



THE BYLAWS OF THE STUDENT SENATE OF THE ASSOCIATED STUDENT GOVERNMENT OF THE UNIVERSITY OF SAN DIEGO

Preamble: The Undergraduate Student Senate of the Associated Student Government in order to better meet students' needs and to conduct their duties accordingly establish these Bylaws to provide structures and procedures to implement the Associated Student Government Constitution and its procedures.

Article I: Name

The name of this branch of the Associated Student Government shall be the Legislative Branch or the organization shall be the Student Senate of the Associated Student Government of the University of San Diego (ASG Senate).

Article II: Purpose

The purpose of this organization shall be to provide a forum for members of the University of San Diego community to present, discuss, and address issues and concerns impacting the student body and the University of San Diego community as a whole. This body shall serve as a liaison between the undergraduate population, faculty, staff and administration, and on campus issues.

Article III: Membership

A. Divisions of Membership

- a. The membership of the Senate shall be classed into two (2) divisions: Associated Student Government representatives and Associated Student Government Senate ex-officio non-voting members.
 - i. Members who are elected by their respective constituencies shall be classed as Associated Student Government Senators. The Speaker of the Senate shall also hold this classification and be considered a representative of the entire undergraduate student body.
 - ii. Associated Student Government ex-officio non-voting members shall include the ASG Parliamentarian, ASG Executive Branch, excluding the Speaker of the Senate, Student Organizations Liaisons, and an Advisor(s).
 - iii. All other members of the Associated Student Government, shall
 - iv. join the public but be extended priority when seeking to speak, when called

on by the Speaker.

B. Undergraduate Student Representation

- a. Thirty (30) Senators shall be apportioned by academic disciplines and residency. Academic Senators shall be apportioned according to the number of students in each school with a minimum of at least one (1) representative from each school. Fifteen (15) Senators shall be apportioned according to population from the residency areas including but not limited to, Maher, Camino/Founders, Valley A, Valley B, Alcala Vista Apartments, Manchester, and commuter students. The remainder of the seats will be designated for at-large senators who serve the entire undergraduate population as their constituents.
- b. The ASG Judicial Branch shall be responsible for ensuring the proper representation of each area using the most current information obtained from the Office of the Vice President for Student Affairs and in accordance with the ASG Constitution and ASG Election Bylaws.
- c. The undergraduate population, through a process governed by the ASG Constitution and Election Bylaws, shall elect all Senators.
 - i. At the end of the spring semester following the election, the elected Senators shall appoint from amongst themselves the Speaker of the Senate with a two-thirds ($\frac{2}{3}$) majority vote.
- d. The term of office for ASG Senators shall be from the time they are sworn in through the transition of their successor.

C. Senator Responsibilities

- a. Attendance at mandatory training.
- b. Attendance at meetings of the ASG Senate.
 - i. i. Senators must send a proxy as per Article IV, Section A, or in failing that, request an excuse from the Speaker.
 - ii. Ex officio non-voting members of the ASG Senate shall be governed by the same rules of attendance as ASG Senators.
- c. Attendance at committee meetings.
 - i. Committee meetings will be held weekly
- d. Complete six (6) hours of office hours each week.

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- e. Senators will actively encourage the participation and feedback of their constituents.
- f. Fulfillment of all pertinent responsibilities, as outlined by Article VI6 of the ASG Constitution.
- g. Committee Participation
 - i. All Senators of the ASG Senate must demonstrate activity on at least one (1) Senate Committee with the exception of the Speaker of the Senate and the Senate Leadership Team.
- h. Constituency Communication:
 - i. Senators of the ASG Senate shall be responsible for communicating the business of this Association including, but not limited to, upcoming events, policy proposals, ideas, matters of controversy, and involvement opportunities to the undergraduates they represent.
 - ii. In order to accurately represent their constituents at ASG Senate meetings, Senators shall remain in touch with the viewpoints of their constituency. This includes soliciting feedback when necessary and attending meetings and events as deemed appropriate by the Speaker of the Senate. All Senators must regularly meet with communities that they represent.
 - iii. Funds will be set aside in the ASG Budget each fiscal year for the Senate Initiatives Discretionary Fund. Senators may apply for funding from this source for initiatives that enhance life for their constituents. This may include programs, projects, and initiatives.

