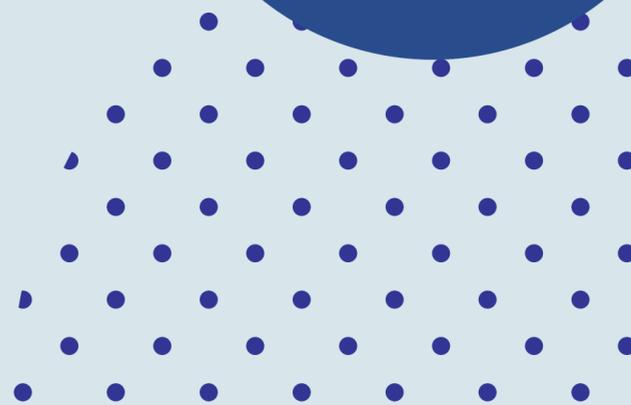
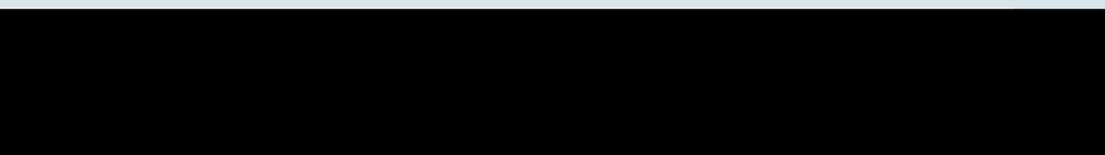




YOUR GUIDE TO THE

**STUDENT  
ASSOCIATION**



# WHAT IS THE STUDENT ASSOCIATION?

The Student Association, Rice's undergraduate student government, unites the colleges and serves as the liaison between the undergraduate population and faculty.

Every college chooses a select number of New Student Representatives that get to work directly on initiatives and create change across campus.

Preview some of the change that's been happening at [tinyurl.com/NSRInitiatives](https://tinyurl.com/NSRInitiatives). Join the Student Association!

# OUR MISSION AND VISION

The SA endeavors to be a diverse, dynamic, and collaborative community that promotes inclusivity, creates meaningful change, and actively engages the entirety of the student body.

# OUR EXTERNAL OBJECTIVES



## SUSTAINABILITY

Driving Rice to address climate change through commitment to both on and off-campus initiatives that promote a greener environment.



## ACCESS & EQUITY

Recognizing and celebrating the multitude of Rice student experiences and that we have a responsibility to pursue initiatives that support all members of the Rice community.



## COMMUNICATION & TRANSPARENCY

Understanding that at the heart of our work, there must be clear and open communication with students. We cannot do our jobs if we aren't proactive about collecting feedback and sharing information.



## HEALTH SAFETY & WELLBEING

Supporting student wellness by increasing access to physical and mental healthcare and bettering campus resources.



## ACADEMIC OPPORTUNITY & EXCELLENCE

Ensuring that all students can access the curricular and co-curricular options that will allow them to pursue their passions, interests, and goals.



## HOUSTON ENGAGEMENT

Expanding opportunities for productive and mutually beneficial engagement with Houston.

All External Objectives were inspired by student responses to the Survey of All Students. We read each and every piece of feedback from students and incorporated them into these organizational goals.



