

DIXIE STATE UNIVERSITY STUDENT ASSOCIATION

Student Senate Policies and Procedures

Rules and Bylaws

This document contains the Student Senate Bylaws, Funding Policies, and Rules of Order. Last revised 07/31/2013

BYLAWS

Article I: Officially Recognized Constituencies

Article II: Conduct of Business

Article III: Duties, Responsibilities, and Accountability of a Senator

Article IV: Additional Members

Article V: Amending the Bylaws

ARTICLE I. OFFICIALLY RECOGNIZED CONSTITUENCIES

Section A. In accordance with the DSUSA constitution, senate representation shall be provided for any student recognized as a member of an officially recognized constituency, which shall be defined as a group of students that includes individuals admitted by the DSU administration and defined within any of the following categories:

1. Education - Students who have declared majors within the School of Education as recognized and named by the DSU administration.

2. Humanities Senator - Students who have declared majors within the Humanities Division of the School of Arts & Letters as recognized and named by the DSU administration.

3. Fine and Performing Arts Senator - Students who have declared majors within the Fine Arts Division of the School of Arts & Letters as recognized and named by the DSU administration.

4. Math and Biology Senator - Students who have declared majors within the School of Science and Technology (excluding those within the Computer and Information Technologies Department) as recognized and named by the DSU Administration.

5. Computer Information Technology Senator - Students who have declared majors within the Computer and Information Technology of the School of Science and Technologies Department as recognized and named by the DSU administration.

6. Business Senator - Students who have declared majors within the Udvar-Hazy School of Business of the School of Business and Communication as recognized and named by the DSU administration.

7. Communication Senator - Students who have declared majors within the Communication Department of the School of Business and Communication as recognized and named by the DSU administration.

8. Health Sciences Senator - Students who have declared majors within the School of Nursing and Allied Health as recognized and named by the DSU administration.

ARTICLE II. CONDUCT OF BUSINESS

Section A. The DSUSA Student Senate shall conduct all business according to the following rules:

1. The DSUSA Student Senate shall meet at least once before fall semester. Following summer break, the Senate shall meet on a weekly basis during the fall and spring semester thereafter. No meetings shall be held during any holidays exceeding one week. Weekly Senate meetings may be canceled with the consent

of one-half of the Senate voting body, along with the approval of the Vice President of Academics.

2. The DSUSA Senate shall familiarize themselves with all procedure of Senate including but not limited to the DSUSA Constitution, Senate Bylaws, Robert's Rules of Order, and any other governing application herein adopted.

3. The DSUSA Senate shall consider any legislation presented no earlier than one week following a change of officer with a quorum present and a simple majority vote. Any legislation not voted upon during the semester in which it is presented shall automatically be carried over into the next semester, unless it is presented by midterm. If any legislation from the fall semester is not voted upon by midterm of spring semester, then it shall automatically be placed as the highest priority on the Senate agenda.

4. The DSUSA Senate shall review any laws governing the DSUSA Senate no later than the first week of fall semester, including but not limited to the Senate Bylaws and the DSUSA Constitution.

5. The DSUSA Senate, where no other group exists, shall serve as student representatives to the DSU administration and the DSU Faculty Senate.

6. Before the Senate meeting is called to order, there will be a follow-up question on bills for implementation and open forum time for the general population to address the Senate.

ARTICLE III. QUALIFICATIONS, DUTIES, RESPONSIBILITIES AND ACCOUNTABILITY OF A SENATOR

Section A. Any student seeking an office within the Student Senate must meet the following criteria:

1. All candidates shall be currently enrolled full-time students (12+ credits) at DSU.
2. All candidates shall possess a minimum cumulative grade point average of 2.75.
3. Vice President of Academics and Senate Pro Tempore must have a total of 24 DSU credits to have a position on the Student Council or Executive Council. (Credits can be completed during the spring or summer semesters prior to the year that the office will be held.)
4. Other Student Senators must be current students (12 credits) with at least, or currently completing, 24 DSU credits.

Section B. Throughout the term of office, all senators must be currently enrolled in, and successfully complete a minimum of 12 credit hours per semester and maintain a minimum semester grade point average of 2.75, summer term excepting.

1. A failing (F) or incomplete (I) grade will not be considered "successfully completed."

Section C. Serve on at least one DSU standing committee as appointed by the Vice President of Academics.

