

By-Laws of the Saint Mary's University of Minnesota Undergraduate Student Senate

Last Revised, Fall 2015

Article 1: Membership

Section 1: Professional Conduct

- A. In discussion or debate senators are to use formal, specific terms of address, and refrain from using personal names.
- B. Senators are to dress appropriately for senate meetings.
 - 1. Proper wear is business casual with: nice jeans or khakis/dress pants and dress shirts; rather than sweat pants, short shorts, basketball shorts, and/or sleeveless workout shirts.
- C. E-board member positions are outlined in the constitution.
 - 1. If an E-board member is suspected to be participating in a situation that Senate does not support, a sub-committee of senate will be formed of the all E-board members excluding the member under suspicion. The committee will determine that action that should be taken in regards to this member's role in Senate.

Article 2: Meetings

Section 1: General Senate

- A. Meetings can be called at the discretion of the president.
- B. Guests to senate do not have speaking rights, unless asked a direct question or recognized by the chair.

Section 2: Agendas

- A. The agendas shall be set up and written by the President at his/ her discretion.
- B. The agendas shall be sent out twenty-four hours prior to the Senate meeting.

Section 3: Discussions

- A. An exception to Robert's Rules of Order is that we will disregard the rule that each senator shall be called on before a senator is called on a second time.
- B. The rule is that each senator with his or her hand raised shall be called on before a senator is recognized again.
- C. Senators can speak as many times as they choose in accordance to Subsection 3 of Article 2.
- D. All members when recognized shall stand or be called out of order when speaking.
 - 1. An exception shall be made for Senators with disabilities at the discretion of the President.

Section 4: Voting

- A. The purpose of a motion for a division is when it is unclear the result of a voice. The motion of division will result in a hand vote.
 - 1. When using a hand vote, senators will raise their hands above their heads so that the president can effectively count the vote.
- B. When voting, senators can vote for the motion, against the motion, or they can abstain from voting from this motion.

1. When a senator votes by abstaining, their vote does not count as a no vote, it is like a zero.
 - i. Ex. If there are 10 senators at a meeting, 5 vote for the motion, 4 vote against the motion, and 1 votes by abstaining; the motion passes as a majority of the votes casted are yes. 9 votes casted, 5 yes, 4 no.
 - ii. A senator can choose to abstain from a vote at any time if they feel that they have a conflict of interest, or if they do not feel comfortable voting for any personal reason.
 2. If a senator decides not to vote, their presence in the meeting counts towards the quorum, and their silence in the vote counts as an abstention.
- C. Following a Vote, the President may veto a decision made by the senate by verbally announcing it directly following the voting of a request, budget, or constitution and then providing written reasoning for the veto to the Student Activities Director and Student Senate within 24 hours
1. Senate may overturn a Presidential veto by raising a motion to reconsider the vetoed motion to the senate floor at the next meeting and acquiring a two-third vote in the senate

Section 5: Meetings Precedence

- A. When something happens in a meeting, and the rules in our By-laws do not clarify what to do, it is under the discretion of the President to refer to Robert's Rules of Order for clarification and guidance to make the appropriate decision in the moment.

Article 3: Committees

Section 1: Election Committee/ Student Senate Election Guidelines

A. Duties

1. Carry out the election in accordance with the timelines outlined below.
2. Actively solicit students to run for all seats.
3. Publicize the names of all candidates to the student body and appropriate constituencies.
4. Encourage students to run write-in campaigns for any seats unoccupied.
5. Arbitrate any complaints arising from the Campaigning Policy.

B. Fall Election Timeline

1. Petitions for Hall Representatives must be available on the first day of classes and are due the Monday of the third week of classes.
2. The election will take place the Thursday of the third week of classes.
3. The first full Senate meeting will take place on the Tuesday of the fourth week of classes.

C. Spring Election Timeline

1. President Petitions must be available the fourth Monday of February and are due on the second Monday of March.
2. Nominations for President will be the second Tuesday of March.
3. Elections for President are held on the Third Tuesday of March.
4. Petitions for all other Executive Board positions are to be available on the third Monday of March and are due on the fourth Monday of March.

5. Elections for the Executive Board positions are held on the fourth Wednesday of March.
 6. Applications for Class Officers must be available the fourth Monday in March, and are due on the first Tuesday in April.
 7. Elections for Class Officers must be held on the first Thursday in April.
- D. Election Day Procedure
1. The polling place hours shall be:
 - a. From 11:00 am until 1:00 pm, and 4:30 pm until 7:00 pm if the elections are paper ballots.
 - b. And from 7:00 am until 7:00 pm with people at tables at lunch at the above hours if online.
 2. Each vote shall be counted as long as the voter's intention can be clearly ascertained by a majority of the Election Committee.
 3. A plurality of votes is required for a candidate to win the election.
 4. In the event of a tie, a run-off election shall be held two school days following the prior Election Day, using the same procedure as listed above.
 5. In a run-off, only the tied candidates' names shall appear on the ballot; no write-in votes shall be counted.
 6. Once ballots are counted, the President of Student Senate shall inform all candidates of the election's outcome.
 7. The President shall also notify the student body and all campus media outlets after all people running have been notified.
 8. At the next Senate meeting, the Election Committee Chair shall report the results to the Senate.
 9. The ballots shall be stored for two months after.

Section 2: Student Judicial Council

A. Duties

1. The Student Judicial Council derives its authority from the Faculty and the Student Senate of Saint Mary's University. It is an autonomous appeals council responsible to the Saint Mary's Community as a whole.
2. The Student Judicial Council shall hear and judge the appeals of students in cases involving disciplinary action taken by the Dean of Students and/or the Academic Deans. The Council shall affirm or reverse the Dean's decision. The Council can uphold any penalty imposed, select a lesser penalty, or impose a more severe penalty.
3. The Council shall hear and judge causes referred to it by the Chief Judicial Officer. The Council will determine whether a violation of disciplinary or academic regulations has occurred and shall impose sanctions, as appropriate.
4. The Student Judicial Council shall conduct its business according to procedures outlined in the Student Handbook. B. Membership
 1. The Student Judicial Council shall be composed of the following seven members:
 - a. Three of the voting faculty (per Handbook Section 2.2.1.C) elected by the faculty at the April meeting.
 - b. Three students selected by the Student Senate.

- c. One Representative from the Student Development Staff appointed by the Vice President of Student Development.
- 2. To be eligible for membership, one must accept the legitimacy of all statements on behavioral limits found in the Saint Mary's University Handbook during the year prior to their service.
- 3. Members of the Council have been in attendance at the University during the year prior to their service.
- 4. No one may serve in this Council who is currently under disciplinary sanction, or who has been under disciplinary sanction during this previous year.

C. Term of Office

- 1. The term of office of all faculty members of the Student Judicial Council shall be two calendar years.
- 2. Continuity of the faculty members shall be ensured by the election of not more than two-thirds of the faculty members.
- 3. Student members will serve terms of one calendar year, but may be reappointed for one additional term.
- 4. The term of office for the Student Development Member shall be two calendar years.
- 5. The Council and the Secretary of the Student Judicial Committee shall serve an additional year, but not necessarily as officers of the council.
- 6. The Student Judicial Council shall elect or re-elect a chair person and a Secretary at the first meeting, which shall be called by the outgoing chair person or Secretary.
- 7. One faculty member and one student member shall serve as Officers.
- 8. The term of office for newly elected members shall begin on August first of each year.

