

S.B.C. 6 (2024)

Clarifying the Status of Senate Legislation, Including Resolutions and Open Letters

Drafted by:

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IN AMENDMENT TO:

Articles II, IV, XII, and Appendices 19, 42, 45, and 46 of the Bylaws of the Associated Student
Government of Santa Clara University

All changes highlighted in yellow.

IV. Legislative Branch

N. Senate Legislation

1. Resolutions

- a. Resolutions must address the needs of the student body or issues that have a direct impact on campus life or the functioning of the university.
 - i. Document authors may include instructions regarding how the resolution will be sent out but given that resolutions must have functionality independent of their dissemination, there is no requirement to do so.
 1. Instructions should include the following: list of recipients, send-time consideration, and if there are any additional attachments to be sent out within the email containing the resolution.
 - ii. Resolutions should include a clear call to action, either on the part of ASG or on the part of another individual or organization.
 - iii. Non-material edits are permitted (i.e. grammar) after the Student Senate approves the resolution.
 - iv. Endorsements from other individuals or clubs are permitted following the Student Senate's finalization and passage of the resolution.
 1. If endorsements are added before the passage of the resolution by the Student Senate, document authors must make clear that the resolution is a draft, and ensure endorsers approve any changes made during the voting process.
- b. Resolutions should strive to follow the resolution template found in Appendix 18.

2. Open Letters

- a. Open Letters must address the needs of the student body or any issue within the scope of each senate committee that the Student Senate finds important.
 - i. Document authors must include instructions regarding how the open letter is to be sent out within the first page of the document (including where it will be posted, ie. on the ASG Instagram); this will be omitted when sent out to the student body.
 1. Instructions should include the following: list of recipients, send-time consideration, and if there are any additional attachments to be sent out within the email containing the Open Letter.
 2. The Open Letter must be sent out via all external ASG communication channels (i.e. ASG Instagram, ASG Newsletter, etc.)
 - ii. No call to action is required, but may be included.
 - iii. If applicable, letter authors must include relevant resources.
 - iv. As determined by the document authors, the recipients of the Open Letter must include the student body email list, as well as any individual member of SCU.
 - v. Non-material edits are permitted (i.e. grammar) after the Student Senate approves the Open Letter.

- vi. Endorsements from other individuals or clubs are permitted following the Student Senate's finalization and passage of the open letter.
 - 1. If endorsements are added before the passage of the open letter by the Student Senate, document authors must make clear that the resolution is a draft, and ensure endorsers approve any changes made during the voting process.
 - b. Within 7 calendar days of passing, the Open Letter must be either sent out or vetoed by the Student Body President unless specified to be sent later by document authors.
 - c. If vetoed and overridden by a supermajority vote, the letter must be sent out by the Student Body President within 7 calendar days of the override vote unless specified to be sent later by document authors.
 - i. Send-time considerations must be flexible to this timeframe.
 - ii. The body of the email containing the Open Letter must only include the contents of the Open Letter, unless otherwise specified by the document authors.
 - 1. Any additional attachments or messages within the email beyond what is included on the first page of instructions must be voted on and approved by the Student Senate. Additional attachments or messages not voted on and approved by the Student Senate must be sent in a separate email or line of communication with the caveat that the information presented there was not voted upon by the Senate.
 - d. Open letters should strive to follow the open letter template found in Appendix 19.
3. Commendations
- a. Commendations should recognize the actions or accomplishments of an individual, or group of individuals, and their impact on campus life or the functioning of the university.
 - i. Commendations should include a clear explanation of why the individual or group of individuals is worthy of receiving a letter of commendation.
 - b. Commendations should strive to follow the resolution template found in Appendix 20.

II. Executive Branch

D. Veto Power

1. The Student Body President shall possess the power to veto any resolution, **open letter**, commendation, or other legislation, including changes to these Bylaws, that the Student Senate has passed.
2. The Student Body President is required to issue the decision on a veto either within 7 calendar days or before the next Student Senate meeting, whichever comes first.
3. If the time limit passes without a signature, the action in question will immediately go into effect as if the President signed it.
 - a. The Student Body President's veto can be overridden by a supermajority vote of the Student Senate.

