



# TCU Senate

215 Mayer Campus Center

## POLICY

# Bylaws of the TCU Senate

*Amended 9 April 2017*

### **Bylaw 1. Membership & Attendance**

1. Members of the Tufts Community Union (TCU) Senate shall include: duly elected Class Senators, Community Representatives, and Trustee Representatives.
  - a. Pursuant to Article II, Section D of the TCU Constitution, Class Senators and Community Representatives are full voting members of the Constitution, including with regard to 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, unless otherwise directed by the President. The Treasurer will require 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**

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 (a manual of parliamentary procedure based off of Roberts Rules of Order) and shall enforce them in good faith barring extenuating circumstances.
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 Senate e-list and to members of the student body upon request.
3. Reports:
  - a. The President, Treasurer, and Diversity and Community Affairs (DCA) Officer shall present their individual 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 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 consider the minutes from the previous meeting accepted unless an objection has been previously filed with the Historian, at which point the objection shall be heard, considered, and voted upon under the Senate's debate structure.
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. The last previously adopted bylaws shall be considered binding on future Senates until otherwise modified, all other provisions notwithstanding. It shall be the Parliamentarian's duty to propose bylaws within the first five sessions of Senate.

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.
  - a. This bylaw shall only be interpreted to forbid the use of Senate's name in statements that are claiming to represent the body as a whole, and shall not be construed to prohibit individual Senators' titles or Senate affiliation from appearing in connection with their personal positions or views.
  - b. No internal document may be released to the public without prior consent of the appropriate chair and the authors of the document.
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. Cultural Groups
  - II. Social Programming
  - III. Media Groups
  - IV. Religious Groups
  - V. Performance and Arts Groups
  - VI. Community Service and Miscellaneous
  - VII. Pre-Professional and Academic Groups
  - VIII. Political Groups
  - IX. TCU Government
2. The Treasurer shall be responsible for assigning Student Organizations 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.
6. Any member of the TCU Senate may voluntarily recuse themselves from a vote if they feel that they cannot be objective or have a conflict of interest in a funding matter.

#### **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 their 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.
5. The President shall meet with the Chair of the TCU Judiciary once every two weeks to ensure that both bodies are updated on the activities of the other.

#### **Bylaw 5. Community Senators**

1. Community Senators shall:
  - a. Be required to be active members of their communities, as shall be included in the attendance policy of Senate.
    - i. Community Senators on behalf of Group of 6 Centers must meet with the director of that center at least once each month.
    - ii. Community Senators 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 committee agreed upon by Senate's Executive Board and the student organization they are representing, 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 Senator may be elected by the following process:
- a. Any TCU Recognized Group may apply to be able to elect a Community Senator. 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, TCU Judiciary, and Elections Commission, shall create and publish an application for this purpose.
  - c. All applicants must obtain the signature of at least 250 members of the TCU.
  - d. After completing all requirements, the applicant may be granted a community representative by a simple majority vote of the Senate.
  - e. The Vice President, in conjunction with the DCA Officer, TCU Judiciary, and Elections Commission, shall certify that all applications have met the requirements as required by the TCU Constitution and these bylaws.
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 senator within that academic year, who attended at least 2/3 of all CECA meetings during his or her time in the seat.
  - 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, TCU Judiciary, and Elections Commission, shall certify that all applications have met the requirements as required by the TCU Constitution and these bylaws.
  - e. The Community Senators for the Africana Center, Latino Center, LGBT Center and Asian American Center shall be eligible for re-approval starting Spring semester 2013, and every other year thereafter. The Community Senator for the Women's Center shall be eligible for re-approval starting Fall

semester 2014, and every other year thereafter. The Community Senator for the International Center shall be eligible for re-approval starting Spring semester 2015, and every other year thereafter. The Community Senator for First Generation College Students shall be eligible for re-approval starting Fall semester 2017, and every other year thereafter.