Section 3: Student Life Committee

A. Duties

- 1. Reviewing, evaluating and making recommendations concerning Student Life at Saint Mary's University.
- 2. Initiating and pursuing its own studies, recommendations and proposals in all areas of Student Life.

B. Membership

- 1. The Student Life Committee shall be composed of the following eight members:
 - a. The Vice President of Student Development (ex Office).
 - b. The president of the Student Senate.
 - c. Three members of the voting faculty (per Handbook section 2.2.1.C) elected by the faculty with at least one-year prior service to the University.
 - d. Three students selected by the Student Senate.

C. Term of Office

- 1. The term of office of all the faculty members of Student Life Committee shall be a two-year contract.
- 2. Continuity of the faculty membership shall ensure by an election of no more than two-thirds of the faculty members each year.

3. The term of office of Student Members of the Student Life Committee shall be determined by the Student Senate.

Section 4: Facilities Committee

A. Duties

1. Reviewing, revising and/or redeveloping the long-range plan for the overall improvement of the University.
2. Preparing and publishing the annual planning calendar.
3. Providing oversight of the Strategic Plan of Saint Mary's University.
4. Reviewing plans and proposals for campus improvements and making recommendations as priorities and timetables for implementations.
5. Review the financial and statistical data compiled for decisions annually.
6. Considering and proposing allocation of resources.
7. Remembering to make the President and the President's Cabinet aware of the implementation of modified long-range plans, and making known committee priorities with respect to the various areas considered throughout the course of the committee's term.
8. The Facilities Committee shall be advisory to the President of the University.

B. Membership

1. Members include:
 - a. The Vice President of the University.
 - b. Three members of the voting faculty (per Handbook Section 2.2.1.C) elected at large, with a minimum of one year of teaching experience at the University.
 - c. One representative from the administration of the University, (excluding Student Development,) as elected by the membership of this area.
 - d. One representative that is designated by the Vice President for Student Development from areas under their direction.
 - e. One student appointed by the Student Senate.

C. Term of Office

1. The term of office of all members of the faculty and administration shall be two contract years.
2. The Student Senate shall determine the term of office of student members of the Facilities Committees.

- D. The Committee shall have resource personnel, those members of the University community who would serve as appropriate consultants for a particular issue that is being considered.

Section 5: Curriculum Committee

A. Duties

1. The Curriculum Committee oversees, evaluates, and approves all dimensions of the Curriculum of the Undergraduate College. It respects best practices and innovation within and across departments, focuses on excellence in student learning, and ensures that programs, majors in their academic and professional development.

2. The Curriculum Committee shall exercise the regular authority of the faculty to initiate establish, review, evaluate, resolve, recommend, and/or approve all matters involving the undergraduate curriculum; the exception of the coding of courses relative to content and skill area criteria within the General Education program (cf. the duties of the General Education Curriculum Committee below). The preview of the Committee includes, but is not limited to the following:
 - a. Academic priorities, guidelines, and procedures for granting credit for all courses.
 - b. Minimum and maximum credits for undergraduate majors and minors.
 - c. Departmental self-studies, program assessment plans, etc.
 - d. Academic curriculum matters, concerns, and conflicts within and between schools.
 - e. Courses, majors, and programs (including Lasallian Core Traditions, Lasallian Honors, and Study Abroad), credit-bearing institutes and/or credit-bearing courses in institutes.
 - f. Proposals to discontinue, redirect, or add programs and departments.
3. Committee will review each department, program, and credit-bearing institute in the College on a regular basis, and will coordinate a program review schedule with the College Academic Assessment Committee.
4. All decisions, recommendations, and actions of the committee shall be subject to review by the Faculty Council, as described in the guiding principles section of the handbook. Notice of each decision, recommendations, or action will be provided by the Curriculum Committee in electronic or written form to each affected party, (eg. Professors, proposers, chairs, program directors, deans, and the Vice President for Academic Affairs) and in summary form to the faculty Council by means of the Committee's minutes.

B. Membership

1. Membership Includes
 - a. As an ex officio member, the Vice President for Academic Affairs either for the year a specific number of meetings.
 - b. Three members from the Schools of Humanities and Sciences.
 - c. One member from each of the other schools of the university, as constituted at the time of election.
 - d. One member representing those departments, programs, and services regularly staffed as academic administrative personnel.
 - e. One member elected at large.
2. All elected members shall have a minimum of three years experience at the university. Members representing schools or academic administrative personnel shall be elected by the faculty of their representative entities; the at large member shall be elected by the entire faculty.
3. If this combination results in an even number of committee members will serve non-voting advisory capability.
4. Two students, (preferably one male and one female,) with a minimum of two years attendance at Saint Mary's University, to be selected by the Student Senate.

5. The Registrar, if not elected to the Committee, will serve in a non-voting, advisory capability.

C. Term of Office

1. The term of office of the student members of the Curriculum Committee shall be one academic year.
2. The term of office of elected voting faculty members of the Curriculum Committee shall be two-contract years.
3. Continuity of the faculty membership shall be ensured by the election of no more than one half of the elected voting faculty members each year.

Section 6: Educational Standards Committee

A. Duties

1. The Educational Standards Committee oversees the content, quality, and functioning of the policies governing the Undergraduate College Academic Program including, but not limited to, registration, orientation, advising, academic records, testing academic penalties and sanctions, and academic honors and distinctions.
2. Review and make recommendations of policies regarding student academic standards, admissions, retention, probation, dismissal, readmission and assuring that such policies reflect respect for human rights and integrity.
3. Review and make recommendations on policies regarding student performance evaluations and grading.
4. Review and recommend guidelines and plans for all phases of the registrations and pre-registrations of students.
5. Review and make recommendations concerning the academic aspects of student orientation, advising, and records.
6. Review and recommend changes to the placement-testing program.
7. Review and evaluate Undergraduate College Academic Credit Policies for procedures including, but are not limited to, transcript evaluations, total credit hours and ancillary requirements for graduation, credits by examination, credits taken under pass/fail grade requirements.
8. Recommend means of improving the study atmosphere or learning environment on the Undergraduate Campus.
9. Assist the evaluation of academic officers, if requested by the Vice President for Academic Affairs.
10. Communicate to the Faculty Council all Committee decisions affecting the academic standards of the Undergraduate College.

B. Membership

1. Membership includes
 - a. As ex officio members, the Vice President of Academic Affairs, the Registrar, the Vice President for Admissions, the Director of Advising, the director of Academic Skills, or their designees who must be designated by name in writing by the ex officio member either annually or for a specific number of meetings.

- b. Five members of the faculty, each with a minimum of two years teaching experience at the University, elected at large.
- c. Two students, (preferably one male and one female,) with a minimum of two years attendance at Saint Mary's University, to be selected by the Student Senate.

C. Term of Office

- 1. The term of office of the student members of the Educational Standards Committee shall be one academic year.
- 2. The term of office of the elected faculty member of the Educational Standards Committee shall be two academic years.
- 3. Continuity of the faculty membership shall be ensured by the election of no more than three of the elected faculty members each year.

