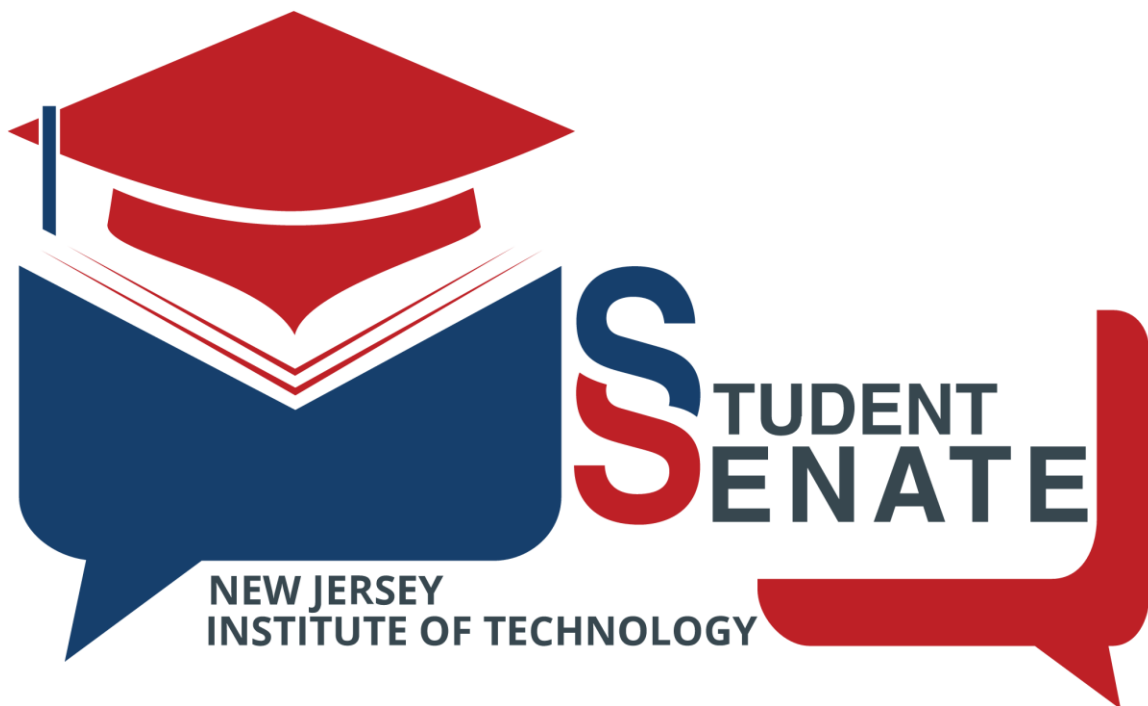


NJIT Student Senate Constitution



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TABLE OF CONTENTS

Article I – Name

Article II – Purpose and Duties

Article III – Officer Membership and Duties

Article IV – Senator Membership and Duties

Article V – Elections and Membership

Article VI – Committees

Article VII – Meetings

Article VII – Senate Organizations

Article IX – Impeachment

Article X – Amendments

Article XI – Standing Rules

Article XII - Anti-Discriminatory Statement

ARTICLE I - NAME

This organization shall be known as the Student Senate of New Jersey Institute of Technology and may also be referred to as the NJIT Student Senate.

ARTICLE II - PURPOSE AND DUTIES

SECTION 1:

In that the NJIT Student Senate is the only duly elected body recognized by the University representing the full-time and part-time undergraduate students of the University, it should fulfill the following properties:

1. It shall be as representative as possible of the desires, interests, and needs of the NJIT student body.
2. It should stimulate student activities to promote student participation in the affairs of the University.
3. It shall act as a liaison between the undergraduate students and the faculty, and between the undergraduate students and the administration, and in doing so, act as protector and defender of student rights, liberties, and interests.
4. It shall govern the areas of student interest to ensure that the students meet their responsibilities within the University community.
5. It shall act to ensure that undergraduate student funds are used wisely and to the best interest of the NJIT undergraduate student body.
6. It shall express support for the programs and laws on a local, state and national level what would serve to benefit the NJIT undergraduate student body and voice opposition to any proposal deemed by the NJIT Student Senate to be against student interests.
7. It shall coordinate and guide activities of other recognized undergraduate student groups, maintaining strict financial control as needed to ensure the quality and uniformity in student affairs and government.
8. It shall function as the executive, legislative, and judicial branches of the student body superior to all other undergraduate student organizations.
9. In any and all of these capacities, the Student Senate must remain attentive and responsive to individual and joint graduate student opinion.

SECTION 2:

The duties of the NJIT Student Senate shall be:

1. To represent the undergraduate student body in all matters which do not exclusively belong to any other individual organizations.
2. To promote the activities and to establish administrative and financial controls over those activities which affect the student body.
3. To advise the operations of all NJIT Student Senate funded organizations with respect to individual student organizations and the student body.
4. To advocate and defend the inherent rights and responsibilities of students consistent with the principles of academic freedom.
5. To provide students with direct information of activities, policies and decisions affecting them while in attendance at New Jersey Institute of Technology.
6. To assist, to approve, and to charter the formation of all NJIT Student Senate affiliated

organizations.

