



***Bylaws of the Wayne State University  
Student Senate***

**Mission**

*The Student Senate of Wayne State University works to represent the interests of the Wayne State University student body by encouraging student achievement, leadership, and interaction across campus and within the Detroit community. As a representative body, we seek student feedback and ideas while serving as a liaison between the student body and its administration in order to solve problems, implement initiatives, and enhance the academic experience for all Wayne State University students.*

**Enacted October 1978**

**Revised April 2020**

# **Wayne State University Student Senate Bylaws**

## **Revised April 2020**

### **ARTICLE I**

#### **NAME**

The name of the body is the Student Senate of Wayne State University (hereinafter referred to as “Senate”).

### **ARTICLE II**

#### **MANDATE OF THE STUDENT SENATE**

The powers, functions and responsibilities of the Senate derive from the people of the State of Michigan through the Board of Governors of Wayne State University, and from the students of the University who comprise a vital element of the academic community. The Senate is the primary representative institution of the student body and exercises its authority in the students’ name and for the students’ welfare.

### **ARTICLE III**

#### **STRUCTURE OF THE STUDENT SENATE**

The Wayne State University Student Senate shall be comprised of fifteen (15) elected Members-At-Large and fifteen (15) elected School/College/Unit representatives. The fifteen (15) elected representatives shall consist of thirteen (13) College/School Representatives, one (1) elected Housing Representative, and one (1) elected Extension Center(s) Representative.

#### *Section 1*

#### **EXECUTIVE BOARD**

Of the members, nine (9) will comprise the Executive Board (E-Board). For election refer to Article VII, Section 1. For duties refer to Article VII, Section 2.

- A. Executive Board is comprised of:
  - 1. President

2. Vice President
3. Parliamentarian
4. Treasurer
5. Secretary
6. Director of Governmental Affairs
7. Director of Community Affairs
8. Director of Student Services
9. Director of Public Relations

### *Section 2*

#### HONORARY MEMBER/MEMBERS EMERITUS

The Senate may show its appreciation to an individual, or honor them for service that they have performed by making them an Honorary Member.

- A. Potential individuals for honor must be nominated by a Senate member through a resolution that requires a 2/3 vote of those present and voting.
- B. Honorary Members may attend meetings and speak if he/she wishes, but may not make motions or vote.
- C. If not otherwise set by the current Senate President, the term of honor rendered for an Honorary Member is a lifetime.
- D. The individual to be nominated must have served on Senate for a minimum of one complete academic term by university standards. The nominated individual(s) must be nominated by a member in good standing, and the nominated individual(s) must be in good standing.
- E. Good standing is defined as meeting all of the responsibilities of Senate, such as: good attendance, active/involved member, and not have any disciplinary actions according to the Student Code of Conduct.

### *Section 3*

#### PRESIDENT OF THE UNIVERSITY

The President of this University or his/her designated representative shall sit as an attendee of Senate.

- A. The President of this University and/or his/her designee does not have the power to make motions or vote.

### *Section 4*

## ADVISOR

The advisor or his/her designated representative shall advise Senate.

- A. The representative has the right to speak but does not have the power to make motions or vote.
- B. The representative may present a report to Senate for regular or special sessions.
- C. The advisor shall preside over the first advance of the year with the new Student Senate.

## ARTICLE IV

### ELECTION OF STUDENT SENATE MEMBERS

#### *Section 1*

#### QUALIFICATIONS

- A. All Undergraduate Senate members shall have and maintain a minimum 2.50 GPA. Graduate students shall maintain satisfactory grade standards as specified in the Graduate Bulletin that is not below 2.50 GPA, with a cumulative 2.50 GPA.
- B. Undergraduates shall have completed at least a minimum of 12 credit hours at this university. Graduate students shall have accumulated at least 6 credit hours in the Graduate division of this university, unless they have at least 12 hours of undergraduate credit at this university.
- C. Undergraduates must be currently enrolled in 6 credit hours. Graduate students must be currently enrolled in 3 credit hours. Undergraduate students who are enrolled in a professional program in which their curriculum requires them to be less than part time must be enrolled in at least 3 credits.

#### *Section 2*

#### ELECTED MEMBERS

- A. Fifteen (15) student Members-at-Large and fifteen (15) student College/School, Housing, and Extension Center Representatives (Business; Education; Engineering; Fine, Performing & Communication Arts; Graduate School; Honors College; Information Sciences; Law; Liberal Arts & Sciences; Medicine; Nursing; Pharmacy; Social Work; Housing & Residential Life; and Extension

Center(s)) of the Senate shall be chosen in a University-wide election. Elections to fill the Member-At-Large, College/School, Housing, and Extension Center seats shall be conducted between the second week of March and end by the second week of April each year.

- B. Term of office shall commence at the first May session of the Senate. All student members shall be elected for a one-year term.
- C. Vacancies occurring in a Member-At-Large-seat between May 1 and March 1 will be filled from the official election results list from the general election of Member-At-Large seats moving in descending order of votes received.
- D. Vacancies occurring in a College/School, Housing, and Extension Center Representative seat between May 1 and March 1 will be filled from the official election results list for each representative seat moving in descending order of votes received.
- E. Candidates chosen from the official election results list will be given ninety-six (96) hours to respond about the vacant seat. In the case of no response within the time frame, the next candidate in the list will be chosen moving in descending order of votes received.
- F. If the official election results list for Member-At-Large seats is exhausted, vacancies must be publicly posted university-wide for at least two (2) weeks. A candidate shall be selected by a 2/3 vote from the Executive Board and confirmed by a 2/3 vote of the members of the Student Senate present at a regularly scheduled general body meeting.
- G. If the official election results list is exhausted for a vacancy in a given College/School, Housing, and Extension Center representative seat, the seat will remain vacant until the Senate, as a majority, can find a student who will fill the position. The process to fill a seat is as follows: 1) A public notice of the vacant seat(s) must be published, 2) Student(s) qualified to serve as the School/College, Housing, Extension Center(s) representative must submit a formal request to fill the vacant seat within 2 weeks of the publication of the notice, 3) The Senate holds an interview to see who, out of the candidates, are best suited to fill that seat, 4) The Senate will vote for the candidate they find best suits the position, who will thus fill the seat after confirmation by a two-thirds (2/3) majority vote of those present at a regularly scheduled general body meeting.
- H. A vacancy occurring after March 1 shall not be filled.
- I. In the event that a School/College, Housing, Extension Center(s) representative seat is unfilled due to a lack of candidates having run for the seat in the most recent Student Senate election, an elected Member at Large (MAL) who may also be qualified to serve as a School/College, Housing, Extension Center(s) representative will be asked if they would like to fill that unfilled seat. If the candidate answers in the affirmative, they will vacate the MAL seat and represent the previously unrepresented School, College, Housing, Extension Center(s) from that point on. That then vacant MAL seat will be filled by the student with the next highest vote count from the MAL election. In the case that multiple MAL representatives are qualified for the unrepresented School,

