

Senate Bylaws

Article I Records

Section A

- 1) Attendance records shall be:
 - a) Kept current by the Secretary;
 - b) Sent to the President Pro Tempore;
 - c) Published in the Public Record;
 - d) Sent to the LeTourneau University Student press;
 - e) Sent to the Public Records Committee in electronic and paper form.
- 2) Minutes of the General Assembly shall be:
 - a) Written in accordance with *Robert's Rules of Order, Newly Revised*;
 - b) Copied and sent to:
 - i) The Senators in paper form by the next regular meeting;
 - ii) The members of the President's Cabinet;
 - iii) The members of the Executive Branch
 - iv) The Assistant Dean of Student Life, Associate Dean of Spiritual Life, Director of Counseling Services, and Manager of the University Store;
 - v) Published in the Public Record;
 - vi) The LeTourneau University Student press;
 - vii) The Public Records Committee in electronic and paper form.
- 3) Communications shall be:
 - a) Typed and given to the Secretary before the Call to Order of the meeting;
 - b) Sent to the President Pro Tempore before the Call to Order of the meeting;
 - c) Read by the Secretary;
 - d) Published in the Public Record;
 - e) Sent to the LeTourneau University Student press;
 - f) Sent to the Public Records Committee in electronic and paper form.
- 4) Committee minutes shall:
 - a) Record:
 - i) The time and place of the meeting;
 - ii) The members and guests present;
 - iii) The issues discussed;
 - iv) Any official recommendations and proposed amendments;
 - b) Be distributed with the General Assembly minutes;
 - c) Be sent to the LeTourneau University Student press;
 - d) Be typed and given to the Secretary before the Call to Order of the meeting;
 - e) Be published in the Public Record;
 - f) Be sent to the Public Records Committee in electronic and paper form.
- 5) Legislation returning from committee shall be sent to the following people by the Secretary before the next regular meeting:
 - a) The Student Body President;
 - b) The Student Body Vice President;
 - c) The President Pro Tempore;

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- d) The Senators.
- 6) Legislation that has come into effect recently shall be distributed with the minutes.
- 7) The Public Record shall:
 - a) Be kept in a place conveniently accessible by the entire Student Body;
 - b) Be updated on a bi-weekly basis;
 - c) Include:
 - i) All legislation in effect;
 - ii) All pertinent Senate information published by the media;
 - iii) Copies of all budgets and financial reports;
 - iv) All failed legislation;
 - v) A current copy of the Bylaws;
 - vi) A copy of the Student Body Constitution;
 - vii) All committee membership rosters;
 - viii) All documents as set forth in these Bylaws and the Student body Constitution.
- 8) Voting Record:
 - a) A roll call vote may be taken either at the discretion of the presiding officer or a vote of at least 20% or the Senators present.
 - b) The voting record shall be:
 - i) Published in the Public Record;
 - ii) Sent to the LeTourneau University Student press;
 - iii) Sent to the Public Records Committee in electronic and paper form.

Article II Legislation

Section A

Format for Bills

- 1) All bills must adhere to the following guidelines before being sent to committee and before being passed by Senate.
- 2) All bills shall contain the following items in the order specified:
 - a) Senate bill heading;
 - b) Enabling clause;
 - c) One or more sections.
- 3) The Senate bill heading shall contain the following in the order specified:
 - a) a line containing "LeTourneau University Student Senate" centered;
 - b) a line containing the following in the order specified:
 - i) "Sponsored by," followed by a list of names of Senators sponsoring the bill, followed by an optional "by request," if the bill was at the request of an individual not listed in those sponsoring the bill.
 - ii) "S." followed by the number of the bill which shall be added by the Secretary at the time which the bill is introduced on the floor.
 - c) A line containing "An Act" centered;
 - d) The long title of the bill.
- 4) The long title of the bill shall begin with the words "Relating to" and shall

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describe briefly what the bill is about.

- 5) The enabling clause shall be “Be it enacted by the LeTourneau University Student Senate.”
- 6) Sections.
 - a) All sections shall be prefaced with a short heading which shall be centered.
 - b) All bills shall contain a short title section directly after the enabling clause.
 - c) A purpose clause section shall be used only if the nature of the bill is not clear otherwise.
 - d) All bills shall take effect upon the signature of the President subject to the review of the appropriate administrative official, unless the bill has an effective date section which specifies otherwise.

Section B

Format for Resolutions

- 1) All resolutions must adhere to the following guidelines before being sent to committee and being passed by Senate.
- 2) All resolutions shall contain the following items in the orders specified:
 - a) Senate resolution heading;
 - b) Preamble;
 - c) Enabling clause if required;
 - d) One or more provisions;
- 3) The Senate resolution heading shall contain the following in the order specified:
 - a) A line containing “LeTourneau University Student Senate” centered;
 - b) A line containing the following in the order specified:
 - i) “Sponsored by,” followed by a list of names of Senators sponsoring the resolution, followed by an optional “by request,” if the resolution was at the request of an individual not listed in those sponsoring the resolution.
 - ii) “S. Res.” Followed by the number of the resolution, which shall be added by the Secretary at the time which the resolution is introduced on the floor.
 - c) A line containing “A Resolution” centered.
- 4) The preamble.
 - a) Each statement in the preamble shall begin with “whereas.”
 - b) The preamble shall contain reasons for the resolution.
 - c) The preamble shall not be used only if the resolution is amending the Constitution or the Constitutional Bylaws.
- 5) The enabling clause:
 - a) Shall be “Be it enacted by the LeTourneau University Student Senate.”
 - b) Shall be used only if the resolution is amending the Constitution or the Constitutional Bylaws.
- 6) Provisions.
 - a) The provision shall contain statements of what is to be done.
 - b) The first provision shall begin with “Resolved, by the LeTourneau University Student Senate, that.”
 - c) The following provisions shall begin with “resolved, that.”