ARTICLE III - Officer Membership and Duties

SECTION 1 - Membership

The officers of the NJIT Student Senate shall consist, in hierarchy, of the President, the Vice-President of Administration, the Vice-President of Finance, the Vice-President of Student Affairs, the Club Manager, the Public Relations Manager, and the Secretary.

SECTION 2 - Eligibility

No person shall be an officer of the NJIT Student Senate who is not an undergraduate student of New Jersey Institute of Technology, who has less than a 2.6 cumulative grade point average, or earned less than a 2.4 grade point average in the previous semester.

1. The President and Vice-President of Administration must have spent two full semesters as a student of NJIT before taking office.

SECTION 3 - Duties

All NJIT Student Senate officers must:

1. Attend all NJIT Student Senate meetings.
2. Serve on at least one NJIT Student Senate Standing Committee.
3. Do the assigned number of office hours each week:
 - a. Secretary: 6 hours
 - b. Public Relations and Clubs Manager: 7.5 hours
 - c. Vice Presidents: 9 hours
 - d. President: 12 hours
4. Attend the Organization workshops, Cabinet meetings, and all NJIT Student Senate events.
5. Hand in a copy of their schedule, including designated office hours, to the Vice-President of Administration within one week of the beginning of the semester or within one week of the beginning of their term, whichever is earlier.
6. Perform the following position specific duties:
 - a. President
 - i. Preside over all meetings of the NJIT Student Senate.
 - ii. Enforce the Constitution and the Standing Rules.
 - iii. Serve as chairperson of the Elections Committee.
 - iv. Serve as chairperson of the Judicial Review Committee.
 - v. Serve on all NJIT Student Senate Committees.
 - vi. Serve on the Institute Academic Affairs Committee.
 - vii. Serve on the Student Activities Budget Review Board.
 - viii. Serve as co-chairperson of the Student Organization Space Allocation Committee (SOSAC).
 - ix. Prepare and post the agenda for each meeting at least two days in advance.
 - x. Meet with the University President at least twice a semester.
 - xi. Prepare and deliver a State of the Student Report to the student body in November and March through an article in the Vector, speech or press

conference.

- xii. Appoint the most suitable NJIT Student Senate Member(s) or Student(s)-At-Large to serve as the official Webmaster of the NJIT Student Senate Website at the beginning of the Fall Semester for each academic year. In the event of the appointee's resignation or impeachment, the NJIT Student Senate President must appoint another member.

b. Vice-President of Administration

- i. Act as parliamentarian at NJIT Student Senate meetings.
- ii. Serve as chairperson of the Academic Affairs Committee.
- iii. Serve on all NJIT Student Senate Committees.
- iv. Chair the NJIT Student Senate Organization Workshops.
- v. Manage all Major Reps and College Reps
- vi. Transition all newly recruited Senators
- vii. Meet with all of the College Representatives at least twice a month.
- viii. Make sure that the Major Representatives are meeting with their College Representatives.
- ix. Perform all duties as assigned by the President

c. Vice-President of Finance

- i. Serve as chairperson of the Budget and Finance Committee.
- ii. Publish the annual Student Activities Budget within two weeks after approval of the Student Activities Budget Review Board.
- iii. Serve on the Student Activities Budget Review Board.
- iv. Enforce the NJIT Student Senate financial policies and rules.
- v. Submit, to all NJIT Student Senate-recognized organizations, a financial policy handbook explaining all budgeting guidelines and procedures at the September Organization Workshop.
- vi. Publish a financial report at the end of the fall semester.
- vii. Collect all receipts from the NJIT Student Senate funded organizations.
- viii. Keep an accurate record of all disbursements.
- ix. Maintain the Senate petty cash account.
- x. Perform all duties as assigned by the President.

d. Vice-President of Student Affairs.

- i. Serve as chairperson of Student Affairs Committee.
- ii. Be an advocate and defender of student rights.
- iii. Report on all actions taken by the state legislature and Congress that affect the students of NJIT.
- iv. Meet with the Dean of Students twice a semester.
- v. Meet with Vice-President of Academic and Student Affairs twice a semester.
- vi. Meet with the Resident and Commuter Representatives at least twice a month.
- vii. Perform all duties as assigned by the President.