College, Housing, Extension Center(s) position, the seat shall go to the individual with the most votes from the MAL election. This must be done before the first meeting of the following term.

- J. If all qualified MAL representatives decline to fill the unfilled School/College, Housing, Extension Center(s) position, the seat will remain vacant until the Senate, as a majority, can find a student who will fill the position. The process to fill a seat in the case that there is neither a regular election candidate nor a qualified MAL candidate will be as follows: 1) A public notice of the vacant seat(s) must be published, 2) Student(s) from that respective school/college, housing, extension center(s) must submit a formal request to fill the vacant seat within 7 days of the publication of the notice, 3) The Senate holds an interview to see who, out of the candidates, are best suited to fill that seat, 4) The Senate will vote for the candidate they find best suits the position, who will thus fill the seat after confirmation by a two-thirds ( $\frac{2}{3}$ ) majority vote of those present at a regularly scheduled general body meeting.

## **ARTICLE V**

### **STUDENT SENATE MEMBER RESPONSIBILITIES**

#### *Section 1*

#### **ATTENDANCE**

- A. Senators are expected to regard attendance at all Senate meetings and functions as a primary obligation to their colleagues and this university.
- B. Regular meetings of the Senate shall be held on the first and third Thursdays of each month, whenever in-person classes are being held in-session, at a time to be determined by Senate for each term, unless the Senate decides otherwise. Terms are classified as the Fall Semester, the Winter Semester, and the period between the end of the Winter Semester and the beginning of the Fall Semester of the same calendar year.
- C. Special meetings may be called at any time by any five (5) Senate members who present their written request to the Senate President. A quorum must be present to hold a special meeting.
- D. The Senate President may call special meetings with the majority vote of their Executive board. A quorum of Senators must be present to conduct the special meeting.
- E. The Senate President may cancel general body meetings and executive board meetings with the majority vote of their Executive board only when unsafe circumstances present themselves.

- F. Failure to attend a regularly scheduled meeting will result in an absence. Failure to attend 2 executive board meetings by an executive board member will result in one absence.
- G. If a Senator arrives late or needs to leave a scheduled meeting early due to special circumstances, the Secretary will decide absence based upon said Senator's participation, alertness, and overall demeanor during the meeting. These observations will be noted in the Secretary's records as well.
- H. Attendance to Senate meetings must be taken seriously. Any member with 2 absences during Fall or Winter semester, will be automatically removed. Any member with 3 absences during Spring/Summer semester will be automatically removed. Those members will be entitled to reinstatement only once per academic semester (excluding the Spring/Summer semester). For reinstatement procedures refer to Article IX, Section 4.
- I. College/School, Housing, and Extension Center Representative positions will be treated in the same manner regarding absences; even if an alternate is present in place of the primary unit, it will still be considered an absence. The representative will be there to serve his/her corresponding college/unit not the primary senator.
  - i. Alternate must be a member of the representatives' unit.
  - ii. Alternate must fulfill all qualifications that are required of Senate members.
  - iii. Alternate must be verified by the advisor and Senate president twenty-four (24) hours prior to the meeting.

*Section 2*

**SPECIAL MEETINGS & CIRCUMSTANCES**

- A. In the event special meetings are called by Senate members, Senate President, or other officials and/or their designees for business, the rules of attendance still apply.
- B. Senate members who are absent for an unknown or extended period of time due to illness, injury, military service, adoption, home displacement, and/or other major life circumstances are expected to provide telephone notification, written or electronic documentation, or some form of appropriate and effective communication to the Secretary within seven (7) days before or after the circumstance.
  - i. The E-Board will decide the Senator's position on Senate on a case-by-case basis.
- C. After the second absence without communication or notification, it is the discretion of the Parliamentarian and Senate President to determine if the seat will be considered vacant, and to follow the procedures in Article VII, Section 1.

### *Section 3*

#### PROJECT GROUP SERVICE

- A. All Senate members are required to serve on a minimum of one (1) Project Group.
- B. All Senate members seated prior to the beginning of the Fall Semester are to begin serving no later than July 1. All Senate members seated on Senate after the beginning of the Fall semester are to begin serving on a Project Group within thirty (30) days of being seated.
- C. Failure to join and participate in a Project Group within such times will force the Executive Board to place member in an open Project Group without member consent.
  - i. Continued lack of participation may be grounds for removal from office.

### *Section 4*

#### SPONSORING LEGISLATION

- A. Each member of the Senate is expected to adequately research the issues affecting the university community, and present viable proposals to the Senate, which comprehensively address those issues.

### *Section 5*

#### SPONSORING EVENTS

- A. Senators should participate in all Senate sponsored events when possible.
- B. All events that are sponsored by the Senate should be brought before the Senate at a scheduled meeting to be voted on by the Senate. Sponsoring of events occurring between meetings of the Senate will be determined by a majority vote of the E-Board.
- C. Senate members are required to attend FestiFall and Student Organization Day during the Fall semester, and WinterFest during the Winter semester. If a member has class during either of these events, this requirement will be excused. All other conflicts will be decided by the E-Board on a case-by-case basis.

