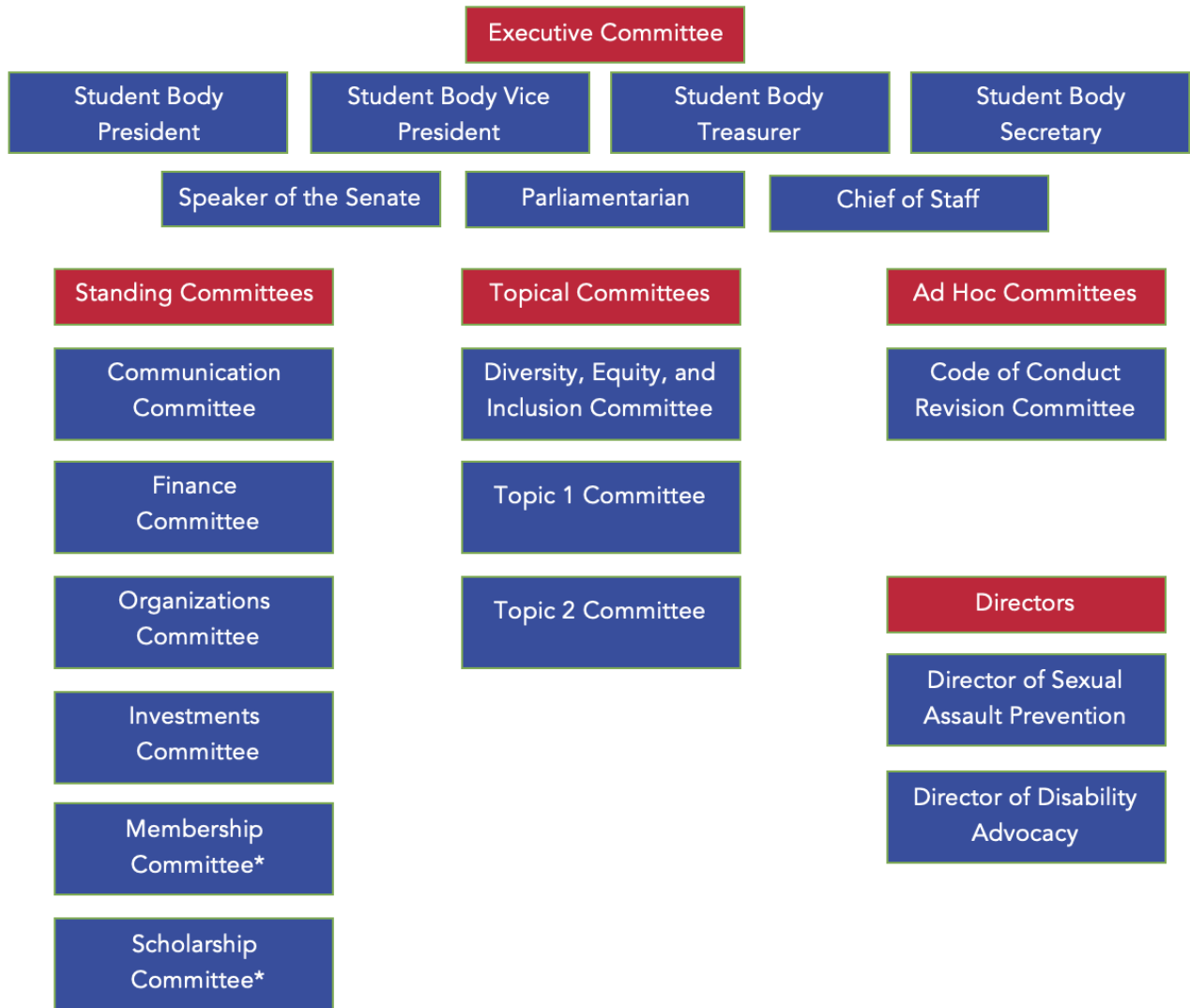


# Student Senate Governance



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# Senate Executive Role Descriptions

