

Article I. Definitions of Terms

A. GOOD/POOR STANDING: each Senator's status, determined by their quality of membership. Senators are always initially considered in "Good Standing". The Executive Board may choose to consider a Senator in "Poor Standing" after they have obtained any of the following:

1. Six (6) or more attendance points;
2. Referral to the Executive Board by a committee chair for lack of fulfillment of delegated tasks;
3. Failure to follow general decorum during Senate related meetings.

Article II. General Procedure

Section II.01. 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. The Administrative Board

1. Shall meet biweekly on the off-weeks of the Full Senate meetings while classes are in session.
 - a. All Committee Chairs are required to attend.
 - b. The Vice President will chair this meeting.

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

E. Meetings for CLIP, Ad-hoc, and any other committees not previously discussed shall be held as seen fit by the Committee Chairs and the members.

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

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

Section II.02. Senate Rules

A. The Senate shall determine its own rules.

B. All Senate proceedings will be in accordance 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.

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

1. Roll Call
2. Minutes
3. Guest Speaker(s)
 - a. Each guest speaker will be limited to a maximum of fifteen (15) minutes for presentation and question time.

i. The Executive Board may choose to extend this time limit prior to Full Senate should they find it absolutely necessary.

b. Presentations by guest speakers must comply with the goals and mission of the Student Senate. This time is not meant for organizational advertising.

4. Executive Board and Standing Committee Reports

5. CLIP and Ad-hoc Reports

6. Unfinished Business

7. New Business

8. Courtesy of the Floor

9. Adjournment

D. 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.

E. Each Senator must serve on at least two committees.

1. Serving as a committee chair fulfills the requirement of serving on a second committee.

2. Membership in an Ad-hoc or Special and Select committee does not count towards the committee requirement.

3. Committee Chairs have the authority to recommend to the Executive Board the review of a committee member they feel is in Poor Standing.

Section II.03. 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. In the case that said issues need Full Senate approval, the secretary will contact Senate members within three (3) days.

Section II.04. Interpretation

A. The President of the Student Senate has 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 overruled by a simple majority of the Senate.

Article III. Attendance

Section III.01. 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 Special and Select, Ad-hoc, Administrative Board, Executive Board, and Standing Committee meetings.

Section III.02. Absences

A. Senators are required to submit a form of explanation to the Secretary for absences, tardiness or early departure at least 24 hours prior to the meeting.

1. All explanations will be reviewed by the Secretary and determined as excused or unexcused at the discretion of the Executive Board.

B. 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.

Section III.03. Unsatisfactory Attendance

A. Unsatisfactory attendance is determined by the accumulation of points as stated below:

1. Unsatisfactory attendance will occur when a senator has incurred six (6) or more absentee points in one semester;
2. A senator will incur three (3) points for each unexcused absence from Full Senate meetings or mandatory Senate related events;
3. A senator will incur two (2) points for each excused absence from Full Senate meetings;
4. A Senator will incur two (2) points for each unexcused tardiness or early departure of more than ten (10) minutes from Full Senate;
5. A Senator will incur one (1) point for each excused tardiness or early departure of more than ten (10) minutes from Full Senate;
6. A Senator will incur two (2) points for each unexcused committee absence;
7. A Senator will incur one (1) point for each excused committee absence;
8. If a Senator is absent from a Senate meeting because of a 4 o'clock exam, that Senator will receive an excused absence and incur zero (0) points.

B. An excused absence is any family, medical, or class-related function that the Executive Board deems appropriate.

C. Mandatory events related to Full Senate are to be treated as a Full Senate meeting with regards to attendance.

1. Full Senate events may only be deemed mandatory by the Executive Board with two (2) weeks advanced notice to the Student Senate.

D. Senators who sit on the Administrative Committee and Executive Board are subject to the same rules for absences as laid out in this section.

Section III.04. Consequences of Absences

A. When a Senator has incurred six (6) or more absence points in one semester, 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 them of the required meeting.

C. Any Senator shall be allowed to present information pertinent to the Senator's unsatisfactory attendance record.

D. 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.

E. Any subsequent absences after an initial attendance review may be grounds for automatic dismissal by the Executive Board upon receiving an unacceptable explanation.