### *Section 6*

#### PUBLIC RELATIONS



- A. Each member of the Senate is expected to inform the university community of Senate business and functions.
- B. All official statements made by any Senate member and/or alternates must be reviewed by the Senate President (or his/her designee) and the advisor (or his/her designee) before being made, as these statements are presumed to be a reflection of the entire Senate.
- C. All public postings shall be on the Senate official website, The South End newspaper, and/or verified social media.

### *Section 7*

#### COLLEGE, SCHOOL, HOUSING, EXTENSION CENTER(S) REPRESENTATIVES

- A. College/School representatives must keep in regular contact with the administration of their respective College/School. College/School representatives must also meet with their respective Dean at least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to the students of their respective College/School.
- B. The Housing Representative must keep in regular contact with the Housing administration. The Housing Representative must also meet with the Chief Housing Officer at least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to the student residents in University Housing. The Housing Representative must also meet with the Resident Advisors Advisory Board at least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to Resident Advisors.
- C. The Extension Center(s) Representative must keep in regular contact with the Extension Center(s) administration. The Extension Center(s) Representative must also meet with the Associate Vice President for Educational Outreach and International Programs at least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to the students who utilize the Extension Center(s). The Extension Center(s) Representative must also meet with the managers of each Extension Center at least once per academic year.
- D. College/School, Housing, and Extension Center(s) representatives must keep in regular contact with the student government organization in their respective units, if they have one. College/School, Housing, and Extension Center(s) representatives must attend a meeting of the student government organization in their respective units, if they have one, at least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to the students of their respective unit.
- E. The Graduate School representative must keep in regular contact with the Graduate Employee Organizing Committee (GEOC). The Graduate School representative must meet with the GEOC Steering Committee leadership at

least once in the Fall Semester, and once in the Winter Semester to discuss matters of interest to the members of the GEOC. The Graduate School representative shall also serve as the Student Senate's appointment to the Graduate Council.

- i. If the Graduate School representative is not serving as a representative on the Graduate Council, they must nevertheless keep in regular contact with the Graduate Council. The Graduate School representative must attend a meeting of the Graduate Council at least once in the Fall Semester and once in the Winter Semester. The Graduate School Representative must further meet with the leadership of the Graduate Council at least once in the Fall Semester and once in the Winter Semester to discuss matters of interest to all Graduate students.
- F. The Irvin D. Reid Honors College representative shall serve as the Student Senate's appointment to the Honors Council.
- i. If the Honors College representative is not serving as a representative on the Honors Council, they must nevertheless keep in regular contact with the Honors Council. The Honors College representative must attend a meeting of the Honors Council at least once in the Fall Semester and once in the Winter Semester. The Honors College representative must further meet with the leadership of the Honors Council at least once in the Fall Semester and once in the Winter Semester to discuss matters of interest to all Honors College students.

### *Section 8*

#### REPORTS

- A. Senators are expected to regularly submit reports in a timely manner to the Secretary of the Student Senate describing their activities. Once submitted, Senators are expected to present their report at the next scheduled General Body Meeting.
- B. To the greatest extent possible, Senators must submit reports pertaining to pending votes on University committees for the General Body to weigh in on their voting decisions prior to casting their vote at the next meeting of said University committees.
- C. Senators' failure to submit reports on their activities as representatives on University committees may be grounds for revoking their appointments to said University committees.

#### ARTICLE VI

## **OPERATION OF THE STUDENT SENATE MEETINGS**

### *Section 1*

#### **NOTICE REGARDING OPEN MEETINGS**

- A. The Director of Public Relations must post notice of each regular, special, and Executive Board meeting on the Senate official website and official social media. Notice must include the exact location, date, and time of the meeting and a statement that all students are welcome to attend.

### *Section 2*

#### **OPEN MEETINGS POLICY**

- A. Senate meetings shall be open to all members of the university community.
- B. The Senate may go into closed session subject to the terms of Michigan's Open Meetings Act, at which point no one other than Senate members, alternates, and/or the advisor may be present.
- C. All voting is guided by Michigan's Open Meetings Act.
- D. To the greatest extent possible, all Student Senate General Body Meetings shall be livestreamed for all students to view and participate in virtually

### *Section 3*

#### **QUORUM**

- A. The presence of a majority of the voting members shall be necessary for the transaction of all business matters of the Senate, except that in the absence of quorum, members present may fix the time for the next meeting and adjourn. A quorum shall consist of fifty percent (50%) of the filled seats on Senate plus one (1).
- B. New Business and voting cannot occur if meeting takes place without a quorum.

### *Section 4*

#### **NEW BUSINESS**

- A. New Business introduced from the floor at a Senate meeting requiring investigation and report shall be referred to the President or Vice President in writing twenty-four (24) hours before the next scheduled Senate meeting, unless the Senate decides to consider the New Business at the meeting at which it is introduced by a majority vote.

### *Section 5*

#### PROXIES

- A. Other than through the proper designation and use of alternates, proxy voting shall not be allowed. The Random House Unabridged Dictionary 2006 defines proxy as, the agency, function, or power of a person authorized to act or vote – as the substitute for another.
- B. Teleconferencing (Skype, FaceTime, phone call, etc.) will count towards attendance, and voting privileges will be retained, subject to special permission granted by a majority vote of the Executive Board based on certain case by case circumstances.

### *Section 6*

#### PARLIAMENTARY AUTHORITY

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Senate may adopt.
- B. The Parliamentarian or his/her alternate must enforce all rules of order adopted by the Senate to the best of his/her ability during meetings.

### *Section 7*

#### FINANCE

- A. Expenditures of \$500.00 and under shall require the approval by signature of the Senate President and Vice President.
- B. The Senate Executive Board must approve expenditures of \$500.01 - \$1,000.00.
- C. Expenditures \$1,000.01 and up shall require a majority vote of the Senate members present at a general body meeting.