## Student Body President

*The Student Body President (SBP) serves as a liaison between the student body and administration informing them of the ideas and concerns of the student body. The SBP helps with the initiation of programs benefitting the students and the fulfillment of enacted legislation. The SBP presides over the Executive Committee and Cabinet. When necessary, the SBP appoints new members to fill vacancies in positions within Student Senate.*

Specific roles outlined in the governing documents:

- Voting member
- Serve as a liaison between the Student Body and administration
- Assist in the initiation of programs and legislation
- Assist other executive members in their duties
- Appoint all members of standing committees and all vacancies subject to majority approval by Senate
- Call special meetings
- Assist in planning of the calendar for the following year
- Conduct interviews for and select nominee for Committee Chairs
- Serve as a member to the Code of Conduct Revision Committee
- May convene the Committee on Campus Inclusion (ad hoc) to respond to urgent concerns posed by incidents in which members of any SMU minority community are targeted
- Serve on Summer Senate
- Call and preside over all summer executive meetings and determine agenda
- Call and preside over Cabinet meetings and determine agenda

## Student Body Vice President

*The Student Body Vice President (SBVP) serves as the right hand to the SBP and coordinates the activities of Student Senate. They assist the SPB by informing administration of the ideas and concerns of the student body. They help with the initiation of programs benefitting the students and the fulfillment of enacted legislation. In the SBP's absence, the SBVP will fulfill the role of the president.*

Specific roles outlined in the governing documents:

- Voting member
- Serve as the coordinator of activities of the Senate

- Serve as Speaker for the first meeting of the new term (can only vote if there is a tie)
- Assist in the initiation of programs and legislation
- Perform the duties of the President in the President's absence
- Succeed the President upon vacancy in office
- Assist in planning of the calendar for the following year
- Conduct interviews for and select nominee for Committee Chairs
- Serve on Summer Senate
- Call and preside over summer executive meetings and determine agenda if the President is absent
- Appoint Topic Committee Heads subject to majority approval by Senate

## Student Body Treasurer

*The Student Body Treasurer (SBT) serves as the Chief Financial Officer of the student body. They oversee all the financial affairs of Student Senate and help maintain accurate records of all financial matters seen by the Senate. They advise the Cabinet on all financial matters and prepare an annual budget for the Senate with the assistance of pertinent Committee Chairs.*

Specific roles outlined in the governing documents:

- Voting member
- Serve as the Chief Financial Officer of the Student Body
- Responsible for the financial affairs of Senate
- Maintain accurate records of all financial matters
- Prepare an annual budget with the Finance Chair, Investments Chair, and Cabinet
- Prepare and report a monthly financial overview of the student body fund
- Advise the Cabinet on all financial matter
- Assist in the initiation of programs and legislation
- Conduct interviews for and select nominee for Committee Chairs
- Serve on Summer Senate
- Submit a comprehensive budget for all standing committees for presentation to the finance committee

- May attend Finance weekly meetings or semester budget retreats at their discretion. They will stand as a non-voting member.

## Student Body Secretary

*The Student Body Secretary serves as the Secretary to the Student Senate. They are responsible for tracking attendance and recording the final vote on legislation. They keep a public file of final legislation, chamber minutes, and changes to Senates governing documents. The Secretary also serves as chair of the Code of Conduct Revision Committee that reviews and compiles requests to update the Student Code of Conduct.*

Specific roles outlined in the governing documents:

- Voting member
- Serve as the Secretary of Senate
- Assist in the initiation of programs and legislation
- Assist in planning of the calendar for the following year
- Review and compile changes to the Student Code of Conduct
- Serve as chair to Code of Conduct Revision Committee
- Accept petitions of referendum
- Conduct interviews for and select nominee for Committee Chair
- Serve on Summer Senate
- Record all absences for each regular meeting
- Collect absence requests forms
- Update the minutes (box and online) must be done before next meeting
- Update legislation (box and online) must be done before next meeting
- Send a copy of the Public Information File to the University Special Collections Library's Student Senate Archival Collection
- Update final vote on legislation
- Post updates to the governing documents (box and online)
- If not in compliance with the above points, the Secretary must give a report on why compliance is not possible in the next chamber