Section D. Represent the students of DSUSA with emphasis on those within their respective constituencies by the following:

1. Communicate with the members of their constituency.
2. Actively work to increase students' awareness of activities, duties, responsibilities, and functions of the DSUSA Senate.
3. Actively seek opinions and ideas from the members of their constituency regarding legislation that has been presented in DSUSA Senate meetings, or which the students want considered at DSUSA Senate Meetings.
4. Maintain a binder/file with valuable information for future senators including copies of legislation and its current status (passed/failed), important and influential faculty members, campus contacts for various activities, a synopsis of each emphasis week, pertinent faculty, student attendance, future advice, and legislation for said week (refer to Article III, Section I).
5. Posting of contact information for each semester.

Section E. Submit at least one piece of legislation per semester that reflects the needs and/or interests of the constituency or the student population at large.

Section F. Meet twice each semester with the DSUSA Vice President of Academics to review and evaluate progress within the senator's respective colleges.

Section G. Attend all DSUSA leadership conferences and retreats.

Section H. Assist in the training of newly appointed Senators by:

1. Meeting personally with the newly appointed senator from the respective programs at least twice following the elections, with the first meeting held no later than two weeks after the elections. This shall consist of the following but not limited to a review of job responsibilities and a sharing of ideas and viewpoints.
2. Provide the new senator with written documentation including but not limited to a follow-up of all legislation written and the present status of said legislation, a listing of all faculty contacts with the senator's respective college, any recommendation for the coming year, and ideas for legislation.

Section I. Each senator shall complete five (5) Senate work hours each week of their term.

Section J. Senators shall meet at least monthly with their respective Deans. **Section**

K. When a Senator is assigned to an investigation committee, he or she must contact at least two people listed on the contact sheet regarding that particular piece of legislation.

Section L. The sponsoring senator(s) for each bill written shall collect receipts from DSUSA members, to whom monies are allocated.

1. All monies which are not used for the particular purpose specified in the bill shall be returned to DSUSA Senate for reallocation.
2. The senator(s) responsible for collecting these receipts have a two-week time frame from the completion of the event to verify that all expenditures are valid and in line with the specification of the fees, and to rectify receipt collection with the Director of Student Involvement and Leadership.
3. If these deadlines are not met, then the DSUSA member will be placed on probation and not receive further funds until receipts are collected and verified.

ARTICLE IV. ADDITIONAL MEMBERS

Section A. One senator will be elected by the Senate to serve on the Student Council as a Student Delegate for the fall and spring semester, as outlined in the DSUSA Constitution, and as the Senate Pro Tempore who shall assume command when the Vice President of Academics is absent.

Section B. The Vice President of Academics shall act as President Pro Tempore of the Senate and is to act as the presiding officer as legislated by Robert's Rules of Order.

Section C. The Vice President of Academics, along with the recommendation of the Executive Administrative Assistant, shall appoint a Senate Administrative Assistant whose responsibilities will include assembling the Senate's meeting agenda's, recording and filing meeting minutes, and keeping an accurate record of the treasury by tracking funds, expenditures, and allocations.

Section D. In addition to the members of the DSUSA Senate as outlined in the DSUSA Constitution, the following shall be elected as officers for a term of one year from among the official member of the Senate by a simple majority:

1. A Sergeant-At-Arms of the Senate to keep track of the time for debates and speeches.
2. A Parliamentarian to resolve any questions about parliamentary procedure.
3. The Vice President of Academics shall appoint additional officers as necessary, which shall be ratified by a simple majority vote of the Senate body.
4. The Senators from each college may appoint a committee to assist them in senate responsibilities.

ARTICLE V. AMENDING THE SENATE BYLAWS

Section A. The following outlines the process of amending any or all of the previous bylaws stated:

1. Any amendments to these bylaws shall be presented to the Vice President of Academics and the Senate body in writing.
2. The amendments shall be circled and posted for no less than one week before the Senate body votes upon said amendments, and may include investigation.
3. The Amendment shall require a two-thirds (2/3) majority vote.
4. If said amendment passes, then the author shall give a written copy to the Vice President of Academics to be presented to the DSUSA Executive Council for final approval.
5. The amendment shall require a majority vote by the DSUSA Executive Council.
6. If the said amendment passes, then it will be given to the Chief Justice for formal update of the Senate Bylaws. Furthermore, the Chief Justice shall present the Senate body with a newly revised version of the Senate Bylaws.

FUNDING POLICIES

ARTICLE I: General Guidelines

ARTICLE II: Conferences, Research Presentations, and Competitions

ARTICLE III: Academic Interest Events

ARTICLE IV: Focus Events

ARTICLE V: Campus-Wide Forums

ARTICLE VI: Speakers & Professionals Asked to Come to DSC

ARTICLE VII: Student Research

ARTICLE VIII: Capital Items

ARTICLE IX: Amendments

ARTICLE I. GENERAL GUIDELINES

Section A. Student fees will not be disbursed for faculty or staff. Faculty and staff should request funds from their department or college.

