GUIDE TO BEING A SENATOR

Meetings are Wednesday’s at 7pm in the Hannon Room of the Sullivan Student Center

THELMO WEBSITE:
www.stlawu.edu/thelomathesian-society

FACEBOOK:
facebook.com/thelmo.slu

TWITTER:
twitter.com/thelmoslu

INSTAGRAM:
instagram.com/thelmoslu
RYAN W. ORVIS ’17
President

R. CHRISTOPHER DI MEZZO ’18
Vice President of Senate Affairs

SARAH E. EVARTS ’17
Vice President of University Relations

ANDREW C. HOUX ’18
Student Delegate to the Board of Trustees

JEANETTE M. GITOBU ’16
SLUSAFA Central Treasurer

CATHERINE I. CHRISTOPHER ’17
Secretary
I. Attendance—Attendance records are available from the Secretary or in the recorded minutes. If you cannot be at a meeting, please email the Secretary of The Society, whose email address is listed on the Thelomathesian Society website (www.stlawu.edu/thelomathesian-society). If you do not, your absence is considered unexcused, leaving you subject to consequences. Two absences could result in removal from your position as Senator. Also, if you are going to be absent you must send a “proxy” to attend the meeting and vote in your place.

II. Call to Order—“This meeting is called of The Thelomathesian Society is called to order in the Hannon Room of the Student Center at _______pm ________, 2015.”

III. Approval of the Minutes—The President: “Motion to approve the minutes from __________?” A motion from a Senator is required to approve the minutes from the previous meeting(s). Senator: “I move to approve the minutes.”

IV. Officer Reports—Officers update the Senate on issues presented to them, and the outcome(s) of previous recommendations, as well as any projects they are working on.

V. Old Business—Individuals, members of groups, clubs, and organizations come before the Senate for second approval.

VI. New Business—Individuals, members of groups, clubs, and organizations come before the Senate with a detailed proposal for Senate Action. 50% + 1 of the total Senate is required in order for the motion to mass. The only exception to this rule is Amendments to the Constitution, which requires a 2/3rds majority of present Senators to pass.

VII. Members Time—Students, Senators, and Officers are free to make announcements, and propose action on items not presented in New or Old Business.

VIII. Adjourn—A motion must be made and seconded for the meeting to come to an official close. Between meetings we ask that you talk to your constituents about the activities of The Thelomathesian Society, collect feedback, and present it the Senate’s next meeting.
ROBERT’S RULES — BASICS

**Quorum:** Minimum number of Senators needed to be present in order for the business of the Senate to be considered.

**Motion:** Statement of request for action to be taken during a meeting of The Society’s Senate. Any voting member of the Senate can motion the Officers to take the requested action.

**Table:** (Motion) To end questions/debate on an issue and stop the motion.

**Point of Order:** Procedure by members of the Senate to call attention to the Officers because of a violation of the rules or a mistake that has occurred during the meeting. “I rise to a point of Order.”

**Point of Clarification:** Procedure used by the members of the Senate to request a piece(s) of information to be restated for the purposes of clarification of the issue at hand. “Point of Clarification...”

**When Speaking:** Upon being called on by the President of The Society, before making a statement or posing a question and Senator will say “Senator (Last Name)...”

VOTING PROCEDURE

- Following the presentation of an item for Senate Action, the President of The Society will yield the floor to questions. - After all questions and two rounds of debate for and against a Senator will make a motion to vote, which will need to be seconded.

- The President will say: “We will now move into Roll Call” after dismissing all non-seated presenters to leave the room.
- The Secretary of The Society will call the roll. Senators will respond when their name is called with “Yes,” “No,” or “Abstain.” - Senators with a vested interest in the presentation are expected to Abstain during Roll Call.

- The Vice President of Senate Affairs or the President will also tally the votes while they are cast.
- The President will announce the decision.
THELOMATHESIAN SOCIETY TERMINOLOGY

**Questioning:** Time to ask questions regarding the contingency or club trying to obtain organizational status.

**Debate For:** Senators chance to argue FOR the proposal at hand.

**Debate Against:** Senators chance to argue AGAINST the proposal at hand.

**Speak To:** Opportunity to comment towards another Senator or towards the organization or club at hand.

*After two rounds of “Debate For” and “Debate Against,” any senator may request to: “Motion to Table” or “Motion to Vote”*

**Motion to Vote:** Attempt to vote on the proposal after a series of questions

**Motion to Table:** Attempt to give the proposal an extended amount of time to modify their proposal and represent at a future meeting.

