

**Xavier University Student Government Association  
Student Senate**

**Rules of Order**

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**As Adopted by the Xavier University  
Student Government Association  
Student Senate**

Complied By:

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**Revised 2009-2010 by the Association Affairs Committee  
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Xavier University Student Government Association  
Student Senate

**Rules of Order**

**Chapter One: Order of Business**

1. Call to Order

The Legislative Vice President, hereinafter LVP, or the Senate Coordinator calls the meeting to order at the specified time. Everyone takes seats. Cell phones and pagers must be turned off, or set on silent or vibrate, and must be out of sight. Any senator who answers his/her phone, or is seen interacting with their phone during the meeting, will be out of order. Exceptions may be made with prior approval of the LVP.

2. Roll Call

The Resource Assistant, or appointed representative, calls each Senator's name for attendance. All Senators must be present when called for attendance, or shall be considered late and lose their voting rights.

3. Prayer

A volunteer will give a short prayer to start the meeting. The Presiding Officer will ask a volunteer to give the prayer for the next meeting.

4. Approval of Previous Minutes

The Resource Assistant presents the Minutes of any previous meeting that have not been approved. The minutes may be approved, amended and approved or postponed until next meeting. Minutes may not be postponed more than once.

5. Public Forum

Any member of the Xavier Community may address Senate on any issue.  
Three minutes per person allowed.

Any person choosing to speak must answer any questions from the floor about their concern.

## 6. Report of the Administration/University Committee

The Senate Coordinator shall schedule a member of the university faculty, staff, or administration, or a member of a university committee, including students, to report certain aspects of the university to Senate. This shall occur at a majority of the regularly scheduled meetings. At this time Senate will have the opportunity to interact with, and ask questions of the guest. Senate will be notified at least one week in advance of any scheduled guest.

## 7. Opinion Entries

Each Senator has the opportunity to read a statement on any topic, or topics they find pertinent. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Five minutes allowed per Senator.

## 8. Scheduled Business

Items postponed from previous meetings or scheduled for this meeting will be listed on the Agenda and called in order by LVP or Presiding Officer.

## 9. New Business

Major proposals or main motions of an administrative nature may be introduced and clarified.

## 10. Standing Committee Reports

The Chairs of the standing committees will report on committee business and propose courses of action arising from it. Senators may ask questions that address the report. This must be a typed statement. The Committee Report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

## 11. Special Committee Reports

The Chairs of any special committees will report as above.

## 12. Project Reports

Individual Senators may report to the Senate on the status of any current or proposed projects. At this time Senators may bring issues to the floor that warrants the attention of the Senate. This must be a typed statement. The Project Report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting. No motions requesting action will be presented during this portion of the meeting. Senators will address questions concerning their projects or the issues they have raised.

13. Report of the Association President

The Association President may report on his or her activities since the last meeting, relay correspondence from outside of the Association that warrants Senators' attention, and express his or her opinions on issues of the day. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Seven minutes allowed. He or she will answer questions from Senators about his or her report or other issues. Three minutes of questions from the floor allowed.

14. Report of the LVP

The LVP may report on his or her activities and issue orders and directives. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Five minutes allowed. He or she will answer questions from Senators about his or her report. Three minutes of questions from the floor allowed.

15. Report of the Administrative Vice President

The Administrative Vice President, hereinafter AVP, will report on his or her activities and those of the group he or she works with. He or she may express his or her opinions on issues of the day. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Five minutes allowed. He or she will answer questions from Senators about his or her report. Three minutes of questions from the floor allowed.

16. Report of the Senate Coordinator

The Senate Coordinator may report on his or her activities if necessary. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Five minutes allowed. He or she will answer questions from Senators about his or her report. Three minutes of questions from the floor allowed.

#### 17. Report of the Advisor

The Advisor may address any issue he/she feels is relevant to the day. This must be a typed statement. The report shall be emailed to the Resource Assistant within 24 hours of the adjournment of that meeting.

Seven minutes allowed. He or she will answer questions from Senators about his or her report. Three minutes of questions from the floor allowed.

