

**STUDENT BODY CONSTITUTION**

**AND GENERAL BY-LAWS**

**BY**

**THE STUDENT SENATE**

**(1979)**

**(Revised 1993, 2013, 2017, 2019)**

## PREAMBLE

As members of the Student Senate of Calvary University, we are dedicated to serving the Student Body by providing opportunities, direction, and resources for the overarching purpose of aiding in the spiritual growth of student life for all Calvary University Sites.

## ARTICLE I: FUNCTIONS OF THE STUDENT SENATE

**Section 1** - The term Student Senate shall refer to the entirety of the student governance body, including University Senate, Site Senates, and Class Officers. The structure of the Calvary University Student Senate shall be organized as follows

- A. Class Officers: Each site of Calvary University shall have Freshmen, Sophomore, Junior, and Senior officers to represent their classes and to accomplish their respective duties. Class Officers shall report to their respective Site Senate under the direction of their respective Site Director or their appointee
- B. Site Senate: Each site of Calvary University shall have a Site Senate composed of Executive Officers (President, Vice President, Secretary, and Treasurer) elected from the site to represent their site and to accomplish their respective duties. The Site Senate shall report to the University Senate under the direction of their respective Site Director or their appointee. The Site Senate shall:
  - a. Serve as the governing body of Calvary Students based at that site and shall be a mediating body between students and administration.
  - b. Plan, organize, and supervise Site elections.
  - c. Supervise and implement the activities of all its committees.
  - d. Enforce any legislation it deems proper and necessary for the furtherance of student welfare, in accordance with this Constitution and Calvary University Policy. It may also make policy and initiative recommendations to Site Senates.
  - e. Make suggestions to site administration on matters deemed proper and necessary.
  - f. Take into consideration any matter recommended to it by the Student Body or the Administration.
- C. University Senate: The University Senate shall be composed of an elected Student Body President and the Site Presidents. The University Senate is accountable to this Constitution and to the direction of the Dean of Students or

their appointee. The University Senate shall:

- a. Serve as the governing body of Calvary University Students and shall be a mediating body between students and administration.
- b. Identify, plan and execute initiatives that promote unity and cohesion among the Student Body.
- c. Support the work of individual site senates as necessary.
- d. Support the growth and development of new University sites.
- e. Plan, organize, and supervise the election of the Student Body President.
- f. Supervise and implement the activities of all its committees.
- g. Enforce any legislation it deems proper and necessary for the furtherance of student welfare, in accordance with this Constitution and Calvary University Policy. It may also make policy and initiative recommendations to Site Senates.
- h. Make suggestions to University administration on matters deemed proper and necessary.
- i. Take into consideration any matter recommended to it by the Student Body or the Administration.

**Section 2** - The membership of the University Senate shall consist of the following members, each serving a term of one academic year:

- A. Student Body President.
- B. Site Presidents, who shall may be elected internally to the roles of Treasurer and Secretary.
- C. Individuals as designated in the Addendum to this Constitution.

**Section 3** - University Senate Meetings

- A. The University Senate meetings will consist of: the Student Body President, Site Presidents, the Student Senate Advisor, and any additional appointed voting members.
- B. The Student Senate shall meet as often as necessary, meeting no less than once per cycle. The time of these meetings shall be determined by the Student Senate.
- C. Each University Senate meeting shall be opened and closed with prayer. D. Any University Senate member may participate in discussion and serve on

committees.

D. Visitors to the Student Senate meeting may be allowed with the recognition and permission of the Student Body President, and shall be allowed to participate or report with the express consent of the Student Body President.

#### **Section 4 - University Senate Voting**

A. The presence of two-thirds of the members shall constitute a quorum.

B. Each student member of the Student Senate possesses one vote in any matter brought to a vote in Student Senate.

C. The Student Body President shall only vote in the case of a tie.

#### **Section 5 - The membership of the Site Senates shall consist of the following members, each serving a term of one academic year:**

A. Four Site Senate Executive Officers per site: Site President, Vice President, Secretary, and Treasurer.

b. The four class Presidents per site.

c. The two representatives, one male and one female, from each of the four classes per site.

d. The representative of any student group approved by the Executive Officers.

