

College of Eastern Idaho

Student Senate Bylaws

These Bylaws implement the CEI Student Senate Constitution and provide detailed procedures for governance, operations, and student representation.

Article 1 — Membership, Eligibility, and Good Standing

1.1 Membership. The Student Senate is composed of Executive Officers and Senators representing academic divisions as defined in Section 2.1.

1.2 Eligibility. All Student Senators must be degree-seeking and in good academic and financial standing at CEI. Members must maintain a cumulative GPA of 3.0 or higher and be enrolled in at least six (6) credits per semester; the President must be enrolled in at least twelve (12) credits per semester. First-time college students without a CEI GPA may serve on an introductory basis during their first term.

1.3 Probation. Members whose cumulative GPA falls below 3.0 will be placed on one-semester probation, are ineligible to hold an officer role during probation, and must return to good standing by the end of the probation semester or resign. Detailed effects on tuition reduction are in Article 10.

1.4 Term of Service. Members serve for the academic year in which they are elected/appointed, or as otherwise set in Article 5.

Article 2 — Composition and Representation

2.1 Senate Seats. The Senate consists of eight (8) Senator seats, generally allocated as follows: two (2) from Business & Technologies, two (2) from Health Care Technologies, two (2) from General Education, and two (2) from Mechanical Trades. If any division lacks candidates by the application deadline, the Senate may open seats to qualified students from any division to ensure full membership.

2.2 Executive Officers. The Executive Officers are President, Vice President, Secretary/Treasurer, and Parliamentarian. These roles are elected separately from Senator seats.

2.3 Non-voting Roles. The Student Senate Advisor is a non-voting participant. No mascot position exists within the Senate.

Article 3 — Officers, Executive Committee, and Senators

3.1 President. Presides over meetings; represents the student body; appoints and dissolves special committees; is an ex officio member of all committees; votes only to break a tie; appoints members of the Election Committee.

3.2 Vice President. Presides in the President's absence; hears appeals related to Senate business; serves as acting Secretary/Treasurer if needed.

3.3 Secretary/Treasurer. Records and publishes minutes; manages correspondence; maintains records; coordinates with the Business Office and Advisor on fiscal matters.

3.4 Parliamentarian. Advises on parliamentary procedure under the latest Robert's Rules of Order; oversees Bylaws maintenance and proposed changes; oversees elections; serves as point of contact for marketing and advertising related to Senate elections and initiatives.

3.5 Executive Committee. Composed of the President, Vice President, and Secretary/Treasurer; sets meeting agendas and coordinates official functions.

3.6 Duties and Responsibilities of Senators. Serve as voting members of CEI Student Senate and represent the interests, needs, and perspectives of students within their academic divisions. All Senators are expected to uphold the mission, values, and governing documents of the Student Senate. Senators shall:

- Attend and actively participate in all regular and special Senate meetings.
- Represent students within their academic division by gathering and communicating student feedback, concerns, and suggestions.
- Serve on at least one (1) standing or special committee, as assigned by the President or Advisor, and fully participate in committee tasks and projects.
- Assist with planning, promoting, and staffing Senate events, activities, and initiatives.
- Communicate regularly with students, faculty, and advisors within their division.
- Support student clubs and organizations, including helping promote events and involvement opportunities.
- Review all meeting materials prior to meetings and arrive prepared to discuss and vote responsibly.
- Uphold the Student Senate Constitution, Bylaws, Code of Ethics, and Code of Conduct.
- Participate in required trainings, workshops, retreats, and leadership development activities.
- Take on additional projects or duties as needed to support the effective functioning of the Senate.

3.6.1. Special Assignments. In addition to the general duties listed above, each Senator may receive special assignments, roles, or project responsibilities from the President or Advisor. These assignments support Senate operations, initiatives, committees, or

campus-wide projects. Senators are expected to fulfill these responsibilities with professionalism and accountability.