Article IV. Constituency

Section IV.01. Responsibilities to the Constituency

- A. Each senator must be available to their constituency by phone or e-mail to promote an open line of communication between the Senate and constituency.
- B. Each constituency must have at least one (1) meeting with other students that are representative of that constituency. The details of this meeting are at the discretion of each constituency and the Executive Board.

Section IV.02. Representation on the Student Senate shall be determined by living unit in the following manner:

- A. The following constituencies will be:
 - 1. On-Campus
 - 2. Off-Campus
 - 3. Fraternity
 - 4. Sorority
 - 5. First-year
- B. Each constituency has nine (9) seats. The remaining five (5) Senate seats are held by the five (5) members of the Executive Board. The members of the Executive Board do not represent a constituency.
- C. If a Senator is in a fraternity or sorority that is the constituency for which they must run, regardless of their residency.
- D. Senators elected by a constituency will serve out their term for that constituency regardless of whether or not they represent that constituency after the election. If an impeachment proceeding occurs, said Senator shall be removed from the Senate with a two-thirds (2/3) vote of the Senate.

Article V. Elections and Appointments

Section V.01. First-Year Elections

- A. The President shall work with Senate advisors to oversee first-year elections with support of the Executive Board as needed.
- B. The President, Senate advisors, and Executive Board 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 or her ineligibility.
- D. Publicity for Senate applications for elections shall be completed and posted at least seven (7) days prior to the day 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 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.

Section V.02. Full Senate Elections

- A. The Parliamentarian shall ensure that all election procedures are followed.

- B. If a candidate follows election procedures, the Parliamentarian will notify said candidate of his or her ineligibility.
- C. Publicity for Senate applications for elections shall be completed and posted at least seven (7) days prior to the day applications are due.
- D. In the case of a tie, the President, unless running for re-election, and the Senate advisors will convene and render a decision to proceed.
- E. Records shall be kept of the names of the individuals who vote to prevent an individual from voting multiple times.
- F. Only those living in an applicant's constituency during the school year in question may sign an application and or vote.

Section V.03. Executive Board 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 are to be nominated and elected respectively in this order after first-year Senators have been elected:

1. CLIP Chairpersons
2. Education Policy Committee Representative(s)
 - a. College of Arts and Sciences
 - b. College of Business and Economics
 - c. College of Engineering
3. Awards and Prizes Committee Representative(s) (if applicable)
4. Social Policy Committee Representative(s) (if applicable)
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. The Senator must be in good standing
 - b. A Senator running for a position on the Executive Board must be present for the full upcoming academic year
 - c. A Senator who has not served on the Allocations Committee for a full year cannot fill the office of Treasurer
 - d. A Senator intending to run for a position on the Executive Board is expected to discuss the requirements and responsibilities of that position with the current Senator in that role prior to their nomination.

D. Co-Chair Positions for CLIP Committees

1. Any Senator may motion for a CLIP Committee to be co-chaired.
2. The motion for a co-chair election may be introduced during CLIP Committee chair elections after the first moderated caucus.

3. The elected chair of the committee in question and the Executive Board reserve the right to motion for that committee to be co-chaired at any time.
4. Elections for co-chairs will follow the procedures discussed in Article V. Nominees for each co-chair position must be elected through two (2) separate elections.

E. Nominations

1. Another Senator for any of the above-mentioned offices may only nominate a member of the Student Senate.
2. A single Senator may not nominate more than one (1) Senator for each office.
3. Upon completion of the nomination for a particular position, the nominated Senators have the option of speaking briefly to the Senate.
 - a. Candidates running for positions on the Executive Board may speak for a maximum of six (6) minutes.
 - b. Candidates running for committee chair positions may speak for a maximum for four (4) minutes.
 - c. Candidates running for any position not previously mentioned may speak for a maximum of two (2) minutes.

F. 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 a half (1 ½) minutes.)
 - b. The President will choose the speakers.
 - c. The order of the speeches is to be: Pro, Con, Con, Pro.
 - d. 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 fifty one percent (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.