E. The Site Senate Advisor. The Advisor shall be appointed by the Site Director, but is not a voting member.

#### **Section 6 - Site Senate Meetings**

A. Site Senate meetings shall consist of: the Site Executive Officers, Site Class Presidents, Site Class Male and Female Representatives, the Site Advisor, and any other representatives.

B. The Student Senate for each site shall meet as often as is necessary to conduct regular business, meeting no less than once a month. The time of these

regular meetings shall be determined by the Site Senate.

C. The Site President may call a special meeting of the Senate at any time with the recommendation of at least three voting members.

D. Each Site Senate meeting shall be opened and closed with prayer.

E. Any Site Senate member may participate in discussion and serve on committees.

F. Visitors to the Site Student Senate meeting may be allowed with the recognition and permission of the Site President, and shall be allowed to participate or report with the express consent of the Site President.

### **Section 7 - Voting for individual sites**

A. The presence of two-thirds of the members shall constitute a quorum.

B. Each Student Member of the Site Student Senate possesses one vote in any matter brought to a vote in the Student Senate.

C. The Site President shall only vote in case of a tie.

D. In the absence of an adequate amount of voting members, the Site Executive Officers may request that other class officers (Class Secretary, Class Treasurer) be pulled into the meeting to vote on behalf of their respective class.

### **Section 8 - Attendance**

A. All members of the Student Senate are expected to attend all Student Senate meetings.

B. If a member shall miss more than two meetings without adequate notice and excuse (as determined by the Executive Officers), that person shall be dismissed from the Student Senate and replaced according to policy.

C. If it should happen that a meeting is conducted without at least a one week notice, absence from this meeting will not count against one's attendance record.

D. Dismissal from the Student Senate in no way affects the Class Officer standing. When necessary, a member for the Student Senate may need to be elected from the respective class.

**Section 9 - Petition**

- A. A written petition signed by two-thirds of the Student Body shall constitute an official protest to any action of the Student Senate.
- B. The petition must then be read to the Student Body by the Student Senate President within one week of being presented to the Student Senate.
- C. The petition is then voted on by the Student Body, requiring a two-thirds majority vote of those present at the Student Body meeting to veto any Student Senate action.

**ARTICLE II: THE OFFICERS OF THE STUDENT SENATE****Section 1 - The Student Body President shall**

- A. Be voted in by the Student Body of Calvary University (from all sites).
- B. Be a member of The University Student Senate.
- C. Serve as chairman of all University Senate, voting only in the case of a tie.
- D. Appoint committees and committee chairpersons as situations deem necessary, with Student Senate approval.
- E. Be an ex-officio member of all University Senate committee.
- F. Serve as the official spokesman for the Student Body as a whole.
- G. Attend Site Student Senate Meetings when necessary.
- H. Shall implement Calvary University wide initiatives.
- I. Shall meet the qualifications delineated in Section 3 of this article

**Section 2 - Executive officers of the University Senate**

- A. From the voting members of the University Senate nominations and elections will be held to fill the roles of Treasurer and Secretary.
- B. The Treasurer Shall:
  - a. Obtain the financial report of the University Senate from the financial

department of Calvary University prior to each meeting for report and submission to the Secretary for inclusion in the records.

- b. Submit purchase orders to the financial department for Student Senate expenditures and reimbursement.
  - c. As needed, appoint an assistant from the Student Senate with the approval of the President.
- C. The Secretary Shall:
- a. Maintain a complete record of all minutes and financial statements of the Student Senate.
  - b. Supervise the distribution of the minutes to every member of the Student Senate.
  - c. Keep an attendance record of all Student Senate meetings and submit absence notifications as soon as possible following the meetings.
  - d. As needed, appoint an assistant from the Student Senate with the approval of the President.

**Section 2** - The Executive Officers of the Site Senates shall consist of the following members

- A. Site President
- B. Vice President
- C. Secretary
- D. Treasurer

**Section 3** - The qualifications for the Student Body President and Executive Officers of the Site Senates are as follows

- A. All Executive Officers must have been registered at Calvary University for at least two semesters.
- B. All Executive Officers must possess a cumulative G.P.A. of 2.5 or higher.
- C. All Executive Officers shall have a class standing of at least that of a Junior or have completed four full-time semesters at Calvary.
- D. It is recommended, especially for the President, that any executive officer have at least one year prior experience on the Student Senate prior to the assumption of office.