Article 4 — Meetings, Quorum, and Voting

4.1 Regular Meetings. The Senate meets weekly during the academic year unless otherwise directed by the President.

4.2 Special Meetings. The President may call special meetings with at least 48 hours' notice. Quorum applies.

4.3 Quorum. A quorum is sixty percent (60%) of the current voting membership. A quorum is required for any official votes to take place.

4.4 Voting. Unless otherwise stated, actions pass by a simple majority of members present once quorum is met. The President votes only in the case of a tie.

4.5 Floor Privileges. With prior approval of the Executive Committee, faculty, administrators, organization representatives, students, and invited guests may address the Senate.

4.6 Parliamentary Authority. Meetings follow Robert's Rules of Order Newly Revised, except where inconsistent with the Constitution or these Bylaws.

4.7 Virtual Attendance and Participation

4.7.1 Purpose. Virtual attendance allows Senators to participate in meetings when they are unable to be physically present due to illness, approved academic conflicts, approved travel, emergencies, or other extenuating circumstances as determined by the Student Senate President and Advisor.

4.7.2 Eligibility. A Senator may attend a meeting virtually if:

- The Senator notifies the President and Advisor at least **24 hours in advance**, except in cases of emergency; and
- The Senator has access to reliable technology that allows full participation.

4.7.3 Approved Platforms. Virtual attendance shall occur through a College-supported platform such as **Microsoft Teams** or **Zoom**, or another platform approved by the Advisor.

4.7.4 Participation Requirements. Virtual attendees must:

- Be visible on camera for the duration of the meeting unless otherwise approved by the President or Advisor;
- Participate from a quiet, distraction-free environment;
- Remain present, attentive, and responsive throughout the meeting;

- Follow the same standards of professionalism and conduct expected for in-person meetings.

4.7.5 Voting and Quorum.

- Senators attending virtually count as **present for quorum**.
- Virtual attendees may vote on all action items unless a secret ballot is required.
- When a secret ballot is required, the Parliamentarian will provide an approved alternative method (e.g., secure digital ballot).

4.7.6 Technical Difficulties. If a virtual attendee loses connection:

- The Senator is considered *temporarily absent* until reconnected;
- If a vote occurs during the disconnection, the Senator will not be counted as present for that vote;
- If the Senator cannot reconnect, the absence may be considered excused or unexcused as determined by the Advisor.

4.7.7 Limitations. Senators may attend virtually no more than **three (3) meetings per semester**, unless approved by both the President and Advisor due to ongoing circumstances. The Advisor will have the discretion to approve additional virtual attendance beyond ongoing circumstances.

4.7.8 Conduct and Compliance. Failure to follow virtual attendance expectations may result in the meeting being recorded as an absence and may impact the Senator's standing, tuition reduction eligibility, or role in the Senate.

Article 5 — Elections and Terms

5.1 Eligibility to Run. Degree-seeking students with a 3.0+ cumulative GPA and in good standing may be candidates. First-time students without a CEI GPA may run and serve on an introductory basis during their first semester with a letter of recommendation if required by the Election Committee.

5.2 Applications. Candidates must file an official application by the deadline set by the Election Committee. The application format is set by the Committee.

5.3 Campaign and Balloting. Elections follow recognized election procedures. Candidate order on the ballot is determined by random draw. Write-in candidates are permitted.

5.4 Vote Counting and Posting. Votes are counted within 24 hours after polls close in the presence of the Advisor or designee. Results are posted within 24 hours in a central student-facing location.

5.5 Timing. Student Senate Officers and four (4) Senator seats (one per division) are elected by the end of spring semester; the remaining four (4) Senator seats are elected by the end of fall semester.

5.6 Presidential Eligibility. Candidates for President must have completed at least one full semester of Senate service.

5.7 Oath of Office. All elected officials must be sworn in by the Election Committee chair or designee using the Oath in Article 13.

Article 6 — Vacancies and Succession (with Application Process)

6.1 Presidential Vacancy. If the President vacates office, the Vice President becomes President; the Senate elects a new Vice President from among current Senators.