**WHO ARE WE?**

# EXECUTIVE BOARD



Anna  
Margaret  
Clyburn

---

President



Kendall  
Vining

---

Internal Vice  
President



Savannah  
Parrot

---

Secretary



John  
Cook

---

Treasurer

# EXECUTIVE BOARD



**Krithika  
Shamanna**

Director of Equity



**Will  
Mundy**

Chief of Staff



**Nick  
Jerge**

Parliamentarian



**Tessa  
Schreiber**

Director of  
Government  
Relations



**Chidimma  
Alilonu**

Deputy  
Treasurer



**William  
Rothermel**

Director of  
Technology

# COLLEGE PRESIDENTS



**Adam  
Cardenas**

Baker College



**Rahul  
Popat**

Will Rice  
College



**Nikhita  
Gangla**

Hanszen  
College



**Lauren  
Biegel**

Wiess College



**Hannah  
Kim**

Jones College



**Ev  
Delafosse**

Brown College



**Chloe  
Oani**

Lovett College



**Nia  
Prince**

Sid Richardson  
College



**Paras  
Gupta**

Martel College



**Carolyn  
Daly**

McMurtry  
College



**Cordy  
McJunkins**

Duncan College

# COLLEGE SENATORS



**Lily  
Sethre-  
Brink**

Baker College



**Jayaker  
Kolli**

Will Rice  
College



**Leigh  
Gabriely**

Hanszen  
College



**Kirsty  
Leech**

Wiess College



**Dan  
Helmecci**

Jones College



**Gargi  
Samarth**

Brown College



**Jared  
Butler**

Lovett College



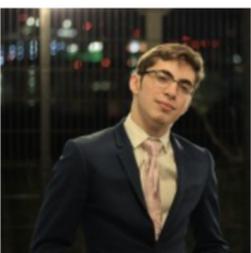
**Trisha  
Gupta**

Sid Richardson  
College



**Austin  
Hushower**

Martel College



**Hunter  
Brown**

McMurtry  
College



**Phoebe  
Lovejoy**

Duncan  
College

# COMMITTEE CHAIRS

## Diversity and Inclusion Committee Co-Chairs

David Ikejiani



Melissa Carmona



## Environmental Committee Chair



Chelsea Chenxing Li

## Academics Committee Co-Chairs

Madison Bunting

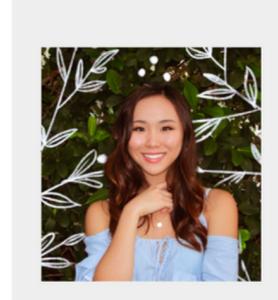


Richard Omotosho



## Athletics Sustainability Council Committee Chair

Janet Lu



## Student Health Services Committee Co-Chairs

Lisa Lin



Saketh Katta



## Students with Disabilities Committee Co-Chairs

Shane Digiovanna



Emma Siegel



## Wellbeing Committee Chair

James Karroum



# USC REPRESENTATIVES

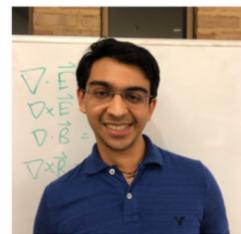
## University Standing Committee: Parking and Transportation