## Speaker

*The Speaker presides over all Student Senate meetings. They set the agenda and are responsible for inviting guest speakers to the Senate. The Speaker sets the deadline of when legislation and new business is due in order to include it in the next chamber's agenda. The Speaker along with the Parliamentarian helps ensure order in the Senate and that proper procedures are followed. They serve alongside the Student Body Officers as a member of the Executive Committee.*

Specific roles outlined in the governing documents:

- Votes only if there is a tie
- Serve on Summer Senate
- Preside over Summer Senate meetings and compile agenda
- Can decide to remove disruptive guests and members of senate
- Preside over all meetings
- Create deadlines for the submission of legislation, officer reports, and committee reports
- In absence of the Parliamentarian, the Speaker interprets the governing documents

## Chief of Staff

*The Chief of Staff serves as a representative and advocate for the Committee Chairs to the Executive Committee. They help select new Committee Chairs and assist in training incoming Committee Chairs. They can call meetings with the Committee Chairs as they see fit. They help fill vacancies to committees when they occur and help establish each committee's attendance policies.*

Specific roles outlined in the governing documents:

- Voting member
- Conduct interviews for and select nominee for Committee Chairs
- Call meetings with Committee Chairs as Chief of Staff sees fit
- Coordinate with the Chairs to assign Senators to committees
- Assist in training incoming Committee Chairs
- Serve as representative and advocate for committee chairs to the executive committee
- Meet with Chairs to establish the attendance policy for committee meeting
- Fill vacancies on committees after members are removed due to absences
- Keep a record of all the committees' minutes and projects

## Parliamentarian

*The Parliamentarian serves as the authority in interpreting the Student Senate's governing documents. They are responsible for updating the Constitution, By-Laws, and Policies and Procedures as they see fit. They help train new senators at the beginning of each term or whenever vacancies are filled. The Parliamentarian along with the Speaker helps ensure order in the Senate and that proper procedures are followed. They serve alongside the Student Body Officers as a member of the Executive Committee.*

Specific roles outlined in the governing documents:

- Serve on Summer Senate

- Preside over Summer Senate meetings and compile agenda in the Speaker's absence
- Physically removes disruptive guests and members of senate at the Speaker's discretion
- Update the Student Body Constitution
- Update the Student Senate By-Laws
- Update the Student Senate Policies and Procedures
- In the Speaker's absence the parliamentarian will preside over meetings (voting as usual)
- Train new senators
- Serve as the sergeant-at-arms
- Serve as the authority in interpreting the governing documents
- Appoint Legislative Clerks subject to majority approval by Senate

## Committee Descriptions

### Standing Committees

*Standing Committees are in function during the entire Senate term. Members of each committee will serve the entire term and are required to attend meetings. Each committee, except the Executive Committee, must maintain their own set of committee by-laws. The chair can propose amendments to their by-laws for the Student Senate to approve. Committees may adopt and manage documents that set standards for how they will conduct business and make decisions. These documents must be approved by the Student Senate.*

#### 1. Executive Committee

- Serves as the planning and decision-making body of the Student Senate
- Reviews all appointments of the SBP made to the Senate and dismissals of Student Senators and Senate committee members
- Primary body to hear and decide on member absences from meetings and removal of Senators due to excessive absences
- Comprised of Student Body Officers, Student Senate Officers, and the Student Senate Advisor who serves as a non-voting member
- SBP presides over meetings voting only in case of a tie
- If the SBP is absent, the SBVP will preside over meetings
- Meetings of the cabinet will consist of the Executive Committee and Committee Chairs
- Monthly, in lieu of one Executive Committee meeting the cabinet will meet