- e. Club Manager
 - i. Serve as chairperson of the Constitution Committee
 - ii. Serve as chairperson of the Cabinet
 - iii. Supervise and manage all clubs and their standings
 - 1. Inform clubs of their current probationary status
 - 2. Assist them in regaining Active status
 - iv. Establish organization recognition procedures
 - v. Publish and update, a “Club Packet” with all the necessary information for students regarding Student Organizations that must be revised at least once every two years
 - vi. Publish a list of all the Senate recognized student organizations on the Senate website
 - vii. Serve on the Student Organization Space Allocation Committee (SOSAC).
 - viii. Coordinate and host the Club Cabinet Meeting
 - ix. Perform all duties as assigned by the President

- f. Public Relations Manager
 - i. Serve as chairperson of the Public Relations Committee.
 - ii. Serve as secretary of the Elections Committee.
 - iii. Receive and deliver all communications to and from the NJIT Student Senate.
 - iv. Send outgoing correspondence out within two days after receiving directive.
 - v. Maintain the NJIT Student Senate files of all correspondence to and from the NJIT Student Senate.
 - vi. Distribute copies of Senate minutes to the Institute President, Provost, Vice-President of Academic Affairs, Dean of Student Services, Registrar, Campus Center Director, NJIT Student Senate Advisor, and the Vector.
 - vii. Coordinate Annual Student Senate Award Ceremony in Spring Semester of the Academic Year.
 - viii. In the absence of the Vice-President of Finance, process all disbursements according to the NJIT Student Senate Activities Budget.
 - ix. Perform all duties as assigned by the President.

- g. Secretary
 - i. Act as secretary at NJIT Student Senate meetings.
 - ii. Serve as chairperson of the Management Committee.
 - iii. Serve as secretary of the Judicial Review Committee.
 - iv. Supervise the use of NJIT Student Senate facilities and equipment.
 - v. Coordinate distribution and use of all NJIT Senate funded supplies and equipment.
 - vi. Keep a record of membership and attendance at NJIT Student Senate general and committee meetings.
 - vii. Prepare copies of the minutes within three business days of each meeting.

- viii. Maintain files of Senate proceedings including all minutes, reports, resolutions, and Senate decisions.
- ix. Serve as Senate Historian and record/summarize all Senate activities throughout the semester.
- x. Post all minutes and reports on the appropriate NJIT Student Senate bulletin boards.
- xi. Perform all duties as assigned by the President.

SECTION 4 - Restrictions on Officers

1. No officer shall make motions nor vote on any NJIT Student Senate business except as otherwise specified in this Constitution.
2. No officer shall serve as President, Vice-President, Club Manager, Secretary, Public Relations Manager, or any other Executive Board position in any NJIT Student Senate organization during the duration of their term.

SECTION 5 - Powers of the President

1. The President shall have sole power to nominate individuals to fill vacancies in any officer or voting member position. Such nomination is subject to the approval of two-thirds of the voting membership present at the meeting at which the nomination is made.
2. The President shall have sole power to appoint individuals who meet the requirements outlined in Section 1 of Article 4 to serve on NJIT Student Senate and Institute Committees. Such appointment is subject to approval of the majority of the voting membership present at the meeting at which the appointment is made.
3. The President shall have the power to call an emergency meeting of the Senate at any time during the fall and spring semesters. The President must distribute notice of any special or emergency meeting to all Senate members at least 24 hours in advance.
4. The President shall have sole power to act in place of the full Senate during winter break and summer break. All decisions made by the President are subject to approval at the next Senate meeting. Under no circumstances shall the President modify anything in this Constitution or in the Standing Rules during this time.

ARTICLE IV - Senator Membership & Duties

SECTION 1 - Membership

The voting membership of the NJIT Student Senate shall consist of:

1. One student from each of the majors at NJIT. The student must be enrolled in the major they represent for the duration of the Senate term.
2. One student from each of the following colleges: Newark College of Engineering, College of Science and Liberal Arts, College of Architecture and Design, Martin Tuchman School of Management, Ying Wu College of Computing Sciences. The student must be enrolled in the college they represent for the duration of the NJIT Student Senate term.
3. One student from the appropriate class(by class standing): Senior Class President, Junior Class President, Sophomore Class President and Freshman Class President. The Junior Class president may be a student with junior standing or a student with senior standing

that is not graduating.

4. Two students from the university at large: One shall be designated as representing the interest of resident students and one shall be designated as representing commuter students. Additionally, four freshmen from the university at large: Two shall be designated as representing the interest of resident students and two shall be designated as representing commuter students.

SECTION 2 - Eligibility

No person shall be a member of the NJIT Student Senate who is not an undergraduate student of New Jersey Institute of Technology, has less than a 2.2 cumulative grade point average, or earned less than a 2.0 grade point average in the previous semester.