Tessa Schreiber  
Hanszen Class of 2021



## University Standing Committee: Teaching

Aadith Vittala



Lovett Class of 2021

Lisa Lin



Baker Class of 2023

## University Standing Committee: Admissions

Lindsay Josephs



Duncan Class of 2021

Mark Abboud

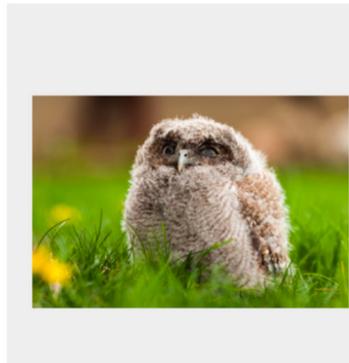


Martel Class of 2023

## University Standing Committee: Athletics

## University Standing Committee: Library

Samuel Zhou  
Sid Rich Class of 2023



## University Standing Committee: Undergraduate Curriculum



Margaret Todd  
Jones Class of 2021



Lindsay Josephs  
Duncan Class of 2021

Zubaidat Agboola  
Wiess class of 2021

Jessica Duan  
Lovett Class of 2022



## Undergraduate Standing Committee: Examinations and Standings



Tessa Schreiber, Hanszen Class of 2021

Brittney Espinoza  
Duncan class of 2021



# SA ADVISOR

## ASSOCIATE DIRECTOR FOR STUDENT ENGAGEMENT



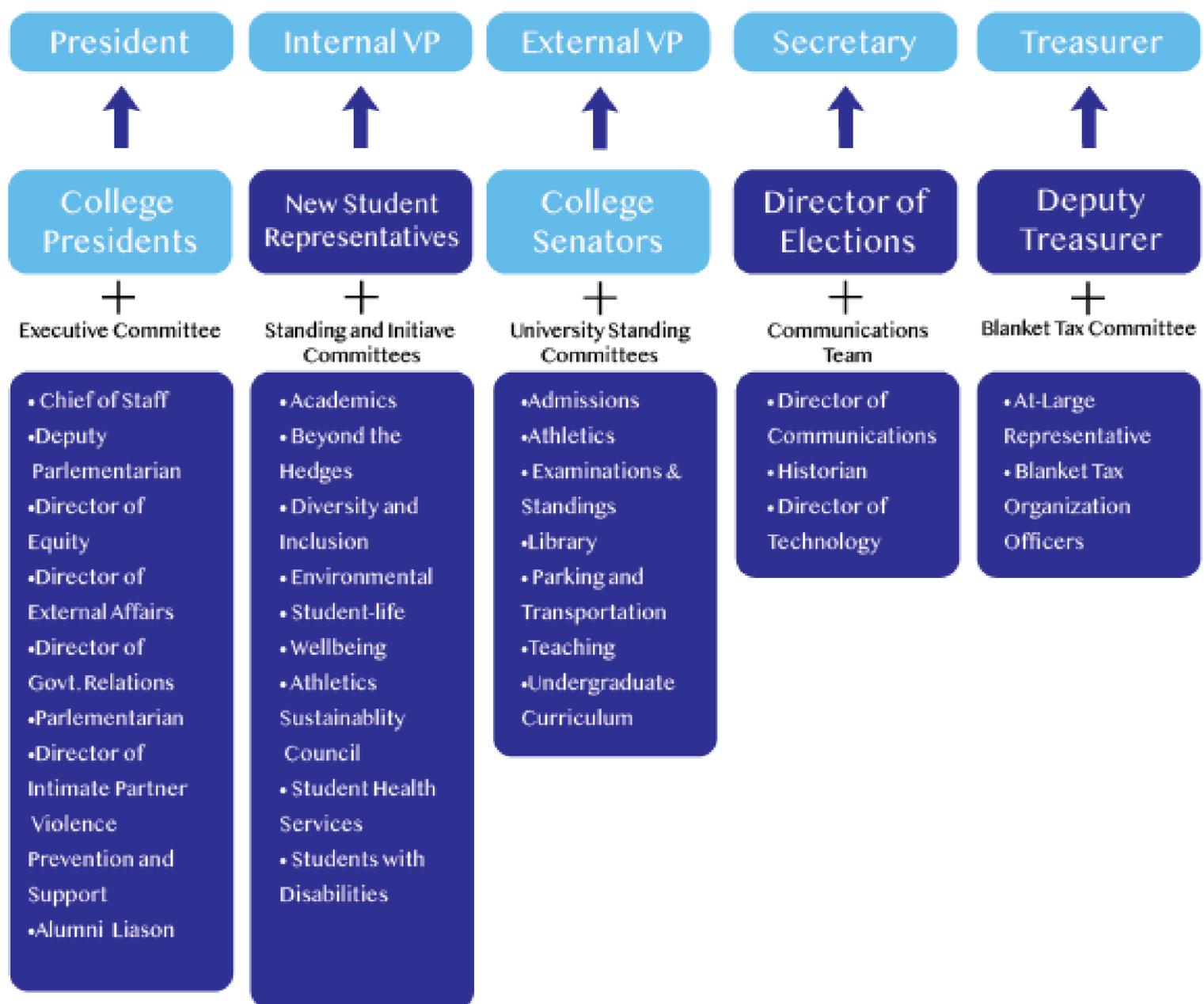
As the SA Advisor, Kristen serves as a resource for all members of the Student Association. She meets bi-weekly with each of the SA Executive Board members, attends SA meetings, and also serves as a non-voting member of the Blanket Tax Committee. Email her at [ke14@rice.edu](mailto:ke14@rice.edu) with any questions or to setup a meeting!