### *Section 8*

## VOTING

- A. All Senate members are required to vote during meetings, abstention from a vote is not allowed and will be counted as a “yes” vote, except in the case of a financial interest.
- B. When one or more person(s) running for an open seat appears to be unfit for the position, Senators can call for a vote of no confidence in the candidate(s).
- C. A secret ballot may be called for by any member of Senate without the need to be voted upon in votes to elect E-Board members, to appoint Senators to fill vacancies, to appoint Senators to University committees, to remove Senators from office, to sanction Senators, and to reinstate Senators. A secret ballot may be called for by any member of Senate to be used for all other matters put to a vote if the Senate agrees to do so based on a 2/3 majority vote of the Senate members present at a general body meeting.
- D. A hand count may be called for to clarify any uncertainty without the need to be voted upon.

### *Section 9*

## HEARINGS

- A. A hearing may be conducted when there is a question regarding budgets; or by the Executive Board when there is a question regarding Policies and Procedures violations.
- B. The findings may be appealed within a reasonable period of time to the entire Senate. A reasonable period of time is one that amounts to thirty-one (31) days after notification from the Senate Treasurer.

## ARTICLE VII

### OFFICERS OF THE STUDENT SENATE EXECUTIVE BOARD

#### *Section 1*

## ELECTION

- A. All candidates must be a member of Senate.
- B. The elections for Executive Board offices occur on the Thursday following the Senate Advance.
- C. Each officer shall be elected and in the following order: President, Vice President, Parliamentarian, Treasurer, Secretary, Director of Governmental

Affairs, Director of Community Affairs, Director of Student Services, and Director of Public Relations.

- D. In cases where more than one candidate runs for a particular office, the election shall be by secret ballot. Otherwise, he/she may be appointed by acclamation or voice vote. The outgoing President shall call this meeting to order and preside over the meeting until the election of the new President. Two (2) persons designated by the outgoing President shall count the ballots and announce the results (typically the advisor and another designee).
  - i. A candidate must have one more than half the votes of those present and voting.
  - ii. In the case where there are more than two (2) candidates and no candidate receives more than half the votes, a revote must be done. The candidates with the two highest votes will then continue in another revote, and the candidates with the least number of votes will be removed from the slate.
- E. To run for any Executive Board office you must have previously served on Senate or on a Senate Project Group for no less than one Senate term.
- F. You must be a student in good standing with the university to run for any office, and maintain a GPA of no less than 2.75.
- G. Each candidate, in order of nomination, shall be given an opportunity for a platform speech of no more than three (3) minutes, unless extended by a vote. After each speech, each candidate shall be given an opportunity to answer questions of no more than five (5) minutes, unless extended by a vote. The general body shall have a discussion of no longer than ten (10) minutes at the conclusion of all presentations and questioning, unless extended by a vote, only after all candidates for an office have been given an opportunity for a speech.
  - i. Each candidate will be allowed a visual aid.
  - ii. Visual aids are limited to one-page, front and back piece of paper presented to each Senator or three slides on PowerPoint or other virtual presentation software.
  - iii. If the visual aid is paper, each Senator must return the paper back to the candidate before the next candidate presents.
  - iv. If the visual aid is a virtual presentation, that visual aid must be turned off before the next candidate presents.
- H. If an office is permanently vacated, an election shall be held in accordance with the procedures in Article VII, Section 1, letters C and G.

## *Section 2*

### DUTIES

- A. The E-Board shall have the power of advice and consent to the Senate President on matters of policy between meetings of the Senate. However, these policies must be submitted to the entire Senate for approval at its next

regular scheduled meeting. No formal announcements may be made until there is Senate approval, unless otherwise directed by the Senate.

- B. The E-Board shall have the responsibility of determining if any executive office has become permanently vacant.
- C. The Senate President and Vice President shall have the responsibility of filling vacancies in a Member At-Large seat, subject to the approval of the Senate and in accordance with these bylaws.
- D. The Vice President is responsible for selecting people to serve as representatives or alternates to any local, state, and national student oriented event that Senate attends.

### *Section 3*

#### POLICIES AND PROCEDURES

- A. Upon recommendations of the Senate, the E-Board shall develop and recommend policies and procedures which are applicable to all student groups within the jurisdiction of the Senate.
- B. Policies recommended by the E-Board and approved by the Senate and the President of the university shall be applied to all recognized student organizations. The DOSO shall be responsible for the administration of Senate approved policies.
- C. The E-Board shall hold hearings to determine the sanctions to be used, if any, against any violators of Senate approved policies.
- D. The E-Board shall hold sessions with recognized student organizations pertaining to possible changes in the Policy and Procedures Manual.
- E. The E-Board shall consider and make recommendations on any and all matters referred to it by the President.

### *Section 4*

#### PRESIDENT

- A. Preside over meetings of the Senate, except during times when he/she is unable to act objectively.
  - i. In times of absence or when he/she is incapable of presiding over meetings the duties will fall to the members of the Senate Executive Board as follows: Vice President, Parliamentarian, Treasurer, and Secretary.
  - ii. In the event that all these members are absent, the meeting is cancelled.
- B. Preside over meetings of the E-Board.

- C. May vote in those cases when his/her vote would affect the outcome of the decision, or in a secret ballot.
- D. Prepare the agenda for all Senate meetings in consultation with the E-Board.
- E. Prepare and report to the Senate and the university community via the Senate official website.
- F. Before the first meeting of the Fall semester hold a “State of the Student Senate Address”, outlining the objectives and progress made by the Senate to date, as well as the directions to be taken for the remainder of the year.
- G. Create a final report outlining the accomplishments of the Senate during that year.
- H. Report at each Senate and E-Board meeting concerning his/her activities as President.
- I. Act as formal spokesperson for the Senate when necessary.
- J. Be an ex-officio member of all Executive Project Groups.
- K. Employ whatever office staff he/she feels is necessary to conduct business, subject to the approval of the Executive Board. The President may discharge an employee in accordance with University Student Employment Guidelines.
- L. Have the power to appoint any special committee or Project Group deemed necessary.
- M. Perform any other duties as prescribed by the Senate, as long as they are not in conflict with these bylaws.