Section V.04. Guidelines for Internal Elections

A. Any Senator who wished to run for an Executive Board position 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 changed 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 a position. Disqualification for this violation will be left to the discretion of the seated Executive Board, in consultation with the Senate advisor(s).

1. 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.

D. 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).

1. 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.

E. 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 disqualification of candidates.

Section V.05. Election of the Executive Board

A. At the 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 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, Treasurer, 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 V. The candidate receiving a majority vote in this election shall be considered confirmed by the current Senate.

Section V.06. Elections Committee

A. The Elections Committee is to be considered a Special and Select Committee.

B. The Elections Committee shall work to fill any vacancies in the Senate.

C. The Elections Committee shall be overseen and chaired by the Vice President.

D. The Elections Committee shall consist of at least five (5) members with at least one (1) member from each constituency.

E. The committee members shall be selected by the Senate Executive Board after first-year student elections are over.

Section V.07. Vacancies in the Senate

A. The student body shall be notified of vacancies in the Senate and applications for the position shall be collected 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 seat shall remain open for one week from the time the student body is notified.

C. If there are vacancies, but not enough to warrant the above action, they are to be filled using the outlined procedures and the total number of senators returned to 50, by the start of the third week of each semester.

D. 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 (Vice President) becomes a voting member.

E. 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.

F. All Candidates must e-mail their platforms and resumes to the Senate e-mail account by a date determined by the Elections Committee.

G. The Vice President shall schedule interviews for all the candidates. Interviews of all candidates should be conducted as close to the same day as possible.

H. 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.

I. 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 student body “at-large”
4. The Secretary will keep track of which constituency with which the at large position was originally affiliated
5. Of 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.

Section V.08. Vacancies in the Executive Board

- A. In the case of a 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 a 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 a 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 a 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 a vacancy in the Parliamentarian’s position, the Secretary shall assume the office until such time as a special election may be held.

Section V.09. 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. Of 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.

Section V.10. Resignation/Impeachment

- A. If a Committee Chair resigns, the election process shall commence as stated in Article V.
- B. 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 the Student Senate Constitution. If impeachment occurs, the election process shall commence as stated in Article V of the bylaws.
- C. 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.

Article VI. Duties of Executive Officers

Section VI.01. The President shall:

- A. Chair all Full Senate meetings
- B. Chair the Executive Board
- C. Be a member of the Council of Student Presidents
- D. Be an ex-officio member of all committees
- E. Oversee the creation of the annual Affinity newsletter in conjunction with the Public Relations Chair
- F. Meet biweekly with the Senate advisors
- G. Organize, at minimum, one Administration Forum per year in which all committee chairs and Executive Board members present their goals and accomplishments (if applicable) to key administrators.
- H. Hold office hours
- I. Manage the email account with the Secretary

Section VI.02. The Vice President shall:

- A. Chair the Administrative Board
- B. Chair and serve as a non-voting member of the Elections Committee
- C. Be an advisor to all committee chairs
- D. Act as chair in the event that the President cannot serve as chair
- E. Organize the summer survey and present the results to Full Senate

Section VI.03. The Treasurer shall:

- A. Chair the Allocations Committee
- B. Appoint a maximum of three (3) assistant Treasurers
- C. Be an ex-officio member of the Club Affairs committee
- D. Maintain the Contingency Fund
- E. Maintain the Allocations Guidelines and related bylaws

Section VI.04. The Secretary Shall

- A. Record the minutes of all Full Senate meetings
- B. Distribute the minutes to Senators and to any other appropriate students, faculty, and administrators.
- C. Maintain and enforce attendance records of all Full Senate meetings and committee meetings
- D. Maintain a list of the original constituency of all At Large positions
- E. Prepare an agenda in advance of a Full Senate meeting
- F. Count votes and ballots
- G. Manage the email account with the president

Section VI.05. The Parliamentarian shall:

- A. Understand and be extremely familiar with Roberts Rules of Order and the Student Senate Constitution and Bylaws
- B. Maintain order at Full Senate meetings
- C. Assign all pieces of legislation to the appropriate committee(s)
- D. Chair the Bylaws Committee
- E. Maintain the Constitution, Bylaws, and Guidelines of the Student Senate

Section VI.06. The Executive Board shall:

