

Constitution of Student Senate

Effective April 30, 2009

Preamble

Student Senate of Cornell College is the primary means for students' participation in the governance of the Cornell community.

Article I. Student Senate

Section A. Membership

1. Student members of the Executive Council: President of the Student Body, Vice President of the Student Body, Chair of Appropriations, Chair of Student Organizations, Chair of Student Life and the Chair of Academic Affairs.
2. Members of the General Assembly: Four representatives from each class (first year, second year, third year, fourth year).
3. The student members of the Executive Council shall be elected by the student body, while members of the General Assembly shall be elected by their respective eligible constituencies outlined above.

Section B. Duties and Powers

1. To serve as the official representative of the student body to the faculty and administration of Cornell College.
2. To consider student concerns and communicate student opinion on institutional policy to the faculty, administration, and trustees of Cornell College.
3. To allocate the Student Activities Fee according to the Appropriations By-laws.
4. To consider for approval constitutions and amendments to constitutions of student organizations petitioning for official status and to revoke official recognition from groups which have ceased to function regularly or effectively.
5. To create such committees and procedures as are necessary for Student Senate to carry out its functions efficiently and responsibly.
6. To approve nominations of candidates to College committees and vacant Student Senate positions.
7. To remove from office any members who fail to fulfill the assigned duties and responsibilities described in the Constitution of Student Senate.

Section C. Office Manager

1. The President of the Student Body shall appoint a Office Manager to assist with the administrative duties of Student Senate. Those duties not included in this Constitution shall be enumerated in the Senate by-laws.
2. The Office Manager shall be responsible for recording the agenda and minutes of each meeting of the General Assembly.
3. The Office Manager shall be responsible for keeping a complete file of copies of past agenda and minutes for the previous five years.
4. The Office Manager shall maintain attendance records and notify members of the accumulation of three unexcused absences.

5. The Office Manager shall be responsible for recording the agenda and minutes of each meeting of the Executive Council.

Article II. The Executive Council

Section A. Membership

Student membership in the Executive Council shall be composed of the President of the Student Body, the Vice President of the Student Body, Chair of Appropriations, Chair of Student Organizations, Chair of Student Life, and the Chair of Academic Affairs. The Senior Student Affairs Officer or designee and the Faculty Representative/Advisor shall be non-voting members of the Executive Council.

Section B. Duties and Powers of the Executive Council

1. To compile the draft agenda for each meeting of Student Senate, subject to the amendment and/or approval by majority vote of Student Senate.
2. To monitor and be accountable for the Student Senate operating budget as approved by Student Senate.
3. To confer with, and receive recommendations from, the Senior Student Affairs Officer or designee regarding College business and matters pertaining to student life.
4. To provide reports to the General Assembly on all pertinent matters discussed by the Executive Council.

Section C. Duties and Powers of Officers

1. President of the Student Body
 - i. To serve as a liaison between Student Senate and the administration and faculty.
 - ii. To serve as an official representative of the student body at Faculty meetings.
 - iii. To call and preside over regularly scheduled meetings of the Executive Council voting only in case of a tie.
 - iv. To call and preside over special meetings of the Executive Council voting only in case of a tie.
 - v. To call regularly scheduled and special meetings of Student Senate.
 - vi. To provide reports to the Executive Council and the General Assembly on all matters that come before the President of the Student Body.
 - vii. In the case of a vacancy on Student Senate:
 - a. The President will appoint a temporary representative, subject to the approval of Student Senate, to serve until the election or appointment process is complete for a permanent Senator.
 - b. If a vacancy occurs during second semester, the President will appoint a replacement for that semester, subject to the approval of Student Senate.
 - c. If a vacancy occurs during first semester, the President will announce an election to fill that vacancy.
 - d. In the case of an election to fill a vacancy in which no candidate is elected to fill the vacancy, the President may nominate a candidate to fill the vacancy, subject to the approval of Student Senate.
 - i. To appoint an Office Manager to assist with the administrative duties of Student Senate, whose duties shall be enumerated in the by-laws, subject to the approval of Student Senate.
 - xi. To nominate students to campus committees as warranted. All appointments are subject to the approval of Student Senate.

