



Illinois Wesleyan University Student Senate Bylaws

Ratified: December 2, 2012

Amended: March 2, 2025

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Article I. Duties of Executive Officers Section

Section 1. All Officers shall:

1. Attend all necessary functions of the Student Senate to the best of the officer's ability. This includes, but is not limited to, meetings of the Executive Branch, General Assembly Meetings, necessary committee meetings, and events sponsored by the Senate.
2. Inform the President at least 24 hours in advance of an expected absence at a required meeting.
3. Represent Student Senate in a respectful manner.
4. Respond promptly to the requests of members of the IWU Community.
5. Maintain a record of all activities for the use of a successor.
6. Present an annual budget for the office.
- 7.. Execute other duties as reasonably assigned.

Section 2. The President shall:

1. Be the chief administrative official of the Student Senate and be responsible for assuring direct communication with the Executive Branch.
2. Act as Presiding Officer during General Assembly Meetings.
3. Maintain relations with faculty and University administration.
4. Serve on the Academic Appeals Committee, the Campus and University Policies and Procedures Committee, the Calendar Committee, and the Student Life Committee.
5. Serve as a non-voting ex-officio member, unless otherwise noted, of all Standing Committees and Ad-Hoc Committees.
6. Appoint individuals to serve as Treasurer, Comptroller, Chief of Staff, Marketing and Communications Coordinator, Commissioner positions, and all Senate Staff positions.
7. Appoint the Chairmen and membership of all Committees.
8. Create Task Forces and appoint the membership when such a need arises.
9. Approve all media division financial proposals prior to FAB considerations.
10. Serve, with the Vice President, as a representative of the Student Senate and the Student Body to the Board of Trustees.

Section 3. The Vice-President shall:

1. Preside at all meetings in the absence of the President.
2. Serve on the Academic Appeals Committee.
3. Serve on the Student Engagement Committee
3. Oversee the hired executive board members in the fulfillment of their duties and serve as a direct resource for them.
4. Oversee the operations of all Student Senate Committees.
5. Serve, with the President, as a representative of the Student Senate and the Student Body to the Board of Trustees.
6. Oversee The Argus and Tributaries.
7. Serve as a liaison to the Student Senate for student groups relating to the media.

Section 4. The Treasurer shall:

1. Serve as the chairperson of the Financial Advisory Board [FAB] and serve on any fiscally oriented committee created by the Student Senate.
2. Serve as the financial advisor to any committee or organization to which Student Senate funds have been appropriated.
3. Report all FAB decisions and recommendations at the first General Assembly meeting following a FAB meeting.
4. Prepare and present a State of the Finances report to the General Assembly on a semiannual basis. The Fall and Spring Semester Report must take place at the final General Assembly meeting of their respective semester.
5. Administer the capital development program in accordance with the Code of Finances and the directives of FAB and the General Assembly.
6. Perform all duties in accordance with the Code of Finances.
7. Enforce the policies of the Student Senate relating to the allocation of funds.
8. Ensure that the Student Senate follows appropriate University and campus guidelines regarding the allocation of funds.

Section 5. The Chief of Staff shall:

1. Maintain an understanding of the Student Senate, the Governing Documents, and Parliamentary Procedure.
2. Chair the Internal Affairs Committee.
3. Maintain official records of the Student Senate and ensure their orderly transfer to the University Archives.
4. Take minutes, roll, and record votes during General Meetings, Special General Meetings, and Executive Officer Meetings.
5. Maintain rosters and a demographics report of the Student Senate, minutes of all Student Senate Committees and reports of all Executive Officers.
6. Maintain the Student Senate office space with proper equipment and materials.
7. Maintain the Senate website which shall include the following: the most current Governing Documents, information regarding the time and location of all General Assembly meetings, approved Committee and General Assembly minutes, copies of all adopted Resolutions and Reports, and contact information for the Officers, Student Senators, and Committee Chairs.

