

CONSTITUTION OF THE Hiram College Student Senate

*Last Revised March 23rd, 2021
Approved on April 26th, 2021*

President

Vice President of Administration

Advisor

PREAMBLE

ARTICLE I- MEMBERSHIP

- Section 1. Definition of Electorate
- Section 2. Eligibility
- Section 3. Student Senate Obligations to Electorate
- Section 4. Voting
- Section 5. Elected Members
- Section 6. Appointed Executive Board Members
- Section 7. Other Appointed Members
- Section 8. Swearing In of Senators and Executive Board
- Section 9. Overall Representation
- Section 10. Removal from Office

ARTICLE II- POWERS AND DUTIES

- Section 1. Student Senate Powers
- Section 2. Senator Powers
- Section 3. Student Senate Duties
- Section 4. General Senator Duties
- Section 5. Specific Senator Duties

ARTICLE III- MEETINGS

- Section 1. Full Senate Meetings
- Section 2. Special Meetings
- Section 3. Attendance

ARTICLE IV- STRUCTURE OF THE STUDENT SENATE

PART A. EXECUTIVE BOARD

- Section 1. Responsibilities
- Section 2. Powers and Duties
- Section 3. Limitations
- Section 4. Succession of Executive Board Positions

PART B. COLLEGE GOVERNANCE COMMITTEES

- Section 1. Election to College Governance Committees
- Section 2. Academic Planning Committee (A.P.C.)
- Section 3. Diversity Committee
- Section 4. Library Committee
- Section 5. C.E.S.C.

PART C. INTRA-SENATE COMMITTEES

- Section 1. Standing and Temporary Committees
- Section 2. Committee Creation
- Section 3. Membership
- Section 4. Organization

ARTICLE V- FINANCE

- Section 1. Function
- Section 2. Structure
- Section 3. Funding You Board Budgetary By-Laws
- Section 4. Student Activities Fees
- Section 5. Funding You Board Policies and Guidelines
- Section 6. Yearly Budget

ARTICLE VI- STUDENT ORGANIZATIONS

ARTICLE VII- ELECTIONS

- Section 1. Jurisdiction
- Section 2. Eligibility for Student Senate
- Section 3. Election Timeline
- Section 4. Election Committee Formation and Restrictions
- Section 5. Election Committee Duties
- Section 6. Applications
- Section 7. Application Process
- Section 8. Campaign and Advertisement Procedures
- Section 9. Ballot and Senator List
- Section 10. Election Procedures: Senator Elections
- Section 11. Election Procedures: Presidential Elections
- Section 12. Voting Procedures: Paper vs. Electronic
- Section 13. Election Grievances

ARTICLE VIII- AMENDMENTS AND CONSTITUTIONAL REVIEW

- Section 1. Yearly Review
- Section 2. Constitutional Revision and Amendments

PREAMBLE

The Hiram College Student Senate is hereby recognized by Hiram College students as the official body for protecting student rights and interests; facilitating student participation in College policy-making; increasing the quality of students' educational and academic experience; upholding the core values of the College in all areas of student life; facilitating communication between students and faculty, staff, and bureaucratic organizations; recognizing and funding student organizations; acting as the active link between the concerns of the Student Body and the administration; representing the student body in College Council meetings and all official college business; and striving to improve the welfare of all students.

ARTICLE I- MEMBERSHIP

Section 1. Definition of Electorate:

The electorate of the Hiram College Student Senate shall be the traditional students of Hiram College.

Section 2. Eligibility:

All members of the Executive Board and Student Senate must be enrolled as full-time (12 credits or more) students at Hiram College concurrent with their terms of office. No student may hold more than one Senate seat or more than one position on the Executive Board. A student may not be both a Senator and an Executive Board member at the same time. Students must have a GPA of 2.5 or above. Upon application to be a Senator, the Senate advisor will confirm that each student has the proper GPA. Each individual senator's GPA will be reviewed at mid-terms and the end of each semester by the Dean of Students. Candidates may not run for more than one position in a given election. No graduating senior shall be eligible to run/apply for an officer position in the Spring of their final semester.

Section 3. Student Senate Obligations to Electorate:

- A. The Student Senate shall be the recognized as a legislative assembly of the electorate.
- B. There shall be no fewer than 9 (nine) full (as defined in Article III, section 1) meetings during the 12-week terms, and no fewer than 2 (two) full meetings during the 3-week terms.
- C. The Student Senate may invest the following powers and responsibilities upon other student organizations:
 - a. The Electorate and Student Organizations, recognized by the College and Student Senate, shall be bound by the regulations set forth in this Constitution.
 - b. The Student Senate shall represent the Electorate and Student Organizations before the administration and faculty of Hiram College.

Section 4. Voting:

- A. *Senatorial Voting:* Different voting actions require different amounts of present Senators and are explained in full in this Constitution. From here on, a 2/3 majority refers to 2/3 of the Senators present at any given meeting, not 2/3 of the Senate as a whole, unless otherwise specified. Voting can only take place during an official meeting of Student Senate, as defined in Article III, section
 - a. If a Senator/Executive Board member brings forth a proposal of their own creation that must be voted on by Student Senate, that Senator/Executive Board member has the option to leave the room during voting. However, before they leave, they must give their own vote to the Vice President of Administration, who will add this to the total vote of the senators.
- B. *Constituent Voting.* Constituents who are not elected to a Senatorial office may not vote during Senate movements, motions, nor any other document or proposal being presented to the house, even if they are filling in for a Senator who is excused.

Section 5. Elected Members:

The elected members shall be: the President and Vice President of the Executive Board; one International Student Senator, two Commuter Student Senators, one or multiples Senators from each Hall (Booth, Henry, Centennial, Whitcomb, Bowler, East, and Miller), one Townhouse Student Senator, and one Senator from any other residential building not mentioned that houses students during the regular school year, one Senator from each Academic School of the College (Scarborough School of Business and Communication; School of Arts, Humanities, & Culture; School of Science & Technology; School of Health & Medical Humanities; and School of Education, Civic Leadership & Social Change), and one Senator from each graduating class year body, with the exception of the first-year class, which has two.

Section 6. Appointed Executive Board Members:

The Vice President of Activities, Vice President of Finance, and Vice President of Communication will all be appointed and must be accepted by a 2/3 vote in Senate.

