

TCU Senate Bylaws 2008–2009
Amended and Ratified September 21st, 2008

Operating Rules

1. The TCU Senate consists of duly elected Senators, Community Representatives, and Trustee Representatives. Senators and Community Representatives are considered to be voting members of the Senate.
2. More than half of the voting members of the Senate must be in attendance to constitute a quorum.
3. Members of the Senate shall be expected to attend all Senate meetings. Attendance at a meeting shall be defined as presence for the entire meeting. A half-absence will be recorded when a member is present for over half of the meeting, but not the full meeting. A half-absence will also be recorded when a member misses a meeting of his/her assigned committee or an office hour. Additionally, a half-absence will be recorded when a member of the Allocations Board misses an Allocations Board meeting. The third unexcused absence of a member, excluding Trustee Representatives but including Community Representatives, in a given academic year will constitute that member's resignation. Excused absences will be at the discretion of the members of the Executive Board, who shall meet on a weekly basis to assess each absence. The Historian will have final say on whether or not an absence is excused. The Historian shall be required to inform any member with two unexcused absences in one academic year of their absence totals.
4. Office hours shall be allocated as follows;
 - a. All members of TCU Senate, excluding Community Representatives but including Trustee Representatives: one hour per week,
 - b. Members of the Executive Board: one additional hour per week.
5. The Senate is empowered to enact any additional bylaws it deems necessary to carry out its functions under the Constitution and these bylaws.
6. The bylaws of the Senate may be amended at any meeting by a two-thirds vote, provided notice of all proposed changes is given to the members in a full Senate meeting at least one week in advance.
7. All full Senate meetings will be conducted in accordance with the Senate bylaws. The procedure outline maintained by the Parliamentarian shall be used as a secondary reference. When questions on procedure arise, the Parliamentarian shall reference Robert's Rules of Order ("Robert's Rules"). However, the Parliamentarian's decision shall be based on the best interests of the Senate and may therefore conflict with Robert's Rules.
8. During the period when resolutions are brought before the TCU Senate in a weekly meeting, the Parliamentarian is empowered to yield time to all persons who are not members of the TCU Senate and wish to comment on a resolution. Said persons may add themselves to the speakers list if an objection is heard to a resolution.

9. Once recognized by the chair, members of the Senate may only speak on matters relevant to the current business or motion. Any attempt to filibuster puts that member immediately out of order.
10. The Senate, as defined by the Constitution, shall consider a member of the Senate for impeachment if he/she violates or authorizes the violation of Tufts University rules or exceeds his/her authority.
11. The Executive Board of the Senate shall draft an agenda prior to each meeting.
12. Voting members of Senate who abstain from voting are not counted for purposes of assessing the majority position in the vote total.

Committee and Representative Rules

1. Trustee Representatives shall be determined by an application and hearing process before the full Senate during the opening weeks of the fall semester. The Vice President of the Senate shall oversee this process.
2. Representatives to student-faculty committees shall be determined by the third meeting of the full Senate through consultation with the Vice President.
3. All committees, standing or ad-hoc, shall submit biannual reports during the first Senate meeting in December and the first Senate meeting in April. The Senate President shall include these reports in his/her tri-annual reports.
4. The Senate President shall present his/her tri-annual reports for September and February during the first full Senate meeting of each respective month. The April report shall be presented at the last full Senate meeting of the month. The Historian shall file copies of these reports in the Senate archives.
5. The following Allocations Board councils shall exist to facilitate the allocation of funds to student organizations:
 - I. Culture Groups
 - II. Social Organizations
 - III. Media Groups
 - IV. Religious Groups
 - V. Performance and Arts Groups
 - VI. Community Service and Miscellaneous
 - VII. Pre-Professional Groups
 - VIII. Political and Community Concerns
 - IX. TCU Government
6. The Allocations Board (ALBO) shall be responsible for assigning clubs recognized by the TCU Judiciary to their respective councils. ALBO shall maintain its own bylaws to govern treasury procedures. These bylaws shall be included in the Treasury Procedures Manual.

7. At In-House elections, the Senate shall hear nominations for the Allocations Board, which shall require a nomination and a second, and all senators shall rank their top six (6) choices to serve. Following their election, the members of the Allocations Board shall elect, from among themselves, one senator to serve as TCU Associate Treasurer. Those elected to the Allocations Board shall, prior to their first meeting, select which council they wish to chair, with any disputes resolved by the Treasurer. The election for Assistant Treasurer shall take place in September, in accordance with the provisions of the TCU Constitution. This By-Law shall take effect beginning with the 2009-2010 Academic Year. Should a vacancy arise on the Allocations Board, a new member shall be elected to fill the corresponding vacant council.
8. Any committee that desires its own set of operating rules shall draft bylaws in consultation with the Parliamentarian. The Parliamentarian shall serve as unbiased, confidential counsel when consulting committees on the development of bylaws. The Senate shall then vote on the committee's bylaws.

Miscellaneous Rules

1. Members of the Senate, excluding Community Representatives but including Trustee Representatives, are required to engage in at least one office hour each week. Community Representatives are required to consistently attend the meetings of the group by which they were elected. The Historian is responsible for creating a schedule of office hours as well as verifying that members are adhering to these responsibilities.
2. Each Senator will be responsible for communicating with his/her constituency on a regular basis. Required communication includes, but is not limited to, an email message from Senators to their respective constituencies at least once each semester. Each email message shall include the contact information for the relevant Senators.
3. The Historian shall record minutes for each full Senate meeting. At the start of each meeting, the Senate shall vote to approve the minutes from the preceding meeting.
4. All meetings deemed closed to only the members of the body are implicitly confidential. Any member that breaches this confidentiality is effectively resigning his or her position on the Senate.
5. Impeachment proceedings against members of the Senate can be brought about by a two-thirds vote of present and voting members provided that:
 - a. The article(s) of impeachment was/were presented to the body at least one week in advance of said vote, and that
 - b. A member of the Senate Executive Board notified the party in question at least one week in advance of the impending vote, and that
 - c. The above-mentioned member of the Executive Board provided all information regarding the impeachment in writing to the party in question.