

LEHIGH UNIVERSITY STUDENT SENATE CONSTITUTION

Revised: May, 2014

Preamble

We the undergraduate students of Lehigh University, in order to advance our own interests, define our responsibilities, and provide for representation of the student will, do hereby establish this constitution of the Lehigh University Student Association.

Article I: Name

The name of the governing body of the Lehigh University Student Association shall be the Lehigh University Student Senate. Elected representatives of the undergraduate population shall comprise the Lehigh University Student Senate.

Article II: Function

The function of the Student Senate shall be to provide an opportunity for its members to discuss and express their views upon any matter which they deem of general student interest and to make recommendations or pass resolutions with respect thereto. The Student Senate shall speak as the representative voice of the undergraduates on affairs of concern to the undergraduate community.

Article III: Elections

Section 1

Under this constitution, no student shall be eligible to hold any office unless the student qualifies as an undergraduate and will continue to be a full-time matriculating student during the entire term of his or her office.

Section 2

Elections of upper-class Senators will be held annually on consecutive weekdays approximately five weeks before the last day of classes in order to ensure ample time for two full Senate meetings. Elections for freshmen Senators will be held annually on consecutive weekdays within the first month of classes.

Section 3

In order to have a student's name placed upon the ballot, a petition of 20 signatures from the returning undergraduate student population, collected from that student's constituency, must be submitted to the Executive Board of the Senate no later than two weeks prior to the date of the election.

Section 4

The seats reserved for freshmen representatives are to be elected by the regular Senate election process for freshman.

Section 5

If vacancies occur while Senate is in session during the regular academic year, they shall be filled by the elections committee.

Section 6

The Senate shall establish election guidelines and/or committee(s) to handle the election.

Article IV: Representation

Section 1

The Student Senate shall be composed of 50 elected members. Each Senator will be assigned to a Constituency per their undergraduate living unit. Each Constituency will have an equal number of seats during elections.

Section 2

Upon assignment to a specific constituency, each senator shall be required to communicate with the students in that constituency.

Article V: Executive Board

Section 1

The Executive Board shall be composed of the following executive officers: President, Vice-President, Secretary, Treasurer, and Parliamentarian.

Section 2

The Executive Board shall meet weekly while classes are in session. In order for the Executive Board to achieve a quorum, three (3) of the executive officers must be present, including either the President or the Vice President.

Section 3

The Executive Board shall help determine the direction and progress of the Senate toward its yearly goals, shall make appointments to all Senate committees subject to confirmation by the membership of the Senate, shall make appointments for the appointee positions, and shall set the agenda for each Senate meeting.

Article VI: Executive Officers

Section 1

The Student Senate shall have five executive officers: President, Vice-President, Secretary, Treasurer, and Parliamentarian. In order to be eligible for the offices of President, Vice-President, and Treasurer, candidates for those offices must have served one prior term on the Student Senate. The Executive Board officers for each upcoming Senate term shall be elected from the membership of the Student Senate at the last full Senate meeting of the currently existing Senate and shall serve for a period of one year

Section 2

The President shall be responsible for presiding over all full Senate meetings, shall be responsible for the execution of the Constitution, shall serve as the official spokesperson for the organization, shall serve as the chairperson for the University Life Improvements Committee, shall convene the Senate, and shall chair Executive Board meetings.

Section 3

The Vice President shall preside over Senate meetings, shall be an advisor and non-voting member of the Club Affairs Committee, shall oversee the workings of all Senate committees, shall chair Administration Board meetings, and shall assign members of the Senate to represent specific constituencies.

Section 4

The Treasurer shall serve as Chairperson of the Allocations Committee, shall report at each Senate meeting on the overall financial status of student organizations for which the committee has allocated funds, shall prepare records for the annual audit, and may appoint one or two Senators as Assistant Treasurers subject to confirmation by the Student Senate. The Treasurer may not serve on the executive board of any organization eligible to receive Student Senate allocated funding.

Section 5

The Secretary shall record the minutes of Senate meetings, shall maintain attendance records, shall enforce attendance requirements for full Senate meetings, constituency meetings, and committee meetings.

Section 6

The Parliamentarian shall advise the Senate on matters relating to the Senate bylaws and constitution, shall explain and enforce the rules of order and conduct for proceedings of the Senate, and shall serve as chair and a voting member of the Bylaws Committee.

Article VII: Appointees

Section 1

Candidates for appointed positions shall be nominated by the seated Executive Board and confirmed by a majority vote of the membership of the Senate. After an appointee has been named, the appointee must then be presented to the full Senate and confirmed by a majority vote. If the nominee is not confirmed by a majority vote of the full Senate, the Executive Board must reconvene and appoint a different Senator to the position in question.

Section 2

A Public Relations Director shall exist to work in conjunction with the Executive Board to promote relations with other organizations on campus. The Public Relations Director shall serve as the Chairperson of the Public Relations Committee.

Section 3

An Alumni Relations Director shall exist to facilitate communication with Student Senate alumni. The Alumni Relations Director shall also be responsible for updating and maintaining the alumni database.

Article VIII: Meetings

Section 1

The Student Senate shall meet biweekly while classes are in session.

Section 2

Meetings of the Student Senate shall be open to the public unless closed for purposes of discussion by a majority vote of the membership of the Senate.

Section 3

In order to have quorum, 50% plus one of the seated Senate must be present.

Article IX: Committees

Section 1

The Student Senate shall be comprised of three (3) Standing Committees. A Standing Committee is an established group that is not dissolved at the end of the term. These three committees shall be the Allocations Committee, the Club Affairs Committee, and the Public Relations Committee.

Section 2

The Allocations Committee shall be chaired by the Treasurer. The Allocations Committee shall be comprised of at least thirteen (13) Senators as appointed by the Executive Board, including appointed assistant treasurers, as well as an advisor appointed by the Dean of Students, but not including the Treasurer. The membership of the Club Affairs Committee and Allocations Committee should be relatively similar. The Allocations Committee shall establish a process for the submission and approval of budget requests by student organizations, establish guidelines for allocations, and allocate funds to recognized student organizations in accordance with the established guidelines for allocations.

Section 3

The Club Affairs Committee shall be chaired by a Senator elected from the membership of the Student Senate at the first meeting of the full Senate at the end of the spring semester and shall serve for a period of one year. The Club Affairs Committee shall be comprised of at least thirteen (13) Senators as appointed by the Executive Board, not including the Vice President, in addition to an advisor appointed by the Dean of Students. The membership of the Club Affairs Committee and Allocations Committee should be relatively similar. The Club Affairs Committee shall introduce legislation to the Senate recommending the approval or rejection of recognition of new student organizations. Legislation regarding recognition shall require a majority vote to be passed. The Club Affairs Committee shall be empowered to introduce legislation to the Senate to rescind recognition of existing organizations that shall require a 2/3 vote for to be passed. The Club Affairs Committee shall also be charged with overseeing the operations of all active clubs and organizations that are recognized by the Student Senate.