- A. One week before the above appointments take place, any student who is being considered must submit to the Executive Board a resume and cover letter outlining how they are best suited to complete the duties of the position.
 - a. **The Vice President of Activities** will be appointed by the President and Vice President of the Student Senate of the term concurrent with the new position. Consideration will be taken from the Director of OCI, the Senate Advisor, and the previous Vice President of Activities. In the case that the previous Vice President of Activities wishes to run for the position again, they do not get to give input or be involved in the discussion.
 - b. **The Vice President of Finance** will be appointed by their predecessor. The Vice President of Finance will be appointed by the following process:
 1. The current VP of Finance will take applications from the current members of the Funding You Board only. If no members apply then the process will be open to the student body.
 - c. Applications will be reviewed, and the applicants will be interviewed by the VP of Finance and the Director of OCI. Invitations to sit in on the interviews will be offered to the Senate Advisor and Senate executive board members.
 1. Results of the interviews will be shared with the FYB and they will be asked for their input regarding the candidates (This will exclude any FYB member who applied for the position). The FYB will give their preferred VP of Finance recommendation.
 - d. The final decision is then given by the VP of Finance, Senate Advisor, and Director of OCI with considerations from the FYB members and Student Senate President and Vice President for the next term.
 - e. The appointed VP of Finance will be approved by Student Senate as stated above.
 1. If the VP of Finance candidate is not approved by Student Senate, the process starts again and it therefore goes back to the Funding You Board in order for a new candidate to be chosen.
 - f. In the case that the current VP of Finance wishes to return to their seat, the Senate advisor and director of OCI must receive an application at the same time that other applications are being accepted from other interested members of the Funding You Board, and the VP of Finance will be excluded from the conversations and decision.
 - g. **The Vice President of Communication** will be appointed by the President and Vice President of Administration who will be serving the same term.

Section 7. Other Appointed Members:

- A. Appointed members of Student Senate shall have the same powers and duties as elected members.

- a. Vacant positions on Student Senate should be filled as soon as possible with a nominee brought forth by the Executive Board and said nominee should be confirmed by a 2/3 vote of the Senate.
- B. The Senators of Athletics will be appointed by Student Athlete Advisory Council (SAAC).
- C. The Executive Board shall appoint students to all appointed positions for the standing committees listed in this Constitution under Article IV, Part B.
- D. The Senate must confirm each appointee to the following by a 2/3 vote:
 - a. Any College Governance Committee (except for CESC)
 - b. Any vacant senator position
 - c. The Vice President of Finance, Activities, or Communication
- E. In the case that the Senate disapproves of the appointee, the Executive Board will bring forth another recommendation for Senate approval as soon as possible.
- F. The Student Senate reserves the right to know all applicants for any senatorial or Executive Board position once all applications have been submitted. The Executive Board must communicate the applicants within 24 hours of the closure of the application period.
- G. The Senate body reserves the right to make recommendations to the Executive Board regarding any and all nominees and appointees.

Section 8. Swearing In of Senators and Executive Board:

Senators of both appointed and elected senatorial positions must be sworn into to the Student Senate with a binding statement before they have voting rights within the Student Senate of Hiram College. The swearing in will be led by the President of Student Senate. The statement is as follows:

"I [state your name] promise to uphold the Constitution of the Student Senate and the duties stated therein."

Section 9. Overall Representation:

Each of the Hiram College Student Senators, as listed in Article I, Section 5, are charged with representing the views of their constituents and informing them about the ongoing work of the Student Senate.

Section 10. Removal from Office:

- A. Any member of the Student Senate, either a Senator or member of the Executive Board, who does not, to the best of their abilities, carry out the duties assigned to them in this Constitution or is brought before the Community Council and found guilty of the accusations charged, shall be removed from their position with a 2/3 majority vote of the Senate. The member in question should be presented by another Senator or by a member of the Executive Board to the rest of the Senate in order to discuss the potential removal of the member. The member in question may not vote on the matter.

ARTICLE II. POWERS AND DUTIES

Section 1. Student Senate Powers:

Hiram College Student Senate has the power to:

- A. Interpret and communicate student interest to administration, faculty, and staff.
- B. Sit on and report from the College Governance Committees, as defined in Article IV, Section 4, Part B.
- C. Report upon information gathered from faculty, staff, and administration to Student Senate and the students of the College.

Section 2. Senator Powers:

Student Senators have the power to:

- A. Participate as a full voting member of the Hiram College Student Senate in Student Senate meetings.
- B. Participate in their respective governance committees or other Senate committees as full voting members.

Section 3. Hiram College Student Senate Duties:

Hiram College Student Senate has the duty to:

- A. Meet regularly and publicly.
- B. Comply with and preserve this Constitution, as well as any decisions passed by the Student Senate.
- C. Address problems that face Hiram students, facilitate discussion and implementation of solutions to those problems.
- D. Report its activities to students and the college regularly and publicly.

Section 4. General Senator Duties:

Student Senators have the following duties:

- A. To comply with and preserve this Constitution, as well as any decisions passed by the Student Senate.
- B. To act as a liaison between Student Senate and their respective positions, committees, constituencies, or organizations.
- C. To attend (as defined in Article III, Section 3) full Senate meetings, unless the Senator's excuses are deemed valid by the Executive Board.
- D. Senators must help plan and participate in one (1) Senate sponsored or coordinated event during the Fall semester, as well as participate in one (1) Senate sponsored or coordinated community service project during the Spring semester.
- E. To truthfully represent the college.
- F. To read the Constitution thoroughly and understand their duties.
- G. To maintain open communication with constituencies that will include talking with students about campus issues, building relationships with constituents, and focusing on what will make campus better (I.E. Sit in with Senate, email correspondence, etc.)
- H. Active participation during a session of Senate is highly recommended (especially if the conversation pertains to one's respective constituency)

Section 5. Specific Senator Duties:

Each Senatorial position has specific duties, as listed below. These responsibilities must be communicated (via verbal and written communication) from the Executive Board to the senators within the first two meetings of the school year.

- A. The Academic School Senators:
 - a. Meet with the director of the school that they represent at least two times during their term. It is suggested to have more meetings.
 - b. Attend at least one college event within the Senator's school per semester.
- B. Commuter Student and Townhouse Senators:
 - a. Meet at least once a semester with the Director of Commuter Students or the Director of the Townhouses.
 - b. Attend as least one (1) commuter/townhouse event or gathering per semester.
- C. Residential Senators:
 - a. Know and be in contact with the Area Coordinator of a Senator's respective hall in order to work with the coordinator on any issues that may arise.
 - b. Attend at least 50% of all floor meetings that occur within the senator's Residence Hall.
- D. International Students' Senator:
 - a. Attend at least 80% of the Intercultural Forum's meetings.

- b. Address International Student concerns or needs.
 - c. Encourage diversity and cultural education across campus.
- E. Athletic Senators:
 - a. Meet with the SAAC.
 - b. Work to ensure fair rights for all athletes.
 - c. Engage in work to strengthen and engage our athletic community on campus with the entirety of the Student Body.
- F. Class Senators:
 - a. Uphold the duties as stipulated in Section 4 of Article II

ARTICLE III. MEETINGS

Section 1. Full Senate Meetings:

In order for a meeting to be “full”, a simple majority of Senators must be present. A simple majority refers to 50% of the members plus one (1). This simple majority is also called quorum. Furthermore, at least three Executive Board members must be present.

Full Student Senate meetings shall be held each Tuesday starting 7:30 p.m. during the academic year in East Hall Forum and set up will begin by 7:15 p.m., at the latest. The meetings shall end at 8:45 p.m.

Full Senate meetings must *not* be held during official recesses in the academic calendar, unless approved by Student Senate at least one week prior at a full Senate meeting with a majority vote.

Section 2. Special Meetings:

A special meeting is any meeting of Student Senate that does not abide by the time restrictions listed in Article III, Section 1. The Executive Board may call special or emergency meetings at its discretion, so long as they comply with all rules set forth in this Constitution in their calling and procedure.