D. The Senate Leadership Team, consisting of the Speaker of the Senate, the Speaker Pro Tempore, the Clerk of Senate, and the Parliamentarian, will review all requests of the Senate Initiatives Fund. Applications less than fifteen percent (15%) of the total Discretionary Fund will be granted with a majority vote of the Senate Leadership Team. The application may be brought to ASG Senate for final approval. Applications requesting more than fifteen percent (15%) of the total Discretionary Fund will be granted with a majority vote of the ASG Senate.

E. Accountability

- a. All Senators of the ASG Senate shall be held accountable by the Speaker of the Senate, the Speaker Pro Tempore, and the Clerk of the Senate to the fulfillment of the Associated Student Government and University mission statements.
- b. Representatives of the ASG Senate may not have more than three (3) unexcused absences

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in a given position's term from any regularly scheduled Senate meetings or Standing Committee meetings.

- i. After more than two (2) combined unexcused absences between Senate and Standing Committee meetings, the Speaker in collaboration with the Clerk shall issue a formal warning to the Senator. After more than three (3) combined unexcused absences between Senate, Standing Committee meetings, and advisor meetings, the Speaker shall inform the representative that they have been placed on performance review, which shall be done in accordance with Performance Review Bylaws. The Speaker of the Senate shall communicate with the ASG Executive Board if there is a need to appoint a new Senator, following the aforementioned performance review.
 - ii. Being late to Senate by an excess of fifteen (15) minutes without prior notice to Senate Leadership team before the start of senate shall count as half an unexcused absence
 - iii. The Speaker of the Senate shall also notify a Senator that they have been placed on performance review if they have more than six (6) excused absences, unless the Speaker approves a request for an extended leave of absence.
- c. The Senate may censure a Senator for violations of this section or other rules of the Associated Student Government. Censure shall entail ineligibility to run for Associated Student Government positions and/or loss of the ability to receive funding from the Senate Discretionary Fund for a period to be determined by Senate, as well as any sanctions determined to be necessary by the ASG Judicial Branch.
 - d. A Senator may be removed if their constituents, the Speaker of the Senate, or the ASG Senate Leadership Team see gross violations of this section or other rules of the Associated Student Government that they feel warrant such action. As per Article XVI, Section 3 of the Associated Student Government Constitution, this removal of an elected officer will be initiated by either (a) a two-thirds ($\frac{2}{3}$) vote of the ASG Senate, or (b) a petition signed by at least twenty percent (20%) of the number of Undergraduate Student Body. No member of this Association shall be deprived of office, status, or property without due process as outlined by the procedure above.

F. Procedure for Filling Vacancies:

- a. The Speaker of the Senate may appoint Senators to fill open seats if they remain open directly following the fall and spring elections, subject to confirmation by the ASG Senate with a simple majority vote.
- b. The ASG President may appoint Senators to fill vacancies resulting from resignations or

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dismissals for approval by two-thirds ($\frac{2}{3}$) of the ASG Senate membership present

- i. If prior notice of resignation is given and the vacancy is filled, the newly appointed officer shall serve in an apprenticeship capacity under the supervision of the resigning officer, if appropriate, but will not assume the full authority of the office until the date of actual resignation or dismissal.
- ii. In the case of a vacancy of the Speaker of the Senate, the Speaker Pro Tempore will assume the role of acting Speaker of the Senate for the remainder of the Speaker's term until a replacement can be elected by the Senate.

Article IV: Procedures of the Associated Student Government Senate

A. Voting

- a. proxy may temporarily replace a member of the Senate. A proxy must be a member of the constituency they represent and they may vote on any issue. The Speaker of the Senate shall determine the validity of the proxy if it is disputed. A proxy shall not serve for more than two (2) consecutive meetings unless the absentee has the permission from the Speaker of the Senate and with consultation of the Senate Leadership Team to do so. The Speaker Pro Tempore may have a proxy, but their proxy shall only have the right to vote and not the powers of the respective office.
- b. Only ASG Senators (or their proxies) shall vote.
- c. All voting members shall cast only one (1) vote for any given motion. This shall include proxy votes.

