**Student Government**
Under the authority of the faculty, the student government for the undergraduate student body is the Student Senate.

The Student Senate form of government is composed of one branch; legislative, and was established to provide an outlet for student voice, and to serve as a liaison between the administration and the student body on matters of concern. With ratification by the faculty, the Student Senate determines policies pertaining to student organizations, and other aspects of student life.

The Senate is elected/selected each spring. Through its committees this body addresses many aspects of student life.

Students also participate in the formation of academic policy through their representative membership on faculty committees. With this direct voting representation (eight votes on the floor of the faculty meetings), students help to create academic regulations.

Additionally, Student Senate is involved in the selection process of student members of the Student Conduct Hearing Board. Student members of the Student Conduct Hearing Board are chosen from those students who have filed an application with the Dean of Students or designee. An ensuing interview with a Hearing Board Selection Committee is required of each applicant. The Committee is composed of the Dean of Students or designee, a faculty member chosen by the Senate, and two members of the student body selected by the Senate. The Selection Committee submits its recommendations to the Senate for approval.

Copies of the Student Senate Constitution and the Revised Code of Elections are made available upon request from the Secretary of the Senate. Student Senate meetings are open to all students.

**Constitution of the Wittenberg University Student Government**

**ARTICLE I. Name**
   Section 1. Establishment

1. The Government herein established shall be known as the Wittenberg University Student Government.
   Section 2. Branches
   A. A legislative branch shall be established and henceforth known as the Student Senate.
ARTICLE II. Description
Section 1. Charge

1. The Wittenberg University Student Government has been established under the authority of the faculty as specified in Article III, Section B, of the bylaws of the Wittenberg University Faculty-Student Government to provide creative opportunities for student self-governance in matters of student affairs, to provide a voice of the student body in matters of student concern, and to serve as a liaison between the student body, and the Board of Directors, administration, and faculty.

Section 2. Mission
1. The mission of the Wittenberg University Student Senate is to promote the interests of both the students and the university by overseeing, guiding, and providing leadership opportunities through student organizations and co-curricular activities and to represent the students’ opinions and beliefs and act on their behalf, serving as the liaison between the student body and the Board of Directors, administration and faculty.

ARTICLE III. The Student Senate

Section 1. Membership

1. Executive Senators

1. President of the Student Senate
2. Vice President of the Student Senate
3. Secretary of the Student Senate
4. Treasurer of the Student Senate
5. Faculty Student Coordinator
6. Senior President to the Student Senate

B. Senators

1. Representative of the Residence Hall Association
2. Representative of the Concerned Black Students
3. Greek Senator to the Student Senate
4. Student Organization Senator
5. Off-Campus Senator to the Student Senate
6. Representative of American -International Association
7. Representative of Student Athletic Advisory Committee Senator
8. Green Senator
9. Representative of the Gay/Straight Alliance

C. Class Senators

1. Senior Class President to the Student Senate
2. Junior Class President to the Student Senate
3. Sophomore Class President to the Student Senate
4. First Year Class President to the Student Senate

Section 2. Advisor

1. The Dean of Students or designated representative shall advise the Student Senate with voice, but not vote.

Section 3. Qualifications

A. The President and Vice President of the Student Senate shall have attained and maintained a cumulative grade point average of at least 2.5 on a four-point scale by the end of the term immediately preceding that in which the election shall take place. To be eligible for election as the Student Senate President the candidate must meet at least one of the following criteria:

1. Has been a Student Senator for a period of one year (does not have to be the year directly preceding election).
2. Must have served in a voluntary leadership position in which they have been elected by their peers for a minimum of one term.

B. All other members of the Student Senate and Class Cabinet shall have attained and maintain a cumulative grade point average of at least 2.3 on a four-point scale by the end of the term immediately preceding that in which the election shall take place.

C. No person on academic probation shall sit on the Student Senate.

D. Class Senators and Class Cabinet Officers must have the same expected date of graduation, within one term, as the class they represent.
E. The Off-Campus Senator cannot live in a Greek house or Residence Hall as of the first week of the fall term, although the Senator may be affiliated with a Greek organization.