2. Communications Committee
  - Provide channels of communication for the Senate and its committees
  - Promote a greater awareness of the Student Senate to the student body
  - Comprised of one Meadows Senator and other individuals
  - Responsible for all advertising related to the Student Senate as well as all requests for advertising space from all chartered organizations
  - Responsible for posting relevant and timely content to the Student Senate's social media accounts
  - All use of the Student Senate logo for advertising purposes must be reviewed by the Communications Committee
3. Finance Committee
  - Shall review all requests for funding from either the Senate Fund or the Chartered Organizations' Fund and make recommendations to the Student Senate
  - Responsible for reviewing Fully Chartered Organization's requests for semester budgets
  - Shall oversee the expenditure of student activity fees by chartered organizations to ensure all appropriated spending is within its designated line item
  - Comprised of seven Student Senators and five general members. Total membership is advised to be twelve members. The Finance Chair shall appoint one Vice Chair and one Secretary.
  - Vice Chair shall oversee tasks assigned by the Finance Chair to ensure efficient operations and weekly meetings
  - Secretary shall take notes during all the meetings and store them in a location deemed accessible for future viewing
  - The Finance Chair shall oversee the Finance Committee Outreach Initiative whereby all the committee members will be designated as points of contact for groups of organizations with similar missions.
  - The Finance Chair will have the responsibility of making sure the committee members meet with their respective organizations and advise them on how to better proceed through the Senate funding process.
  - The Finance Chair will be responsible for arranging annual meetings with the director of campus recreation to discuss sports club and intramural sports club budget requests.
4. Organizations Committee
  - Exists for the purpose of oversight, regulation, and support of student organizations
  - Facilitating and reviewing applications for temporary and permanent chartership
  - Submitting recommendations to the Student Senate for the approval or denial of said charters
  - Conducting and submitting to the Student Senate an annual comprehensive review of the status and condition of all Student Senate recognized student organizations

- Conducting investigations and submitting recommendations for revocation of charters to the Student Senate when necessary
  - Providing general support to organizations when necessary
  - Responsible for execution of the Mandatory Organizations Meetings (MOM) training in conjunction with the Division of Student Affairs
  - Suspend a student organization's temporary or permanent charter for no more than one month with a simple majority (half of voting members plus one) vote of the Organizations Committee.
  - Generate and implement a set of standard practices relating to committee operations and recommendations. This set of standards shall be generated and considered by the Chair and must be approved by a simple majority (half of voting members plus one) vote of the committee.
5. Investments Committee
- Responsible for overseeing the Student Senate Investment Fund
  - Makes investment decisions
  - Committee shall make recommendations on the investment of existing funds in the Student Senate Bank Account

## Seasonal Committees

*Seasonal Committees are only in function whenever they are needed. The Membership Committee will not convene unless it is meeting to fill vacancies, revise the election code, or run elections. The Scholarship Committee will not convene unless it is meeting to conduct the scholarship process. Once these committees need to begin meeting the Chief of Staff will help chairs fill positions on the committees.*

1. Membership Committee
  - Recommend appointments to the Student Senate
  - Conduct all Student Body and Student Senate elections (except those for Law Senators and Perkins Senators)
  - Shall keep a record, in concert with the Executive Committee, of candidate's ineligible to participate in all Student Body and Student Senate elections
  - Record the results of all validated and invalidated Student Body elections and polls to the Election Results File and Student Senate Public Information File
  - Revise an enforceable Student Senate Election Code when deemed necessary by the Chair
  - All members of the Membership Committee shall be Student Senators
2. Scholarship Committee
  - Accept applications from, interview, and make recommendations to the Senate on recipients for Student Senate Scholarships and shall screen applicants for other scholarships as necessary.
  - Will also be charged with a development initiative in order to establish new scholarships to provide to the members of the Students' Association, and as such shall work intimately with Development & External Affairs.
  - Comprised of a Chair who will lead the development initiative and the distribution of scholarships. In addition, the committee membership shall be no less than two Student Senators and three general members.
  - Any Senator serving on the Scholarship Committee will be ineligible to receive a scholarship granted by this committee

## **Topic Committees**

*Topic Committees are intended to highlight and tackle large topics that require yearlong attention from a committee. Topic Committees are in function during the entire Senate term. Members of each committee will serve the entire term and are required to attend meetings. During the first official chamber of each semester, the Vice President will lead an initiative to select three topics for the committees to tackle. One of the committees must be Diversity, Equity, and Inclusion. Other examples of topics are academic development, health, and student experience. The Student Body Vice President will preside over the topic committees to ensure progress. Each committee is run by a Committee Head and is assisted by a Legislative Director. Every three weeks, in a rotating schedule, one committee will present their progress during chamber to the Student Senate.*