**Section 4** - Duties of the Site Senate Executive Officers

A. The Site President shall:

1. Be a member of the Student Senate.
2. Serve as chairman of all Student Senate and Student Body meetings, voting only in the case of a tie.
4. Appoint student representatives to fulfill specific duties (i.e. communications).
3. Appoint committees and committee chairpersons for site as situations deem necessary, with Site Student Senate approval.
4. Be an ex-officio member of Site Student Senate committees
5. Serve as the official spokesman for the Student Body per site.

B. The Vice President shall:

1. Be a member of the Student Senate.
2. Act as chairman of all Student Senate and Student Body meetings in the absence of the President.
3. Be an ex-officio member of any committee on behalf of the President at his or her request.
4. Serve as parliamentarian in Student Senate meetings, officially interpreting *Robert's Rules of Order, Revised Version*, and the Student Senate Constitution.

C. The Secretary shall:

1. Be a member of the Student Senate.
2. Maintain a complete record of all minutes and financial statements of the Student Senate.
3. Supervise the distribution of the minutes to every member of the Student Senate.
4. Keep an attendance record of all Student Senate meetings and submit absence notifications as soon as possible following the meetings.
5. As needed, appoint an assistant from the Student Senate with the



approval of the President.

D. The Treasurer shall:

1. Be a member of the Student Senate.
2. Obtain the financial report of the Student Senate from the financial department of Calvary University prior to each meeting for report and submission to the Secretary for inclusion in the records.
3. Submit purchase orders to the financial department for Student Senate expenditures and reimbursement.
4. As needed, appoint an assistant from the Student Senate with the approval of the President.

### **ARTICLE III: CLASS ORGANIZATION AND FUNCTION**

**Section 1** - The following Class Officers shall be elected by each respective class (see Student Senate General By-laws Article I).

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Male Representative
- F. Female Representative

**Section 2** - Requirements of Class Officers

- A. All officers must possess an accumulative G.P.A. of 2.5 or higher.
- B. All elected officers shall have the required number of credits for their class by Calvary's Registrar's standards, or have completed two full-time semesters at Calvary per class year (two semesters for sophomore, four for junior, etc.).
- C. Must be enrolled at least two cycles per semester.

D. Must have intent to attend Calvary University for the full academic year.

### **Section 3 - Duties of Class Officers**

A. The Class President shall be a member of the Student Senate; they shall act as chairman of all class meetings; they shall encourage constructive class activities; they may appoint committee chairpersons from within the class.

B. The Class Vice President shall perform the duties of the class President in his or her absence.

C. The Class Secretary shall keep minutes of all class meetings.

D. The Class Treasurer shall be prepared to give an oral report of the class's financial standing at each meeting and submit purchase orders to financial department for class expenditures and reimbursement.

E. The Male Representative shall be a member of the Student Senate and shall present their class recommendations to the Student Senate.

F. The Female Representative shall be a member of the Student Senate and shall present their class recommendations to the Student Senate.

### **Section 4 - Class Officer functions**

A. The Class Officers shall conduct a minimum of three meetings per semester.

B. The Class Officers shall receive recommendations from the Student Senate and present recommendations to the Student Senate.

C. The Class Officers shall organize class projects and properly handle class finances.

## **ARTICLE IV: STARTING NEW SITES**

**Section 1** - Until a site has established Residence Life they shall fall under the care of the University Student Senate. Sites without residence life may appoint representation through their respective Site Director or their appointee to the University Senate. Site Directors may also request University Support Senate support for initiatives directly.

**Section 2** - At the point that a site has established Residence Life, students at that site shall elect a Site President who shall be a member of the University Senate and shall represent their site thereto.

**Section 3** - As the Student Body develops at a site, Site Executive Officers may be added at the discretion of the Site Director or their appointee. Upon the addition of an officer, elections shall be held in accordance with the Constitution. Site Executive officers shall be added in the following order:

- A. Treasurer
- B. Secretary
- C. Vice President

**Section 4** - Until Class Officers have been established at a site, all Senate responsibilities and activities shall be performed by the Site Senate.