Section 4

The Public Relations Committee shall be chaired by the Communications Director and shall serve for a period of one year. The Public Relations Committee shall be comprised of Senators as appointed by the Executive Board. The Public Relations Committee shall publicize the activities of the Senate and its committees and maintain and improve communication and cooperation between the Senate, the undergraduate student body, and major student organizations.

Section 5

Campus Life Improvement Project Committees shall be chosen at the start of each academic year by full Senate. The number of Campus Life Improvement Project Committees shall be determined by the Executive Board.

Section 6

Any Senator can establish an Ad-hoc Committee with approval granted by a majority vote of the membership of the Senate. An Ad-hoc Committee is a committee that is established to complete a specific goal and is dissolved after the goal has been achieved.

Article X: Parliamentary Authority

All Senate proceedings shall be in accordance with the current edition of Robert's Rules of Order Newly Revised, Tenth Edition except in cases in which the rules conflict with the Senate Constitution and/or Bylaws.

Article XI: Referenda

Section 1

A referendum shall be conducted by the Student Senate upon presentation to the Secretary of a petition containing the signatures of at least 20% of the undergraduate student body or upon the vote of the majority of Student Senate.

Section 2

The majority sentiment in a referendum is not binding upon the Student Senate.

Article XII: Removal from Office (Impeachment/Recall)

Section 1

Impeachment proceedings may be initiated by either a petition signed by 1/4 of the Senator's entire constituency, who he/she represents, or by a petition of 1/3 of the Senate. Immediately upon receipt of a petition, the Secretary will notify the

Senator of the upcoming proceedings. Notification must occur at least 10 days prior to the meeting. The Senator must be given the opportunity to represent himself at the proceedings.

Section 2

Impeachment of officers of the Student Senate may be initiated by a petition signed by 1/3 of the Senate. Immediately upon receipt of a petition, the Secretary will notify the officer of the upcoming proceedings. Notification must occur at least 10 days prior to the meeting. The officer must be given the opportunity to supply personal representation at the proceedings. A 3/4 vote of the seated Senate shall be necessary to remove the Senator from office. An impeached officer shall retain his Senate seat.

Section 3

A majority vote of the Senate shall be necessary to close the proceedings to the public. All votes related to impeachment shall be roll call votes, regardless of whether the meeting is open or closed.

Article XIII: Elections Committee

The Elections Committee shall consist of five (5) representatives, one per constituency, and shall convene only if it becomes necessary during the course of the academic year to fill vacant Student Senate seats. The Vice-President shall serve as the non-voting advisor of the elections committee. The elections committee shall be chaired by a senator appointed by the executive committee who is a voting member of the committee.

Article XIV: Bylaws Committee

The Bylaws Committee shall exist to discuss, draft, and propose potential changes to the Bylaws and/or Constitution as members of the Senate or current Executive Board see fit. The Committee shall consist of a chair, the Parliamentarian, as well as five (5) other members, at least one per constituency, as appointed by the Executive Board. The Bylaws Committee shall review and propose amendments to the Student Senate Bylaws and Constitution as well as on matters of constitutionality.

Article XV: Student Senate Judicial Board

The Student Senate Judicial Board (S.S.J.B.) shall exist to find liability and invoke consequences against clubs who violate the Student Senate Club Rules and Regulations. The S.S.J.B. shall consist of a chair elected by the membership of the Senate. The S.S.J.B. will consist of four Senators and two alternates appointed to the board after applying and partaking in an interview with the Executive Board and at least one Student Senate advisor. The Chairperson, appointed members, and alternates of the S.S.J.B. will be trained in judicial procedures by the Assistant Dean of Students for Judicial Affairs. The Student Senate Treasurer shall serve as an ex-officio member of the board if financial matters are concerned.

Article XVI: Amendment

The Constitution of the Student Senate shall be considered for amendment provided the members of the Senate are given notice of the proposed amendment at least ten days prior to the first meeting at which the amendment is to be considered. Ten days must elapse before the Senate may vote on the amendment at a meeting that cannot be closed. A vote of 3/4 of the seated Senate is necessary to amend the Constitution. The vote cannot be taken at the same meeting that the amendment is proposed.

LEHIGH UNIVERSITY
STUDENT SENATE BYLAWS

Revised: May, 2014

ARTICLE I—General Procedure

I. Meetings of Student Senate

A. Full Senate

1. The Senate shall meet biweekly while classes are in session.
2. The day and time for this meeting will be determined before the election of the next Senate.

B. The Executive Board will meet weekly.

C. Administration Board

1. All Standing Committee Chairs and Ad-hoc Chairs must attend.
2. All CLIP Chairs must attend.
3. The Vice-President will chair this meeting.
4. The group will meet biweekly on the off-weeks of the Full Senate meetings while classes are in session.

D. Standing Committee meetings shall be held as seen fit by the Committee Chair and the members.

E. CLIP Committee Meeting

1. Meetings shall be held as seen fit by the Committee Chairs.

F. Ad-hoc meetings shall be held as seen fit by the Committee Chair and the members.

G. All Senators must be notified by their Committee Chair at least forty-eight (48) hours in advance for a meeting other than regularly scheduled Full Senate meetings.

H. The Executive Board has the power to call extra meetings as needed.

II. Senate Rules

A. The Senate shall determine its own rules. All Senate proceedings shall be according to “Robert’s Rules of Order,” except where they conflict with the Senate Constitution and/or Bylaws. Rules may only be suspended or amended by a two-thirds (2/3) vote of Senate.

B. The President shall convene and open all Senate meetings and use the following agenda for meetings:

1. Roll Call
2. Minutes
3. Officer and Standing Committee Reports
4. CLIP and Ad-hoc Reports
5. Unfinished Business
6. New Business
7. Courtesy of the Floor
8. Adjournment

C. Senate shall postpone voting on any proposal brought by an outside organization that has not been voted on by a committee until the next Full Senate meeting.

D. Requirements of Senators – Each Senator must serve on at least two committees – one standing committee and one CLIP at all times.

1. A Standing Committee Chair fulfills the requirement of serving on a CLIP.
2. Membership in an Ad-hoc committee does not count towards the committee requirement.
3. A CLIP Chair fulfills the requirement of serving on a standing committee.

4. Committee Chairs have the authority to recommend to the Executive Board the removal of a delinquent committee member. "Delinquency" includes, but is not limited to, attendance issues and failure to adhere to the duties and responsibilities of said committee.

III. Summer Term

- A. Before the end of the year, the Secretary will compile a list of summer contact information for all Senators.
- B. The Executive Board will address any issues that arise during the summer term.
 1. In the case of issues needing immediate attention, Senators remaining in close proximity to campus will address the concerns.
 2. The Executive Board will address any issues that arise during the summer term.

