are powers conferred upon Student Senate by the Carnegie Mellon University *Student Body Constitution* and its associated documents. Student Senate holds these powers, as described in that constitution and its associated documents, until such time as they are removed from that constitution and its associated documents.
1. Override a Presidential Veto of Student Senate legislation;
  - 125 2. Overturn a decision of the Committee on Student Organizations regarding a student organization's Student Government Recognition status, and/or its status of Recognition Probation;
  3. Request the impeachment of the Student Body President, Vice President for Finance, and/or Vice President for Organizations;
  - 130 4. Overrule the decision(s) of the Student Senate Chair and the Graduate Student Assembly President regarding the assignment of duties and/or powers normally belonging to a particular officer of Student Government, when an impeachment request has been made for that officer;
  5. Overrule the appointment of a member of the student body as an Interim Student Body President, Vice President for Finance, and/or Vice President for Organizations;
  - 135 6. Install, in coordination with the Graduate Student Assembly, a member of the student body into a vacant Student Body President, Vice President for Finance, and/or Vice President for Organizations office;
  7. Overrule the appointment of a Student Body Vice President;
  8. Overrule the appointment of an Assistant to the Student Body Vice President for Finance;
  - 140 9. Confirm or reject the nomination of undergraduate students to the Joint Funding Committee and the Committee on Student Organizations;
  10. Approve or reject aberrations in the make-up of the Joint Funding Committee;
  11. Overrule the removal of any undergraduate student from the Joint Funding Committee and/or the Committee on Student Organizations;
  - 145 12. Remove a member of the student body from the Elections Board;
  13. Overrule the appointment of any member of the President's Cabinet;
  14. Remove the Activities Board Executive Chair from office;
  15. Overrule, in coordination with the Graduate Student Assembly, a freeze placed on the budget of a student organization;
  - 150 16. Vote to enter binding arbitration with the Graduate Student Assembly;
  17. Vote, in coordination with the Graduate Student Assembly, to override the Carnegie Mellon University *Student Government Fiscal Policy*, *Joint Funding Committee Bylaws*, *Committee on Student Organization Bylaws*, and *Student Government Election Rules*.

## Article IV. Members of Student Senate.

- 155 A. Student Senate shall consist of the following types of members:
1. Student Senators;
  2. Members-at-Large;
  3. Non-voting *ex officio* members.
- B. Student Senators:
- 160 1. Student Senators shall be elected as representatives of their constituency.
- a. Each constituency shall be represented by either one (1) Student Senator, or one (1) Student Senator for every one hundred forty (140) constituents (or majority fraction thereof) – whichever is greater.
  - b. Constituents entering an integrated or accelerated graduate program at Carnegie

- 165 Mellon University may represent their undergraduate constituency during their time  
in that program provided they are not also serving as a Graduate Student Assem-  
bly Representative or as a member of the Graduate Student Assembly Executive  
Committee.
- 170 c. Student Senators shall normally be elected in accord with the procedure set out in  
the Carnegie Mellon University *Student Government Election Rules*.  
(i) Vacant Student Senate seats shall be filled according to the procedure for filling  
vacancies set out in these bylaws.  
(ii) Ties in the election of Student Senators shall be broken by a majority vote at a  
meeting of Student Senate.
- 175 d. If a Student Senator changes constituencies after s/he is elected, s/he shall serve  
the remainder of the current full session as a representative of the constituency from  
which s/he was elected.
2. Term of Service:
- 180 a. For a Student Senator elected by the undergraduate student body, their term of  
service begins at the beginning of the full session for which s/he was elected to serve.  
b. For a Student Senator elected by Student Senate to fill a vacant Student Senate seat,  
their term of service begins at the end of the meeting during which s/he are elected.  
c. The term of service for all Student Senators ends at the end of the full session for  
which s/he were elected to serve.
- 185 3. Duties of Student Senators:
- a. Attend regular and special meetings of Student Senate;  
b. Attend joint meetings of Student Senate and the Graduate Student Assembly;  
c. Sit on one (1) Student Senate standing committee, and attend all meetings of that  
standing committee;
- 190 d. Attend at least one (1) New Member Caucus during their first half-session as a  
Senator;  
(i) A Student Senator is only required to attend one (1) meeting of the New Member  
Caucus during their term.  
(ii) If a Student Senator is elected but has previously served a term on Student Senate,  
attendance is no longer required.
- 195 (iii) If a Student Senator is elected but has previously attended a New Member Caucus  
as a Member-at-large, attendance is no longer required.
- e. Earn three (3) Engagement Hours during every half-session of Student Senate;  
(i) Engagement Hours shall be earned by engagement with the student body through  
tabling for Student Senate and attending university events pertaining to current  
issues, as deemed appropriate by the Chair of Student Senate.
- 200 (ii) Senators will only be required to earn all three (3) hours if elected by the date of  
the mid-semester break during that half-session.
- f. Designate a proxy to attend Student Senate meetings when unable to attend those  
meetings themselves;
- 205 (i) A Student Senator's proxy must be a member of the constituency that the Student  
Senator represents.  
(ii) A proxy may not be a Student Senator or a member of the Executive Branch of  
Student Senate.
- 210 (iii) A Student Senator's proxy assumes the duties and powers of that Student Senator  
for the duration of the meeting during which s/he are serving as that Student  
Senator's proxy.  
(iv) To designate a proxy a Student Senator must notify the Chair of Student Senate,  
via e-mail, of the name of that proxy.
- 215 4. Powers of Student Senators:

- a. Student Senators assume all parliamentary powers afforded them in *Robert's Rules of Order, Newly Revised*. These powers are in effect during all Student Senate meetings and during all meetings of Student Senate committees of which they are members;
  - b. Propose legislation to Student Senate;
  - c. Nominate members of the undergraduate student body to serve as Members-at-Large.
- C. Members-at-Large:
- 1. Members-at-Large may be elected as representatives of the undergraduate student body.
    - a. Any Student Senator may nominate a member of the undergraduate student body as a Member-at-Large during any regular Student Senate meeting.
    - b. To be elected, a nominee must receive a majority vote of approval at the meeting where s/he are nominated as a Member-at-Large.
    - c. There is no limit to the number of Members-at-Large that may be elected.
    - d. There is no limit to the number of times an individual may be nominated as a Member-at-Large, but a single individual may only be nominated once during a single meeting of Student Senate.
  - 2. The term of service for a Member-at-Large begins at the end of the meeting during which s/he are elected, and ends at the end of the full session for which s/he were elected to serve.
  - 3. Duties of Members-at-Large:
    - a. Attend regular and special meetings of Student Senate;
    - b. Attend joint meetings of Student Senate and the Graduate Student Assembly;
    - c. Attend at least one (1) New Member Caucus during their first half-session as a Member-at-Large:
      - (i) A Member-at-Large must only attend one (1) meeting of the New Member Caucus during their term.
      - (ii) If a Member-at-Large is elected but has previously served a term on Student Senate, attendance is no longer required.
      - (iii) If a Member-at-Large is elected but has previously attended a New Member Caucus as a Student Senator, attendance is no longer required.
  - 4. Powers of Members-at-Large:
    - a. Members-at-Large are non-voting members of Student Senate and possess the following rights during meetings of Student Senate:
      - (i) calling for orders of the day;
      - (ii) raising points of order, points of personal privilege, points of information, and points of parliamentary inquiry;
      - (iii) speaking during meetings.
  - 5. Members-at-Large may propose legislation to Student Senate.
- D. Non-voting *ex officio* members of Student Senate:
- 1. The following shall be non-voting *ex officio* members of Student Senate:
    - a. the Student Body President;
    - b. the Student Body Vice President;
    - c. the Student Body Vice President for Finance;
    - d. the Student Body Vice President for Organizations;
    - e. the Graduate Student Assembly President;
    - f. all members of the President's Cabinet;
    - g. the Chair of each Student Government standing committee that is established in the Carnegie Mellon University *Student Body Constitution*;
    - h. the Student Dormitory Council President;
    - i. the Inter-Fraternity Council President;
    - j. the Panhellenic Council President;
    - k. the Multi-Cultural Greek Council President;

