

# BYLAWS OF THE STUDENT GOVERNMENT

## Trine University

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## ARTICLE I: MEMBERSHIP

### Section 1: Existing Organizations

- A. Existing student organizations must attend the Kick-Off Meeting to be held the second Thursday of each semester to continue recognition by the Student Government. If an organization fails to attend the Kick-Off Meeting, that organization will not be recognized for that semester with which the Kick-Off Meeting falls. Organizations that are not recognized will not be able to take advantage of the benefits of Student Government recognition as listed in Article I, Section 3 of the Bylaws.
- B. All recognized organizations must have a representative at the Presidential debate. A representative of all organizations must attend 4 out of 6 House of Representatives meetings each semester.
- C. Existing student organizations must have the following information uploaded to their organization's Presence page by September 15<sup>th</sup> of the Fall Semester and by February 15<sup>th</sup> of the Spring Semester:
  - a. A Current Constitution or mission statement which can be no more than two years old.
  - b. An updated Advisor Statement Letter indicating the following: date, organization name, and willingness to be an Advisor on Trine University letterhead.
  - c. An active roster containing at least six members, which includes those who are in executive positions, to be submitted to Student Government to become a recognized organization.

### Section 2: New Membership

- A. Any new undergraduate student organization may apply for recognition by Student Government at any time during the regular school year. Graduate student organizations are not eligible for Student Government recognition.
- B. Organizations wishing to apply must submit the following in writing and later onto Presence:
  - a. A current Constitution or mission statement which can be no more than two years old.
  - b. An updated Advisor Statement Letter indicating the following: date, organization name, and willingness to be an Advisor on Trine University letterhead.
  - c. An active roster containing at least six members, which includes those who are in executive positions, to be submitted to Student Government to become a recognized organization.
- C. New undergraduate student organizations must give a verbal or slide based presentation to the assembly of the Student Government during a General Meeting to be fully recognized by the Student Government. The content of this presentation must pertain to the activities that the new student organization applying for recognition will be performing. This can include, but is not strictly limited to:
  - a. The purpose of the organization.
  - b. Meeting days and times of the organization.

- c. Goals for the organization.
- D. Upon completion of this presentation, meeting all other requirements of a student organization, and a vote by the Senate, the organization applying for recognition will officially be recognized by the Student Government.

### **Section 3: Membership Benefits**

- A. Recognized groups are able to:
  - a. Receive funding from the Finance Committee.
  - b. Advertise programs and events on campus, including promotion at any university sponsored event.
  - c. Be listed in university publications, the student handbook, and on the university website.
  - d. Use the university's name and logo.

## **ARTICLE II: OFFICERS**

### **Section 1: Qualifications**

All Officers must be currently enrolled as a Student of Trine University and be in good academic and judicial standing.

- A. Good academic standing shall be as defined by the Student Government Election process; currently, a 2.5 or better on a 4.0 scale.
- B. Good judicial standing shall be lost upon receiving over 25 judicial points. If over 25 points, a letter of support may be submitted by a university Judicial Committee member.
- C. Of the Student Senate only a maximum of four senators may be held by members of the same campus organization (Greek or non-Greek).

### **Section 2: Ballots**

All elections will take place by means of an electronic ballot (example: Survey Monkey).

### **Section 3: President**

To be eligible to run for President, a student must have been a member of Student Government for at least one semester. If there is no one willing or capable, the Vice-President shall take the position and the Vice Presidential vacancy shall be filled instead. In the case of no one being eligible, the Advisor will act as emergency chair of the Government in order to appoint a new President. Of the Officers that occupy the Executive Board there can be no more than two members of one organization represented by the entirety of the Officers (Greek or non-Greek).

### **Section 4: Transition Period**

After the elections for all Officers, which will be held in April, there will be a transition period in April to May in which both the new and previous Officers will work together. In August the new Officers will assume their position.

Final meeting of the school year shall be conducted by the new executive board to ensure a seamless transition between administrations.

### **Section 5: Transitions**

New and previous Executive Board Officers will meet to transition by having a retreat to discuss:

- A. Sharing of information and roles.
- B. Establishing goals for the upcoming term.
- C. Discuss any unfinished business from the previous term.

### **Section 6: Vote of Confidence**

If an Officer or a Senator is not fulfilling his or her duties, he/she may be the subject of a motion to hold a vote of confidence. Likewise, the loss of good academic or judicial standing is grounds for a vote of confidence.