Section 6. The Comptroller shall:

1. Disburse allocated funds upon receipt of sufficient documentation.
2. Maintain detailed financial records of fund balances, allocations, and expenditures, in conjunction with the Treasurer.
3. Perform all duties in accordance with the Code of Finances.
4. Enforce the policies of the Student Senate relating to the distribution of funds.
5. Ensure the Student Senate follows appropriate University and campus guidelines regarding the distribution of funds.

6. Ensure that the Argus Editor in Chief, Argus Business Manager, and Tributaries Co-Presidents are adequately fulfilling their respective financial duties.
6. Serve as a non-voting ex-officio member on FAB.

Section 7. The Director of the Campus Activities Board shall:

1. Chair the Campus Activities Board, serve on the Homecoming Steering Committee, and University Speakers Committee, and serve on other event committees if asked.
2. The Director of CAB will be selected through an interview process by the outgoing Director of CAB and the Office of Student Involvement staff.
3. Provide campus-wide programming, based on student interest, in collaboration with the Office of Student Involvement, the Student Senate, and the Campus Activities Board.
4. Provide the Student Body with one large scale event annually in the spring semester.
5. Attend or appoint a representative to attend either the NACA Mid-America Conference, as well as NACA Nationals.

Section 8. The Diversity and Inclusion Commissioner shall:

1. Chair the Diversity and Inclusion Committee.
2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include issues of gender, religion, race, and additional topics with a focus on diversity or inclusion.
3. Lead at least two programs or initiatives each semester.
4. Serve as a liaison to the Student Senate for student groups whose missions adhere to issues of diversity and inclusion.

Section 9. The Advocacy and Awareness Commissioner shall:

1. Chair the Advocacy and Awareness Committee.
2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include Social Justice, Mental Health, Sexual Violence Prevention, substance abuse, and additional topics with a focus on advocacy and awareness.
3. Serve as a liaison, alongside the Diversity and Inclusion Commissioner, to the Student Senate for student groups whose missions adhere to issues of advocacy and awareness.
4. Sit on the Sexual Assault Committee

Section 10. The Civic Engagement Commissioner shall:

1. Chair the Civic Engagement Committee.
2. Create meaningful ties between IWU students and the community as well as provide and support opportunities for students to become involved in the community.
3. Host at least two programs or initiatives each semester.
4. Serve as a liaison to the Student Senate for student groups relating to service and community involvement.

Section 11. The Sustainability Commissioner shall:

1. Chair the Sustainability Committee.

2. Provide quality, educational experiences or programming based on the IWU, local, national, or global community. These topics may include issues of environmental justice with a focus on sustainability.
3. Host at least two programs or initiatives each semester.
4. Serve as a liaison to the Student Senate for student groups relating to sustainability.
5. Seek out student interest and relevant issues facing the IWU community relating to and the world as a whole in regards to environmental sustainability, and provide quality, educational programming in accordance with the Mission Statement of the Student Senate.

Section 12. The Marketing & Communication Coordinator shall:

1. Maintain quality marketing & communication channels for Student Senate, including but not limited to Instagram, MyIWU portal, and other social media accounts that align with the mission of Student Senate.
2. Coordinate all graphic design event projects, including but not limited to social media posts, stickers, flyers, in collaboration with the rest of the Student Senate Executive Board. in Provide Graphic Design Services to the executive officers.
3. Design General Assembly (GA) slides for Senate.
4. Create and oversee the production of general Student Senate marketing items, such as banners, tablecloths, flyers, and posters.
5. Host one marketing event a semester and assist in providing marketing materials for recruitment.

Article II. Student Senators

Section 1. General Duties

1. A Student Senator shall attend all General Assembly meetings.
2. A Student Senator shall serve as an active member on at least one committee of the Student Senate.
3. A Student Senator shall convey concerns of constituency to the General Assembly.

Section 2. Attendance

1. Senators may send a designee in their place to a General Assembly for up to a maximum of two meetings a semester and not have it count as an absence.
2. Senators must send an email to senate.chiefstaff@iwu.edu 24 hours in advance of their absence for a General Assembly meeting.
3. Senators with two or more unexcused absences from General Assembly meetings per semester can be removed as a senator.
4. Senators may get excused absences for Committee meetings by notifying the Committee Chair in advance of a meeting. Missing a meeting two times, unexcused, shall count as one absence.
3. On a Senator's third absence in a semester, removal proceedings shall commence at the next General Assembly meeting and does not follow the Student Senate Constitution Article V, Section 3 removal process. If the Senator in question is notified 72 hours in

advance of a General Assembly, a final vote may be taken following or on the third absence.

