Preamble: The Mercy College Student Senate is a student-led advisory panel to the administration of Mercy College. The function of which is to review policies, procedures, facilities, and to make recommendations for improvements and/or changes in the aforementioned areas. The student senate bridges the gap between administration and students as well as encouraging community through service and social activities.

I. Meetings
   A. Unless otherwise specified or ordered by the Student Senate or by the student senate President, regular meetings of the Student Senate shall be held each month at a time and place designated by the presiding officer.
   B. Quorum shall be represented by one half plus one of the voting members of the Student Senate.
   C. Attendance at a Senate meeting will be required of all Senators and Cabinet Members, and standing and special committee chairpersons
      1. Standing committees will include: Academic Affairs, Student Affairs, External Affairs, and the Rules Committee.
      2. Special committees include all other committees without permanent status, regardless of proposed length of existence.

II. Senator Expectations:
   A. Decorum:
      1. Dress code that is appropriate per the Mercy College Handbook is appropriate for Student Senate and Rules Committee.
      2. Be in good academic standing with the University, overall GPA must be a 2.0.
      3. Senators must behave in a professional manner while acting as a representative of Student Senate.
      4. Be in good standing with the student code of conduct and free of probationary status.
B. Requirements:
   1. Must attend Senate meeting every month.
   2. Must attend required committee meetings.
   3. As an active voice for their constituency, senators should be aware of possible legislation that could impact their constituency.
   4. Senators must follow these guidelines for specified positions:
      a. Senators elected must be on a Committee.
      b. At least one senator elected as a representative for their academic program.
      c. All senators affiliated with a specific clubs or organizations must attend that club or organization’s meeting once a month.
   5. Failure to fulfill these requirements will result in penalties outlined in Article II, Section C. Absence Policy.

C. Absence Policy:
   1. Absences from Student Senate Meeting must be communicated to the Director of Communications, who will note this information at the beginning of the meeting and shall be recorded as an “excused” absence. If the absence is not communicated in advance of the meeting then it shall be recorded as “unexcused.”
   2. All mandatory events should be announced at least two weeks prior to Said event, in order for senators to be penalized.

III. Senate Membership:
   A. Director of Student Life, and Advisor(s): Mercy College Appointed Faculty Member(s), and a Faculty Member chosen by student senate.
   B. Executive Board Members consisting of: President (Co-Presidents), Vice-President, Finance Director, Communications Director
   C. Student senate will do everything to ensure there is one representative from each of the following programs. However, if a representative is not appointed
by the department, then the burden falls on the department. Therefore, one representative from each of the following programs:

1. BSN
2. ASN
3. Radiologic Technology
4. Health Information Technology (HIT)
5. Human Biology/Pre-Med
6. Cardiovascular Technology
7. Radiologic Technology
8. Health Care Administration
9. General Studies
10. One representative from Certificate programs

D. One representative from the following Mercy College Organizations:
   1. Mu Epsilon Nu (AAMN)
   2. Gay Straight Alliance
   3. Active Minds
   4. NSNA
   5. New World Health and Nutrition
   6. Consortium of Students of Color

E. As student organizations and academic programs are added.
   Representatives will be sought from these newly formed programs and organizations to be part of student senate.

IV. Senate Procedure
A. Procedure for Legislation
   1. All new legislation will be taken directly to the Senate Rules Committee Chairperson before the Vice President places it on the agenda as new business. The introducer will be responsible for contacting the Chairperson of the Rules Committee by time determined by Rules Chairperson for any Legislation to be brought before the Senate the next business meeting.
2. All major legislation shall be submitted to the Senate in writing at the
time it is introduced and shall list the following:
   a. Number (consisting of a three digit number running
      consecutively, a dash, and the four digits of the academic year)
      i.e. 001-2014 SB
   b. Type of Legislation
   c. Name of Introducer (developer of legislation)
   d. Name of Sponsor (supporter)
   e. Subject
   f. Purpose
   g. History
   h. Desired Outcome
   i. Exact Wording
   j. Date of Execution (if any)
   k. The capital letters "S" and "B" to denote "Senate Bill,"

3. Once referred to and reviewed by the Rules Committee, the
   Chairperson will present the legislation to the Vice President to be
   placed on the agenda as old business for consideration by the Senate
   as rapidly as practicable.

4. All legislation brought before the Senate shall be accepted by a fifty
   percent plus one/(50% + 1). The results of the vote shall be announced
   to the voting body immediately upon completion of the voting process.
   The Senate Rules Committee shall be responsible for reporting on
   their findings concerning legislation and any other matter of business
   which it screens, by means of the following recommendations:
   a. Favorable - This recommendation reflecting the Rules
      Committee to feel the matter has merit reflected by the vote. A
      unanimous vote will be reported to Senate as Favorable by
      Acclamation (FBA).
b. General - This recommendation reflecting the Rules Committee to feel the matter is suitable, but not as suitable as possible.

c. Unfavorable - This recommendation reflecting the Rules Committee to feel that the matter is less than suitable as presented to the Committee.

i. The Rules Committee shall not be empowered to kill legislation, but can hold undesirable legislation for a maximum of two meetings from the Student Senate floor due to a vote of unfavorable by the Committee. This added time will allow for clarification and discovery regarding the new legislation being proposed.

B. Procedure for Filling Appointive Offices

1. All candidates shall be placed in nominations in accordance with the Student Senate.

2. Each nominee shall appear before the Rules Committee after he/she is nominated and prior to their consideration by the Senate.

3. The Chairperson of the Rules Committee shall report to the Student Senate as to their investigation and give recommendations to the Senate as to whether or not that person should be accepted.

C. To establish order on the Senate, the Student Senate may establish such rules of procedures it deems necessary to insure the orderly conduct of its business by two-thirds (2/3) vote of Senate. The rules established by the Senate shall be permanent as prescribed by Robert's Rules of Order by enacting Senate or subsequent Senate. In the event of an emergency, the permanent rules of the Senate may be suspended as provided by Robert's Rules of Order.
V. Rules of Senate

A. Parliamentary Authority
   1. Unless otherwise specified, Senate Rules will correspond to Robert’s Rules of Order.

B. Special limits on debate
   1. No member of the Mercy College Student Senate shall conclude a speech by moving a non-debatable motion.

VI. Committee Bylaws

A. Amendments to committee bylaws must be proposed at least one meeting prior to the committee’s vote.

B. These bylaws may be amended by a three fourths/(3/4) vote of the full committee and two thirds/(2/3) vote of the Student Senate.

VII. Workshop

A. The President of the Student Senate and his/her designee are responsible for the organization of a Senate Workshop for all Senators in the Fall Semester of each year to explain basic procedures of Senate and to present the duties of each Senator.
   1. Senators will not be considered active until the completion of Senator Training, unless otherwise excused by President of the Student Senate or Director of Elections.

VIII. SGA Elections

A. The current Election Bylaws will govern all Mercy College elections.

IX. Amendments

A. Amendments to these bylaws must be proposed at least one meeting in advance of a vote.

B. Amendments require a two-thirds/(2/3) vote of the Student Senate.
X. Ratification

A. These bylaws of the Mercy College Student Senate are effective upon passage and all previous bylaws are null and void.