XII. Archiving

3. Legislative Branch Documents (Senate Chair or Pro Tempore)

1. Resolutions
2. Open Letters
3. Commendations
4. Quarterly Voting Records
5. Quarterly Attendance Records
6. Quarterly Senate Meeting Minutes
7. Quarterly Club Funding Records
8. Legislative Branch Appointment Forms (Chief Justice)
9. Legislative Branch Committee Appointment Forms (Chief Justice)

IV. Legislative Branch

A. Senate Committees

1. The Committee Chairs shall:
 - a. Act as the liaison between the Senate Chair and their committees.
 - b. Be nominated by the Senate Chair and be subject to a supermajority vote by the Student Senate.
 - c. Have such powers as are necessary for the operation of their committee consistent with these Bylaws.
 - d. Be responsible for organizing and holding at least eight (8) meetings for their respective committees each academic quarter.
 - e. Be members of the Chairs' Committee.
 - f. Be responsible for all duties enumerated in Appendix 41.
2. The Committee for Social Change ("CSC") shall:
 - a. Be composed of at least four (4) senators and not more than nine (9) senators on the committee of which a majority must be class senators. One (1) Senator shall serve as Chair.
 - b. Conduct research and review University policies and other ASG affairs related to social change and report findings to the Student Senate on these matters.
 - c. Organize events related to social justice/social change.
 - d. Write resolutions, open letters, and commendations for the Student Senate regarding all social change issues on campus.
3. The Campus Engagement Committee ("CEC") shall:
 - a. Be composed of at least four (4) senators and not more than nine (9) senators on the committee of which a majority must be class senators. One Senator shall serve as Chair.
 - b. Function as the liaison between the Student Senate, administration, and the undergraduate student body.
 - c. Collaborate with the Public Relations Branch to publicize Student Senate-wide actions and events to the student body.
 - d. Write commendations for notable activities of members of ASG and the student body.
 - e. Be responsible for projects and programs which establish relationships with, and seek to serve, specific constituency groups in the campus population.
4. The Student Affairs Committee ("SAC") shall:
 - a. Be composed of at least four (4) senators and not more than nine (9) senators on the committee of which a majority must be class senators. One (1) Senator shall serve as Chair.
 - b. Meet weekly at least two (2) business days in advance of the weekly Student Senate meeting.

- c. Write and recommend all legislation to the Student Senate concerning all Registered Student Organizations (“RSOs”), including status changes and Discretionary Funding Requests (“DFRs”).
 - d. Write resolutions, **open letters**, and commendations for the Student Senate regarding all RSO activity on the University campus.
 - e. Serve as a communication link between the RSOs and ASG. The SAC shall post their office hours each quarter.
 - f. Communicate procedures to the student body for establishing and maintaining RSO status.
 - g. Maintain all records related to RSOs including Constitution, Bylaws, quarterly budget and activity reports, DFRs, and any other materials necessary in support of clubs.
 - h. Maintain records of all DFRs, providing copies to the Financial Vice President, Center for Student Involvement (“CSI”) Staff Advisor, and when appropriate the CSI Director.
5. The University Enhancements and Operations (“UEO”) shall:
- a. Be composed of at least four (4) senators and not more than nine (9) senators on the committee of which a majority must be class senators. One (1) Senator shall serve as Chair.
 - b. Designate one member to be in contact with the Dining Services Committee and Dining Services Contract Committee and meet with them as necessary.
 - c. Write resolutions, **open letters**, and commendations for the Student Senate regarding all facilities and operations on the University campus.
 - d. Be in charge of all concerns related to the maintenance, operations, and health issues of student-used facilities.
 - e. Serve as a communication link between the students, Student Senate, and directors of the University’s facilities, services, and food services on a regular basis as determined by the UEO and the Chair of the UEO.
6. The Chairs’ Committee shall:
- a. Be composed of the Chair of the Student Senate, Senate Chair Pro Tempore, Parliamentarian, and the Chairs of all standing committees. The Chair of the Student Senate shall oversee the Chairs’ Committee.
 - b. Meet a minimum of eight (8) times per quarter.
 - c. Advise the Senate Chair on matters of the Student Senate.
 - i. This includes but is not limited to priority setting, planning of regular agendas, general operations, and procedures.
 - d. Discuss the issues facing the Student Senate and decide on a course of action.
 - e. Review all resolutions, **open letters**, and commendations before presentation, debate, and voting of the full Student Senate.
 - f. Be advised regarding Senator conduct and fulfillment of office hours by the Parliamentarian.
 - g. The Senate Chair Pro Tempore shall maintain a record of these meetings and shall post them in ASG office one (1) business day following the meeting.