Section 4. Election Procedures

1. The method of election of the members of the Student Senate shall be in accordance with the election code established in Article IV of the Wittenberg University Student Senate Bylaws.

2. The Candidate receiving the greatest number of votes is elected to that office.

Section 5. Term of Office

1. The Senators-elect shall be inaugurated by the President of the Student Senate no later than two weeks prior to the end of spring semester swearing the following oath:

1. "I, [state your name], promise to uphold and execute the Constitution of the Wittenberg University Student Government and the duties of my office to the best of my abilities, and pledge my time, talents, and efforts to the commitment of constantly maintaining and improving the quality of Wittenberg University's academic and living environment."

2. Those who do not swear to the oath shall be granted exemption by vote.

B. The Senators shall then serve until the new Senate is installed.

Section 6. Removal From Office

1. The Student Senate shall have the right to remove from office any member of the Student Senate in accordance with Article V of the Student Senate Bylaws.

2. The student body shall have the right to initiate a petition of recall for members of the Student Senate in accordance with Article V of the Student Senate Bylaws.

Section 7. Vacancies

1. Vacancies occurring in the Student Senate shall be filled by procedures
enumerated in Article VI of the Student Senate Bylaws.

Section 8. Legislative Powers

1. To establish and maintain a constitution governing the Student Senate's composition, organization, and procedures.

2. To provide for the selection of students to occupy student seats on Wittenberg University Board of Directors' committees, faculty policies committees, and faculty task committees.

   1. This process shall take place in a timely manner.
   2. Committee members shall serve a term coinciding with the Senate term.

C. Select student members of the Student Conduct Hearing Board.

   1. The faculty and student members of the Hearing Board Selection Committee shall be appointed by the Student Senate.
   2. Student Senate shall ratify the nominees of the Hearing Board Selection Committee.
   3. Student Conduct Hearing Board members shall reside in good standing subject to removal from office by the Student Senate in accordance with Article V of the Student Senate Bylaws.
   4. Student Senate shall annually submit to Student Development any recommended changes to the operating procedures of the Student Conduct Hearing Board and/or revisions to Student Code of Conduct and Ethics as it deems necessary.

D. To establish and control guidelines for the recognition, funding, revision, and dissolution of student organizations.

E. To control, maintain and allocate Student Activities Fees.

Section 9. Legislative Procedures

1. All members of Student Senate are empowered with both voice and vote.

2. No business shall be conducted without the presence of a quorum, consisting of two-thirds of the Student Senate voting members.

3. A vote of simple majority shall be required to pass all legislation with the
exception of amendment and expulsion matters.

4. All students, faculty, and administration shall have the right to attend all Student Senate meetings, with the exception of executive and closed session.

5. The Student Senate procedural methods shall be guided by Robert's Rules of Order - Revised.

ARTICLE IV. The Student Senate Committees

Section 1. Charge

1. The purpose and procedures of the Student Senate Committees shall be in accordance with Article III of the Student Senate Bylaws.

Section 2. Membership

1. The qualifications and methods of removal, selection, and replacement for committee chairpersons shall be in accordance with Article III of the Student Senate Bylaws.

ARTICLE V. The Student Conduct Hearing Board

1. The Student Conduct Hearing Board is responsible for hearing cases referred to it by the Associate Dean of Students, Assistant Dean, or an Area Coordinator.

2. The Student Conduct Hearing Board is composed of twelve (12) members. Students will comprise eight (8) members of the board; faculty will comprise two (2) members; and staff will comprise two (2) members.

Section 2. Selection Process

A. The Hearing Board Selection Committee

1. Composition

   a. The Dean of Students or designated representative, chairperson

   b. One faculty member, to be appointed by the Student Senate

   c. Two students, to be appointed by the Student Senate

2. The Committee shall be formed during the spring term of each
year to interview candidates for the Student Conduct Hearing Board.

3. The Committee's recommendations are to be sent to the Student Senate by 11th week of spring term for ratification.

B. Qualifications for the Student Conduct Hearing Board
1. Each member shall have attained a cumulative grade point average of at least 2.3 on a four-point scale by the time of nomination and shall maintain such throughout their term of office.
2. The Student Conduct Hearing Board shall reflect the composition of the student body with representation of Greek students, athletes, and students of underrepresented groups.
3. No member of the Student Hearing Board may be a Resident Advisor.

