



MANOR COLLEGE STUDENT SENATE CONSTITUTION

Preamble

This Constitution of the Student Senate is ordained and established under the advisement of the Director of Student Engagement and in accordance with **Manor College's Mission Statement**:

The primary purpose of Manor College is to provide its students with an education based upon the Judeo-Christian tradition. Recognizing that human development requires the integration of the intellectual and spiritual dimensions of the person, Manor strives to provide its students with a personalized education that promotes a wide breadth of learning and enables students to develop fully as individuals.

Article I - Name

The name of this organization shall be the Student Senate of Manor College.

Article II - Purpose

The purpose of the Student Senate of Manor College is to:

- Encourage leadership and responsibility among the students by providing the opportunity for initiating and executing student programs and activities.
- Transmit to the Manor College Student Body information concerning matters the Student Senate deems of interest and concern to the Student Body.
- Stimulate interest and participation in all Manor College student activities.

Article III - Duties of Student Senators

Senators shall represent the Student Body of Manor College by:

- Exemplifying and encouraging student leadership and responsibility.
- Participating in one (1) Student Senate Project each year.
- Initiating and executing student programs and activities.
- Participating in Manor College's Founder's Day Convocation and Commencement.
- Acting in accordance to Manor College's Mission Statement and this Constitution of the Student Senate.

Yearly Events/Responsibilities:

- September: Recruiting and Elections
- October: Installation
- November: Survey students for Student Senate Project
- December-January: Prepare projects
- February/March: Student Senate Project Presentation
- March-April: Recruiting, Fundraising, Platform

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Other duties of the Student Senate shall be recommended by Senate Officers and decided by a majority vote from Senators. Duties may also be assigned by the Senate Advisor.

Article IV - Membership

- **General Membership as a Student Senator** is open to all students at Manor College who have a minimum cumulative GPA of 2.0. The number of Student Senators is determined by the Senate Advisor and based on student interest.
- **Academic Division Representative** is open to one student leader of each Academic Division with a minimum cumulative GPA of 2.0.
- **Resident Hall Representative** is open to resident hall students who have a minimum cumulative GPA of 2.0.
- **Student Club Representative** is open to one president or vice president or treasurer of each Manor College Student Club with a minimum cumulative GPA of 2.0.
- **Officers** are elected by the Student Body and must have a minimum cumulative GPA of 3.0.

Article V - Induction of General Members/Senators

Senators will be formally inducted into the Manor College Student Senate by a Senate Officer in the presence of the Senate Advisor. In the absence of Senate Officers, the Senate Advisor may also induct Senators.

Article VI - Officers

To be eligible to hold an Officer position of President, Vice President or Treasurer, a student must have served as an active member of the Student Senate for one semester at Manor College, have a minimum cumulative GPA of 3.0, and have **no** major disciplinary violations. To be eligible to hold an Officer of Secretary, Event Chair or other positions that are added, a student need not have served as an active member of the Student Senate, but he/she must have a minimum cumulative GPA of 3.0, and have **no** major disciplinary violations. Officers must be **elected by the Student Body** in the spring semester to serve as Officers for the next academic year. Midterm elections may be held for Officer positions in which students resign or are dismissed from Student Senate. ****Ties for elections broken by Senators****

The President:

- Presides over all meetings of the Student Senate.
- Begins each meeting with an opening prayer and the reading of the Manor College Mission Statement.
- Informs all Student Senate Officers of their responsibilities.
- Appoints all special committees.
- Represents the Student Body of Manor College at campus and intercollegiate functions.
- Represents the Student Body by reporting student interests and concerns through the Senate Advisor to the Manor College Administration.
- Executes the programs of the Student Senate.
- Appoints all duties incumbent from the Office of the Presidency.
- Serves as ex-officio member of all student clubs.

The Vice President:

- Presides in the absence, or at the request, of the President over all Student Senate meetings.
- Assists the President in the execution of the programs of the Student Senate.
- Coordinates social events with the presidents of other Manor student clubs.

The Treasurer:

- Maintains a ledger for all Senate transactions.

- Submits proceeds from fundraisers to the Senate Advisor; funds MUST be submitted immediately after each Senate event.
- Tracks all debts of the Student Senate and collaborates with the Senate Advisor to pay all debts.
- Presents a monthly financial report to the Student Senate and the Senate Advisor.
- Presents the annual financial report to the Student Senate and the Senate Advisor.