- xii. To serve as the student representative on Media Board.
 - xiii. To appoint a City Council Representative for regular attendance of Mount Vernon City Council meetings, whose duties shall be enumerated in the Student Senate By-laws.
2. Vice President of the Student Body
 - i. To fill a vacancy in the office of the President of the Student Body
 - ii. To preside over meetings of the Executive Council in the absence of the President of the Student Body.
 - iii. To represent Student Senate at official college functions in the absence of the President of the Student Body.
 - iv. To preside over regularly scheduled and special meetings of Student Senate, voting only in case of a tie.
 - v. To serve as chair of the Elections Committee.
 - vi. To serve as an ex officio member of standing committees and ad hoc committees of Student Senate.
 - vii. To coordinate special projects as requested by the Executive Council.
 3. Chair of Appropriations
 - i. To serve as Chair of the Appropriations Committee.
 - ii. To report on activities of the Appropriations Committee at each meeting of Student Senate.
 - iii. To issue reports and recommendations to Student Senate on the use of the Student Activities Fee by student organizations.
 - iv. To review annually the amount of the Student Activity Fee, in consultation with the Appropriations Committee and the Vice President for Business Affairs of the College.
 - v. To provide reports to the Executive Council and the General Assembly on all pertinent matters which come before the Chair and Appropriations Committee.
 - vi. To provide Student Senate with an opening and closing balance of the Student Senate account at each General Assembly meeting.
 - vii. To nominate a Chair of the Audit Committee, subject to approval of Student Senate.
 - viii. To nominate a Chair of the Finance Committee, subject to approval of Student Senate.
 4. Chair of Student Organizations
 - i. To serve as Chair of the Student Organizations Committee.
 - ii. To report on activities and recommendations for action of the Student Organizations Committee to Student Senate.
 - iii. To provide reports to the Executive Council and the General Assembly on all pertinent matters that come before the Student Organizations Committee.
 - iv. To advise recognized student organizations on Student Senate policies and programs.
 - v. To serve as the official interpreter of the Constitution of Student Senate, and to advise Student Senate, recognized student organizations, and individuals on matters of constitutional interpretation and implementation, unless Student Senate refers a constitutional question to the Student Organizations Committee.
 5. Chair of Student Life
 - i. To serve as Chair of the Student Life Committee.
 - ii. To serve as a student representative to the Faculty Student Life Committee, and to nominate two additional student representatives to the Faculty Student Life Committee by the third General Assembly meeting of the academic year, subject to the approval by majority vote of Student Senate.

- iii. To provide Student Senate with pertinent information regarding faculty activities, particularly those related to aspects of student life.
 - iv. To serve as an official representative of the student body at Faculty meetings.
 - v. To provide reports to the Executive Council and the General Assembly on all pertinent matters which come before the Student Life Committee.
 - vi. To serve as a liaison between Student Senate and the Office of Residence Life.
 - vii. To nominate a Chair of the Food Committee, subject to approval by Student Senate.
 - viii. To serve as official liaison between Student Senate and campus departments and offices as needed to improve student life.
6. Chair of Academic Affairs
- i. To serve as Chair of the Academic Affairs Committee.
 - ii. To serve as a student representative to the Faculty Academic Affairs Committee, and to nominate two additional student representatives to the Faculty Academic Affairs Committee by the third General Assembly meeting of the academic year, subject to the approval by majority vote of Student Senate.
 - iii. To provide Student Senate with pertinent information regarding faculty activities, particularly those related to academic affairs.
 - iv. To serve as an official representative of the student body at Faculty meetings.
 - v. To provide reports to the Executive Council and the General Assembly on all pertinent matters which come before the Academic Affairs Committee.

Article III. General Assembly

1. Members of the General Assembly shall be responsible for providing reports on the current activity of their respective constituencies at each regular meeting of their respective class committee. Class committees shall meet at least once during each of the first three weeks of each term.
2. Class Presidents shall be responsible for providing reports to the General Assembly on the class committee meeting.
3. Members of the General Assembly may call a meeting of Student Senate upon presentation to the Vice President of a written request signed by at least seven members of the General Assembly. Such a meeting shall be called within four days of the presentation of the request, excluding block breaks and weekends.
4. Members of the General Assembly shall maintain regular contact with their constituents on all matters which come before Student Senate.
5. Members of the General Assembly shall serve on at least one standing committee (excluding the Elections Committee).
6. Members of the General Assembly shall be responsible for participating in office hours, as determined by the Executive Council, and approved by 2/3 of the General Assembly.