Section 3. Inauguration and Term of Office

A. The Student Conduct Hearing Board members shall officially take office upon their affirmation of the following credo, presented to them by the President of the Student Senate prior to their first hearing in the fall:

"I, [state your name], as a member of the Wittenberg University Student Conduct Hearing Board, do swear and affirm to uphold the Constitution of the United States of America, the Constitution of the State of Ohio, and the Constitution of the Wittenberg University Student Government, on addition to the rules and regulations of Wittenberg University and shall uphold the provisions thereof, and do faithfully promise to uphold the rights and privileges of all members of the Wittenberg University Community."

B. The Student Conduct Hearing Board term of office ends at the close of the Board's last hearing of spring term.

Section 4. Vacancies:

A. Vacancies shall be promptly filled by the Student Senate with recommendations from current Student Conduct Board Members and the Dean of Students or designee.
ARTICLE VI. Amendment
Section 1. Process

1. This constitution may be amended by campus wide referendum or a two-thirds concurrence of Student Senate.

   1. Amendments must be considered at two consecutive Student Senate meetings before any action may be taken. The earliest that action may be taken on the proposed amendment is at the third reading of the proposed amendment.

   2. Amendments may be passed by a two-thirds majority of Student Senate, or may be referred to the student body for referendum by a simple majority of the Student Senate.

   3. Amendments referred to the student body for referendum shall pass if and only if a majority of those voting in a campus wide election vote for the proposed amendment.

B. Students shall be guaranteed the right of amending this constitution through the process of initiative and referendum.

   1. A written petition subscribed to by ten percent of the student body shall be presented to the Student Senate Secretary.

   2. The Student Senate Secretary, within three academic weeks (excluding finals) of the said petition submission, shall hold a campus wide referendum concerning the petition.

   3. The petition becomes an amendment to this constitution with a majority of those voting in the campus wide election.

Bylaws of the Wittenberg University Student Senate

I. MEETINGS
1. Student Senate Meetings

   1. Student Senate meetings will be held every Tuesday evening when school is in session at a place and time determined by the President.

   2. The President has the right to cancel any regular meeting if there is no pressing business or to call a special meeting if one is necessary.

   3. The absence of a Student Senator may be excused at the
President's discretion.

4. Three unexcused absences subject a Student Senate member to the process of expulsion.

5. The President will establish and notify the Student Senate at the beginning of each semester of an attendance policy concerning faculty meetings, Student Senate Executive Board Meetings, etc.

6. Student Senator Attendance policy shall follow for Senate committees with discretion up to the committee’s chair.

B. Student Senate Executive Board meetings will be held every other week when school is in session at a place and time determined by the President.

II. DUTIES OF THE SENATORS

1. Executive Senators
   a. The President
      i. To act as the official representative of the student body whenever and wherever such representation is needed.
      ii. To be the spokesperson for Student Senate and to lead Student Senate in expressing the opinion of the student body.
      iii. To conduct all Student Senate meetings.
      iv. To conduct all Student Senate Executive Board meetings.
      v. To attend faculty meetings with voice and vote.
      vi. To create and dissolve standing and ad hoc committees as deemed necessary.
      vii. To appoint and remove Senators and students, with the approval of Student Senate, to and from the committees of The Board of Directors, faculty, administration, and other various organizations as necessary.
      viii. To prepare agendas for all Student Senate meetings.
      ix. To select or designate others to select with the Treasurer members of the Finance Committee.
      x. To act as an ex-officio member of the Board of Directors’ committee on Student Life

2. The Vice President
a. To assume the office of President should it become vacant.
b. To conduct Senate meetings and Student Senate Executive board meetings in absence of the President.
c. To attend faculty meetings with voice.
d. To select or designate others to select with the Secretary members of the Elections / Service Committee.
e. To represent the Student Senate and to chair special committees at the request of the President.
f. To be a member of the Student Senate Executive Board.
g. To assume an ex-officio position on every ad-hoc committee.
h. To act as an ex-officio member of the Board of Directors’ Committee on Advancement.
i. To chair the “Build a Better Wittenberg” Committee.
j. To select or designate others to select with the Public Relations Senator members of the Public Relations Committee.