# SA GOVERNMENT STRUCTURE

Voting Members | Appointed, Nonvoting Members

## Student Association Senate

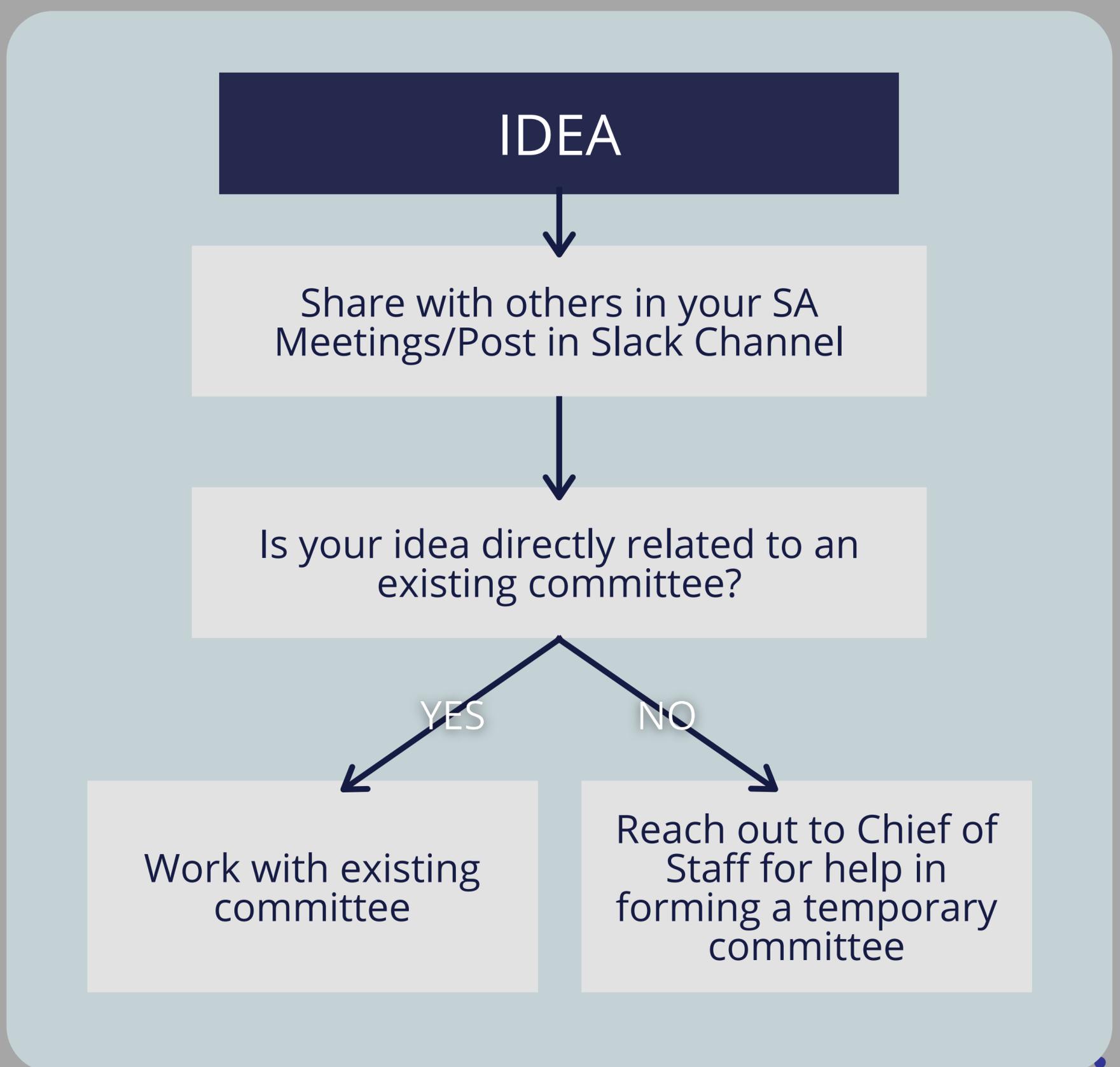
Executive Cabinet (elected by entire student body)