Section 7: Library Committee

A. Explanation

- 1. The Library Committee facilitates communication between the library and the faculty with respect to faculty needs, library development, and instructional priorities. To that end, the committee serves in an advisory role on the matters of the library mission and organization, activities and services offered, policies for procurement of information, and in-library technology use. The committee provides faculty and staff perspectives to guide budgetary decisions, acquisitions, and the development and maintenance of the library's physical facilities.

B. Duties

- 1. Serve an advisory function to the Head Librarian on matters of their mission, organization, activities, services offered, policies for procurement of information, and in-library technology use.
- 2. Provide faculty and staff perspectives on the resources made available through the library-resources that support student learning, teaching, and scholarship—to assist the library staff in identifying needs and priorities in these areas, and consequently assist the library staff in identifying budget priorities to guide budgetary decisions.
- 3. Act as a sounding board for the faculty and Head Librarian for innovation projects.
- 4. Report appropriate faculty bodies at least annually.

C. Membership

- 1. The committee shall be composed of the following members:
 - a. The Director from the Fitzgerald Library, ex officio.
 - b. One member from each of the schools of the University at the time of election; one member from the graduate programs on the Winona campus; and one member representing those departments, programs, and services reporting directly to the Vice President of Academic Affairs.
 - c. Two students, (preferably one male and one female,) with a minimum of two years attendance at Saint Mary's University, to be selected by the Student Senate.

- d. One Information Technology (IT) representative appointed by the Director of IT.
 - e. All elected members shall be members of the faculty.
2. Members representing schools shall be elected by their representative schools; member(s) representing the Graduate Programs shall be elected by the Graduate Faculty of the Winona campus; and members representing those departments, programs, and services regularly staffed as academic administrative personnel shall be elected by the faculty of those programs.
- D. Term of Office
1. Terms of office of the elected members shall be two contracted years.
 2. Continuity of the membership will be ensured by the election of no more than two thirds of the members each year.

Section 8: General Education Curriculum Committee

A. Duties

1. In its work to provide a high quality liberal education experience for students, the General Education Curriculum Committee has four important tasks. The Committee approves course initiation, change, and termination in all areas of the Core Curriculum. It certifies that coded courses meet the criteria for skill and content areas. It reviews and recommends criteria for course coding as well as the content guidelines for individual courses in the Lasallian Core Traditions and Lasallian Honors programs. It monitors the assessment of the student learning outcomes in all Core Curriculum.
2. The Committee shall approve individual course initiation, termination, changes in all areas of the Core Curriculum, (i.e. all courses in the Lasallian Honors), and coded as fulfilling the requirements of the skill and content areas of the General Education program, meet the relevant criteria for those skill and content areas, this criteria set forth in the Write Across the Curriculum domain of the written communication skills area. This approval and certification is subject to review by the Faculty Council as defined in the Guiding Principles section of the Handbook and faculty as a whole under normal procedures.
3. The Committee shall review and recommend criteria for course coding for the General Education content areas for the skills requirements, and shall review and recommend content guidelines for individual courses in the Lasallian Core Traditions and the Lasallian Honors Programs.
4. The committee shall monitor the assessment of student learning outcomes in courses in the skill and content areas and in the Lasallian Core Traditions and the Lasallian Honors programs.

B. Membership

1. The general Education Committee is Composed of:
 - a. Two leadership positions, a Chair and Secretary, will be elected from its members.
 - b. As ex officio, the Dean of Humanities and Sciences and the Lasallian Honors Program.
 - c. Five elected representatives to be chosen at large

2. All elected members shall be members of the faculty, and have a minimum of two years attendance at Saint Mary's University, to be selected by the Student Senate.
- C. Term of Office
1. The term of office for members of the General Education Curriculum Committee shall be two contract years.
 2. Continuity of faculty membership shall be ensured by the election of no more than three of the elected faculty members each year.
 3. The term of office for the student members of the General Education Curriculum Committee shall be one academic year.

Section 9: Class Officer Committees

A. Purpose

1. This committee is created to aid the Senior Class Officers in the endeavors of raising money, organizing events, and helping with Senior Week.

B. Membership

1. Members are seniors interested in helping run and plan Senior Week events.

Section 10: Solidarity Council

A. Purpose

1. Recognizes that young adulthood presents a developmentally unique opportunity for nurturing within-group belonging, between-group sensitivity, and intercultural competence, the mission of the Solidarity Council is to intentionally cultivate a culture of solidarity among undergraduate students and a culture of inclusion at the undergraduate College campus.
2. Supports partnerships *between* those student organizations that identify with the interests of learners traditionally underrepresented in higher education and at Saint Mary's, particularly with interests and needs that transcend and complement within-group interests.
3. Supports student development, co-curricular and curricular initiatives that increase students' capacities to empathize with diverse people and to live in an inclusive campus community.
4. Advises the Office of Student Life, the Student Senate or other groups as invited on policies or practices related to intergroup solidarity, diversity awareness and interpersonal intolerance.

B. Scope of Activities

1. To achieve its stated goals, the Solidarity Council will:
 - i. Provide activities and resources which affirm the dignity and value of all human persons, with priority attention to groups marginalized in society and in higher education.
 - ii. Provide training and skill-building opportunities that allow students to identify the right to inclusion and their responsibility to create an inclusive learning community for and with each other.
 - iii. Provide opportunities for students to develop leadership skills that successfully leverage group and community diversity
 - iv. Advises and advocates with the Student Senate and Vice President for Student Life for policy or practice changes that affirm the dignity and

value of all persons, the right to inclusion, and personal responsibility for creating an inclusive climate characterized by intellectual curiosity and interpersonal welcome.

C. Authority

1. Solidarity Council recognizes that its authority is derived from the Student Senate and the Vice President for Student Life. The Student Senate is responsible for monitoring the need for the Council and shall sustain, discharge or replace the Council as seems prudent in the normal course of institutional change.

D. Membership

1. De facto members shall include representation of each inclusion advocacy student group on campus, such as:
 - i. Black Students & Allies (BSA)
 - ii. Delta Psi Alpha
 - iii. Inter-Cultural Awareness Association (ICAA)
 - iv. International Students Club (ISC)
 - v. Peace and Justice Club
 - vi. Safe and Friendly Environment (SAFE, an LGBTQ allies group)
 - vii. Student Senate Vice President for Multicultural Affairs
2. Members are selected by each inclusion advocacy group from among continuing members before final exams begin each spring, and the Senate member is also elected in the spring, so the Council has membership available immediately each fall term. *[Exception: Initial membership selected by solicitation from each group; designees appointed by Vice President for Student Life.]*
3. Ad-hoc (short term) position appointments may be made by majority vote of Solidarity Council members as needed (e.g., a fundraiser chair, a panel organizer, etc.)
4. Eligible students must:
 - i. Be a member of an inclusion advocacy student group **or** fill a diversity / inclusion position on campus
 - ii. Attend the majority of Solidarity Council meetings and events
 - iii. Be in good academic standing (not on probation)

1. Terms shall be one year, unlimited consecutive terms.

F. Offices

1. Each spring, the Solidarity Council will elect from among continuing members
2. A Moderator – who is responsible for communication within the group and between the Council and other offices or groups.
3. A Treasurer – who is responsible for completing necessary documentation when the group requests or uses funds (including but not limited to special funding requests, expense reports, depositing proceeds from fundraisers).
4. Two non-voting Advisors – one staff and one faculty member - will be nominated by Council members and confirmed by the Office of Student Life each spring, with maximum of three consecutive terms. *[Exception: Initial membership selected by solicitation among known supporters of inclusion groups; two volunteers appointed by Vice President for Student Life.]*

G. Financial Affairs

1. Member clubs may petition the Student Senate or other internal or external sources for funds, and must follow all budget request and reporting policies.
2. Treasurer will work closely with the Advisors to make sure that funds are requested, managed and reported according to College policies.