- A. Notification of special or irregular meetings held must be announced 48 hours in advance through a notification that must be sent through senate@hiram.edu.
- B. The Executive Board may choose to move the location of the Senate meeting, but a change in location must be made known to the entire campus at least two (2) hours before the meeting, unless an emergency occurs.

Section 3. Attendance:

- A. Unexcused Absence:
 - a. Missing a meeting without a verified excuse or no excuse at all
 - b. Leaving a meeting before adjourned or arriving late with no verified excuse
- B. Excused Absence:
 - a. Letting the Executive Board know of your absence six (6) hours in advance – or as soon as possible for emergencies – with an excuse deemed valid by the Executive Board.
- C. Non-Absence:
 - a. Attending a Student Senate meeting for its full duration
 - b. Attending a monthly Hiram Village Council meeting for its full duration that you volunteered to attend beforehand as an unofficial Senate representative to said Council.
- D. Attendance Policy
 - a. **Unexcused:** Any Student Senate member who accrues more than two (2) unexcused absences per semester must receive a warning, and the senator’s third (3) absence will require that Senator be replaced through appointment, should the Executive Board still feel it is necessary for that term.
 - b. **Excused:** Any Student Senate member who accrues more than three (3) excused absences per semester must receive a warning, and the senator’s fourth (4) absence will require that Senator be replaced through appointment, should the Executive Board still feel it is necessary for that term.

- c. Any culmination of four (4) or more total absences and the Senator will be replaced through appointment.
 - i. If a Senator is able, they should send a constituent to sit in their place.
 - ii. If a constituent is not sent, the Senator's attendance will not be hurt but it is highly recommended that someone is sent as a representative.
- E. Motion to Preserve Senator Membership
 - a. A senator should be presented to the Senate after violating these policies to inform Senate of their removal, but a motion to preserve the membership of a Senator who violates these attendance policies can be made and approved by a 2/3 majority vote of the senate.
 - b. If a senator is removed from their office due to an attendance violation, the student appointed to such a vacated position shall serve until the next official election, unless that senator is removed from office by the proper procedure of the Student Senate.

ARTICLE IV. STRUCTURE OF THE STUDENT SENATE

PART A. EXECUTIVE BOARD

The members of the Student Senate Executive Board shall be the President, Vice President of Administration, Vice President of Communication, Vice President of Finance, and Vice President of Activities.

Section 1. Responsibilities:

The Executive Board shall have the following collective responsibilities:

- A. To actively organize, coordinate, and oversee the actions of Hiram College Student Senate.
- B. To publicly share with Hiram College students a clearly stated and specific vision of the year ahead.
- C. To appoint members to the committees specified in Article IV, Part B, by the third month of each Academic year.
- D. To act as positive and truthful representatives of Hiram College in every endeavor.
- E. To uphold and preserve the Constitution of the Student Senate and all decisions passed or made by the Student Senate.
- F. To make decisions on behalf of the Student Senate in cases of emergency that prevent an emergency session of the Senate from being called.
- G. To plan a Senator Retreat after elections in accordance with the Student Senate Constitution.
- H. To attend all Senate and Executive Board Meetings, unless excused, as stated in Article III, Section 3.
- I. To maintain regular Senate office hours.
- J. To upkeep office records both physically and electronically.

Section 2. Powers and Duties:

All Executive Board Members must be currently enrolled as a full-time student and remain enrolled as such for the length of the elected term. If a Board member becomes less than a full-time student, they immediately forfeit their position on the Executive Board.

- A. The Executive Board has the power of Executive Orders. These:
 - a. Have the purpose of fulfilling holes in the Constitution *temporarily*.
 - b. Must be approved by the entire Executive Board and the Student Senate advisor.
 - c. Should be taken to Senate to see if they should be added as a Constitutional Amendment.
 - d. Can be overturned by a 2/3 majority vote of the Student Senate

The members of Executive Board shall have the following duties and powers:

A. The President:

- a. To act as the official representative of the Hiram College Student Body.
- b. To serve as chair of the Executive Board

- i. To send an Executive Board meeting agenda in advance of any Executive Board meeting held.
- c. To meet with every Senator individually at the end of the fall semester.
 - i. At the conclusion of these meetings, the President must then communicate any and all significant findings with the rest of the Executive Board. Such information includes but is not limited to: positive and negative feedback in relation to Student Senate and Hiram College.
- d. To serve as the Hiram College representative beyond the institution.
- e. To serve on the Board of Trustees Student Affairs and Athletics (SAAC) Committee.
- f. To consult at least once a month with the Dean of Students.
 - i. The President must report the proceedings of the meeting to the Student Senate at the next official meeting. However, if there are parts of the conversation that the Dean and the President deem confidential during their allotted monthly meeting time, the President shall not have to report them to the Senate.
- g. To call special meetings of the Student Senate with the consultation of the Executive Board.
- h. To nominate appointees for Student Senate in collaboration with the Executive Board.
- i. To write and distribute the Board of Trustee reports.
- j. To veto over motions passed by the Student Senate, should the motion passed be non-beneficial to the Student Body as a whole
 - i. A veto may be overridden by a two-thirds (2/3) majority vote of the Student Senate.
- k. To attend all College Executive Steering Committee meetings.

B. The Vice President of Administration

- a. To serve as chair of the Student Senate.
 - i. The responsibilities of the Chair include: overseeing and facilitating discussion during meetings, maintaining decorum, and adhering to Robert's Rules of Order.
- b. At the discretion and consent of the President, to aid with the duties of the President. (Including but not limited to consulting with the Dean of Students, call special senate meetings, etc.)
- c. To assume the duties of the President, should the President be absent or unavailable.
- d. To finish out the term of the President, should it be made vacant until the next election cycle.
- e. To serve on the Board of Trustees Student Affairs and Athletics (SAAC) Committee.
- f. To attend all College Executive Steering Committee meetings.
- g. To send the next full Senate meeting's agenda to the Executive Board, Senators, and Advisor at least 24 (twenty-four) hours before the meeting.
- h. To keep a roster of the committees, who sits on them, and who the chair is, their minutes, as well as check in on committee progress.
- i. To keep a roster of Senators and ensure that all Senators are completing all duties each semester, as outlined in Article 2, Sections 4 & 5.
- j. Manage and submit the budget for Student Senate.
- k. To plan any and all Student Senate sponsored or coordinated events and projects, in collaboration with the Executive Board.
- l. To review reports of Intra-Senate Committees and College Governance Committees prior to their presentation to Student Senate.

C. The Vice President of Communication

- a. To take minutes at all Senate meetings.

- b. To communicate information about Student Senate activities to the Hiram College community.
- c. To keep an attendance record of all Student Senate meetings and meetings of the standing committees of Hiram College.
- d. To maintain records of official Student Senate communications. Records may not be deleted, removed, or otherwise done away with by any member of Hiram College for any reason.
- e. To share all applications for any Senatorial or Official College Governance Committee positions with all members of the Executive Board and Senate as necessary.
- f. To manage media and interact with College Relations regarding the media issues pertinent to Student Senate.
- g. To record and distribute the minutes of Student Senate meetings a minimum of 24 (twenty-four) hours before the next official Senate meeting.
- h. To distribute other needed materials for Student Senate meetings.
- i. To oversee the Election Committee, but not serve on it if they are running for office.