**Second:** An agreement with any “motion to...”

**Organizational Status:** A group that has been approved by The Society and is eligible for a budget of SLUSAF monies.

**Club Status:** A group that is not yet approved by The Society and is not eligible for SLUSAF monies, yet they are still eligible to apply for a contingency request.

**Contingency Request:** A request for SLUSAF monies form an individual, organization, or club. These requests are last resorts for money—Must be approved by The Society’s Senate.
The SLUSAF Contingency Fund is a fund designed as a reserve account to help fund unforeseen expenses (such as a guest lecture, or special conference) for groups on campus. The Contingency Fund is designed to be a last resort for funding when all other attempts at fundraising have been exhausted.

All contingency request forms must be submitted by email (in a word document) to the Vice President of Senate Affairs. Requests need to be submitted by Sunday at noon for the next Thelomathesian Society meeting. A proposal for contingency funding must answer the following questions and be presented to the Senate at the next meeting:

- Organization/Club/Group/Individual(s) requesting funds
- Phone number and e-mail for at least one representative
- Cost of event (total itemized costs)
- Exact dollar amount requested from The Society
- Describe the event and its purpose
- State the date and period of time for which the event is scheduled
- Target audience
- Number of participants
- Other organizations/groups/departments etc. involved
- How you plan to advertise the event
- Use of funds – please address the following:
- Other sources of funding (mention amount and source, or any attempts made to get additional funding)
  (Optional) Any other comments that may support your proposal
SPECIAL COMMITTEES

**Academic Affairs:**
The Academic Affairs Committee examines academic issues and how they relate to the student body. The committee also explores faculty and staff rationale in regards to new or altered policies for academics. The Academic Affairs committee works with members of the Faculty, Staff, Administration and Student Body to prepare initiatives and proposals to enhance academics at St Lawrence. If there is something bothering you about how academics are run around here, give this committee a chance.

**Budget and Finance:**
The Budget and Finance Committee is responsible for the distribution and management of all SLUSAP finds. The Budget and Finance Committee also examines contingency requests, and presents their recommendations to the Executive Board and to the Senate. Sign up here if you are a number cruncher.

**Campus Entertainment**
The Campus Entertainment Committee will work primarily with ACE to bring events on campus that will be open to all students to attend such as concerts, comedians, etc. There is a separate budget set aside for this committee in hopes of bringing entertaining events to campus under Thelmo’s name.

**Canton Community Outreach**
The CCO committee is a great way to get involved in the greater Canton area. This committee organizes events such as Restaurant Week and Bar Tour and works closely with the Canton community to strengthen the relationship between the University and the surrounding area. If you enjoy helping out the community and volunteering.

**Environmental Conservation**
This committee focuses on evaluating and developing current policies regarding the environment here at St. Lawrence. They can stress the fact that the administration has passed the Environmental Resolution, pushing for a more ‘green’ campus. If you fight with your friends about wasting electricity, consider this committee.

**Information Technology**
This committee is designed to maintain and update the official Thelmo website, as well as being a liaison between the students and about issues on campus regarding the cyber
workings of St. Lawrence. If you like writing code or are a Word Press wizard or just like computers, this is the committee for you!

**International Affairs**
This committee focuses on the relations of international students and programs to the university as a whole.

**Public Relations**
This Committee is dedicated to The Society’s advertising and public relations; it works bot to promote The Society’s image on campus and to boost our recruitment and student involvement in general. Creative and outrageous ideas are not only welcome, but encouraged.

**Student Life**
This Committee is responsible for addressing issues that will affect student life here at St Lawrence, including proposals brought forth by students. If you wish to find a relief to the lunch crunch and want to help write an Academic Honor Code, you will be on track with some of the goals of this committee.