#### 18. Report of the Resource Assistant

The resource assistant member may address any issue(s) he/she feels is relevant. He/she is asked to respond to questions from the floor.

Five minutes allowed. He or she will answer questions from Senators about his or her report. Three minutes of questions from the floor allowed.

#### 19. Pass the Gavel

The LVP will pass the gavel around the table, and each Senator, upon receiving it, will say at least one word.

Senators may take this opportunity to report to the Senate any issue, which was not presented during his or her previous report. Senators shall refrain from this during any other point in the meeting.

#### 20. Adjournment

The LVP will adjourn the meeting if there is no objection. A majority vote may recall any item of the Agenda for more attention.

### **Chapter Two: Time and Place of Meetings**

The Senate shall meet in a regular place, and at regular times throughout the academic year, at least once each full week except finals weeks, and at the call of its Presiding Officer or a majority of its members. These meetings should be promoted as open to the student body. Senators are required to be present from 3:00pm - 5:00pm on Mondays, unless excused by the presiding officer. Senators who have continual conflicts will be brought up for impeachment.

## **Chapter Three: Standing Committee Structure**

*Section 1.* There shall be five standing committees of the Senate, these being Association Affairs, Club Relations, Community Affairs, Financial Affairs, and Student Life. The chair and members of each committee shall be decided by the Senate majority upon recommendation by the Legislative Vice President. Terms as chair and member shall run concurrent to the Senate term. Each committee shall have two categories of duties: oversight of duties in the committees' particular area and the conduct of Senate business assigned to it by the majority. All committees shall operate under the provisions of the Association Constitution concerning the Senate committees. The chair of each committee shall be responsible for the conduct of business assigned to the committee, the development of policy recommendations in matters under review by the committee, all correspondence and records related to the committee's work or deliberations, and the development of each member as a Senator. Each committee shall determine and announce regular meeting times and places, at least once every week. Each committee shall have \$200 appropriated for its use in conducting its business or supplementation of projects undertaken by its members. All monies spent from this appropriation must be agreed upon by a majority of the committee members. The chair shall be responsible for reporting to the Financial Affairs Committee and the Senate on a monthly basis the amount and purpose of any expenditure made from this appropriation.

*Section 2.* The Senate Standing Committee on Association Affairs shall oversee the consideration of all matters that may come to the attention of the Senate relating to the organization of the Association or the operations of its branches and bodies. All contracts with individual students or student organizations proposed by the Association President or the Student Activities Council, hereinafter the SAC, shall be reviewed by this committee when a matter of serious consequences is involved. The Senate Coordinator will inform the Association Affairs Chair of any disciplinary problems that may exist within Senate. Likewise, the Chair of the Board of Elections will inform the Association Affairs Chair of any discrepancies that may arise during campaigning and elections. The committee shall perform any investigations necessary concerning disciplinary proceedings within the Senate, and review the removal of students from an Association office, unless one of its members or its Chair is directly involved. The Senate Coordinator, in conjunction with all of the standing committee chairs shall perform the investigation in such a case. After such an investigation, the committee will make a recommendation to Senate on what actions or measures should be placed on the student officeholder of the Association in question in accordance with the Association Constitution. The committee shall make recommendations to the Senate for majority approval in all matters concerning branches and Subordinate Bodies, and review of all proposed amendments to the Association Constitution and Senate Rules of Order. The AVP shall select a member of Senate, preferably from the Association Affairs Committee to participate as a member on the SAC Selection Committee. This Senator will recommend the selected individuals to the Senate and the Association President for approval.

