

# THE BYLAWS OF THE STUDENT SENATE OF THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF SAN DIEGO

**Preamble:** The purpose of these Bylaws is to provide structures and procedures to implement the Associated Student Constitution.

## Article I: Name

The name of this organization shall be the Student Senate of the Associated Students of the University of San Diego (AS 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 and faculty, staff and administration on campus issues.

## Article III: Membership

### A. Divisions of Membership

- a. The membership of the Senate shall be classed into two divisions: Associated Students Senate Representatives and Associated Students Senate ex-officio non-voting members.
  - i. Members who are elected as representatives by their respective constituencies shall be classed as Associated Students Senate Representatives (Senators). The Speaker of the Senate shall also hold this classification and be considered a representative of the entire undergraduate student body.
  - ii. Associated Students ex-officio non-voting members shall include the AS Executive Board, the Torero Program Board Chair, Student Organizations Liaisons, the Director of Change making Initiatives, and an Advisor(s).

### B. Undergraduate Student Representation

- a. Thirty 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 representative from each school. Fifteen Senators shall be apportioned according to population from the residency areas including but not limited to, Maher, Camino/Founders, Missions A, Missions B, Missions Apartments, UTAs/Manchester, and students residing off campus (Commuters).
- b. The AS Director of Recruitment 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 AS Constitution and AS Election Bylaws.
- c. The undergraduate population, through a process governed by the AS Constitution and Election Bylaws, shall elect the Speaker of the Senate and all Senators.
- d. The term of office for AS Senate Representatives shall be from the time of election through the transition of their successor.

### C. Member Responsibilities

- a. Attendance at meetings of the AS Senate
  - i. Representatives of the AS Senate may not have more than three absences in a given term from any regularly scheduled Senate meetings or Standing Committee meetings. Representatives should send a proxy as per Article IV, Section A, or in failing that, request an excuse from the Speaker. After more than three combined unexcused absences between Senate and Standing Committee meetings, the Speaker shall inform the representative that they have been removed from the position. The Speaker of the Senate shall communicate with the AS Executive Team that there is a need to appoint a new Senator.
  - ii. Ex officio non-voting members of the AS Senate shall be governed by the same rules of attendance as AS Senate Representatives.
- b. Committee Participation

- i. All representatives of the AS Senate must demonstrate activity on at least one Senate Standing Committee with the exception of the Speaker Pro Tempore and Parliamentarian.
    - c. Constituency Communication:
      - i. Representatives of the AS 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 AS Senate meetings, representatives 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. This includes attending weekly Residential Hall Association meetings or regularly meeting with a member of the RHA executive boarder all Residential Senators. All other Senators must regularly meet with communities that they represent.
      - iii. Funds will be set aside in the AS Budget each fiscal year for the Senate Discretionary Fund. Senators may apply for funding from this source for projects that enhance communication with their constituents, including programs, projects and initiatives.
  - D. The Speaker, Speaker Pro Tempore, Parliamentarian and the AS Finance Chair will review all requests for funds. Applications less than 15% of the total Discretionary Fund will be granted with a majority vote of the Senate Executive Board. The application may be brought to AS Senate for final approval. Applications requesting more than 15% of the total Discretionary Fund will be granted with a majority vote of the AS Senate.
  - E. Accountability
    - a. All Representatives of the AS Senate shall be held accountable by the Speaker of the Senate, the Speaker Pro Tempore to the fulfillment of the Associated Students and University mission.
    - b. Advisors of AS Senators shall notify the Speaker of the Senate if a Senator has more than two unexcused meetings. These meetings can be classified into Senate meetings, committee meetings, or 1:1 meetings as regularly scheduled. The AS Senate Executive Board shall notify the representative of his/her actions. The representative and

advisor shall attempt to agree on a plan to fix deviations from the responsibilities described here. The result of this discussion shall be communicated to the AS Senate Executive Board.