*At times, member of the Executive Board may establish special committees to research certain issues or perform an especially difficult task also, during elections the Elections Chair may require a committee in order to perform publicity and tally votes. Generally, if you are selected for a special committee or the Elections Committee your responsibilities related to other committees will be suspended.*
ATTIRE
(*this is the minimum requirement*)

Men:

- Only Button-Down Long-Sleeve Shirts
- No Denim (Dress Pants or Khaki Pants Permitted) Business Appropriate Shoes
- Jackets and Ties are encouraged but not mandatory

Women:

- Mid-Thigh Skirts or Dressing
- No Denim (Dark or Khaki Pants)
- No T-Shirts
- Business Appropriate Shoes
CONSTITUTION

The following is the excerpt from the Thelmo Constitution that pertains to your duties as Senators:

1. GENERAL

ARTICLE I. Name

The name of this organization shall be the Thelomathesian Society, hereinafter referred to as the Society or Thelmo.

ARTICLE II. Purpose

The purposes of the Society are to serve as:
1. A forum for students to express their opinions and ideas and act as the primary vehicle for student communication with the St. Lawrence University administration and faculty.
2. The primary governing body for issues dealing with student life at St. Lawrence University, while promoting the ideals of an undergraduate liberal arts institution.

ARTICLE III. Membership

All fully matriculated undergraduate students of St. Lawrence University are members of the Thelomathesian Society. Although there will be a voting body of the Society, hereinafter referred to as the Senate, all members are welcome and encouraged to attend weekly meetings of the Senate. All members of the Society have the right to participate and speak before the Senate during meetings of the Senate.

ARTICLE IV. Meetings

Section 1  Time and Place

The Senate shall meet each Wednesday evening as specified by the Executive Board. These meetings shall take place within the St. Lawrence University Student Center, normally in the John W. Hannon Jr. ’44 Room. The President of the Thelomathesian Society has the authority to change the location of a meeting to the Winston Room once every four weeks if s/he determines that such relocation would encourage more students to attend the meeting in question. Whenever a meeting takes place in the Winston Room, the President may suspend the dress code.

Section 2  Quorum
1. The Senate shall meet regularly every week during the academic year while classes are in session.
2. The quorum of the Senate shall be one half the voting membership plus one.

Section 3  Procedure and Conduct
1. All meetings will follow Robert’s Rules of Order
2. Each participant at a Senate meeting must be courteous.
3. All debates must focus on the topic being discussed.

Section 4  Minutes
1. Minutes will be posted as soon as possible after every weekly meeting on the Thelmo website.

Section 5  Petitions and Unofficial Business
1. From thirty minutes before the beginning of any meeting of the Thelomathesian society to thirty minutes after the conclusion of that meeting, no petitions may be circulated at the meeting’s location. A presenter may inform the Senate on an issue, but must leave it to Senators to sign any petition on their own time.
2. The aforementioned rule does not apply to petitions required to run for a position on the Thelomathesian Society Executive Board, the Thelomathesian Society Senate, Committee Chair or Assistant Chair.

ARTICLE V.  Membership of the Senate

Section 1  Any fully matriculated member of the St. Lawrence University undergraduate student body may serve as a Senator.

Section 2  The number of Senators shall be determined by the Executive Board at the beginning of each semester, based on the number of applications received during the application process described in the Election Section. Ideally, there should be 35-40 Senators, including Assistant Chairs.

Section 3  Should any Senator resign, be impeached, or become ineligible to serve, the office shall become vacant and the position shall be filled according to the Senator Selection Procedures outlined in the Election Section.
ARTICLE VI. Rights and Responsibilities of the Senate

Section 1 Voting
1. Senators have the right to vote for or against any and all proposals that require a vote through roll call.
2. During any voting situations, Senators have the right to abstain. Abstentions are not to be interpreted as either implicit support or implicit opposition to the motion under consideration. All abstentions from voting will not be factored into the results of the vote.
3. All Senators have both the right and responsibility to equal representation in a vote. If a Senator is not present during a vote and does not have a substitute, his or her ability to affect the decision of any vote will be revoked. In summary, any voting situation throughout this constitution will only consider the senators present at that time, assuming quorum has been reached. The term “majority” shall refer to a majority of the Senators present at the time of the vote.