*Section 3.* The Senate Standing Committee on Club Relations shall oversee the consideration of all matters regarding student clubs, organizations, and student businesses. This includes making of recommendations to the Senate for majority approval in all matters concerning requests for recognition of student clubs, organizations, and businesses, and changes in status or organization

of Clubs. The Club Relations Committee shall compile and maintain a master list of all active clubs, organizations, and businesses. This includes current contact information for all advisors, who are required to be a full-time University employee, and officers to be collected annually with the Club Activation Forms. Furthermore, the Club Relations Committee shall foster an effective line of communication between the Senate and clubs. The committee will maintain an awareness of inactive clubs and will recommend to the Association Affairs Committee Chair any potential revocation of charters in the event that a particular club, student organization, or student business is not fulfilling outlined requirements. It is the responsibility of the Club Relations Committee to organize a Club Workshop for student club, organization and business officers and advisors at the beginning of each academic year. In addition, the Club Relations Committee will coordinate Club Day once during the first month of the Fall and Spring semesters.

*Section 4.* The Senate Standing Committee on Community Affairs shall oversee the consideration of all matters that directly affect the University's surrounding communities. These matters include, but are not limited to, the establishment of effective and sustainable neighbor-student relationships which will be created through regular participation in community and city council meetings; and collaboration with appropriate bodies by seeking and implementing collective solutions which meet University and neighborhood expectations. In addition to these responsibilities, the Committee shall be responsible for making appropriate recommendations to the Senate on ways the Association, the University, and surrounding communities can work in conjunction toward betterment and growth.

*Section 5.* The Senate Standing Committee on Financial Affairs shall be the representatives from the Senate who sit on the Financial Affairs Committee. The Senate Standing Committee on Financial Affairs shall be responsible for reporting decisions of the Financial Affairs Committee to the Senate and presenting relevant proposals for approval from the Senate. These proposals shall include, but will not be limited to, initial budget allocations and special requests for funding. The Chair of the Senate Standing Committee on Financial Affairs will be a co-chair of the Financial Affairs Committee. The Senate can address financial questions of the organization to the Financial Affairs Committee through the Chair of the Senate Standing Committee. The Senate Standing Committee on Financial Affairs shall follow all procedures and policies as dictated in the Financial Affairs Committee Constitution as outlined in the Association Constitution and deviation from this document must be approved by a majority vote of both the Senate and SAC and receive approval by the Association President. Any change of a special form (Special Request, etc.) of the SGA Financial Affairs Committee must be approved by the Association President.

*Section 6.* The Standing Committee on Student Life shall oversee the consideration of all matters that may come to the attention of the Senate involving student concerns under the auspices of the Divisions of Academic Affairs and Student Life and Leadership. The Standing Committee on Student Life Chair shall be charged with consideration of any student initiative petitions presented to the Senate under the provisions of the Association Constitution. The Standing Committee on Student Life shall make recommendations for projects/initiatives to the Senate for which the students have expressed an interest. After making the recommendations, any member of the Senate can choose to take the recommendation, and begin his or her

project/initiative, with the assistance of the Student Life Committee. The Student Life Committee is responsible for promoting Senate affairs and events in a timely fashion.

#### **Chapter Four: Senate Project/Initiative Financing and Documentation**

*Section 1.* Senate Projects/Initiatives shall be defined as any project which any Senator undertakes which is neither a common duty to every Senator nor is a duty of the Standing Committee of which that Senator is a member. These projects/initiatives may involve other Senators or students, or may be pursued by that Senator individually. Each project/initiative shall be reported to the Senate in a regular meeting for each member's general knowledge when necessary. Reports shall be made at the beginning of any project/initiative and as developments arise. All reports must be typed prior to that Senate meeting in which it is being read, and submitted to the Resource Assistant within 24 hours of that meeting's adjournment. Upon completion of the project or initiative, or its sponsor's term of office, a final report that includes any information necessary to repeat or understand the project shall be prepared and entered into the Association's Project/Initiative Binder.

*Section 2.* Each Senator shall have available funds appropriated for use in support of their Senate project/initiative on his/her personal authority to spend. A Senator may request additional dollars to subject to the majority of approval of the Senate.

*Section 3.* Each Senator shall report to the Senate Coordinator and the Chair of the Senate Standing Committee on Financial Affairs the amount and purpose of all such disbursements made within one week of the transaction. The Senate Coordinator shall maintain records of all Senate Projects and expenditures and issue a report to the Senate at least one time per semester.

