

TCU Senate

215 Mayer Campus Center



POLICY

Bylaws of the TCU Senate

Adopted September 19, 2010 [19-1-0]

Amended February 13, 2011 [20-1-1; 18-04; 17-4-2]

Bylaw 1. Membership & Attendance

[Amended 13 February 2011 by a vote of 18-0-4]

1. Members of the TCU Senate shall include: duly elected Class Senators, Community Representatives, Trustee Representatives. Class Senators and Community Representatives are considered to be voting members of the Senate. *Until the Spring elections in April 2011, only Class Senators shall be permitted to vote on issues regarding the disbursement of the Student Activities Fee.*
2. More than half of the voting members of the Senate must be in attendance to constitute a quorum.
3. Members of the Senate shall be expected to attend all Senate meetings and commitments. The Executive Board shall, by the second meeting of the fall semester, submit a policy governing attendance and commitment accountability to the Senate for approval by a two-thirds majority vote. Such a policy must include:
 - A) The person or people responsible for recording and monitoring attendance and commitment accountability.
 - B) Which actions will result in the recording of an absence or half absence.
 - C) The procedure for excusing absences in extreme or unavoidable circumstances.
4. All members of the Executive Board must hold two office hours each week. The Allocations Board may prescribe additional office hours for the Treasurer and Associate Treasurer, and may require the Assistant Treasurer to hold office hours as well. An updated and accurate listing of office hours shall be maintained on the Senate Website and in (or immediately outside) the Senate Office.

Bylaw 2. General Procedures and Regulations

[Amended 13 February 2011 by a vote of 20-1-1]

1. All full Senate meetings will be conducted in accordance with the Senate bylaws. The procedure outline maintained by the Parliamentarian shall be used as a secondary reference. When questions on procedure arise, the Parliamentarian shall reference Jumbo's Rules of Order ("Jumbo's Rules"). However, the Parliamentarian's decision shall be based on the best interests of the Senate and may therefore conflict with Jumbo's Rules.

2. The Executive Board of the Senate shall advise the President in drafting an agenda prior to each meeting and shall publicize that agenda to the student body.

3. Reports:

A) The President shall present his/her tri-annual reports for September and January during the first full Senate meeting of each respective month. The April report shall be presented at the last full Senate meeting of the month.

B) The Treasurer shall present his/her tri-annual reports for September and January during the first full Senate meeting of each respective month. The April report shall be presented at the last full Senate meeting of the month.

C) The DCA Officer shall present his/her tri-annual reports for September and January during the first full Senate meeting of each respective month. The April report shall be presented at the last full Senate meeting of the month.

D) The Historian shall publicize these reports, and file copies of them in the Senate archives.

4. The Historian shall record minutes for each full Senate meeting. At the start of each meeting, the Senate shall vote to approve the minutes from the preceding meeting.

5. During the period when resolutions are brought before the TCU Senate in a weekly meeting, the Parliamentarian is empowered to yield time to all persons who are not members of the TCU Senate and wish to comment on a resolution. Said persons may add themselves to the speakers list if an objection is heard to a resolution.

6. Once recognized by the chair, members of the Senate may only speak on matters relevant to the current business or motion. Any attempt to filibuster puts that member immediately out of order.

7. Voting members of Senate who abstain from voting are not counted for purposes of assessing the majority position in the vote total. When a question requires a two-thirds supermajority, abstentions shall be included in the total vote count. All recorded votes for which a division is recorded shall include the number in favor, against, and abstaining.

8. The senate may not partake in decisions or actions that will commit or bind future senates. However, the Allocations Board may be exempt from this provision due to the nature of the Treasury and finances.

9. The passage of legislation shall be required before the official position, view, decision, or endorsement of Senate may be determined, advertised, or announced. To this end, no individual may use the Senate's name or logo in advocating on behalf of projects, ideas, or initiatives without a supporting piece of legislation unless it is clearly stated that Senate has come to an agreement upon the issue. There shall be no exceptions. Disciplinary actions shall be filed against any member in violation of this provision.

10. All meetings deemed closed to only the members of the body are implicitly confidential. Any member that breaches this confidentiality is subject to disciplinary action.