Student Body

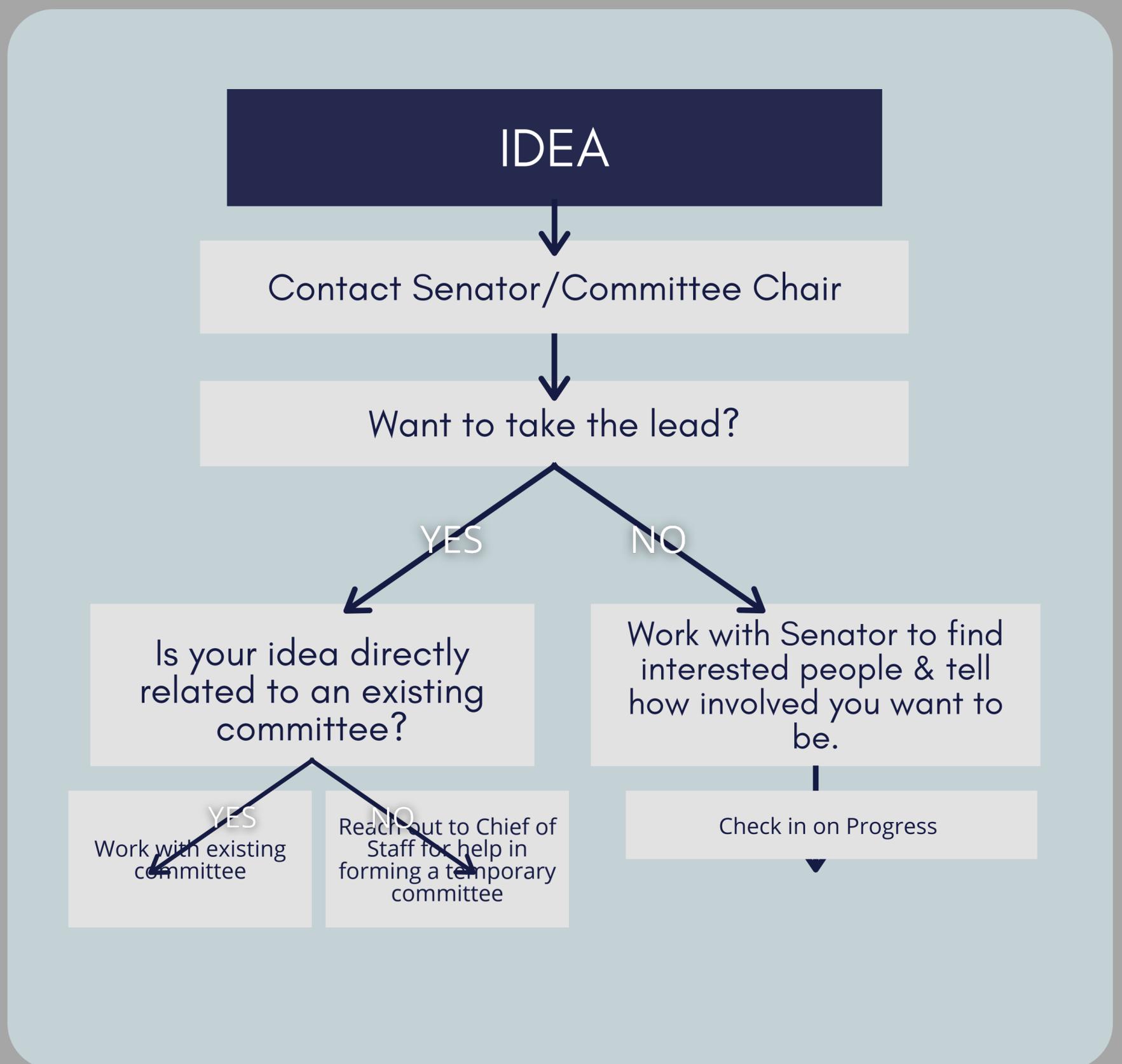
# IDEA FLOW IN THE STUDENT ASSOCIATION

CURRENTLY HOLDING SA POSITION



# IDEA FLOW IN THE STUDENT ASSOCIATION

NOT CURRENTLY HOLDING SA POSITION



# POSITION RESPONSIBILITIES

TAKEN FROM THE BY-LAWS

## EXECUTIVE COMMITTEE

### PRESIDENT

Be the primary spokesperson and representative for the Student Association and Senate to the Board of Trustees, the Rice University administration, the faculty, the alumni, and any other groups, organizations, or individuals.

### INTERNAL VICE PRESIDENT

Coordinate and oversee the activities of the Student Association Standing Committees. Coordinate and oversee the New Student Representative program. Organize team-building and planning events, including Senate workshops and retreats as well as the changeover ceremony at the end of the Internal Vice-President's term.

### EXTERNAL VICE PRESIDENT

Assist the President in corresponding with and representing the Student Association and Senate to external groups and organizations, including, but not limited to, the University administration, departments, and offices. Coordinate and foster relations with the various segments of the Rice community, including, but not limited to, the Faculty Senate, Rice University alumni, University Standing Committees, the Graduate Student Association, and the Jones Student Association.

### SECRETARY

Keep complete minutes of all meetings of Senate and any other meetings of organizations and committees of the Student Association as deemed necessary by the Executive Committee. Make public records as defined in the SA Constitution and Bylaws available by request of a member of the Student Association. Keep voting records of all members of Senate and make them available to members of the Student Association via the Student Association website or other appropriate media. Be responsible for the upkeep of the Student Association calendar. Post any and all appropriate announcements and updates to the Student Association's electronic mailing list.

### TREASURER

Be the primary spokesperson and representative for the Student Association duties. Prepare a balanced operating budget in conjunction with the President for the Student Association for approval by Senate. Present to Senate an updated budget in accordance with the Biannual Report timeline in Section 4 (Blanket Tax). Be responsible for ensuring the compliance of the Student Association and its Blanket Tax organizations with procedures set forth by the University administration and the Student Association Constitution concerning the undergraduate Blanket Tax. and Senate to the Board of Trustees, the Rice University administration, the faculty, the alumni, and any other groups, organizations, or individuals.

# RESPONSIBILITIES CONT'D

## EXECUTIVE COUNCIL

### PARLEMENTARIAN

The Parliamentarian shall be responsible for advising the President, Senate, and other organizations and members of the Student Association on the constitution and on any questions of parliamentary procedure not covered by the SA Constitution and bylaws, in which case the Parliamentarian shall provide advice according to the current edition of Robert's Rules of Order, Newly Revised.

### DIRECTOR OF ELECTIONS

The Director of Elections shall be responsible for conducting all Student Association elections in accordance with this Constitution.

### DIRECTOR OF COMMUNICATIONS

The Director of Communications shall be responsible for assisting the Student Association in marketing activities as requested by Senate or by any member of the Executive Committee, which includes designing and disseminating any marketing materials as necessary.