Section 2 Rights
1. The legislative and policy-forming powers of the Society and such other powers necessary and proper to execute the objectives as set forth in the Constitution shall be vested in the Thelomathesian Society Senate, hereinafter referred to as the Senate.
2. Any member of the Society has the right to speak before the Senate and its Executive Board.
3. The Senate shall consider any recommendations of its committees.
4. The Senate shall have the power to question, amend, defeat or pass any motion it deems necessary. The Senate also has the right to table a proposal; that is, it may choose never to bring a recommendation or other piece of legislation to a vote of its members if it determines this to be the appropriate action, no matter what committee or affiliate requests the Senate’s action.
   a. If a motion to table is requested by any member of the society, a second approval of this motion is necessary in order for the issue to be tabled.
5. Any individual or group that receives funds from the Senate must conform to all spending regulations endorsed by a majority of the Senate.
6. The Senate shall be solely empowered to recognize all SLUSAF-funded student organizations formed on campus through the guidelines stated in this Constitution.
7. The Senate may override any previous Senate-approved decision by a two-thirds vote.
8. The Senate may call into question any decision made by the Executive Board. After discussion and debate in the Senate, a vote
may be called to overturn the decision in question. A two-thirds majority is required.

Section 3  Responsibilities

1. The Senate shall discuss and take timely, appropriate action in any and all matters of concern to the members of the Society that are brought to the attention of any Senator or member of the Executive Board.

2. The Senate shall allocate SLUSAF funds only to those organizations that have received the approval and recognition of the Senate.

3. The Senate shall actively review the status and activities of any SLUSAF-funded organization that has failed to meet the expectations of the campus community, or whose members have grossly violated any campus policy, state or federal law or understood regulation in connection with their activities or conduct.

4. The Senate bears no financial responsibility for organizations that fail to budget their funds appropriately, or whose leadership fails to meet the goals of the organization’s members. Financial ineptitude or poor leadership of an organization may carry consequences as long as the members of the Senate deem necessary.

5. The Senate has no jurisdiction under any circumstance for those organizations that it does not recognize, nor shall it have any financial control over or responsibility for those organizations that it recognizes but does not fund.

6. The Senate shall serve as the governing body for all members of the Society in issues of social importance and financial matters of various SLUSAF-funded activities.

7. The Senate shall make recommendations on issues and proposals to the faculty and administration when necessary, as verbally agreed upon by the Senate.

8. The Senate may issue official statements on behalf of the Society. All official statements issued by the Senate on behalf of the Society must be passed by a majority vote.

9. The Senate shall be a communicative body in student/faculty and student/administration relations.

10. Any member of the Society or recognized organization wishing to bring any matter before the University administration may present its proposal for Senate action.

11.  
   a. The definition of referendum is the submission of a proposed public measure or actual statute to a direct popular vote.  
   b. Upon the presentation of a petition of 20% of the student body, a majority of the Senate or a majority of the Executive Board, the Senate is required to conduct a student referendum to ascertain the students’ opinion regarding the matter listed on the petition. This referendum must be conducted within two
weeks of its submission to the President of the Society. The results of such a referendum, either in support of or against the issue at hand, will be binding based on a majority of at least 20% of the student body.

ARTICLE VII. Senator Responsibilities

Section 1 Attendance
1. Attendance to all Society meetings is required. If a Senator will be unable to attend a meeting for a reason beyond her/his control, s/he must notify the Secretary at least two hours prior to the beginning of any meeting of the Senate. At this time, s/he must notify the Secretary what member of the student body will be filling in at that meeting. Failure to notify the appropriate party or find a responsible substitute will result in a warning after the first occurrence in the form of a letter, as well as a phone call to the Senator. A repeat occurrence will result in the automatic termination of that Senator’s duties and her/his inability to act as Senator for the remainder of the current semester.

Section 2 Dress Code
1. The proper attire for all Senators is business casual. This calls for the exclusion of jeans, sneakers, baseball hats and other attire that detracts attention from the business of the Senate, of which the Executive Board shall determine the appropriateness. Any Senator or visitor to a Senate meeting whose attire is deemed inappropriate may be asked to leave the proceedings, or may not be recognized by the Executive Board. Nonvoting members of the Society, excluding the Executive Board, are not required to wear formal attire.

Section 3 Correspondence with Constituents
1. All Senators must acquaint themselves with the members of their constituency as they see fit. Senators should also be well aware that the Executive Board will direct constituents to consult their representatives to bring matters before the Senate. Any Senator who fails to appropriately address an issue brought to their attention may be removed from the position of Senator.
2. It is a responsibility of each Senator to verbally or electronically inform constituents of issues raised and to be raised in Senate meetings.