H. Changes to the Council Name, Mission, Goals or Operating Policies can be made:

1. By petition or mutual agreement
 - i. Five (5) or more members may petition the Moderator for a vote on a proposed amendment; support from 2/3 of the voting membership is required to pass an amendment; amendment becomes policy if supported by the Office of Student Life.
 - ii. By mutual agreement of the Office of Student Life and the Council (e.g., to add new inclusion-advocacy groups or remove defunct ones from membership in the Council).

Proposed Legislative Affairs Section

Section 11: Legislative Affairs Committee

A. Duties

1. Review and identify new ways to work with the Winona Community and better the relationship with the University and Winona.
2. Meet with community members each month.
3. Monitor the Strategic Plan of Saint Mary's University of Minnesota in regards to community building and communicating progress on the plan to the student body of the College.
4. Create more public awareness for Saint Mary's University of Minnesota.
5. Coordinate Day at the Capital.
6. Encourage and sponsor educational events about the importance of voting.
7. Participate in lobby efforts sponsored by MAPCS Legislative Affairs Council
8. Partner with Admissions and Alumni offices to discuss and coordinate how to promote the University outside of the campus.

B. Membership

1. Members include:
 - a. The Executive Vice-President and General Counsel of the University.
 - b. The Associate Vice-President for External Affairs
 - c. One representative from the Admissions office
 - d. One representative from the Alumni office
 - e. One representative from Development
 - f. The elected Vice-President of Public Affairs of the Student Senate
 - g. At least four undergraduate students shall be appointed by the Student Senate based on recommendations from the Vice President of Public Affairs.
 1. Two undergraduate students appointed by the Student Senate based on recommendations from the Vice President of Public Affairs must be present to vote on anything from the committee.

E. Term of Office

1. The term of office of all members of the administration shall be one year.
 2. The Student Senate representatives shall have a minimum of a one-year term.
- F. The Committee shall have resource personnel who will be the members of the University community who could serve as appropriate consultants for a particular issue that is being considered.

Section 12: Ethics Committee

A. Purpose

1. The Ethics Committee's purpose is to regulate and evaluate any issues pertaining to senate as a body, individual senators, and/or its subcommittees and the members of those committees.

B. Procedures

1. Senators, E-board members, non-senate members of senate subcommittees and/or Student Senate advisor can raise an ethical issue to the Ethic's Committee.
2. The chair of Ethics committee would call a meeting inviting all senators, E-board members, non-senate members of senate subcommittees and the advisor of Student Senate.
3. At least nine senators, E-board members, senate members or non-senate members of senate subcommittees and the advisor of Student Senate
4. People that are affiliated with the ethical issue are able to make a statement to the Ethics Committee.
5. The floor will be open to questions directed toward people affiliated with the ethical issue.
6. After the statement and questions directed toward people affiliated with the ethical issue.
7. After the statement and questions, affiliated members will be asked to leave and the floor will be open for discussion by Ethics Committee members behind closed doors.
8. The chair will bring the recommendation to the senate floor at the following student senate meeting.
9. If nothing has changed in two weeks after the recommendation fo the senate, Ethics Committee will bring the ethical issue to the Advisor of Student Senate and the Vice President of Student Life of Saint Mary's University.

C. Membership

1. Senators, E-board members, or non-senate members of senate subcommittees are able to be a part of Ethics Committee meetings. The chair, and the advisor of Student Senate must be present at all Ethics Committee meetings.
2. People that are affiliated with the ethical issue are not allowed to partake or vote in that particular meeting.
3. The chair of the committee reserves the right to deny the membership to those who are deemed unfit for the position.
4. The members must be in good standing with the university in order to be in the committee.

Section 13: The Finance Committee

- A. The Student Senate Finance Committee shall act as the first body that debates Special and Academic requests.
- B. The Finance Committee shall consider the quest either by:
 - 1. Holding a closed-door hearing.
 - 2. Holding a hearing where a Club Representative is present or welcomed to come to the meeting.
- C. The Vice President of Finance for the Student Senate shall be the chair of the Finance Committee and be responsible for assembling the committee. The committee shall consist of undergraduate students, at least 2 being Student Senators and at least 2 non-Student Senators.
- D. If a majority of the members of the Finance Committee in attendance approve of the amendments and/or final passage of the request, the request proceeds to a full senate hearing.
- E. The Finance Committee holds the power to recommend funding amounts to the full senate.

Article 4: Student Activities Fee (SAF)

Section 1: Fund's Origins

- A. All SAF funds are derived from the undergraduate student body on a semester basis.
- B. All funds derived from the Student Activities Fee (SAF) are under the jurisdiction of the Saint Mary's Student Senate.

Section 2: Honesty and Responsibility

- A. The Saint Mary's University Student Senate demands that all clubs/organizations/team sports adhere to the highest level of respect, integrity, honesty, and fiscal accountability when using SAF funds.
- B. The Student Senate expects all clubs/organizations/team sports to maintain fiscally responsible financial records.
- C. Any member of the Student Senate/ Finance Committee reserves the right to request receipts, invoices and/or other verification documents from a club/organization/team sport.

Section 3: Adjusting the Student Activities Fee

- A. If the senate deems necessary to adjust the fees, the following procedure must be followed:
 - 1. The resolution must be passed through the Saint Mary's University Finance Committee.
 - 2. Upon passage, the resolution shall be brought to the floor by the Vice President for Financial Affairs and deliberated upon by the full Student Senate.
 - 3. A two-thirds vote of the senate shall be necessary for the resolution to be considered passed.
 - 4. The President of Saint Mary's University and the Board of Trustees determine final approval of any SAF increase.

Article 5: The Financial Process

Section 1: Procedure

- A. A club, organization, or team sport shall submit their request to

UGSenateFinancial@smumn.edu, preferably three weeks before the date needed.

- B. The Vice President for Financial Affairs shall accept no requests from graduate, faculty or staff members.
- C. The Vice President shall notify the club/organization/ team sports' contact person of the following:
 - 1. Confirmation of receiving the request.
- D. Pending Finance Committee approval, the Vice President for Financial Affairs shall notify the contact person of the following:
 - 1. Full Senate hearing date of the document.
- E. Pending full Senate approval, the Vice President for Financial Affairs will transfer the amount in a maximum of three business days.

Article 6: Financial Documents

- A. All documents are available via Blackboard. If you do not have access to these documents, please contact UGSenateFinancial@smumn.edu.