## *Section 5*

### VICE PRESIDENT

- A. Assist the President in the performance of his/her duties.
- B. Be an ex-officio member of all Executive Project Groups.
- C. Nominate the student representatives to all Executive Project Groups and University Committees in consultation with the Executive Board, subject to the approval of the Senate, and remove same for just cause, subject to appeal to the Senate
  - i. Exception is granted to the: Parliamentary/Judicial, Director of Governmental Affairs, Director of Community Affairs, and Director of Student Services, where the Senate officer and/or director will appoint members to these committees and/or Project Group(s).
- D. Activate and inform all Project Groups and committees when a need to convene arises.
- E. Nominate two (2) members to the Student Activities Budget Committee and five (5) members to the Student Newspaper Publications Board, in consultation with the Executive Board, subject to the approval of the Senate.



- F. Nominate student representatives and alternates to the Board of Governors Committees, in consultation with the Executive Board, subject to the approval of Senate, and remove same for just cause, subject to appeal to the Senate.
- G. Seat all representatives within two Senate meetings of request made by the Chair of the Project Group or committee.
- H. Perform any other duties as prescribed by the Senate, so long as they are not in conflict with these bylaws.

*Section 6*

PARLIAMENTARIAN

- A. Act as the official Senate Parliamentarian during all meetings, serving as a resource for proper procedures and conduct.
- B. Preside over meetings during removal from office, or reinstatement proceedings unless he/she is being removed or reinstated.
  - i. In that case, President or Vice-President presides over official Parliamentarian's removal or reinstatement.
- C. Shall be responsible for maintaining records of all petitions brought to Senate regarding anything involving the Bylaws and Charter.
- D. Shall provide a written decision or interpretation based on the Bylaws and Charter from any petition brought forth.
- E. Preside over a Parliamentary/Judicial committee that is responsible for reviewing and revising the Bylaws and Charter.
- F. Must make any necessary revisions to the Bylaws and Charter by the first meeting in September and review Bylaws afterwards on a case-by-case basis as deemed necessary.
- G. Maintain up-to-date records in which the Bylaws, Charter, Special Rules of Order, standing rules, and any amendments are properly recorded. Have the current records on hand at each meeting.
- H. Must be able to provide an updated copy of the Bylaws on the Senate official website.

*Section 7*

TREASURER

- A. Keep accurate records of all monies received and distributed regarding the Senate Budget.
- B. Make expenditures as authorized in Article VI, Section 7.
- C. Submit reports as requested. However, in all cases, he/she shall distribute a written monthly report on the month's expenditures to the Senate.

- D. Represent the Senate on the Student Activity Funding Board (SAFB).
- E. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

### *Section 8*

#### SECRETARY

- A. Be responsible for the minutes of all Senate and Executive Board meetings, including both halves of the transition meetings.
- B. Maintain a file of all reports from Project Groups, committees, officers, and units.
- C. Maintain the official Membership Roll, and call the roll when it is required.
- D. Enforce and maintain records of members' event participation as outlined in Article V, Section 5, letters B-C.
- E. Provide any minutes, records, and reports to members upon request.
- F. Provide certified copies of the corrected minutes to any person(s) who require or request them.
- G. In the absence of the President, Vice President, Parliamentarian, and Treasurer, call meetings to order and immediately preside over an election of a Chair Pro Tempore.
- H. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

### *Section 9*

#### DIRECTOR OF GOVERNMENTAL AFFAIRS

- A. Chair of the project group(s) related to governmental affairs.
- B. Provide reports of the activities of the governmental affairs project group(s) and any pertinent governmental issues to the Senate.
- C. Maintain relations with the University Vice President for Governmental and Community Affairs and their office.
- D. Plan and coordinate any lobbying efforts with local, state, and national representatives for student-centered policy change.
- E. Provide reports of the activities of the governmental affairs project group(s) to the Senate.
- F. The director may appoint a Chair to the governmental affairs project group(s), in consultation with the E-Board with subject to the approval of the Senate, if the director is serving as at least one Chair of another project group.

- G. Advocate to expand student representation in University shared governance structures.
- H. Increase access to the polls for students by managing all affairs related to the smooth operation of the on-campus polling location each election in coordination with the appropriate University offices.
- I. Work to promote student voter registration and civic engagement
- J. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

### *Section 10*

#### DIRECTOR OF COMMUNITY AFFAIRS

- A. Chair of the project group(s) related to community affairs.
- B. Provide reports of the activities of the community affairs of the project group(s) to Senate.
- C. Plan and coordinate any community or volunteer efforts that Senate may desire to participate in.
- D. Maintain relations with the Office of Economic Development and the University Director of Community Relations.
- E. The director may appoint a Chair to the community affairs project group(s), in consultation with the E-Board with subject to the approval of the Senate, if the director is serving as at least one Chair of another project group.
- F. Build relations with student organizations, and other student government organizations in conjunction with the appropriate College/School, Housing, and Extension Center Representative, to advance student initiatives.
- G. Work with external partners in the greater Detroit community to advance student initiatives.
- H. Build and maintain relations with other University student governments
- I. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

### *Section 11*

#### DIRECTOR OF STUDENT SERVICES

- A. Chair of the project group(s) related to student services.
- B. Provide reports of Student Services to the Senate.
- C. Maintain relations with the Dean of Students Office.
- D. Advocate for and oversee the provision of University services to support student wellness and basic needs

- E. Work on initiatives that promote student health, financial, and academic success
- F. Administer student services and resource programs directly initiated and provided by the Student Senate
- G. The director may appoint a Chair to the student services project group(s), in consultation with the E-Board with subject to the approval of the Senate, if the director is serving as at least one Chair of another project group.
- H. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

*Section 12*

**DIRECTOR OF PUBLIC RELATIONS**

- A. Chair of the committee(s) related to Student Senate events.
- B. Provide reports of the activities of the Student Senate Events Committee.
- C. Keep Senate website up-to-date with minutes, initiatives, and changes in membership.
- D. Work with C&IT on any Student Senate technology needs.
- E. Inform Senate about technology developments that can be used by the Senate to assist with promotion and other student initiatives.
- F. Maintain, direct, and update the Senate e-mail and official social media accounts.
- G. Promote Student Senate initiatives through all channels.
- H. Create and distribute a quarterly Senate newsletter to update the student body on Student Senate initiatives and projects.
- I. Moderate and organize the "Voice your Opinion" portion of the Senate website.
- J. Post certified copies of the corrected Minutes to the Senate official website.
- K. In the absence of the Secretary, the Director of Public Relations will take meeting minutes.
- L. Perform any other duties as prescribed by the Senate, so long as those duties are not in conflict with these bylaws.