SECTION 3 - Duties

All voting members of the NJIT Student Senate must:

1. Attend all Student Senate meetings.
2. Serve on at least one Student Senate Standing Committee. Service on the Elections Committee, Judicial Review Committee or Senior Class Committee shall not be counted in meeting this requirement.
3. Do 3.0 hours of office hours each week. College Representatives must complete 4.5 hours of office hours.
4. Attend all Student Senate events.
5. Hand in a copy of their schedule, including designated office hours, to the Vice-President of Administration within one week of the beginning of the semester or within one week of the beginning of their term, whichever is earlier.
6. Perform all duties as assigned by the President.
7. Perform the following position-specific duties:
 - a. Class Presidents
 - i. Meet with the Athletic Department at least twice per semester.
 - ii. Serve on the Public Relations Committee
 - iii. Serve on the staff of the Nucleus as coordinator of their respective class section.
 - iv. Hold one social outreach event per academic year geared towards their respective class.
 - v. Hold one career advisement/leadership building related event per academic year geared toward their respective class.
 - vi. Hold one Newark-based community service event per academic year geared towards their respective class.
 - vii. Write an article geared toward their respective class for both the fall and spring editions of the Student Senate Pride, with the exception of the Freshman Class President who is not required to write an article for the fall edition.
 - viii. Fulfill the following position-specific requirements:
 1. Senior Class President
 - a. Serve as chairperson of the Senior Class Committee.
 - b. Give the Spring Graduation Address.

- c. Must be graduating in May of the academic year elected.
 - 2. Freshman Class President
 - a. Meet with the Associate Dean for First Year Students at least twice per semester.
- b. College/School Representatives
 - i. Meet with the dean of their respective college/school at least twice per semester.
 - ii. Act as a liaison between their respective college/school, professional societies and organizations, and the Student Senate.
 - iii. Hold a joint feedback session for majors that aren't represented by the Senate.
 - iv. Meet with the Vice President of Administration twice a month to give progress update.
 - v. Chair a College-wide meeting with all of the Major Representatives within their college at least once a month.
 - vi. Meet with each individual Major Representative within their college at least once a month to receive a monthly progress update.
 - vii. Perform all duties of all vacant positions within their respective college/school.
- c. Major Representatives
 - i. Hold a feedback session for the students of their respective major at least once a semester.
 - ii. Meet with the chairperson of their respective department at least twice a semester.
 - iii. Act as a liaison between their respective major, professional societies and organizations, and the Student Senate.
 - iv. Meet with their College Representative at least once a month to give a monthly progress update.
 - v. Attend a College-wide meeting with all of the Major Representatives within the college at least once a month.
- d. Resident/Commuter Representatives
 - i. Act as a liaison between the Student Senate and their respective constituents.
 - ii. Hold a feedback session for their respective student body at least once per semester.
 - iii. Meet with the Vice President of Student Affairs at least twice a month to give a progress update.
 - iv. Additionally, Freshmen Resident and Commuter Representatives must meet with the Associate Dean for First Year Students at least twice per semester.

The duties of the Webmaster are as follows:

1. Serve on the Public Relations Committee.
2. Report to the Public Relations Manager on all issues.
3. Maintain and update the information on the NJIT Student Senate Website.

4. Maintain and improve the appearance on the NJIT Student Senate Website.
5. Communicate with the executive board members to ensure validity and timeliness of all posted documentation relative to their position.
6. Report any feedback given through the NJIT Student Senate Website.
7. Perform all duties as assigned by the President.

The duties of a Student-At-Large are as follows:

1. Serve on chosen Student Senate standing committee.
2. Perform all duties as assigned by the President.

ARTICLE V - ELECTIONS & MEMBERSHIP

SECTION 1 - Term of Office

1. The Senate's term shall run for one year, beginning and ending the Wednesday immediately before the third week of April.
2. At the meeting held on the Wednesday before the third week of April, the outgoing NJIT Student Senate shall open the meeting. The first order of business shall be the announcement of the election results by the outgoing President, followed immediately by the swearing in of the incoming NJIT Student Senate. The new NJIT Student Senate shall then continue with the meeting proceedings.
3. The outgoing Vice-President of Finance must close out their budget by April 30.
4. All officers of the NJIT Student Senate shall remain in a transitional role to assist the new NJIT Student Senate through April 30.

SECTION 2 - Election Rules

1. Elections for the officer positions and all other positions (excluding the Freshman Class positions and those positions specifically mentioned as exempt from election in the Election Rules) shall be conducted by the NJIT Student Senate Elections Committee no later than the Monday and Tuesday immediately before the third week of April.
2. The NJIT Student Senate Elections Committee shall conduct elections for the Freshman Class positions no later than the Monday and Tuesday preceding the third Wednesday of the fall semester.
3. All other rules governing both the general and ensuing freshman elections shall be stated in the Election Rules. Such rules must be approved by the NJIT Student Senate Elections Committee.
4. The Committee Membership is subject to approval by the NJIT Student Senate.

