



# **The Rules of the Student Senate**

**Last Amended October 24<sup>th</sup>, 2017**

## **Chapter 1**

### **Purpose**

1.1 The purpose of the Rules of the Senate is to ensure every senator takes responsibility in their role as a member of the student senate and serves as an active participant. The Rules of the Student Senate outlines rules to which all Senators must adhere while occupying office, and serving as senators of Mason Student Government. The establishment of the Rules of the Student Senate provides these guidelines that dictate how each member shall conduct their business and what will be required of them while in office.

1.2 Members of Student Senate will dedicate themselves to serving the needs of the Student Body and the University. Members of Student Senate will make decisions that will enhance the entire organization, the university, and their community rather than themselves. Members of Student Senate will practice fairness, integrity, and dependability in their roles within this organization. Members of Student Senate will remain unbiased when addressing the needs, feedback, and suggestions from members of the organization and members of the university. Members of Student Senate will demonstrate appropriate behavior as outlined in the University Judicial Code, The Student Code of Conduct and other University Policies. Members of Student Senate will strive to set an example of appropriate behavior while interacting with students and other members of the University.

1.3 Members of Student Senate will follow all academic rules outlined by the university, their respected colleges, and their professors.

1.4 Members of Student Senate are willing to devote their time and energy to ensure a well working organization. Members of Student Senate are mindful that they cannot be successful without the work, support, and dedication of all members of the organization. Members of Student Senate will acknowledge the contributions of Student Government as a whole and will not take sole credit for any personal initiative. As a team and not individuals we will focus on using the word “we” not “I” when addressing the media about Student Government events.

1.5 Members of Student Senate will demonstrate a respectful attitude towards others at all times. Members of Student Senate will be mindful of their use of language while at a Student Government event and during Student Government meetings.

## **Chapter 2**

### **Community Engagement and Participation**

2.1 Every member is required to complete at least one outreach hour per week, the Speaker of the Student Senate shall determine which activities qualify as outreach; failure to complete an outreach hour will result in a half-strike.

2.2 Every member will complete one office hour weekly directly in the Student Involvement Office; failure to complete the required office hour will result in a half-strike.

2.3 Every member is required to attend one Executive Cabinet Meeting per semester; failure to attend one meeting per semester will result in one strike.

2.4 Every member is required to volunteer/staff at least two events per month, qualifying events shall be determined at the discretion of the Speaker; failure to volunteer/staff at least two events per month will result in a half a strike per event missed.

2.5 Every member is required to attend all mandatory events per semester. Mandatory events do NOT count towards the 2 required events per month. Failure to attend any of these events without an excused absence from the Speaker will result in one strike per event missed.

2.6 Event Policy – Departmental leadership can set required attendance at Student Government sponsored events for their department; these events may count toward the two-event quota per month.

2.7 Every member will participate in Title IX training and appropriate trainings; failure to complete trainings will result in one strike at the discretion of the Speaker of the Student Senate.

2.8 Senators must complete educational trainings that will help Senators improve their understanding of various communities within ten Senate meetings of taking their oath of office approved by the Speaker, where failure to complete these trainings will result in half a strike.

### **Chapter 3**

#### **Senate Decorum**

3.1 Every member shall not engage in the use of electronics unless permission is granted by the Chair of the meeting. Continuous abuse could result in a half a strike at the discretion of the Speaker of the Student Senate.

3.2 Every member shall not engage in side conversations during meetings. Continuous abuse could result in a half a strike at the discretion of the Speaker of the Student Senate.

3.3 Every Senator must be present for the entirety of the senate meeting unless approved by the Speaker. If it is necessary for a Senator to leave in the midst of a meeting, they must request permission to leave at the discretion of the Speaker. Continuous abuse could result in a half a strike at the discretion of the Speaker of the Student Senate.

### **Chapter 4**

#### **Communication**

4.1 Every member is required to reply to emails in a timely manner. Senators should reply to emails within 48 hours, unless there is extenuating circumstances. This can include notifying people that you're aware of their email and are working on a response/finding the answer. Failure to continuously respond in a timely could result in a half a strike at the discretion of the Speaker of the Student Senate.

4.2 Every member, when communicating outside of the organization with faculty, staff & administrators is required to CC the Advisor(s) and applicable members of the Senate Leadership. Continuous failure to CC the required individuals could result in a half strike at the discretion of the speaker.

4.3 Members are required to conduct themselves in an appropriate and professional manner and remain mindful in the choice of language used. When speaking, every member is expected to address concerns concisely. Senators are to bear in mind that they are representatives of this body at all times, and that these standards are to be respected outside meetings and online. Failure to remain professional could result in one strike at the discretion of the Speaker.