11. During elections, only voting members of Senate may be elected to an officer position, or to membership on the General or Allocations Board.

12. The DCA Officer shall attend all open and closed meetings of the Executive Board.

Bylaw 3. Allocations Board and Treasury

1. The following Allocations Board (ALBO) councils shall exist to facilitate the allocation of funds to student organizations:

- (I) Culture Groups; (II) Social Organizations; (III) Media Groups;
- (IV) Religious Groups; (V) Performance and Arts Groups;
- (VI) Community Service and Miscellaneous; (VII) Pre-Professional Groups
- (VIII) Political and Community Concerns; (IX) TCU Government

2. The Treasurer shall be responsible for assigning clubs recognized by the TCU Judiciary to their respective councils.

3. ALBO shall govern the procedures of the Treasury and the actions of the Treasurers. While ALBO shall retain its own bylaws, the Procedures of the Treasury shall only be effective upon the approval of the Senate as a whole.

4. At In-House elections, the Senate shall hear nominations for ALBO, which shall require a nomination and a second, and all senators shall rank their top six (6) choices to serve. Those elected to the ALBO shall, prior to their first meeting, indicate which council they wish to chair, with the Treasurer making all final assignments. Should a vacancy arise on the ALBO, a new member shall be elected to fill the corresponding vacant council. As necessary, the Treasurer reserves the right to switch members of ALBO to other councils.

5. Following their election, the members of the ALBO shall elect, from among themselves, one senator to serve as TCU Associate Treasurer. The election for Assistant Treasurer shall take place in September, in accordance with the provisions of the TCU Constitution.

Bylaw 4. Standing and Other Committees

1. The Standing Committees of the Senate shall be the Administration & Policy (A&P); the Culture, Ethnicity, and Community Affairs (CECA); the Education; the Services; and the Student Outreach Committees.

2. Any committee that desires its own set of operating rules shall draft bylaws in consultation with the Parliamentarian. The Parliamentarian shall serve as unbiased, confidential counsel when consulting committees on the development of bylaws. The Senate shall then vote on the committee's bylaws.

3. All committees, standing or ad-hoc, shall submit biannual reports during the first Senate meeting in December and the first Senate meeting in April. The Senate President shall

include these reports in his/her tri-annual reports.

4. The chair of each standing committee shall submit to the Historian before each meeting of the TCU Senate a report outlining the progress of each project being worked on by the members of the respective committee.

Bylaw 5. Community Representatives

[Amended 13 February 2011 by a vote of 17-4-2]

1. Community Representatives shall:

- A) Be required to be active members of their communities, as shall be included in the attendance policy of Senate.
 - i) Community Representatives on behalf of Group of 6 Centers must meet with the director of that center at least once each month.
 - ii) Community Representatives on behalf of TCU-Recognized Organizations must meet with the Executive Board of their organization at least twice each month.
- B) Be eligible to be considered a candidate for any position within Senate.
- C) Be eligible to participate in every vote within Senate.
- D) Serve on the CECA committee, but may join additional committees with the approval of that committee's Chair.
- E) Present a report to the Senate once each semester regarding the history and state of their respective communities at Tufts. The timing of these reports will be organized by the DCA Officer in conjunction with the CECA Committee.
- F) Attend meetings of their assigned position or positions.
- G). Uphold and defend the words and spirit of the TCU Constitution.

2. The TCU Senate shall determine the Groups or Organizations for which a Community Representative may be elected by the following process:

- A) Any TCU-Recognized Group may apply to be able to elect a Community Representative. Alternatively, a group of student leaders from a Group of 6 Center, with the support of the Director of that Center, may also apply to be able to elect a Community Representative.
- B) The Vice-President, in conjunction with the DCA Officer, TCUIJ, and Elections Commission, shall create and publish an application for just this purpose.
- C) All applicants must obtain the signature of at least 250 members of the TCU.
- D) The applicant must send a member to at least 2/3 of all CECA meetings for the semester prior to the application. The DCA Officer shall report the attendance of these representatives. Specifically for applicants for Spring 2011, this meeting attendance requirement shall apply for the same semester.
- E) After completing all requirements, the applicant may be granted a community representative by a simple majority vote of the Senate.
- F) The Vice-President, in conjunction with the DCA Officer, TCUIJ and Elections Commission, shall certify that all applications have met the requirements as required by the TCU Constitution and these bylaws.
- G) New community representatives may only be approved during the first or second meeting in March of the TCU Senate.