- A. Be a member of the Executive Board
- B. Meet weekly while classes are in session
- C. Organize the fall and winter retreats
- D. Review absence and tardy excuses and determine the appropriate classifications
- E. Assign Senators to their respective committees, taking into consideration the preferences of Senators

Article VII. Duties of Appointees

Section VII.01. The Public Relations Chair shall:

- A. Facilitate relations between the Executive Board, Student Senate, and the general student population
- B. Act as a liaison between Student Senate, other universities, institutions, and organizations
- C. Oversee production of all forms of communication
- D. Be the chairperson of the Public Relations Committee
- E. Maintain and update the Student Senate alumni directory
- F. Maintain relationships with Student Senate alumni by reaching out to alumni through various means as seen fit
- G. Create and distribute an annual Affinity newsletter to Student Senate alumni

Article VIII. Allocations of Monies

Section VIII.01. 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. SPONSORED ORGANIZATION: 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.
- H. AFFILIATED 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.

- I. **CONDITIONAL APPROVAL:** approval of a budget, which is pending the fulfillment of some additional criterion or criteria (e.g. constitutional revisions, substantiating documents, qualification or the budgeted event, etc.).
- J. **REGISTERED ORGANIZATION:** 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.
- K. **POLITICAL ORGANIZATION:** any organization tied to a political party.
- L. **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.
- M. **EMERGENCY FUNDING:** funding determined by the Treasurer and approved to go to the Senate by the Executive Board.
- N. **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.
- O. **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.
- P. **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.
- Q. **ADVANCE PLANNING FUNDS:** funds available after Predetermined Funding amounts finalized to Student Senate recognized Registered and Affiliated Student Organizations that want to apply for funds in preparation for specific events, programs, or initiatives during the subsequent fiscal year.
- R. **AFFILIATED STUDENT ORGANIZATION:** a Student Senate recognized student organization that contributes to the mission and culture of Lehigh University, and the activities and events of these organizations are considered to carry a moderate level of complexity.
- S. **ALLOCATIONS COMMITTEE:** An Undergraduate Student Senate standing committee consisting of at least 13 appointed Senators, one non-voting, elected Treasurer, and a non-voting, professional staff advisor assigned by the Dean of Students.
- T. **BUDGET HEARING:** an in person meeting between the Allocations Committee members in regards to the initial funding of each Sponsored Student Organization.
- U. **EVENT:** a student organization sponsored social, educational, or cultural occasion that is open to members of the Lehigh University campus community.
- V. **FISCAL YEAR:** The University's financial year that runs July 1 to June 30 to match the academic year calendar.

W. GUIDELINE: suggested standards that the Allocations Committee and Student Senate recognized student organizations should adhere to unless an appeal is made by a club for reconsideration and the Allocations Committee approves the appeal. If an article or section is not explicitly named, "Rules," they may be interpreted as guidelines.

X. ANNUAL ALLOCATION: funding granted to Affiliated and Registered Student Organizations at the start of the fiscal year.

Y. QUALITY REVIEW: a short-answer assessment detailing the extent to which an organization has met the criteria and expectations set by the Allocations Committee in order to more holistically determine an organization's use of funds allocated by the Student Senate.

Z. REGISTERED STUDENT ORGANIZATION: a Student Senate recognized student organization capable of functioning with minimal support from the university, but remaining consistent with the mission and culture of Lehigh University. The activities and events of these student organizations are considered to carry a lower level of complexity due to their limited scope.

AA. ROLLOVER FUNDS: Student Senate funds with approval from the Student Senate that remain in the student organization account for the subsequent fiscal year.

BB. RULE: standards that the Allocations Committee and all Student Senate recognized clubs must adhere to regardless of all special considerations or extenuating circumstances.

CC. SPONSORED STUDENT ORGANIZATION: a Student Senate recognized student organization considered to be critical to the mission and culture of Lehigh University. These organizations are inherently linked to the university and are considered to be an integral part of the institution. They typically have a close relationship with a university department or office, and their activities and events are considered to be more complex because of their scope of programming and perceived association with the university.

DD. SUPPLEMENTAL FUNDING REQUEST: a request made by a student organization for the approval of additional funding beyond the original allocation provided at the start of the fiscal year for an unanticipated expenses or for an event which it will partner with one or more student organizations.

