Associated Students of Linfield College
Senate Standing Rules
Adopted: May 12th, 1997; Revised: May 2010

SENATE MEETINGS

1. The ASLC Senate will meet for regular meetings at least once a week during the fall and spring semesters.
2. The President of the Senate is responsible for preparing all Senate meeting agendas.
3. The governing rules of the Senate shall be those contained in “Robert’s Rules of Order”, wherein they are not consistent with other rules prescribed in the standing rules.
4. The President of the Senate, with the approval of the Senate, will appoint a parliamentarian who will have duties stated in “Robert’s Rules of Order”.
5. The Standing Rules of the ASLC Senate, including Policies and Appendices, will be distributed to the assembled senators at the first meeting of the fall semester by the President of the Senate.
6. A quorum, consisting of one more than half of the Senate body must be present at any one Senate meeting in order for unfinished business to be discussed or voted on. If constituency reports had been deemed necessary, a quorum of the Senate must also have completed constituency reports to vote on a proposal.

SENATOR REQUIREMENTS

1. A Senator must be a member of the Associated Students of Linfield College.
2. A Senator is required to maintain a minimum cumulative GPA level of 2.5, verified by the ASLC Secretary, or to petition the Senate for an exemption of the ASLC requirements based on special circumstances.

SENATOR DUTIES

1. A Senator is responsible for attending all senate meetings. A loss of senatorship will result on the third absence of any semester, at the discretion of the President of the Senate.
2. A Senator is required to keep an updated senate notebook.
3. A Senator must send his or her constituents an email including all of the aforementioned information within 48 hours of the adjournment of each senate meeting. This email must be copied to the President of the Senate. Failure to do so on three occasions in any one semester will result in a loss of senatorship.
4. A Senator is required to obtain constituency reports bearing signatures of at least 15 of their respective constituents who must be a part of the ASLC on every charter application when the Senate deems it necessary. The reports will be turned into the ASLC Secretary for record at the Senate meeting. Senators who fail to submit a constituency report shall lose their voting
rights on that bill. Each charter application will be decided by roll call vote, at which time the Senator shall give his or her vote. Any Senator failing to vote on three pieces of legislation in any one semester will lose his or her senatorship.

5. A Senator must participate in the committee to which the President of the Senate appointed him/her. Any Senator failing to participate in the assigned committee will face the loss of membership in the ASLC Senate.

6. Any Senator found in violation of any of the requirements of duties stated in the ASLC Senate Standing Rules may be dismissed by the President of the Senate.

**Presentation of Business to the Senate**

1. The Senate President shall be notified prior to the senate meeting of all business to be brought before the Senate.

2. All new business, except formation of committees and that coming from committees, shall be presented and discussed, but a vote will not be taken until the following meeting under old business. The President of the Senate may temporarily suspend this rule when deemed necessary.

3. The annual ASLC budget and any adjustments to the budget must be approved by the ASLC Senate.

**President and Pro Tempore of the Senate**

1. Nominations from the Senate floor and the election of the President Pro Tempore will be held at the second senate meeting of fall semester.

2. In the event of the resignation of the President Pro Tempore, a new election must be held at the following Senate meeting.

3. Resignation of the ASLC Vice President will be announced publicly to the Senate and the student body will be informed of the resignation the day after the announcement to the Senate.

4. In the event of the resignation of the Vice President, the President Pro Tempore will assume the duties of the Vice President.

5. Petitions for Vice President will go out the day of the resignation announcement to the student body and will close five days later.

6. The Vice President Elect will assume Vice Presidential duties until the end of the present term of office.

**Nomination Procedure**

1. Nominations are made from the Senate floor.

2. The nominations must be accepted or declined by the nominee.

3. Senators vote upon the nominees and a majority vote is needed for approval.

4. A Senator shall have one vote on each position open.
ASLC CLUB CHARTERING

1. Any organized group of individuals wishing senate recognition must complete a charter application along with a petition of student support signed by 10% of the ASLC, which must be received at least one week prior to the Senate meeting.

2. Charter application will be presented under new business and accepted into the Senate for consideration. Following the guidelines set forth by the constituency reports, a vote for approval or disapproval will take place at the following Senate meeting.

3. To be recognized as a legitimate ASLC club, all organizations applying for a charter shall follow the guidelines set forth by the ASLC Senate.

4. An existing club that wishes to make any modification to its charter; including name, advisor, or purpose, must apply to the Senate for a charter modification. A 2/3 vote of the Senate is required for such a charter modification to take effect.

DAVE HANSEN SENATE OUTSTANDING SERVICE AWARD

Each May the Senate shall recognize one individual who they feel has provided the Linfield Community with a level of outstanding service. The ASLC Liaison Committee shall handle this process.

ASLC SENATE COMMITTEE DUTIES AND STRUCTURE

1. All committees shall consist of Senators appointed to the committee by the President of the Senate.

2. An application process shall be used by the President of the Senate to appoint Senators as committee chairs with the approval of the Senate. Each chair will be responsible for enforcing the rules of said committee and for planning and arranging meeting times for the committee.