*Section 4.* Each Senator shall fill out a Senate Project/Initiative form and present a written report to the Senate Coordinator within a week of notice. The report shall include a purpose statement as well as document all steps taken by Senators to accomplish their goal including a record of meetings and contacts. These reports shall be presented on an ongoing basis throughout the duration of each project/initiative, but shall be presented at least once during the project/initiative and once at the time of completion. The Senate Coordinator shall place a copy of each Senate project in the Association Project/Initiative Binder and the Senator's file.

#### **Chapter Five: Senate Coordinator Responsibilities**

*Section 1.*

Election:

All candidates for the position of Senate Coordinator must have been Student Senators for at least one full semester. If no Senators who meet these requirements desire the position of Senate Coordinator, the Senate Coordinator will be appointed by the LVP with the majority approval of the Senate.

*Section 2.*

**Purpose, Duties and Responsibilities:** The Senate Coordinator shall work to develop the Senators by assisting them in their personal projects/initiatives. He/she shall also assist in establishing relationships between the Senators and the administration, and help them fill their Committee and individual obligations to the Senate. He/she shall also Chair the Senate meetings in the absence of the LVP, in compliance with the Association Constitution.

*Section 3.* Acting as a single figure head of the Senate in the time a response or publication from the Senate is required.

*Section 4.* Have a minimum of four office hours per week,

*Section 5.* Be involved with the planning of the Senate or the SAC/Senate workshops or retreats in conjunction with the SAC Chair and the Executives,

These workshops should include:

One Fall Weekend Committee Chair workshop

One other Committee Chair workshop each semester

One winter workshop in conjunction with SAC

*Section 6.* Compile binders for newly elected/appointed Senators. Hold office orientation for newly elected/appointed Senators,

*Section 7.* Meet with all Senators at the beginning of their term to assist in setting individual goals and objectives for the year. Administer written evaluations to assess:

Individual Senator

Individual Project/Initiative

Fellow Senators Executives

Senate Coordinator

Senate Advisor

Resource Assistant

Satisfaction of previous semester and goals for upcoming semester

Also, meet with all Senators at the end of each fall semester to review their goals and objectives, implement strategies for project completion, and review their first semester term.

*Section 8.* Convene a meeting with all of the Standing Committee Chairs once per semester to discuss various internal and external issues which are of concern to the Senate

*Section 9.* Maintain a current record of all Senate projects and expenditures and issue a report to the Student Senate and the SGA Financial Affairs Committee.

*Section 10.* Keep a cumulative file on each Senator that will provide information throughout the term to assist in the overall development of that Senator and also serve as a resource for Senators in the future. The file should accommodate but is not limited to the following:

. Legislation written by the Senator

. Memorandums

. Formal written complaints by the Senator and on the Senator

. Senator Evaluations

- . Senator goals and objectives for the term
- . Project report documentation and expenditures
- . Emails or other correspondence

A copy of each Senator file shall be placed in the Associations historical record.

*Section 11.* Be involved with any endeavor that directly effects the Student Senate or one of its members, and confront any internal problems within the Senate.

*Section 12.* Submit midyear and end year reports for Senate to the Association President.

*Section 13.* The Senate Coordinator shall not serve on a standing committee

### **Chapter Six: Consideration of Motions**

The following rules will be applied at all meetings during the consideration of any motion or question brought before the Senate:

1. The motion will be stated by the sponsor, seconded (if necessary), and restated by the Presiding Officer. The Presiding Officer will call for questions from the floor.
  
2. Senators will raise their hands if they have a question about the intent, facts, wording, potential results, or meaning of the motion. After the first Senator speaks, the Presiding Officer will recognize Senators individually in the order that they requested the floor. No lists will be used to assign speaking rights in any order other than first-come, first-served. The sponsor will answer the questions in the most efficient briefest manner possible and will refrain from arguing in favor of the motion. These initial questions may not be used to discuss the merits of the motion; they are intended to inform each Senator of the motion. Follow-up questions may be asked if the Senator does not yield the floor before asking them. Each Senator may speak once during the question-answer period on any motion unless there is no other Senator requesting the floor, in which case the Senator may speak once more. The Presiding Officer will ensure that the questions are not repetitive and are relevant to the motion.
  