Article III. Senate Staff

Section 1. General Provisions

1. Senate Staff may be elected as a Student Senator and hold the additional duties associated with the position.
2. Senate Staff cannot receive compensation, unless the position is included in the Bylaws.
3. In the event of a vacancy or a resignation of a Senate Staff position, the Executive Board officer, with the approval of the President, may appoint or not fill the position that reports to them.

Section 2. Senate Photographer

1. The Senate Photographer(s) shall be hired and report to the Marketing and Communications Coordinator
2. Multiple Photographers may be hired at the discretion of the Executive Officers.
3. The Senate Photographer(s) shall be of service to the Executive Officers, Standing Organizations, and any other group approved by the Marketing and Communications Coordinator for photography services.

Section 3. Assistant Commissioners

1. The Assistant commissioner shall be appointed by the President and report to their respective commissioner.
2. The Assistant commissioner shall be responsible for 3-5 hours of work per week.
3. The Assistant commissioner shall be responsible for assisting the commissioner in event programming, committee organization, and standing in as the student representative on appointed committees.
4. The Assistant commissioner shall report to all General Assembly meetings, committee meetings, and attend one executive board meeting a month.
5. The Assistant commissioner shall inform their Commissioner and the President at least 24 hours in advance of an expected absence at a required meeting.

Article IV. Standing Media

Section 1. General Provisions

1. Students may not be charged for the consumption of any standing media.
2. Each standing media organization shall have a member of the IWU faculty serve as an advisor.
3. Each chief officer of the media organizations shall have the authority to appoint all paid staff.

Section 2. Media Intervention

1. The media intervention clause is invoked under any of the three following circumstances.
 1. A media organization fails to meet its original purpose.

2. A media organization is suffering severe financial shortfalls.
3. A media organization no longer produces a quality product that can be judged as a benefit to the campus population.
2. The media intervention clause is invoked when the Vice President brings the concern to the Internal Affairs Committee, who shall hear the case of the Vice President as well as the case of the organization in question.
3. If the Internal Affairs Committee votes 3/5 in the affirmative to invoke the Media Intervention clause, the media organization may appeal the decision to the full Senate, or let the ruling stand. If the decision is appealed to the full Senate, a 3/5 vote is required to overturn the ruling of the Internal Affairs Committee.
4. If the Media Intervention clause is invoked, the Vice President shall take operational authority over the media organization for up to one full semester.

Section 3. The Argus

1. The Argus shall be the official student newspaper of Illinois Wesleyan University.
2. The members of the Argus shall be the Editor in Chief, Business Manager, Managing Editor, all paid editors, and all contributing student writers.

Section 4. Tributaries

1. Tributaries shall be a compilation of student artwork, poetry, and writings of Illinois Wesleyan University Students.
2. Members of Tributaries shall be Leads of Publications, Communications and Design, Additionally, Assistant Leads of Communication and Publications.

Article V. The Financial Advisory Board (FAB)

Section 1. General Provisions

1. All FAB meetings are considered public meetings and shall be conducted in accordance with Robert's Rules of Order. A meeting may be called into a closed session upon the request by any voting member of FAB. A closed meeting must be reopened by a majority of all FAB members present.
2. Only the five elected FAB senators shall have regular voting power. A quorum shall consist of three FAB Senators. No voting shall take place unless a quorum is met and the Treasurer is present. The Treasurer may appoint temporary FAB members from the Student Senate if the need arises. The Treasurer shall vote only in the case of a tie or if quorum is not met.
3. FAB members may be asked to physically remove themselves from a closed debate regarding an issue that they are directly or indirectly involved with. This may be done at the discretion of the chair as per request of a FAB member. The chair will then ask the FAB member to exit the room, if the FAB member desires to stay, an immediate vote is taken. A majority of present FAB members is required to force the member to leave.
4. The Treasurer may speak on behalf of FAB. No other individuals possess the authority to speak on behalf of FAB.