- c. The Senate may censure a representative for violations of this section or other rules of the Associated Students. Censure shall entail illegibility to run for Associated Students 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 AS Executive Board.
- d. A representative may be removed if his or her constituents, the Speaker of the Senate, Speaker Pro Tempore or the AS Executive Board see gross violations of this section or other rules of the Associated Students that they feel warrant such action. As per Article XII, Section 3 of the Associated Students Constitution, this removal of an elected officer will be initiated by either (a) a two-thirds vote of the Student Senate, or (b) a petition signed by at least 20% of the number of those voting in the elections of the officer(s)
- e. No member of this Association shall be deprived of office, status, or property without due process.
- f. In the case of a vacancy of the seat of a (n) Academic Senator, Residential Senator, Commuter Senator, the Speaker of the Senate or Speaker Pro Tempore, the AS President may appoint a replacement to fill a vacancy, with approval by a simple majority vote of the Student Senate.

## Article IV: Procedures of the Associated Students Senate

### A. Voting

- a. A proxy may temporarily replace a member of the Senate. A proxy must be a member of the constituency he/she represents and he/she 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 consecutive meetings unless the absentee has the permission of the Speaker of the Senate and the Parliamentarian to do so. The Speaker of the Senate and the Speaker Pro Tempore may have proxies, but their proxies shall only have the right to vote and not the powers of the respective office.
- b. Only AS Senate Representatives (or their proxies) shall vote.

- c. One person shall not cast more than one vote for any given motion. This shall include proxy votes.

## B. Rules and Operation for the AS Senate

- a. Any aspect of parliamentary procedure or rules not covered by these Bylaws or the AS Constitution shall be operated under Roberts Rules of Order Newly Revised (latest edition).
- b. The Speaker shall only vote when their vote shall alter the outcome or when voting by ballot. The Speaker may interpret these Bylaws with the understanding that these interpretations shall be based on the clear intent of these Bylaws. Rulings of the Chair may be overturned by a two-thirds vote of the AS Senate.
- c. All AS Senate meetings shall be open to any member of the Associated Students. Any person given the floor by the Speaker shall have the floor for no more than a period of time set by the Speaker of the Senate and the Parliamentarian. The Speaker may extend this limit only without objection of the Senate, and the Senate may extend or decrease the limit by a majority vote.
- d. Meetings shall be opened to the University of San Diego community. The Speaker shall have the power to exclude all save members of this Association at his/her discretion, but he/she may be overruled by a majority vote of the Senate. Only members of this Association shall have speaking privileges unless the Speaker decides to extend the privilege.
- e. If the Speaker of the Senate or the Speaker Pro Tempore shall not be available to chair a regularly scheduled meeting of the AS Senate, the AS Chief of Staff or any member of the AS Executive Board shall call the Senate to order and entertain the motion for a Chair pro tempore, who must be a voting member. The Chair pro tempore shall not be a member of the AS Executive Board.

## C. Agenda

- a. The agenda for any regular scheduled meeting of the Senate shall be organized by the Speaker of the Senate, with consultation from the Speaker Pro Tempore and the Parliamentarian, and circulated at least two days prior to meetings. Any member of the Senate, or twenty members of the Associated Students, may introduce a main motion by submitting it to the Speaker of the Senate. The Speaker of the Senate reserves the right to have all motions presented in written

format. The Speaker may then take action as they see fit in addressing the matter in a timely fashion.

- b. Clause 1 of this Section may be suspended by moving the Senate into emergency session by a two-thirds vote of those present. In 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 AS Communications Board 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 Speaker Pro Tempore, Parliamentarian, AS Executive Board and the AS 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 weeks after the conclusion of fall 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 week prior to such a meeting. In no case shall fewer than six calendar days or more than fourteen 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 AS President, a quorum of Senate members with the presence of the Speaker or the Speaker Pro Tempore, or upon the presentation of a written petition signed by five percent of the Associated Students to the Speaker. The 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 days. Removal of officers and amendments to the AS Constitution or these Bylaws shall not be in order at emergency meetings.

#### E. Senate Committees

- a. There shall be four standing committees that meet regularly and are composed of members of the Senate. In accordance with Article VIII, Section 4 of the AS Constitution, the standing committees of the AS Senate are: Academics, Inclusion and Diversity, Student Life, and Student Organizations.