SubSection 1: Budgets

Subsection 1: General Policies

- A. Budgets shall be allocated during the spring semester for the following academic year.
- B. Clubs are required to attend the House of Representatives meeting(s) and if no representative attends for a club/organization/ team sport, their budget will be reduced by 10% of their requested amount.
- C. Budgets must be submitted to the Student Senate Vice President for Financial Affairs no later than the second Tuesday of February of each year by 5:00 p.m. via UGSenateFinancial@smumn.edu.
 - 1. If a request is submitted late the club will only be eligible for 80% of their requested budget.
 - a. Any request received after March 1st at 5:00 p.m. via UGSenateFinancial@smumn.edu will not be heard, and the club will not be allowed to special request during the next academic year.
 - b. The reduced 20% from late submission can be added to the 10% budget reduction for missing the House of Representatives Meeting(s) for a maximum reduction of 30% of the Club's requested budget.
 - c. The club/ organization/ team sport's annual report and financial log shall accompany the budget form. All three documents (budget, annual report, and financial log) must be submitted in order for the club/ organization/ club sports' budget request to be considered "on time."
 - d. The Finance Committee recommends the budget amount and the full Student Senate approves the organization's budget with a 2/3 vote.
 - e. An updated constitution and any other relevant material are turned in to the Senate email address when requested.
 - f. The University's normal accounting system is used for all budgeted Student Activity Fee monies.
 - g. Budget funding from the SAF monies is contingent on having a nonnegative budget balance at the end of second semester.
 - h. Inventoriable Items can only be requested during the budget process.

- a. Must attach a proposal for method of storage and location to be stored when requesting Inventoriable Items.

Subsection 2: Budgeting Fund Origin

- A. The Student Activity fee is charged by semester at half of the overall fee rate.
 1. Ex: If the SAF is \$185, a student will be charged \$92.50 a semester.
- B. The Student Activity fee is comprised of the Student Activity fee and a Laundry fee of \$20
 1. \$10 per student is taken out of the SAF each semester for the Laundry fee.
- C. The London Abroad program takes the first semester SA fee for those students attending the program (# of London abroad students * \$92.50)
- D. A projected enrollment for the next year is released by the Office of Admissions and the Business Office in February of the current year
 1. Second Semester enrollment will be calculated by assuming a 7% reduction in students (1st Semester enrollment * 0.97).
- E. The following table will breakdown the amount per year available to budget
 1. Table 1: Budgeting Value Origin

Semester	Enrollment	Fees Charged	Laundry	London (20)	Total
1	1250	\$115,625	-\$12500	-\$1850	-
2	1212	\$112,156	-\$12120	-\$0	-
-	-	\$227,781	-\$24620	-\$1850	\$201,311

- F. The total budgeting number will be cut by 5%-10% to give the Student Senate a bumper in case actual enrollment is down from the projected amount.
 1. Percentage will be determined by the rollover amount in the SAF from the previous year
 - a. If a large rollover, a less conservative approach may be taken and a 5% bumper can be done.
 - b. If a small rollover, a semi-conservative approach may be taken and a 6%-8% bumper can be done.
 - c. If a negligible rollover, a conservative approach may be taken and a 10% bumper can be done.

Subsection 3: Budgeting

- A. There will be no guaranteed budget increases
 - B. There will be no increases based on special requests and fundraising by the club/organization/club sport from the previous year.
 - C. Increases must be proposed to the Finance Committee and submitted with the fundraising form.
 1. The proposing club/organization/club sport will be given a chance to present their increase proposal to the Finance Committee.
 - a. Proposals will not be heard after the first Committee meeting of March 2.
- The Finance Committee will rank each proposal in terms of the following:
- a. Effectiveness to the University
 - b. Club's Involvement in the University
 - c. Need of request for the Club

d. Organization of Club and their budget

3. After the first Committee meeting in March, increase proposals will be considered using remaining funds from budgeting amount.

D. A club in its first calendar year of existence shall be limited to a maximum total budget of \$100.

1. The start of a new club's calendar year shall be determined by when the club's constitution was first approved by the senate. (If heard in September 2013 the club would only be able to request \$100 during the budgeting process in the spring of 2014)

E. The Finance Committee reserves the right to cut club budgets to keep overall budget under allocated amount.

Section 2: Special Requests

A. Special Request funds shall be budgeted by the Student Senate Vice President for Financial Affairs in the Student Senate's budget at no less than \$8,000.00 for the following academic year.

B. Special Requests are heard on a first come, first serve basis

1. If returned by committee or senate with questions regarding the request, the club will have one week to resubmit

a. Other requests will be placed on hold for the remaining week

b. If club's returned request not submitted by deadline, they will be moved to the back of the list waiting to be heard.

C. It is the Club's responsibility to know the amount they're entitled to given their request.

1. When the requested amount is less than the amount would be when following criteria, the requested amount will be the only amount considered.

D. Special Request forms shall be accepted after a new senate has been elected and seated.

E. Requests for the spring semester may be submitted in the fall semester but will not be heard by the full Student Senate until the beginning of the spring semester.

1. An exception will be made if the senate is unable to hear the special request before the funds are needed.

a. Ex: If a club requests funds to be used on January 3, the request can be heard first semester because no full senate meetings are scheduled due to break.

F. No money shall be taken from second semester special request funds for first semester activities or requests.

G. The following procedure will be followed regarding special requests:

1. An undergraduate student shall submit the request to

UGSenateFinancial@smmn.edu, preferably at least two weeks before the funds are to be used.

2. The Vice President for Financial Affairs shall notify the group, via e-mail, to the individual listed on the request of the address used to submit the request.

Section 3: Financial Log

A. The club/ organization/ team sport's financial log shall be submitted by the second Tuesday in February, no later than 5:00 p.m. with the budget and annual report. B. The Financial Log shall include the following information:

1. Inside cover should include the following:
 - a. Name of organization
 - b. Organization's account number
 - c. Name of organization's acting President and Treasurer
 - d. Name of President and Treasurer for the next year, if known
2. All financial transactions starting June first of the current year should be recorded in the log.
3. These transactions should be organized chronologically according to month.
 - a. At the end of each month, there should be a total of all expenditures for that month.
4. Each transaction should have its own entry containing:
 - a. A copy of the receipt or a recording of the cost
 - b. An explanation of the transaction
 - c. Date of transaction
5. The concluding page of the log should contain a grand total of all expenditures for the year (as up-to-date as possible).
6. Please be as specific as your records allow.

C. This does not include financial transactions that involve fundraised funds.

D. Inaccurate logs will result in an audit before the budgeting process will continue.

Section 4: Annual Report

A. The club/ organization/ team sport's Annual Report shall be submitted by the second Tuesday in February, no later than 5:00 p.m. with the budget and annual report. B. The Annual Report shall include the following:

1. Club Name
2. Budget number
3. Officers
4. Next year's officers, if known
5. Club roster
6. Meetings
7. Fundraisers
8. Events
9. Upcoming events
10. Purpose/ benefit statement
11. Active member list
12. Inventoriambe items

Article 7: Allocation of Funds

Section 1: Allocation Policies

A. Only clubs, organizations, or team sports recognized by the Saint Mary's Student Senate as well as the freshman, sophomore, junior, and senior classes shall be entitled to request SAF funds.

- B. No SAF funds shall be allocated to clubs, organizations, or team sports to be spend on graduate students or faculty/ staff members.
- C. All uses of the SAF funds shall comply with federal, state, local, university, and Senate policies regarding copyrights, traffic, etc.
- D. No SAF funds shall be allocated to departments within Saint Mary's University or to supplement departments through student clubs/ organizations/ team sports to the benefit of the department. However, this does not include collaborations between departments and clubs/ organizations/ team sports for specific events. It will be at the discretion of the Student Senate whether funds may or may not be grated.