3. The Secretary
a. To represent the interest of the student body at large.
b. To be a member of the Student Senate Executive Board.
c. To attend campus programming meetings and special meetings called by the Student Senate President.
d. To record the minutes of all Student Senate meetings and distribute them to Student Senate members and other persons requesting them.
e. To chair the Elections / Service Committee.
f. To select with the Vice President or designee members of the Elections / Service Committee.
g. To chair the Student Senate Public Relations Committee.
e. To attend faculty meetings with voice.
g. To maintain the Student Senate office and its records.
h. To inform Student Senators of special meetings or cancellations.
i. To conduct any other secretarial and correspondence duties needed by the Student Senate.
j. To act as an ex-officio member of the Board of Directors’ Committee on Building and Grounds.

4. The Treasurer
a. To be responsible for all expenditures and incomes allocated through the Student Activities Fees.
b. To chair the Finance Committee and select its members with the President or designee.
c To prepare the student activities budget:
   i To organize and inform student organizations of the budget hearings schedule.
   ii To establish a set of guidelines, to be approved by the Student Senate, with which student organizations must comply in order to receive and retain Student Senate funding.
   iii To establish and maintain budget contracts with student organizations which specify terms of financial allocations.

5. The Faculty-Student Coordinator
   a To select with the President or designee students to fill positions on faculty committees and task forces and to coordinate their activities.
   i This selection process should take place with consultation from faculty and previous student committee members.
   ii Committee member selections must be approved by the Student Senate.

b To facilitate communication among student committee members, faculty, and the Student Senate
c To attend faculty meetings with voice and vote.
d To be a member of the Student Senate Executive Board.
e To act as an ex-officio member of the Board of Directors’ Committee on Student Development.
f To represent the interests of the student body in matters of educational policies.
g To serve on the Educational Policies Committee as one of the four appointed student members.
h To maintain communication between the Student Senate and the Educational Policies Committee.

6. Senior President to the Student Senate
   a To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
b To act as Senior Class President.
c To attend faculty meetings with voice and vote.
d To act as an ex-officio member of the Board of Directors Committee on Honors.
e To be a member of the Student Senate Executive Board.

B Organizational Senators
1. Representative of the Residence Halls
   a To represent the interests of students living in the residence halls at the Student Senate and at the faculty meetings or other audiences.
   b To attend faculty meetings with voice.

2. Representative of the Concerned Black Students
   a To represent the interests of African-American students at Student Senate and at faculty meetings or for other audiences.
   b To attend faculty meetings with voice and vote.

3. Greek Senator to the Student Senate
   a To represent the interests of the Greek students at Student Senate and at faculty meetings or for other audiences.
   b To attend faculty meetings with voice.
   c To attend Panhellenic Council and Intrafraternity Council meetings in order to make a comprehensive report of the Greek System at weekly Student Senate meetings.

4. Student Organizational Senator to the Student Senate.
   a Meet with prospective student organizations and guide them through the process of becoming an organization.
   b The above responsibility includes attending interest sessions, managing all paperwork associated with new student organizations and informing the Director of Student Activities when new student organizations are approved.
   b To attend faculty meetings with voice.
   c To be a member of the Elections / Service Committee.

5. Off-Campus Senator to the Student Senate
   a To represent the interests of the students living in off-campus housing at Student Senate meetings or for other audiences.
   b To facilitate and maintain channels of communication through which the off-campus housing students and the University may exchange information and concerns.
c To attend faculty meetings with voice.
d To be a member of the Elections / Service Committee.

6. International Senator to the Student Senate
   a To represent the members of American International Association.
   b To maintain channels of communication between the Student Senate and the international students.
   c To attend faculty meetings with voice.

7. Student Athlete Senator
   a To represent the interests of student-athletes to the Student Senate or other audiences.
   b To maintain communication between SAAC (Student Athlete Advisory Committee), club sports or other such body and Student Senate.

