



## **BYLAWS OF THE STUDENT SENATE**

### ***Section I - General Provisions***

1. The Student Senate (“Senate”) is authorized by the Constitution of the Undergraduate Student Body of the University of Notre Dame du Lac (“the Constitution”) to formulate and advance the position of the Student Body on all issues concerning campus life as the legislative body of the Student Union.
2. All members and officers shall serve a one-year term beginning from April 1st of the year selected or elected to March 31st of the following year.

### ***Section II - Senate Officers***

1. The Student Body Vice President shall serve as Chairperson of the Senate (“the Chairperson”) and shall ensure its efficient and effective operation. The Chairperson shall be responsible for organizing the student membership each spring; formulating and distributing the agenda for all meetings of the full Senate; presiding over, and moderating debate and procedure in, all meetings of the full Senate; calling special sessions as necessary or if requested to do so by any five (5) members of the Senate with 48 hours notice; set the time and place of meetings of the full Senate; performing any other duties not specifically allocated by these bylaws, or as determined by a two-thirds vote of the Senate.
2. The Student Union Parliamentarian (“the Parliamentarian”) shall be nominated by the Judicial Council President and approved by the Senate. The Parliamentarian shall advise the Chairperson and Senate on all procedural matters in accordance with *The Standard Code of Parliamentary Procedure*; serve as Chairperson of the Committee on the Constitution; and perform other duties as determined by a two-thirds vote of the Senate.
3. The Student Union Secretary (“the Secretary”) shall be appointed by the Student Body President and approved by the Senate. The Secretary shall record the proceedings of all meetings; take attendance at all meetings; notify the Student Union Ethics Commission if any Senator reaches or surpasses their maximum amount of absences; distribute the minutes to Senate members; maintain records of the Senate under the supervision of the Chairperson; upload recordings of Senate meetings to be available to the public; and

keep one hard copy of each document presented before the Senate throughout the term.

4. The Chairperson or the Parliamentarian may be removed for cause by a two-thirds vote of the Senate. Written notice of a motion to remove must be given to all members at least 72 hours in advance of the meetings at which such a motion is voted upon. The Secretary may be removed for cause at the discretion of the Chairperson. If removed, the vacant office shall be filled by a two-thirds vote of the Senate.

### ***Section III - Membership***

1. All elected residence hall Senators; three elected Off-Campus Senators; the Off-Campus President and Vice President; the four (4) Class Council Presidents; and the Club Coordination Council President shall serve as voting members of the Senate, *ex officio*. Only voting members may make motions.
2. The Student Body President; Student Union Parliamentarian; Student Union Secretary; Chief of Staff; Executive Controller; Student Union Treasurer; Student Union Board Executive Director; at least one (1) Hall Presidents Council Co-Chair; Judicial Council President; Executive Cabinet Department Directors; Diversity Council Chairperson; and Director of Student Activities or a designated advisor shall serve as non-voting members of the Senate *ex officio* while retaining speaking privileges.
3. All voting and non-voting members of the Senate have the right to request time on the agenda from the Chairperson. To request time on the agenda, a member shall send all materials to the Chairperson 48 hours prior to the next meeting. Visitors and guests may also request time on the agenda, provided they meet the deadline.
4. Speaking privileges shall be defined as the privilege to bring points of approval, concern, dissent, questions, and comments. All members of the Senate have speaking privileges, and the Chairperson may recognize a guest to address the Senate on issues affecting that guest's qualifications, interests, affairs, or organization.

### ***Section IV - Meetings and Procedures***

1. The Senate shall meet at least once every week from April 1st to March 31st during the regular academic school year at a reasonable time and campus location determined by the Chairperson.
2. In the event of the absence of the Chairperson, the Chairperson shall give notice and appoint a non-voting member to serve as acting chairperson. If the Chairperson has not given notice and appointed an acting chairperson, the Senate shall elect an acting

chairperson from its non-voting membership present at the meeting.

3. The Chairperson shall send the agenda and corresponding documentation to the full Senate at least 24 hours before the meeting
4. Attendance at meetings of the full Senate is mandatory for Senate members. Permission for an absence must be obtained from the Chairperson. Voting members may have no more than six (6) absences during their term, and no more than three (3) of these absences may be unexcused. After four (4) unexcused absences or seven (7) total absences, the Secretary shall file an allegation against the Member of Senate in question in the Ethics Commission.
5. In the event of a non-Senator voting member being in circumstances where attendance at Senate meetings would significantly and negatively affect an individual's standing at the University of Notre Dame Du Lac, such as their enrollment, their financial aid eligibility, and their progression toward graduation, the affected individual, following notification of the circumstances to the Chairperson of the Senate, may have another officer of their organization proxy for Senate meetings.
6. In the event that a voting member should be absent from a meeting, that member shall designate a proxy to attend in their place. The name of the absent member, name of their proxy, voting instructions, and the member's digital signature shall be submitted to the Chairperson and Secretary prior to the meeting and added to the meeting's official records.
7. No business shall be conducted in the Senate unless a quorum is present. A quorum exists when 2/3 of the voting members are present. The Chairperson shall not be counted in the quorum.
8. All Senate meetings are to be digitally recorded. These recordings shall be freely and readily made available to all members of the University community in a public fashion.
  - a. If a meeting is closed by The Senate, no such recording shall be made.
  - b. The recording may be paused at any time by a motion and simple majority vote.
9. All meetings of the Senate shall be open to any member of the University community. The Senate may close a meeting at any time by a two-thirds vote of the members present. The agenda and minutes from any closed meeting of the Senate shall not be published online or released to any individual not present at the time of the meeting.
10. All Senate business must be distributed via agenda at least one (1) week prior to its consideration by the Senate.