Section 2: Student Activities Committee Allocation

Subsection 1: Funding Origin

- A. The Saint Mary's Student Senate shall allocate \$30 per semester from every undergraduate student's Activity Fee to fund the Student Activities Committee.

- 1. See Table 1 for funding breakdown example:

Table 1: Student Activities Committee Funding			
	Number of Students	Amount	Total
First Semester	1,250	\$30.00	\$37,500.00
Second Semester	1,150	\$30.00	\$34,500.00
Total	2,400	\$60.00	\$72,000.00

Subsection 2: Jurisdiction

- A. The funds derived from the Student Activities Fee Fund shall be under the jurisdiction of the Student Activities Committee President and its Executive Board.
- B. The Student Activities Committee is not required to submit an Annual Budget But is required to submit an Annual Report and Financial Log by the second Tuesday in February by 5:00 p.m.
- C. The Student Activities Committee is ineligible to request funds from the Special Request Fund.
- D. If the enrollment numbers fall below what is budgeted, then the numbers could vary in Table 1 of Article 5, Section 2, Subsection 1.
- E. The numbers are to be verified when the official numbers are released ten days into each semester.

Section 3: Academic Conferences

- A. The Student Senate views professional and academic conferences as a valuable, educational experience for the undergraduate student body.
- B. If a Student Senate recognized club/ organization/club sport wishes to partake in an event off campus, they may submit a request preferably three weeks before the departure date.
- C. Funds may not be allocated to pay for events, or other outstanding bills after the date the event occurs.
- D. The Student Senate reserves the right to request a roster of those who attend the conference.
- E. It is the groups responsibility to know the amount they're entitled to given their request.

- a. When the requested amount is less than the amount would be when following criteria, the requested amount will be the only amount considered.
- F. It will be recommended that the group that is attending to present a brief presentation to senate the following week of the requested event

Subsection 1: Jurisdiction

- A. The Saint Mary's University Student Senate shall allocate \$3.00 from every undergraduate student's Activities Fee.
 - 1. See Table 1 for funding break down example:

Table 1: Student Academic Conferences			
	Number of Students	Amount	Total
First Semester	1250	\$3.00	\$3,750.00
Second Semester	1150	\$3.00	\$3,450.00
Total	2400	\$6.00	\$7,200.00

- B. The Student Senate Finance Committee will hear and handle all requests.

Subsection 2: Requesting Funds

- A. Any undergraduate student shall be eligible to request the use of the funds from Undergraduate Student Academic Conference Fund.
- B. No graduate, faculty/ staff member shall benefit from the use of the funds from the Undergraduate Student Academic Conferences Fund.

Subsection 3: Documents

- A. When requesting for funds, the student must complete the Undergraduate Student Academic Conferences Fund form that will be available on Blackboard.
- B. The forms must be submitted to UGSenateFinancial@smumn.edu.

Section 4: Travel

- A. Determining the mileage reimbursement rates
 - 1. The Saint Mary's Vice President for Financial Affairs will be responsible for determining the reimbursement rates before the start of the academic year.
 - 2. The mileage reimbursement rate for school and personal vehicles should be set at the same rate that the University uses.
 - 3. The mileage reimbursement rate for airplane travel shall be determined using the process outlined below:
 - a. The Finance Committee will suggest \$0.16 per mile, per person on a flight
 - b. The Finance Committee will suggest funding for no more than 10 people with a list of names for airfare.
 - c. The Finance Committee will suggest a maximum funding of up to \$350 per person going on a flight. (Number of people going ((up to ten people)) multiplied by 350)
 - 4. The travel mileage reimbursement rates for requests shall be as follows:
 - a. The Finance committee will recommend a maximum of 1050 miles round trip for Vehicle reimbursement, at \$0.42 per mile

- c. The Finance committee and senate will use discretion with large groups (8 or more people) for travel reimbursement using the \$0.42 per mile policy.
- b. The Finance Committee will recommend the price of a vehicle being rented up to \$300 for rented vehicles for every 7 people going with provided proof of rental and a list of names

B. Additional Considerations

- 1. The Finance Committee will recommend mileage reimbursement for one vehicle unless the club/organization requesting funds submits the names of more than seven participants with their request or provides a list with more than seven names upon the request of the Vice President for Financial Affairs.
- 2. The Finance Committee will recommend mileage reimbursement for airplane travel for one student unless the club/organization requesting funds provides the names of additional students.
- 3. The Finance Committee will suggest \$0.00 for baggage or other additional airline fees.
- 4. The Finance Committee will use Google Maps to verify exact mileage for school and personal vehicles.
- 5. The Finance Committee will use Webflyer to verify exact mileage for airplane travel.

C. Calculating Mileage Reimbursement

- 1. If the travel reimbursement request is included in a budget, then the Finance Committee will recommend funding the travel reimbursement request in full, according to Article 7, Section 4 Travel.
- 2. If the travel reimbursement request is included in an Academic Conference Request at which the individual(s) requesting funding will be presenting, then the Finance Committee will recommend funding the travel reimbursement request in full, according to Article 7, Section 4 Travel.
 - a. Full funding will be recommended when the following conditions are met:
 - i. The student(s) attending the conference provide documentation (i.e. a submitted application or a letter of invitation) that they will be presenting.
 - ii. The student(s) attending the conference briefly explain to Senate how their presentation at the conference will benefit themselves, their organization, and Saint Mary's University.
 - iii. Finance Committee will also request that the student(s) attending the conference report back to the Student Senate after they return.
 - a. This would be a presentation of just a few minutes at the beginning of a Senate meeting. It would be advertised to the student body ahead of time.
- 3. If the travel reimbursement request is included in an Academic Conference Request at which the individual(s) requesting funding will not be presenting, then the Finance Committee will recommend funding the travel reimbursement request at

80% of the total reimbursement amount, which should be determined using the rates found Article 7, Section 4 Travel.

- a. Full funding will be recommended when the following conditions are met:
 - i. The student(s) attending the conference briefly explain to Senate how their participation in the conference will benefit themselves, their organization, and Saint Mary's University.

Section 5: Sports Events

- A. The Student Senate shall pay for team dues on an annual basis. However, if the total amount of individual dues exceeds the amount of team dues, then the Senate may pay for the individual dues.
- B. Funds allocated for referees may only be funded if required by the league or tournament rules.
- C. SAF funds cannot be used to pay for inventoriable items such as sporting equipment, jerseys, or team apparel.
- D. SAF funds may be used to fund the minimum number of participants needed to participate in a club sports event.