6.2 Other Executive Vacancies. If the Vice President, Secretary/Treasurer, or Parliamentarian position becomes vacant, the Senate elects a replacement from among current Senators by majority vote.

6.3 Senator Vacancies. Vacant Senator seats are filled via an open application and appointment process as follows:

(a) **Announcement:** Within five (5) business days of the vacancy, the Senate publishes a call for applications specifying eligibility, duties, and the deadline (no less than seven (7) business days).

(b) **Application:** Applicants submit a standard application form with subsequent materials (developed by the Election Committee) and evidence of eligibility (enrollment/standing verification).

(c) **Screening:** The Election Committee screens applications for eligibility and may conduct interviews.

(d) **Recommendation:** The Committee recommends qualified applicant(s) to the Senate with a brief rationale.

(e) **Appointment Vote:** The Senate appoints by majority vote. In the event of a tie, the President casts the deciding vote.

(f) **Onboarding:** Appointees complete required trainings and are sworn in before voting.

6.4 Interim Appointments. When necessary to maintain quorum, the Executive Committee may make an interim appointment for up to one (1) regular meeting pending Senate confirmation.

Article 7 — Clubs and Organizations

7.1 Recognition. The Senate recognizes student clubs in accordance with the CEI Club Handbook and College policies.

7.2 Requirements. Recognized clubs must (a) have a CEI faculty/staff advisor; (b) submit a constitution and bylaws consistent with College policy; (c) complete annual club registration; and (d) comply with CEI fiscal and risk-management procedures.

7.3 Funding Requests. Clubs may request funding by attending at least one Senate meeting and submitting required documentation per the Club Handbook. The Senate shall vote to approve or deny requests. All appropriations require at least a two-thirds (2/3) vote of members present.

7.4 Semester Reporting. Student clubs are requested to complete the “Accounting of Semester Activities” report prior to submitting an application for semester funding. Submission of this report ensures accurate record-keeping and helps support fair and timely allocation of Student Senate resources.

Any club that remains inactive for four (4) consecutive semesters is subject to having its club account funds returned to the Student Senate budget, in accordance with the Student Club Handbook. Reactivation of an inactive club shall follow the procedures established by the Student Life Office and the Advisor.

Article 8 — Finance and Budget Transparency

8.1 Jurisdiction. All student activity funds allocated to the Student Senate are under Senate jurisdiction and must be processed through College financial systems (e.g., requisitions, purchase orders).

8.2 Budget Reports and Review. Each semester, the Advisor shall receive the financial statement for all Student Senate and student club accounts, including updated account status and expenses. The Advisor will review these financial reports with Student Senate to ensure transparency, accountability, and accurate understanding of expenditures. This budget review will assist the Senate in planning for the upcoming semester, including evaluating funding availability and anticipated needs.

Any non-fee revenue reported by the Advisor or Secretary/Treasurer shall be credited to the appropriate account in accordance with established procedures.

8.3 Appropriations. Any appropriation requires a two-thirds (2/3) vote of the Senate. All transactions must have prior Senate approval.

8.4 Transparency. The Student Senate advisor will work with the Secretary/Treasurer to publish a semester budget summary for students within ten (10) business days of the last day of the ending semester. This information will be hosted on the CEI Website.

Article 9 — Attendance and Participation

9.1 Attendance Requirement. Any member who has three (3) unexcused absences from meetings/events in a semester may be subject to removal or other sanctions and may be required to repay all or part of any tuition reduction; classroom or personal conflicts communicated to the Advisor in advance constitute excused absences.

Article 10 — Tuition Reduction Program

10.1 Eligibility. Members must meet requirements in these Bylaws and sign a Senate contract with the Advisor to receive tuition reduction; awards shall not exceed the cost of tuition.

10.2 Amounts. First-semester Senators: up to \$250/semester. Returning Senators: up to \$500/semester. President and Vice President: full tuition reduction. Secretary/Treasurer and Parliamentarian: one-half tuition reduction.