1. the Faculty Senate Chair.
2. Powers of non-voting *ex officio* members of Student Senate:
  - a. *Ex officio* members hold the same parliamentary privileges as Members-at-Large;
    - (i) This does not include the right to propose legislation to Student Senate.
  - b. Upon approval by the Chair of Student Senate, an *ex officio* member of Student Senate may address Student Senate during a meeting of Student Senate.
- E. Attendance Requirements for Student Senators and Members-at-Large:
  1. A Student Senator may accrue two (2) absences from regular meetings of Student Senate per half session.
  2. A Member-at-Large may accrue three (3) absences from regular meetings of Student Senate per half session.
  3. A meeting at which a Student Senator (or their designated proxy) or a Member-at-Large is not present for a scheduled roll call during a regular Student Senate meeting shall count as one-half (1/2) absence for that Student Senator or Member-at-Large.
  4. There may not be more than two (2) scheduled roll calls during a regular Student Senate meeting.
  5. A Student Senator may accrue two (2) absences from regular meetings of the Student Senate standing committee of which s/he are a member.
  6. A Student Senator may send a proxy to a regular meeting of Student Senate no more than two (2) times per half session..
  7. A Student Senator may have absences removed from his or her record upon completion of their Engagement Hour requirements. Thereafter, one-half (1/2) absence will be removed for every additional completion of one (1) Engagement Hour. Absences may also be removed by other participation in the activities of Student Senate as deemed appropriate by the Chair of Student Senate. This participation must occur within thirty (30) days of the recorded one-half (1/2) absence.
- F. Removal of Student Senators for Attendance Violations:
  1. Three (3) absences from regular meetings of Student Senate or three (3) absences from regular meetings of a Student Senator's standing committee, during a single half session of Student Senate, count as grounds for the removal of that Student Senator from Student Senate.
    - a. Should a Student Senator's standing committee assignment change during a given half session, his or hertheir attendance record shall follow him or herthem to his or hertheir new committee.
    - b. If a Student Senator accrues two (2) absences from regular meetings of Student Senate, or two (2) absences from the standing committee to which s/he is are assigned, during a single half session of Student Senate, then the Chair of Student Senate must notify that Student Senator that if s/he accrues another absence during that semester, s/he will be removed from office.
  2. When a Student Senator has exceeded his or hertheir permitted absence allotment, the Chair of Student Senate is responsible for notifying that individual, via e-mail, of his or hertheir removal from office. Upon notification, the relevant Student Senate seat is immediately declared vacant.
- G. Removal of Members-at-Large:
  1. Four (4) absences from regular meetings of Student during a single half session of Student Senate count as grounds for the removal of that Member-at-Large from Student Senate.
    - a. Should a Member-at-Large become a Student Senator during a given half session, his or hertheir attendance record shall follow him or her to his or her new position.
    - b. If a Member-at-Large accrues three (3) absences from regular meetings of Student Senate during a single half session of Student Senate, then the Chair of Student Senate must notify that Member-at-Large that if s/he accrues another absence during that

semester, s/he will be removed from office.

- 320 2. When a Member-at-Large has exceeded his or her permitted absence allotment, the Chair of Student Senate is responsible for notifying that individual, via e-mail, of his or her removal from office. The removal is immediate, upon notification.
3. A Member-at-Large may also be removed from office by way of a majority vote at a regular meeting of Student Senate.

H. Impeachment of a Student Senator:

- 325 1. A request for the impeachment of a Student Senator may be made to the Student Senate Chair by way of either:
- a. a two-thirds (2/3) vote of Student Senate;
  - b. a petition – validated by the Student Senate Executive Committee – containing the printed names, signatures, and AndrewIDs of one-fourth (1/4) of the relevant Student
- 330 Senator’s constituency.
2. Upon receiving a request for impeachment, the Chair of Student Senate must announce the impeachment request, along with the reasons for the impeachment request, no later than the first regular meeting of Student Senate that occurs at least one (1) week after receipt of the impeachment request.
- 335 3. Impeachment hearings shall take place at the first regular meeting following the announcement of the request for impeachment at which three-fourths (3/4) of the seated Student Senators are present.
4. A three-fourths (3/4) vote of the Student Senators present at the impeachment hearing shall be sufficient to remove the Student Senator from office.
- 340 5. If an impeachment request names the Chair of Student Senate, the preceding procedure shall be followed, but the Student Body President shall carry out the duties assigned to the Student Senate Chair in the process.
6. An impeached Student Senator is not eligible to hold any Student Government position for the remainder of the full session during which they are impeached, unless they are
- 345 elected to that position by the student body.

I. Resignation:

1. A Student Senator or Member-at-Large may resign from their position by submitting notice of their resignation, via e-mail, to the Chair of Student Senate. Upon notification, the relevant seat becomes vacant.
- 350 a. Should the Chair of Student Senate wish to resign, s/he must submit notice of his or her resignation to all members of the Student Senate Executive Committee.

J. Vacant Student Senate Seats:

1. Should a Student Senate seat become vacant, the Chair of Student Senate shall announce this vacancy, along with the deadline for receipt of petitions to fill the seat, at the first
- 355 regular Student Senate meeting after which the seat becomes vacant.
2. To become a candidate to fill a vacant seat, a member of the undergraduate student body must:
- a. Be an Activities Fee paying member of the constituency represented by the vacant seat;
  - 360 b. Submit a valid petition by the announced petition deadline.
- (i) A valid petition shall contain the printed names, signatures, and Carnegie Mellon AndrewIDs of twenty-five (25) members of the relevant constituency.
  - (ii) The Student Senate Executive Committee is responsible for validating any petitions received by the petition deadline within five (5) business days of its submission.
- 365 If at least two (2) members of the Student Senate Executive Committee agree that a petition is not valid, then it is considered invalid.
3. If at least one (1) valid petition is received by the announced deadline, then Student Senate shall hold an election for the relevant Student Senate seat at the first regular



meeting of Student Senate following the validation of the petition(s).