B. Rules and Operation for the ASG

- a. Any aspect of parliamentary procedure or rules not covered by these Bylaws or the ASG Constitution shall be operated under Roberts Rules of Order Newly Revised (latest edition).
- b. The Speaker shall only vote when their vote shall act as a tie-breaking vote or when voting by ballot. The Speaker may interpret these Bylaws, ensuring that all interpretations align with their clear intent. Rulings of the Speaker may be overturned by a two-thirds ($\frac{2}{3}$) majority vote of the ASG Senate.
- c. All ASG Senate meetings shall be open to any member of the Associated Student Government. Any person given the floor by the Speaker shall have the floor for no more

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than a period of time set by the Speaker of the Senate and the Parliamentarian. The Speaker may extend this limit without a vote; the Senate has the right to object with a majority vote. The Senate may extend or decrease the limit with a majority vote.

- d. Meetings shall be opened to the University of San Diego community. The Speaker shall have the power to exclude any member of the public from attending meetings except ASG members at their discretion, but they may be overruled by a majority vote of the Senate. Only members of the Associated Student Government shall have speaking privileges unless the Speaker decides to extend the privilege to the public.
- e. If the Speaker of the Senate is unable to chair a regularly scheduled meeting of the ASG Senate, this responsibility shall be taken up by the Speaker Pro Tempore. If both the Speaker and the Speaker Pro Tempore are unable to chair, the responsibility shall be taken up by the Clerk of the Senate. If the Speaker, Speaker Pro Tempore, and Clerk of the Senate are all unable to chair, the ASG Chief of Staff or any member of the ASG Executive Board shall call the Senate to order and entertain the motion for an Acting Speaker who must be a voting member of the ASG Senate. The Acting Speaker shall not be a member of the ASG Executive Board.

C. Agenda

- a. The agenda for any regularly scheduled meeting of the Senate shall be organized by the Speaker of the Senate, with consultation from the Senate Leadership Team, and circulated at least two days prior to meetings. Any member of the Associated Student Government may propose an agenda item by submitting it to the Speaker of the Senate. The Speaker reserves the right to require all agenda items in written format and may address each item as they see fit in a timely manner
- b. Clause 1 of this Section may be suspended by moving the Senate into an emergency session by a two-thirds ($\frac{2}{3}$) vote of those present. In an emergency session, the Senate must state the matter to be addressed and discuss that topic solely.
- c. Notice of Senate meetings shall be made to the University of San Diego community through whatever means of campus media exist and are most expedient. The ASG Marketing Committee shall ensure this. Mention of the agenda items shall be given if at all possible.

D. Meetings

- a. The Speaker shall, in consultation with the Senate Leadership Team, ASG Executive Branch, and the ASG Advisor(s), set a day and dates for the meetings of the Senate. The first meeting of the Senate shall be no later than three (3) weeks after the

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conclusion of elections for the fall term, and the second full week of February, in the case of the spring term. The Speaker may, under exceptional and urgent circumstances, change the date of a meeting, so long as notice is given at least one (1) week prior to such a meeting. In no case shall fewer than six (6) calendar days or more than fourteen (14) school days separate meetings of the Senate within an academic term. Meetings as aforementioned shall be construed to mean regularly scheduled meetings of the Senate.

- b. Emergency meetings of the Senate may be called by the ASG President, Speaker of the Senate, or the Speaker Pro Tempore with a quorum of the Senate, or upon the presentation of a written petition signed by five percent (5%) of the ASG Senate to the Speaker. The an emergency meeting may only discuss and act on the subject expressed in the call to order of the convening individual or organization, and in the case of the petition, the meeting shall occur within four (4) days. Emergency meetings shall not permit the removal of officers or the amendment of the ASG Constitution or Bylaws

E. Senate Committees

- a. There shall be four (4) standing committees that meet regularly and are composed of members of the Senate. In accordance with Article VI, Section 8 of the ASG Constitution, the standing committees of the ASG Senate are: Academics, Inclusion DiversityEquity, and Accessibility, Student Life, and Student Organizations.

- i. In order to become the Chairperson or Coordinator of a committee, a Senator must apply for a specific committee chairperson or coordinator position and undergo an interview process with the Speaker of the Senate.
- ii. The following positions are available as Chairs: Academics, Inclusion Diversity Equity and Accessibility (IDEA), Student Life, and Student Organizations.
- iii. The following positions are available as Coordinators: Athletics, Sustainability, and Health & Wellness.