Article IV. Committees

Section A. Standing Committees

Student Senate shall establish and maintain the following standing committees whose members shall be nominated by the respective committee chairs: Appropriations Committee, Student Organizations Committee, Student Life Committee, Academic Affairs Committee, and the Elections Committee. Any student may serve on a standing committee. Standing committees (with the exception of the Elections Committee) shall meet at least once during each of the first three weeks of each term, and shall report to

Student Senate on any action undertaken during or as a result of those meetings. Any motions defeated in a standing committee do not require action by Student Senate.

Section B. Membership of Standing Committees

1. The Appropriations Committee is composed of the Chair of Appropriations, the Chair of the Audit Committee, and the Chair of the Finance Committee. At least one representative from each class must serve on one of the Appropriations subcommittees.
 - i. The Audit Committee is composed of the Chair of Appropriations, the Chair of the Audit Committee, and a minimum of three additional members.
 - ii. The Finance Committee is composed of the Chair of Appropriations, the Chair of the Finance Committee, and a minimum of three additional members.
2. The Student Organizations Committee is composed of the Chair of Student Organizations and a minimum of six additional members. At least one representative from each class must serve on the Student Organizations Committee.
3. The Student Life Committee is composed of the Chair of Student Life and a minimum of six additional members. At least one representative from each class must serve on the Student Life Committee.
4. The Academic Affairs Committee is composed of the Chair of Academic Affairs and a minimum of six additional members. At least one representative from each class must serve on the Academic Affairs Committee.
5. The Elections Committee is composed of the Vice President, who serves as Chair, and a minimum of five additional members. No candidate for elected office of Student Senate is eligible to serve as a member of the Elections Committee. If more than two members of the Elections Committee are candidates for office, the Vice President will appoint temporary committee members to serve for the duration of that election. In the absence of a General Assembly, the Executive Council shall automatically serve as the Elections Committee, excluding any member who is a candidate in the election.

Section C. Duties and Powers of Standing Committees

1. The Appropriations Committee
 - i. To prepare the annual budget for approval by Student Senate.
 - ii. To evaluate requests from those seeking Student Senate funding and to make recommendations for funding to Student Senate.
 - iii. To maintain records of every transaction involving the Student Activities Fee Account.
 - iv. To monitor the finances of recognized student organizations who receive budget allocations from Student Senate.
 - v. To monitor the Student Senate funds of any activity sponsored by a group that does not receive a budget from Student Senate.
 - vi. To temporarily freeze the funding of any recognized student organizations which has ceased to function effectively, with the advice and consent of the Student Senate. A suspension of funding may only be maintained for two weeks without further action from Student Senate.
 - vii. To annually review established appropriations by-laws and guidelines and to recommend necessary changes or amendments to Student Senate for approval.
 - viii. To assist the Chair of Appropriations in preparing reports on the use of the Student Activity Fee.
 - ix. To annually review the Student Activity Fee and recommend any changes, subject to the approval of Student Senate.