SECTION 3 - Vacancies

1. In the event the office of the President becomes vacant, the Vice-President of Administration, if he/she chooses to do so, shall assume the office of President and the office of Vice-President of Administration shall become vacant. If the Vice-President of Administration chooses not to accept the Presidency, he/she shall announce this fact to the Senate at the next regular meeting and nominate an alternate candidate. Such nomination is subject to two-thirds approval of the voting membership in attendance. The new President shall begin his/her term upon the conclusion of the meeting at which their nomination was approved by the NJIT Student Senate. Such term will conclude at the end

- of the NJIT Student Senates term as specified in Section 1 of this article.
2. The President shall have sole power to appoint any individual who meets the criteria outlined in this Constitution to complete the term of any vacant position. Such appointment shall be subject to two-thirds approval of the voting membership in attendance. The newly appointed member shall take office upon taking the Senate Oath, which shall be administered by the President immediately after the Student Senate approves the appointment.
 3. Any Senator that is sworn in after the NJIT Student Senate Retreat shall be a Newly Recruited Senator. A Newly Recruited Senator does not have voting rights. If a Senator is sworn in before the NJIT Student Senate Retreat, he/she is known as a Voting Senator. A Newly Recruited Senator must follow these guidelines after receiving their position:
 - a. The Acting Senator must attend 2 NJIT Student Senate meetings.
 - b. During this period, the Acting Senator must complete 3 hours of office hours per week, as opposed to the 1.5 hours per week for Voting Senators.
 - a. Newly Recruited Senator must discuss his/her progress with their designated superior and must have an orientation meeting with the Vice President of Administration. During this meeting, a general briefing of the senator's duties, the contents of any discussion at the Student Senate Retreat, and a study of the Constitution and Standing Rules must be conducted.
 - b. After completing these requirements, the Newly Recruited Senator will be a Voting Senator. If the requirement is not met within two weeks of their approval at a general body meeting, the Newly Recruited Senator will automatically be put up for Judicial Review and notified immediately.
 4. Following the official resignation of any senator during a general meeting, a minimum ten day grace period will be put in place before any prospective senator can be brought before the Senate for approval. Official interviews of prospective senators can only be conducted following the resignation of a senator so as to give ample time to the NJIT student population to inquire about a vacant position.

SECTION 4 - Restriction on Dual Membership

No person shall hold more than one NJIT Student Senate position at any time.

SECTION 5 – NJIT Student Senate Oath

Upon assuming office, new Senate members shall state the following oath:

“I, (name), do hereby promise to fulfill my duties as (position) by upholding the NJIT Student Senate Constitution and working in conjunction with my fellow Senators to represent the best interests of the undergraduate population and of my constituency.”

SECTION 6 – NJIT Student Senate Alumni Pin

The NJIT Student Senate alumni pin shall be awarded to graduating seniors who served on the NJIT Student Senate for a minimum of four academic semesters (need not be consecutive). The pins shall be distributed at the end of the Spring Semester.

ARTICLE VI - COMMITTEES

SECTION 1 - Responsibilities of Committee Officers

1. The chairperson of each committee shall schedule all meetings, coordinate the activities and report all findings and recommendations to the NJIT Student Senate and otherwise perform all duties inherent to the office of the chairperson.
2. The secretary of each committee shall record an accurate account of all committee meetings, including attendance and all decisions reached, and submit such record to the Secretary within one week of the meeting for inclusion in NJIT Student Senate files.

SECTION 2 - Committees

The Standing Committees of the NJIT Student Senate shall be:

1. The Elections Committee
 - a. The committee will be chaired by the President, unless the individual is partaking in the election, whereas a Student-at-Large who is not partaking in the election will be appointed to chair the committee.
 - b. The voting members will be the chairperson, and three Students-At-Large who are not partaking in the election.
 - c. The Public Relations Manager will serve as secretary of the Committee unless they have a stake in the election.
 - d. The duties of the Elections committee shall be to :
 - i. Conduct all NJIT Student Senate elections and referendums.
 - ii. Review all elections, policies, and rules of the Senate and all NJIT Student Senate Organizations.
 - iii. Hold hearings in cases where violations of the Election Rules are charged.
2. The Judicial Review Committee
 - a. The committee will be chaired by the President.
 - b. The voting members will be the President, the Secretary, and three Senators.
 - c. The Secretary will serve as secretary of the committee.
 - d. The duties of the Committee will be to:
 - i. Function as the disciplinary committee for the NJIT Student Senate.
 - ii. Recommend the impeachment of officers and Senators for violations of this Constitution based on Constitution Committee interpretations.
 - iii. Hold hearings regarding the impeachment of Senators.
 - iv. Hold hearings regarding where illegal conduct by a NJIT Student Senate Organization is charged.
 - v. Develop, in tandem with the committees listed in Section 2 of Article XI, the Standing Rules of the NJIT Student Senate and submit them to the NJIT Student Senate by the fourth Wednesday of the fall semester.
 - vi. Review an organization's status as being in 'good standing' as defined in the Standing Rules.
 - vii. Review the findings of the Constitution Committee in regards to the suspension of, the duration of suspension, and the reinstatement of an organization that has failed to comply with the 'good standing' provisions.
3. The Academic Affairs Committee
 - a. The committee will be chaired by the Vice-President of Administration.