1. The Athletics Coordinator, Sustainability Coordinator and Health & Wellness Coordinator assist the Chair of Student Life in supervising and overseeing the Senate Student Life Committee.

a. The Student Life committee will be composed of subcommittees on Athletics, Sustainability, and Health & Wellness that will be overseen by the respective coordinators.

2. The Chair of Inclusion, Diversity, Equity, and Accessibility (IDEA) will

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supervise and oversee the Senate IDEA Committee.

3. The Chair of Academics will supervise and oversee the Senate Academics Committee.

4. The Chair of Student Organizations will supervise and oversee the Senate Student Organizations Committee.

- a. The Speaker of the Senate shall conduct the interview process for each Chair and Coordinator position.
- b. By initiation of the Speaker or by motion of a senator, the Senate, at any time and for any reason, can establish internal Ad-Hoc Committees upon a majority vote. The establishment of these committees shall be governed by those procedures delineated for the establishment of ad-hoc Committees in the ASG Constitution.

F. Quorum

- a. No act of the ASG Senate shall be valid unless there is a quorum present. A quorum shall consist of the two-thirds ($\frac{2}{3}$) majority of the ASG Senate total membership at the time of the meeting. Proxy votes are considered valid, and shall be counted towards a quorum.

Article V: Officers of the Student Senate of the Associated Student Government

A. The Senate Leadership Team shall consist of the Speaker of the Senate, the Speaker Pro Tempore of the Senate, the Clerk of the Senate, and the Parliamentarian.

B. The Speaker of the Senate

- a. The Speaker shall have the following powers and duties:
 - i. The Speaker of the Senate shall faithfully execute the provisions of the ASG Constitution, the By-Laws of the ASG Senate, and all other By-Laws of the Associated Student Government.
 - ii. The Speaker shall be the Chairperson, the Chief Legislative Officer, and the Chief Spokesperson of the Senate, and shall preside over all meetings of the ASG Senate, except in cases otherwise outlined in these By-laws.
 - iii. The Speaker shall have the power to appoint Senators to fill open seats if they remain open directly following the fall and spring elections, subject to confirmation by the Student Senate with a simple majority vote.

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- iv. The Speaker of the Senate shall be available in the ASG Office for a minimum of ten (10) hours per week when school is in session (excluding summer and winter terms). Their hours shall be posted to public channels dictated by the PR Chair and private channels dictated by the Chief of Staff.
 - v. The Speaker shall organize the agenda for the Senate and is responsible for coordinating the activities leading to the convening of the Senate.
 - vi. The Speaker shall have the power to appoint a Speaker Pro Tempore and the Clerk of the Senate. The Speaker Pro Tempore and the Clerk of Senate must be members of the Senate.
 - vii. The Speaker shall be a voting member of the ASG Executive Branch and shall report the actions of the Senate to the Executive Branch.
 - viii. The Speaker shall attend the meeting each semester of the ASG Finance Committee to assist in allocating the ASG Budget.
 - ix. The Speaker shall coordinate by the second (2nd) week of the fall and spring semester the Associated Student Government Senate training.
 - x. To appoint the members and chairs of all committees of the Senate, which include the Academics Committee, Inclusion, Diversity, Equity and Accessibility Committee, Student Organizations Committee, and Student Life Committee.
 - xi. To meet regularly with the chairs of the Associated Student Government committees to remain properly aware of the projects of all of the Senators.
 - xii. To ensure all Senators are fulfilling the duties outlined in the ASG Constitution, ASG By-Laws, and ASG Job Descriptions. In the absence of the Speaker, the Speaker Pro Tempore shall chair in their place.
 - xiii. To serve on the appropriate Chief Justice Selection Committee.
 - xiv. To serve as an ex-officio member of all Committees of the Senate, and
 - xv. To appoint in conjunction with the Senate Leadership Team any other such functionaries of the Senate as they may decide.
- b. The Speaker Pro Tempore shall have the following powers and duties:
- i. The Speaker Pro Tempore shall be the Vice-Chairperson of the Senate and shall assist the Speaker in the execution of their duties.