The Secretary/Historian:

- Records all minutes at the Student Senate meetings.
- Maintains all files and correspondence for the Student Senate.
- Posts notices from the Student Senate on bulletin boards.
- Distributes meeting minutes to the Student Senate Officers and the Senate Advisor within one week after each meeting.
- Assists in keeping the President's agenda up-to-date.
- Responsible for documenting the circumstances of Senate events, capturing images and video of the events, and publicizing them for the purpose of informing the Manor community of Senate's undertakings.

The Events Coordinator:

- Oversees the planning for Senate-sponsored student events and activities.
- Assists President, Vice President and Senate Advisor in the planning of student activities and events.
- Informs the Student Senate of any upcoming events.
- Acts as President of Campus Activities Board.

Article VII - Term of Office

The term of office for all Officers shall be one academic year. Officers **are** eligible for reelection by the Student Body.

Article VIII - Meetings

Senate Meetings must be called by the Senate Advisor on a predetermined schedule. Additional meetings will be arranged for special agenda topics, such as student events and activities. Each meeting will begin with an opening prayer and the reading of the Manor College Mission Statement by the Senate President or Senate Advisor.

Article IX - Student Senate Advisor

The Student Senate Advisor is the Director of Student Engagement. The Senate Advisor, or a Manor College Administrator selected by the Senate Advisor, must be present at all Senate Meetings.

Article X - Resignation of Officers

The resignation of an Officer from the Student Senate shall be addressed to the Student Senate Advisor in writing. Following the resignation of an Officer, the Senate may:

- Choose to continue their agenda with only the remaining Officers, or
- Choose to appoint an eligible student to fill the vacant Officer position.

Article XI - Impeachment and Dismissal of Officers and Senators

An Officer or Senator will be considered inactive and can be impeached if:

- He or she misses three meetings without notifying other Officers or the Advisor.

- It is determined by other Officers or the Senate Advisor **and** by majority vote that the Officer is consistently unavailable or uninterested.
- The Officer falls below a cumulative GPA of 3.0.

A written notice from the Senate Advisor must be transmitted to an impeached Officer or Senator, informing him or her why he or she has been impeached. The impeached Officer or Senator must be allowed two (2) weeks from the date of notice to respond to the impeachment. An impeached Officer or Senator may respond in writing to the Senate Advisor by:

- Indicating acceptance of dismissal from the Student Senate as an Officer or Senator.
- Requesting a hearing to counteract impeachment and possible dismissal.

If an impeached Officer or Senator is nonresponsive after two (2) weeks, a majority vote by all Student Senators and Officers can dismiss the impeached Officer.

An Officer can be automatically dismissed from Student Senate by the Dean of Students if he or she commits a major disciplinary violation.

Article XII - Majority Vote

The Student Senate will make many decisions using a majority vote. Voting must take place at a Senate Meeting called for this purpose and in the presence of the Senate Advisor. The majority shall be more than half of the number of Senators, or at least *half plus one*. In the event of equal votes, or a *tie*, the Senate Advisor will render the final decision.

Article XIII - Amendments to the Student Senate Constitution

This Constitution may be amended in the following ways:

- Majority vote of the Student Senate at a meeting called for this purpose, and under the direction of the Student Senate Advisor.
- By the Student Senate Advisor, with the approval of the Dean of Students.

Article IV – Induction Pledge

Senate Advisor's or President's Address:

The Student Senate is ordained and established under the advisement of the Director of Student Engagement and in accordance with **Manor College's Mission Statement:**

The primary purpose of Manor College is to provide its students with an education based upon the Judeo-Christian tradition. Recognizing that human development requires the integration of the intellectual and spiritual dimensions of the person, Manor strives to provide its students with a personalized education that promotes a wide breadth of learning and enables students to develop fully as individuals.

As student leaders, you MUST exemplify a responsible lifestyle at Manor College by demonstrating moral, social and intellectual fortitude. You have the opportunity to utilize your God-given talents to represent the entire Manor College Student Body, shape the cadre of student activities and events offered at Manor, and head all student clubs. The Student Senate is a powerful vehicle through which you will participate in policy-making and event planning. Your dedicated participation will also qualify you for prestigious honors and awards.

If you accept the responsibilities of your Senate membership, please stand and repeat after me...

Recitation by Senate Inductees:

As a Student Senator at Manor, I pledge to serve my college with honor and allegiance, in accordance with Manor College's Mission Statement. I realize that my duty is to uphold the rules of Manor and respect the Catholic legacy that was established at Manor College by its founders, the Sisters of Saint Basil the Great. I realize that I am in a position of influence and prestige within my college, and I will perform the responsibilities of my Student Senate position with dedication and excellence.