- b. The voting members will be the Vice-President of Administration and at least four Senators.
 - c. A member of the Committee will be appointed by the chairperson to act as secretary of the committee.
 - d. The duties of the Committee will be to:
 - i. Study and make recommendations to the NJIT Student Senate regarding academic issues on campus.
 - ii. Hold hearings with administrators and department chairpersons regarding academics.
 - iii. Provide a forum for students regarding academic concerns.
 - iv. Prepare and present resolutions and/or other results that may change the current academic issues.
 - v. Study and make recommendations to the NJIT Student Senate regarding new courses and schedules.
 - vi. Work to maintain common hours and regulate common hour exams.
4. The Budget and Finance Committee
- a. The Committee will be chaired by the Vice-President of Finance.
 - b. The voting members will be the Vice-President of Finance, two Senators and one Student-At-Large.
 - c. A member of the Committee will be appointed by the chairperson to serve as secretary of the committee.
 - d. The duties of the Committee will be to:
 - i. Review all financial policies and rules pertaining to student funds.
 - ii. Recommend changes and additions in financial policies and rules.
 - iii. Review any student activities budget when deemed necessary.
 - iv. Present the Student Activities Budget at the September Organization's Workshop.
 - v. Hold finance hearings when Class X and Y NJIT Student Senate Organizations request funds.
5. The Student Affairs Committee
- a. The committee will be chaired by the Vice-President of Student Affairs.
 - b. The voting members will be the Vice-President of Student Affairs and at least four Senators.
 - c. A member of the Committee will be appointed by the chairperson to act as secretary of the committee.
 - d. The duties of the Committee will be to:
 - i. Defend all student rights on campus.
 - ii. Provide a forum for students.
 - iii. Hold hearings with administrators and department chairpersons regarding student rights and issues.
 - iv. Work on all issues concerning the Physical Plant of the Institute.
 - v. Serve as a liaison between students and the Athletic Department.
6. The Constitution Committee
- a. The committee will be chaired by the Club Manager.
 - b. The voting members will be the Club Manager and at least four Senators.

- c. A member of the Committee will be appointed by the chairperson to serve as secretary of the committee.
 - d. The duties of the committee will be to:
 - i. Review all constitutional policies and rules of organizations.
 - ii. Interpret the meaning of the Constitution.
 - iii. Maintain a file of the constitutions and membership lists of all NJIT Student Senate Organizations.
 - iv. Review and recommend approval of organizations to the NJIT Student Senate.
 - v. Recommend the suspension of, the duration of suspension, and the reinstatement of an organization that has failed to comply with the 'good standing' provisions.
7. The Management Committee
- a. The committee will be chaired by the Secretary.
 - b. The voting members will be the Secretary and at least four Senators.
 - c. A member of the committee will be appointed by the chairperson to act as secretary of the committee.
 - d. The duties of the Management Committee will be:
 - i. Keep accurate records of all NJIT Student Senate property.
 - ii. Perform an inventory of all Class X and Y organizations' NJIT Student Senate owned property during the months of April/May.
 - iii. Enforce all inventory regulations as stated in the Standing Rules.
 - iv. Supervise the use of NJIT Student Senate facilities and equipment.
8. Public Relations Committee
- a. The committee will be chaired by the Public Relations Manager.
 - b. The voting members will be the Public Relations Manager, at least four Senators, and at least two Students-At-Large.
 - c. A member of the committee will be appointed by the chairperson to act as secretary of the committee.
 - d. The duties of the committee will be to:
 - i. Publicize all NJIT Student Senate events, on and off campus.
 - ii. Maintain the NJIT Student Senate social media accounts.
 - iii. Submit Senate-approved articles in the Vector.
 - iv. Maintain all NJIT Student Senate bulletin boards and A-frames.
 - v. Open and maintain dialogue with student governments of other colleges and any other interested parties.
 - vi. Coordinate Freshman Weekend, Casino Night, Holiday Party, Week of Winter, Fitness Week, Spring Week, and Award Ceremony
9. Senior Class Committee
- a. The committee will be chaired by the Senior Class President.
 - b. The voting members will be the Senior Class President and 12 Students-At-Large.
 - c. A member of the committee will be appointed by the chairperson to act as secretary of the committee.
 - d. The duties of the committee will be to:

- i. Plan the NJIT Semi-Formal.
- ii. Plan all Senior Class Social events.
- iii. Coordinate events with the Graduate Student Association.

SECTION 3 - Committee Membership

1. Except for individuals explicitly mentioned in this Constitution, the president shall have sole power to nominate persons to serve on NJIT Student Senate committees. Such nominations are subject to approval by majority vote of the NJIT Student Senate.
2. In this article, the term “Senator” shall refer to a voting member of the NJIT Student Senate.
3. In this article, the term “Student-At-Large” shall refer to any person who meets the requirements stated in ARTICLE 4, Section 2.