- 370 a. At the discretion of the Chair of Student Senate, candidates may be permitted to  
address Student Senate and respond to questions from the floor.
- (i) If one (1) candidate for a position is permitted to address Student Senate then all  
candidates for that position must be permitted to address Student Senate.
- 375 b. At the discretion of the Chair of Student Senate, Student Senators may be permitted  
to discuss the candidate(s) for each position in the absence of all candidates for that  
position.
- (i) No minutes of this discussion shall be recorded.
- c. Voting:
- 380 (i) A candidate in this election is not permitted to serve as a proxy while the election  
proceedings for the relevant vacant seat is taking place. As a result, a candidate  
cannot count toward quorum during this portion of a Student Senate meeting.  
However, a candidate may take on the duties of a proxy at any other point during  
the meeting, provided they are otherwise eligible to serve as a proxy.
- 385 (ii) Absentee ballots are not permitted.
- (iii) There are three voting options during an election: a vote in favor of a particular  
candidate, an abstention, and a vote of no confidence. A vote of no confidence is  
a vote against all candidates who are in the running for the relevant vacant seat.
- 390 (iv) The voting procedure for filling vacant seats associated with different constituencies  
shall be kept separate. However, if there are no more candidates in a particular  
constituency than there are vacancies, then the meeting Chair may opt for a  
slated vote. In this case, the three voting options are to vote in favor of the slate,  
against the slate, or to abstain.
- d. The candidate receiving the majority of the available votes shall be the winner of the  
election.
- 395 (i) Abstentions shall not count toward the majority.
- (ii) If no candidate receives a majority of the available votes, and a majority of the  
available votes are not votes of no confidence, then a run-off election shall be held.  
The meeting Chair shall decide which candidates' names shall stand for the run-off  
election. By way of a majority vote, Student Senate may add another candidate's  
400 name to the run-off ballot. The winner of the run-off vote is the candidate who  
receives the majority of available votes.
- (iii) This process shall continue until either a single candidate receives a majority of  
the available votes, or a majority of the available votes are votes of no confidence.
- 405 (iv) In the event that there is a slated vote, the vote is concluded when a majority  
of the available votes are cast in favor of the slate. If a majority of the available  
votes are opposed to the slate, or if there is a tie, the meeting Chair must then  
proceed through the vote according to the regular, non-slatted procedure.
4. If no valid petitions are received by the announced deadline, the Chair of Student Senate  
shall begin the process again by announcing a new deadline for petitions.

## 410 Article V. Student Senate Fiscal Policy.

- A. All Student Senate financial activities are constrained by the Carnegie Mellon University  
*Student Government Fiscal Policy* and the Carnegie Mellon University *Student Senate Fiscal  
Policy*.
- 415 B. Amendment to the Carnegie Mellon University *Student Senate Fiscal Policy* must be proposed  
and passed in accord with the procedure set out for amendment to these bylaws.

## Article VI. Officers.

- A. The officers of Student Senate shall be the Student Senate Chair, the Student Senate Vice Chair (if nominated), the Chair of each Student Senate standing committee, the Sergeant at Arms, and the Student Senate Clerk.
- 420 1. Except for the Sergeant at Arms and the Student Senate Clerk, all officers of Student Senate must be Student Senators.
2. The Sergeant at Arms must be a Student Senator or a Member-at-Large.
3. The Student Senate Clerk must not be a Student Senator or a Member-at-Large.
- 425 4. Except for the Student Senate Clerk and the Student Senate Vice Chair, all officers of Student Senate shall be elected according to the procedure established in these bylaws.
5. The Student Senate Clerk shall be hired by the Office of Student Activities in consultation with the Chair of Student Senate.
- 430 6. The Student Senate Chair may nominate a candidate to serve as Student Senate Vice Chair. This nomination must be approved by a majority vote at a regular Student Senate meeting.
- B. The Chair and Vice Chair of Student Senate and the Chairs of the Student Senate standing committees form the Executive Committee of Student Senate. The Vice Chair shall be a non-voting member of this committee.
- C. Terms of Service:
- 435 (a) The term of service for all elected Officers of Student Senate shall be from the time of their election until the end of the half session for which they are elected to serve.
- (b) The term of service for the Student Senate Vice Chair shall be from the time that Student Senate approves their nomination until the end of the term of service for the Student Senate Chair.
- 440 (c) The term of service for the Student Senate Clerk shall be determined by the terms of employment established upon the hiring of the Student Senate Clerk.
- D. Impeachment of Officers:
- (a) To initiate impeachment proceedings for any member of the Student Government Executive Committee, a petition signed by at least one-half (1/2) of the seated Student Senators
- 445 shall be presented to the Student Senate Chair asking for removal of an elected official from that official's elected post.
- a. If the Student Senate Chair is named in the impeachment petition, it shall be presented to the remaining members of the Student Senate Executive Committee. In such cases, the remaining members of the Student Senate Executive Committee shall choose a
- 450 representative to preside over the impeachment process.
- (b) At the regular Student Senate meeting immediately following presentation of the petition, Student Senate shall vote on removal of the official. Removal of that officer requires a two-thirds (2/3) supermajority vote of approval from the Student Senators present at that meeting.
- 455 (c) Upon a successful vote to remove a member of the Student Senate Executive Committee from office, that office shall immediately be declared vacant.
- E. Resignation:
1. The Chair of Student Senate may resign from his or her office by submitting notice of that resignation, via e-mail, to the Student Senate Executive Committee.
- 460 2. The Student Senate Clerk, Sergeant at Arms, or any Standing Internal Committee Chair may resign from their office by submitting notice of their resignation, via e-mail, to the Chair of Student Senate.
- a. The Student Senate Clerk is expected to provide three (3) weeks' notice of his or her resignation.
- 465 F. Vacancy:

1. The Student Senate Executive Committee must notify Student Senate within three (3) days of the removal or resignation of an elected officer.

G. Election of Officers:

- 470 1. Except for the position of Senate Clerk, all Student Senate offices shall be filled by way of a Student Senate election at a regular Student Senate meeting.
2. An election to fill all elected Student Senate offices shall be held at the first regular meeting of each Student Senate half session.
  - a. If a Student Senate office is vacant, an election shall be held at the first regular meeting following the notification of Student Senate of the vacancy.
- 475 3. Election Procedure:
  - a. If the current Chair of Student Senate is participating in the election as a candidate, or the position of Student Senate Chair is vacant, the remaining members of the Student Senate Executive Committee shall nominate one (1) member of their committee to  
480 preside over the meeting until a new Student Senate Chair is elected. The Student Senate Executive Committee is also permitted to request that a member of the Student Government Executive Committee preside over the meeting until a new Student Senate Chair is elected.
  - b. Any Student Senator may nominate a candidate to fill an office.
    - 485 (i) Nominated candidates must be Student Senators, except for the Sergeant at Arms, who may be either a Student Senator or a Member-at-Large.
    - (ii) Nominated candidates must affirm or reject their willingness to let their name stand for election to office.
  - c. At the discretion of the meeting chair, nominated candidates are permitted to address Student Senate and respond to questions.  
490 (i) If one (1) candidate for a position is permitted to address Student Senate then all candidates for that position must be permitted to address Student Senate.
  - d. At the discretion of the meeting Chair, Student Senators may be permitted to discuss the candidate(s) for each office in the absence of the candidates for that position.  
495 (i) No minutes of this discussion shall be recorded.
  - e. Voting:
    - (i) Candidates in this election do count toward quorum while the election proceedings for the relevant office is taking place, but it is assumed that candidates will vote for themselves, and their votes should be recorded as such.
    - (ii) Absentee ballots are not permitted.
    - 500 (iii) There are three (3) voting options during an election: a vote in favor of a particular candidate, an abstention, and a vote of no confidence. A vote of no confidence is a vote against all candidates who are in the running for the relevant office.
    - (iv) The voting procedure for filling each office shall be kept separate.
  - f. The candidate receiving the majority of the available votes shall be the new officer.  
505 (i) Abstentions shall not count toward the majority.
  - (ii) If no candidate receives a majority of the available votes, and a majority of the available votes are not votes of no confidence, then a run-off election shall be held. The meeting chair shall decide which candidates' names shall stand for the run-off election. By way of a majority vote, Student Senate may add another candidate's  
510 name to the run-off ballot.
  - (iii) This process shall continue until a either single candidate receives a majority of the available votes, or a majority of the available votes are votes of no confidence.

H. Duties and Powers of the Chair of Student Senate:

1. General Duties of the Chair of Student Senate:  
515 a. Schedule, set the agenda for, and preside over regular meetings of Student Senate and of the Student Senate Executive Committee;