IV. Interpretation

- A. The President of the Student Senate shall have the power to interpret and implement all parts of the Bylaws and Constitution with the council of the other Executive Board members. The interpretation of the President may be over ruled by a simple majority of the Senate.

ARTICLE II—Attendance

I. Attendance

- A. A member of Lehigh University's Student Senate is required to attend all scheduled full Senate meetings and all scheduled meetings for committees of which the senator is a member. Required committee meeting attendance applies to all committees, including Ad-hoc, Administration Board, Retreat, Executive Board, and Standing Committee meetings.

II. Absences

- A. Senators are required to submit a form of explanation to the Secretary for absences at least 24 hours prior to the absence.
- B. All absence explanations will be reviewed and determined as excused or unexcused at the discretion of the Executive Board.
- C. Committee chairs will record attendance as requested by the Executive Board which may include, but is not limited to, posting attendance records online and submitting committee reports.

III. Unsatisfactory Attendance is determined by accumulation of points as stated below:

- A. Unsatisfactory attendance will occur when a Senator has incurred six (6) or more absentee points.
- B. A Senator will incur three (3) points for each unexcused absence from full Senate meetings or mandatory Senate arranged functions.
- C. A Senator will incur two (2) points for each excused absence from full Senate meetings.
- D. A Senator will incur two (2) points for each unexcused committee absence.
- E. A Senator will incur one (1) point for each excused committee absence.
- F. An excused absence is any family or school-related function as deemed appropriate by the Committee Chair.
 1. "Family or school-related functions include, but are not limited to make-up classes, interviews, or professor-lead review sessions. The CLIP and Standing Committee Chairs can ask the Executive Board for advising as to if an absence is excused."
- G. If a Senator is absent from a senate meeting because of a 4'oclock exam, that senator will receive an excused absence and incur zero (0) points.

- H. The Administration Committee is considered a CLIP or standing committee chair's second committee.
- I. Any Senator who sits on the Administration committee is subject to the same rules for absences as laid out in this section.

IV. Consequences of Absences

- A. When a Senator has incurred six (6) or more absence points, the Executive Board shall inquire into the source of the acquired points.
- B. If the Executive Board determines that an individual meeting with the Senator is necessary, the Secretary will contact the Senator and inform him or her of the required meeting.
- C. At the full Senate meeting prior to the designated attendance review, the Executive Board shall inform the entire Senate of the upcoming review.
- D. Any Senator shall be allowed to attend the attendance review and present information pertinent to the Senator's unsatisfactory attendance record.
- E. If the Executive Board determines that revocation of the Senator's membership in Senate is necessary, the Executive Board will disclose their reasons for terminating the Senator's membership at the next full Senate meeting following the open attendance review.
- F. If the Senator fails to present him or herself at the scheduled attendance review, the Executive Board may choose to dismiss the Senator through written communication after reviewing his or her attendance record.
- G. Any subsequent absences after an initial attendance review may be grounds for automatic dismissal by the Executive Board upon receiving an unacceptable explanation.

ARTICLE III—Constituency

- I. Responsibilities to the Constituency
 - A. Each Senator must be available to their Constituency by phone, mail, or e-mail to promote the open lines of communication between the Senate and Constituency.
- II. Representation on the Student Senate shall be determined by living unit in the following manner:
 - A. The five Constituencies will be:
 - 1. On-Campus
 - 2. Off-Campus
 - 3. Fraternity
 - 4. Sorority
 - 5. First-Year
 - B. If a Senator is in a fraternity or sorority, that is the Constituency for which they must run, regardless of their residency.
 - C. Senators elected by a constituency will serve out their term for that constituency regardless of whether or not they represent that constituency. If an impeachment proceeding occurs, then on impeachment and conviction of, a Senator shall be removed from the Senate with a two-thirds (2/3) vote of the Senate.
 - D. The Election Committee will decide on a small mark to be placed on the platforms of the incumbent Senators running for the following year. A key as to the meaning of its representation will note the mark.
 - E. Records shall be kept of the names of the individuals who vote in order to prevent an individual from voting multiple times.

ARTICLE IV—Elections and Appointments

I. Elections of Executive Officers to Student Senate

- A. The President, Vice-President, Treasurer, Secretary, and Parliamentarian will be elected by the previous Student Senate. These officers will forego an election by their Constituencies.
- B. Executive Officers will neither represent a Constituency nor count towards the number of seats allocated to each Constituency.

II. Elections of Upperclassmen to Student Senate

- A. Elections to the Student Senate, except the First-Year Constituency, will take place at the year's end.
- B. The Parliamentarian shall ensure that all election procedures are followed.
- C. If a candidate fails to follow election procedures, the Parliamentarian will notify said candidate of his ineligibility.
- D. Publicity for Senate applications for elections shall be completed and posted at least 7 days prior to the day the applications are due.
- E. In the case of a tie, the President, unless running for re-election, and the Senate advisers will convene and render a decision to proceed.
- F. Records shall be kept of the names of the individuals who vote to prevent an individual from voting multiple times.
- G. Only those living in an applicant's constituency during the school year in question may sign an application and or vote.

III. Elections of First-Years to Student Senate

- A. The President shall work with Senate advisers to oversee first-year elections with support of the Executive Board as needed.
- B. The President, Senate advisers, and Executive Board shall ensure that all election procedures are followed.
- C. If a candidate fails to follow election procedures, the President will notify said candidate of his ineligibility.
- D. Publicity for Senate applications for elections shall be completed and posted at least seven (7) days prior to the day the applications are due.
- E. In the case of a tie, the Executive Board will convene and render a decision prior to the first new full senate meeting.
- F. Records shall be kept of the names of the individuals who vote to prevent an individual from voting multiple times.
- G. Only those living in an applicant's constituency during the school year in question may sign an application and/or vote.

IV. Officer and Committee Chair Elections

- A. Positions shall be nominated and elected respectively in the following order:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Parliamentarian
 - 6. Club Affairs Chairperson

B. Positions to be nominated and elected respectively in this order after first-year Senators have been elected.

1. CLIP Chairpersons
2. Education Policy Committee Representatives
 - a. College of Arts and Sciences
 - b. College of Business
 - c. College of Engineering
3. Awards and Prizes Committee (if applicable)
4. Social Policy Committee Representative
5. Any other committee appointments as needed

C. Eligibility

1. All incumbent Senators in good standing are eligible to vote.
2. To be nominated and elected:
 - a. A Senator must be in good standing.
 - b. A Senator must be present for the full academic year.
 - c. A Senator who has not served on the Allocations Committee for a full year cannot fill the office of Treasurer.

D. Nominations

1. Another Senator for any of the above-mentioned offices may only nominate any member of the Student Senate.
2. A single Senator may not nominate more than one Senator for each office, unless the person he or she previously nominated declines the nomination.
3. Upon completion of the nomination for a particular position, the nominated Senators have the option of speaking briefly to the Senate (4 minutes maximum).