3. The TCU Senate shall re-evaluate the Groups or Organizations for which a Community Representative may be elected by the following process:
 - A) Every February, the Vice-President shall begin the re-approval process.
 - B) In applying for re-approval, a group must:
 - i) Still be a TCU-Recognized Organization or a group of student leaders from a Group of 6 Center, with the support of the Director of that Center.
 - ii) Collect the signature of at least 50 members of the TCU.
 - iii) Have elected a community representative for the previous year, who attended at least 2/3 of all CECA meetings for that year.
 - C) The Senate shall, by the last meeting in March, hold a vote on re-approval, which shall pass by a simple majority vote.
 - D) The Vice-President, in conjunction with the DCA officer, TCUJ, and Elections Commission, shall certify that all applications have met the requirements as required by the TCU Constitution and these bylaws.
 - E) The Community Representatives for the Africana Center and Latino Center shall be eligible for re-approval starting Spring semester 2012, and every other year thereafter. The Community Representatives for the LGBT Center and Asian-American Center shall be eligible for re-approval starting Spring semester 2013, and every other year thereafter.
4. Community Representatives shall be elected by the following process:
 - A) The Elections Commission, in conjunction with the DCA Officer and the CECA Committee, shall create an application for candidacy as a Community Representative.
 - B) All petitioning students must collect a minimum of 50 signatures from members of the TCU of any class year.
 - C) Completed applications must be submitted to the President of a TCU-recognized student organization, or the Director of each University Group of 6 Center.
 - D) All applications must receive a form of time stamp upon receipt, and must be submitted prior to the start time of the Candidate's Meeting for the TCU General Elections in the Spring.
 - E) No individual may be a candidate in election for multiple Community Representative positions.
 - F) The Elections Commission shall review and certify all application time stamps and verify petition signatures in a manner of its choosing.
 - G) Groups for which a Community Representative shall be elected will review candidates using the following process:
 - i) The Officers of a TCU-Recognized Group, or a group of student leaders from a Group of 6 Center, with the support of the Director of that Center, shall review all applications and shall invite candidates to answer questions.
 - ii) The Officers or Student Leaders shall organize a forum open to all members of the Tufts Community at a location of their choosing. All candidates must attend this forum.
 - iii) The Officers or Student Leaders shall then meet to decide whether or not to support the candidacy of a particular applicant. A member of the Elections Commission shall chair this meeting. Only applicants receiving support shall be considered candidates.
 - iv) The Elections Commission shall aid in the enactment of this process.

- H) Should there be more than one certified application for a given Community Representative position, at least two candidates must be approved through the review process.
- I) After the nominations meeting for TCU President and before the election of the TCU President, the Elections Commission shall organize two forums similar to Candidates Forums for other elected positions of the TCU Government.
- J) The Elections Commission will conduct a vote of the TCU for each Community Representative position in conjunction with the vote for TCU President, according to rules of its design.
- K) Should only one student apply for candidacy for a Community Representative position, that student must still undergo the review process defined in Section G. Should the candidate not gain the support of the sponsoring group, the seat shall be considered vacant. Regardless of the decision of the group, no election will be held.
- L) Should a vacancy arise, the position will be filled using the above process. The process shall commence no later than 10 academic days following the creation of the vacancy.