SENATE CHAIR
Legislative Branch
Appendix 42

I. General Information

- A. Act as the overall leader of ASG’s legislative activities and the central representative of the Santa Clara University Student Senate.
- B. Supervised by ASG’s CSO Advisor.
- II.** Essential Responsibility
 - A. Effectively utilize Senate’s resources to accomplish constructive goals that benefit the student body and coordinate the efforts of Senators in an efficient manner in accordance with the ASG Constitution and Bylaws.
- III.** Specific Responsibilities
 - A. Be thoroughly familiar with the rules of the Senate (Robert’s Rules of Order, Newly Revised (RONR); the Standing Rules of the Student Senate) and the bylaws of the organization so as to be able to effectively and confidently preside over the Senate.
 - B. Set and implement goals for all related areas of student communication, facilities and operations, student affairs, and current University issues on-campus.
 - C. Plan Senate retreats, transition, team building, and evaluations.
 - D. Prepare meeting agendas, organize, plan, and chair the weekly Student Senate meeting.
 - E. Delegate responsibilities to Senate committee members
 - F. Mediate Senate meeting discussion.
 - G. Prepare meeting agendas, organize, plan, and chair the weekly Committee Chair meeting.
 - H. Appoint, supervise, and evaluate the following personnel in accordance with the goals of ASG:
 - 1. Senate Chair Pro Tempore.
 - 2. SAC Chair.
 - 3. UEO Chair.
 - 4. CUIC Chair.
 - 5. SEC Chair.
 - 6. At Large Senators.
 - 7. Parliamentarian.
 - I. Actively manage the Legislative Branch in a professional manner.
 - J. Promote and provide guidance for the writing of legislation, resolutions, open letters, and commendations.
 - K. Work closely with other student organizations and administration to represent student interests.
 - L. Train all Senators in their duties



CLASS SENATOR
Legislative Branch
Appendix 45

- I.** General Information
 - A. To be responsible for writing and enacting all legislation and laws, recommending budget allocations for CSOs, allocating funds to RSOs, and serving as the primary forum through which student concerns are addressed.
 - B. Supervised by the Senate Chair.
- II.** Essential Responsibility
 - A. Act as the voice of the student body in matters that affect Santa Clara University.

B. To convey student opinion and concerns to the appropriate University administrators and committees.

III. Specific Responsibilities

A. Be familiar with the rules of the Senate (Robert's Rules of Order, Newly Revised (RONR); the Standing Rules of the Student Senate) and the bylaws of the organization.

B. Engage in frequent communication with constituents, and offer a quarterly opportunity for constituents to offer ideas, needs, and interests.

C. Bring to the Senate any recommendations for legislation and work with the Parliamentarian to update current or write new legislation.

D. Write resolutions **and open letters** on behalf of the Senate to express support of initiatives, programs, or plans, and take action on such resolutions.



AT LARGE SENATOR

Legislative Branch

Appendix 46

I. General Information

A. To act as advisory representatives for writing and enacting all legislation and laws, recommending budget allocations for CSOs, allocating funds to RSOs, and classes, and serving as the primary forum through which student concerns are addressed.

B. Supervised by the Senate Chair.

II. Essential Responsibility

A. Act as the voice of the student body, specifically the constituents represented, in matters that affect Santa Clara University.

B. To convey constituent opinion and concerns to the appropriate University administrators and university committees.

III. Specific Responsibilities

A. Be familiar with the rules of the Senate (Robert's Rules of Order, Newly Revised (RONR); the Standing Rules of the Student Senate) and the bylaws of the organization.

B. Engage in frequent communication with the body of constituents represented.

C. Serve on one Senate Committee. (Communications, Facilities and Operations, Current University Issues, or Student Affairs)

D. Facilitate and protect the interests of all student organizations.

E. Complete any tasks required for Senate Committees.

F. Act as direct liaison between Senate constituency groups by offering a quarterly opportunity for constituents to offer ideas, needs, and interests.

G. Write resolutions and open letters on behalf of the Senate to express support of initiatives, programs, or plans, and take action on such resolutions.

IV. Qualifications

A. Must be currently enrolled in at least one course as an undergraduate student at SCU.

B. Must be in good academic and behavioral standing with the University (e.g., minimum cumulative 2.0 GPA and not on any type of probation as defined in the Undergraduate Bulletin, etc.).



OPEN LETTER

Appendix 19

Letter/Email subject: *Example: Addressing the Cars 4 Release*

Letter/Email recipients: *Example: Student body*

Letter/Email attachments (drive links if applicable): *Example:*
<https://drive.google.com/drive/u/1/folders/0AGPNMKFm-KjSUk9PVA>

Send-time considerations:

Examples:

8:00AM on a Monday

10:00AM Christmas

ASAP

[Letter body] *Examples found at* 📄 [ASG Iran Open Letter.pdf](#) and 📄 [Arts Open Letter \(Final\)](#)