A. Individual Class Officers shall be established at the discretion of the Site Director. Classes may be added to the site senate individually as the student population dictates. Upon formation of Class Officers, the individual classes shall receive a yearly percentage of the Site Senate's funding in the following amounts:

- 1. Freshman: 10%
- 2. Sophomore: 10%
- 3. Junior: 20%
- 4. Senior 20%

B. Upon the establishment of Class Officers, duties may be assigned at the discretion of the Site Senate. Upon the addition of individual Classes, officers will be elected in accordance with the constitution.

- 1. Site will adopt Site Student Senate, residing under the Student Body Constitution and General By-Laws by the Student Senate.

## **ARTICLE V: RULES OF ORDER**

**Section 1** - All Student Senate and Student Body meetings will be governed in

accordance with the *Robert's Rules of Order, Revised Version*, and the General By-Laws of the Student Senate.

## **ARTICLE VI: MINOR CLARIFICATIONS**

**Section 1** - Minor clarifications of the Student Senate Constitution and General By-Laws are changes in wording, expansions of wording or concepts, or adding or changing charts and diagrams which do not change the meaning of the constitution and bylaws but serve to clarify it and make it easier to understand.

**Section 2** - Minor clarifications to the Student Senate Constitution and General By-Laws may be made in the Student Senate by a simple motion for clarification. A two-thirds majority vote is necessary for such action.

**Section 3** - The Secretary shall prepare copies of the revised constitution and by-laws, make these copies available, and incorporate the revised constitution and by-laws into the Student Senate records.

## **ARTICLE VII: MAJOR REVISIONS**

**Section 1** - Determining the need

A. Major revisions of the Student Senate Constitution and General By-Laws are revisions that change the meaning, purpose, or administration of the Student Senate Constitution or General By-Laws.

B. The Student Senate shall review the need for revision. A two-thirds majority vote is necessary for the Process of Revision to begin.

**Section 2** - The process of revision

A. The University Senate shall appoint a Revisions Committee to prepare a proposed draft.

B. Upon completion, the draft shall then be submitted to the entire Student Senate for discussion and possible further revision or rejection. A two-thirds majority vote is necessary for approval.

C. The draft shall then be submitted to the Student Senate Advisor, the Site Advisors, and Class Advisors for approval. A majority vote is necessary for

approval.

D. The approved draft shall then be submitted to the Student Body for approval. A two-thirds majority vote of the submitted votes is necessary for final approval, thus ratifying the revised Student Senate Constitution and General By-Laws.

**Section 3 - Distribution of the revised constitution**

A. The Secretary shall prepare copies of the revised Student Senate Constitution and General By-Laws, make these copies available, and incorporate the revised constitution and by-laws into the Student Senate records.

## **GENERAL BY-LAWS OF THE STUDENT SENATE**

### **ARTICLE I: STUDENT SENATE OFFICER ELECTIONS**

#### **Section 1 - Nomination for Student Body President**

- A. The Student Body of Calvary University shall make suggestions to fill the next year's Student Body President by presenting them to the current Student Senate.
- B. The Student Senate may make suggestions for the next year's Student Body President.
- C. The current Student Senate shall make nominations to fill the next year's Student Body President.
- D. The Student Senate shall then check the qualifications of the selected nominees to ensure that he or she is eligible in accordance with the constitution.
- E. The Student Senate shall then notify the Student Body of Calvary University of the nominations at least one week before elections.

#### **Section 2 - Nomination for individual Sites**

- A. The Site Student Senate shall make suggestions to fill the next year's Site Student Senate Executive Officers.
- B. The Site Student Body may make suggestions for the next year's Site Executive Officers by presenting them to current Site Executive Officers of the Site Student Senate.
- C. The current Site Executive Officers shall make nominations to fill the next year's Site Student Senate Executive Officers.
- D. The Site Executive Officers shall then check the qualifications of the nominees to ensure that they are eligible in accordance with the constitution.
- E. The Site Student Senate shall then notify the Site Student Body of the nominations for the offices at least one week before the elections.

