

Article I. Outline of the Senate

Section 1.01 Authorities of the Senate

- (a) The Senate shall have the authority to pass, through a vote, resolutions reflecting the opinion of the student body on topical issues;
- (b) The Senate, in coordination with the President, the Executive Vice President, and the Chief Ethics and Procedural Officer, shall solicit applications from members interested in being appointed to Trustee, Faculty, and Special Administrative committees following Spring pre-registration:
 - (i) *In the event that a position on a Trustee, Faculty, and Special Administrative committee is made available following the conclusion of the Senate's regular process, the President and Executive Vice President shall nominate a replacement to be confirmed by the Senate through a vote,*
- (c) The Senate shall have the authority to, through a vote, disburse funds to students and recognized campus organizations for whatever purpose it sees fit;
- (d) The Senate shall select, through a vote, two (2) Senators to serve on Elections Committee and two (2) Senators to serve on Budget Committee, with the responsibilities of reporting to the Senate on their committee's activities and raising concerns to the Senate, at the start of the Academic Year;
- (e) The Senate shall have the power to issue, through a vote, a subpoena to any Officer of the Corporation to appear and testify before the Senate;

Section 1.02 Means of Senatorship

- (a) Any Member, except Officers and Presidential Advisors, may become a Senator by:
 - (i) Attending the first Senate meeting of the semester or,
 - (ii) Attending the first Senate meeting of a new administration or,
 - (iii) Attending three consecutive Senate meetings,
- (b) Members shall lose their Senatorship if they miss three consecutive Senate meetings,
- (c) Senate Chairs shall be granted Senatorship while in office,

Section 1.03 Meetings

- (a) The Senate shall meet at least once a week, unless the Executive Vice President sees reason to cancel:
 - (i) *This decision to cancel can be overturned by a vote of the Senate Chairs,*
- (b) All meetings shall be held on campus and shall be open to the Members;
- (c) All Members must be notified at least twenty-four (24) hours prior to a meeting of the Senate, by whatever means deemed appropriate;
 - (i) *In the case of regular meetings of the Senate, notification shall be assumed,*
 - (ii) *All meetings of the Senate require an agenda to be posted publicly sufficiently in advance such that Members who wish to be present may attend,*
- (d) At the initiative of the Executive Vice President or Chief Ethics and Procedural Officer, the Senate shall maintain the right to close meetings to the public;
 - (i) *Any Senator may request closed minutes, which can be granted through a vote,*

- (ii) *A brief statement of the material discussed must be included in the minutes,*
- (e) All minutes shall be posted on the website of the Corporation for all Members to see;

Section 1.04 Voting

- (a) All Senators shall have one (1) vote on matters brought before the Senate;
 - (i) *The Acting Chair shall have a vote only in the case of a tie,*
- (b) The normal method of tabulating votes shall be by raised hands;
- (c) The vote of individual Senators shall be recorded only in the event of a roll call vote;
- (d) Unless otherwise specified in the Corporation's Constitution and its bylaws, all motions shall require a simple majority (50%+1) of votes cast to pass. Abstentions do not count as votes cast;

Article II. Staff of the Senate

Section 2.01 The Senate Secretary

- (a) The Senate Secretary shall be responsible for recording the minutes and votes of all Senate meetings and keeping records of votes and attendance;
- (b) The Senate Secretary shall work to ensure that the Corporation has a strong social media presence;

Section 2.02 General Senate Chair Guidelines

- (a) The Senate Chairs shall serve for one academic year;
- (b) All Senate Chairs, with the exception of the Academic Affairs Committee Chair, shall attend a minimum of one in three meetings of the Board of Directors;
 - (i) *The Academic Affairs Committee Chair shall attend all meetings of the Board of Directors,*
- (c) The Senate Chairs are expected to attend every Senate meeting but may ask a member of their respective committees to serve as a proxy in instances where attendance is not possible;
- (d) The Senate Chairs shall take minutes at their respective committee meetings:
 - (i) *Minutes shall be presumed public, published publicly, and may be closed by a vote of the Committee,*
 - (1) If minutes are closed, a brief statement of the material discussed shall be included in the public minutes,
- (e) All Senate Chairs shall provide weekly updates of their activity to the Senate;

