



Illinois Wesleyan University Student Senate Bylaws

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Table of Contents

Article I. Duties of Executive Officers

Article II. Student Senators

Article III. Senate Staff

Article IV . Standing Media

Article V. The Financial Advisory Board

Article VI. Campus Activities Board

Article VII. Committees

Article VIII. Standing Committees

Article IX. Ad-Hoc Committees

Article X. Senior Class Committee

Article XI.All-University & Faculty Committees

Article XII. Compensation

Article XIII. Term and Transition

Article XIV. Senate Honors

Article XV. Amendments

Article I. Duties of Executive Off_t

1. Serve as the chairperson of the Financial Advisory Board [FAB] and serve on any fiscally oriented committee created by the Student Senate.
2. Serve as the financial advisor to any committee or organization to which Student Senate funds have been appropriated.
3. Report all FAB decisions and recommendations at the first General Assembly meeting following a FAB meeting.
4. Prepare and present a State of the Finances report to the General Assembly on a semiannual basis. The Fall and Spring Semester Report must take place at the final General Assembly meeting of their respective semester.
5. Administer the capital development program in accordance with the Code of Finances and the directives of FAB and the General Assembly.
6. Perform all duties in accordance with the Code of Finances.
7. Enforce the policies of the Student Senate relating to the allocation of funds.
8. Ensure that the Student Senate follows appropriate University and campus guidelines regarding the allocation of funds.

1. Maintain an understanding of the Student Senate, the Governing Documents, and Parliamentary Procedure.
2. Chair the Internal Affairs Committee.
3. Maintain official records of the Student Senate and ensure their orderly transfer to the University Archives.
4. Take minutes, roll, and record votes during General Meetings, Special General Meetings, and Executive Officer Meetings.
5. Maintain rosters and a demographics report of the Student Senate, minutes of all Student Senate Committees and reports of all Executive Officers.
6. Maintain the Student Senate office space with proper equipment and materials.
7. Maintain the Senate website which shall include the following: the most current Governing Documents, information regarding the time and location of all General Assembly meetings, approved Committee and General Assembly minutes, copies of all adopted Resolutions and Reports, and contact information for the Officers, Student Senators, and Committee Chairs.

1. Disburse allocated funds upon receipt of sufficient documentation.
2. Maintain detailed financial records of fund balances, allocations, and expenditures, in conjunction with the Treasurer.
3. Perform all duties in accordance with the Code of Finances.
4. Enforce the policies of the Student Senate relating to the distribution of funds.
5. Ensure the Student Senate follows appropriate University and campus guidelines regarding the distribution of funds.

6. Ensure that the Argus Editor in Chief, Argus Business Manager, and Tributaries Co-Presidents are adequately fulfilling their respective financial duties.
6. Serve as a non-voting ex-officio member on FAB.

WIP

1. Chair the Campus Activities Board, serve on the Homecoming Steering Committee, and University Speakers Committee, and serve on other event committees if asked.
2. The Director of CAB will be selected through an interview process by the outgoing Director of CAB and the Office of Student Involvement staff.
3. Provide campus-wide programming, based on student interest, in collaboration with the Office of Student Involvement, the Student Senate, and the Campus Activities Board.
4. Provide the Student Body with one large scale event annually in the spring semester.
5. Attend or appoint a representative to attend either the NACA Mid-America Conference, as well as NACA Nationals.

1. Chair the Diversity and Inclusion Committee.
2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include issues of gender, religion, race, and additional topics with a focus on diversity or inclusion.
3. Lead at least two programs or initiatives each semester.
4. Serve as a liaison to the Student Senate for student groups whose missions adhere to issues of diversity and inclusion.

1. Chair the Advocacy and Awareness Committee.
2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include Social Justice, Mental Health, Sexual Violence Prevention, substance abuse, and additional topics with a focus on

2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include issues of environmental justice with a focus on sustainability.
3. Host at least two programs or initiatives each semester.
4. Serve as a liaison to the Student Senate for student groups relating to sustainability.
5. Seek out student

advance of a General Assembly, a final vote may be taken following or on the third absence.

Article III. Senate Staff

1. Senate Staff may be elected as a Student Senator and hold the additional duties associated with the position.
2. Senate Staff cannot receive compensation, unless the position is included in the Bylaws.
3. In the event of a vacancy or a resignation of a Senate Staff position, the Executive Board officer, with the approval of the President, may appoint or not fill the position that reports to them.