- x. To annually review the budget process and to recommend any changes, subject to the approval of Student Senate.
 - xi. To establish procedures and guidelines as necessary to accomplish assigned duties.
2. The Student Organizations Committee
- i. To annually review the Constitution of Student Senate and to suggest any necessary changes or amendments.
 - ii. To interpret the Constitution of Student Senate. Any student, through a motion of referral, may ask the Student Organizations Committee for an interpretation of any aspect of this Constitution. In case of a dispute over a constitutional principle as articulated by the Student Organizations Committee, an official request for interpretation of the questionable portion of the text may be made by the President of the Student Body, by a majority of Student Senate, or by a petition bearing the signatures of one hundred or more students. Upon official request, the Executive Council will make the interpretation with the advice of the Senior Student Affairs Officer or designee.
 - iii. To review the constitutions and operations of all student organizations.
 - iv. To review the constitutions of groups petitioning Student Senate for official recognition, and to make recommendations to Student Senate for recognition of aforementioned groups when appropriate.
 - v. To review the official standing of any recognized student organization receiving Student Senate funding and to advise the Appropriations Committee when appropriate.
 - vi. To establish procedures and guidelines as necessary to accomplish assigned duties.
3. The Student Life Committee
- i. To recommend to Student Senate, faculty, administration, and the Board of Trustees changes in, or evaluations of, existing policies or programs in the area of student life.
 - ii. To receive suggestions from the student body, the Faculty Student Life Committee, the administration, and the Board of Trustees on issues related to student life, and to give feedback on behalf of the student body.
 - iii. To provide Student Senate with pertinent information regarding faculty activities related to aspects of student life.
 - iv. To establish procedures and guidelines as necessary to accomplish assigned duties.
4. The Academic Affairs Committee
- i. To recommend to Student Senate, faculty, administration, and the Board of Trustees changes in, or evaluations of, existing academic policies or programs.
 - ii. To receive suggestions from the student body, the Faculty Academic Affairs Committee, the administration, and the Board of Trustees on issues related to the academic affairs of the College, and to give feedback on behalf of the student body.
 - iii. To provide Student Senate with pertinent information regarding faculty activities related to academic affairs.
 - iv. To establish procedures and guidelines as necessary to accomplish assigned duties.
5. The Elections Committee
- i. To oversee all elections for Student Senate, including amendments to, and ratification of, this Constitution.
 - ii. To count and record, with the advice and assistance of the Senior Student Affairs Officer or designee, all ballots cast in Student Senate sponsored elections within twenty-four hours after the polls close.
 - iii. To post and publicize the results of all Student Senate elections within twenty-four hours after the polls close.

- iv. To establish procedures and guidelines as necessary to accomplish assigned duties.

Section D. Ad Hoc Committees

1. Ad hoc committees may be created for the purpose of conducting business that is not clearly within the duties and powers of any existing committee.
2. An ad hoc committee will be created following the selection of a committee chair, which must be approved by a majority vote of Student Senate.
3. Members of ad hoc committees shall be chosen by the chair of the respective ad hoc committee, which must be approved by a majority vote of Student Senate.
4. The Vice President of the Student Body shall monitor the business conducted by ad hoc committees.

Article V. Procedure, Meetings, and Attendance

Section A. Procedure

1. Robert's Rules of Order will be used to govern all parliamentary matters not addressed in this Constitution or in the by-laws of Student Senate. Student Senate may change or set aside any procedure set forth in Robert's Rules of Order by two-thirds vote of Student Senate. Such changes in procedure must be documented by an addition to the by-laws of Student Senate before the change in procedure can be implemented.
2. The meetings of any and all bodies of Student Senate shall be open to all students. Closed or secret meetings by any members or body of Student Senate for the purpose of conducting Student Senate business are prohibited. Any decision made or actions taken as a result of a closed or secret meeting will be considered null and void by Student Senate.

Section B. Meetings

1. Meetings of Student Senate shall be publicly advertised. Business conducted at non-advertised meetings shall be considered null and void. Student Senate must convene once in each of the first three weeks of the block. The Executive Council shall meet once in each of the first three weeks of the block. Meetings other than those scheduled are considered special meetings.
2. Student Senate shall not restrict the use of electronic recording devices at any meeting. Any such device must be acknowledged and placed in public view prior to and during use.
3. To conduct business, General Assembly meetings require a quorum of two-thirds of the voting members and the office manager or a substitute.
4. To conduct business, standing committee meetings require two-thirds of the voting members to be present.
5. Student Senators are required to attend all meetings of Student Senate and standing committees of which a Senator is a member.
6. Student Senators are required to maintain office hours in the Student Senate Office.

Section C. Attendance

1. Each member of Student Senate may accumulate three absence points. Upon accumulation of the third, they shall be removed from office.
2. An absence shall be considered excused when prior approval has been secured from either the President of the Student Body or Vice President of the Student Body in case of meetings of Student Senate, the Executive Council, or office hours.