- b. Designate a member of the Student Senate Executive Committee to Chair a regular Student Senate meeting when unable to fill the role and when no Vice Chair has been appointed;
- 520 c. Assign Student Senators and Members-at-Large to Student Senate standing committees, pending the approval of a majority of the Executive Committee of Student Senate;
- d. Report to Student Senate the failure of a Student Senate standing committee to act upon matters assigned to it;
- 525 e. Schedule, set the agenda for, and preside over regular meetings of the Member-at-Large Caucus;
- f. Preside over the Student Senator impeachment process;
- g. Notify any Student Senator or Member-at-Large when s/he is within one (1) absence of being removed from office;
- 530 h. Notify any Student Senator or Member-at-Large when they are removed from their seat;
- i. Designate a member of Student Senate to serve as temporary Student Senate Clerk, without pay, when the regular Student Senate Clerk is unable to fill the role;
- 535 j. Coordinate with the Student Body Vice President for Organizations to nominate a representative of Student Senate to the Committee on Student Organizations and to the University Center Allocations Board;
2. **Constitutionally Assigned Duties of the Chair of Student Senate:** The following are responsibilities required of the Chair of Student Senate by the Carnegie Mellon University *Student Body Constitution*. The Chair of Student Senate is required to fulfill these duties, as described in the constitution, until such time as they are removed from that constitution.
- 540 a. Coordinate with the Graduate Student Assembly President to schedule, set the agenda for, and preside over joint meetings of Student Senate and the Graduate Student Assembly;
- 545 b. Sit on the Student Government Executive Committee and the Student Government Board of Directors;
- c. Preside over the process of responding to a Presidential Veto of Student Senate legislation;
- 550 d. Notify Student Senate and the remaining members of the Student Government Executive Committee regarding the resignation of any member of the Student Government Executive Committee;
- e. Preside over, in coordination with the Graduate Student Assembly President, the impeachment process for the Student Body President, Vice President, Vice President for Finance, and/or Vice President for Organizations – if and when an impeachment request is made;
- 555 f. Preside over the process of appealing a decision of the Committee on Student Organizations for any student organization that notifies the Student Senate Chair of such an appeal;
- g. Appoint, in coordination with the Graduate Student Assembly President, an Interim President, any time the Student Body Vice President is unable to fill a vacancy in the Student Body President's seat;
- 560 h. Preside over, in coordination with the Graduate Student Assembly President, the process of filling a vacant Student Body President, Vice President for Finance, and/or Vice President for Organizations seat;
- 565 i. Sit on the Joint Funding Committee, or appoint a permanent representative to fill the seat designated for the Student Senate Chair;
3. Powers of the Chair of Student Senate:

- a. Remove Student Senators and Members-at-large from their seats for violation of their attendance requirements;
  - 570 b. Appoint an interim officer to fill any vacant Student Senate office until a permanent replacement can be elected;
  - c. Nominate a Vice Chair from the voting membership of Student Senate;
  - d. Call a special meeting of Student Senate;
  - e. Break a tie in any Student Senate vote;
  - 575 f. Remove absences from the record of a Student Senator or Member-at-Large on the basis of alternative contributions to the work of Student Senate, or due to what are deemed to be extenuating circumstances.
  - g. Form ad hoc committees of Student Senate, with the approval of the Student Senate Executive Committee.
  - 580 h. Assign extra responsibilities to Student Senate standing committees, as needed to complete the work of Student Senate.
- I. Vice Chair of Student Senate:
1. The Student Senate Vice Chair shall not be a regular member of a Student Senate standing committee, and shall be a non-voting member of the Student Senate Executive Committee.
  - 585 2. Duties of the Vice Chair of Student Senate:
    - a. Act as Chair at any Student Senate meeting at which the Student Senate Chair is not present;
    - b. Serve as acting Student Senate Chair while there is a vacancy in that office;
    - c. Assist the Student Senate Chair with Student Senate matters, as deemed necessary by the Student Senate Chair;
    - 590 d. Be an *ex officio* member of all Student Senate standing committees.
- J. Chairs of Student Senate Standing Committees:
1. Duties of the Chairs of Student Senate Standing Committees:
    - 595 a. Keep a current record of attendance at committee meetings and submit these records to the Student Senate Chair upon request;
    - b. Provide a written report of activities of the committee during the session to the Chair of Student Senate at the last Student Senate meeting of the half session;
    - c. Schedule, set the agenda for, and preside over regular meetings of the relevant standing committee;
    - 600 d. Appoint a Vice Chair from among the standing committee members, to act in the absence of the Chair of the committee;
    - e. Report committee activities to Student Senate at regular meetings.
  2. Duties of the Chair of the Finance Committee:
    - 605 a. Coordinate with the Student Body Vice President for Finance and the Department of Student Activities to ensure that Student Senate's budget is based on appropriate projections with respect to the expected number of student activities fee paying undergraduate students, and to ensure that the disbursement of Activities Fee money to Student Senate accounts are made in accord with the policies laid out in the Carnegie Mellon University *Student Body Constitution*, the Carnegie Mellon University *Student Government Fiscal Policy*, these bylaws, and the Carnegie Mellon University *Student Senate Fiscal Policy*;
    - 610 b. Provide a written or electronic report summarizing Student Senate's financial transactions of the past month to all Student Senators no later than the third week of each complete month of the Academic Calendar.
      - 615 (i) This report shall include the total amount of money spent from the Student Senate Operating Account during the current fiscal year as well as the total amount of money remaining in the account.
  3. Powers of the Chair of the Finance Committee:

- 620 a. Review all budgetary categories of any student organization that receives funds from Student Senate;
- b. Recommend to the Student Body Vice President for Finance that the accounts of a student organization that receives funds from Student Senate be frozen;
  - (i) The Chair of the Finance Committee must notify the Chair of Student Senate and the Finance Committee within one (1) week of placing any such request.
- 625 c. Schedule audits and collective inventories for Student Senate's accounts and for the accounts of groups receiving funding from Student Senate;
- d. Subpoena financial records involving funds allocated by Student Senate.
- K. Sergeant at Arms:
  - 1. Duties of the Sergeant at Arms:
    - 630 a. Care for and maintain the physical properties and office of Student Senate, including the property jointly owned by student organizations and Student Senate;
    - b. Upon request of the Student Senate Chair or Vice Chair, acquire meeting places for Student Senate, its committees, and its events;
    - c. Attend all meetings of Student Senate and assist the Student Senate Chair in maintaining order in the chambers.
- 635 L. Student Senate Clerk:
  - 1. Duties of the Student Senate Clerk
    - a. Record and distribute minutes for every regular meeting of Student Senate;
    - b. Maintain Student Senate Attendance records;
    - 640 c. Fulfill other duties, as assigned by the Student Senate Executive Committee.
- M. Honorary Chairs:
  - 1. Honorary Chairs of Student Senate and Honorary Chairs of Internal Committees of Student Senate shall be elected by a two-thirds (2/3) vote at a meeting of Student Senate.
  - 2. No Student Senator may be nominated for an Honorary Chair position if they have not held the actual position for at least one (1) full session.
  - 645 3. No Student Senator may be nominated for an honorary position if they have not served on Student Senate for at least two (2) full sessions.
  - 4. A two-thirds (2/3) vote at a meeting of Student Senate may bestow, upon any Student Senator who meets the above requirements, an honorary position.
  - 650 5. The position of an honorary office entitles the holder to rights that are bestowed upon Members-at-Large.
  - 6. Honorary positions shall be held perpetually, unless revoked with a three-fourths (3/4) majority vote at a regular meeting of Student Senate.

## Article VII. Meetings.

- 655 A. Regular Meetings:
  - 1. Regular meetings of Student Senate must be held at least twice during each complete month of the academic year.
  - 2. Regular meetings may not be held on days when classes are not in session.
  - 3. Minutes of these meetings must be made available to the campus community.
- 660 B. Special Meetings:
  - 1. Only the Student Body President or Student Senate Chair may call a special meeting of Student Senate.
  - 2. The Student Body President or Student Senate Chair must give notice of a special meeting at least seventy-two (72) hours prior to the designated meeting time.
  - 665 3. Absences shall not be counted in special meetings.

C. Conduct of Business:

1. Except where contradicted in these bylaws, Student Senate shall conduct business in accordance with *Robert's Rules of Order, Newly Revised*.
2. Introduction of legislation
  - 670 a. Legislation which has already been approved by a committee of Student Senate may be voted on by Student Senate at the regular meeting where it is initially presented to Student Senate.
  - b. Legislation which has not passed through a Student Senate standing committee may not be voted on during the Student Senate meeting in which it is introduced  
675 unless a motion to vote immediately upon the legislation carries by a two-thirds (2/3) supermajority vote.
  - c. All proposed legislation shall be presented in writing and, if desired by a voting member of Student Senate, shall be read aloud before it is discussed. The same shall hold for all motions and amendments pertaining to that legislation.
  - 680 d. In the case of a Presidential veto of legislation passed by Student Senate, the Chair of Student Senate must read the veto at the first regular Student Senate meeting following the Student Body President's announcement of the veto.
3. Voting
  - 685 a. There shall be four (4) distinct voting methods used by Student Senate. They are listed below in order of greatest precedence to lowest precedence:
    - (i) Secret ballot
    - (ii) Roll call vote
    - (iii) Hand vote
    - (iv) Voice vote
    - 690 (v) Acclamation (unanimous consent)
  - b. The Chair of Student Senate normally determines the manner of voting. However, if a Student Senator calls for a method of voting of greater precedence for an individual question, that method must be used. If multiple requests are received, the request with the greatest precedence shall be honored.
  - 695 c. A Student Senator shall decline to vote, in committee or on the floor, on any matter where s/he believes that his or her voting on such a matter would be a conflict of interest.
4. Quorum:
  - 700 a. Quorum for Student Senate is defined as a simple majority of the seated Student Senators.
    - (i) If, at any time during a meeting of Student Senate, a question is raised by a Student Senator as to the presence of a quorum, the Student Senate Clerk must call the roll and announce the result.
  - 705 b. Quorum for any Student Senate standing committee, and for the Executive Committee of Student Senate, is defined as a simple majority of the members of the relevant committee.