### DIRECTOR OF TECHNOLOGY

The Director of Technology shall be the technology consultant to the Executive Committee and Senate.

### HISTORIAN

The Historian shall, in conjunction with the Secretary, be responsible for updating and maintaining the records of the Student Association. The Historian shall make photographic and video records of any Student Association activities as deemed necessary by the Executive Committee.

### DIRECTOR OF GOVERNMENT RELATIONS

The Director of Government Relations shall track government initiatives at the local, state, and national level, and bring relevant initiatives to the attention of the External Vice President and President for consideration. The Director of Government Relations shall advise and brief Senate on relevant topics as deemed appropriate by the External Vice President and President.

### DEPUTY TREASURER

The Deputy Treasurer shall assist the Treasurer on financial tasks of the SA including, but not limited to, Blanket Tax, Initiative Fund, and the SA bookkeeping. This position may not be held by a senior.

### CHIEF OF STAFF

The Chief of Staff will be responsible for managing and monitoring temporary committees, including working groups and task forces, as well as overseeing the flow of ideas through the organization.

# RESPONSIBILITIES CONT'D

## DEPUTY PARLEMENTARIAN

The Deputy Parliamentarian will be responsible for assisting the Parliamentarian in all aspects of their position, while gaining a thorough understanding of the SA Constitution, bylaws, and Robert's Rules of Order, Newly Revised.

## DIRECTOR OF INTIMATE PARTNER PREVENTION AND SUPPORT

The Director of Intimate Partner Violence and Sexual Assault Prevention and Survivor Support Policy, hereafter referred to as the Director, shall work with the Rice University Student Association, Students Transforming Rice Into a Violence-Free Environment, and Rice University's Office of Sexual Violence Prevention and Title IX Support to encourage, manage, and lead Student Association initiatives to mitigate and address issues surrounding sexual assault and harassment prevention, and resources for survivors.

## UNIVERSITY STANDING COMMITTEE

The University Standing Committee Representatives shall submit a written report to the External Vice-President following each meeting of their respective committees, describing the committee's activities and discussions. Where relevant, reports may make recommendations to the Executive Committee regarding the Student Association's response to any topics discussed or actions taken. Where relevant, reports may recommend changes in the committee's authority, duties, or procedure.

## COMMITTEES

### **Standing committees:**

Purpose. Student Association Standing Committees shall be permanent committees defined in this constitution in order to conduct continuing business of importance to the Student Association and in furtherance of the mission and purpose of the Student Association.

### **Temporary Committee:**

Purpose. Student Association Temporary Committees shall be created in order to conduct non-recurring business of the Student Association and/or to address issues of importance to the Student Association as the need arises. A Temporary Committee can be defined as the following

- a.** Working Group-Research-based Temporary Committee focused on the investigation of a specific problem; Work can lead to the creation of a Task Force.
- b.** Task Force- Action-based Temporary Committee focused on developing solutions to a specific problem;
- c.** Not required to create a Working Group to create a Task Force, although precedent must be defined.

**Q:** What are temporary committees and why form them?

**A:** Working Groups and Task Forces  
Working Groups = Research-based, investigation of a problem. Task Forces = Action-based, solutions to a problem

# COLLEGE SPECIFIC POSITIONS

## COLLEGE PRESIDENT

Relay information, gather feedback, and publicize Student Association efforts to their constituencies about present and future topics discussed at meetings of Senate; Represented in Senate proceedings the best interests of their constituents; Select, in conjunction with their college senators, New Student Representatives from their colleges.

## COLLEGE SENATOR

Create and enact legislation of Senate; Relay information, gather feedback, and publicize Student Association efforts to their constituencies about present and future topics discussed at meetings of Senate; Represented in Senate proceedings the best interests of their constituents; Select, in conjunction with their college presidents, New Student Representatives from their colleges.

## NEW STUDENT REPRESENTATIVES

Serve on a project or effort of the Student Association as directed by the Internal Vice-President; Assist Senators in relaying information, gathering feedback, and publicizing Student Association efforts to their constituencies about present and future topics discussed at meetings of Senate; and Represent their constituents in Senate proceedings.

# HOW DOES SENATE WORK?

## WHAT IS SENATE?

A space to discuss relevant campus issues/initiatives.

A space where student opinion can be discussed/declared.

A space where students can present on their work related to campus and request support/feedback.

A space where administrators, faculty and staff can join us for general Q&A and/or Q&A regarding a specific issue.

