CHAPTER 200 STUDENT SENATE CODES

200.01 Sections 200.001 through 259.999 shall be known as the “Student Senate Codes”.

200.02 The Student Senate Codes shall be arranged by subject matter in 6 parts, each

composed of numerically designated sections, according to the following scheme:

Part 1 (Sections 200.001-209.999) General Provisions

Part 2 (Sections 210.001-219.999) Membership

Part 3 (Sections 220.001-229.999) Conduct of Business

Part 4 (Sections 230.001-239.999) Membership Responsibilities

Part 5 (Sections 240.001-249.999) Boards, Committees, and Liaisons

Part 6 (Sections 250.001-259.999) Vacancy Guidelines

200.03 The following words and phrases when used in 200.001 to 259.999 shall have the

meaning as ascribed to them in this section:

1. “Forum” is defined as an event open to the student body where the primary objective is for Senators to publicize themselves to the student body.
2. “International Student” is defined as a student whose nation of residency is not the United States of America.
3. “Liaison” is defined as a position served by a Senator that is a point-of-contact between the SGA and a designated University department or organization.
4. “Project” is defined as a task that will improve the quality of life for the student body that is approved by the SGA Vice President.
5. “Senator” is defined as a duly elected SGA official to serve as a student representative either through a college or distinct group of the student population. Senators are voting members within the Student Senate.
6. “Veteran” is defined as an individual who served in the United States military and was not dishonorably discharged.

CHAPTER 210 – STUDENT SENATE MEMBERSHIP

210.01 The Student Senate is made up of the following positions:

* College of Arts and Science Senator
* College of Aviation Senator
* College of Business Senator
* College of Engineering Senator
* Housing and Residence Life Senator
* International Student Senator
* Graduate Senator
* Student Life Senator
* Veteran Student Senator

211.01 The number of Senators for colleges shall be a minimum of two (2) senators and a maximum of three (3) senators.

211.02 The number of Senators for colleges shall be based on the percentage of the voting population of each college:

1. If 0.0%-14.99% of students in the college vote in the SGA election, there will be two (2) Senators for the college.
2. If 15.0% or greater percent of students in the college vote in the SGA election, there will be three (3) Senators for the college.

212.01 The number of Senators for non-college Senator positions is as follows

* Housing and Residence Life Senator – 2 Senators
* International Student Senator – 1 Senator
* Graduate Senator – 1 Senator
* Student Life Senator – 1 Senator
* Veteran Student Senator – 1 Senator

213.01 There are no term limits for any Senator position. Any persons holding elected office eligible for re-election provided eligibility requirements for said office have been met.

214.01 Eligibility requirements to serve as a Student Senator are as follows

1. Must have attended Embry-Riddle Aeronautical University, Daytona Beach Campus for one full semester prior to being a Senator candidate.
2. Must have and maintain a CGPA of 2.50.
3. Must have and maintain a course load of no less than six (6) credit hours per each fall and spring semester.
4. Must be able to serve a full term of office as defined by Article VI, Section 8 of the SGA Constitution.

214.02 Undergraduate and graduate students are eligible to serve as Senator for the college which their major resides in.

214.03 Only individuals that reside within University housing may be eligible for and/or serve as a Housing and Residence Life Senator. If the Housing and Residence Life Senator no longer resides in University housing, the Senator must resign from their position immediately.

214.04 Any international student in attendance for the full academic year is eligible to serve as the International Student Senator.

214.05 Only students enrolled in a graduate degree program is eligible to serve as the Graduate Senator.

214.06 Only student veterans are eligible to serve as the Student Veteran Senator.

CHAPTER 220 – CONDUCT OF BUSINESS

220.01 The Student Senate shall meet at a time and place specified by the SGA Vice President and agreed upon by 2/3 approval of the Student Senate.

220.02 Approved meeting minutes will be submitted to the SGA Webmaster within 48 hours of the meeting.

220.03 The SGA Vice President may, at any time, change the meeting time if 2/3 of the Student approves of the change.

220.04 The SGA Vice President shall choose a meeting time and location that is convenient to the student body and ensure that the meeting well publicized.

220.05 No voting shall take place at a Student Senate meeting unless a quorum of 2/3 of the voting membership is present.

220.06 All Student Senate meetings are open to the student body excluding Closed Sessions.

220.07 The first Student Senate meeting of the fall and spring semester shall be held during the first full week of classes.

220.08 The last Student Senate meeting of the Fall semester shall be during the last full week before exams begin. The last Student Senate meeting of the Spring semester shall be two full weeks before exams begin. The last full week before exams, the newly elected Senators shall meet with the SGA President elect, the Vice President elect, the Treasurer elect and the SGA Advisor for the purpose of orientation.

221.01 Typed copies of approved Minutes shall be made available to ERAU students upon request.

221.02 A copy of Minutes shall be uploaded onto the SGA SharePoint within one (1) week following the meeting.

222.01 Only the SGA Vice President, SGA Advisor, voting members, and pertinent guests appointed by the SGA Vice President shall be present during Closed Session.