D. The Vice President of Finance

- a. To serve as chair of the Funding You Board for the Student Senate.
 - i. To create and distribute a template for student budget requests each year.
- b. To present Funding You Board decisions to Student Senate at least once a month.
- c. To review and present budget request from new student organizations to the Funding You Board, as they are submitted.
- d. To contact the Vice President of Business and Finance or the College Controller at the beginning of each fiscal year to determine the student activity fee allocations, in accordance with the Student Senate advisor.
- e. To, upon request, provide records of all tracked Activities Fees spending.
 - i. This excludes spending records of individual clubs.
- f. To, upon request, provide records of all tracked Activities Fees spending.
 - i. This excludes spending records of individual clubs.
- g. To allocate remaining funding to various outlets as determined with the Dean of Students.
- h. To roll over the remaining unused balance to next year's fund.
- i. Through utilizing an online or physical check request form, the VP of Finance must require every club and student organization that requests an event check to fill out the Accessibility and Sustainability checklists. After doing so, the VP of Finance will review why certain recommendations cannot be met and make a determination whether the Club or Student Organization will receive funding.

E. The Vice President of Activities

- a. To serve as a member of the Funding You Board.
- b. To provide oversight for all student organizations and clubs on campus.
 - i. To conduct semester reviews of all constitutions and enforcement of the length of time an organization is permitted to be inactive before having their official Level status is revoked.
 - The Vice President of Activities will review the contents of both the Accessibility and Sustainability checklists with club officers during said reviews.
 - ii. To confirm that all established clubs are maintaining the requirements brought forth by the Student Senate for level status.
- c. To collaborate with the Director of Campus Involvement to ensure that all lists of club officers and members are up to date.
- d. To work closely with the Vice President of Finance.
 - i. To ensure that all clubs have access to their yearly budget forms.

- e. To be responsible for ongoing education for all student clubs, assisting them in learning how to program, how to access funds through the Funding You Board, and all additional matters that will help them be successful organizations.
- f. To provide monthly updates of club status at Student Senate meetings.
- g. To have semesterly “President Round Table” meetings in collaboration with the Office of Campus Involvement and the Vice President of Finance.

Section 3. Limitations:

In addition to the specific powers of the Executive Board, the Board shall have the following conditions, limitations, and restrictions:

- A. At least three members of Executive Board must be present for the Executive Board to perform any action that requires the approval of more than one Board member.
- B. Executive Board members may not fill other College Governance Committee positions concurrent with their Executive Board tenure, with the exceptions of CESC or when there are no other applicants to the committee in question.
- C. Executive Board members may not vote in regular Senate voting procedures.

Section 4. Succession of Executive Board Positions:

- A. If the President becomes professionally incapacitated, the next available Executive Board member shall assume the position and duties of the President in the following order: Vice President of Administration, Vice President of Communication, Vice President of Finance, and Vice President of Activities.
 - a. The position vacated by the President shall be filled by the Vice President of Administration. This nomination must be confirmed by a 2/3 majority vote of the Student Senate. Then, the Vice President of Administration’s position shall be filled by a member appointed by the Executive Board. If the Vice President of Administration is not approved to fill the void, another Executive Board member may be presented.
- B. If any Executive Board member becomes professionally incapacitated or vacates their position, the President will nominate a replacement and the Senate will confirm with a 2/3 majority vote.
- C. Any Executive Board member appointed to their position and confirmed by the Senate with a 2/3 vote may hold that position until the end of the term.

PART B. COLLEGE GOVERNANCE COMMITTEES:

College Governance Committee(s) are established policy-making bodies that may include faculty and staff members.

Section 1. Committee Member General Responsibilities

- A. Represent interests of students on each respective committee.
- B. Provide concise monthly reports about the affairs of each respective committee to the Student Senate.
- C. Upon completion of term, write a transition report that includes the overall student role on the committee and any relevant information pertaining to said body’s responsibilities.

Section 2. Election to College Governance Committees:

- A. Any applicant interested in an open committee position must send in a one (1) page letter of interest outlining their qualifications and reasons for wanting to be put on the committee.
 - a. If there are two (2) applicants or less, those applicants are automatically appointed to the committee.
 - b. If there are more than two (2) applicants, the election process will proceed as follows:
 - i. After the close of the set application period established by the Executive Board, all letters must then be distributed to Student Senate.
 - ii. All applicants must then be presented before Student Senate.
 - iii. Each applicant will then be granted 30 second to 1 minute to briefly summarize their qualifications and interest in the committee.

- iv. Following applicants' statements, discussion should be held.
- v. The two Senators who will fill said vacancies on the committee will be elected by a rank order vote (First, second, and third preference, etc).
 - 1. Votes should be tallied as such:
 - a. Three (3) votes for first preference
 - b. Two (2) votes for second preference
 - c. One (1) vote for third preference
 - d. Or so on depending on the number of applicants
- vi. The two Senators who receive the highest number of votes will be elected to their respective committee.
- vii. In the case of a tie, the remaining seat will be filled by a majority vote between the second and third place candidates.
- c. The application process begins anew to fill any committee vacancies.
- d. Each committee has a specific number of appointees in the "Composition" area of Section 2, 3, and 4.
- e. CESC does not follow these rules of appointment. CESC's specific appointment rules are listed under Article IV, Part B, Section 5.

Section 3. Academic Planning Committee (APC):

- A. Current Chair: *Academic Dean*
- B. Composition:
 - a. Student representation on this committee shall consist of two appointed positions. This number is chosen by the staff and faculty that sit on this committee.
- C. Functions:
 - a. To consider or recommend changes in policies concerning academics, admissions, and financial aid for the long-term life of the College and as a representative of the student body.
 - b. To plan future academic programs and supervise current ones.

Section 4. Diversity Committee:

- A. Current Chair: *Faculty Co-Chair and Director of Diversity and Inclusion*
- B. Composition: Student representation on this committee shall consist of two appointed positions. This number has been chosen by the staff and faculty that sit on this committee.
- C. Functions
 - a. To encourage, oversee, coordinate, and evaluate all efforts related to diversity, keeping in mind the educational objectives of the College as they affect students inside and outside of the classroom.
 - b. To investigate the impact of admissions and financial aid policies on the composition of the student body.
 - c. To establish a system to assess the impact of diversity on the quality of life for all students.
 - d. To collect extra-and intra-institutional data regarding diversity issues on a regular basis.
 - e. To develop, at the end of the year, a statement of focus to target the committee's efforts for the following year.
 - f. To develop and institutionalize accountability mechanisms.
 - g. To establish mechanisms by which community members can communicate.
 - h. To maintain continuity of campus efforts, including an archive of on-going efforts.

Section 5. Library Committee:

- A. Current Chair: *Director of the Library*
- B. Composition: Student representation on this committee shall consist of one appointed position.
- C. Functions
 - a. To advise the library on matters of policy and other issues
 - b. To identify areas of improvement or opportunity for the library and its staff through useful, effective, and practical measures.

- c. To serve as a connection from the library staff to the students.