3. If the Presiding Officer determines that the questions have been exhausted, the inquiry "Are there any more questions?" will be made. If there are no more questions and the motion is debatable, debate and discussion on the merits of the motion will begin. The sponsor has the right to speak first in favor of the motion if he/she requests the floor before another Senator has been recognized. After the first Senator speaks, the Presiding Officer will recognize Senators individually in the order that they request the floor and will attempt to alternate between those in favor of and those opposed to the motion. Debate will be directed to the Presiding Officer and will not include direct questions of the sponsor. Debate will be limited to the scope of the motion under consideration and will not be limited by time for the Senator. No Senator may speak twice in debate if any other Senator wishes to speak for the first time on the motion. Any non-senator, President, Legislative Vice President, or Administrative Vice President may be

recognized by the Presiding Officer to speak at this time, or any time during the meeting, as long as no senators object. If there is an objection from any senator, he or she must have a second and two-thirds of the senate must agree to stop the non-senator from speaking.

4. Subsidiary motions such as To Amend, To Postpone or To Table, or To Commit/Refer/Recommit, or to Kill a main motion are in order once debate has begun, under the provisions of the parliamentary authority Robert's Rules of Order, Newly Revised. They will be considered in the same manner as above.

5. Debate may be ended at any time by a two-thirds majority vote in favor of the subsidiary motion "To put the previous question" or "To end debate and vote" or "Move to the previous." These motions are in order when no other Senator has the floor, must be seconded, and are not debatable. If one of these motions is approved, the Presiding Officer will announce that debate is closed. This statement will be allowed if requested. The Presiding Officer will restate the motion in its entirety and conduct the vote. The Presiding Officer will announce the decision made ("The Ayes have it, the motion is carried/The Nays have it, and the motion is lost" or "motion passes/motion fails,") and the result of the decision ("The appointments of John Smith and Jane Jetson to the Hunger Task Force are approved.).

6. Any member of the Senate who wishes to explore a matter relating to the Association may ask to call an executive session. An executive session may be called for two distinct and separate purposes which entail separate motions.

The first motion is a public/open Executive Session, and may be called to discuss an agenda item without the constraints of formal recognition before speaking, a violation of the rules pertaining to the Association or informal voting (i.e. End of the Year Awards). This motion, to be written and led by the proposing Senator will be seconded and shall pass with a three-fourths approval of the board.

The second motion is a confidential/closed Executive session, where the proposing Senator must specify in the written motion whom he/she or she will exclude from the session. No current and voting member of Senate may be removed from the closed Executive session. Upon receiving a second, this motion shall pass with a three-fourths vote. The Senator calling the motion will then lead the either Executive session.

In either motion, if a member of the Senate feels the discussion surrounding the matter has been exhausted, he/she may move to end the Executive session; this motion shall pass with a majority vote.

7. All votes will be taken by one of the following methods: Voice Vote, Show of Hands, or by way of Roll Call.

## **Chapter Seven: Scheduling of Business**

### **Purpose:**

The purpose of this rule is to make the Senate more efficient by giving all Senators ample time and opportunity to carefully consider all issues and proposals brought before them. It is the intent of this Rule to allow Senate to be more responsible in its decision making processes, and thus better serve the students of the University.

### **Scope:**

This rule will apply to all main motions and proposals considered by the Senate with the exception of motions to approve minutes of regular meetings, potential overrides of Presidential vetoes, questions referring items to committees, and questions on allocations of less than two hundred dollars.

