

Bylaws of the Student Senate

Article I – Name

The name of this organization shall be the Mercy College Student Senate.

Article II – Purpose

The purpose of the Student Senate shall be to:

- A. Provide a central forum for students and student-oriented groups to discuss ideas and policy matters that impact the College and staff.
- B. Provide a centralized means of communication with administration regarding student and student-oriented group activities and concerns, by presenting ideas and policy recommendations to the College Senate. To maintain organizational order, the Student Senate shall be where all student-oriented groups submit ideas and proposals impacting students, and it solely shall serve to relay such ideas and proposals to the Mercy College Administration. Student organizations are strongly encouraged to provide representation at scheduled Student Senate meetings.
- C. Participate in College decision-making by electing Student Senate representatives to the following standing committees of the College: Curriculum, Student Life, and Institutional Effectiveness.
- D. Work with the Student Advisor to establish a program of Senate-sponsored activities for Mercy College students.
- E. Foster communication, positive relationships, and unity among students, faculty, and administration.
- F. Promote personal and professional integrity among students.
- G. Provide an opportunity for students to develop leadership abilities.

Article III – Membership

The membership of the Student Senate shall consist of all currently enrolled students of Mercy College. All members of the Senate in attendance are eligible to vote on proposed agenda items.

Article IV – Organization

A. Meetings

- 1. Regular Meetings. The Student Senate shall meet on the second Monday of every month, September through April, or on a date mutually agreeable to students' schedules.
- 2. Special Meetings. The Student Senate President shall call other Senate meetings as needed. Special meetings shall be announced at least one week in advance on the video monitors.
- 3. Presiding Officer. The Student Senate President or designated officer shall preside at all regular and special meetings of the Senate
- 4. Agenda. The Student Senate President and the Student Senate Advisor shall establish the agenda for each meeting of the Student Senate.
- 5. Minutes. The minutes of Student Senate meetings shall be recorded by the Secretary and placed into the permanent record book and reproduced or distributed as requested.

B. Officers and Their Responsibilities

1. Student Senate President. The President shall establish the agenda in concert with the Student Senate Advisor (or designee), preside at all meetings of the Student Senate, and approve the minutes of Student Senate meetings. The President shall distribute a meeting agenda to the Student Senate Advisor and Dean of Enrollment and Student Services prior to each Student Senate meeting. The President or appointed designee shall represent the students at College Senate meetings.
2. Student Senate Vice President. The Vice President shall preside at meetings of the Student Senate in the absence of the President, and monitor the Student Senate Bylaws to ensure that they are current. The Vice President shall also send the Student Senate Advisor updates for publication in the Mercy Messenger.
3. Secretary. The Secretary shall record the minutes of Student Senate meetings, have them approved by the President and place them into the permanent record book.
4. Treasurer. The Treasurer shall work with the Student Senate Advisor to maintain a Student Senate checking account, receive and disperse all monies, and provide an accounting of fund revenues, expenditures, and the account balance at each regularly scheduled meeting of the Student Senate.

Other committee chairs shall be appointed as needed.

C. Election of Officers

- A. A President, Vice President, Secretary and Treasurer shall be elected by the student body at an election date to be determined at the first regularly scheduled Student Senate meeting of the academic year. Interested candidates shall submit their intent to run to the Student Senate in writing prior to the announced election date.
- B. Election. Election to office shall be by a majority ballot vote to be tallied and finalized upon completion of the established election date. Elected Officers shall hold office for one year.
- C. Vacancies. Should any of the Student Senate offices become vacant during the academic year, the Student Senate President (or the Student Senate Vice President in the absence of the Student Senate President) shall appoint a temporary replacement until a special election can be held to fill the vacancy. Nominations for filling vacancies shall come from the floor.

Article V – Ad Hoc Committees

As deemed necessary, the Student Senate President may appoint ad hoc committees. An ad hoc committee shall function until it has achieved its specifically identified purpose.

Article VI – Parliamentary Procedures

All meetings of the Student Senate shall be conducted in accordance with the provisions contained in Robert’s Rules of Order (revised).

Article VII – Quorum

A quorum must be present for a vote to be taken. A quorum shall be defined as the presence of the Student Senate Advisor and at least 50% of the elected Student Senate Officers at the time of voting.

Article VIII – Amendments

The Bylaws of the Student Senate may be amended at any meeting of the Senate by a two-thirds vote of the quorum. The proposed amendment(s) shall have been published in the Mercy Messenger at least four weeks prior to the meeting at which the vote is to be

taken. Upon approval by the Student Life Committee and the College Senate, the Student Senate Secretary shall make amended Bylaws available to all Senate members.

- Adopted at Inaugural Meeting of the Student Senate, Monday, April 22, 1996.
- Revised at meeting of the Student Senate, Monday, April 20, 1998
- Revised at meeting of the Student Senate, Thursday, February 24, 2005
- Approved by Student Life Committee, Tuesday, March 1, 2005
- Approved by College Senate, Friday, March 11, 2005