Section 6. College Executive Steering Committee (CESC)

- A. Current Chair: *Staff Chair and Faculty Chair*
- B. Composition: The President and Vice President of Administration will serve on this committee as soon as their terms begin. They will be removed when the new President and Vice President of Administration take over with the new election term.
- C. Functions
 - a. To communicate student concerns to the Executive Committee of the college.

PART C: INTRA-SENATE COMMITTEES:

The following lays out the process of committee creation as well as the standards of governance from any committee created by the Student Senate.

Section 1. Standing and Temporary Committees:

- A. **Standing Committee:** Permanent committee established by Student Senate that monitors systemic issues and renews each academic year.
 - a. In order to be renewed each year, an action plan must be submitted to the Student Senate outlining their goals.
 - i. After said submission, the committee is renewed by a majority vote of the Student Senate.
 - ii. If no action plan is submitted, the committee will remain inactive until interest is shown.
 - b. Once a permanent committee is established by Student Senate, it must be added to Article 4, Part C, Section 1, Subsection a.
- B. **Temporary Committee:** Non-permanent committee that addresses a particular issue and is then disbanded at the end of an academic year.
 - a. An action plan must be submitted following the creation of the committee.
- C. All committees must adhere to Section 2 below in order to be created.

Section 2. Committees Creation:

- A. Any member of the student body may propose the creation of new committee at any full Senate meeting.
- B. A 2/3 (two-thirds) majority vote of the present Senators is required to create a committee.
- C. Once the motion for creation has passed, at least two (2) Senators or Executive Board Members and at least one (1) member of the student body must agree to join the newly formed committee.
 - a. If there are not objections by the Senate Body on the appointment of the members, the creation of the committee is official.
 - i. If for some reason the committee is unable to meet the threshold of required members, then the committee is immediately disbanded.
 - b. The newly appointed committee members must submit, in writing, to the Vice President of Communication their acceptance of the committee-ship within one week.
 - c. The new committee is subject to new rules set forth by each Executive Board, so long as those rules do not break the rules set forth within this Constitution.
- D. A Committee may be made exempt from these standards, if it is created and governed by a Constitutional Amendment written hereafter. If not created by these processes or by those set forth in a Constitutional amendment, the committee is null and void.

Section 3. Membership:

- A. Any member of the student body is eligible to sit on committees created by the Student Senate.
- B. A Senator may only sit on a maximum of three (3) committees.
- C. Executive Board members may sit on up to three (3) committees.

- D. Committees must consist of at least three (3) members at all times.
- E. The process for joining a committee after its first meeting is as follows:
 - a. Any Senator, Executive Board Member, or Traditional Student of Hiram College that wishes to join an intra-Senate committee must be eligible to be a Senator, as laid out in Article I, Section 2.
 - b. The student in question will schedule a meeting with the Chairman of the committee to further the student's understanding of the tasks, goals, and purpose of the committee.
 - c. The Chairman will then discuss with the committee members the motion of a new member. A simple majority vote of all committee members is needed to admit a new committee member.
 - d. At the next available Senate meeting, the Chairman of the committee will inform the Student Senate of the new member(s).

Section 4. Organization:

- A. Each committee must elect a Committee Chairman
 - a. The Chairman is elected by a simple majority vote of the committee members present at the first meeting.
 - i. Any Senator or Executive Board member may only be the Chairman of one (1) committee
 - b. The Chairman is responsible for guiding group discussion and keeping collaboration within the group active during committee meetings, as well as presenting the proceedings, findings, and work of the committee at least once a month before the Senate Body.
 - i. A simple majority vote is needed in the Committee to bring any act, legislation, or proposal to the Senate floor.
- B. Each committee must elect a Secretary.
 - a. The Secretary is elected by a simple majority vote of the committee members present at the first meeting.
 - b. The Secretary is responsible for:
 - i. Recording, in writing, all discussion held at any meeting.
 - ii. Emailing these minutes, in writing, to the Vice President of Communication as soon as possible after the committee meeting.
 - 1. These meeting minutes will be kept on record in the Student Senate Office indefinitely in accordance with the Student Senate Constitution.
- C. The Vice President of Administration will be responsible for keeping up to date rosters of who chairs each committee and who sits on each committee, but the Vice President of Communication is responsible for all committee minutes.
 - a. It is the responsibility of the Committee Chairman and Secretary to ensure that the Vice President of Communication has this information.

PART D: HIRAM VILLAGE COUNCIL:

The following lays out the process of procuring one Senate volunteer a month to attend the monthly Hiram Village Council meetings.

Section 1. Volunteer Selection:

- A. At the first Senate meeting of each month, the Vice President of Administration is responsible for asking for a volunteer to attend the next month's Hiram Village Council meeting.
 - a. As of February 9, 2021, all Village Council meetings begin at 7:00pm every second Tuesday of each month on Zoom. As such, they coincide with the day and time of Senate meetings.
 - b. If more than one Senator volunteers at a given time, the Vice President of Administration shall use their discretion to determine the next month's volunteer, and shall relegate the other volunteers to subsequent Village Council meetings.

- c. Volunteers are responsible for delivering a brief summary of the proceedings of the Village Council meeting they attended at the Senate meeting immediately following the week they attended Village Council.
- d. To promote regular attendance at Senate meetings, a Senator may volunteer to attend a Village Council meeting no more than once a semester.
- e. If no Senators volunteer to attend a given Village Council meeting, the Vice President of Administration reserves the right to select a Senator or interested student at their discretion to act as a volunteer.

ARTICLE V. FINANCE

Section 1. Function:

The funding of Student Senate is, and will be, referred to as the **Funding You Board**. The purpose of the Funding You Board is to allocate Student Activities Fees to: existing clubs, new clubs, conferences, and on-campus event.

The Funding You Board is responsible for funding all recognized student organizations in cooperation with the policies and guidelines established by the FYB.

- a. All policies and guidelines can be referred to in the Funding You Board handbook.
- B. The Funding You Board reviews student organization funding requests and allocates funding for:
 - a. Additional operational club funding requests;
 - b. New clubs approved by Senate;
 - c. Large events or projects that cannot be funded by other budgets around campus.
- C. The VP of Finance must have financial statements displaying club spending that can be presented to Student Senate monthly and at the year's end.
- D. The Funding You Board must prepare and submit to Student Senate a proposed breakdown of the yearly budget for the following academic year during the spring semester for the allocation of the Student Activities Fees.

Section 2. Structure:

- E. Funding You Board will consist of the Treasurer (VP of Finance) and seven (7) board members.
- F. The Vice President of Finance will choose the seven (7) students to represent the Funding You Board in consultation with the Director of Campus Involvement;
 - a. The seven students must be chosen before the end of the Spring Semester.
 - b. Members may choose to continue with the Funding You Board through their remaining years, providing a consistent FYB.
 - c. Members may be removed or replaced at the discretion of the Vice President of Finance.
 - d. Once the seven students are appointed, they must be reviewed and approved by Student Senate. They will be approved by the Senators through a 2/3 majority vote.
- G. Funding You Board has the right to meet at least once a month at the discretion of the VP of Finance.
 - a. The VP of Finance must provide reasonable notice of the Funding You Board agenda, if requested by Senate.

