

S.B.C. 12 (2024)

Standardizing Senate Measures

Drafted by Evan Fine, Student Senate Chair
Endorsed by Carolyn Bayram, Sophomore Senator
Endorsed by Madi Moynihan, Senator At-Large for Health and Wellness

IN AMENDMENT TO:

Amending Appendix 17 and 18 of the Constitution and Bylaws of the Associated Student
Government of Santa Clara University

All changes highlighted in **yellow**.

COVER PAGE FORMAT:

BYLAW CHANGES

(all text centered)

7 empty Times New Roman size 11 lines

Number in Bold Times New Roman size 18

1 empty space in Bold Times New Roman size 18

Title in Times New Roman Size 12 (should be only 1 line)

7 empty Times New Roman size 11 lines

[1] “Drafted/Endorsed by” in Times New Roman size 12

[2] “Drafted/Endorsed by” in Times New Roman size 12

[3] “Drafted/Endorsed by” in Times New Roman size 12

Empty Times New Roman size 11 lines as needed to satisfy quota from next line

“IN AMENDMENT TO:” in Times New Roman size 12, 21 lines from the bottom

1 empty space in Times New Roman size 12

Amended sections in Times New Roman size 12

“All changes highlighted in yellow.” 8 lines from bottom in Times New Roman size 12 (color is #ffe599)

RESOLUTIONS

(all text centered)

7 empty Times New Roman size 11 lines

Number in Bold Times New Roman size 18

1 empty space in Bold Times New Roman size 18

Title in Times New Roman Size 12 (should be only 1 line)

7 empty Times New Roman size 11 lines

[1] “Authored/Co-Authored/Endorsed by” in Times New Roman size 12

[2] “Authored/Co-Authored/Endorsed by” in Times New Roman size 12

[3] “Authored/Co-Authored/Endorsed by” in Times New Roman size 12

Empty Times New Roman size 11 lines as needed to satisfy quota from next line

“ADDRESSED TO:” in Times New Roman size 12, 21 lines from the bottom

1 empty space in Times New Roman size 12

Addresses in Times New Roman size 12 as needed

(examples to follow on other pages)

In Amendment to Appendix 18 (new Page 1; existing page is now Page 2)

S.B.C. [NUMBER] ([YEAR])

[TITLE]

Drafted by [AUTHOR], [POSITION]

Drafted by [AUTHOR], [POSITION]

Drafted by [AUTHOR], [POSITION]

IN AMENDMENT TO:

[AMENDED SECTIONS]

All changes highlighted in yellow.

S.R. [NUMBER] ([YEAR])

[TITLE]

Authored by [AUTHOR], [POSITION]
Co-Authored by [AUTHOR], [POSITION]
Co-Authored by [AUTHOR], [POSITION]

ADDRESSED TO:

[ADDRESSEE(S)]

In Amendment to Appendix 17 (new Page 1)

Resolution Format and Sample Resolution

Drafted by Evan Fine

Written with Isabelle Dachs, '22-'23 Student Senate Chair

A document outlining the format for a resolution within the Santa Clara University Associated Student Government.

Document Contents

Page 2

Resolution Template

Pages 3–4

Sample Resolution

Document Legend

[text within brackets]

Denotes substitute material to be replaced with applicable text

(*italic text with parentheses*)

Denotes notes on the substance of the final text

In Amendment to Appendix 17 (new Page 3)



[Resolution Title]
[Month, Day, Year]

The Student Senate,

RECOGNIZING [text] (*This is your introduction. Tell us some background about your topic and perhaps some precedent for your given topic. This section should tell us why it's important to consider this topic, both within our school community and within greater communities outside of our school. Feel free to link to articles, statements, or other information to build ethos. If you want to fit in a lot of information, split between multiple paragraphs where each paragraph focuses on a key idea. You can introduce new paragraphs with headers such as "FURTHER RECOGNIZING."*) —

ACKNOWLEDGING [text] (*This is your justification. Tell us about the student voices on-campus who want for this resolution and this change to happen. Acknowledge strong opinions in the student body and among the SCU community. Again, feel free to link to articles, statements, or other information to build ethos. You can introduce new paragraphs with headers such as "FURTHER ACKNOWLEDGING."*) —

BE IT RESOLVED [text] (*This is your call to action. What do you want for this resolution to accomplish? Your entire document has built precedent and argumentation to lead to this paragraph. It should only be one sentence; be concise.*).

So signed by the following individual (can be "individuals" if your document is co-authored), representative of the collective approval of the Associated Student Government of Santa Clara University,

[/s/ signature]

[Name]

[Position within ASG (*optional*)]

[Role in Document Authorship]