Section B. Student fees spent should directly benefit currently enrolled students.

Section C. Students receiving funds must not be on academic probation.

Section D. Clubs may only receive funding from the Inter Club Council. Academic clubs, however, may request funds from the senate only after being denied funding by the ICC (Academic clubs are defined as clubs who complete the Academic Club Endorsement Form signed by the department chair which states that the department chair will financially support the club upon request.)

Section E. DSUSA can fund up to 50% of the total cost.

Section F. Students receiving funds must be enrolled full-time (at least 12 credit hours).

Section G. Students must pay an equal (or greater) amount than what they are requesting from Senate. Although students may apply for up to 50% the awarded amount may be less than requested.

Section H. Clothing will not be funded by the Senate. It will also not be considered as a contribution of the students.

Section I. Per Diem, to include food and other personal expenses, will not be funded by Senate. It will also not be considered as a contribution of the students.

Section J. Students shall report back to the sponsoring Senator within two weeks of the event, and make a general “open forum” report to the Senate as a whole.

1. They should provide receipts, how the money granted them was spent, and a brief summary of how the event unfolded.
2. The sponsoring Senators shall be responsible for collecting the receipts and presenting report to Senate.

3. The Senate Administration Assistant will keep track of which bills have been reported on. If groups fail to report back to Senate within 30 days of event, then they will return all the granted money.

Section K. Senate shall not make monetary donations to charities.

Section L. Students seeking funds shall obtain at least three cost quotes for items they are requesting funds for.

Section M. Student Senate shall fund a single group, conference, research project, etc. only once a year.

ARTICLE II. CONFERENCES, RESEARCH PRESENTATIONS AND COMPETITIONS

Section A. Conference/Research Presentation funding is only for presenting at a conference, presenting research findings, or representing DSU at a competition. **Section**

B. Food expenses, vehicle wear and tear, and charitable contributions will not be funded or considered as a contribution of the students attending.

Section C. Senate general contributions are to cover the cost of lodging, travel, and conference/registration fees.

Section D. Lodging:

1. Individual - 50% of cost at a maximum of \$75.

2. Group - 50% of cost at maximum \$100 per room, per night.

Section E. Travel: The Student Senate will fund either airfare or land travel, not both.

The only exception to funding airfare and land travel is when land travel is necessary to connect to an airport.

1. Airfare- 50% of airfare costs at a maximum of \$200 nationally or \$400 internationally.

2. Vehicle Rentals- 50% of rental cost at a maximum of \$75 per day per vehicle.

3. Shuttle Services- 50% of cost at a maximum of \$60 one way or \$105 per round trip.

4. Personal Vehicle- 50% of land travel cost at a maximum of 900 miles round trip from the DUC St. George campus. Reimbursement rate to equal the DUC fleet services per diem rate for the current school year.

Section F. Registration:

1. Individual - 50% of cost at a maximum \$100

2. Group registration - 50% of cost at a maximum \$100 per person. **Section G.** The Senate will only fund up to seven days.

ARTICLE III. ACADEMIC INTEREST EVENTS

Section A. Academic interest events are trips for an academic purpose other than presenting or competition. This includes trips for performing and recruiting and informational programs.

Section B. Food expenses, vehicle wear and tear, and charitable contributions will not be funded or considered as a contribution of the students attending.

Section C. Senate may only contribute to the cost of lodging and travel.

Section D. Lodging:

1. Individual- 50% of cost up to \$35 per person per day.
2. Group - 50% of cost up to \$50 per room, per night.

Section E. Travel – The Student Senate will fund either airfare or land travel, not both. The only exception to funding airfare and land travel is when land travel is necessary to connect to an airport.

1. Airfare- 50% of airfare costs up to \$150 nationally or \$300 internationally.
2. Rentals- 50% of rental cost up to \$50 per day per vehicle.
3. Shuttle Services- 50% of cost at a maximum of \$60 one way or \$105 per round trip.
4. Personal Vehicle- 50% of land travel cost at a maximum of 900 miles round trip from the DSU St. George campus. Reimbursement rate to equal the DSU fleet services per diem rate for the current school year. **Senate F.** The Senate will only fund up to five days.

ARTICLE IV. FOCUS EVENTS

Section A. Focus events, as required by Senate Bylaws, are funded by the Senate and are capped at \$500.