Section 3. Funding You Board Budgetary Bylaws:

The Vice President of Finance must maintain and publicize the Funding You Board Budgetary Bylaws that specify the guidelines, requirements, and limitations for recognition, funding, allocation by Student Senate and student organizations. The Funding You Board Budgetary Bylaws may be amended by the Funding You Board Members.

Section 4. Student Activities Fees:

The budget of Hiram College Student Senate shall be included in the Student Activities Fees paid by enrolled students of Hiram College.

Section 5. Funding You Board Policies and Guidelines:

- A. The Funding You Board policies and guidelines can be adjusted to assure the relevance of rules and regulations to all organizations to better fit the organizations' needs;
- B. These policy and guideline changes need to be submitted to Senate for notice of modification. However, only the Funding You Board can vote on changes and application of policies and guidelines.

Section 6. Yearly Budget:

Student Senate must approve a pro forma budget for the following academic year no earlier than 10 weeks before the last day of the spring academic semester and no later than 3 weeks before the last day of the spring academic semester.

ARTICLE VI. STUDENT ORGANIZATIONS

- A. The Student Senate body is responsible for affirming or not affirming the suggestions of the VP of Activities in the creation of clubs.
- B. Once a club has been reviewed by the Vice President of Activities and the club constitution has been sent to the entire Student Senate, the club will come before the Student Senate and will make their claims as to why they should be a club, how best they can serve the Hiram College Community, and answer any questions of the Student Senate. The Constitution must be given to the Student Senate at least 48 hours in advance of the Student Senate meeting when the club's creation will be voted upon. Once all discussions have occurred, the Senate will vote to allow the proposed club to become an official club of Hiram College with all the rights and privileges thereof.
- C. The Senate may reject a club and send it back to the Vice President of Activities for further revision before repeated voting. The Senate is not in charge of determining Tier Status or making recommendations as to the level of funding a club should receive.
- D. In instances deemed appropriate by the Senate and Executive Board, a club may be approved with Constitutional changes pending. This club will not be an official club of Hiram College until the Vice President of Activities gives their official approval. Level status will not be awarded to a club that has not completed their Constitutional changes requested.
- E. If a club wants to change the name of their organization, they must meet with the Vice President of Activities to discuss the reasoning behind the change. If the Vice President of Activities approves of the change, the club must update their constitution and other public information to match the new name. Once this is done, the Vice President of Activities must report the new name to Student Senate.

ARTICLE VII. ELECTIONS

Section 1. Jurisdiction:

The Student Senate bears sole responsibility for coordinating and conducting its elections. The Election Committee shall coordinate and oversee all Student Senate elections. Specific guidelines for Student Senate elections are outlined in this Constitution and applications must be available at the request of any student.

Section 2. Eligibility for Student Senate:

Eligibility is discussed in Article I, section 2 of this Constitution.

Section 3. Election Timeline:

- A. Election Applications (as described in Article VII, section 6 and 7) must be given out at least EIGHT (8) DAYS before any and all elections take place.

- B. Elections for the President and Vice President of Administration of Student Senate shall begin no later than TWO (2) WEEKS after Spring Break, and no earlier than ONE (1) WEEK after Spring Break.
- C. Elections for all Senators (minus the two First-Year Class Senators and Whitcomb Hall) shall begin no earlier than the WEEK OF the Spring 12-week exams, and no later than TWO (2) WEEKS AFTER the Spring 12-week exams.
- D. Elections for the two First-year Class Representative, Whitcomb Hall, and all vacant positions shall take place one (1) to two (2) weeks after the start of classes for each new academic year.

These will only be open to new students, if new students are able to take up the position. All empty seats can then be given appointment to upperclassmen students beginning only after FOUR WEEKS into the new academic year.

Section 4. Election Committees' Formation and Restrictions:

- A. The Election Committee for the Fall elections shall consist of the five (5) members of the Executive Board.
- B. The Election Committee for the Spring Elections shall consist of four (4) Senators and one (1) Senator to act as a non-voting Chairperson, who is over-looked by the Vice President of Communication, a non-voting, non-official member. All appointments must be approved by a 2/3 majority of Senate.
 - a. Any Hiram College Student is eligible to serve on the spring committee so long as they are not running for any office.
 - b. This committee will follow all rules set forth in Article IV, Part C, section 1 & 3 for creation and organization.
 - c. The only Executive Board member who may sit on this spring committee is the Vice President of Communication. The job of the Vice President of Communication will solely be to make sure the committee is abiding by the rules in this Constitution.
 - d. The members of the Spring Election Committee will be selected at least three weeks before the primary election. The Spring Election Committee shall disband one week after results have been finalized and/or any challenges to the validity of the election have been rectified.
- C. During the meeting at which they have been appointed, the members of each Election Committee must officially declare themselves to be non-partisans. An Election Committee Member may vote in the election, but they must not, by word, action, or deed, campaign for or against a candidate for any Senate position. This includes, but is not limited to, the following:
 - a. An Election Committee Member may not sign a petition for candidacy.
 - b. An Election Committee Member may not discuss election tallies during the election.
 - c. An Election Committee Member may not discuss election results with other people before notifying the candidates.
- D. The Student Senate, excluding any Senators or the Senate Executive Board currently running for office, may conduct a review of an Election Member's conduct should a complaint be filed with the Election Committee. If a complaint is filled with the Election Committee, the Election Committee will launch their own investigation into the matter and will report their findings to the Student Senate. The Senate may then take any action it deems fit through majority vote.

Section 5. Election Committees' Duties:

- A. The Election Committees are responsible for upholding and enforcing the election process.
- B. The Election Committees must decide whether voting will be electronic (web-based) or manual (paper ballots), and that decision must be verified by a majority vote of the Senate.
- C. The Election Committees must meet at least once before the election to verify exact times and places of elections, delegate time slots for manning the polls, decide format of open forums/debates, create ballots, and publicity, etc.
- D. The Election Committees are responsible for publicizing the places and times when students can cast their vote. Each Election Committee Chair is also responsible for notifying those students, who will be off-campus during elections due to enrollment in internships or study abroad

- programs, of the upcoming elections, the candidates, and the voting procedures.
- E. While conducting the formal vote count for any elected position within Student Senate, the following procedures must be adhered to by the Election Committee:
- a. When informed that a student's indicated student identification number (Hiram College Student ID Number) does not match the full name filled out on a voting ballot, one of two steps has to be taken:
 - i. If the Hiram ID Number is off by less than 2 digits, the vote is counted as originally submitted
 - ii. If the Hiram ID Number is off by 2 or more digits, an email must be sent from a staff member (who has access to the confidential Hiram College Student ID Numbers) to the suspected student in order to clarify the identification number and then the student's choice(s) for the election.
 1. If said student does not respond to the email within 48 hours, or expresses incorrect identification information, the vote is then dismissed and no longer counted in the election
 2. After providing a correct Hiram College Student ID Number, regardless of whether the student appears to have changed their vote, their choice(s) via email are final and counted in the election
 - b. This process must be followed for all cases where inconsistencies between Hiram ID Number and student name arise in order to arrive at the most representative election outcome. Results cannot be released from Student Senate until all previously indicated procedures are followed.