- i. In order to become the Chairperson of a committee, a Senator must apply for a specific committee chairperson position and undergo an interview process with the Senate and AS Executive Boards.
- ii. The following positions are available as Chairs: Academics, Inclusion and Diversity, Student Life, Student Organizations, Sustainability, and Wellness.
  1. The Chair of Sustainability and Chair of Wellness assist the Chair of Student Life in supervising and overseeing the Senate Student Life Committee.
    - a. This committee will be composed of subcommittees on Student Life, Sustainability, and Wellness that will be overseen by the respective chairs.
  2. The Chair of Inclusion and Diversity will supervise and oversee the Senate Inclusion and Diversity 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.
- iii. The Senate Executive Board and AS Executive Board shall conduct the interview process for each chair position.
  1. Concerning the Chairperson of Inclusion and Diversity, the selection committee shall also include members of the United Front Leadership Council as outlined in the AS Constitution.
  - b. The Senate, upon a majority vote may establish internal ad-hoc committees. The establishment of these committees shall be governed by those procedures delineated for the establishment of Ad-Hoc Committees in the AS Constitution.

#### F. Quorum

- a. No act of the AS Senate shall be valid unless there is a quorum present. A quorum shall consist of the two-thirds majority of the AS Senate total membership at the time of the meeting. Proxy votes are considered valid, and shall be counted towards a quorum.

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## Article V: Officers of the Student Senate of Associated Students

### A. Speaker of Senate

- a. The Senate Executive Board shall consist of the Speaker of the Senate, the Speaker Pro Tempore, and Parliamentarian. Additionally, the General Officers shall include the Chairs of the Standing Committees outlined in the AS Constitution and Article IV, Section E of this document.
- b. The Speaker shall have the following powers and duties:
  - i. The Speaker shall be the Chairperson, the chief legislative officer, and the spokesperson of the Senate.
  - ii. The Speaker shall organize the agenda for the Senate and is responsible for coordinating the activities leading to the convening of the Senate.
  - iii. The Speaker shall assume joint responsibility of the finances of the AS Senate with the Speaker Pro Tempore.
  - iv. The Speaker along with the members of the AS Executive Board shall appoint a Speaker Pro Tempore and a Parliamentarian of the AS Senate. The Speaker Pro Tempore and the Parliamentarian must be members of the Senate.
  - v. The Speaker shall be a voting member of the AS Executive Board and shall report the actions of the Senate to the Executive Board.
  - vi. The Speaker shall attend the meeting each semester of the AS Finance Committee to assist in allocating the AS Budget.
- c. 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 his/her duties.
  - ii. The Speaker Pro Tempore shall assume the duties of the Speaker upon his/her absence.



- iii. The Speaker Pro Tempore shall assume joint responsibility of the finances of the AS Senate with the Speaker.
  - iv. The Speaker Pro Tempore shall coordinate regular group discussions between the Chairpersons of the Standing Committees, leaders of the various student organizations, including but not limited to the Associated Students, Residence Hall Association, United Front Leadership Council, Interfraternity Council, Panhellenic, and any other administrator who wishes to sponsor such meetings.
- d. The Parliamentarian of the AS Senate shall have the following powers and duties:
- i. The Parliamentarian shall assist the Chairman 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 AS Constitution, Senate Bylaws and governing standards of parliamentary procedure set forth in this document.

## 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 IV of the AS 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:

- i. If a vacancy shall have occurred in the office of Speaker of the Senate, the AS Senate shall elect upon the recommendation of the AS President 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 Speaker Pro Tempore, the Speaker of the Senate along with the AS Executive Board

shall elect an interim candidate to finish the remainder of the term of the original.

- iii. In the event of a vacancy, either by resignation or dismissal, in the position of Senator, the office shall be declared vacant by the Student Senate proceedings within a period of ten days in which classes are in session. A new appointment shall be proposed by the President and approved by the Student Senate, passing with a simple majority vote. 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.

c. Removals:

- i. The Speaker of the Senate may be removed by a three-fourths, roll call vote of no confidence of the AS Senate for gross neglect of duty or extreme violation of the rules of Associated Students.
- ii. The Speaker Pro Tempore or the Parliamentarian may be removed by a two-thirds, roll call vote of no confidence of the AS Senate for gross neglect of duty or extreme violation of the rules of Associated Students.

## Article VI: Amendments

- A. Except as otherwise specified herein, these Bylaws may be amended by a two-thirds vote of the Senate. The motion to amend must appear on the agenda for two consecutively scheduled meetings.
- B. Upon petition by ten percent 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 of its members vote.