Section 2. Membership

1. Membership of FAB shall consist of the Treasurer, who shall serve as the chairperson, five Student Senators, the Comptroller, who shall serve as a non-voting ex-officio member.
2. Members of FAB shall be elected by the General Assembly at the beginning of each academic year and shall serve for the duration of that academic year. If an elected member is unable to complete their term, elections for open positions will take place at the next General Assembly meeting.
3. If more than two candidates run for each seat available, a preliminary vote shall be taken by the Senate to cut the number of candidates down to two candidates per seat.
4. The Treasurer will reach out to members who have had two absences and appear to be unable to fulfill their duties as a FAB member and contact the President about potential to replace that FAB member.

Section 3. Authorities

1. The Financial Advisory Board shall review proposed amendments to the Code of Finances and make a recommendation to the General Assembly.
2. FAB shall review the student activity fee annually and may propose to the General Assembly a change of the activity fee for the next academic year.
3. FAB shall have the responsibility of allocating funds according to the Code of Finances and the precedent for the current academic year. FAB must review all allocations prior to approval by the General Assembly. All allocations of \$500 or less do not require approval from the General Assembly.
4. If a petition fails to pass within FAB, the organization may present the petition to the Student Senate Executive Officers. The Executive Officers shall take a vote on the petition if presented; the President shall vote only in the case of a tie. If the Executive Officers approve the petition with a majority vote, it shall be presented to the General Assembly for a vote. If the Executive Officers do not approve the petition with a majority vote, then that petition is denied with no recourse until the next academic year.

Article VI. The Campus Activities Board (CAB)

Section 1. General Provisions

1. The Campus Activities Board shall be charged with providing students an adequate amount of programming as determined by the President, Director of Campus Activities Board, Director of the Office of Student Involvement, and the Dean of Students.
 1. Programming will consist of but is not limited to: regular Friday & Saturday night events, regular late night events and an annually held large scale event that takes place in the spring semester of the academic year.
 2. All forms of programming are up to the discretion of CAB, the Student Senate, and the Office of Student Involvement.
2. CAB will play an integral part in the planning and execution of special events around the campus including but not limited to: Homecoming, Family Weekend, All-In for Wesleyan Campaign and Turning Titan.

3. CAB has a reasonable expectation to provide an adequate marketing plan for each event to the President and the Director of the Office of Student Involvement no later than one Calendar month prior to the events execution. Advertisements for events can be carried out through but is not limited to: social media outlets, flyers to be posted in visible and highly trafficked areas of campus, and/or videos/graphics to be posted on various internet outlets and/or the Office of Student Involvement advertising monitors.

4. The Director of CAB or any executive board member has the expectation of attending both the NACA Mid-America Conference and NACA Nationals to search for viable performers, activities, etc. to bring back to IWU's campus.

5. The Director of CAB will update the senate at the beginning of each semester with a calendar of events.

Section 2. Membership

1. The Campus Activities Board shall consist of the Director of the Campus Activities Board, who shall serve as the chairperson of the board, student programmers that will be hired by the Office of Student Involvement staff in consultation with the Director of CAB.

2. The Director of the Office of Student Involvement shall take part in the interview and consult the past CAB Director.

Section 3. Finances

1. CAB's funding shall be composed of a budget from Student Senate as well as financial support from the office of Student Involvement.

2. All CAB Salaries will be paid through the Student Senate.

Article VII. Committees

Section 1. The Authorities and Responsibilities of Committees

1. All Standing Committees and Ad-Hoc Committees shall keep the Executive Officers and General Assembly informed of their actions.

2. Resolutions and Reports may be introduced to the General Assembly on behalf of a Standing Committee or Ad-Hoc Committee with a majority approval by the respective committee membership.

3. A Committee may recommend action to the Executive Officers but may not take action independently.

Section 2. Committee Membership

1. Except where otherwise provided in the Constitution or Bylaws, Standing Committee Chairmen shall be appointed by the President.