Section B. The Senate shall set aside funds at the beginning of the year for Focus Events for both semesters.

Section C. Focus Events are the only exception to this policy concerning food. Focus event budgets are allowed to include and requests funds for food.

ARTICLE V. CAMPUS-WIDE FORUMS

Section A. Held when necessary to obtain student voice on matters that affect the entire student body (i.e. Constitution, etc.).

Section B. Open forums are funded by the Senate and are less than \$200. Funding cap shall include room reservation, set-up, and A/V equipment rentals.

ARTICLE VI. SPEAKERS & PROFESSIONALS ASKED TO COME TO DSU

Section A. Senate will generally fund only non-convocation speakers.

Section B. Senate will fund up to 50% at a maximum of \$500.

1. Speaker costs include but are not limited to:
 - a. Advertising
 - b. Equipment rental
 - c. Other Centralized Scheduling Charges.

Section C. Senate will only fund 35% of the speaker if it will benefit one School specifically.

Section D. The Senate does not fund entertainers.

ARTICLE VII. STUDENT RESEARCH

Section A. The Senate shall fund no more than 50% of a student-driven research project(s) at a maximum of \$300 prior to any department funding. After the student(s)

receives funding from their department, the Senate shall match up to, but not exceed, 75% of the department funding at a maximum of \$15,000.

ARTICLE VIII. CAPITAL ITEMS

Section A. Purchased equipment costing over \$500 to benefit a program is considered Capital Items.

Section B. It is required that the requesting group obtains funding from its academic department first. The Senate's allocation will not exceed 50% of the cost of requested capital items.

Section C. Capital items partially funded by the Senate will become property of the department to be included in its inventory.

ARTICLE IX. EXCEPTIONS

Section A. This policy may be overridden by a 2/3 vote of the Senate Body if deemed necessary for individual bills.

Section B. Sponsoring Senators are required to ensure students requesting funds understand this policy.

Section C. Sponsoring Senators will ensure proposed budget follows this policy before it is presented.

ARTICLE X. AMENDMENTS

Section A. Amendments to this document may be proposed by any Senator. **Section B.** Amendments are approved by a 2/3 vote of the Senate.

RULES OF ORDER

1. Meetings will be conducted by Robert's Rules of Order
2. All questions and comments will be directed through the chair. The chair will use his/her discretion to give or deny the privilege to speak.
3. Upon request from the chair, the administrative assistant shall always read the short title of the bill/resolution
4. Only DSUSA elected and appointed officers can speak during the 1st and 2nd readings of legislation. Advisors may speak on legislation for clarification purposes or to answer questions if called upon by the chair. A motion must be made to suspend the rules if anyone else in attendance wishes to speak on legislation.
5. During non-legislative items, any person in attendance may speak without suspending the rules as long as the chair recognizes them.
6. Debate on any bill/resolution shall be limited to sixteen minutes (4 proponent 4 opponent speeches at 2 minutes maximum), except in cases wherein debate is extended.
7. All votes on bills, resolutions, bylaws and constitution changes will be taken as a roll call vote and recorded by the administrative assistant.
8. All subsidiary motions will be open for debate and the debate shall be limited to one-minute proponent and one-minute opponent.
9. No food is allowed except shared refreshments during public forum.
10. Each meeting shall open with the Dixie State University School Song
11. Cell phone usage of any kind, including texting, will not be tolerated except in the case of emergency.
12. When questions require an answer from the sponsor of a bill, the answer must be direct, not continued proponent speech.
13. Members should refrain from making any noises or visual signs that could distract the speaker who is currently recognized by the chair.
14. All DSUSA Members and visitors will dress in business casual attire during official meetings.

Legislative Item Process

Administrative Assistant	Item is recorded and updated throughout the process. For any legislation to be on the agenda, it must be submitted by Tuesday at 12 pm, the week before the meeting where it is to have its first reading. Copies of legislation will be emailed to each officer by 4 pm Tuesday for the council's review.
First Reading	Item is read aloud by sponsor. It will then be posted for at least one week for public commentary and investigation; after which it will be placed on the agenda for a second reading.
Investigation Committee	An investigation Committee will be assigned by the chair, consisting of at least two senators (none of which shall be the sponsor of the legislation; however, a co-sponsor may be included on said committee)
Second Reading	Item is reviewed, Investigation Committee present their findings (up to two minutes), and the legislation is debated. Debate shall be alternated proponent, opponent and will be limited to two minutes per speech. After debate concludes, the legislation will either be tabled or called to question as voted upon by DSCSA members.