E. Internal Elections

1. Upon completion of the speeches, the candidates must leave the room.
2. A three (3) minute moderated caucus will follow.
 - a. The President will choose the speakers and record the order in which they will speak.
 - b. Each speaker will have up to thirty (30) seconds to discuss the candidates.
3. Following the moderated caucus, a senator may motion for Pro/Con speeches if it is determined that the moderated caucus was not sufficient for a vote to be taken.
 - a. If Pro/Con speeches are called for, four (4) Senators, two (2) in favor (“pro”) and two (2) in opposition (“con”), may speak on the candidate (for a maximum of one and one half (1½) minutes).
 - b. The President will choose the speakers.
 - c. The order of the speeches is to be: Pro, Con, Con, Pro
 1. A second Pro may not be given until the second Con is given.
4. There may only be one moderated caucus and one set of Pro/Con speeches per election.
5. Once the candidates return, a secret ballot is cast stating each Senator’s first choice only.
6. If any one Senator fails to attain 51% of the total secret ballot, a second round of secret ballot elections will be held immediately. The Senators who receive the two highest totals will move on to the second round, winner take all ballot.
7. In the event of a tie between candidates, a run-off election may be held.

8. A Senator who fails to win an election may run for any subsequent officer position, conditions resuming as stated in Section III.

V. Guidelines for Internal Elections

- A. Any senator who wishes to run for an Executive Board position (President, Vice President, Treasurer, Secretary, or Parliamentarian) must announce his or her intention of running for said position at the full senate meeting prior to the meeting in which the election will take place.
- B. Senators wishing to change the position for which they are running after making their formal announcement must notify the Secretary of the Senate no fewer than two (2) days prior to the election. The Secretary shall immediately notify the full Senate of the candidate's change of position.
- C. Formal announcements shall consist only of a candidate's intention to run for a specified position. Any attempt by a candidate to use his or her formal announcement as a means to campaign or influence other senators in any way shall no longer be eligible for an executive position. Disqualification for this violation will be left to the discretion of the seated Executive Board, in consultation with the Senate advisor(s).
- D. In the event that a candidate is disqualified for attempting to use the formal announcement to campaign, the Secretary of the Senate shall notify the Senate of a candidate's disqualification no more than one (1) day after the violation occurs.
- E. Candidates for any office are forbidden to use external means in attempts to secure the vote or endorsement of another senator. External means includes, but is not limited to, any form of bribery, gift-giving, or threatening behavior that is intended to influence another senator. Any violation of this rule shall result in the candidate's immediate disqualification from the election process. Disqualification for this violation will be left to the discretion of the seated Executive Board, in consultation with the Senate advisor(s).
- F. In the event that a candidate is disqualified for attempting to use external means, the Secretary of the Senate shall notify the full senate of the candidate's disqualification no later than one (1) day after he or she has been disqualified.
- G. Any member of the current Executive Board seeking reelection to the Executive Board for the following Senate will remove him or herself from any deliberations regarding the disqualification of candidates.

VI. Election of the Executive Board

- A. At the second to last full Senate meeting of the existing Senate, the last order of business shall be the election of the Executive Board for the subsequent Senate. The election shall proceed in accordance with the procedures outlined in Robert's Rules of Order.
- B. The existing Executive Board shall be dissolved with the closing of the last meeting of the existing Senate.
- C. The first order of business at the first meeting of the subsequent Senate shall be the confirmation of the Executive Board as elected by the previous Senate. The Executive Board shall not be official until the board has been confirmed.
- D. The Senate advisor(s) shall ask for a motion to confirm the Senator who has been elected by the previous Senate to the office of the President. A majority vote is needed for confirmation of an Executive Board officer.

- E. After the President has been confirmed or newly elected (see below), he or she shall assume control of the Senate and shall direct the confirmation process for the Vice-President, the Treasurer, the Secretary, and the Parliamentarian.
- F. In the event that the officer does not receive a majority vote and is thus not confirmed, nominations for the office shall be taken from the floor. The officer elected by the previous Senate shall automatically be entered in the election. The election shall proceed according to Article 4, Section III, C, D, E. The candidate receiving a majority vote in this election shall be considered confirmed by the current Senate.

VII. Elections Committee

- A. The Elections Committee shall work to fill any vacancies in the Senate.
- B. The Committee shall be overseen and chaired by the Vice-President.
- C. The Committee shall consist of 5 members – one per constituency.
- D. The Committee shall be selected by the Senate Executive Board after first-year student elections are over.
- E. Executive Board members can also join the Elections Committee, once the first 5 seats are filled by the constituencies.
- F. Should an Executive Board member chose to join, he or she shall serve as nonvoting members of the committee

VIII. Vacancies in the Senate

- A. If at any point there are vacancies which cause either of the following:
 - 1. The total number of seated Senators to be 42 or less
 - 2. More than half of the seats within a single constituency to be vacant
- B. The student body shall be notified of said vacancy and applications for the position will be collected. The seat shall remain open for one week from the time the student body is notified. If there are vacancies, but not enough to warrant the above action, they are to be filled using the outline procedures and the total number of senators returned to 50, by the start of the third week of each semester. For any elections held in the first two (2) weeks of the semester, a first year senator is not required on the Elections Committee and the Committee Chair becomes a voting member.
- C. The Elections Committee shall meet to determine the needs of the Senate and the qualities they hope to find in a candidate. At this meeting, they must come up with consistent questions to ask all candidates.
- D. All candidates must e-mail their platforms to the Senate e-mail account by a date determined by the Elections Committee.
- E. The Vice President shall schedule interviews for all of the candidates. Interviews of all candidates should be conducted within 72 hours of each other.
- F. Following the deliberation and decision of the Elections Committee, the Vice-President will notify all candidates that same day. The Vice-President will also notify the Secretary of the new additions to the Student Senate.
- G. In the case that a vacant Senate seat is not filled through the process above within two (2) weeks of a campus-wide announcement, the following steps will be taken:
 - 1. The open seat will be designated as an at-large position, open to any member of the undergraduate student body.

2. One (1) week following the announcement of the at-large seat, the Elections Committee will convene as outlined above to select a Senator to fill the seat.
3. The at-large seats will have no specific constituency with which they are affiliated; they will represent the study body “at-large.”
4. The Secretary will keep track of which constituency with which the at-large position was originally affiliated.
5. If the seat of an at-large Senator becomes vacant during the time the at-large Senator is seated on Senate, the at-large Senator fills the constituency seat. The at-large seat would then be re-designated to its original constituency and an attempt to fill the seat would be conducted following the process of filling a Senate vacancy.
6. At the end of each year, at-large seats are restored to their original constituency affiliation.