**ARTICLE VIII**

**PROJECT GROUPS & COMMITTEES**

*Section 1*

**PROVISION OF MEMBERSHIP**

- A. The Senate can choose to expand, collapse, or remove project group(s) based on a 2/3 majority vote of the Senate members present at a general body meeting.
- B. Project group(s) membership shall be broadly representative of student interests at this university.
- C. The Vice President, Parliamentarian, Director of Governmental Affairs, Director of Community Affairs, Director of Student Services, and Director of Public Relations shall nominate the members of their appropriate project group(s) and committees, subject to the approval of the Senate.
- D. Executive officers serving as Chairs of the project group(s) shall assume full rights and privileges of the Project Group membership.
- E. The members of the project group(s) shall serve one (1) year term which begins and ends with the Senate term in office. The members of the project group(s) shall be eligible for re-appointment.
- F. All students who are officially registered for a course at WSU during the current or preceding term are eligible to serve on Senate project group(s). These members will have the right to vote only in project group meetings.

*Section 2*

PROJECT GROUP CHAIR

- A. The Chair of the project group(s) shall be the director of the appropriate E-Board position.
  - i. The director may appoint a Project Group member to serve as Chair of the project group(s) if the director is already Chair of at least one project group.
- B. The Chair of each project group shall be responsible for providing a regular report to the Senate.

*Section 3*

PARLIAMENTARY/JUDICIAL COMMITTEE

- A. It shall have as many members as necessary to conduct business, but no fewer than three (3) voting members.
- B. It shall be responsible for reviewing and revising the Bylaws and Charter.
- C. Must make a Bylaws and Charter report by the first meeting in September.
- D. The Parliamentarian serves as the Chair of this committee.

*Section 4*

GOVERNMENTAL AFFAIRS PROJECT GROUP(S)

- A. It shall have as many members as necessary to conduct business, but no less than four (4) voting members.
- B. It shall be responsible for all pertinent information concerning, but not limited to, city, state, and federal bills and laws concerning this university.
- C. It shall consider and make recommendations on any and all matters referred by the Senate President.
- D. The Director of Governmental Affairs shall serve as the Chair of this Project Group.
  - i. Exceptions to this can referred in Article VIII, Section 2, Letter A, Subsection i.
- E. The Governmental Affairs Project Group is a standing Project Group, that must be formed and maintained every academic year.

*Section 5*

COMMUNITY AFFAIRS PROJECT GROUP(S)

- A. It shall have as many members as necessary to conduct business, but no less than four (4) voting members.
- B. It shall provide assistance with internal organizations, and the external agencies it sees fit.
- C. It shall enact the University's Urban Mission on the student level, and will be allowed to determine how to best fulfill this mission.
- D. It shall develop and maintain communications with other student governments and affiliated organizations.
- E. The Director of Community Affairs shall serve as the Chair of this Project Group.
  - i. Exceptions to this can referred in Article VIII, Section 2, Letter A, Subsection i.
- F. It shall consider and make recommendations on any and all matters referred by the Senate President.
- G. The Community Affairs Project Group is a standing Project Group, that must be formed and maintained every academic year.

*Section 6*

STUDENT SERVICES PROJECT GROUP(S)

- A. It shall have as many members as necessary to conduct business, but no less than four (4) voting members.
- B. It shall study, review and make recommendations concerning services to students within the University that support student wellness and basic

needs through initiatives that promote student health, financial, and academic success.

- C. When possible, members of this Project Group shall be appointed to the appropriate University committees in order to gain further input into the decisions affecting student services.
- D. It shall coordinate efforts to meet the needs of International students.
- E. It shall consider and make recommendations on any and all matters referred by the Senate President.
- F. The Director of Student Services shall serve as the Chair of this Project Group.
  - i. Exceptions to this can referred in Article VIII, Section 2, Letter A, Subsection i.
- G. The Student Services Project Group is a standing Project Group, that must be formed and maintained every academic year.

### *Section 7*

#### EVENTS COMMITTEE

- A. It shall have as many members as necessary to conduct business, but no less than four (4) voting members.
- B. It shall be charged with planning and promoting all Student Senate-sponsored events.
- C. These events should include, but are not limited to, Town Halls, Conversation Cafes, Tabling, participation in Festifall and Winterfest, collaborative events with University departments, offices, and organizations that promote student interests.
- D. The Director of Public Relations shall serve as the Chair of this Committee.
  - i. Exceptions to this can referred in Article VIII, Section 2, Letter A, Subsection i.
- E. The Events Committee is a standing Committee, that must be formed and maintained every academic year.

### *Section 8*

#### ATHLETICS COMMITTEE

- A. This committee is a special committee, meaning that this committee can be created or dissolved at any time based on the decisions of the members of Senate.
- B. It shall have as many members as necessary to conduct business, but no fewer than three (3) voting members.

- C. It shall review and make recommendations concerning the University Athletic Department.

*Section 9*

**UNIVERSITY COMMITTEES GENERAL POLICIES**

- A. Any student who is officially registered at WSU and carrying at least six (6) undergraduate or three (3) graduate credits, may serve on a University Committee.
- B. Attendance is required at all committee meetings.
- C. Representatives to the Board of Governor's committee shall confer regularly with the Senate President and Vice President.
- D. All appointees appointed by the current Vice President should report back to the Senate General Body with appropriate reports after respective appointed meetings take place.
- E. Failure to satisfy these minimum requirements shall constitute just cause for removal.