EE. STUDENT LIFE SERIES FUND: funds set aside by the University to be distributed to qualified clubs through the Student Senate Allocations Committee.

FF. STUDENT ORGANIZATION: any organization recognized by the Student Senate, whose membership consists of fifty-one percent (51%) undergraduate students and whose president and treasurer are undergraduate students. A student organization can be categorized as one of three types: Affiliated, Registered, or Sponsored.

Section VIII.02. Disbursement of Student Life Series

A. Structure – There shall be an Allocation 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 allocation's 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

Failure to meet the following requirements or those adopted as Allocation Committee policy can and will render the offending organization ineligible for funding.

1. Requests for appropriations of Student Life Series funds shall:
 - a. Be submitted no later than the date determined by the Student Senate Treasurer.
 - b. The deadline for budget submission of newly recognized student organizations shall be no later than two weeks from the date of recognition.
 - c. 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.

d. If the deadlines fall on a University break, budgets will be due the first day of classes after said deadline.

2. 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.

3. To conduct a proper budget review, one of the following will occur:

a. A closed hearing at which the Allocations Committee shall evaluate the budgets and formulate a recommendation to the Senate on appropriate funding.

b. An open hearing requested by the Allocations Committee, open to any interested parties.

c. 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.

d. Student Life funds may only be used for those items which are approved by the Senate.

4. Budget recommendation and approval

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.

5. 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.

6. 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.

7. 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.
 - c) The criteria will include the following statements made in Article 7, Section II, C, 2,3,4,5,6,7. (1) 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.

Article IX. Campus Life Improvement Promotions

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

B. The Campus Life Improvement Project Committees should meet at the discretion of the CLIP Chair.

C. All members of the CLIP must attend.

Article X. Club Recognition

Section X.01. 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
 - i. The guidelines for auditions must be outlined in the club's Constitution
 - ii. 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
4. Having been approved for recognition by Student Senate, new clubs are placed in a fifteen (15) academic week trial period of preliminary recognition.
 - a. 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."
 - b. 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.
 - i. These clubs are eligible to apply for co-sponsorship funds with another club at any time if that club has budgeted status.

ii. 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.

iii. Clubs are able to petition to the Treasurer for funds in special circumstances.

iv. 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.

Section X.02. 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 Ulrich Student 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.

Section X.03. 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 XI. Ad-hoc Committees

Section XI.01. 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.

Section XI.02. 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.

Section XI.03. 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.

Section XI.04. 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 XII. Legislative Procedures

Section XII.01. 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.

Section XII.02. 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.

Section XII.03. Committee Chairs shall have the responsibility of reporting on all legislation referred to their committee within two full Senate meetings of the referral.

Article XIII. Student Senate Judicial Board (SSJB)

Section XIII.01. Positions

A. There will be at least, but not limited to, seven (7) members of this committee. The number of committee members shall be dependent on the number of qualified applicants.

1. One (1) being the SSJB Chairman elected by majority vote at a full Senate meeting. At least four (4) Senators will be appointed by the current Executive Board through an application process. Said application process will be defined by the current Executive Board. At least two (2) Senators will be appointed by the Executive Board as alternates through the same process.
2. The Treasurer will be an ex-officio member used only for consultation in matters concerning use and/or misuse of Student Senate Funds.
3. The Club Affairs Chairperson will be an ex-officio member used only for consultation in matters concerning a recognized club's inability to adhere to any club requirements set forth by the Student Senate or the Student Senate Club Affairs Committee.

B. Removal of an SSJB member

1. All requests for the removal of an SSJB member must be made in writing to the Student Senate Executive Board.
2. The member shall be given ten (10) days to respond to the request.
3. The Executive Board upon the request and response shall meet with both the member in question as well as the petitioner. The Dean of Students or Dean of Students Appointee will also be present at this meeting.
4. Both parties shall be notified of the decision reached by the Executive Board and the Dean of Students within fifteen (15) days of the meeting.
5. When a member is removed, the Alternate will fill the vacant voting spot, and the Executive Board will appoint a new Alternate.