IX. Vacancies in the Executive Board

- A. In the case of vacancy in the Presidency, the Vice-President shall assume the office until such time as a special election may be held.
- B. In the case of vacancy in the Vice Presidency, the Parliamentarian shall assume the office until such time as a special election may be held.
- C. In the case of vacancy in the Treasurer’s position, one Assistant Treasurer shall assume the office until such time as a special election may be held, at the appointment of the Executive Board.
- D. In the case of vacancy in the Secretary’s position, the Treasurer shall assume the office until such time as a special election may be held.
- E. In the case of vacancy in the Parliamentarian’s position, the Secretary shall assume the office until such time as a special election may be held.

X. Appointments

A. Election

1. The seated Executive Board will decide upon a nominee to fill the position.
2. The Executive Board will present their nominee to the full Senate; this nominee must be accepted by a majority vote.
3. If the nominee is not accepted by a majority vote, the Executive Board will decide upon a new nominee at the next Executive meeting and then present their new nominee at the next full Senate meeting.

B. Resignation/Impeachment

1. If a Committee Chair resigns, the election process shall commence as stated in Article 4, Section V.
2. If a Committee Chair fails to perform his or her duty to the satisfaction of the Student Senate, the impeachment process shall commence as stated in Article XI of the Constitution. If impeachment occurs, the election process shall commence as stated in Article 4, Section V.

XI. Resignation

- A. If a Senator resigns from the Senate before his or her term is expired, a formal letter of Resignation is required. Said letter should be addressed to the entire Senate and must include the Senator’s reason(s) for resignation.
- B. If a Senator is asked to resign by the Executive Board, he or she may not re-run for a seat in that academic year’s Senate.

ARTICLE V—Duties of Executive Officers

I. The President shall:

- A. Chair all full Senate meetings; in the event that the President cannot serve as chair, the Vice President shall act as Chair.
- B. Chair the Executive Board.
- C. Be a member of the Council of Student Presidents.
- D. Be an ex-officio member of all committees.

II. The Vice President shall:

- A. Chair the Administrative Board.
- B. Be a member of the Executive Board.
- C. Prepare an agenda in advance of a Full Senate Meeting.
- D. Shall serve as the non-voting member of the Elections Committee.
- E. Assign Senators to their respective committees, taking into consideration the preferences of Senators.
- F. Be an adviser to the Club Affairs Committee.

III. The Treasurer shall:

- A. Chair the Allocations Committee.
- B. Be a member of the Executive Board.
- C. Appoint one (1) or two (2) assistant Treasurers.
- D. Be an ex-officio member of the Club Affairs Committee.
- E. Oversee the creation of the annual Affinity newsletter in conjunction with the Public Relations Chair and the Alumni Relations Chair.
- F. Maintain the Contingency Fund.
- G. Maintain the Allocations Policy List

IV. The Secretary shall:

- A. Be a member of the Executive Board.
- B. Record the minutes of all full Senate meetings.
- C. Distribute the minutes to Senators, members of the Council of Student Presidents, and to appropriate students, faculty, and administrators.
- D. Oversee correspondences with other outside organizations and student governments.
- E. Maintain and enforce attendance records of all full Senate meetings, all standing committees, CLIP Committees, and Ad-hoc Committees.
- F. Be an adviser to the Public Relations Committee.
- G. Maintain a list of the original constituency of all at large positions.
- H. Count votes and ballots.

V. The Parliamentarian shall:

- A. Understand Robert's Rules of Order.
- B. Maintain order at full Senate meetings.
- C. Assign all pieces of legislation to the appropriate committee(s).
- D. Be a member of the Executive Board.
- E. Be Chair of the Bylaws Committee.
- F. Count votes and ballots.

ARTICLE VI—Duties of Appointees

- I. The Public Relations Chair shall:
 - A. Facilitate relations between the Executive Board, Student Senate, and the general student population.
 - B. Oversee production of the monthly newsletter and other forms of communication.
 - C. Act as a liaison between Student Senate, other universities, institutions, and organizations.
- II. The Alumni Relations Director shall:
 - A. Maintain and update the Student Senate alumni directory.
 - B. Maintain relationships with Student Senate alumni by planning events, contacting alumni, and/or other various means as seen fit.
 - C. Serve on the Public Relations Committee.
 - D. Create and distribute annual Affinity newsletter to Student Senate alumni.

ARTICLE VII—Allocations of Monies

- I. Definitions
 - A. REQUESTED: the dollar amount an organization asks for in a budget.
 - B. ALLOWED: the dollar amount or event(s) deemed approvable in a budget request.
 - C. FUNDED/ALLOCATED: the dollar amount actually provided.
 - D. ALLOWABLE: an event deemed allowable is within the guidelines required for the expenditure of Student Life Series money; this does not ensure any dollar amount will be granted.
 - E. GRANT: dollar amount given to an organization without the expectation of repayment or reimbursement.
 - F. LOAN: a dollar amount given to an organization with the expectation of reimbursement within that fiscal year.
 - G. SUPPLEMENTAL BUDGET: budget submitted during the course of the year to request additional funding for an unanticipated expense or event.
 - H. MAJOR CLUB: any organization that has as its main objective the programming of events of an educational or entertaining nature which are designed to enrich the entire Lehigh Community and whose accounts may be administered by the faculty/staff advisor to the organization. The Dean of Students Office determines this status.
 - I. REGULAR ORGANIZATION: any organization recognized by the Student Senate, whose leadership consists of fifty-one (51) percent undergraduate students and whose Treasurer is an undergraduate student.
 - J. CONDITIONAL APPROVAL: approval of a budget, which is pending the fulfillment of some additional criterion or criteria (e.g. constitutional revisions, substantiating documents, qualification for the budgeted event, etc.).
 - K. MINOR CLUB: any organization that has as its main objective the programming of events of an educational or entertaining nature which are designed to enrich the entire Lehigh Community and whose accounts are chiefly administered by undergraduate students of Lehigh University.
 - L. POLITICAL ORGANIZATION: any organization tied to a political party.
 - M. NEW EVENTS REQUEST: a request by a club for approval and/or additional funding for an unanticipated expense or event that was not requested in their budget for that fiscal year.
 - N. STUDENT LIFE SERIES FUND: funds set aside by the university to be distributed to qualified clubs by the Senate Allocations Committee.

- O. EMERGENCY FUNDING: funding determined by the Treasurer and approved to go to the Senate by the Executive Board.
- P. CO-SPONSORSHIP REQUEST: a request by a club for approval and/or additional funding for events in which they will partner with one or more other student senate recognized clubs or organizations.
- Q. CONTINGENCY FUND: a non-interest bearing savings account for Student Senate for use toward long term sustainability and progress. Additional information regarding governance is detailed in the Treasurer's Contingency Fund Manual.
- R. POLICY LIST: a document that records the policies of the Allocations committee regarding funding decisions pertaining to budgets, new event requests, and co-sponsorship requests so as to encourage the consistency of funding decisions from one year to the next. Additional information regarding governance is detailed in the Treasurer's Policy List Manual.