3. An absence shall be considered excused when prior approval has been secured from the Chair of the standing or ad hoc committee in question.
4. An absence shall be considered unexcused if prior approval has not been secured from the appropriate chair, President of the Student Body, or Vice President of the Student Body.
5. If a General Assembly member is participating in an off-campus program or a vacation term for two blocks or less during their term of office, he/she shall be exempt from the attendance policy for the duration of the vacation term or off-campus program.
6. If a chair of a standing committee or ad hoc committee is participating in an off-campus program or a vacation term for a block or less, he/she shall be exempt from the attendance policy for the duration of the vacation term or off-campus program.
7. It is advised that the President or the Vice President of the Student Body not be absent from the college for a block or longer; however, if he/she is absent, the attendance policy shall not be waived.

Article VI. Advisors

1. The Senior Student Affairs Officer or designee shall be a non-voting member of Student Senate, and shall be considered the official advisor of Student Senate.
2. The Faculty Representative/Advisor shall be a non-voting member of Student Senate.

Article VII. The Student Activity Fee

1. The amount of the Student Activity Fee shall be reviewed annually by the Chair of Appropriations in consultation with the Appropriations Committee and the Vice President for Business Affairs of the College. Any recommendation made to the Board of Trustees to change the amount of the student activity fee shall be subject to the approval of a two-thirds vote of Student Senate. This process shall be completed no later than the end of the second week of the fourth block of the academic year, effective the following academic year.
2. Annual budget allocations to student organizations for the following academic year shall be approved by a majority vote of Student Senate before the end of the Spring semester.
3. Variances from approved budgets by organizations or activities shall be considered mismanagement of funds and may result in the revocation of remaining funds or assets by Student Senate.
4. All receipts and monies shall be deposited with the Business Office of the College in the student activities fee account. All disbursements from the Student Activities Fee Account shall be made by check through this account.
5. All checks drawn from the Student Activities Fee Account must be signed by the Chair of Appropriations and either the Senior Student Affairs Officer or designee.
6. If significant evidence exists to suggest the misuse, misappropriation and/or theft of Student Senate assets by one or more individuals, activities, or organizations, the Student Senate Executive Council may request that the Dean of Students follow Cornell Judicial procedures and seek full reimbursement from the individual(s), activity(ies), or organization(s) involved.
7. Student Senate may request an investigation and audit of the General Budget of Student Senate by the Vice President for Business Affairs of the College. Such a request must be approved by a majority vote of Student Senate, less the Chair of Appropriations.

Article VIII. Elections and Nominations

Section A. Petitions

1. Information about elections shall be announced and publicized by the Vice President of the Student Body and the Elections Committee.
2. All candidates for office shall file a petition for candidacy signed by at least ten percent of the eligible voters in the respective constituency in that election. Official petition forms, election information, and election rules will be made available at least one week before petitions are due to the Vice President of the Student Body, or earlier upon request.
3. All enrolled students who shall continue to be enrolled the semester following an election are eligible to run for a Student Senate office. Only enrolled members of each class, as determined by the Registrar, are eligible to run for their respective class representative. A student who does not identify with the class standing, as determined by the Registrar, may petition the Elections Committee prior to the petition deadline in order to change the class standing for the purpose of the elections.
4. Candidates may petition for only one position on Student Senate each election.

Section B. Procedure

1. All elections shall be conducted within one week after the deadline for petitions for candidacy.
2. Elections can be conducted either electronically or by paper ballot.
3. All enrolled students are eligible to vote in the elections for Executive Council positions. Only enrolled members of each class are eligible to vote for their respective class representative, as determined by the Registrar. A formal letter may be written to the Elections Committee two days prior to the election by voters who do not identify with their class standing, determined by the Registrar, and is subject to the approval of the Elections Committee.
4. The student who receives the largest number of votes for each class will be designated the Class President. If the designated Class President prefers not to remain Class President, the student who receives the next highest number of votes will be designated the new Class President.
5. Election acts including, but not limited to, campaigning in view of the polling place, coercion, or buying of votes are prohibited by this Constitution. Official complaints submitted to the Chair of the Elections Committee shall be reviewed by the Executive Council for possible action.
6. If there is an insufficient number of balloted candidates for a contested office in a final election, and no write-in candidate receives votes equaling at least ten percent of the total votes cast, the President of the Student Body shall fill the contested office by appointment, subject to approval by two-thirds vote of the Student Senate.
7. Names of the elected candidates shall be publicly posted in the Commons building within twenty-four hours following the closing of the polls.
8. Complete election results will be retained for two weeks and are available upon student request to the Elections Committee following the election.
9. A recount may be requested by any candidate for any position in an election. The request must be made in writing to the Chair of the Elections Committee within twenty-four hours after the posting of election results. The Elections Committee will conduct a recount for only the office that is contested. Only one recount will be conducted for each contested office by the Elections Committee. Results of a recount will only be posted if there is a change in who won the election.
10. The by-laws governing the election process cannot be changed less than 30 days prior to a scheduled election day, or until the conclusion of an election.