## **Ad Hoc Committees**

*The Student Senate can establish ad-hoc committees by a majority vote to address changing needs of the student body. One Ad Hoc committee that occurs each term is the Code of Conduct Revision Committee that is chaired by the Student Body Secretary.*

# Additional Leadership Role Descriptions

## Committee Chairs

### Role:

*Committee Chairs are responsible for running their respective committee meetings, keeping an attendance record of meetings, presenting recommendations to chamber, and revising their committee's by-laws/governing documents.*

### Selection Process:

#### Membership Chair:

- Applications for Membership Chair will open at the beginning of the Spring term.
- The Membership Chair must be appointed with ample time before the Spring election so they can propose revisions to the Election Code, form their committee, and plan for the election.
- Applicants for the Membership Chair will be interviewed by a committee comprised of the outgoing chair, the Senate advisor, and members of the Executive Committee who are not seeking another term. If there are no members of the Executive Committee not seeking another term, the Executive Committee shall determine other members of the Student Senate not seeking another term who will assist the outgoing Membership Chair in interviews.
- The individual that is selected to be Membership Chair will be required to meet with the Chair they are replacing once a week. If possible, they must attend all committee meetings of the committee they will be leading until they are inaugurated. If either of these requirements cannot be filled, either because of chair vacancy, negligence, or time conflicts, the Chief of Staff will meet weekly with the incoming Chair until inauguration.

#### Communication, Finance, Organization, Investment, and Scholarship Chairs:

- Applications for chair positions will be opened within one week of the announcement of the results of the general spring election.
- The interview, deliberation and decision-making process shall be conducted by the Student Body President – Elect, the Vice-President of the Student Body – Elect, the Treasurer – Elect, the Secretary – Elect, the outgoing Chief of Staff, the newly selected Membership Chair, the Senate advisor, and the outgoing chair for the committee in question, unless the outgoing chair is applying to retain their position.
- Voting members will be the Student Body President – Elect, Vice President – Elect, Treasurer – Elect, the Secretary – Elect, the outgoing Chief of Staff, and the Membership Chair.
- Individuals that are selected to be Chairs will be required to meet with the Chair they are replacing once a week. If possible, they must attend all committee meetings of the committee they will be leading until they are inaugurated. If either of these requirements cannot be filled, either because of chair vacancy, negligence, or time conflicts, the Chief of Staff will meet weekly with the incoming Chair until inauguration.

## Topic Committee Chairs

### Role:

*Topic Committee Chairs are responsible for running their respective committee meetings, keeping an attendance record of meetings, presenting recommendations to chamber, and revising their committee's by-laws/governing documents. The Topic Committee Chairs will be responsible to steering conversation in committee meetings towards action and progression about their respective topics.*

Selection Process:

- Committee Chairs are appointed by the Student Body Vice President during the second chamber of each semester. They must be a Student Senator. The appointment must be confirmed by Senate with a majority vote.
- One Committee Chair will be appointed for each topic committee.
- The Committee Chairs will retain their Senate seats.
- Committee Chairs will fulfill this role for the duration of a topic committee (one semester).
- The Committee Chairs will serve under the Student Body Vice President.
- The Vice President can call meetings with the Committee Chairs at the Vice President's discretion to discuss progress within the committees.
- The Committee Chairs shall steer their committees towards action, follow deadlines and goals set forth by the Vice President, and work to implement change on behalf of the committees' views.
- The Committee Chairs can organize tabling events on behalf of the committees to gather students concerns/opinions.
- In the case of vacancy, the Vice President will select a new Committee Chair and the same conformation process will be followed

## Legislative Clerk

Role:

*The Legislative Clerk is appointed by the Parliamentarian during the second chamber of each term. One Legislative Clerk serves on each topic committee. Reads over all submitted legislation/proclamations to ensure formatting and grammar is correct prior to the first chamber it is heard. They are responsible for leading a Speaker's Podium within the first couple chambers each semester detailing how to write legislation and proclamations. They are responsible for creating/maintaining a spreadsheet of administrative contacts to help connect senators to the correct administration whenever a point of contact is needed. They will proactively serve as the point of contact for senators who request assistance writing legislation or proclamations.*

Selection Process:

The Legislative Clerk is appointed by the Parliamentarian during the second chamber of each term. They must be a Student Senator. The appointment must be confirmed by Senate with a majority vote. The Legislative Clerk will retain their Senate seat. The Legislative Clerk will serve underneath the Speaker and Parliamentarian, and the Parliamentarian can replace the Legislative Clerk at the Parliamentarian's discretion. The Legislative Clerk will fulfill this role for the entire legislative term, unless replaced by the Parliamentarian. In the case of vacancy or removal, the Speaker will select a new Legislative Clerk and the same conformation process will be followed.

## Directors

Role:

*They are tasked with overseeing initiatives and projects on a specific topic. They have the responsibility of being the point of contact to administration on that topic. The selection of topics that require a Director must be approved by Senate with a majority vote. Topics that require a Director are not covered by standing or topical committees. Senators may propose additional Director positions after the second chamber of each term by petition to the Student Body President. Additional Director positions must be confirmed by Senate with a majority vote.*

**Selection Process:**

The Student Senate Directors are appointed by the Student Body President during the second chamber of each term following the selection of topical committees. The appointment must be confirmed by Senate with a majority vote. The Director can be a Senator or from Student Body. If applicable, the Director will retain their Senate seat. The Director will fulfill this role for the entire legislative term, unless replaced by the President. In the case of vacancy or removal, the President will select a new Director and the same conformation process will be followed.

# General Member, Senator, and Chair Senatorial Roles & Powers

## General Member

*General members can serve on committees or be appointed to Director positions. They can help provide outside opinions to the chamber and fill committees at the will of the chairs.*

General Members can: attend committee meetings, attend chamber unless the chamber is sealed, and speak at speaker's podium.

\*Directors are the only general members who can cosign legislation

General Members can not: write legislation/proclamations, cosign legislation/proclamations (with the exception of Directors who are general members), speak in chamber, vote, speak in senatorial forum, provide points of procedure, and make motions.

## Senator

*The role of a student senator is to represent their constituents that elected them, to initiate action on student concern within the best interests of their constituents, to fulfill the designated role of their assigned committee, and adhere to the oath taken on inauguration day.*

- Attend all Chamber meetings
- Attend all committee meetings of assigned committee
- Complete engagement hours set by the chief of Staff

Senators can: write legislation/proclamations, cosign legislation/proclamations, speak in meetings when called on by the speaker, vote, speak in senatorial forum, provide points of procedure, and make motions.

## Committee Chairs

*The role of a committee chair is to run meetings and advise the chamber on business related to their committee. The committee chair will present recommendations to the chamber that help fulfill the object of their committee.*

- Attend all Chamber meetings
- Attend all committee meetings
- Assist in fulfilling committee's objects as outlined in the governing documents
- Attend monthly cabinet meetings
- Meet with the Chief of Staff

Chairs can: write legislation/proclamations, cosign legislation/proclamations, speak in meetings when called on by the speaker, vote, speak in senatorial forum, provide points of procedure, and make motions.

## Topic Committee Chairs

*The role of a topic committee chair is to run meetings and advise the chamber on business related to their committee. The Topic Committee Chairs will be responsible to steering conversation in committee meetings towards action and progression about their respective topics.*

Chairs can: write legislation/proclamations, cosign legislation/proclamations, speak in meetings when called on by the speaker, vote, speak in senatorial forum, provide points of procedure, and make motions.



## **Senator/Chair Descriptions & Unofficial Roles**

*This section will be used to record what each position did in one term and provide guidance for future senators. This will cover what a senator has done that goes beyond their responsibilities in the governing documents. While these tasks are not required to be completed, using previous senators work may help a new senator form ideas and better represent/reach their respective communities.*

**School Senators**

**Special Interest Senators**

**Committee Chairs**