II. Disbursement of Student Life Series

- A. Structure – There shall be an Allocations Committee within the Senate, which shall consist of the following members:
 - 1. The Treasurer of the Student Senate, who shall serve as chairperson of this committee.
 - 2. Assistant Treasurer(s) appointed by the Treasurer.
 - 3. Advisor(s) from the Office of Student Life, as an ex-officio, non-voting member.
- B. Voting procedures
 - 1. All funding decisions must be approved by a simple majority of the Allocations Committee present.
 - 2. In order for a vote to take place in the Allocations Committee, a quorum must be present.
 - 3. A quorum in the Allocations Committee is 50 percent of the whole committee.
 - 4. In the case of a tied vote, the Treasurer may serve as a tie breaker; in all other circumstances, the Treasurer is a non-voting member.
- C. Eligibility for Appropriations of Funds
 - 1. The Lehigh University Student Senate must recognize the organization.
 - 2. Organization must submit a budget within the designated time frame to the Allocations Committee, detailing all of the organization's revenue and proposed expenses.
 - 3. Unless designated as a "major club," the organization's President and Treasurer must complete the financial workshop offered by the Student Senate.
 - 4. Organization must not be politically or religiously affiliated.
 - 5. Organization must agree to follow the policies of the Office of Student Accounts and the Senate Allocations Committee.
 - 6. Organization may not use student life series money to contribute to:
 - a. Political campaigns
 - b. Political parties
 - c. Speakers tied to a political campaign
 - d. Alcoholic beverages
 - e. Meal or entertainment expenses incurred by the organization's members while traveling or on organizational business
 - f. Clothing expenses or other personal items for general membership distribution
 - g. Food expenses strictly for social events
 - h. Religious organizations or activities

i. Illegal activity

D. Evaluation of Budgets for Regular Organizations

1. Failure to meet the following requirements or those adopted as Allocation Committee policy can and will render the offending organization ineligible for funding.
 - a. Requests for appropriations of Student Life Series funds shall:
 1. Be submitted no later than the date determined by the Student Senate Treasurer.
 2. The deadline for budget submission of newly recognized student organizations shall be no later than two weeks from the date of recognition.
 3. For those groups that miss the deadline for the budget submission, a second Allocation period will occur during the fall semester. The deadline for late budgets will be determined by the Student Senate Treasurer. These budgets are subject to a funding penalty determined by the Allocations Committee. All budget requests must be submitted by the date determined by the Student Senate Treasurer in order to be considered. Any budgets (except for newly recognized groups) received after this day will not be reviewed and those groups may not receive Student Life Series funding during the fiscal year.
 4. If the deadlines fall on a University break, budgets will be due the first day of classes after said deadline.
 - b. Weekly committee meetings will be scheduled at the beginning of each semester to handle all new budget submissions and regular requests for supplemental and reallocation of funds.
 - c. To conduct a proper budget review, one of the following will occur:
 1. A closed hearing at which the Allocations Committee shall evaluate the budgets and formulate a recommendation to the Senate on appropriate funding.
 2. An open hearing requested by the Allocations Committee, open to any interested parties.
 3. An open hearing requested by the Allocations Committee at which only the organization's officers may be present. The officers may present their budget to the Allocations Committee for their review.
 4. Student Life funds may only be used for those items which are approved by the Senate.
2. Budget recommendation and approval
 - a. The Allocations Committee shall forward all budget recommendations (regular, supplemental and appeals), including those recommendations for zero (0) allocations, to the full Senate. Budgets, including any amendments made by the full Senate, may be approved by a majority vote or, if a majority vote is not attained, may be returned to the Allocations Committee for further consideration. Approval shall be considered authority for the transfer of funds.
3. Emergency Funding

- a. If emergency funding is needed by an organization and the Allocations Committee is unable to meet between the time the Treasurer was notified of the need and a regularly scheduled Senate meeting, the full Senate has the authority to bring the supplement or emergency funding to a vote.
 - b. If the full Senate cannot meet, then the Executive Board has the authority to approve the emergency funding proposal.
 - 4. New Events Request and Co-Sponsorship Request
 - a. Organizations that require additional funding for previously unanticipated expenses or events must submit a new event request form. If the event is a partnership between one or more Student Senate recognized groups then a co-sponsorship request must be submitted. The Allocations Committee will review requests on a weekly basis. No item that was requested in a regular budget or previous request may be included in a later request during any given fiscal year.
 - b. Any organization, which anticipates qualifications for a higher level of competition, (e.g. regional, district, national) may submit a new event request before actual qualification. The request will be reviewed according to standard procedure, and approved only on a conditional basis.
 - c. All other Allocation Committee policies can be found in the Treasurer's Manual or the Budget Packets.
- E. Evaluation of Special Budgets
 - 1. Deadlines
 - a. A special budget will be due at the discretion of the Student Senate Treasurer and must be reviewed and returned to the organization at the discretion of the Student Senate Treasurer
 - b. A late special budget may be submitted at the discretion of the Student Senate Treasurer. The budget will be reviewed and returned no later than a date determined by the Student Senate Treasurer. All late budgets are subject to penalty.
 - c. At any time the Allocation Committee feels that an auxiliary budget is needed, it will ask that special organization to submit one. The Student Senate Treasurer can impose a deadline for when the auxiliary budget is due.
 - 2. Evaluation of special budgets
 - a. Upon submission of a special budget the Treasurer shall schedule a budget hearing which shall consist of either:
 - 1. A closed hearing at which the Allocations Committee shall evaluate the special budget and decide on a recommendation to the Senate for appropriate funding.
 - 2. An open hearing requested by the Allocation Committee for the purpose of:
 - a. Allowing other Senators to sit in on the meeting as a non-voting member.
 - b. Allowing a special organization's officers to present their budget to the Allocations Committee for their review.

3. The criteria will include the following statements made in Article 7, Section II, C, 2,3,4,5,6,7.

- a. Exceptions to these rules can be found in the Treasurer's Manual.

F. Appeals

1. Any organization whose budget and request for funds has been processed or evaluated may file a formal grievance with the Allocation Committee. This appeal shall take the form of a written statement of grievances; it must be submitted no later than ten (10) working days after notification of final Senate action on the budget in question.
2. The organization will be given the opportunity to present any grievances to the Allocations Committee in the form of an oral report given by no more than three (3) members of the organization, fifty percent (50%) or more being officers. This report shall not exceed five (5) minutes in length and may be followed by a question and answer session.

G. Administration of Funds

1. The Student Accounts Coordinator in the Dean of Students Office shall be responsible for the authorized transfer of funds to the appropriate organizations, the monthly reconciliation of accounts for regular organizations, and the disbursement and collection of funds for accounts.
2. The Dean of Students Office and the Treasurer of the Senate shall both be empowered to freeze budgets for the following reasons:
 - a. Deficit balances.
 - b. Violating established University policy and/or procedure.
 - c. Violating established Student Senate policies and/or procedure.
 - d. Violating established Office of Student Accounts policies and/or procedures.
 - e. Misuse of funds.
3. The Dean of Students Office through the Student Accounts Coordinator, the Treasurer of the Senate and the Allocations Committee shall all be notified within five (5) days of an organization's budget being frozen.