Section 6. Applications:

- A. Applications are required of every Student Senate candidate.
- B. A copy of each year's application must be stored in both electronic form and physical form in the Senate office.
- C. The Student Senate Vice President of Communication shall store the application in or directly outside of the Senate office, and they will be accessible at any time by any student on campus.
- D. Elections must be held within fourteen (14) days after the close of the application period.

Section 7. Application Process:

- A. A completed application must be submitted to the Election Committee.
- B. An application must be official from the Election Committee and include the following:
 - a. A promise to fulfill the duties and responsibilities of the position, as stated in the Student Senate Constitution;
 - b. A space for the candidate's signature;
 - c. A form for a petition;
 - i. A statement that indicates why a candidate is running for the position
 - d. A copy of the Student Senate Constitution;
 - e. A list of the Election Committee Members and how to contact them.
- C. A completed application must include the following:
 - a. A signed promise to fulfill the duties and responsibilities of the position as stated in the Student Senate Constitution. This will also state that they have read the Constitution and promises to uphold its laws throughout the campaign.
 - b. A completed petition, defined as:
 - i. A candidate for the office of President, Vice President of Administration, and Departmental Senator must obtain signatures from at least 15% of their constituency;
 - ii. A candidate for the office of Residence Hall Senator must obtain signatures from at least 25% of their constituency;
 - iii. A candidate for Traditional Off-Campus Senator must obtain signatures from at least 10% of their constituency;
- D. Any candidate who has completed an application for a senatorial office and later wishes to withdraw his or her name from the ballot must notify the Election Committee in writing at least

24 hours before the election.

Section 8. Campaign and Advertisement Procedures:

- A. All candidates are allowed to make twenty (20) free copies on the Senate copier.
- B. All publicity must be submitted to and approved by the Election Committee before being distributed.
 - a. All publicity must abide by the Hiram College Student Handbook
 - b. All publicity must have a visible initialing of at least two committee members and the date on which it was initialed.
 - c. Publicity posted in academic and residential buildings may only be placed in approved areas as defined in the current Hiram College Policy Book.
 - d. An approved copy of all publicity must remain on file until the disbandment of the Elections Committee.
 - e. Off-Campus Senator Candidates may send no more than two emails to their constituents. This email must be approved by at least two Election Committee members.
- C. Email is not an acceptable form of campaign publicity.
- D. No campaign publicity may be visible from the voting area. No campaigns may be conducted within view of the polling area. This will also include any form of electronic computer-based advertising in case of web-based voting (includes Hiram sites, 2nd party sites, and personalsites).
- E. The decision of the Election Committee regarding publicity may be appealed to the Student Senate.
 - a. Grievances must be filed in written form with the Elections Committee Chair twenty-four (24) hours after the Election Committee decision has been made. After twenty-four (24) hours and no grievances are filed, results regarding the publicity are declared final.
 - i. Student Senate may override the Election Committee's decision with a vote of 2/3.
 - b. In the event that the Election Committee believes that this Constitution has been seriously violated by a candidate the following procedure will take place:
 - i. The Election Committee Chair shall notify the Student Senate and a special meeting of Senate shall be called by the Election Committee Chair.
 - ii. The Election Committee will present to the Student Senate the alleged violation(s) and any evidence of such violation(s).
 - iii. In the case that the student(s) involved is/are unable to attend due to extemporaneous circumstances, student(s) must send a representative designated by the person(s) in question.
 - iv. If 2/3 of the Senate agrees that this Constitution was seriously violated by the student(s) as to warrant disqualification from the elections, the student(s) will then be declared ineligible to run in the election.

Section 9. Ballot and Senator List:

- A. There must be a write-in option for all candidate positions.
- B. All Senator positions listed **in Section 9, (minus the two First-Year senator positions and Whitcomb Hall)**, the President of Student Senate, and the Vice President of Administration must be included on the Spring Ballot.
 - a. Packets for all vacant positions must be given out within the first week of the new Academic year.
 - b. Fall Elections must start within ONE (1) to TWO (2) weeks after the start of the academic year.
 - i. Positions that are not filled should be included in the Fall Ballot.

Environmental Studies, Political Science, Public Leadership, Social Work Dual Degree, Sociology, and Teacher Licensure.

iv. One to represent the constituency based upon declared major in the School of Health and Medical Humanities. This Senator represents the following Majors and Minors: *Biomedical Humanities, Integrative Exercise Science, Nursing, Psychology, and Public Health.*

v. One to represent the constituency based upon declared major in the School of Science and Technology. This Senator represents the following Majors and Minors: *Applied Computer Science, Biochemistry, Biology, Chemistry, Computer Science, Engineering Dual Degree, Mathematics, Natural History, Neuroscience, and Physics.*

Section 10. Election Procedures: Senator Elections:

- A. The ballot and application described in Article VII, sections 6, 7, and 9 must be used.
- B. Run-off elections, if necessary, will take place on the Monday of the week following the elections.
 - a. A run-off election will be held for Residence Hall or Traditional Off-Campus, in the case of a tie.
 - b. If a runoff election does not solve the tie for any of the elected positions, the current sitting Senate will vote for the positions in question and elect by a simple majority vote.
- C. The Election Committee Chair must send out a campus-wide email to announce the close of the polls and to ask that any questionable practices which may have occurred during the election be reported to the Election Committee Chair.

Section 11. Election Procedures: Presidential Elections:

- A. Debates and Open Forums
 - a. One mandatory open forum/debate will be held every year for the Presidential and Vice President of Administration candidates. It shall take place the Tuesday before voting opens.
 - b. The Chair of the Election Committee will facilitate the open forum to ensure that the rules and procedures established are followed.
 - c. Rules and procedures for the open forum/debate will be decided by the Election Committee prior to the debate/open forum. In addition to notifying the candidates a minimum of 7 (seven) days prior to the debate, the Elections Committee must also notify the campus of the event at least 5 (five) days in advance.
 - d. The ballot (in whatever form) for the spring elections must have the following notations:
 - i. President-One vote for each eligible voter.
 - ii. Vice President of Administration – One vote for each eligible voter
 - iii. A space for write-in candidate (s) depending on the number of available positions.
- c. Run-off elections, if necessary, will take place on the Monday of the week following elections.
 - i. In the event of a tie for the President or Vice President of Administration office, the polls will be re-opened the Monday after the election so that students who did not vote during the regular elections will be able to vote. These students will be able to vote only for the positions which ended in a tie.

- ii. If a runoff election does not solve the tie for any of the elected positions, the current sitting Senate will vote for the positions in question and elect by a 2/3 majority vote.
 - d. The Election Committee Chair must send out a campus-wide email to announce the close of the polls and to ask that any questionable practices which may have occurred during the election be reported to the Election Committee Chair.
- B. The President and Vice President of Administration shall be elected annually by secret ballot at a general election of the Student Body, in accordance with this Constitution.
- C. The Vice President of Finance, the Vice President of Activities, and the Vice President of Communication will be appointed according to Article I, section 6 of this Constitution.
- D. The candidates must attend at least 5 Senate meeting a year to be eligible to run or be appointed to office.