Section XIII.02. Procedures

- A. Any member of the University may file a report with the chair of the SSJB or the Office of Student Life.
- B. The designee of the Student Life office will do a preliminary hearing. If it is decided that a hearing is necessary the organization is then given a choice. Either the SSJB will hear the case or it will be given to the Dean of Students Office.

C. The organization will be notified in writing the time, place, and date of the hearing a minimum of twenty-one (21) days in advance of the hearing so that it has a reasonable opportunity to prepare its defense.

1. Included on this notice will be a list of the SSJB members presiding at the hearing. The accused organization may challenge any member of the committee for such causes as bias or preconceived judgment. The chairperson and the Senate advisor shall determine whether the member must be replaced by one of the Alternates. In the event the chair is challenged one of the Alternates will replace him/her and either the Treasurer or the Vice-President will act as chair, with non-voting privileges. This challenge, however, must be given to the chair in writing, within seven (7) days of receiving the notice.

2. If an SSJB member feels a conflict of interest it is his responsibility to remove himself from the board, providing he/she meets and discusses the problems with the chair and Senate advisor.

3. If the organization is unable to attend the specified date scheduled, the organization has five (5) days prior to the hearing to reschedule by contacting the chair of the SSJB. After the second (2nd) excuse, all further excuses are subject to approval by the chair.

D. The charged organization is informed in writing of the charges against it by the chair of the SSJB. This notice will state the specific regulations which is alleged to have violated.

E. A pre-hearing interview is conducted by the SSJB chair with the charged organization. During this interview the organization:

1. Receives a second notification of the charges.

2. Has the charges explained, in terms of the specifics of the incidence and the evidence.

3. Has the University Code of Conduct and/or the Student Senate Club Rules and Regulations (S.S.C.R.R.) explained.

4. Receives copies and explanations of Conduct Hearings and summary of rights under due process.

Section XIII.03. Conduct of Hearing

A. All five voting (5) members must be present for the duration of the hearing.

B. The hearing shall be conducted in such a manner as to do substantial justice and shall not be restricted unduly by rules of procedure or information. Information not directly related to this matter at hand will not be considered when determining a verdict.

C. The hearing shall be closed.

1. Only SSJB members, the case officer and those members who are testifying may be present during the hearing except for the Treasurer and Club Affairs Chairperson when they are acting as an ex officio member of the SSJB.

2. The organization may have the hearing open during the opening statements if desired. This does not mean that the members may speak. They will merely be there to demonstrate support for the organization which is being heard. Once the hearing begins, they will be escorted out of the room.

D. For the protection of parties involved, all hearings shall be taped. This tape will then be filed with all other hearing documents.

- E. The Organization has the right to be assisted by a friend of its choice, who must be a member of the University Community (Administrator, faculty member, coach, staff member, or student). There will be no legal assistance.
1. The friend may: Advise in preparation of defense. Accompany organization to all hearings. Advise organization in preparation of appeal.
 2. The friend may not: Speak during the SSJB hearing unless called upon as witness.
- F. The chair shall present all evidence on the side of the SSJB.
- G. The chair shall call the witnesses into the hearing one (1) at a time. The accused members representing an organization may stay for the duration of the hearing. The chair will decide a reasonable number of representatives for an organization.
- H. The SSJB has the right to call a reasonable number of witnesses in verifying its evidence.
- I. The organization has the right to call witnesses on its own behalf.
- J. All witnesses called will be subjected to questions from both the SSJB and the accused organization.
- K. The testimony of unknown or unidentifiable witnesses shall not be admissible.
- L. The SSJB may address questions to any party or to any witness called by the parties. The organization is not compelled against its wishes to testify or answer questions, and its silence shall not be held against it. The board shall limit the scope of the testimony matters relevant to the case. The committee and/or the organization may request that the Office of Student Life require any member of the University community to appear as a witness at the hearing. In the event that any person, including the accused, shall disrupt the hearing, the chairperson shall remove that person and proceed with the hearing without him.
- M. The decision will be made based upon a preponderance of evidence presented at the hearing. Finding the organization responsible requires a simple majority of the SSJB.
1. In cases involving the University Code of Conduct, the Office of Student Life will review the report and render a final decision on the outcome of the case.
 2. In every case in which a student and/or organization is found responsible, one of the following sanctions must be imposed in accordance with the guidelines set by the University Committee on Discipline:
 - a. Disciplinary Warning – a written statement of students’ responsibility for a violation of this code of conduct.
 - b. Disciplinary Probation – the conditional continuation of a student for a specified period of time.
 - c. Disciplinary Suspension – the removal of a student from the university for a continuous period not to exceed seven semesters. Said student will not be permitted to participate in any university activities academic or nonacademic.
 - d. Disciplinary Expulsion – the permanent removal of a student from the university by action of the board of trustees on recommendation of the University Committee on Discipline or the Dean of Students (or designee).
 3. Additional sanctions may include but are not limited to:
 - a. Termination or suspension of organization.
 - b. Termination or suspension of funds.