ASLC SENATE STANDING COMMITTEES

1. The Club Support Committee is advised by the Club Director & the Vice President of Business & Finance. The purpose of this committee is to:
   a. To review ASLC’s annual budget for the Senate.
   b. To review and recommend to Senate all Senate Discretionary requests. All such requests must go through this committee before being voted on by Senate.
   c. To review the Club Charter Guidelines as necessary.
   d. To review charter requests accepted into Senate and to recommend approval or disapproval for charter requests to the ASLC Senate.
   e. To review each chartered club’s status and oversee their re-chartering according to the Charted Club Responsibilities.
2. **The Senate Governance Committee** is advised by the Vice President and the Secretary. The purpose of this committee is to:
   a. To review and make recommendations to the Senate on any proposals to change the Senate Standing Rules or Bylaws.
   b. To make sure that Senate Standing Rules and ASLC Bylaws are followed in Senate.
   c. To publicize proposals for Bylaws changes that are on any ASLC ballot.
   d. To prepare and review the ASLC Elections Schedule during the fall semester.
   e. To review and revise, as necessary, campaign rules.
   f. To monitor campaign rules, and have final discretion in interpreting and enforcing them.
   g. To assist the Secretary in managing the mechanics of each election.
   h. To oversee a midterm evaluation of cabinet members.
   i. To oversee any recall process of cabinet members as necessary.
   j. To oversee the petition process for ASLC GPA requirement exemptions.
   k. To create a final summary of the cabinet at the end of the administration.

3. **The Campus Improvement Committee** is advised by the Sports Director and Student Center Director. The purpose of this committee is to:
   a. To actively search for improvement in the campus environment that would benefit the College and its students.
   b. To work in conjunction with the appropriate personnel at the College to seek approval of proposed projects.
   c. To announce to Senate projects for funding out of the Senate Discretionary budget.
   d. To facilitate communication between all interested parties on campus and in the community.
   e. To advance social and environmental sustainability efforts on campus and in the community.

4. **The ASLC Liaison Committee** is advised by the Vice President of Programming and the Publicity Director. The purpose of this committee is to:
   a. To publicize and promote the Dave Hansen Senate Outstanding Service Award.
   b. To facilitate, publicize, and promote the nominations for the Dave Hansen Senate Outstanding Service award, this occurs during Senate each May and to make a recommendation for the recipient.
   c. To do research on the final nominees, according to the discretion of the committee, this shall be presented to the Senate for final voting.
d. To recognize achievements and promote awareness of campus and student success.
e. To facilitate communication between Senate and campus entities with direct impact on students, including but not limited to: LCCPS, Residence Life, Dining Services/SODEXO, and the Faculty Assembly.
f. To invite professors and administrators to Senate to present on issues of concern to students.
g. To identify, through Cabinet, Senate, or Surveys, student concerns and problems related to professors, schedules, campus spaces, college policies, or any other issues and make recommendations to the College President, through Senate, ways to address these concerns.

5. **The Executive Committee** consists of the chairs of all Senate Committees and shall be chaired by the President of the Senate and advised by the ASLC President. The executive committee shall meet at least on a biweekly basis. The purpose of this committee is to:
   a. To organize and facilitate communication between all Senate Committees.
   b. To make recommendations on the formation of special committees.
   c. To identify and implement ways to make Senate a more efficient and/or a more effective voice of the Linfield College student body.
   d. To work to address concerns raised Senators during Senate meetings.

**Establishment of Special Committees**

Special Committees may be recommended by the Executive Committee and formed by the Senate. Such committees, once formed, will automatically disband at the end of the academic year in which they are formed, unless made into permanent committees.
APPENDIX I
ASLC CLUB SPORTS CHARTERING GUIDELINES

1. To qualify for ASLC Club Sport Chartering an organization must be:
   a. Open to all ASLC members without further qualification, except in the case of women’s or men’s club sport which has a men’s or women’s counterpart that is either a varsity or club sport.
   b. Not charge dues as a condition of participation for members. However, a chartered club sport may require members to pay for their own equipment and or uniforms.
   c. Compatible with the mission of Linfield College and ASLC.
   d. Not funded in the college operating budget.

2. Chartering requires a club sport to:
   a. Request the use of any needed college facilities. This includes field space and athletic facilities which are requests that are made through the ASLC Club Sports Commissioner.
   b. Request ASLC funding as per funding guidelines.
   c. Use of ASLC resources and publicity.
   d. Be represented by one Senator in the ASLC Senate.
   e. Be represented by the ASLC Club Sports Commissioner.

3. To seek such approval the organization must present to the Senate:
   a. A charter request.
   b. The name of an advisor (Advisor must be a faculty member or an employee of Linfield College.)
   c. A statement of purpose or mission for the organization.
APPENDIX 2
CHARTERED CLUB SPORTS RESPONSIBILITIES

1. A charter is good for a maximum of four years. Within four years, a club must complete the re-chartering process; otherwise the organization must successfully complete the entire chartering process anew to become once again chartered.

2. To maintain status as an ASLC charted club sport, each club sport must be “active”. Club sports will be deemed “active” if and only if they meet the following minimum requirements:
   a. Have at least enough active members to compete.
   b. Have officers, including at least President, Vice President, and Senator.
   c. Have regularly scheduled meetings or events (at least one per month).
   d. Have a Senator who meets requirements set forth by the By-Laws and the ASLC Senate Standing Rules.
   e. Present periodic club reports to Senate.
   f. Have a liaison to the ASLC Club Sports Commissioner.
   g. In compliance with the Competition Requirements for Linfield Club Sports as passed by the Linfield College Advisory Council, 5-29-05, and provide ASLC with proof of their compliance.

3. A chartered club sport will have until the second week of its defined season to become “active”. If the ASLC Sports Director has reason to believe that a group is not active, then he/she will send a notice to the advisor asking for evidence that the above criteria are being met. If the club has not responded within one week of this notification, then a notice will be sent to the club telling it that its funds for the semester have reverted to the activities council. In any year in which there is no budget activity for funds received from ASLC, the charter will be revoked. Club sports which have their charter revoked must successfully complete the chartering process to regain chartered status.