Bylaw 6. Representatives to Outside Organizations

1. Trustee Representatives shall be determined by an application and hearing process prior to the conclusion of the Freshmen elections in the fall semester. The Vice President of the Senate shall oversee this process in conjunction with the Elections Commission.
2. Representatives to student-faculty committees shall:
 - a) be determined by the third meeting of the full Senate through consultation with the Vice President
 - b) attend the Senate meeting prior to each Student Faculty Committee meeting, and present to the Senate the planned agenda for the meeting, including all items for discussion and decision.
 - c) incorporate feedback and opinions from the members of Senate in their representation to the Student Faculty Committee.
 - d) provide a summary of the Student Faculty Committee meeting to the Vice President before the next Senate meeting.
3. The Boston Intercollegiate Leadership Council (BILC) Liaisons shall be elected by the Senate following the election of the Allocations Board. Preference for the second such seat shall be given to a rising sophomore. To this effect, rising juniors and seniors may only be nominated to the seat if no candidates are drawn from amongst the rising sophomores. Should a vacancy arise during the year, preference shall be first for freshmen, and then for sophomores, the same guidelines as the election for Assistant Treasurer.
4. The BILC Liaisons shall represent the Senate in discussions with the members of BILC outside of conferences. They shall
 - a) organize and ensure the Senate's presence at all BILC conferences
 - b) lead the planning of any conferences at Tufts.
 - c) submit, following each conference, a report summarizing the happenings and decisions made at the conference.
 - d) participate in meetings of the General Board as appropriate.

5. The President shall represent the Senate on the committee to selection the members of the Elections Commission and Webmaster. The President may defer either or both of these memberships to other members of Senate at his/her discretion. For the purposes described in the Constitution, the Historian shall be considered the public relations officer.

6. Should a representative of the Senate be required on a committee, body, or group not otherwise mentioned, the Vice-President shall select the representative after consultation with the Executive Board.

Bylaw 7. Outreach

1. The TCU Vice President shall, before the second meeting of each year, divide the campus into districts, and assign two members of Senate to each district according to living arrangements and preferences. The districts shall be used to aid members of the TCU in contacting the members of Senate.

2. Each Senator will be responsible for fulfilling for completing at least one outreach project each semester. The TCU Historian shall ensure each senator fulfills this requirement. Any senator not fulfilling this requirement shall be heard by the Senate for impeachment. Projects may include semester-long communication with a district, regularly tabling in an area frequented by many students, attending office hours in the Senate office, or maintenance of a Senate website, survey, or other media project. The Student Outreach committee may approve additional projects that fulfill this requirement.

Bylaw 8. Disciplinary Action

1. The Senate may consider a member of the TCU Senate for impeachment if that member:

- a) Willingly violates this Constitution, these bylaws, the bylaws of the Allocations Board or other committee, or the Treasury Procedures Manual.
- b) Acts in a gross and/or malicious breach of procedure.
- c) Commits actions that serious injure the integrity of the TCU Senate.
- d) Receives three or more recorded and unexcused absences as detailed in the attendance policy.

2. A member of the Senate may be impeached using the following procedure:

- a) Article(s) of impeachment against a member of the Senate is/are presented to a member of the Executive Board by any member of the Senate. Members of the TCU may not submit articles of impeachment, but may suggest them to members of the Senate.
- b) A member of the Executive Board shall notify the party in question at least one week in advance of the impending vote.
- c) A member of the Executive Board shall also notify the Senate as a whole at least one week in advance of the impending vote.
- d) The Senate shall debate the article(s) of impeachment.
- e) The party in question shall be impeached following a two-thirds vote of present voting members.

3. Per the TCU Constitution, The TCU Judiciary shall adjudicate the disciplinary proceedings of impeached members. The hearing shall proceed according to procedure as determined by the Judiciary. A member of the Executive Board must be present at such hearing.

4. In accordance with the TCU Constitution, the TCU Senate shall adjudicate disciplinary proceedings involving members of the TCU Judiciary. The hearing shall follow the procedure of a University Hearing as described in the *Tufts Judicial Handbook*. The Parliamentarian, or in his/her absence the President or other member of the Executive Board, shall convene the hearing. Following the hearing, the Senate shall enter a closed session to debate and vote on possible disciplinary measures as described in the Constitution. The vote count shall be made public if requested.

Bylaw 9. Amendments

1. The Senate, at the direction of the Executive Board, is empowered to enact any additional bylaws it deems necessary to carry out its functions under the Constitution and these bylaws.

2. The bylaws of the Senate may be amended at any meeting by a two-thirds majority vote in the affirmative, provided notice of all proposed changes is given to the members in a full Senate meeting at least one week in advance.