Section C. Election Dates and Terms of Office

1. Members of the General Assembly shall be elected by the eighteenth day of the first term of the new academic year.
2. Members of the Executive Council shall be elected no later than the eighteenth day of the sixth term of the academic year.
3. The term of office for members of the General Assembly extends from the date of election until noon on the eighteenth day of the ninth term. The term of office for members of the Executive Council extends from noon on the eighteenth day of sixth term until noon on the eighteenth day of the sixth term of the following academic year.

Section D. Vacancies

1. The President of the Student Body shall nominate candidates to fill vacancies in the Executive Council, subject to approval by a two-thirds vote of Student Senate.
2. In the event of a vacancy in the General Assembly during the first semester, the President of the Student Body shall inform the constituency of the vacancy and call for the election of a new representative within ten days. If the position is not filled, or in the event of a vacancy in the General Assembly during the second semester, the President of the Student Body shall appoint a representative from the appropriate constituency to fill the position, subject to the approval by a two-thirds vote of Student Senate.

Article IX. Procedure for Removal from Office

1. An individual shall automatically be removed from office upon the accumulation of three unexcused absences.
2. An individual shall automatically be removed from office when the individual is no longer a full-time student at Cornell College.
3. An individual shall automatically be removed from office if the individual is under the influence of alcohol and/or other illegal substances at any Student Senate meeting and/or function. A report shall be filed with the Dean of Students.
4. An individual divulging confidential information shall be subject to the disciplinary procedures under Article IX, Section 5 without the possibility to appeal to the Executive Council.
5. An individual shall be subject to removal from office when found to be in violation of any procedure or principle outlined in this Constitution. A three-fourths majority vote of Student Senate shall decide the guilt of any member of Student Senate charged with a constitutional violation. In this context, a charge shall be a simple motion to impeach, based on the alleged constitutional violation(s).
6. Appeals to a removal from office can be made to the Executive Council within one week of the removal. The Executive Council shall investigate and render a decision within ten days of the appeal. The decision of the Executive Council is final.
7. Should the entire Executive Council be removed from office, they may appeal to a committee of the four Class Presidents. The chair of the appeals committee shall be determined by consensus of the committee. The timeline shall follow as stated in Article IX, Section 6.

Article X. Initiatives

1. A petition bearing the signatures of no less than ten percent of the eligible student electorate and referring to this section shall cause the President of the Student Body to call a special meeting of Student Senate on the issue in question. Such a meeting shall be held within ten

- days of the presentation of the petition to the President of the Student Body, excluding weekends, block breaks, and any other time the college is not in session.
2. A petition bearing the signatures of no less than twenty-five percent of the eligible student electorate and referring to this section shall cause the Vice President of the Student Body to hold a referendum of the student body on the issue in question. A valid petition must contain the final written form of the question to be placed on the ballot. Once one or more signatures have been placed on the petition, the written form of the question may not be altered by either the sponsor of the petition or Student Senate. Such a referendum shall be held within seven days of the presentation of the petition to the Vice President of the Student Body excluding weekends, block breaks, and any other time the college is not in session. A majority of those voting shall affirm or reject the issue in question.