1. The Senate Photographer(s) shall be hired and report to the Marketing and Communications Coordinator
2. Multiple Photographers may be hired at the discretion of the Executive Officers.
3. The Senate Photographer(s) shall be of service to the Executive Officers, Standing Organizations, and any other group approved by the Marketing and Communications Coordinator for photography services.

Executive

1. The Assistant commissioner shall be appointed by the President and report to their respective commissioner.
2. The Assistant commissioner shall be responsible for 3-5 hours of work per week.
3. The Assistant commissioner shall be responsible for assisting the commissioner in event programming, committee organization, and standing in as the student representative on appointed committees.
4. The Assistant commissioner shall report to all General Assembly meetings, committee meetings, and attend one executive

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2. A media organization is suffering severe financial shortfalls.
3. A media organization no longer

1. Membership of FAB shall consist of the Treasurer, who shall serve as the chairperson, five Student Senators, the Comptroller, who shall serve as a non-voting exofficio member, and the Assistant Treasurer.
2. Members of FAB shall be elected by the General Assembly at the beginning of each academic year and shall serve for the duration of that academic year. If an elected member is unable to complete their term, elections for open positions will take place at the next General Assembly meeting.
3. If more than two candidates run for each seat available, a preliminary vote shall be taken by the Senate to cut the number of candidates down to two candidates per seat.
4. The Treasurer will reach out to members who have had two absences and appear to be unable to fulfill their duties as a FAB member and contact the President about potential to replace that FAB member.

1. The Financial

2. CAB will play an integral part in the planning and execution of special events around

3. In order to accurately appoint committees, the Chief of Staff will poll senators' top committee choices and will be placed accordingly by the President.
4. Committee membership shall be open to all students for appointment unless otherwise stated in the Bylaws.

1. Each Committee Chairman shall serve as the presiding officer of his/her respective committee.

2. Each Committee Chairman shall be responsible for:

1. Preparing agendas for his/her respective committee.

2. Communicating committee discussion topics and recommendations

101

3. This Committee shall support the Diversity & Inclusion Commissioner in the maintenance of relationships with multicultural RSOs.

4. This Committee shall be chaired by the Diversity & Inclusion Commissioner.

1. This Committee shall review proposed amendments to the Constitution, Bylaws, and Code of Elections and make a recommendation to the General Assembly.

2. The Committee is charged with running fair and impartial elections in the best interest of the student body.

3. If any member of the Internal Affairs Committee runs for President or Vice President, they must not be a part of any discussions or decisions regarding the d

2. Members of All University and Faculty Committees may be removed by the President at any time that the President feels that they are not fulfilling their duties or appropriately representing Student Senate.

3. Appointees to All University and Faculty Committees must be Executive Officers, Senate Staff, or Student Senators.

4. Student Senate shall s` 1 \$ \$ eir

6. Following the adjournment of the Transition Meeting, the outgoing Officers shall relinquish control of the offices and the official records of the Student Senate to the newly-installed Officers.

1. The Chief of Staff shall release applications for the Student Senate Executive Board at the same time Petitions for Student Senate President and Vice President are released. These applications shall stay open at the discretion of the newly elected President and Vice President for up to a week.

2. Candidates for Student Senate President and Vice President shall review applications during the election.

3. The President-Elect and Vice President-Elect shall appoint their board from the Student Senate Executive Board applications and bring their appointments before the General Assembly at the first meeting following the election. This board shall not be sworn in at this meeting.

4. The current board must train the new board prior to the start of winter break.

5. The current board shall not be compensated until the new executive board has been fully trained. Failure to train the confirmed board shall result in a delay of pay by one month. If training is not completed by January 31st, then the check is forfeited.

Article XIV. Senate Honors

1. Students who have served as a senator for two full semesters of their undergraduate studies have the option to purchase a single strand green graduation honor cord.

2. Executive Officers who have served one (1) or more semester(s) have the option to purchase a single strand, intertwined green and gold graduation honor cords.

3. In the event of an impeachment, the impeached student loses their privilege to purchase Student Senate graduation honor cords.

Article XV. Amending the Bylaws

1. Any motion to amend the Bylaws must first be introduced in writing for information at a General Assembly Meeting.

2. Any such proposed amendment shall be referred to the Internal Affairs Committee after discussion.

3. A proposed amendment referred to the Internal Affairs Committee may only be considered for action by the General Assembly at a General Meeting after the Committee has approved the item for action and submitted written recommendations. 4. Amendments to the Bylaws require a 3/5 vote for passage.