- A. In the event of a vote of confidence being called, the Executive Board shall preside over the vote, with the exception of the Officer in question.
- B. A 2/3 vote from the Senate is required to remove an Officer from the Executive Board and/or Senators from their position.

## **ARTICLE III: OVERSIGHT COMMITTEE**

### **Section 1: Membership**

To become a member of the Oversight Committee a student must:

- A. Be a class or school Senator and volunteer for the position.
- B. Or be appointed by the Vice President of the Student Government.

### **Section 2: Duties**

The Oversight Committee will:

- A. Review Golden Gavel applications for professional organizations and social organizations
- B. Review Student Government infractions and/or violations.
- C. Investigate any issues that may arise.
- D. Review budget and alcohol infractions of organizations.
- E. Communicate monthly with all organizations about committee proceedings.

## **ARTICLE IV: FINANCE COMMITTEE**

### **Section 1: Membership**

To become a member of the Finance Committee, a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.

- D. Or be appointed by the Treasurer.

### **Section 2: Duties**

The Finance Committee will:

- A. Approve all activities and funds request forms submitted to the Treasurer in order with the Budget Guidelines
- B. Attend events to ensure Budget Guidelines are being followed.
- C. Assist the Treasurer in maintaining budget guidelines.
- D. Attend all Finance Committee meetings.
- E. Make sure advertisements have been put up in time.
- F. Ensure Philanthropic donations are possible and ethical

## **ARTICLE V: CAMPUS ACTIVITIES BOARD**

### **Section 1: Membership**

To become a member of the Campus Activities Board a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the Publicity Director.

### **Section 2: Duties**

The Campus Activities Board will:

- A. Plan activities for the entire campus, including homecoming activities and a spring activity.
- B. Provide Office of Student Services with student activity recommendations.

## **ARTICLE VI: OUTREACH COMMITTEE**

### **Section 1: Membership**

To become a member of the Outreach Committee a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the Secretary

### **Section 2: Duties**

The Outreach Committee will:

- A. Bring issues that students are having to Student Government's attention.
- B. Address the issues discovered and find a solution with the help of the Vice President of Student Services and the Dean of Students.

## **ARTICLE VII: Binder Committee**

### **Section 1: Membership**

To become a member of the Binder Committee a student must:

- A. Be in good academic and judicial standing.
- B. Submit a list of all activities and organizations.
- C. Volunteer for the position.
- D. Or be appointed by the President

### **Section 2: Duties**

The Binder Committee will:

- A. Annually update/revise existing Constitution and By-Laws.
- B. Assist in reviewing Constitution and By-Laws when an issue arises that puts the wording of an article or clause into question.

## **ARTICLE VIII: ADVISORS**

### **Section 1: Duties**

The Advisor's role is to:

- A. Guide the Executive Board.
- B. Regularly attend Executive Board and Senate meetings.
- C. Work collaboratively with Oversight Committee, Finance Committee, and Campus Activity Board.

## **ARTICLE IV: MEETINGS**

### **Section 1: Regularity**

Student Senate, Oversight Committee, Finance Committee, and Campus Activity Board will meet regularly.

### **Section 2: Timing**

Meetings will begin at 6:00pm on the first Monday after the Kick-Off meeting and will last until the final week of classes or as determined by the President.

### **Section 3: Cancellation**

The only people who may cancel are as follows:

- A. Senate Meeting – President
- B. Executive Board Meeting – President
- C. Oversight Committee – Vice President
- D. Finance Committee – Treasurer
- E. Campus Activities Board – Publicity Director

#### **Section 4: Missing Meetings**

Any officer missing three consecutive meetings with an unexcused absence will be put on probation. An officer on probation may not vote, but is still required to attend meetings. Probation will be lifted when the officer attends two consecutive meetings.

### **ARTICLE XI: BUDGET**

#### **Section 1: Editing**

The budget guidelines shall be edited and maintained by the Treasurer, Finance Committee, Binder Committee, and Advisor(s); guidelines are subject to change at any time. Any changes will be voted on by the Senate.

### **ARTICLE XII: AMENDMENTS**

#### **Section 1: Timing**

The Bylaws of the Student Government will be reviewed once a semester by the Binder Committee.

#### **Section 2: Presentation**

Any amendments shall be presented in writing, or PowerPoint, during regular Student Government meetings.

#### **Section 3: Voting**

Passage of an amendment requires a 2/3 affirmative vote of all members present at a regular meeting.

#### **Section 4: Effective Timing**

Amendments will become effective immediately.