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- ii. The Speaker Pro Tempore shall assume the duties of the Speaker upon their absence.
 - iii. The Senate Leadership Team shall assume joint responsibility of the finances of the ASG Senate
 - iv. The Speaker Pro Tempore shall help to coordinate, if necessary, discussions between the Chairpersons of the Standing Committees, leaders of the various student organizations, including but not limited to the Associated Student Government, United Front Leadership Council, Interfraternity Council, Panhellenic, and any other administrator who wishes to sponsor such meetings.
- c. The Parliamentarian of the ASG Senate shall have the following powers and duties:
- i. The Parliamentarian shall assist the Speaker of the Senate in maintaining effective use of parliamentary procedure during Senate meetings.
 - ii. The Parliamentarian shall work with the Speaker and the Speaker Pro Tempore to set meeting agendas in accordance with the ASG Constitution, Senate Bylaws and governing standards of parliamentary procedure set forth in this document.
 - iii. The Parliamentarian shall attend Senate Leadership meetings.
- d. The Clerk of the Senate
- i. The Clerk shall be responsible for the accurate recording of the minutes of all regular and special meetings of the Senate.
 - ii. The Clerk shall be responsible for, under the direction of the Speaker of the Senate, all administrative functions pertaining to the Legislative Branch.
 - iii. The Clerk of the Senate shall attend Senate Leadership meetings.

B. Elections, Vacancies, and Removal of Officers

- a. Elections:
- i. Elections for the office of Speaker of the Senate shall occur in accordance with Article VI of the ASG Constitution and any rules set out in the Election Bylaws.
 - ii. The Speaker-elect shall take office at the last regular Senate meeting of the spring term.
- b. Vacancies:

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- i. If a vacancy shall have occurred in the office of Speaker of the Senate, the ASG Senate shall elect an acting Speaker to finish the remainder of the term of the original. The Speaker Pro Tempore shall assume the duties of the Speaker until the acting Speaker can be elected.
 - ii. In the event of a vacancy in the office of the Speaker Pro Tempore or the Clerk of the Senate, the Speaker of the Senate shall elect an interim candidate to finish the remainder of the term of the original.
- c. Removals:
- i. The Speaker of the Senate may be removed by a three-fourths ($\frac{3}{4}$), roll call vote of no confidence of the ASG Senate voting members for gross neglect of duty or extreme violation of the rules of Associated Student Government.
 - ii. The Speaker Pro Tempore, the Clerk of the Senate or the Parliamentarian may be removed by a two-thirds ($\frac{2}{3}$), roll call vote of no confidence of the ASG Senate for gross neglect of duty or extreme violation of the rules of the Associated Student Government.

Article VI: Extenuating Circumstances

A. "If the Senate cannot convene due to extraordinary circumstances—such as natural disasters, campus closures, or public health emergencies—the Associated Student Government’s full Executive Branch shall temporarily assume Senate duties as follows:"

- a. The President shall convene a meeting including all active Executive Branch members, which they will chair. Each member of the Executive Branch will have a vote. In order for a vote to pass, a two-thirds ($\frac{2}{3}$) majority is required. All votes must be approved by an ASG advisor, to ensure compliance with University policies and ASG standards, in order for it to be considered official.
- b. Should the Executive Branch hold a vote, the Chair must announce the results to the ASG Senate at the first ASG Senate meeting since the reallocation.
- c. In the case that the Senate can meet during times of crisis, the Senate reserves the right to make temporary changes to these bylaws. Any changes must pass the Senate with a two-thirds ($\frac{2}{3}$) majority, as well as with the approval of an advisor.
- d. All changes made due to extenuating circumstances will last for the duration of the semester during which the changes were made, and shall revert back to the original format upon completion of said semester.

Article VII: Amendments

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A. Except as otherwise specified herein, these Bylaws may be amended by a two-thirds ($\frac{2}{3}$) vote of the Senate. The motion to amend must appear on the agenda for two (2) consecutively scheduled meetings.

B. Upon petition by ten percent (10%) of this Association, the Senate shall consider a proposal to amend these Bylaws. If the Senate does not agree to the proposed amendment it shall become the subject of a referendum. This referendum shall be binding upon a majority vote of this Association if at least thirty percent (30%) of its members vote.

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