2. Membership appointments shall take place at the beginning of the Fall semester and will remain through the academic year.

3. In order to accurately appoint committees, the Chief of Staff will poll senators' top committee choices and will be placed accordingly by the President.

4. Committee membership shall be open to all students for appointment unless otherwise stated in the Bylaws.

Section 3. The Committee Chairmen

1. Each Committee Chairman shall serve as the presiding officer of his/her respective committee.
2. Each Committee Chairman shall be responsible for:
 1. Preparing agendas for his/her respective committee.
 2. Communicating committee discussion topics and recommendations to the Vice President.
 3. Submitting a committee report to the Vice President and the Chief of Staff.

Article VIII. Standing Committees

Section 1. General Provisions of Standing Committees

- 1, Each Committee shall be comprised of one voting chairman, at least three voting members, one voting secretary

Section 2. Academic Affairs Committee

1. This Committee shall consider issues directly related to academic resources and services at Illinois Wesleyan University.

Section 3. Sustainability Committee

1. This Committee shall consider issues related to sustainability on campus and potential interior and exterior development projects to Illinois Wesleyan University's campus.
2. The Committee shall also deal with issues related to the safety of students, staff, and faculty of Illinois Wesleyan University.
3. This Committee shall support the Sustainability Commissioner in the maintenance of relationships with RSOs whose mission supports Sustainability.
3. This Committee shall be chaired by the Sustainability Commissioner.

Section 4. Civic Engagement Committee

1. This Committee shall be involved in the planning and execution of programming or initiatives that the Civic Engagement Commissioner provides.
2. This Committee shall consider issues of the community surrounding Illinois Wesleyan University.
3. This Committee shall support the Civic Engagement Commissioner in the maintenance of relationships with RSOs whose mission supports Civic Engagement. 3. This Committee shall be chaired by the Civic Engagement Commissioner.

Section 5. Diversity & Inclusion Committee

1. This Committee shall consider issues related to cultural awareness, diversity, tolerance, inclusivity, and discrimination.
2. This Committee shall be involved in the planning and execution of initiatives that the Diversity & Inclusion Commissioner provides.
3. This Committee shall support the Diversity & Inclusion Commissioner in the maintenance of relationships with multicultural RSOs.
4. This Committee shall be chaired by the Diversity & Inclusion Commissioner.

Section 6. Internal Affairs Committee

1. This Committee shall review proposed amendments to the Constitution, Bylaws, and Code of Elections and make a recommendation to the General Assembly.
2. The Committee is charged with running fair and impartial elections in the best interest of the student body.
3. If any member of the Internal Affairs Committee runs for President or Vice President, they must not be a part of any discussions or decisions regarding the election process.
4. The Committee shall operate elections using the Code of Elections.
5. This Committee shall deal with the awareness and publicity of the Student Senate and its programs amongst the students, faculty, and staff.
6. This Committee shall be chaired by the Chief of Staff.

Article IX. Ad-Hoc Committees

Section 1. General Provisions of Ad-Hoc Committees

1. The Chairmanship and membership of an Ad-Hoc committee shall be appointed by the President.
2. An Ad-Hoc Committee shall meet until it completes its goal, fails to complete its goal, or expends the time allotted by the enabling Resolution.
3. An Ad-Hoc Committee may be established for no more than one (1) calendar year.
4. An Ad-Hoc Committee may be amended or dissolved by a majority vote of the General Assembly.
5. Creating or dissolving an Ad-Hoc Committee requires a majority vote of the General Assembly.

Article X. Senior Class Committee

Section 1: General Provisions of The Senior Class Committee

1. This Committee shall provide a variety of events and opportunities to grow comradery among the members of the upcoming graduating class.
2. The Committee will be chaired by the Senior Class President, who shall be voted upon by their respective class in the spring semester of their junior year. This election shall be handled through the Dean of Student's Office.
3. The Senior Class Committee spending shall be subject to Senate Executive Board approval with a majority vote.