Section 4 Committee Membership
1. Standing Committees are permanent committees of the Senate that function continually through the academic year.
2. All Senate members must be active in one committee and are responsible to attend every meeting unless excused by the chairperson of the respective committee.
3. The Executive Board shall determine the number of Senators assigned to each committee at the beginning of each semester. Only a member of the Senate may be considered an official committee member, though non-Senators may sit in on committee meetings with the permission of the committee chair.

ARTICLE VIII. Constitutional Amendments

Section 1 Amendments may be submitted by any voting member of the senate or by petition of 25 members of the Society. Amendment proposals must be submitted in written form to the Vice President of Senate Affairs at least 72 hours before the scheduled start of the Senate meeting they are to be presented at. Amendments may include both additions and/or removals of sections of text from the Constitution.

Section 2 The Vice President of Senate Affairs shall incorporate all amendments adopted by the Senate into the text of the Constitution of the Thelomathesian Society. The adopted amendments shall be put into use immediately following acceptance by a second vote of the Senate, unless a clause of the amendment states otherwise.

Section 3 Amendments shall be adopted by a two-thirds vote of the Senate.

Section 4 A general referendum of an amendment requires a petition of 10 percent of the Society; otherwise, all amendments shall be included in the Constitution.

3. ORGANIZATIONS

ARTICLE IX. Student Organization Guidelines

Section 1 Membership
1. All members of the student body must be able to join a student organization.
2. Open auditions or interviews will be held for any organization that requires special skills and/or talents.

Section 2 Constitutions
1. All student groups wishing to apply for organization status must submit a constitution to the Vice President of Senate Affairs for Senate approval.

2. Each organization is required to have at least one person designated as their official representative in dealings with the Thelomathesian Society and other organizations. (e.g. a President)

3. Each organization is also required to have at least one person responsible for their finances. (e.g. a Treasurer)

**Section 3**  
*Recognition*

1. To be authorized for funding by SLUSAF, an organization must benefit the St. Lawrence University campus or the community in a cultural, educational, spiritual, social, or recreational manner. Recognition by The Thelomathesian Society and/or SLUSAF does not imply endorsement.

2. Student organizations have the right to use campus facilities free of charge.

**Section 4**  
*Proof of active status*

1. Starting in the second academic year of their existence, every student organization must submit a copy of their constitution to the Vice President of Senate Affairs each fall semester before Thanksgiving break. This will serve as proof that the organization is still active on campus.

2. Should an organization fail to submit a constitution by the aforementioned deadline, the organization will be considered inactive. Inactive organizations may not exercise any of the rights mentioned in Article IX, Section 3 of the present Constitution, and they may not withdraw funds from their budget.

**Section 5**  
*Probation*

1. A newly approved organization must demonstrate commitment to its goals before it may apply for a budget. To this end, there is a mandatory probationary period that must elapse between an application for organizational status and application for a budget. This probationary period will be the equivalent of fourteen weeks of classes.

**Section 6**  
*Policy Violations and Inactive Status*

1. Should an organization be accused of violating University Policy, as outlined in the Student Handbook, or become inactive, the matter shall be investigated by the Senate Affairs Committee.

2. In the event that the Senate Affairs Committee finds the organization in violation of University policy, the matter will be brought before the Thelomathesian Society Senate, which shall determine the
appropriate course of action (up to and including dissolving the organization in question).

3. In the event that the Senate Affairs Committee finds that the organization is a candidate for dissolution due to the organization’s inactive status, the Senate Affairs Committee may decide to dissolve the organization, subject to an appeal to a majority vote of the Senior Executive Board.

Section 7  
Supremacy
This Constitution of the Thelomathesian Society shall supersede all other constitutional documents, and such related governing instruments of any and all student organizations on the St. Lawrence University campus. All constitutions of all University organizations must include a clause stating the supremacy of the Thelomathesian Society Constitution in order for them to be formally recognized by the Society. Organizations naming an alternate governing body or constitution to be supreme will not be recognized by the Society and will not be eligible to receive SLUSAF funding.

Section 8  
Clubs
1. The Office of Student Activities and Leadership may grant club status to a student group that is not yet an organization. A club is a student group that may reserve university facilities.

2. If a club status request is denied by the Office of Student Activities and Leadership, the prospective club may appeal to the Thelomathesian Society Senate, which may approve the club by majority vote.