H. Loans

1. Any money specified as a loan from the Student Senate must be repaid by the end of the fiscal year. If repayment puts the club account in a deficit, the officers of the club will be held liable for fifty (50%) of the remaining debt.

I. Distribution of Allocations Information

1. Upon initial approval of minor and major club budgets by the full Senate in the spring semester, said budgets shall be made available to the public via the Senate website. Other relevant funding decisions made by the Allocations Committee may also be made available via the website or another means of communication throughout the year.
2. The Treasurer shall, with the intent of alleviating concerns and ensuring communication between the Allocations Committee and the student body, make him or herself available to any interested party with questions regarding Allocations funding decisions.
3. No Senator or individual in attendance at any Allocations meeting shall be permitted to distribute any presented materials, proceedings, or its funding decisions to any club, organization, or association until the information is presented to the Full Senate

I. Structure

- A. The Campus Life Improvement Projects (CLIP) may include but are not limited to improving
 1. Academics
 2. Campus Safety
 3. Facilities and Housing
 4. Food and Dining
 5. Transportation

II. Meetings

- A. The Campus Life Improvement Project Committees should meet at the discretion of the CLIP Chair.
- B. All members of the CLIP must attend.

ARTICLE IX—Club Recognition

I. Recognition of Student Organizations

A. Definition

1. Recognition of a student organization at Lehigh University implies an acceptance, though not an endorsement, of the purposes, objectives and policies of the organization.
2. Recognition grants the organization the rights to conduct business on the Lehigh University campus.

B. Criteria of Eligibility for New Clubs

1. The organization must draw a majority of its membership from the undergraduate student body.
2. Membership in the organization must be open to any member of the undergraduate student body.
 - a. Membership cannot be denied on the basis of race, color, religion, creed, national origin, ancestry, handicap, gender, sexual orientation, or academic performance.
 - b. Organizations are allowed to host try-outs or other auditions at the discretion of the Club Affairs Committee
 1. The guidelines for auditions must be outlined in the club's Constitution
 2. All undergraduate students must be eligible to audition
 - c. An organization that does not meet this requirement is still permitted to receive recognition from Student Senate at the discretion of the Club Affairs Committee. However, this organization is at no time eligible to receive funding.
3. All the members of the executive board of the organization must be from the undergraduate student body.
4. The organization must have no goal or purpose which violates the Constitution or Laws of the United States or the Commonwealth of Pennsylvania.
5. The organization must have no goal or purpose which violates the mission, principles, or rules of Lehigh University.
6. The organization must have no goal or purpose which violates the Constitution or Bylaws of the Lehigh University Student Senate.
7. The organization may not be a social fraternity or sorority.
8. The organization must not profit any individual, group, or organization with the exception of not-for-profit, philanthropic groups.

9. The organization must not have any goal or purpose which intentionally endangers the physical health or safety of an individual.
10. An existing organization cannot lose recognition due to eligibility requirements established after the time of recognition.

C. Procedures

1. An organization requesting recognition by the Lehigh University Student Senate must submit an application through the HUB to the Club Affairs Committee. This application shall include the following:
 - a. A proposed Constitution for the organization.
 - b. A list of the organization's officers, addresses, e-mail addresses, and phone numbers.
 - c. A statement of consent from a Lehigh University faculty or staff member who is willing to serve as the adviser.
 - d. A petition of at least twenty-five (25) names of students supporting the club.
2. Upon receiving a completed application, the Club Affairs Chair will contact the organization to arrange a meeting between the club officers and the Club Affairs Committee. At this meeting, the organization will present its plans to the committee and address topics such as purpose, goals, membership, events, and finances.
3. After meeting with the prospective club, the Club Affairs Chair must propose a bill at the next scheduled Student Senate meeting with a recommendation to either approve or deny preliminary recognition.
 - a. The organization's officers must be notified of Student Senate's decision within five (5) academic days in writing by the Club Affairs Chair
 - b. If denied, organizations are permitted to re-apply immediately, but must submit a new application through the Hub
 - c. Having been approved for recognition by Student Senate, new clubs are placed in a fifteen (15) academic week trial period of preliminary recognition.
 1. During this time, clubs open to all undergraduate students will have access to a limited budget, enjoy other Student Senate sponsored club resources, and are permitted use of university facilities to host their meetings. Clubs that are not open to all undergraduate students have all the same rights except for funding, classifying these clubs as "non-budgeted."
4. Additionally, clubs will be assigned a liaison from the Club Affairs Committee. All preliminary clubs are required to meet with their liaison at least once to notify the Club Affairs Committee of club happenings and progress and to learn more about their role as a Student Senate recognized organization.
5. At the end of the trial period, clubs are then eligible for full recognition. To do so, the club must again meet with the Club Affairs Committee. In addition to explaining club goals and purposes, the organization should also highlight what it has accomplished during its time as a preliminarily-recognized club. In addition, clubs must explain how their allocated funds were spent.
6. After this meeting, the Club Affairs Chair must propose a bill at the next scheduled Student Senate meeting for full recognition. The Club Affairs Committee must also

supply a recommendation to approve budgeted recognition, approve non-budgeted recognition, extend the trial period, or deny recognition:

- a. Budgeted recognition ends the application process and grants the organization all rights of a Student Senate recognized club. However, a club that did not receive funding during its trial period is ineligible for this type of recognition.
- b. Non-budgeted recognition ends the application process and grants the organization all rights of a Student Senate recognized club except the permanent right to apply for funding.
 1. These clubs are eligible to apply for co-sponsorship funds with another club at any time if that club has budgeted status.
 2. These clubs are eligible to apply for a one-time grant to spend on items to be inventoried. All items purchased must stay in the club's possession from year to year.
 3. Clubs are able to petition to the Treasurer for funds in special circumstances.
 4. However, clubs with restricted membership are still ineligible for all Student Senate funding.
- c. Extension of the trial period neither denies nor approves recognition. Instead, the club must wait another fifteen (15) academic weeks until they will be eligible to be reconsidered for full recognition.
- d. Denial of full recognition ends the application process without granting recognition. Clubs denied full recognition are eligible to re-apply after a minimum of fifteen (15) academic weeks and then must start the application process anew.