Article XI. All University and Faculty Committees

Section 1. General Provisions of All University and Faculty Committees

1. Members of All University and Faculty Committees shall be appointed by the Chief of Staff, with the approval of the President.
2. Members of All University and Faculty Committees may be removed by the President at any time that the President feels that they are not fulfilling their duties or appropriately representing Student Senate.
3. Appointees to All University and Faculty Committees must be Executive Officers, Senate Staff, or Student Senators.

4. Student Senate shall send representation to the Academic Appeals Board (3), Council on University Programs and Policy (1), Curriculum Council (2), Council for Excellence in Teaching and Learning Committee (2) Information Technology Governance Committee (1), and any other committee the President sees fit.

Article XII. Compensation

Section 1. General Provisions

1. No student, faculty or staff member shall receive personal compensation from the Student Senate for their services unless outlined in the Governing Documents.
2. The salaries, per semester, for paid members of the Student Senate shall be as such: President \$1500, Vice President \$1200, Director of the Campus Activities Board \$1200, Treasurer \$1000, Comptroller \$900, Chief of Staff \$750, Commissioners \$600, Marketing & Communications Coordinator \$400, Co-Commissioners \$125, Assistant Treasurer \$125 per semester, FAB Members \$75, Photographer \$75.
3. The total sum of salaries, per year, for paid members of the Standing Media shall be as such: Tributaries \$700 and The Argus \$7,150.

Article XIII. Term and Transition

Section 1. Sessions

1. Each Session shall last approximately one year, beginning and ending with the Transition Meeting.
2. During the period between elections and the swearing-in of new Senators, the outgoing Senators shall retain full power and authority.

Section 2. The Transition Meeting

1. During the last two weeks of the fall semester, the current Student Senate shall convene a Transition Meeting for the purpose of conducting an orderly and dignified transition of power of the Executive Officers.
2. No business items may be introduced at the Transition Meeting. Items previously introduced may be considered for action.
3. After the conclusion of all outstanding business, the President of the University, the Senate Advisor, or the Dean of Students shall swear in the President-elect and Vice President-elect.
4. The newly-sworn President shall nominate their candidates for Executive Officer positions and, should they be approved by the Senate, swear in all Executive Officers Designees.
5. The General Assembly shall then vote on whether to confer the honorary title of "Emeritus" on all non-returning Executive Officers.
6. Following the adjournment of the Transition Meeting, the outgoing Officers shall relinquish control of the offices and the official records of the Student Senate to the newly-installed Officers.

Section 3. Executive Board Appointment Process

1. The Chief of Staff shall release applications for the Student Senate Executive Board at the same time Petitions for Student Senate President and Vice President are released. These applications shall stay open at the discretion of the newly elected President and Vice President for up to a week.
2. Candidates for Student Senate President and Vice President shall review applications during the election.
3. The President-Elect and Vice President-Elect shall appoint their board from the Student Senate Executive Board applications and bring their appointments before the General Assembly at the first meeting following the election. This board shall not be sworn in at this meeting.
4. The current board must train the new board prior to the start of winter break.
5. The current board shall not be compensated until the new executive board has been fully trained. Failure to train the confirmed board shall result in a delay of pay by one month. If training is not completed by January 31st, then the check is forfeited.

Article XIV. Senate Honors

Section 1. Graduation Cords

1. Students who have served as a senator for two full semesters of their undergraduate studies have the option to purchase a single strand green graduation honor cord.
2. Executive Officers who have served one (1) or more semester(s) have the option to purchase a single strand, intertwined green and gold graduation honor cords.
3. In the event of an impeachment, the impeached student loses their privilege to purchase Student Senate graduation honor cords.

Article XV. Amending the Bylaws

Section 1. Amendments

1. Any motion to amend the Bylaws must first be introduced in writing for information at a General Assembly Meeting.
2. Any such proposed amendment shall be referred to the Internal Affairs Committee after discussion.
3. A proposed amendment referred to the Internal Affairs Committee may only be considered for action by the General Assembly at a General Meeting after the Committee has approved the item for action and submitted written recommendations.
4. Amendments to the Bylaws require a 3/5 vote for passage.