Section 12. Voting Procedures: Paper vs Electronic:

- A. **Paper Ballots.** Should the Election Committee choose to adopt a paper ballot voting system, these rules and procedures will be followed:
 - a. The Elections Committee, upon being approved to use the paper ballot voting system, will create at least 400 paper ballots according to the rules designated by each respective election term.
 - i. These ballots will be stored in the lock box prior to the election and for the duration of the election.
 - b. The Election Committee will decide upon times and locations to locate the polls for the election.
 - i. One location must be the Kennedy Center to allow for Commuter Students to vote.
 - ii. The Committee must have at least four times when the polls are open for each election.
 - c. Only students who vote using the polling places at the designated polling times will have their votes counted. The only exceptions to this rule are absentee votes.
 - i. Students who are absentee voters are defined as those students who will not be on campus during elections due to internship, study abroad programs, or clinicals.
 - ii. The Election Committee Chair shall obtain a list of these students from the Study Away Office, and shall notify all students of the elections and voting procedures for elections.
 - iii. Voting should be done through email via a special email account that only the Election Committee Chair shall have access to.
 - iv. Absentee voting shall be open the same days as the paper ballot process voting.
 - d. The Election Committee should obtain from the Registrar lists of current Traditional students in order to keep track of voting.
 - e. All voters must provide ID when voting to ensure no double-votes are counted.
- B. Tallying Process: Paper Ballots**
 - a. The ballot box is to be unlocked by the Chair of the Election Committee at the scheduled time to tally the votes with at least three committee members present.
 - b. Only the members of the Election Committee shall be present when the ballots are being tallied.
 - c. For a write-in candidate's vote to be tallied, the box next to their name on the ballot must be checked and their last name must be correctly spelled.
 - d. After all votes have been tallied, ballots should be returned to the ballot box which is to be relocked, either until a recount is requested or until the Election Committee disbands.
 - e. Those running for office will be notified of the results as soon as the official count has been completed.

- i. The results will not be official until all absentee ballots are counted.
 - ii. Results will also not be final until all reported problems have been solved. This includes problems reported about violations of these laws and issues with voting procedure.
- C. **Electronic Ballots.** Should the Election Committee choose to adopt the electronic voting system, these rules and procedures will be followed:
 - a. The Election Committee Chair will make sure the Voting Website is up and running 36 hours before the election. The information on the website will include the following:
 - i. The positions being voted for and all their respective candidates.
 - ii. A short bio and picture of each of the candidates, provided by and written by the Election Committee, if possible.
 - iii. A brief introduction to the Voting Webpage.
 - b. Voting will take place during any 7 (seven) day period that the Election Committee designates within the time period designated for each term's election process.
 - c. Absentee voters will be expected to vote using the same web-based system that on-campus students will use to vote.
 - i. Students who are absentee voters are defined as those students who will not be on campus during elections due to internship, study abroad programs, or clinicals.
 - ii. The Elections Committee Chair shall obtain a list of these students from the Center for International Studies, and shall notify all students of the elections and voting procedures for elections.
 - d. If voting is electronic, a back-up contingency on paper must be in place.

Section 13. Election Grievances:

- A. Any member of the student body may file a grievance in regards to the most recent vote.
 - a. The grievance must be formally submitted in writing to the Election Committee Chair no more than Twenty-four (24) hours after the results have been published.
 - i. The grievance may be submitted via email to the Election Committee Chair.
 - ii. No verbal exchange between any Election Committee Member, including the Chair, and a person contesting the election will be counted as official grievance.
 - b. If a grievance is submitted in the manner above, the Election Committee will contact all the candidates and people involved in the grievance, as well as notify the Student Senate.
 - c. The Election Committee will hold a special meeting the immediate Monday following the election and conduct a hearing in regards to the grievance.
 - i. All members of the Election Committee must be present, unless the Election Committee Chair has explicitly granted them leave due to special circumstances.
 - ii. All candidates will be invited to this meeting.
 - iii. Those who are contesting the election will be invited to the meeting.
 - iv. Any person who holds any evidence or has anything to say in relation to the contest may attend the meeting as long as they have notified the Election Committee Chair 24 (twenty-four) hours before the meeting is to be held.
 - d. The Election Committee will hear all sides of the arguments and, then, hold an executive session to evaluate and formulate their recommendations to the Senate.
 - e. The recommendations must be approved in the next Senate meeting in order to validate the results of the election. A simple majority of the Senate body is necessary to pass the results.
 - i. No Senate member who is currently running for an office may participate in these proceedings in any manner, including Senate Officers who may be running for re-election.
 - ii. No current member of the Election Committee is eligible to vote in these proceedings.

- f. If the Election Committee's ruling is not upheld by the Senate, the Senate may hold its own hearing as a Committee of the Whole and make a ruling.
 - i. No Senate member who is currently running for an office may participate in these proceedings in any manner, including Senate Officers who may be running for re-election.
 - ii. Election Committee members will be eligible to participate in this Committee of the Whole.
 - iii. The Committee of the Whole's decision is final.

B. Recount Procedures:

- a. A recount can be requested by any candidate or Senator up to 24 hours after he or she has been notified of the results.
 - i. A recount will be held if there is a just reason agreed upon by a simple majority vote of the Senate.
 - ii. If a recount will be held, the committee will notify all candidates affected by the recount immediately.
 - iii. Candidates shall send one representative, excluding him or herself, to be present at the recount.
 - iv. Results of the recount shall be final.
- b. The final vote count shall be made known publicly once the winning candidate has been notified and all recounts are completed and final.

ARTICLE VIII. AMENDMENTS AND CONSTITUTIONAL REVIEW

Section 1. Annual Review:

Student Senate has the responsibility of reviewing and maintaining its Constitution every year of its existence. The Constitution must be read and understood by each Senator and Executive Board member.

Section 2. Constitutional Revisions and Amendments:

- A. In order to begin revisal of the Hiram College Student Senate Constitution, at least two members must form a special committee wherein they devise, record, and initiate their proposed Constitutional review.
 - a. Any member of Senate or Executive Board can be a part of this special committee.
- B. This Constitutional Review Committee will then send a formal proposal to the Executive Board.
- C. A proposal must then be sent to the entirety of Student Senate, as well as the Student Body, from the Vice President of Communication in PDF (or another un-editable) format at least 48 hours before the review voting will happen.
- D. After the proposal is sent to the entire Student Body, the Executive Board will lead discussion of the proposal during a regular Senate meeting, calling a vote on the proposal.
 - a. *If multiple Sections or Articles are to be approved, it is recommended that the vote be broken down, section by section, to ensure proper discussion.*
 - b. 2/3 of the total Senate members must vote affirmative for a revision to be passed.
- E. Possible revisions include:
 - a. Grammar corrections within the Constitution;
 - b. Inaccurate position titles or names;
 - c. Correction of out-of-date technology usage;
 - d. Terminology corrections;
 - e. New title creations for positions within Senate and the rules governing those positions;
 - f. New Articles that should be created to discuss areas of Senate not discussed within the Constitution previously;
 - g. Others deemed proper by the Constitutional Revision Committee of Student Senate.