222.02 Any Senator may make a motion to move the meeting into Closed Session.

222.03 Student Senate Secretary shall record the Minutes of Closed Sessions.

222.04 The Minutes of Closed Sessions shall be retained by the SGA Vice President for the remainder of their term. The SGA Vice President shall turn the Closed Session Minutes over to the SGA Advisor at the end of their term.

222.05 Releasing a copy of the Closed Session to anyone shall be determined by a 2/3 vote of the Student Senate.

223.01 When circumstances arise that cannot be interpreted according to the Constitution or Bylaws, the matter will default to Robert’s Rules of Order for interpretation.

223.02 Any items requiring evaluation shall be sent to the Student Senate at least two (2) business days before the Student Senate’s next regularly scheduled meeting.

223.03 Any person or group of persons wishing to formally address the Student Senate must submit a written request to the Vice President twenty-four (24) hours prior to the meeting.

223.04 All new formal proposals presented to the Student Senate must be tabled for one week. Exceptions to this must be approved by a separate 2/3 vote. The floor is then open to discussion and normal voting procedures concerning the proposal may proceed.

CHAPTER 230 – MEMBERSHIP RESPONSIBILITIES

230.01 The SGA Vice President shall perform their duties as specified under Chapter 120 of the Student Body Statues

230.02 Senators are required to fulfill the following requirements to receive compensation from the University:

1. Represent and advocate on behalf of students within the college or group from which they are elected.
2. Serve three (3) office hours per week, preferably one (1) hour at a time.
3. Submit a summary report at the end of their term of office.
4. Serve as a member of at least one committee or board and as a liaison as defined by these codes.
5. Work with individual degree coordinators and/or deans to hold a forum for each degree in their respective college/department each semester.
6. Complete at least one (1) project per semester. A yearly project may be approved instead, at the discretion of the SGA Vice President.

230.03 The Student Life Senator shall work with the Dean of Students for advisement and to hold forums to improve student life and wellness on-campus.

230.04 Senators may table in their respective college/department or at a location approved by the SGA Vice President for any number of office hours per week.

230.05 Absences, tardiness, and removal from office shall be done according to Article IV of the SGA Constitution.

231.01 The Student Senate Parliamentarian shall be a Senator.

231.02 The Student Senate Parliamentarian shall be appointed by the SGA Vice President and confirmed by 2/3 of the Student Senate.

231.03 The Student Senate Parliamentarian shall be responsible to instruct the Student Senate on parliamentary procedure.

231.04 The Student Senate Parliamentarian shall chair meetings in the absence of the SGA Vice President.

231.05 The Student Senate Parliamentarian shall be responsible for taking roll and maintaining attendance records.

232.01 The Student Secretary shall be a Senator.

232.02 The Student Secretary shall be appointed by the SGA Vice President and confirmed by 2/3 of the Student Senate.

232.03 The Student Secretary shall be responsible for recording the Minutes of Student Senate meetings and distributing Minutes in a timely manner.

232.04 The Student Secretary shall perform duties as assigned by the SGA Vice President.

CHAPTER 240 – BOARDS, COMMITTEES, AND LIAISONS

240.01 Student Senate Board/Committee Chairpersons shall be appointed by the SGA Vice President.

240.02 Senators shall be appointed to University committees first, followed by Student Senate boards/committees, if such boards/committees are available.

240.03 The SGA Vice President shall appoint members of the Student Senate or STEP members to sit on University committees or Student Senate boards/committees provided they meet the criteria set forth in these codes and are approved by a 2/3 vote of the Student Senate.

241.01 Board/Committee Chairpersons or member of the board/committee if the Chairperson is unable to be present shall give a weekly report to the Student Senate.

241.02 Board members are responsible for informing the Board Chairperson and the SGA Vice President if they are unable to attend a board meeting so that an alternative may be sent.

241.03 University committee members are responsible for informing the Committee Chairperson and the Vice President if they are unable to attend a committee meeting so that an alternate may be sent.

241.04 Board/Committee Chairpersons shall present, at the end of their term of office, a written outline of the committee achievements in the past year.

241.05 Any board/committee members that fail to attend the meeting, send someone in their place, or fail to inform the chairperson of their absence will be reported to their division or branch head.

241.06 A Senator shall sit on no more than three (3) university committees, SGA boards/committees or a combination of the two types per semester. The SGA Vice President shall assign each Senator a role as a liaison and a member on a committee.

242.01 The Student Senate shall maintain the following boards:

1. Wellness Board
2. Marketing Board
3. Progress Board
4. Spirit Board

242.02 The Student Senate shall also appoint Senators to participate and serve on all University Committees in which the University allows or requests participation of a student member.

242.03 The Wellness Board shall

242.04 The Marketing Board shall develop and maintain the SGA Brand. The Marketing Board shall create and maintain all internal and external SGA marketing efforts, including but not limited to social media, print media, promotional material, etc.

242.05 The Progress Board shall be responsible for developing, reviewing, and executing ideas and projects to benefit the general student body of the University.

242.06 The Spirit Board shall be responsible for organizing and executing events that increase school spirit, which include but are not limited to tail gates, blue and gold week, etc.