### **Text:**

1. All main motions brought before the Student Senate must be read no fewer than two times in two separate Senate meetings, with the exception of the above listed motions. Main motions include those that introduce a course of action for the first time.
2. Upon the first reading of a motion, in compliance with Chapter Six of the Student Senate Rules of Order, the Presiding Officer will call for initial questions. The question will then be placed in Scheduled Business for the following meeting. At the next meeting, the Presiding Officer will read the motion and it will be carried through as specified in Chapter Six of the Student Senate Rules of Order and the Association Constitution.
3. In cases of emergency, where delay in a decision could result in serious consequences for the Association, the Senate, with the agreement of 2/3 of its current membership, may find that such an emergency exists and choose to hear the main motion twice in the same meeting by suspending Chapter Seven of the Senate Rules of Order.

## **Chapter Eight: Dress Attire for Senate Meetings**

Section 1: During the Senate meetings business casual attire is expected of all Senators.

Section 2: The following articles of clothing are prohibited during the Senate meetings: Gym shoes, hats, jeans, sandals, shorts, sweatshirts, t-shirts.

Section 3: Exceptions to this dress code may be made at the discretion of the LVP. Common exceptions include clothing articles of religious expression.

## **Chapter Nine: Special Senate Documents**

### **Purpose:**

The purpose of this Chapter is to organize a historical record of approved special Senate Documents regarding its description and operation. Hereinafter, Senate is bound to all documents in this Chapter.

### **Scope:**

To keep this Chapter up to date, documents may be added to Chapter 9 by amending the Chapter, and adding the documents' name to the list below. The Association Affairs Committee will perform this decision and process by the power vested to them in the Chapter Two Rules of Order.

### **Text:**

Chapter Nine shall include the following documents:

The Student Senate Mission Statement, Senate Mentor Program Document, Student Senate Awards Process Types Document, and the Official Student Correspondence Resolution Document.

# **Xavier University Student Government Association**

## *Student Senate Mission Statement*

**The Xavier University Student Senate's mission is to provide representation and service to students. The Student Senate shall organize, and provide stability and guidance to clubs and other student organizations. Through communication with the student body, the Senate acts as a bridge between students and administration to improve the quality of life for all students associated with Xavier University.**

*Adopted by the Xavier University Student Government Association Senate on this 6th day of October, 1997.*

*Compiled by Senators Hinton, Bowling, and Randall*

## Senate Mentor Program

The Senate Mentor Program has been made for all first-year senators elected in both the fall and spring elections as well as newly appointed Senators. It shall be the responsibility of the Senate Coordinator to oversee and enforce the following requirements. If a mentor or mentee fails to meet the necessary requirements, the Senate Coordinator may formally reprimand them.

*The mentor program will consist of the following steps and guidelines:*

1a. Fall Elections: Any Senator who has been a member of the Senate for at least one full Semester is eligible to apply to become a mentor. Applications will be made available to the Senate the Monday of the election cycle, and will be due by noon on the following Friday to the Senator Coordinator. If not enough Senators apply to be a mentor; the Senate Coordinator will assign mentor-mentee pairs at his/her discretion. All newly elected Senators will be required to fill out and turn in a questionnaire by noon of the Friday they are elected in order to assist the Senate Coordinator in his/her decision. Immediately before their first meeting, the Senate Coordinator will announce the mentor/mentee pairs.

b. Spring Elections: Any Senator who has been a member of the Senate for at least one full Semester is eligible to apply to become a mentor. Applications will be made available to the Senate immediately following their first meeting, and will be due by noon on the following Friday to the Senator Coordinator. If not enough Senators apply to be a mentor; the Senate Coordinator will assign mentor-mentee pairs at his/her discretion. All newly elected Senators will be required to fill out and turn in a questionnaire by noon of the Friday following their first Senate meeting in order to assist the Senate Coordinator in his/her decision. Immediately before their second meeting, the Senate Coordinator will announce the mentor/mentee pairs.

c. Appointed Senators: Any Senator who has been a member of the Senate for at least one full Semester is eligible to apply to become a mentor. Applications will be made available to the Senate as soon as the vacancy is announced, and will be due at the Senate Coordinator's discretion. If no Senators apply to be a mentor, the Senate Coordinator will assign a mentor at his/her discretion. The newly appointed Senator will be required to fill out and turn in a questionnaire along with their application process in order to assist the Senate Coordinator in his/her decision. Immediately before their first meeting, the Senate Coordinator will announce the mentor/mentee pair.