## Article VIII. The Executive Committee of Student Senate.

- A. The Chair of Student Senate and the Chair of each Student Senate standing committee shall be a voting member of the Executive Committee of Student Senate. The Vice Chair of Student  
710 Senate shall be a non-voting member of the Executive Committee of Student Senate.
- B. Duties of the Student Senate Executive Committee:
  1. Meet at least once each complete month of the academic year, excluding dates when

- classes are not in session;
2. Maintain regular contact with the Graduate Student Assembly Executive;
- 715 3. Propose a budget, for funds under the control of Student Senate, no later than the third regular Student Senate meeting of the academic year.
- C. Powers of the Student Senate Executive Committee:
  1. Issue interpretations of these bylaws, and the Carnegie Mellon University *Student Senate Fiscal Policy*, in consultation with the Constitutional Advisor, when questions as to their interpretation arise;
  - 720 2. Request that the Student Body Vice President for Finance and/or the Student Body Vice President for Organizations place a student organization on Financial or Recognition Probation on reasonable suspicion that the organization is in violation of these bylaws and/or the Carnegie Mellon University *Student Senate Fiscal Policy*.

## 725 Article IX. Standing Committees.

## Article X. Student Body Directives.

- A. The undergraduate student body can compel Student Senate to act on any matter by submitting a New Issue Petition to any member of the Student Senate Executive Committee.
  - 730 1. A New Issue Petition must contain the signatures, printed names, and Carnegie Mellon AndrewIDs of at least fifty (50) members of the undergraduate student body.
  2. The Executive Committee of Student Senate shall have one (1) week from receipt of a New Issue Petition to validate that petition.
  3. Student Senate must address the issue contained within a New Issue Petition within two (2) weeks of its validation.
  - 735 4. The Student Senate Executive Committee is required to notify all members of the undergraduate student body who signed the New Issue Petition, within four (4) weeks of its validation, of Student Senate's response to the petition.
- B. The undergraduate student body can compel Student Senate to reconsider any legislative vote taken within the previous thirty (30) days by submitting a Reconsideration Petition to any member of the Student Senate Executive Committee.
  - 740 1. A Reconsideration Petition must contain the signatures, printed names, and Carnegie Mellon AndrewIDs of at least five (5) per cent of the undergraduate student body.
  2. The Executive Committee of Student Senate shall have one (1) week from receipt of a Reconsideration Petition to validate that petition.
  - 745 3. Upon validation of a Reconsideration Petition, reconsideration of the relevant vote shall become a special order of business at the next regular Student Senate meeting.
- C. The undergraduate student body can force Student Senate to present legislation that has been passed by Student Senate to the undergraduate student body, in the form of a referendum, by submitting a Restraining Petition to any member of the Student Senate Executive Committee.
  - 750 1. A Restraining Petition must contain the signatures, printed names, and Carnegie Mellon AndrewIDs of at least five (5) per cent of the Activities Fee paying members of the undergraduate student body.
  2. The Executive Committee of Student Senate shall have one (1) week from receipt of a Restraining Petition to validate that petition.
  - 755 3. Student Senate must put the relevant legislation forward for an undergraduate student body referendum within two (2) months of the validation of the Restraining Petition.
    - a. Student Senate must notify all members of the undergraduate student body regarding the date and content of the referendum, along with the method(s) available for casting



- a vote.
- 760        b. A majority vote opposed to the legislation passed by Student Senate shall be sufficient to rescind legislation passed by Student Senate.
- (i) The results of this referendum shall be binding if at least fifteen (15) percent of the Activities Fee paying members of the undergraduate student body vote on the referendum.
- 765        (ii) If this threshold is not reached, then Student Senate must hold the referendum again, within two (2) weeks of the original referendum.
- (iii) If the threshold is not reached in the second referendum, then Student Senate is released from the requirements of the Restraining Petition.

## Article XI. Amendment.

- 770        A. To be considered for approval, an amendment to these bylaws must be presented in writing at a regular meeting of Student Senate.
- B. Any proposed amendment to these bylaws must be put to a vote at a regular meeting of Student Senate one (1) to three (3) weeks after its initial presentation to Student Senate.
1. To be adopted, the amendment must receive a two-thirds ( $2/3$ ) supermajority vote of approval at this regular Student Senate meeting.
- 775               2. Student Senate may instead put the proposed amendment to a vote at the same meeting as its initial presentation on the basis of a three-fourths ( $3/4$ ) supermajority vote in favor of such action. In such cases it is required that the proposed amendment be provided, via e-mail, to Student Senate at least one (1) week prior to its initial presentation to Senate.
- 780        C. A record of all amendments to these bylaws must be kept, by the Constitutional Advisor, as an appendix to these bylaws.

## Appendix: Amendments to the Student Senate Bylaws