242.07 The Student Senate shall maintain the following liaison positions:

1. Athletics Liaison
2. Bookstore Liaison
3. Campus Safety & Parking Liaison
4. Career Services Liaison
5. Chaplain’s Office Liaison
6. Diversity and Inclusion Liaison
7. ERNIE Central Liaison
8. Facilities Liaison
9. Fitness Liaison
10. Flight Line Liaison
11. Food Services Liaison
12. Greek Life Liaison
13. Information Technology Liaison
14. Library Liaison
15. ROTC Liaison
16. Student Employment Liaison
17. Student Union Operations Liaison

242.08 Liaison positions shall be responsible for addressing concerns and needs of the students with the Embry-Riddle Aeronautical University in each respective aspect on campus.

CHAPTER 250 – VACANCY GUIDELINES

250.01 The Student Senate shall advertise all vacancies and make every effort to maximize the number of applicants.

250.02 The advertising period for vacancy periods shall be five (5) days.

250.03 The SGA Vice President shall set a deadline for applications that will be advertised to the student body. Active advertising shall continue until the deadline.

250.04 The Student Senate shall place an advertisement in *The Avion* containing notification of vacancies, the requirements to serve as a Senator, and the deadline for applications.

250.05 All applications received after the deadline shall be marked with the date and time received by the SGA Vice President until the positions are filled so that they may be reviewed should none other candidate qualify.

250.06 After conclusion of the advertising period, the Student Senate shall determine whether enough applications have been received through the following criteria:

1. If only one (1) vacant position exists in the given college or group, a minimum of three (3) applications for that position must be received.
2. If more than one (1) vacant position exists for the given college, a minimum of two (2) applications per vacancy must be received.

250.07 If the required number of applicants has not been reached, the Student Senate will begin a new advertising period. All applicants that have already submitted their applications are to be notified that their application is still valid and will be reviewed at the end of the new advertising period.

251.01 One of the following processes to fill vacancies shall be selected by the Student Senate with a 2/3 vote:

1. Option 1: Interview All Applicants
   1. The Student Senate shall interview all candidates that have turned in acceptable applications.
   2. The Student Senate shall vote and whichever candidate received a plurality vote shall be appointed to fill the vacant seat until the next election period.
2. Option 2: Application Review
   1. The SGA Vice President shall make available all applications that were received during the advertising period. The Student Senate shall review these applications and leave comments for review by the SGA Vice President. The Vice President shall then select the most qualified applicants for interview by the Student Senate.
   2. Three (3) candidates shall be selected for each representative position or college with only one vacancy and two (2) candidates per position shall be selected for each college with more than one (1) vacancy.
   3. Applications must be made available for review within a timely manner from the process selection vote by the SGA Vice President.
   4. Applications must remain available for review for a minimum period of three (3) days.
   5. The Student Senate shall then interview all selected candidates
   6. The Student Senate shall vote and whichever candidate received a plurality vote shall be appointed to fill the vacant seat until the next election period.
3. The Student Senate shall vote and whichever candidate received a plurality vote shall be appointed to fill the vacant seat until the next election period.
4. Option 3: Vacancy Committee
   1. The SGA Vice President will create an Ad-Hoc Vacancy Committee to review, interview, and select eligible candidates.
   2. The SGA Vice President may serve as Chairperson of the Vacancy Committee or appoint a Chairperson from the Student Senate.
   3. The Vacancy Committee Chairperson shall appoint at least three (3) Senators to serve on the Vacancy Committee.
   4. The committee meeting time and location will be set by the Vacancy Committee Chairperson and approved by a 2/3 vote of the Committee.
   5. Quorum for this committee shall be 3/4 of the members.
   6. The Vacancy Committee shall, at the conclusion of the interview process, make a presentation to the Student Senate with recommended candidates to fill the vacant seat. The committee shall answer any questions from Student Senate members pertaining to the interview process.
   7. The Student Senate shall vote and whichever candidate received a plurality vote shall be appointed to fill the vacant seat until the next election period.
   8. The Student Senate shall vote and whichever candidate received a plurality vote shall be appointed to fill the vacant seat until the next election period.

252.01 Applicants must be notified by the SGA Vice President or Vacancy Committee Chairperson of their selection for an interview at least three (3) days prior to the scheduled interview time.

252.02 Applicants must be informed of the time and place of their interview.

252.03 Applicants must be informed that they must confirm their appointed interview time with the SGA Vice President or Vacancy Committee Chairperson. Failure to confirm their interview will result in forfeiture of their interview.

252.04 Confirmation of the interview time from the candidate must be received by the SGA Vice President or Vacancy Committee Chairperson twelve (12) hours prior to the interview time.

252.05 If an interview is forfeited, the SGA Vice President or the Vacancy Committee Chairperson will select and notify an alternate as soon as practicable.

252.06 Applicants may only interview for only one position within the Student Senate or Student Treasury.

253.01 All candidates selected for interviews shall answer three (3) to five (5) standardized questions approved by the Student Senate or Vacancy Committee Chairperson.

253.02 All interviews shall be the same length of time to promote equal opportunity for all candidates.