8. Gay/Straight Alliance Senator
   a. To represent the interests of GLBTQ students at Student Senate and at faculty meetings or for other audiences.
   b. To attend faculty meetings

9. Green Senator
   a. The Green Senator is to function as a liaison from the Sustainability Task Force and P.o.W.E.R. to the Student Senate;
   b. The Green Senator is responsible for attending all Sustainability Task Force meetings, all P.o.W.E.R. meetings;
   c. To attend the Faculty Meetings.

1. Class Senators

1. Senior Class President

1. To represent the interests of the Senior Class at Student Senate meetings or for other audiences.
2. To act as Senior Class President.
3. To attend faculty meetings with voice and vote.
4. To act as an ex-officio member of the Board of Directors Committee on Honors.
5. To be a member of the Student Senate Executive Board.
1. Junior Class President

1. To represent the interests of the Junior Class at Student Senate meetings or for other audiences.

1. To be a member of the Finance committee with voice and vote.

1. To attend faculty meetings with voice and vote.

1. To act as an ex-officio member of the Board of Directors Committee on Honors.

1. Sophomore Class President

1. To represent the interests of the Sophomore Class at Student Senate meetings or for other audiences.

1. To be a member of the Finance committee with voice and vote.

1. To attend faculty meetings with voice and vote.

1. First Year Class President

1. To represent the interests of the Freshman Class at Student Senate meetings or for other audiences.

1. To assist in the preparation of the next year's New Student Days.

1. To be a member of the Public Relations committee.

1. To attend faculty meetings with voice and vote.

III. Student Senate Committees
1. The Finance Committee

1. Purpose
1. To conduct hearings on the budget requests of recognized student organizations throughout the year and recommend appropriate allocations to the Student Senate for final consideration.

1. To submit recommendations for annual organizational budgets for the following year to the Student Senate by the twelfth week of spring semester.

1. Membership

1. Student Senate Treasurer, chairperson.

1. The Sophomore Class President and the Junior Class President.

1. Class Treasurers.

1. A representative from American International Association, Concerned Black Students, and Union Board.

1. Five students selected by the Treasurer and the President or designee, and approved by Student Senate.

1. Two alternates selected in the same manner.

1. Removal

1. The Student Senate may both remove a Finance Committee member and fill the vacancy with the approval of Student Senate.

1. The Elections / Service Committee
   1. Purpose

1. To administer and advertise the election of the Student Senators and other elections conducted by the Student Senate.

1. To administer and advertise campus referendums conducted by the Student Senate.

1. To administer any function initiated or approved by the Student Senate as a service to the Student body.
2. Membership

1. Student Senate Secretary, Chairperson.

1. The Off-Campus Senator and the Student Organization Senator.

1. Eight students selected by the Secretary and the Vice President and approved by Student Senate.

3. Removal
   The Student Senate may both remove an Elections / Service Committee member and fill a committee vacancy with the approval of Student Senate.

1. The Public Relations Committee

1. Purpose

1. To maintain channels of communication between the Student Senate and key administrators, faculty, students, organizations, and departments.

1. To help the Student Senate gather information on student, faculty, and administrative opinions concerning issues relevant to Student Senate affairs.

1. To help the Student Senate inform and educate the campus concerning Student Senate programs, activities, issues, and to market Student Senate as an organization.

1. To maintain the Student Senate kiosk and bulletin board.

1. To check the suggestion box weekly to present any suggestions cast that week during Committee Reports.

1. To appoint a webmaster, who shall maintain and improve the Student Senate Homepage as well as work on improving the computer network structure for Student Senate in order to facilitate communication between senators (and constituents if applicable).
2. Membership
1. Student Senate Secretary, Chairperson.

1. First Year Class President and all Class Secretaries.

1. The appointed webmaster

1. Six at-large students selected by the President or designee and Secretary approved by Student Senate.

1. Removal

1. The Student Senate may both remove a Public Relations Committee member and fill a vacancy with approval of Student Senate.

1. Class Cabinets

1. Purpose
   a. To assist the class president with communications between the class and Student Senate, in order to improve awareness among the students in each class as to the issues Student Senate and each Class Cabinet may face.

1. To create a more unified class body through social programming, fundraising for and issue awareness among the respective class.