D. Procedures for non-budgeted clubs to apply for a budget

1. Any club currently recognized as a non-budgeted club is eligible to apply for budgeted recognition by meeting with their Club Affairs liaison. Together, the club and liaison will complete an application to present to the Club Affairs Committee containing:
 - a. An explanation expressing why the club is now in continual need of funding and what prompted this change.
 - b. A list of fundraising efforts from other sources.
 - c. A description of how any granted funds would be spent.
 - d. An updated club Constitution in accordance with all requirements set forth by the Club Rules and Regulations.
2. Having received a completed application and reviewed it with the Allocations committee, the Club Affairs Chair must propose a bill at the next scheduled Student Senate meeting for budgeted trial recognition. The Club Affairs Committee must also supply a recommendation to either approve or deny budgeted trial recognition:
 - a. Approval grants the club a six (6) academic week trial period by which the club will be granted a limited budget (of an amount to be determined by the Allocations Committee).
 - b. Denial ends the application process without granting the right to apply for a budget. Clubs must wait a minimum of fifteen (15) academic weeks until they may re-apply for budgeted recognition.

3. At the end of the trial period, clubs are then eligible for budgeted recognition. To do so, they must meet with the Club Affairs Committee to explain how they have spent their money and managed club finances over the course of their trial period.
4. After this meeting, the Club Affairs Chair must propose a bill at the immediately following Student Senate meeting for budgeted recognition. The Club Affairs Committee must also supply a recommendation to approve or deny budgeted recognition:
 - a. Approval ends the application process and grants the club permanent rights to apply for a budget through the Allocations Committee.
 - b. Denial ends the application process without granting the club the right to apply for a budget through the Allocations Committee. Clubs must wait a minimum of fifteen (15) academic weeks until they may re-apply for budgeted recognition.

II. Privileges and Responsibilities of Recognized Student Organizations

A. All organizations (both budgeted and non-budgeted) recognized by the Lehigh University Student Senate shall have the following privileges:

1. Eligibility to use University facilities in accordance with University policy.
2. Sponsor and promote activities; distribute literature, flyers, posters, and banners in accordance with University guidelines.
3. Solicit funds on campus through programs and fundraisers in accordance with University guidelines.
4. Use University services or resources such as purchasing, student printing, physical plant, transportation, computer services, mail services, and central stores in accordance with University guidelines.
5. Be listed in University/Student Activity publications, including the directory of student organizations.
6. Access to storage space and the Club Resource Room in the University Center.
7. A personal liaison from the Club Affairs Committee
 - a. A liaison is defined as a member of the Student Senate who serves on the Club Affairs committee. The liaison is responsible for maintaining communication and serving as a resource for clubs.
 - b. A liaison must be appointed to each club in order to provide accountability of actions to the Student Senate. The liaison is required to introduce themselves to the club and encouraged to meet with the club and club officers. Ideally, liaisons should be aware of all club happenings.

B. All recognized student organizations must:

1. Register with the Office of Student Activities via the HUB by the second Friday of each semester in order to maintain their recognition. The registration process requires that each organization submit a listing of the names, addresses, and phone numbers for each of the officers and the advisor. Any student organization, which fails to meet the deadline, may be required to re-initiate the recognition process with the Lehigh University Student Senate.
2. Submit a Yearly Review and current Constitution to the Club Affairs Committee during the spring semester by a deadline set by the committee.

III. Revocation of Student Organization Recognition

A. Recognition of a student organization may be revoked for:

1. Failure to comply with University guidelines.
 2. Failure to comply with Lehigh University Code of Conduct.
 3. Failure to comply with the requirements of the S.S.C.R.R. of the Lehigh University Student Senate.
 4. Failure to comply with its own Constitution and Bylaws.
 5. Irresponsible use of funds, including failure to adequately document the expenditure of such funds.
 6. Insufficient activity over one academic year as determined by the Club Affairs Committee.
 7. A written request by the club to the Club Affairs Committee.
- B. Recognition shall be revoked only by a two-third (2/3) vote of the members of the Senate present and voting.
- C. A student organization's officers shall be given no less than ten (10) days written notice of Senate's consideration of the revocation. The organization shall be given the opportunity to present its case before the Club Affairs Committee.
- D. In the event that recognition is revoked, the organization may appeal to the Student Senate Judicial Board.

ARTICLE X—Ad-hoc Committees

I. Creation of Ad-hoc committees

- A. Ad-hoc committees will be created by a majority vote of the Student Senate to address any issue not covered by another committee.
- B. Upon the creation of a new Ad-hoc committee, any Senator will be welcome to join the committee.
- C. The election of an Ad-hoc committee chairperson will follow the same procedure as that of a CLIP Committee Chairperson.
- D. With the consent of the Senate Executive Board, an Ad-hoc committee can be co-chaired by two (2) Senators.
- E. An Ad-hoc Committee may be dissolved by a two-third (2/3) vote of the seated Senate with majority of consent from the committee.

II. Privileges

- A. Each Ad-hoc committee will have the right to invite any person to contribute to the Ad-hoc committee for the purpose of experience and expertise.

III. Resolutions

- A. The Ad-hoc committee may present a resolution or piece of legislation at any scheduled Senate meeting.
- B. It will be voted upon during that committee's report and needs a simple majority to pass.
- C. Any member of the Executive Board or a Chairperson will, if necessary, forward the legislation to the proper authority.

IV. Guidelines for Final Reports

- A. At the last meeting of each Senate a final report shall be prepared in the following form:
 1. Name of the committee.
 2. Committee chair.
 3. Active members.
 4. The goals.

5. Accomplishments.
6. Any passed or pending proposals/resolutions.
7. Any recommendations for the new Senate.

B. The Chairs of all Ad-hoc committees shall complete these reports.

ARTICLE XI—Legislative Procedures

- I. Any Senator may sponsor a piece of legislation by:
 - A. Designating it as a Senate Resolution, Senate Recommendation, or Senate Bill.
 - B. Supplying the appropriate background information.
 - C. Stating the purpose of the legislation.
 - D. Providing a report of any previous committee action.
 - E. Forwarding it to the Parliamentarian of the Senate.
- II. The Parliamentarian has the responsibility to:
 - A. Refer the legislation to the appropriate committee(s).
 - B. Establish an Ad-hoc committee or task force to consider the legislation, in the case that an appropriate committee does not exist.
 - C. Include the legislation on the next agenda if more than five (5) Senators co-sponsor the legislation.
- III. Committee Chairs shall have the responsibility of reporting on all legislation referred to their committee within two full Senate meetings of the referral.

ARTICLE XII-Bylaws Committee

- I. Positions
 - A. There will be at least five (5) members of this committee, minimum of one (1) from each constituency, not including the Parliamentarian, who shall be Chair of the Committee.
 - B. The five (5) or more Senators of the Committee will be appointed by the current Executive Board through an application process. Said application process will be defined and announced by the current Executive Board.
 - C. Each of the five (5) or more senators, along with the Parliamentarian, shall have equal status and remain on the committee for the academic year.
- II. Procedures
 - A. The Committee will meet on an as-needed basis or at the discretion of the Parliamentarian or current Executive Board.
 - B. The Committee will discuss, draft, and propose potential changes to the Bylaws and/or Constitution as members of the Senate or the current Executive Board see fit.