Section 2.03 The Administrative Affairs and Appropriations Committee Chair

- (a) The Administrative Affairs and Appropriations Committee Chair shall be responsible for handling administrative affairs of the Senate, including but not limited to reviewing Constitutional Amendments, Bylaws Amendments, Senate Operating Procedure Amendments, and Resolutions
- (b) The The Administrative Affairs and Appropriations Committee Chair shall make a recommendation to the Senate on each request for an allocation from the Senate Budget;
- (c) The Administrative Affairs and Appropriations Committee Chair shall keep a record of all of the Senate's expenditures;

- (d) The Administrative Affairs and Appropriations Committee Chair shall serve as Acting Chief Ethics and Procedural Officer in the event that the Chief Ethics and Procedural Officer is temporarily unable to fulfill their duties;
- (e) The Administrative Affairs and Appropriations Committee Chair shall chair the Administrative Affairs and Appropriations Committee;

Section 2.04 The Student Life Committee Chair

- (a) The Student Life Committee Chair shall be responsible for creating and executing projects that will address student needs and improve life for the students of the College in physical and digital situations;
- (b) The Student Life Committee Chair shall solicit feedback from the relevant members of the Corporation in order to update the Corporation's handbook each year;
- (c) The Student Life Committee Chair shall chair the Student Life Committee

Section 2.05 The Environmental Affairs Committee Chair

- (a) The Environmental Affairs Committee Chair shall work to minimize the environmental footprint of both the Corporation and the College, as well as educate the Members on best environmental practices;
- (b) The Environmental Affairs Committee Chair shall oversee the Sustainability Fund, the Garden Manager, and the Sustainable Dining Intern, in the interim until the College hires a sustainability coordinator;
- (c) The Environmental Affairs Committee Chair shall update the Senate on the state of the Sustainability Fund at the beginning and end of each semester;
 - (i) *The Sustainability Fund may be used to finance projects that members of the Environmental Affairs Committee are working on, provided they abide by the regular selection process,*
- (d) The Environmental Affairs Committee Chair shall direct the "re-room" program so long as it exists and is not delegated to a permanent sustainability coordinator;
- (e) The Environmental Affairs Committee Chair shall chair the Environmental Affairs Committee;

Section 2.06 The Community Service Committee Chair

- (a) The Community Service Committee Chair shall strive to increase community engagement and community service opportunities for all Members through methods including, but not limited to:
 - (i) *Service Weeks,*
 - (ii) *Community Service Calendars,*
 - (iii) *Email lists, social media accounts, or other methods of allowing students to subscribe to regularly receive information on service opportunities,*
 - (iv) *Partnerships with on-campus service organizations,*
 - (v) *Outreach events to popularize service in the CMC community,*
- (b) The Community Service Committee Chair shall work closely with service-based clubs, the Class Presidents, and campus organizations interested in team volunteerism;

- (c) The Community Service Committee Chair shall chair the Community Service Committee;

Section 2.07 The Academics Affairs Committee Chair

- (a) The Academics Affairs Committee Chair shall be responsible for advocating for students on academic issues and maintaining a working relationship between the Senate, the Corporation, and the faculty of the College:
 - (i) *The Academics Affairs Committee Chair shall regularly meet with appropriate College personnel in the Dean of Students Office and Dean of Faculty Office to ensure that the student body's academic needs are being met,*
- (b) The Academics Affairs Committee Chair shall collaborate with relevant parties from the Dean of Faculty Office to ensure a proper line of communication between the Academic Affairs Committee, student body, and faculty;
- (c) The Academics Affairs Committee Chair shall work closely with the relevant Board of Directors Officers on matters related to the Committee;
- (d) The Academics Affairs Committee Chair shall chair the Academic Affairs Committee;

Article III. Committees of the Senate

Section 3.01 Composition

- (a) There shall be five (5) Regular Committees of the Senate:
 - (i) *The Administrative Affairs and Appropriations Committee, The Student Life Committee, The Environmental Affairs Committee, The Community Service Committee, The Academic Affairs Committee,*
- (b) Committees not explicitly stated in the Corporation's Constitution and its bylaws are subject to the discretion of the Executive Vice President;
- (c) Additional committees must be reflected in the Senate Operating Procedures;