SECTION 4 - Restrictions on Committee Membership

No person, except the President and the Vice-President of Administration, shall serve concurrently on both the Elections Committee and the Judicial Review Committee.

SECTION 5 - Standing Motions

All Standing Committee recommendations will be presented as motions to the NJIT Student Senate by the committee chairperson or his/her designee. Standing Committee motions need not be seconded and require unanimous consent to be amended.

SECTION 6 - Acting Chairperson

In the event that there is a vacancy in the office of the chairperson of the committee, the President shall reserve the right to appoint an acting chairperson.

ARTICLE VII - Meetings

SECTION 1 - Meeting Frequency

The NJIT Student Senate shall convene in parliamentary session at least once every two weeks during the academic year.

SECTION 2 - Meeting Notice

With the exception of emergency meetings, NJIT Student Senate meetings will be announced and notice will be posted at least one week before the meeting.

SECTION 3 - Emergency Meetings

1. Emergency meetings may be called with 24 hours’ notice by the President at any time while school is in session.
2. Emergency meetings shall be called immediately by the President upon the receipt of the written request of ten voting members of the NJIT Student Senate.

SECTION 4 - Quorum

Three-fifths of the voting membership will constitute a quorum.

SECTION 5 - Proxy Voting

Each Senator may send a proxy to vote in his/her place a maximum of three meetings per semester. Such proxy must meet the eligibility requirements for the position as outlined in Section 2 of Article 4. In order to be eligible to vote, the proxy must hand in a notice of proxy to the Secretary before the meeting begins.

SECTION 6 - Voting

Each voting member of the NJIT Student Senate shall have one vote; the Vice-President of Administration shall have the power to vote if the Senate is equally divided.

SECTION 7 - Keeping and Distribution of Minutes

All deliberations of the NJIT Student Senate will be accurately recorded in the minutes and copies will be posted and distributed by the Secretary unless specifically labeled confidential by majority vote of the NJIT Student Senate.

SECTION 8 - Conduct of Meetings

All meetings shall be conducted in accordance with parliamentary practice as set forth in Robert's Rules of Order except as otherwise specified in this Constitution or in the Standing Rules.

SECTION 9 - Seating

Only officers, voting members, and invited guests shall be seated at the meeting table during Senate meetings.

SECTION 10 - Conditions of Adjournment

Before adjournment of a meeting of the NJIT Student Senate, the date and time of the next meeting shall be announced.

SECTION 11 - Presidential Veto

1. The President shall have the sole power to veto any main motion which requires no more than a simple majority for approval passed by the Senate for up to one week after the motion has been approved by the Senate.
2. A veto may be overturned by a two-thirds vote of the NJIT Student Senate.

SECTION 12 - Presidential Decisions

A decision of the President may be reversed by a two-thirds vote of the voting members in attendance of the NJIT Student Senate at which such decision is announced.

SECTION 13 - Presiding Officer

In the absence of the President at any Senate meeting, the presiding officer of the Senate shall be the highest ranking officer present. If all officers are absent, the Senate shall choose from among its membership a temporary presiding officer.

ARTICLE VIII - SENATE ORGANIZATIONS

SECTION 1 - Classification of Senate Organizations

All Organizations recognized by the NJIT Student Senate shall be initially placed or moved into one of the following three classifications by majority vote of the NJIT Student Senate upon the recommendation of the Constitution Committee.

1. Class X: Senate Budgeted Organizations, receiving a yearly budget from the Senate.
2. Class Y: Senate Financed Organizations, eligible for funding from the Senate.
3. Class Z: Senate Recognized Organizations, ineligible for funding from the Senate.

SECTION 2 - Constitution

In order to be initially recognized, an organization must have their constitution approved by the Constitution Committee for the class for which they are applying.

SECTION 3 - Guidelines

All Senate Organizations must comply with all guidelines set forth in the Standing Rules of the Senate.

SECTION 4 - Sanctions

Any Senate Organization which fails to meet its obligations as set forth in the Standing Rules or violates any provision thereof shall be subject to sanctions as determined by the Constitution Committee. The committee shall meet and determine appropriate sanctions, which may include withdrawal of recognition. Such sanctions shall require majority vote of the NJIT Student Senate to take effect. Such decisions are subject to review by the Judicial Review Committee.

SECTION 5 - Organization Workshop

The Senate shall hold a workshop in conjunction with the Campus Center during the months of September and January for all organizations which desire to be recognized by the Senate. No organization shall be recognized by the Senate until it has had two representatives attend one such workshop. Such workshops shall be chaired by the Vice-President of Administration and attended by all officers of the Senate.

SECTION 6 - Cabinet

The Student Senate shall hold monthly meeting of representatives of all undergraduate student organizations, known as the Cabinet, within the first week of October, November, December, February, March, April, and May. Such meetings shall be chaired by the Club Manager and attended by all officers of the Senate. Each Senate Organization and any organization desiring to be recognized by the Senate must send one representative to each Cabinet Meeting. Any organization which fails to do so shall not be eligible to receive funding for that month and may also be subject to other sanctions as specified in the Standing Rules.