## **Section 2 - Elections**

A. Student Senate elections will be held no later than three weeks before the end of the Cycle Five.

B. The Student Body of Calvary University will vote for the next year's Student Body President. Positions will be determined by majority vote.

C. The Site Student Body will vote for next year's Site President, Vice President, Secretary, and Treasurer per site. Positions will be determined by majority vote.

## **Section 3 - Vacancies**

A. Vacancies shall be filled in accordance with Diagram A below.

## **Section 4 - Impeachment**

A. The Student Body President may be impeached only by a two-thirds majority vote of the University Senate and a two thirds majority vote of the student body.

Any of a site's four Executive Officers may be impeached only by a two-thirds majority vote in the Site Senate and a two-thirds majority vote of the Site's Student Body.

B. Any other member of the Student Senate may be impeached, both in the Student Senate and in his representative class, by a two-thirds majority vote in the Student Senate and a two-thirds majority vote in the class of which the person is a representative.

# **ARTICLE II: CLASS ELECTIONS**

## **Section 1 - Nomination**

A. Each class shall make nominations at least one week previous to class elections to fill next year's class President, Vice President, Secretary, Treasurer, and Male and Female Representatives.

B. The current class officers shall then review the qualifications of the nominees to ensure that they are eligible in accordance with the constitution.

## **Section 2 - Elections**

A. Class elections will be held no later than two weeks before the end of the end of Cycle Five.

B. The Class Body will vote for the next year's officers; positions will be determined by majority vote.

### **Section 3 - Vacancies**

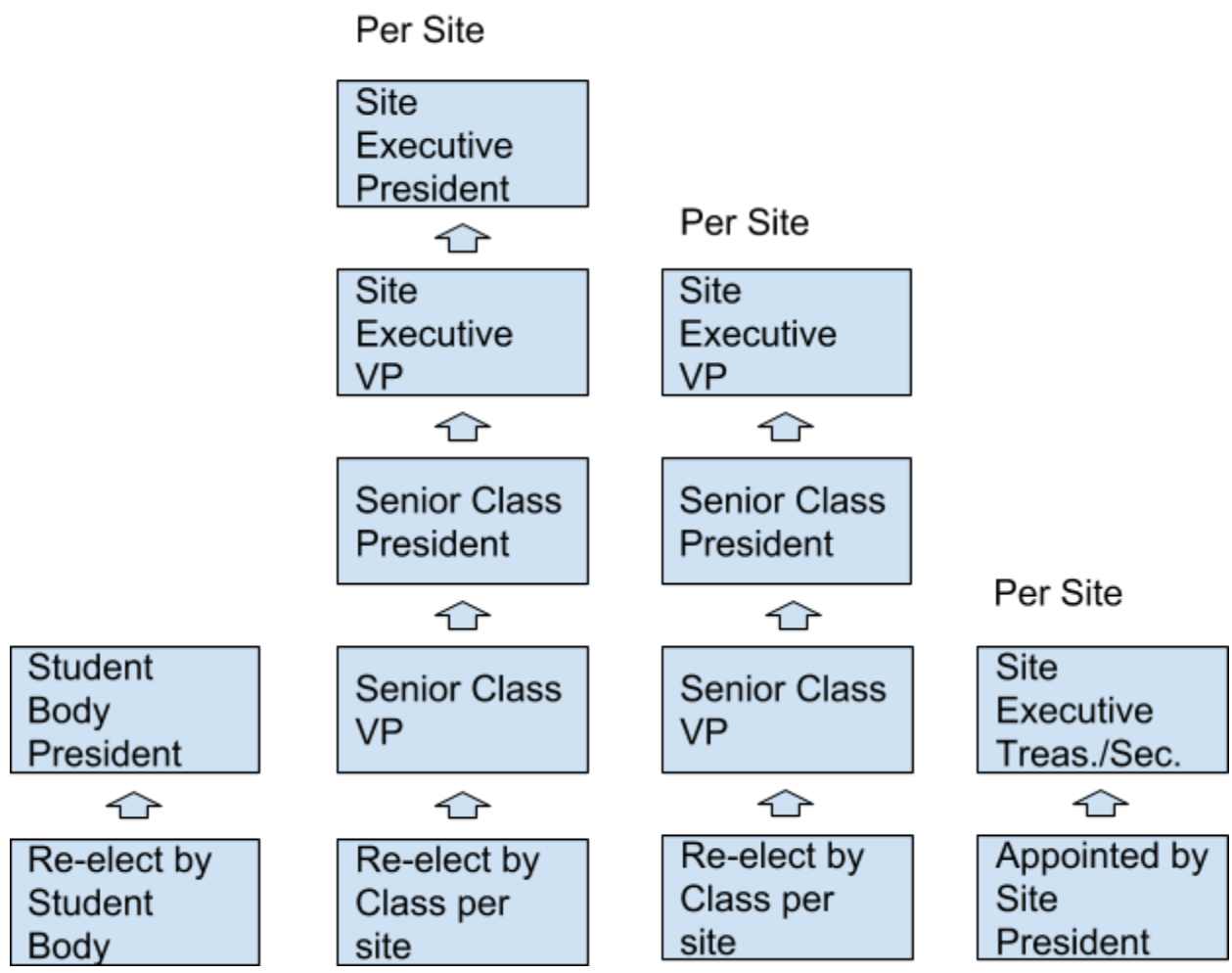
A. Vacancies shall be filled in accordance with Diagram B below.