Section 3.02 General Rules

- (a) All Regular Committees shall have a Chair;
- (b) All matters of debate regarding procedure or policy shall be decided by a vote of the committee;
- (c) Regular Committees shall reserve the right to select an Acting Chair from their membership in the event that the Chair is temporarily unable to fulfill their duties, unless otherwise specified by the Corporation's Constitution and its bylaws;

Section 3.03 Meetings

- (a) Meetings of Regular Committees may only be called by the Chair;
- (b) All motions in Committees shall be decided by a vote;
- (c) Unless otherwise specified in the Corporation's Constitution and its bylaws, all motions shall require a simple majority (50%+1) of votes cast to pass. Abstentions do not count as votes cast.

Section 3.04 The Administrative Affairs and Appropriations Committee

- (a) The Administrative Affairs and Appropriations Committee shall be responsible for handling the administrative affairs of the Senate, including but not limited to reviewing

Constitutional Amendments, Bylaws Amendments, Senate Operating Procedures Amendments, and Resolutions;

- (b) The Administrative Affairs and Appropriations Committee shall oversee the Senate Budget and shall make a recommendation to the Senate on each request for an allocation from the Senate Budget;
- (c) The Chief Ethics and Procedural Officer shall be an ex-officio, non-voting member of the Administrative Affairs and Appropriations Committee;

Section 3.05 The Student Life Committee

- (a) The Student Life Committee shall be responsible for creating and executing projects that will address student needs and improve life for the students of the College;
- (b) The Student Life Committee shall coordinate with the Dormitory Affairs Chair and Residential Life Committee for matters regarding residential life;
- (c) The Student Life Committee shall coordinate with the Vice President of Student Activities on matters concerning student life and general student welfare;
- (d) The Student Life Committee shall be responsible for annually updating the Corporation's handbook;
- (e) The Student Life Committee shall be responsible for digital engagement with the student body through methods including but not limited to:
 - (i) *Collaboration with the Senate Secretary on social media posts,*
 - (ii) *Collaboration with the Executive Vice President on efforts to increase Senate attendance,*
 - (iii) *Outreach directed to link the CMC community with students abroad or in off-campus programs,*

Section 3.06 The Environmental Affairs Committee

- (a) The Environmental Affairs Committee shall work to minimize the environmental footprint of both the Corporation and the College, as well as educate the Members on best environmental practices;
- (b) The Environmental Affairs Committee shall direct the "re-room" program so long as it exists and a Sustainability Coordinator has not been hired;

Section 3.07 The Community Service Committee

- (a) The Community Service Committee shall work with the Class Presidents, relevant College offices, and service based clubs and organizations to provide Members with volunteering and community service opportunities;
- (b) The Community Service Committee shall be responsible for organizing and running Service Weeks at least once a semester;
- (c) The Community Service Committee shall be responsible for cultivating a culture of service among the first-year class, with the goal that they will continue to engage in community service throughout their time at the College and beyond;

Section 3.08 The Academic Affairs Committee

- (a) The Academic Affairs Committee shall provide a platform for student input in academic affairs and maintain a working relationship between the Dean of Faculty's office, select faculty members, and student representatives;
- (b) The Academic Affairs Committee shall include:
 - (i) *The Academic Affairs Chair,*
 - (ii) *At least two members of each class, selected at the start of each semester,*
 - (iii) *The Senior Class President, The Junior Class President, The Sophomore Class President, and The First-Year Class President shall sit as non-voting, ex-officio members of the committee,*
- (c) Invitations to attend the Academic Affairs Committee shall be regularly extended to:
 - (i) *Relevant members of the Dean of Students Office, Dean of Faculty Office, and Registrar's Office,*
 - (ii) *Relevant professors or members of the College faculty,*
 - (iii) *The relevant Dean(s) or Director(s) of Residential Life for the College,*
- (d) The Academic Affairs Committee shall meet regularly, no less than once per month;