

ADDENDUM VI TO THE VALPARAISO UNIVERSITY STUDENT SENATE BYLAWS

Internal Procedures, Documents & Oaths of the Student Senate

This Addendum shall serve as a guiding document for all Executive Officers of the Student Student and Student Senators as outlined in Article I, Section A of the Bylaws to reference proper procedure and rules of order used in the Valparaíso University Student Senate. The Executive Officers and Student Senators shall add or change any procedure or rules of order they feel should be made aware in the Student Senate. This Addendum shall accompany the Bylaws of the Student Senate so that all members of the Student Senate community can be made aware of procedure and rules of order.

Article I Oath of Office

Section A Oath of Office of Student Senate Executive Officers and Senators

Clause 1 As per Article II of the Bylaws to the Constitution:

Before any person taking an Executive position of the Student Senate listed in Article I of the Bylaws or Article I of the Constitution, or taking a position of Senator of the Valparaíso Student Senate listed under Article I, Section A , may take office, they shall take the following oath:

“I, (name of officeholder), do solemnly swear that I will faithfully execute the Office of (name of position) of Valparaíso University, and will to the best of my ability, preserve, protect, and defend the interests of the Student Senate and the Student Body of Valparaíso University.”

Section B All oaths for the Student Senators of the Valparaíso University Student Senate shall be administered by the Student Body Vice President.

Section C All students who take an oath stipulated in Section A or Section B of Article I must all sign the following document:

I, _____, as a duly appointed representative of the Student Body of Valparaíso University, do hereby solemnly affirm to:

- Act in the interest of and as a representative of/advocate for Valparaíso University,
- Represent my constituents to the best of my ability,
- Cooperate and communicate with Student Senate as a group,
- Promote activism and involvement on campus,
- Communicate and interact with all constituents whenever possible,
- Respect parliamentary procedure, meeting protocol and the opinions of others,
- Be proactive in resolving conflicts, opening dialogues and researching issues,
- Interact with campus faculty, staff, and the community at large,
- Expand horizons of knowledge, both for myself and my constituents,
- Educate the Student Body to understand issues from all perspectives,
- Perform office hours productively and regularly,
- Serve effectively on all assigned Senate committees
- Responsibly allocate funds to recognized student organizations, and
- Perform all duties to the best of my ability at all times.

I take this oath with all sincerity and respect as to my position and its responsibility to the students, faculty, staff, administrators, and community of Valparaíso University.

Article II Certificate of Elections

Section A Preparation of the Certificate of Elections

Clause 1 As per Article X, Section H, Clause 11 of the Bylaws of Student Senate, the Election & Outreach Committee Chair shall prepare a Certificate of Elections form stating that the student was elected by their constituents to the office they were a candidate of for the specific term that will begin on a certain date. The form shall be signed by the Elections & Outreach Committee Chair and the Student Body President. This form must be submitted to the Executive Secretary of the Student Senate before the student takes the oath of office. The form shall state the following:

“Certificate of Election for the Office of (insert title here) of the Student Body

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the _____ day of _____, 20____, (name) was duly chosen by the students of the Valparaiso University to be (name of office) to represent said constituents as an Executive Officer of the Student Senate for the term of one academic year, beginning on the _____ day of ___, 20____.”

The form shall be written in the following for the Student Senators:

“Certificate for the Election of the (insert name of seat here) Seat of the Valparaiso University Student Senate

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the _____ day of _____, 20____, (name) was duly chosen by the students of the Valparaiso University a Student Senator to represent all (name of constituency) students in the Valparaiso University Student Senate for the term of one academic year, beginning on or after the 20____ fall organizational meeting.”