### **Section 4 - Impeachment**

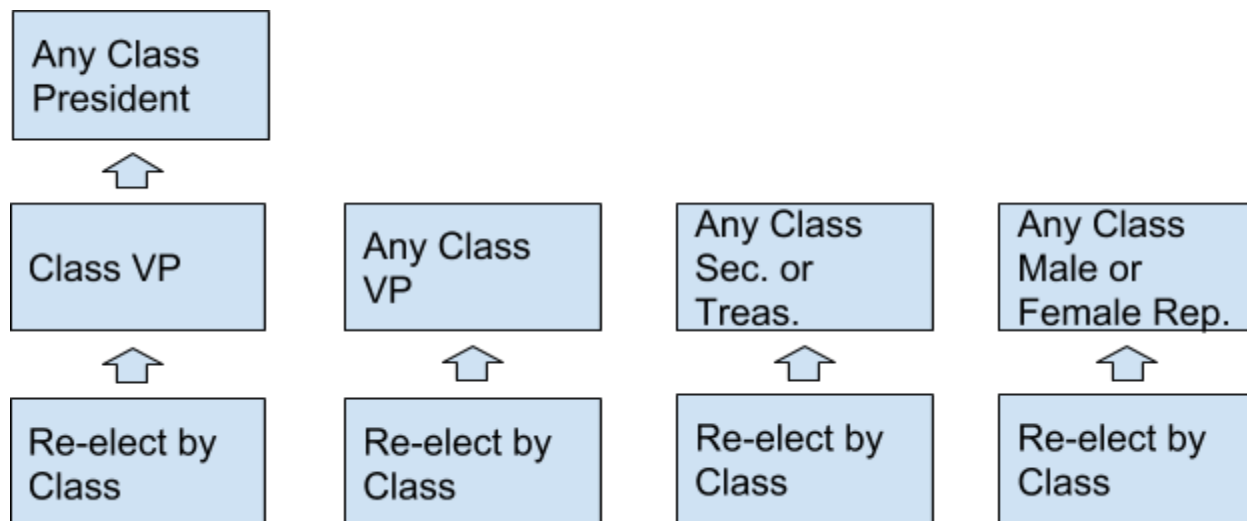
A. Any Class Officer may be impeached by a two-thirds majority vote of the respective class.



### FILLING CLASS & STUDENT SENATE VACANCIES (DIAGRAM A)



**FILLING CLASS & STUDENT SENATE VACANCIES**  
(DIAGRAM B)



## **Addendum**

Section 1 - Until multiple sites of Calvary University have been established, Student Senate will report to this addendum.

Section 2 - Regarding Site Transitions Periods:

A. Growth of Student Body President

- a. In the absence of other sites with residence life, the Kansas City site President will act as Student Body President.
- b. In the absence of an adequate amount of voting members from other sites, the Student Body President may add voting members to serve throughout the academic year.
- c. These additional voting members must be approved by the Dean of Students and/or Site Director.
- d. From the additional voting members, a secretary and treasurer will be appointed.