- c. Suspension of University Transportation.
 - d. Fines.
 - e. Loss of money allocated the following fiscal year.
 - f. Restitution or replacement of lost, damaged or stolen property.
 - g. Payment for damage or personal injury.
 - h. Suspension of privileges to participate in any activity sponsored by the University.
 - i. Suspension of privileges to use certain facilities.
 - j. Suspension of right to represent the University.
 - k. Community Service.
 - l. Required attendance of an Office of Student Activities workshop.
 - m. Referral for alcohol or drug counseling abuse. For additional information see Code of Conduct VII-Sanctions for Groups and Organizations.
4. All sanctions which suspend or limit an organization must have a date assigned after which full privileges may be restored.
 5. Any appeal must be submitted within seven (7) calendar days of notification of the decision.
 6. The SSJB will make a written report of the hearing consisting of the notice of charges and other hearing documents, a summary of information presented, the findings of the committee, and the sanctions imposed. Copies will be given to the organization, the Dean of Student Life, and read to the full Senate, where upon it will be filed.
 7. If the organization chooses not to appear before the SSJB at the designated time without conferring with the chair, the trial will proceed as planned.

Section XIII.04. Appeals

- A. An appeal may be requested on the grounds that:
 1. Information, which reasonably could have altered the outcome of the case, was not available at the time of the hearing is now available.
 2. The University or SSJB disciplinary procedures were violated in a way that probably adversely affected the outcome of the case.
 3. The sanction was unduly harsh and not justifiable.
- B. All appeals concerning Code of Conduct violations go to the University Disciplinary Appeals Committee and all others shall be heard by the Student Senate Executive Board.

Section XIII.05. Code of Conduct

- A. Refer to the Lehigh University Student Handbook.

Article XIV. Select Committees

Section XIV.01. Select Committees shall:

- A. Be created to address the internal workings of Senate;
- B. Include, but are not limited to:
 1. Elections Committee
 2. Bylaws Committee
- C. Meet on a schedule as seen fit by the Committee Chair and members;
- D. Maintain the same attendance rules as Standing and CLIP committees, as stated in Section III.01.

Section XIV.02 Select Committee members shall:

- A. Be selected by the second meeting of the academic year;
- B. Be comprised of a minimum of five (5) members with at least one (1) from each constituency within the Student Senate.

Section XIV.03. The Chairperson for each Select Committee shall also be a member of the Executive Board.

Section XIV.04 The Elections Committee shall:

- A. Be chaired by the Vice President of the Student Senate;
 - 1. The Vice President shall schedule interviews for each of the candidates selected by the Elections Committee. Interviews of the candidates should be conducted within 72 hours of each other.
 - 2. 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;
- B. Work to fill any vacancies in the Senate according to the constituencies in which there are openings;
- C. Meet to determine the needs of Senate and qualities they hope to find in a candidate;
- D. Determine the date by which the candidates must send their platforms and resumes to the Elections Committee.

Section XIV.05 The Bylaws Committee shall:

- A. Be chaired by the Parliamentarian of the Student Senate;
- B. Discuss, draft, and propose potential improvements to the Student Senate constitution, bylaws, and guidelines as the members of the Student Senate and Bylaws Committee see fit;
- C. Review and maintain the current constitution, bylaws, and guidelines for potential changes and inconsistencies.