**Article III
Committees**

Section A

Constitution Committee

- 1) The Constitution Committee shall be composed of at least five members.
- 2) All members shall be Senators.
- 3) The purpose of the Constitution Committee shall be to consider matters involving:
 - a) The Constitution;
 - b) The Constitutional Bylaws;
 - c) The Senate Bylaws;
 - d) The standing rules;
 - e) Official recognition of clubs, organizations, and non-residential societies;
 - f) Complaints against a club, organization, or non-residential society;
 - g) Allegations of violations of the Constitution.
- 4) Only matters adhering to its purpose may be sent to the Constitution Committee.

Section B

Financial Appropriations Committee

- 1) The Financial Appropriations Committee shall be composed of at least five members.
- 2) All members shall be Senators.
- 3) The purpose of the Financial Appropriations Committee shall be to consider matters involving:
 - a) Senate allocations
 - b) Budgets
 - c) Proposed purchases;
 - d) Proposed acquisitions.
- 4) Only matters adhering to its purpose may be sent to the Financial Appropriations Committee.

Section C

Academics Committee

- 1) The Academics Committee shall be composed of at least five members.
- 2) All members shall be Senators.
- 3) The purpose of the Academics Committee shall be to consider matters involving:
 - a) Courses;
 - b) Majors;
 - c) Tuition;
 - d) Learning resources.
 - e) Other academic campus improvements.
- 4) Only matters adhering to its purpose may be sent to the Academics Committee.

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Section D

Student Life Committee

- 1) The Student Life Committee shall be composed of at least five members.
- 2) All members shall be Senators.
- 3) The purpose of the Student Life Committee shall be to consider matters involving:
 - a) Residence halls;
 - b) Food services;
 - c) Room and board fees;
 - d) Laundry facilities;
 - e) Non-academic campus improvements.
- 4) Only matters adhering to its purpose may be sent to the Student Life Committee.

Section E

Public Records Committee

- 1) The Public Records Committee shall be composed of at least five members.
- 2) All members shall be Senators.
- 3) The purpose of the Public Records Committee shall be to:
 - a) Maintain the Public Record;
 - b) Assist the secretary as necessary;
 - c) Determine the content of the Senate Web Pages;
 - d) Maintain the Senate Web Pages;
 - e) Consider matters involving:
 - i) The Public Record;
 - ii) The Senate Web Pages;
 - iii) Any official Senate Record.
- 4) Only matters adhering to its purpose may be sent to the Public Records Committee.

Section F

Attendance

- 1) Committee Attendance shall be as stated in the Constitutional Bylaws, Article III, Section A.

**Article IV
Secretary Rights**

Section A.

- 1) The secretary may, at any time, correct article and section designations, spelling, punctuation, grammar, diction, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of Senate.
- 2) The secretary shall publish modifications made to all legislation within a reasonable time period.
- 3) The secretary shall in no case make modifications to legislation if the changes do

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not reflect the intent of Senate.

Article V Financial Reports

Section A.

- 1) The Student Body Treasurer shall present a current financial report for the Executive and Legislative Branches to Senate every second session of Senate.
- 2) The Secretary-Treasurer of LSM shall present a current financial report of LSM to Senate every fourth session of Senate.
- 3) The Secretary-Treasurer of YAC shall present a current financial report of YAC to Senate every fourth session of Senate.

Article VI Senate Debate Guidelines

Section A.

- 1) To invoke these Senate debate guidelines, a Senator must make a motion to vote to invoke these debate guidelines. If followed by a second, the Vice President will call a vote to invoke these debate guidelines using “Ayes” and “Nays”. These debate guidelines are to be invoked by a simple majority.

Section B.

- 1) The debate begins with an issue brought to the floor by a Senator or a cabinet member. After stating the issue to be debated, the Speaker Chair or Vice President (See italics below..i) will open the floor for questions, which will be followed by debate. These are the point-of-order rules for debate engagement:
 - a) If a Senator has a point he wants to make, he must raise his hand and wait to be called upon. (See italics below..ii)
 - b) After being called upon, the Senator must first state his name and which side of the issue he is taking before explaining his thoughts.
 - c) After stating his thoughts without interruption, the Senator is to take his seat.
 - d) Debate can then move forward with arguments from other Senators.
 - e) When the rules of debate are in effect, the elected Speaker Chair is responsible for making sure debate moves along without problems, and is in charge of calling on Senators to speak. If more than one person has raised their hand, and is waiting to speak, it is the job of the Speaker Chair to choose the person who has not yet participated in the debate.
 - f) During the debate, Senators are to treat their fellow colleagues with respect and are to address each other as “Senator (last name)”. No rowdy behavior, yelling, or foul language of any kind will be tolerated during the debate. If a Senator is found violating behavioral standards, the Speaker Chair has the right to request that the Sergeant at Arms remove that Senator from the debate and the Senate session.
 - g) The debate will conclude before or after the hearing of a maximum of 6 Senator opinions on each side of the issue (12 total). The Speaker Chair is the

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only person who will be allowed to override the maximum of 6 speakers per side and allow more Senators to speak on an issue. After the last Senator concludes, the debate will officially end when the Speaker Chair directs the floor to the Senator who originally brought the issue onto the floor. That Senator has the option of expressing a closing statement or relinquishing the floor.

- h) The Vice President then opens the floor to vote on the issue.
- i) Senate session continues.

i....In most cases, the Vice President handles the Speaker Chair's position. Therefore, all references to the Speaker Chair's position will be construed to be under the control of the Vice President unless a separate position for Speaker Chair is elected.

ii....If there are guests present who may offer more information regarding the issue, the Speaker Chair may allow them to speak at his discretion.