# ADVICE FOR MAKING CHANGE



## **STEP 0:**

Reach out to others who may be interested in this topic and/or able to help! Good first points of contact: your college Senator, committee member/chair, an executive team member, members of clubs relevant to your topic, faculty who may have an interest in your topic

## **STEP 1:**

Needs Assessment What are you looking into? Why do you need to address it? What data do you have related to it? What data do you need? Who is able to work on the issue? What are some initial steps to take? Is this relevant to undergraduates at Rice?

## **STEP 2:**

Current Policies What are we currently doing on this issue? What policies are related to it?

# ADVICE FOR MAKING CHANGE



## **STEP 3:**

Peer Institutions What are our peer institutions doing about this? Is it similar or different to Rice's policy? How similar is that institution to Rice? Would what they do actually work for Rice?

## **STEP 4:**

Identify Stakeholders Who would this impact? What offices/departments are involved? What student groups?

## **STEP 5:**

Approach the Gates of Change Who has the power to change this policy, and how do they like to work?

## **STEP 6:**

What happens if the meeting doesn't work out? What happens if this goes poorly?

# HOW TO WRITE A BILL

**The Heading:** Legislation type and number. The top of the bill helps the Secretary keep records of the work we present in senate. That's why we record the type of bill being introduced and its chronological number in relation to draft legislation of the same type. Come up with a fancy-sounding name, and don't forget to credit people who helped write it as sponsors!

**The Preamble:** Big ideas behind the bill (why writing), background research. Whereas "clauses" are joined together by commas, and each clause should introduce a separate piece of background information. They give insight into why you're asking the SA to make a statement or change. A common error is to make this the longest and most detailed part of the bill. If the preamble is too long it will distract from the directions your bill gives to the Student Association.

**The Body:** The change you are going to make, check the Governing Documents, Who, What, Where, When, How, Ending a long sentence

After the last Whereas clause, put a "therefore be it" and start your first Resolved clause. These clauses, separated by semicolons, give commands to parts of the Student Association to take an action (in a bill), a policy position (a resolution) or change the governing documents (an amendment to the bylaws or constitution). A healthy majority of your time and effort should be spent on the body to create a clear course of action. The more detailed this section is, the easier it is to verify that the Student Association has followed through.

**Email ([sapar@rice.edu](mailto:sapar@rice.edu)) for review or for example legislation and templates to simplify formatting your idea.**

# HOW TO WRITE AN EFFECTIVE EMAIL (FACULTY, ADMIN, AND STUDENTS)

Ex:

Dear Dr. \_\_\_\_\_ ,

My name is Jim Green and I am a Senator in the Student Association interested in recycling access.

I am currently working on a project to increase recycling rates at Rice and I would like to meet with you to learn more about what you do and discuss my ideas. I'm generally free on MWF after 1pm or Tuesday after 2pm, please let me know what time works best for you.

I hope you have a wonderful weekend.

Best,

Jim Green

Student Association Senator

# NOTABLE ADMINISTRATORS



**Kate Abad**  
Student Center  
Director  
*Supports students in  
leadership positions*



**Kristen Ernst**  
Associate Director of  
Student Engagement  
*Direct SA advisor: can  
recommend projects,  
provide other key  
contacts*



**Dr. Bridget Gorman**  
Dean of  
Undergraduates  
*Responsible for  
undergraduate life,  
link to campus  
administration*



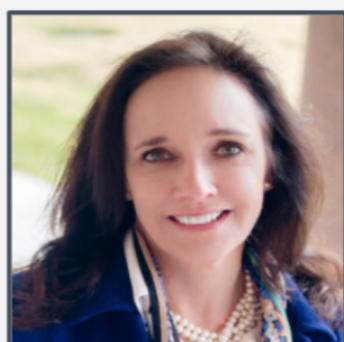
**Dr. Matthew Taylor**  
Associate Vice Provost  
*Initiatives to support  
low-income students,  
multicultural center*



**Richard Johnson**  
Director of  
Sustainability  
*Contact for green  
initiatives!*



**Joshua Eyler**  
Director of the Center  
for Teaching Excellence  
*Great for teaching,  
course-design, or  
syllabi related projects*