Section 6: Inventoriable Items

- A. The Saint Mary's Students Senate will suggest a special request amount of \$0.00 for items that can be used by a club, organization, or team more than once – hereafter referred to as inventoriable items.
 1. These items are a material liability for the Senate and the Club or Organization because of the need to store the items when not in use.
 2. The Student Senate is not responsible for the storage, security and/or maintenance of the items.
- B. Inventoriable items may be requested during budgeting and/or through other departments.
 1. NOTE: Multi use inventoriable items will not be funded until method and location of storage is specified.
 - a. Location of storage may not be in a private residence.
- C. There will be an exception made for new clubs, organizations, and team sports; during the first semester of existence a club, organization, or team sport has been approved, they will be allowed to request up to \$100.00 for inventoriable items.
 1. The Saint Mary's Student Senate will suggest a special request amount of \$0.00 if a new club, organization, or team sport requests jerseys.
 2. If a club, organization, or team sport is approved late in fall semester and does not have an opportunity to make their initial special request, they will be allowed to make the request during spring semester.
 3. If a club, organization, or team sport is approved after budgeting in spring semester and does not have an opportunity to make their initial special request, they will be allowed to make the request during fall semester the following year.
 4. If a club, organization, or team sport is approved before budgeting in spring semester, they will not be allowed to special request inventoriable items during fall semester the following year because they will have the opportunity to request them in their budget for the following year.

Section 7: Edible Items

- A. The Saint Mary's Student Senate Finance Committee will consider funding edible items for club events as long as they meet the requirements listed below:
 - 1. The event where the edible item will be served will benefit the greater SMU community, and not just the hosting club and its members.
 - a. The Finance Committee will suggest funding no more than 50% of the total cost of food for events that fit this category.
- B. The Finance Committee will not fund the edible items listed below:
 - 1. Alcoholic Beverages
 - 2. Events that are held specifically for club members
 - 3. Meals for students on conferences, club sporting events, or any other events such as these.

Section 8: Forbidden Items

- A. SAF funds may never be used to fund the following items:
 - 1. Alcohol
 - 2. Tobacco products
 - 3. Admission honor societies
 - 4. Student wages

Article 8: Fundraising (subject to change with Internal Auditor and Budgeting changes)

Section 1: Fundraising Procedure

- A. Before the start of the fundraiser, the club/ organization/ team sport must complete and submit the fundraising form and submit it to the Director of Student Activities.
- B. All generated funds must be reported to the Vice President of Financial Affairs no later than one week after the conclusion of the fundraiser to receive benefits for fundraising the next year.

Section 2: Use of Funds

- A. The funds gained through self-generated fundraisers shall be under the jurisdiction of the club/ organization/ team sport's leadership.
- B. The use of funds shall comply with federal, state, local, university, and Student Senate laws.
- C. All funds shall be deposited into a savings account and not to the club/ organization/ team sport's main account.

Section 3: Incentive for Fundraising

- A. If a club fundraisers and submits the appropriate records to the Vice President of Financial Affairs they will be eligible for an increase in their budget equal to 50% of fundraised funds after the annual percentage increase specified in Article 4, Section 1, Subsection 2.
- B. If a club fundraises and submits the appropriate records to the Vice President of Financial Affairs their fundraiser will then be reviewed by the finance committee. Under the discretion of the committee the club will then be allowed to request the 20% of instructor fees that they are unable to budget for.

Article 9: Overdraft Spending

- A. A club/ organization/ team sport may not use any SAF funds or charge any expenses to its budgetary account without permission from the Student Senate or if a negative balance exists at the end of second semester.

- B. If a club/ organization/ team sport is found to have done so, holds will be immediately placed on the account.
- C. In order for holds to be removed, all funds must be reimbursed by the club/ organization/ team sport's advisor and club members.
- D. If necessary, sanctions may be placed on the club/ organization/ team sport.

Article 10: Abuse of Funds and Sanctions

Section 1: The Abuse of Funds

- A. The abuse of funds is an offense that is taken seriously by the Student Senate.
- B. Abuse of funds include but are not limited to:
 1. The purchase of items that are listed in Article 5, Section 7.
 2. Any funds that break federal, state, local, university, or Student Senate laws or policies.
 3. The use of funds for purposes other than what was submitted on the special request or budget document.
 4. Not using funds that were requested for the current year's budget.
 5. Spending money not allocated by Senate.
 6. Loss of multi-use inventoriable items bought with the SAF funds.

Section 2: Financial Audits subcommittee

- A. If an abuse of funds is suspected, the VP for Financial Affairs and the Director of Student Activities shall meet with the club/organization/team sports' president and treasurer.
 1. If necessary other university faculty/staff/administration may sit in on the meeting.
- B. Any immediate actions needed may be taken

Section 3: Sanctions Procedure

- A. All sanctions will be brought up the Student Senate
- B. If anyone on Student Senate finds the sanctions unnessesary, they may express their concerns via Ethics subcommittee or the E-Board subcommittee
 - a. Reasoning: Sanctions will be mostly determined by professional staff members

Section 4: Types of Sanctions

- A. The Financial Audits Subcommittee may recommend, but are not limited to the following sanctions:
 1. Loss of SAF funds or SAF Funded inventoriable items for a period of time to be determined by the Financial Audits Subcommittee.
 2. Require reimbursement for the misused funds.
 3. Putting the club on probation for a period of time to be determined by the Financial Audits Subcommittee.
 4. Cease Operation as a Student Senate sponsored club/ organization/ team sport.

Article 11: Interpretation of Robert's Rules of Order

Section 1: Purpose

- A. If there are any questions about the way that Saint Mary's University of Minnesota Senate interprets and uses Robert's Rules of Order the below document is a summary of the way that it is understood by the Senate.
- B. The document that follows is not a complete interpretation of Robert's Rules of Order but it is the most common understanding of the document for Saint Mary's Senate.



Robert's Rules of Order Explained

For 1st Senate meeting of each academic year

What are Robert's Rules of Order?

U.S. Army Major Henry Martyn Robert published the first edition of the book in February 1876. Its procedures were loosely modeled after those used in the United States House of Representatives. Robert wrote *Robert's Rules of Order* after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure. The book is now in its 10th edition.

Robert's Rules of Order provides applicable rules governing key matters of meeting and general procedures, including:

- Establishing a **Constitution and Bylaws** for your student organization.
- Structure the meeting **Agenda** and debate.
- Motions; including making, seconding, debating, modifying, and amending motions.
- Sufficient majority and simple majority and which decisions are appropriate to them.
- Establishment of a **quorum**.
- Definition of a **membership**.
- **Voting** rights of presiding officer and voting procedures.

An Outline of Basic Parliamentary Procedure

1. Rules Governing an Organization

- a. Saint Mary's Policy/ Mission
- b. Club Constitution: defines the organization's basic structure and fundamental rules. Normally requires a 2/3 vote and prior notice for amendment and are not subject to suspension.
- c. By-Laws: operating procedures consistent with all of the above. Normally can be amended by majority vote at any business meeting and can be suspended.
- d. Precedent and Custom: apply when there are no written rules governing a situation.