**ARTICLE IX**

**SANCTIONS AND REMOVAL**

*Section 1*

**SANCTIONS**

- A. The Senate shall reserve the right to determine if a member is negligent of their responsibilities or in violation of the integrity of the body. The Senate may consider imposing sanctions for such misconduct.
- B. If sanctions are to be considered, a hearing shall be held by the Senate to determine whether sanctions are to be imposed and to determine the nature of the sanction.
- C. Sanctions shall include, but are not limited to:
  - i. Written reprimand
  - ii. Revocation of special privileges.
  - iii. Removal
- D. Members who do not accept reinstatement and are not in good standing may not run for any seat on Senate for at least one academic year, however the member is able to serve on project group(s), but not as the Chair of any Project Group(s).

*Section 2*



## REMOVAL OF STUDENT SENATE EXECUTIVE OFFICERS

- A. The Senate shall have the power to remove any of its Executive Officers, by the following procedure:
  - i. The proposal to remove an officer must be submitted at a regularly scheduled meeting of the Senate Executive Board. This proposal can be made by any member of the Senate.
  - ii. When the motion is made by the E- Board, the proposal is then placed on the agenda of the next regular scheduled meeting of the Senate, at which a quorum is present.
  - iii. The individual in question must be informed of the proposal directly with a written letter or via e-mail by the Parliamentarian or by the President in the absence of the Parliamentarian.
  - iv. The Parliamentarian is to preside over the removal process in which the Senate President will present the facts and findings concerning the proposed removal of the individual.
  - v. During the removal process, the individual has the opportunity to rebut/address any statements made in the proposal.
  - vi. Removal of any Student Senate member requires a two-thirds (2/3) vote of those members present and voting.
  - vii. Any person removed from an Executive Officer (E-Board) seat, but not expelled from the Senate, shall serve out the term as a Member-At-Large, and/or College Representative.
  - viii. The determination of the Senate may be appealed to the current President of this university and/or his/her designee.

### *Section 3*

## NOTIFICATION OF REMOVAL

- A. Written notification of removal must be sent out to the individual and the Senate President by the Secretary on the Friday following the second absence of a regularly scheduled meeting of Senate. A copy of the notification must be forwarded to the Parliamentarian via email.
- B. If there is a possibility for reinstatement, information regarding these procedures must be included in the notification letter. For procedures refer to Article IX, Section 4.

### *Section 4*

## PROCEDURES FOR REINSTATEMENT AFTER REMOVAL

- A. Reinstatement can only be done if the grounds for removal allow for reinstatement according to these Senate bylaws only once per Senate term (excluding the Spring/Summer semester).
- B. Individuals who have been removed from office, and have received a notification of removal from the Secretary, who are eligible and wish to be reinstated, must give written notification to the Secretary, Parliamentarian, and/or the Senate President forty-eight (48) hours prior to the first Senate meeting after their removal.
- C. The Senate President must state the facts and is allowed to vote.
- D. The individual is allowed to present his/her case before the Senate.
- E. The individual must receive a majority vote to be reinstated.
- F. In the case of personal circumstances, Senate can move to hold reinstatement proceedings in a closed assembly, per Michigan's Open Meetings Act.

### *Section 5*

## REMOVAL OF PROJECT GROUP MEMBERS

- A. Any project group member, including the chair, may be removed, with cause, by:
  - i. A two-thirds (2/3) vote of the respective project group, which may be appealed to the entire Senate.
  - ii. A majority vote of the Senate.
- B. The Vice President may remove the Chair of any project group with just cause, subject to the approval of the Senate.
- C. Upon removal of a project group member, the Vice President shall report this action to the Senate at its next regularly scheduled meeting.
- D. In those cases where a Senate vote is required to remove a project group member, the Vice President shall notify the member of his/her intention to recommend removal.
- E. The Parliamentarian under the instruction of the Senate Vice President shall directly notify the project group member of their removal. If the individual cannot be contacted directly, notification shall be sent by U.S. Mail or via e-mail.
- F. The individual must be given a fair chance to rebut/address the recommendation of removal at the meeting when the recommendation is made. The individual has the right to appeal.
- G. In order to appeal removal, the individual must provide written notice of appeal to the Senate Parliamentarian and the President forty-eight (48) hours prior to the next regular scheduled meeting.

- H. In evaluating the appeal at its next regular scheduled meeting, the Senate shall weigh all available evidence and testimony to determine if just cause exists. The Senate shall sustain the removal or reinstate the individual.

## **ARTICLE X**

### **AMENDMENTS**

#### *Section 1*

#### **AMENDMENTS, REVISIONS, AND ADOPTIONS TO BYLAWS AND CHARTER**

- A. These Bylaws and Charter may be amended at any regular meeting of the Senate by two-thirds (2/3) vote, provided that the amendment has been submitted in writing. From there, a suggested five minute recess may be moved. Voting must take place during the same meeting unless the agenda item is tabled indefinitely.
- B. Review of the Bylaws and Charter must be done by the Parliamentarian and his/her committee each Spring/Summer semester.
- C. The Charter can only be adopted by the Senate after being presented to the Board of Governors of the University for approval.
- D. Any amendments or revisions of the Bylaws or Charter must be recorded and dated by the Parliamentarian for records.

## **APPENDIX A**

### **HONORARY MEMBERS/MEMBERS EMERITUS**

#### *Stuart Baum's Administration (2019-20)*

- |                    |                  |                  |
|--------------------|------------------|------------------|
| i. Stuart Baum     | v. Raveena Mata  | ix. Alexis Brown |
| ii. Mazen Zamzam   | vi. Emma Mann    | x. Kenan Sinan   |
| iii. Waleed Eliwat | vii. Ryane Brown |                  |
| iv. Farhana Aktar  | viii. Syed Rizvi |                  |

#### *Stuart Baum's Administration (2018-19)*

- |                        |                    |                        |
|------------------------|--------------------|------------------------|
| i. Dalia Ibrahim       | vi. Ajanta Dutta   | xi. Kristian Rice      |
| ii. Rexhinaldo Nazarko | vii. Resma Gadde   | xii. Cameron Sanders   |
| iii. Anchita Sanam     | viii. Lauren Ayoub | xiii. Abraham Husseini |
| iv. Trina Schulz       | ix. Bilal Hammoud  |                        |
| v. Paul Jones III      | x. Courtney Mansor |                        |