10.3 Compliance. Members who do not complete commitments in the Bylaws and contract must repay part or all of the reduction and are ineligible for future Senate positions.

Article 11 — Discipline, Recall, and Removal

11.1 Grounds. Members may be removed for bribery, dereliction of duty, malfeasance, violations of the Code of Ethics and Conduct, or other serious misconduct.

11.2 Impeachment/Recall by Senate. Impeachment may be initiated by a petition signed by more than two-thirds (2/3) of Senate members; conviction requires a two-thirds (2/3) vote by secret ballot at a hearing, with due process rights including notice, peer or advisor counsel, and a prompt hearing.

11.3 Student Body Recall. Upon receipt of a petition with fifty (50) valid student signatures, the Senate shall conduct a recall election for the specified member. Petition signatures will be verified by the Advisor.

11.4 Appeals. A member removed by Senate conviction has the right to appeal to an alternate panel of seven (7) students selected by lot from the student body; acquittal bars recall on the same charges.

Article 12 — Code of Ethics and Conduct

12.1 Principles. Members shall uphold integrity, respect, inclusion, accountability, and stewardship of student resources.

12.2 Standards of Conduct. Prohibited conduct includes discrimination or harassment; retaliation; misuse of funds or property; undisclosed conflicts of interest; abuse of position;

unauthorized disclosure of confidential information; and behavior that materially disrupts Senate business.

12.3 Conflicts of Interest. Members must disclose any personal, financial, or organizational interest in matters before the Senate and recuse from debate and voting as appropriate.

12.4 Reporting and Enforcement. Alleged violations may be reported to the Parliamentarian or Advisor. The Senate may impose sanctions up to removal from office, consistent with due process in Article 11 and College policy.

Article 13 — Oath of Office

I, _____, swear to uphold the Constitution and Bylaws of the CEI Student Senate, to represent the best interests of students, and to execute my office to the best of my abilities. I will conduct myself in a manner befitting a Senator of the Student Senate and a representative of the College.

Article 14 — Advisor Role and Responsibilities

14.1 Scope. The Advisor provides guidance on governance, leadership development, risk management, fiscal stewardship, and compliance with College policies.

14.2 Meetings. The Advisor attends Senate and Executive Committee meetings as a non-voting resource and may facilitate training and retreats.

14.3 Fiscal Oversight. The Advisor coordinates with the Business Office, reviews budget proposals and expenditures for compliance, and ensures required reports are prepared and shared with the Senate.

14.4 Continuity. The Advisor supports onboarding, transition, and record retention.

Article 15 — Transparency and Records

15.1 Publication. Approved minutes, attendance, and voting records are posted within ten (10) business days following approval. Semester budget summaries are posted as in Section 8.4.

15.2 Records. The Secretary/Treasurer maintains official records, including legislation, minutes, rosters, financial summaries, and policies, in accordance with College guidelines.

Article 16 — Committees

16.1 Standing Committees. The Senate maintains an Election Committee and an Activities Committee. Additional standing or special committees may be created as needed.

16.2 Chairs and Membership. Committee chairs are appointed by the President and ratified by the Senate; chairs submit committee membership lists for Senate acceptance.

16.3 Term. Standing committees are effective for one academic year, beginning with the first semester.

Article 17 — Amendments and Periodic Review

17.1 Amendments. These Bylaws may be amended by a two-thirds (2/3) vote after at least one (1) week's written notice and two separate readings at regular meetings. Emergency amendments require a three-fourths (3/4) vote and may be reconsidered at the next regular meeting.

17.2 Review. The Parliamentarian leads an annual spring review of the Constitution and Bylaws, bringing recommended updates to the Senate.

Article 18 — Definitions

"Division" means a group of programs; "Program" means the entire course of studies offered in that field; "Class" means a group of students meeting together for training in a common course of study toward their goal.