2. Purposes of Parliamentary Procedure

- a. Ensure majority rule
- b. Protect the rights of the minority and individual members
- c. Provide order, fairness and decorum
- d. Facilitate the transaction of business and expedite meetings

3. Basic Principles of Parliamentary Procedure

- a. All members have equal rights, privileges and obligations
- b. A quorum must be present for the group to act- if the by-laws of the organization do not establish a quorum; the general rule is that a majority of the entire membership must be present in order to transact business. Quorum is:
- c. Full and free discussion of every motion is a basic right
- d. Only one question at a time may be considered, and only one person may have the floor at one time.
- e. Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
- f. No one person can speak until recognized by the chair
- g. Personal remarks are always out of order (Refer to members with title and direct comments toward president)
- h. A majority decides a question except when basic rights of members are involved.
- i. A two-thirds vote is required for any motion that deprives a member of rights in any way (e.g. cutting off debate)
- j. Silence gives consent. Those who do not vote allow the decision to be made by those who do vote
- k. The chair should always remain impartial

4. Typical order of business

- a. Call to order
- b. Opening exercises, if applicable, prayer

- c. Roll call/ determination of Quorum
- d. Old business
- e. New business
- f. E-board Reports
- g. Class Officer Reports
- h. Senator Concerns
- i. Adjournment

5. Roll of the Presiding President

- a. Send the agenda out at least 24 hours in advance
- b. Remain impartial during debate- the presiding officer must relinquish the chair in order to debate the merits of a motion
- c. Vote only to break a tie (or 2/3 for matters requiring a 2/3 vote)
- d. Determine that a quorum is present before transacting business (Quorum is 2/3 + 1)
- e. Introduce business in proper order
- f. Recognize speakers
- g. Keep discussion connected to the pending motion
- h. Determine if a motion is in order
- i. Maintain order
- j. Put motions to a vote and announce results

6. General Procedure for Handling a Motion

- a. A member normally must obtain the floor by being recognized by the chair
- b. Member makes a motion
- c. A motion must normally be seconded by another member before it can be considered
- d. Friendly amendment- before the main motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion. The maker of the motion can choose to accept or reject the modified wording (does not require a second).
- e. If the motion is in order the chair will restate the motion and open debate (if the motion is debatable).
- f. The maker of a motion has the right to speak first in debate.
- g. Debate is closed when:
 - i. Discussion has ended, or
 - ii. A two-thirds vote closes debate (“Previous Question”)
- h. The chair restates the motion, and if necessary clarifies the consequences of affirmative and negative votes.
- i. The chair calls for a vote.
- j. The chair announces the result
- k. Any member may challenge the chair’s count of a vocal vote by demanding a “Division of the Assembly”

7. General Rules of Debate

- a. No members may speak until recognized by the chair
- b. All discussion must be relevant to the immediately pending question
- c. No member may speak a second time until all other members who want to speak have had the chance to do so.
- d. All remarks must be addressed to the chair—no cross debate is permitted

- e. It is not permissible to speak against one's own motion but one can vote against one's own motion.
 - f. Debate must address issues not personalities—no one is permitted to make personal attacks or question the motives of other speakers.
 - g. The presiding officer must relinquish the chair in order to participate in debate and cannot reassure the chair until the pending main question is disposed of.
 - h. Members may not disrupt the assembly
 - i. Rules of debate can be changed by a two-thirds vote.
- 8. Motions in ascending order of precedence** – only one main motion may be on the floor at a time, but more than one secondary motion may be on the floor. When any of the motions on the following list are the immediately pending motion (i.e. the last motion made), any motion listed below it on the list can be made at that time. Pending motions must be disposed of in descending order of precedence.
- a. **Main Motion**- introduces business to the assembly for its consideration. A main motion can only be made with no other motion is pending. A main motion yields to privileged, subsidiary and incidental motions.
 - b. **Subsidiary Motions**- change or affect how the main motion is handled (voted on before the main motion)
 - i. **Postpone Indefinitely**- made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the session and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressively rejected without possibly undesirable consequences. Unlike other subsidiary motions, debate on the motion to postpone indefinitely can go into the merits of the main motion. ii. **Amend**- changes the wording of the main motion before it is voted upon. An amendment must be germane to the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered. An amendment can: delete words, phrases, sentences or paragraphs; strike out words, phrases or sentences, and insert new ones; add words, phrases, sentences or paragraphs; or substitute entire paragraph(s) or the entire text of the motion and insert another. iii. **Refer (Commit)**- sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration. The motion to refer may include instructions to investigate, recommend, or take actions and may specify the composition of the committee.
 - iv. **Postpone definitely (postpone to a certain time)**- delays action until a certain time specified in the motion (not beyond the next regular business meeting).
 - v. **Limit or extend debate**- is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a 2/3 vote.
 - vi. **Previous question ("Call for the Question")**- immediately closes debate if passed. Requires a second and a 2/3 vote.
 - vii. **Lay on the table**- enables the assembly to lay the pending question aside *temporarily when something else of immediate urgency has arisen*. It is not debatable. *A motion to lay on the table is out of order if the evident intent is to avoid further consideration of the motion*. Frequently when one indicates a desire "to table" a motion, the correct motion is either to Postpone Indefinitely or Postpone Definitely.

- c. **Privileged Motions**- *do not relate to the pending business but have to deal with urgent matters, without debate, must be considered immediately.*
 - i. **Recess**- used to request an intermission which does not close the meeting
 - ii. **Adjourn**- used to close the meeting immediately, not debatable.
 - iii. **Fix the time to which to adjourn**- sets the time, and sometimes the place, for another meeting (“adjourned meeting”) before the next regular business meeting to continue business of the session.
- 9. Incidental Motions-** (*Questions if procedure that arise out of other motions and must be considered before the other motion*)
- a. **Point of Order**- used when a member believes that the rules of the assembly are being violated thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.
 - b. **Appeal**- used to challenge the chair’s ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.
 - c. **Suspend the rules**- used to make a parliamentary rule or special rule of an organization temporarily inoperative. The motion cannot be applied to the constitution and bylaws unless those documents include specific provisions for suspension. Normally requires a 2/3 vote.
 - d. **Withdraw**- permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is an unanimous consent, the motion is debated and voted upon.
 - e. **Point of Information**- requests the chair, or through the chair to another e-board member to provide information relevant to business at hand. A point of information must be in form of a question. A request for information regarding parliamentary procedure or the organization’s rules bearing on a business at hand is referred to as **Parliamentary Inquiry**.
 - f. **Objection to the Consideration of a Question**- suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a 2/3 vote opposed to consideration in order to pass.
 - g. **Division of a Question**- divides a motion containing two or more provisions that can stand-alone so that each provision can be considered and voted upon separately.
 - h. **Division of the assembly**- used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, dos not require a second, is not debatable, and does not require a vote.
- 10. Main Motions That Bring a Question Back Before the Assembly**
- a. **Take it from the Table**- resumes consideration of a motion laid on the table earlier in the same session or in the previous session. Not debatable.
 - b. **Reconsider**- reopens a motion to debate that has already been voted on the prevailing side. It suspends action on the motion to which it is applied until it has been decided. It cannot be postponed beyond the next regular business session.
 - c. **Rescind (Annul or Repeal) or Amend Something Previously Adopted**- repeals or amends a motion for which it is too late to reconsider. Normally requires a 2/3 vote of those present or a majority vote or the entire membership; however, if previous notice has been given then only a majority vote of those present is required. A motion to rescind cannot be applied to action that cannot be reversed.

11. Voting

- a. **Majority Vote**- defined as more than half of the votes cast by those present and voting.
- b. **2/3 vote**- defined as at least 2/3 of those present and voting
- c. **Voting by the Chair**- except when there is a ballot vote, the chair only votes when his/her vote would affect the result.
- d. **Methods of Voting**-
 - i. Voice vote
 - ii. Show of hands or rising vote
 - iii. Ballot
 - iv. Roll call vote