2. The mentor and mentee will sit next to each other during meetings for the first four meetings.

3. Following the first month, the Senate mentor shall send out an email to their mentee at least twice a month to check-up on their transition and see if they have any questions or concerns.

4. The mentor will be responsible for scheduling at least one dinner with their mentee within the first month of the program. The mentor will also be responsible for scheduling a dinner the following semester to follow up with their mentee and ensure they are having a smooth transition

to Senate. The mentor may pay for all dinner expenses using Association Funding not to exceed \$40.

5. The mentor is required to attend the introductory meeting led by the L.V.P. and the Senate Coordinator along with his/her mentee. Immediately following the meeting the mentor should elaborate upon or explain anything that their mentee does not understand.

6. At least once per semester the mentor must plan a one on one social activity with their mentee. If desired, this activity may take place with other members of the Student Government Association. The extent of the social activity will be up to the discretion of the mentor. The Senate may not pay for the social activity.

7. If a problem exists, the Senate Coordinator will assign a new mentor and may use their discretion to apply a new set of guidelines and goals for this mentor-mentee pair.

*Adopted by the Xavier University Student Government Association Senate this Monday  
September 27<sup>th</sup> 2010.*

Created 2010-2011 by the Association Affairs Committee:  
James H. Geiser, Chair  
Seth T. Walsh, Christopher J. Hale

# Xavier University Student Senate Awards

## *Process and Types*

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*The Senate awards will be awarded at the end of the year banquet. The selection or award process will be: First a Senator or Committee will be nominated and seconded within a non-confidential executive session, and then the entire Senate will vote on each nomination. Secret Ballot will be used. The LVP and the Senate Advisor will count the votes. The Senate Advisor will be the tiebreaker. This process will be used for each category. The Senate Advisor as well as the Senate Coordinator will take care of selecting the gifts and awards.*

The proposed categories include:

**Funniest Senator:** A Senator whose actions bring humor to the meetings.

**Most Opinionated:** A Senator whose opinions provoke meaningful thought concerning controversial issues during meetings.

**Best Committee:** The senate committee who has made the biggest impact this school year.

**Best Project:** The senator(s) who has planned, coordinated, and successfully completed a project that impacts campus life and/or education.

**Best Improved Senator:** The senator who had made the biggest improvement from one year to the next in attendance, discussion, projects undertaken, etc.

**Rookie Senator of the Year:** The senator who in their first year has made the biggest impact to the board and the student body as a whole.

**Damon Jones Association Member of the Year Award:** Awarded to the SGA member (Senator, SACer, Executive, SRR, SDoD) who has contributed the most to SGA over the year.

**Joanie Weidner Mentor of the Year Award:** The Senate Mentor who best embodies the ideals of former Resource Assistant Joanie Weidner in the mentorship—availability, service and friendship.

**Most Likely to Change the World:** The Senator who, having graduated from Xavier University, will continue to have a positive impact on issues facing his or her community.

**James E. Hoff, S.J., Jesuit Ideals Senator:** A Senator who practices the Jesuit Ideals in his or her Senate work. The All-Around Senator and the Most Valuable Senator we have.

**Four Year Awards:** For those Senators who have served four years.

**Senior Awards:** Special gifts for those Senators who are leaving us.

*Adopted by the Xavier University Student Government Association Senate 24<sup>th</sup> day of March, 2003. Revised March 31, 2008.*

Xavier University Student Government Association  
Student Senate

**Official Student Correspondence Resolution**

**Whereas**, the Xavier University Student Government Association is the representative body of the students of Xavier University; and

**Whereas**, the image of the Student Government Association is reflective of the entire Xavier University student population and the image of the Student Senate and its Senators is reflective of Student Government Association; and

**Whereas**, it is the responsibility of the Student Senate to represent and act in the best interest of the students; and

**Whereas**, all letters, memorandums, correspondence, and publications bearing the name Student Government Association and Student Senate and/or its logo is representative of the entire student population; and

**Whereas**, it would be in the best interest of the students and the Student Government Association to present itself in the most proper and professional manner; *now therefore be it*

**Resolved**, that all letter, memorandums, correspondence, and publications by Senators bearing the name Student Government Association and/or Student Senate and/or its logo be proofread by the Senate Coordinator for factual accuracy; *and be it further*

**Resolved**, that a final copy of all such correspondence be kept on file for reference by Senators and other Association members.