ARTICLE IX - IMPEACHMENT

SECTION 1 - Definition

Members of the Student Senate may be impeached for violating this Constitution or the Standing

Rules or if they are judged to have engaged in conduct unbecoming a Senator. The definition of “conduct unbecoming a Senator” is outlined in the Student Senate Oath as any conduct that compromises the “best interests of the undergraduate population or the Senator’s constituency”.

SECTION 2 - Absences

1. Any member who has accumulated a total of three absences from NJIT Student Senate meetings and events as defined in the Standing Rules shall be considered to be in violation of this Constitution.
2. An absence may be excused by agreement of the Judicial Review Committee.

SECTION 3 - Procedure for Impeachment

1. A motion to begin impeachment proceedings may be initiated by a motion by the Judicial Review Committee or a voting member of the Senate. The grounds for impeachment must be stated at the time the motion is made. Such motion shall require a majority vote to be approved and shall be exempt from a veto by the President. If the grounds for impeachment are for the accumulation of 3 absences or more, then no motion is to be made; the Senate member in question will automatically be put up for Judicial Review and notified.
2. The secretary of the Judicial Review Committee shall notify the member in question immediately after the meeting at which the impeachment motion was approved by the method outlined in the Standing Rules.
3. If desired, the impeached member may request a hearing with the Judicial Review Committee. Such request must be made within 72 hours of the conclusion of the meeting at which the impeachment motion was approved.
4. After the expiration of the 72 hour period, the Judicial Review Committee shall meet and vote on its recommendation to the Senate. Such meeting must occur with the member up for impeachment if such meeting was requested by the procedure in this Section.
5. At the ensuing Senate meeting, the committee shall announce its recommendation to the Senate. The Senate shall then vote on removal of the member in question. Removal shall require two-thirds vote of the Senate.

SECTION 4 - Consequences of Impeachment

1. An impeached member shall not be permitted to serve on the Senate for the remainder of the Senate’s term.
2. A member who is impeached shall consequently be removed from any Senate and Institute Committees the member had served on.

SECTION 5 - Removal of Non-Senators from Committees

A person who is serving on any Senate committee may be removed from that committee by a two-thirds majority vote of the Senate.

ARTICLE X - Amendments

SECTION 1 - Amending the Constitution

A proposed amendment to this Constitution may be initiated by an officer or voting member of

the Senate by reading the text of the amendment during a regular business meeting. The amendment shall then be submitted, without intervening discussion or vote, to the Constitution Committee for consideration. The committee may modify the text of the amendment, but not the intent, if it so chooses, provided the person who initiated the amendment agrees. If the committee approves the amendment, it shall then be submitted to the full Student Senate for approval. At a subsequent Senate meeting, the committee shall report the amendment as a standing motion, and an open discussion shall follow. Ratification requires the affirmative vote of two-thirds of the voting membership of the NJIT Student Senate.

SECTION 2 - Recording of Amendments

Amendments to the Constitution shall be recorded in a manner in which it is possible to see when and why an article/section/phrase was added or changed. Old, non-functional text will be struck out and notated accordingly. New, active text will be highlighted and notated accordingly. Should these notations make the Constitution difficult to read, the Constitution Committee may supply a simple or “flat” Constitution. This Constitution is purely informative and serves no semblance to the full constitution.

SECTION 3 - Authority

This document supersedes and replaces all previous constitutions of the NJIT Student Senate.

ARTICLE XI - STANDING RULES

SECTION 1 - Definition

All rules and guidelines governing the operation of the NJIT Student Senate and Senate Organizations shall be established annually by the Judicial Review Committee in tandem with the committees outlined in Section 2 of this article. Adoption of the Standing Rules shall require a two-thirds vote of the NJIT Student Senate.

1. No business other than the consideration of the Standing rules shall be conducted by the NJIT Student Senate after the 2nd Wednesday of the fall semester unless the Standing Rules have been passed by the Senate.

SECTION 2 - Outline

The Standing Rules shall include, but not be limited to, all the items listed in this Section. All sections require approval of the listed committee before being submitted to the Senate.

1. General Rules (Judicial Review): Rules detailing meeting procedures and other miscellaneous provisions.
2. Constitution Guidelines (Constitution): Guidelines for the constitutions of Student Senate Organizations.
3. Finance Procedures (Finance): Rules governing the distribution of funds to Student Senate organizations.
4. Management Guidelines (Management): Rules governing Student Senate facilities and Student Senate properties.

SECTION 3 - Modification

A motion for additions or changes to the Standing Rules may be made by an officer or voting member of the Senate. Adoption of the motion shall require a two-thirds vote of the NJIT Student Senate.

Article X – Non-Discrimination Statement

Membership may not be denied because of race, color, age, sex, sexual orientation, disability, national origin, religion, marital status, or military status.