*Nourhan Hamadi's Administration (2017-18)*

- |                      |                      |                 |
|----------------------|----------------------|-----------------|
| i. Andrew Oughton    | iv. Connor K. Ashley | vii. Amira Badr |
| ii. Kristina Curtiss | v. Summer Baraka     | viii. Amal Rass |
| iii. Alan Foreman    | vi. Donald Zeolla    |                 |

*Anthony Eid's Administration (2016-17)*

- |                      |                         |                  |
|----------------------|-------------------------|------------------|
| i. Anthony Eid       | iv. Christopher Gregory | vii. Tarek Bazzi |
| ii. Aaron Szpytman   | v. Kelley Donnelly      |                  |
| iii. Kristian Wright | vi. Abdul Suleiman      |                  |

*William Alexander's Administration (2015-16)*

- |                      |                   |                   |
|----------------------|-------------------|-------------------|
| i. William Alexander | iv. Shiv Enaker   | vii. Ashraf Jaber |
| ii. Zachary Rich     | v. Erika Perry    |                   |
| iii. Arielle Martin  | vi. Fatin Dubaybo |                   |

*Adham Aljahmi's Administration (2013-14)*

- |                     |                   |                 |
|---------------------|-------------------|-----------------|
| i. Adham Aljahmi    | iii. Erika Giroux | v. Maya Meheidl |
| ii. Brandon Shamoun | iv. Marwan Boulis |                 |

*Tasneem Ahmed's Administration (2012-13)*

- i. Tasneem Ahmed
- ii. Ardiana Vuljaj

*Kevin Tatulyan's Administration (2011-12)*

- i. Kevin Tatulyan

*Amanda Carnagie's Administration (2010-11)*

No records found.

*James Gale's Administration (2009-10)*

No records found.

*Jake Kinde's Administration (2008-09)*

- |                     |                     |                      |
|---------------------|---------------------|----------------------|
| i. Antione Jennings | v. Jake Kinde       | ix. Sarah Burkett    |
| ii. Jason Younga    | vi. Zhaniela Nence  | x. Siobhan McMeekins |
| iii. Darryl Tucker  | vii. Rachel Perrell | xi. Joyce Schon      |
| iv. Jeffery Macuja  | viii. Matt Koss     | xii. Monica Smith    |

*Cindy Chidi's Administration (2007-08)*

i. Holly Borchard  
ii. Robert Kent  
iii. Lauren Cansler  
iv. Cindy Chidi

v. Joseph Burkett  
vi. Andrew Dyjach  
vii. Marissa Williams  
viii. Polly Jackson

ix. Tiffany Perkins

## **APPENDIX B**

### **OATH OF OFFICE**

I pledge to do my best to represent my fellow students of Wayne State University.

I pledge to support the academic success of my fellow students and myself.

I pledge to lead with positive values, morals, and ethics representative of the Wayne State University graduate I seek to be.

## **APPENDIX C**

### **STUDENT SENATE MEMBERSHIP REQUIREMENTS**

Students elected to the Student Senate hold the awesome privilege, honor, and responsibility of representing their fellow students in student government and working to enhance the student experience at Wayne State University. In recognition of that privilege, Senators must meet the following minimum requirements of service to remain in good standing each semester and retain their fall semester and winter semester activity awards:

- Senators will maintain good standing status, as defined in the Student Senate Bylaws.
- Senators will adhere to the Attendance Policy in the Student Senate Bylaws, and face consequences outlined in the Bylaws for non-attendance at Student Senate meetings.
- Senators will attend the entire Student Senate general body meetings which take place on the first and third Thursdays of every month (unless this day falls during a university break or finals week) at 6:00 p.m.
- Senators will attend project group meetings which take place on the second and fourth Thursdays of every month (unless this day falls during a university break or finals week) at 6:00 p.m.
- Senators will take seriously their oath of office and make an effort to uphold the values it encompasses.
- Senators will make themselves available to their constituents and will uphold all requirements of service to their constituency as outlined in the Student Senate Bylaws.
- Senators will serve on at least one (1) internal project group. They will regularly attend meetings of their project group, work with the other members of the project group on the project group's chosen projects, and regularly report on work completed in the project group to the Student Senate.
- Senators will serve on at least one (1) University committee on which the Student Senate holds a representative seat (unless there are not enough said committees). They will regularly attend meetings of said committee, work with the other members of the committee on the committee's chosen business, and regularly report on the business of the committee to the Student Senate.

Senators will discuss matters that are brought to a vote by the committee with the Student Senate before casting a vote in the committee.

- Senators will attend events sponsored by the Student Senate.
- Senators will attend advances, retreats, and other non-traditional meetings scheduled by the Student Senate.
- Senators serving on the Executive Board of the Student Senate will uphold the requirements of their specific positions and will take seriously their responsibility to uphold standards of good leadership.
- Senators will put aside any personal interests and potential conflicts (e.g. employment by a university unit) and work in the interest of all students when conducting business in their official capacity as a member of the Student Senate.
- Senators will regularly correspond with other members of the Student Senate through official means of communication.
- Senators will uphold professional standards of conduct in interacting with other members of the Student Senate and will seek to resolve all internal disputes in such a manner.

The Student Senate activity award is provided to each senator prior to the start of fall semester and winter semester. It will appear on the senator's billing statement prior to these semesters. If the senator does not fulfill the requirements outlined herein (per semester), the activity award provided that semester will be reversed and the senator will have a balance owed on their billing statement.

By signing below, I acknowledge that I must adhere to the above requirements as a member of the Student Senate. I understand that my continued service on the Student Senate, and my receipt of an activity award for such service, is contingent upon my adherence to the above expectations. I understand that I may face dismissal from the Student Senate for my non-adherence to the above expectations in the context of my service on the Student Senate, and in accordance with principles of due process and the Student Senate Bylaws.

Senator's name: \_\_\_\_\_ Access ID: \_\_\_\_\_

Senator's signature: \_\_\_\_\_ Date: \_\_\_\_\_