**Nicole Van  
Den Heuvel**  
Director of CCD  
*Great contact for  
career-related  
initiatives*



**Caroline Quenemoen**  
Director of the Center  
for Civic Leadership  
*Great for projects  
beyond the hedges*



**Dr. Reginald DesRoches**  
Provost  
*Chief academic officer of the university*



**Dr. Kevin Kirby**  
Vice President for Administration  
*Infrastructure of university: RUPD, Parking, H&D, FE&P*



**James Tate**  
Chief of Police  
*RUPD Chief, works with students on issues like security cameras*



**Catherine Clack**  
Director, Multicultural Affairs  
*Coordinates social, cultural programs to promote inclusiveness*



**Agnes Ho**  
Director of Student Wellbeing Office  
*Point of contact for wellbeing-related initiatives*



**Aliya Bhimani**  
Director of Academic Advising  
*Ask about available resources, advising system, grad requirements*



**Susann Glenn**  
*Director of Communications for Administration*



**Kathy Jones**  
Associate Vice President, FE&P  
*Construction, maintenance of facilities*



**David McDonald**  
Director of Dining  
*Main contact for most food-related projects*



**Tim Abraham**  
Assistant Director, Student Center  
*Help with room bookings*



**Adria Baker**  
Executive Director, OISS  
*Contact for international student projects*

**Jenny Brydon**

Senior Manager, International  
Advising and Programs

*Contact for international  
student projects*

**Brian Gibson**

Associate Dean of  
Undergraduates

*Second in command to  
Dean Gorman*

**Jessica McKelvey**

Director of Student  
Health Services

*Great for student health  
projects*

**Allison Vogt**

Associate Dean of  
Undergraduates, Title IX  
Office

*Great for sexual assault  
prevention/CTIS related  
projects as well as  
wellbeing projects*

**Katharine Shilcutt**

*Media Relations Specialist*

**Jessica Solomon**

Parking needs

**William Edmond**

Assistant Director of the  
OMA, Multicultural Affairs

# FUNDING

The Student Association budget has specific line items set aside for committees

**General project fund (all-purpose)** - \$2500

**Printing** - \$700

Other committee-specific programming like International Night, SAY Yes to You Week, etc. also has money set aside

## **Initiative Fund**

This fund is for new and innovative projects that serve the interests of the Rice community as a whole.

There is at least \$1,000 saved in the Blanket Tax for this fund, but generally far more is allocated for this purpose.

There are two rounds of Initiative Fund applications, one in the fall and one in the spring Blanket Tax organizations (that's us and a few others!) get priority review before other club applications are reviewed, but ask the Treasurer first if you can use the General Project Fund instead!

## **Student Activities/President's Programming Fund**

SAPP Fund can grant you up to \$1,500 per event that you host Here is where you can apply: <https://studentcenter.rice.edu/sapp>

Similar to Initiative Fund, you can apply when you have an event that will help benefit the Rice community.

**Difference from Initiative Fund:** Not overseen by Blanket Tax Committee More application reviews than Initiative Fund 8 opportunities as opposed to 2

# COMMUNICATIONS AND MARKETING

SA Communications Team oversees marketing, merchandise design, publishing & distribution of newsletters, and documenting SA events.

Contact for:

- Photos or videos of an event
- Designing promotional material (flyers or social media posts)
- Graphic Designs
- Aesthetic Powerpoints
- Getting your events on SA social media accounts

Reach out to [sasec@rice.edu](mailto:sasec@rice.edu) for more information or to have a graphic created.

# COMMUNICATING WITH the Rice Thresher

**So you've received a request for an interview from one of our writers. What should you do?**

1. Don't panic. Our writers are your peers and likely as nervous as you are. Interviews are not meant for the writer to intimidate you or to catch you in a "gotcha" moment — they are our attempt to cover all stories in a well-rounded, holistic way.
2. Try your very best to meet in person. While email or text interviews feel easier/safer, they often result in canned, generic quotes and they become tedious when the writer has follow up questions. Interviews are conversations more than anything!
3. Do your research:
  - Follow up on what the topic is: if you're not familiar with the subject, feel free to refer the interviewer to someone else.
  - Discuss the topic with members of your organization
  - Gather any important documents that you feel might help prove your point
4. Research the media organization (us!):
  - Who is their audience?
  - What have they written about before on this topic?
  - Who is the reporter?
5. Simplify your message: Know what you want to say
  - Think of relevant anecdotes ahead of time
  - State the key message first, then provide details
6. Communicate with the writer/editor
  - We will note if you do not respond (i.e. "(name) declined to comment at the time of publication"). This might set a tone that you don't want. If you don't feel comfortable responding, just let the writer know and refer them to sources that might be more useful.
  - If you feel that the writer didn't ask about something you want to talk about, introduce the topic at any point or tell them that there's context you'd like to discuss.
  - Additionally, if they don't ask (they should, but sometimes it slips through the cracks) be sure that the writer knows your preferred name, graduating year (especially if it differs from search.rice.edu), pronouns and college.
7. Overshare. Don't be afraid to explain key concepts and phrases. Make sure you know what you cannot/shouldn't say.
8. Don't say anything you don't want repeated. What you say will be attributed to you.
9. Good sources get asked back. With tight deadlines, we often find ourselves going to the sources that we know will reliably respond!