1. Composition

1. Each class shall have a Class Cabinet.

1. Each Class Cabinet will consist of four elected officers: president, vice president, secretary and treasurer.

1. Membership will be open to any student, considered by the Registrar's Office to be from that respective university class.

1. Duties of Cabinet Officers for each university class
   a. President

1. To assume the responsibilities as the Class Senator on Student Senate, and adhere to the duties of that job as stated in the Bylaws, section II, letter C.
1. To conduct all cabinet meetings.

1. To call cabinet meetings when necessary.

1. To have power to organize and disband committees as needed by the cabinet, with the approval of the officers of the cabinet.

1. To report to Student Senate the progress of the cabinet and of any problems it may experience.

1. To have voting power at all cabinet meetings.

1. Vice President

1. To conduct cabinet meetings in the absences of the Class President.

1. To assume the office of the Class President should the president take a leave of absence or vacate the position.

1. To assist the Class President, when needed, with any forms of communication between the university class body and both Student Senate and Class Cabinet.

1. To organize any programming events to which the Class Cabinet commits itself.

1. To have voting power at all cabinet meetings.

1. To be a member of the Student Senate BABW Committee.
   
   c. Secretary

   i. To be responsible for recording and maintaining the minutes of all cabinet meetings and distribute them to those on Class Cabinet.

   ii. To maintain membership records for Class Cabinet.

   iii. To inform officers and all members of Class Cabinet of any meetings or cancellations.

   iv. To conduct any other secretarial duties needed by the Class Cabinet.

   v. To have voting power at all cabinet meetings.
vi. To be a member of the Student Senate Public Relations Committee.

d. Treasurer
   i. To be responsible for keeping financial records on the class budget and submitting reports to the Class Cabinet and Student Senate whenever requested.
   ii. To sign all Class Cabinet financial transactions.
   iii. To organize all fundraising for the university class, with approval of Class Cabinet officers.
   iv. To have voting power at all Cabinet meetings.

v. To be a member of the Student Senate Finance Committee.

1. Build a Better Wittenberg Committee

1. Purpose
   To fund programs that promotes diversity of thought and discussion and builds community within Wittenberg and between Wittenberg and Springfield.

1. Funding
   a. Funding shall be in a rolling account
   b. Funding shall be determined annually by Student Senate

1. Membership
   The committee established to allocate grants to any student, student organization or faculty and student group. The committee is composed of the following nine members and an advisor:
   a. Student Senate Vice President, Chair.
      b. Residence Hall Representative.
      c. American International Association designee.
      d. Greek Senator or designee.
      e. Concerned Black Student designee.
      f. A member of Finance Committee.
      g. Three at-large representatives (One person must be a Resident Assistant.) appointed by the Student Senate President in consultation of the Residence Hall Association President.
4. The committee will create a funding process that will be submitted for approval by Student Senate with the following guidelines:

1. Grant money will be available to all students, student organizations and student/faculty groups.

1. Organizations or individuals will submit a proposal to the Chair for committee review and a hearing will be scheduled.

1. Funding shall be granted to proposals that meet the committee's guidelines under the discretion of committee members.

IV. ELECTION CODES

1. Statements of Candidacy

1. Prospective candidates for the executive and class positions, as well as the Student Organization and Off-Campus positions of the Student Senate must file statements of candidacy which will include a petition of candidate support, and submit it to the Secretary when the application is due.

1. The Student Senate Presidential and Vice Presidential ticket system requires that those candidates for Student Senate President and Vice President must file a joint statement of candidacy and be elected on the same ticket. Class Presidents and Vice Presidents may file joint of candidacy if they wish, but will be elected separately on the ballot.

3. On the Senate Election Day, statements of candidacy and a poster of all the candidates running for Student Senate will be placed at the polling site. Write-in candidates may post their name and a brief statement of candidacy at the polling site on the day of the election if they so choose.

B Date of Election

1. No later than two weeks before the elections, the Elections Committee will initiate publicity concerning the elections and will make available applications for candidacy at the Student Center and the office of Student Involvement. The Elections Committee will also hold a mandatory informational meeting for the candidates during the said
week.