Article XI. Access to Information

1. All documents, including, but not limited to, official contracts, minutes of meetings, and electronically stored or recorded information pertaining to Student Senate business, or the business of student organizations and activities recognized by Student Senate are the sole property of the students of Cornell College. These materials, or appropriate facsimiles thereof, shall be yielded for inspection without amendment, alteration, or deletion, on written demand of any member of the student body to the Chair of the Student Organizations Committee. If the Chair of the Student Organizations Committee is not on campus, the President of the Student Body shall delegate this duty to another Executive Council member.
2. Student Information Requests, involving documents stored in the Student Senate Office, from up to five different student organizations, shall be processed no later than three days, excluding weekends, block breaks, and any other time the college is not in session, following the presentation of a written request specifying the desired materials to the Chair of the Student Organizations Committee. Any student information request involving documents stored in the Student Senate Office from six or more different student organizations shall be processed no later than a deadline determined by the number of student organizations about which documents are requested. Additional days shall be added in increments of three days. Three days shall be added for a range of five additional organizations. For example, a request involving between six and ten organizations shall have a six-day deadline, and a request involving between eleven and fifteen organizations shall have a nine-day deadline.
3. If a request is made for documentation not stored in the Student Senate Office, the request must be forwarded to the organization by the Chair of the Student Organizations Committee within two days of being received. A five day deadline shall exist for requests involving documents not stored in the Student Senate Office. This deadline shall begin once the organization has been forwarded the request. An organization is only responsible for documents it possesses.
4. Student organizations shall not be required to yield general membership lists under a Student Information Request. The names of officers of the organizations must, however, be disclosed if requested.
5. If an organization feels the information being requested of it should be kept confidential, a formal letter may be presented to the Executive Council for consideration. The five day deadline shall not begin until a decision is made by the Executive Council. The issue of privacy of personal information shall be considered in all requests for documentation.
6. Requests must include the names, phone numbers and e-mail addresses from requesting parties and reason(s) in order to have the request fulfilled. This information must remain confidential within the Executive Council.
7. Obstruction or non-compliance with a student information request may be reported to the Vice President of the Student Body and Appropriations Chair of Student Senate by any

- member of the student body. They shall investigate the charges of obstruction or non-compliance, and may suspend funding of a student organization for a period of no longer than ten days, which Student Senate may extend at its discretion on recommendation of the Vice President of the Student Body and the Appropriations Chair. All investigations shall be conducted with the advice of the Senior Student Affairs Officer or designee, with findings to be issued no less than one week later.
8. Student Senate shall be obligated to take appropriate disciplinary or corrective measures against any member or body of Student Senate, recognized student organization, activity, or individual determined by Student Senate to have obstructed or failed to comply reasonably with a Student Information Request.
 9. A day shall be defined as a full class day in which college offices are open.

Article XII. Amendments and By-laws

1. Amendments shall be defined as any revision of any portion of this Constitution.
2. Amendments to this Constitution shall be formally approved in this order;
 - i. A 2/3 vote by Student Senate,
 - ii. A 2/3 vote by the Faculty Student Life Committee,
 - iii. 60% approval by the voting students in a special election, and
 - iv. The President of the College.
3. The Chair of Student Organizations, in cooperation with the Chair of the Faculty Student Life Committee, shall arrange an appropriate time frame for the approval process of the proposed amendment.
4. Amendments may additionally be introduced to the Student Senate agenda by the presentation of a petition bearing the signatures of 10% of the eligible student electorate to the President of the Student Body.
5. Student Senate may adopt additional by-laws pertaining to procedures for Student Senate operations with the approval of 2/3 of the voting Student Senators.
6. When the students vote on the proposed amendment, the proposed amendment must accompany the ballot.
7. All portions of this Constitution except those relating to election and term of office of officials shall become immediately effective upon approval by the aforementioned bodies. The previous constitution shall thenceforth be considered null and void.
8. All portions of this Constitution relating to the election and term of office of General Assembly members shall become effective on the first Monday of the first term in the academic year following the approval described above.
9. Upon approval of a proposed amendment, recognized student organizations shall be required to amend their constitutions and by-laws where necessary to comply with the Constitution of Student Senate. Organizations shall be required to notify the Student Organizations Committee of the adoption of such amendments within two blocks following the date of constitutional approval.

Amended by Student Senate, January 20, 2009

Ratified by the Faculty, April 7, 2009

Ratified by the student body, April 28, 2009

Ratified by the President of the College, April 30, 2009