- a. If an item has not been on the agenda for one (1) week, then the Student Senate may vote unanimously to consider the item immediately.
11. The Senate shall adopt the most recently revised edition of *The Standard Code of Parliamentary Procedure* (“the Standard Code”) as the official rules of procedure governing the operation of the Senate. These Bylaws shall take precedence in the event that the Standard Code and the Bylaws come into conflict. Any rule in the Standard Code may be suspended by a two-thirds vote of the members present.
12. Voting on all business shall be limited to the voting membership of the Senate as defined in Article III(1) of these Bylaws. Voting members shall have one vote. Roll call or secret ballot may be used upon request of any member of the Senate.
13. Senate Orders constitute the execution of explicitly stated powers of the Senate. All Senate Orders shall be approved by a two-thirds vote of the Senate.
14. Senate Resolutions constitute a call for action and must be passed by a simple majority vote of the Senate. A resolution cannot be adopted until it has been signed by the Student Body President. If not signed within one (1) academic week, the Senate may adopt the resolution via a two-thirds vote in favor of the resolution.
15. Senate Letters constitute an inquiry or point of information. Points of inquiry to the Office of Student Affairs shall be communicated by the Student Body President within one (1) academic week.
16. The Chairperson may assign any measure requiring Senate approval to the appropriate Executive Cabinet Department or an ad hoc committee created by the Chairperson for the purpose of reviewing the measure. The Chairperson may waive the assignment of any resolution, letter, or order and hold immediate consideration of it before the Senate in extraordinary circumstances.
17. Upon departmental or committee approval, a measure shall be introduced at the next Senate meeting provided no less than three (3) days pass between approval and Senate consideration.
18. Upon departmental or committee rejection or if the sponsor feels the measure’s intent has been significantly altered by the department or committee, the sponsor may introduce the measure as originally written at the subsequent meeting of the Senate, provided a two-thirds majority of the Senate agrees to consider the measure.

#### ***Section V - Committee on the Budget***

1. The Committee on the Budget shall meet at least once every term for the purpose of approving the Student Union Budget, as submitted by the Student Union Treasurer. The Student Union Budget shall be approved by May 1st of each year.
2. The Student Body President shall serve as Chairperson of the Committee on the Budget *ex officio*. The four (4) Class Presidents; Club Coordination Council President; Student Body Vice President; Student Union Treasurer; Judicial Council President; Student Union Board Executive Director; Off-Campus President; and one (1) of the Hall Presidents Council Co-Chairs shall serve as voting members of the committee. The Secretary and Parliamentarian shall attend meetings to record the minutes and advise the Chairperson on parliamentary procedure, respectively.

### ***Section VI - Committee on the Constitution***

1. The Committee on the Constitution shall monitor the transition, internal review, and overall process of the Student Union as outlined in this Constitution and make appropriate recommendations to the full Student Senate.
2. The Parliamentarian shall serve as Chairperson of the Committee on the Constitution *ex officio*. The Chairperson of the Student Senate; Judicial Council President; and at least three members of the Senate shall serve as voting members of the committee *ex officio*.
3. Members of the Senate interested in serving on the committee shall be presented to the Senate for election no later than September 1st. The Parliamentarian reserves the right to limit the number of members of the Senate to be elected, so long that at least three members of the Senate are elected. If a limit is imposed, a ballot shall be furnished. If a limit is not imposed, the individuals must receive a majority of the votes cast to earn Committee membership.
4. Members of the Student Body shall be notified of at-large positions as Members of the Committee. Applications from the Student Body shall be reviewed by the Parliamentarian with consultation from any Deputy Student Union Parliamentarians. The Parliamentarian shall appoint at-large members to the Committee at their own discretion. These appointments shall be approved by the Senate.
5. The Parliamentarian shall announce meetings to all Members of the Committee no later than 48 hours before they begin. The Parliamentarian may cancel or

reschedule future meetings, so long as the Members of the Committee are given no fewer than 48 hours notice, or else exigent circumstances require amendment.

6. All members of the Committee shall be considered voting members. Each vote shall require a simple majority to pass unless otherwise noted. Members may reserve the right to abstain from voting, effectively recusing their vote.

### ***Section VII - Executive Cabinet Departments***

1. All elected or appointed Senators shall serve on at least one Executive Cabinet Department as a Department member. Attendance at Department meetings shall be communicated by the Department Directors to the Chairperson. Senators are permitted three (3) unexcused absences.
2. Any measure requiring Senate approval may be introduced at any standing or ad hoc department meeting by a member of that department where it shall be reviewed.
3. The Senate shall task the Department of Student Life and Department of Communications of the Executive Cabinet to administer a Student Life Survey for the duration of one academic week during the months of April and October. The purpose of the Survey will be to determine what questions, concerns, or ideas students have regarding student life at Notre Dame to assist members of the Senate in their work to advance the position of the undergraduate student body. A report containing the results of each Survey shall be presented to the Senate no later than its second meeting following the conclusion of each administration of the Survey. The results of each Survey shall additionally be presented in the transition document of the outgoing Senate.

### ***Section VIII - Amendments***

1. The Senate shall, no later than April 30th, conduct a process of internal review and reform of these Bylaws and the sections of the Constitution pertaining to the Senate. The Senate shall, having made necessary changes, vote by a two-thirds majority to approve these Bylaws for a term of one year prior to May 1st. Following the approval of these Bylaws, the Chairperson shall present these Bylaws to the Student Union Ethics Commission.
2. These Bylaws may be altered, amended, or repealed only by a two-thirds vote of the Senate with approval of the Student Activities Advisor. Once approved, the Chairperson must notify the Student Union Ethics Commission of such alteration, amendment, or repeal or review and comment.