2. Applications and statements of candidacy are due by the eleventh Friday of spring semester.

3. With the exception of the First Year Class Officers election, which will take place online no later than the fourth Tuesday of fall semester, elections for the Student Senate will take place no later than the thirteenth Tuesday of spring semester.

C. Campaign Guidelines

1. Campaign advertising may be initiated no earlier than seven days prior to the election.

2. Candidates are responsible, pending a twenty-five dollar fine, for completely removing all their campaign literature within forty-eight hours after the election.

3. No campaigning (the word “campaigning” is defined as the active solicitation of votes, distribution of literature, paraphernalia, and/or any attempt to influence voting by anyone) may take place in the Benham-Pence Student Center on the day of the elections.

4. All campaign activities must be held in accordance with the university regulations on posting. A copy of these policies will be included with the candidate application.

5. Write-in candidates must follow the same campaign and advertisement rules as announced candidates.

6. Candidates are required to campaign ethically and responsibly.

D. Election Code Violation Procedure

1. Protests concerning the violation of any of these rules may be presented to the current Student Senate President, who will issue a ruling concerning the matter within six hours of the protest’s filing.

1. Within twenty-four hours of the President’s ruling, the decision may be appealed to the Student Senate Elections Grievance Committee, which is composed of the current membership of the Student Senate Elections Committee and chaired by the Chief Justice of the Student Conduct Hearing Board. The committee will make the final ruling on the matter within thirty-six hours of the appeal’s submission to the Chief Justice.

1. Voting Guidelines
1. Voting will take place in the Student Center and on-line from 9:00 a.m. to 9:00 p.m.

2. All Wittenberg students are eligible to vote in the election of the five executive senators.

1. The Off-Campus Senator will be elected by students who do not live in any of the residence halls the fall semester of the senator’s tenure of office.

1. Each Class Senator shall be elected by students of the class year which that senator represents.

1. The Greek community will elect the Greek Senator to the Student Senate through the Student Senate election process.

1. The Concerned Black Students, Gay/Straight Alliance, American International Association, Residence Hall Association, and Student Athlete Senators will be elected according to the constitutions of their respective organizations.

1. No Senator standing for reelection or election to a new position will be involved in the collecting and counting of ballots.

1. Write-in candidate name(s) written on the ballot by the voter do not have to be properly spelled, so long as the name(s) can be reasonably identified through a phonetic pronunciation. Questions concerning the validity of a write-in vote will be resolved with a majority vote of the Student Senate Elections Grievance Committee.

1. Referendums and Other Elections Conducted by the Student Senate

1. Candidacy, publicity, counting, and other pertinent details involved in the referendums and other elections conducted by the Student Senate will be established and publicized by the Elections/Service Committee in consultation with the Student Senate and guided by this election code.

2. Protests that arise during such referendums and elections may be resolved by this election code’s section on election code violations.

V. REMOVAL FROM OFFICE
A. The Student Senate
   1. Expulsion
      a. Upon presentation of a petition for expulsion including the
senator to be expelled, allegations justifying the expulsion, and the signatures of five Student Senate members, the Student Senate President shall convene an expulsion hearing within seven days of the petition's presentation.

b. A member's expulsion requires a two-thirds concurrence of the Student Senate.

c. An expelled member may appeal the decision of the Student Senate to the Student Appellate Board which will rule on the matter within seven days of the appeal's submission to the Chief Justice.

d. While the Student Senate has the right to expel a senator who is an organizational representative, the organization may send another officer to the Student Senate to replace the expelled member.

2. Petition of Recall
   a. Executive Senators
      i. The student body will be able to initiate the removal from office of any executive senator by submitting to the Student Senate President a petition of recall including the name of the member to be recalled, allegations justifying the recall, and signatures of at least ten percent of the student body.
      
      ii. The Student Senate Secretary will verify the signatures of the petition within forty-eight hours of the petition's submission.
      
      iii. Within seven days of the verification of the signatures, an all-campus referendum will be held in which a simple majority shall validate the petition of recall.

b. Organizational Senators
   i. The Student Organization Representative and Off-campus housing communities will be able to initiate the removal from office of their respective senators by submitting to the Student Senate President a petition of recall including the name of the member to be recalled, allegations justifying the recall, and signatures of at least ten percent of the senator's constituency.
   