4. Community Senators 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 Senator 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 Senator 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. The Officers or Student Leaders may choose to support the candidacy of any number of applicants, and shall be allowed to support the candidacy of none of the applicants. A member of the Elections Commission shall chair this meeting. The applicants receiving support shall be allowed to list on the ballot as well as any official campaign publications and communications that they received the support of the Group of 6 Center or TCU Recognized Group. The applicants not receiving support shall still be on the ballot and shall still 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 Senator 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 Senator 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 Senator 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 elected by the Senate following an application and hearing process prior to the conclusion of the freshmen elections in the fall semester. The Vice President of the Senate shall chair these elections, which will be overseen by the Elections Commission. If a vacancy shall occur over the course of an academic year, the Vice President shall appoint a Student Trustee Representative following an application and hearing process.
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) Incorporate feedback and opinions from the members of Senate in their representation to the Student Faculty Committee.
  - c) Provide a summary of appropriate content to the Senate and members of the student body upon request.
3. The Boston Intercollegiate Assembly (BIA) 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.
4. The BIA Liaisons shall represent the Senate in discussions with the members of BIA outside of conferences. They shall
  - a) Organize and ensure the Senate's presence at all BIA 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 select the members of the Elections Commission and Webmaster. The President may defer either or both of these memberships to other members of Senate at their discretion. For the purposes described in the Constitution, the Historian shall be considered the public relations officer.
  - a) In fulfilling the role of the public relations officer, the TCU Senate Historian shall oversee communication between the TCU Senate and any person or persons not part of the Tufts Community Union.
  - b) Representatives to outside organizations, including but not limited to the Boston Intercollegiate Assembly (BIA) Liaisons and the Community Outreach Liaisons, will report to the TCU Senate Historian.
  - c) The TCU Senate Historian will be responsible for maintaining the TCU Senate portion of the TCU website in conjunction with the TCU Webmaster.
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.
7. The President shall have the authority to appoint a Community Outreach Liaison to serve for a term lasting from May-April. In accordance with the TCU Constitution, the President must open up the application process to the entire Tufts community before having the sole discretion over the appointment.

#### **Bylaw 7. Outreach**

1. The Student Outreach Committee shall assign each Member of Senate an equal number of TCU Recognized Student Organizations to contact. Members of Senate will be responsible for contacting their respective Student Organizations at least once a semester and helping said group with any concerns that are brought to them. These concerns include, but are not limited to, guiding groups through the funding process, writing a resolution, navigating the procedures of a senate meeting, and lobbying the Tufts administration. Members of Senate are responsible for reporting their progress on this matter to the Student Outreach Committee Chair at least once a semester. Any Member of Senate who does not fulfill this requirement may be subject to impeachment.
2. The Outreach Committee is charged with producing a weekly multimedia update on the work of the TCU Senate that will be distributed to the student body and/or to the greater Tufts community. Video updates must be made, but additional updates may be

produced in the form of blog, digital newsletter, photography, or other multimedia formats.

### **Bylaw 8. Disciplinary Action**

1. The Senate may consider the impeachment of a member of the TCU Senate if that member:
  - a. Willfully violates this Constitution, these bylaws, the bylaws of the Allocations Board or other committees, or the Treasury Procedures Manual.
  - b. Acts in a gross and/or malicious breach of procedure.
  - c. Commits actions that seriously 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 the Historian by any member of the Senate.
    - i. Members of the TCU may not submit articles of impeachment, but may suggest them to members of the Senate.
  - b. The Historian shall chair the impeachment proceedings unless there is a conflict of interest.
    - i. Conflicts of interest include but are not limited to the Historian being the party against which the articles are filed or if the Historian is the party filing the articles of impeachment.
    - ii. In the event of a conflict of interest, the Parliamentarian shall chair the proceedings, followed by the President and other members of the executive board in rank order, followed by the TCU Judiciary.
    - iii. If the chair, accused, or those who filed the articles perceives a conflict of interest, it is in their purview to contact the next in line to determine if it is appropriate for them to take over the proceedings.
  - c. The Historian shall notify the party in question at least one week in advance of the impending vote.
  - d. The Historian shall also notify the Senate as a whole at least one week in advance of the impending vote.
  - e. Order of Events for the Impeachment procedure
    - i. The complaining party shall have an opening statement
    - ii. The responding party shall have an opening statement
    - iii. The TCU Senate shall be given the opportunity to question the parties

- iv. The TCU Senate shall debate the article(s) of impeachment
      - a) Members of the public may request to speak 48 hours in advance with written permission from the chair.
    - v. The TCU Senate shall vote on each article of impeachment.
      - a) If any one article of impeachment is approved, then the party in question shall be impeached
    - f. The party in question shall be impeached following a two-thirds roll call 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 their 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 approved by the Executive Board.

#### **Bylaw 9. Amendments**

1. The Senate 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.