*Adopted by the Xavier University Student Government Association Student Senate this twenty sixth day of June, nineteen hundred ninety four.*

Matthew Whitehead  
Senator, Sponsor

Damon D. Jones  
Legislative Vice President

## Club Activation Process

Time frames for clubs to activate\*:

Fall Semester: Starts the week of Labor Day for the following six weeks, ending Friday of the sixth week

Spring Semester: First 6 weeks of the semester, ending Friday of the sixth week

\*Clubs must have completed the activation packet, turned it in, and met with Club Relations within the six-week windows. The club may be approved by Senate and may complete their conditional club requirements outside of the window.

### **First step: Email Club Relations Committee (CR)**

- Students interested in forming a club will be directed to email the CR chair with the following information:
  - Club name
  - Club's mission statement and a brief description of the club
- The CR chair will forward the email to the committee for discussion. If the potential club fits into the university mission and whose mission does not overlap with that of another club, the chair will email an activation packet to its leadership.
- If the committee does not endorse the potential club, it will contact the club with an explanation as to why it does not meet SGA requirements. The committee may recommend a similar club to work with or give tips on forming a more effective club. The potential club may challenge the decision by requesting a meeting with CR to explain in further detail why their club fits into the mission and the requirements of a new club.

### **Second step: Activation packet and conditional approval**

- The potential club will fill out the packet and then schedule a meeting with CR within the activation windows mentioned above. During this meeting, at least one member of the club's leadership will answer questions to prepare the committee to propose to Senate.
- The committee will deliberate amongst itself after meeting with the potential club and vote on the club's validity after confirming that the club would meet the following requirements:
  - Consistent with the mission of a Jesuit, Catholic university
  - Meets the needs of students
  - Significantly different from other clubs
- If one or more CR member votes in favor of the club, the committee will propose the club to Senate. If the club passes the Senate vote, it will be passed on to the Dean of Students for approval. If he or she approves of the club, it is conditionally approved.
  - Conditionally approved clubs will have the ability to create an OrgSync page, access to room rentals, approval to hold meetings on campus, and the ability to post signs around campus.

### **Third step: Complete and document conditional club requirements**

- Once a potential club has been approved, it will receive documentation forms and begin to complete the requirements of a conditional club:
  1. Hold at least two club meetings (one of which is attended by a CR member).
  2. Demonstrate an effort to expand or retain membership.
  3. Map out a plan to maintain the club's active status for the next three years.

4. Create a first year budget, including SGA's \$350 allocation, fundraising, and any additional funding.
  5. Create an OrgSync page for the club
- Student Working Groups looking to become a club must complete the following requirements of a conditional club:
    1. Hold at least one club meeting.
    2. Map out a plan to maintain the club's active status for the next three years.
    3. Create a first year budget, including SGA's \$350 allocation, fundraising, and any additional funding.
  - The potential club must keep track of its progress on the activation packet to be presented to CR.

**Fourth step: Final approval**

- Five weeks\* after becoming conditionally approved, the club must have turned in all documentation. CR will review the documents and confirm whether or not the club has met all requirements.

\*Clubs may not receive a time extension for completing these requirements.

- If the club is found to have completed its requirements it will be passed by the committee and submitted to the Dean of Students for final approval.
- Upon receiving approval from the Dean of Students, the club will achieve full club status.
- If the club has not met its requirements CR will recommend to Senate that its charters be revoked.

Submitted by Club Relations for approval to the Student Senate on 9.12.11. Approved and ratified into the Senate Rules of Order on 9.19.11.

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