   ii. The Student Senate Secretary will verify the signatures of the petition within forty-eight hours of
the petition's submission.

iii. Within seven days of the verification of the signatures, the constituency initiating the removal will vote in a referendum in which a simple majority will validate the petition of recall.

c. Class Senators

i. Any class of the university will be able to initiate the removal of its senator from office by submitting to the Student Senate President a petition of recall including the name and class year of the senator to be recalled, allegations justifying the recall, and signatures of at least ten percent of the class from which the petition is issued.

ii. The Student Senate Secretary will verify the signatures of the petition within the forty-eight hours of the petition's submission.

iii. Within seven days of the verification of the signatures, the class initiating the removal will vote in a referendum in which a simple majority will validate the petition of recall.

B. The Student Conduct Hearing Board

1. Upon presentation of a petition for removal of office including the Student Conduct Hearing Board member to be removed, allegations justifying the removal, and the signatures of either five Student Senators or three Student Conduct Hearing Board members the Student Senate President will convene a removal hearing within seven days of the petition's presentation.

2. A Student Conduct Hearing Board member's removal from office requires a two-thirds concurrence of the Student Senate.

VI. VACANCIES OF OFFICE

A. The qualifications of the candidates to fill vacancies on the Student Senate will be the same as those required of the initially elected Student Senate members.

B. Elections to fill Student Senate vacancies will be held no fewer than two and no more than three weeks following the official recognition of the vacancies.

C. Executive Senators.

1. The Vice President will assume the office of President should it become vacant.
1. Upon the vacancy of the office of Vice President, the President will appoint a replacement requiring the approval of two-thirds of the Student Senate.

1. Vacancies in the Student Senate positions of Secretary, Treasurer, and Faculty-Student Coordinator will be filled in accordance with the election code of these bylaws until the tenth week of fall semester. After such time, the president shall appoint a new officer through an application process with two-thirds concurrence of Student Senate.

D. Organizational Senators
   1. Vacancies in the positions of the Residence Hall Representative, the Concerned Black Students Representative, the International Senator, Gay Straight Alliance and the Greek Senator will be filled by methods established by the respective organizations and approved by two-thirds of the Student Senate.
   2. Vacancies in the positions of the Student Organization Senator, Green Senator and the Off-Campus Senator will be filled in accordance with the election code of these bylaws until the tenth week of fall semester. After such time, the president shall appoint a new officer through an application process with two-thirds concurrence of Student Senate.

E. Vacancies in one of the four class senator positions will be filled in accordance with the election code of these bylaws.

VII. LEAVE OF ABSENCE
   A. The Student Senate will be able to grant a Student Senator a leave of absence due to illness for a period of up to five academic weeks.
   B. The Student Senator to be absent must select a suitable substitute who will have full voting rights and voice at Student Senate meetings and shall assume the responsibilities of the absent member.
   C. Both the granting of the leave of absence and the substitute's approval require a two-thirds concurrence of the Student Senate.

VIII. THE STUDENT ACTIVITIES FEE BUDGET
   A. The Student Activities Fee Budget will be composed of the Student Activities Fees paid by every student each semester.
   B. The budget will be administered for the Student Senate by the Finance Committee under the supervision of the Student Senate Treasurer.
   C. All Student Senate transactions must be approved by the Student Senate Treasurer.
   D. Guidelines for Receiving Student Senate Funding
All organizations must follow the policies and procedures outlined in the Funding Guidelines for Organizations and Organizational Registration Guidelines found in the Student Organization Handbook or on file with Student Senate and Student Activities.

IX. PROCEDURE FOR OFFICER TRAINING
   A. The out-going Student Senate will train and pass on duties of office to the newly elected Student Senate prior to inauguration.
   B. The procedure for officer training will be decided by the President and Vice President of the new Senate in accordance with the President and Vice President of the outgoing Student Senate.

X. AMENDMENT OF BYLAWS
   A. These bylaws may be amended by a two-thirds concurrence of the Student Senate.
   B. Amendments must be considered during at least two meetings prior to ratification.