

The Student Government Association
Executive By-Laws
Article V: The Freshman Senate By-Laws

Section 1: Establishment of the Freshman Senate

The Freshman Senate, shall exist as a body under the auspices and jurisdiction of the Office of the President of the Student Government Association (further referred to as SGA) and, as such, shall be subject to the SGA Constitution and Executive Branch By-Laws.

Section 2: The Purpose of the Council Shall Be:

- A. To represent the Freshman Class, and voice their opinions to the SGA.
- B. To prepare a group of Freshman who have exhibited leadership skills through active participation and education for future leadership responsibilities.
- C. To involve group of Freshman in the policy making process of the Student Government Association.
- D. To educate the members on various aspects of the University Community.

Section 3: The Goals of the Council Shall Be:

- A. To develop a freshman group that will be able to provide the SGA with ideas and feedback from programs and projects that affect the University of Memphis student body, especially the Freshman class.
- B. To develop leadership skills in Freshman that will assist them in becoming productive members of the University Community and the SGA.
- C. To educate the Freshman class with all the resources and services the University has to offer and to work in conjunction with the administrative offices in all matters affecting the welfare of the student body, especially the Freshman class.

Section 4: The Qualifications for Membership and Selection Process Shall Be:

- A. All of the selection process shall be under the jurisdiction of the SGA President and the selected Freshman Senate Advisory Board of the SGA. The President and or his designee shall supervise the selection process.
- B. The Freshman Senate Advisory Board shall be composed of at most six (6) and at least three (3) members of the Senate appointed by the SGA President, after an extensive interview and selection process, by the SGA's Executive Council, under the direction of the President. The following are the guidelines and responsibilities of the Freshman Senate Advisory Board:
 - a. The Advisory Board shall participate in the organizing and planning of the selection process of The Freshman Senate.
 - b. The Advisory Board shall directly advise one of the standing committees and serve as a non-voting member.

- c. The Advisory Board shall report back to the President after every meeting with the collected minutes from each committee meeting and Freshman Senate meetings.
 - d. In the case that a vacancy occurs for any reason on the Advisory Board, the SGA President shall designate a new advisor under the same stipulations as listed in Section 4, part B.
- C. All Freshman who complete an application within a given time frame and meet the minimum GPA requirements (2.5) shall be interviewed by members of the Executive Board (President, Vice President, Speaker, Speaker Pro-Tempore, Chief Justice) and members of the Advisory Board, and no more than three (3) and no less than one (1) member of the Senate, further referred to as the Selection Committee. (For the purposes of The Freshman Senate, “freshman” will refer to first year incoming students at the University of Memphis, regardless of Advanced Placement Credit hours affecting classification.) The newly selected members of the Freshman Senate must be approved by a majority vote from the SGA Senate.
- D. No less than twenty five (25) and no more than forty (40) freshman shall be appointed to the Freshman Senate, with a majority consensus among the Selection Committee.
- E. Applications shall be reopened only if less than twenty-five students apply, if After the first round of interviews, all positions are not filled, or in seats need to be filled later in the semester.
- F. The term of office for the Freshman Senate shall be the Fall Semester of selection and the subsequent Spring Semester.

Section 5: Membership Status for Freshman Senators:

- A. Each Freshman Senator must remain in good standing and conduct with the University of Memphis
- B. No more than three (3) unexcused absences shall occur for any one Freshman Senator during his or her term of office per semester; this includes both mass meetings and committee meetings. The President and Advisory Board will decide if an absence is excused or unexcused.
 - a. The Freshman Chief Clerk shall be in charge of notifying both the Freshman Senate Executive Board and the Advisory Board if a Freshman Senator has been absent unexcused three times, the Senator will be notified via email AND telephone call by the Speaker of the Freshman Senate.
 - b. If a senator is absent a fourth time they will be impeached. The senator may go through an appeals process at the discretion of the SGA Executive Board and the Advisory Board.
- C. Any Freshman Senator wishing to resign from the Freshman Senate shall do so by submitting a typed letter of resignation to the Speaker of the Freshman Senate and to the SGA President.

Section 6: The Officers of the Freshman Senate Executive Board Shall Be:

A. Freshman Speaker

- A. Shall be elected at the second meeting for a term of the fall and spring semesters.
- B. Shall be responsible for administrative functions of the Freshman Senate.
- C. Shall have the duty to preserve order and decorum when presiding at all Freshman Senate Meetings.
- D. Shall have the power to require any motion to be reduced to writing and submitted to the Chief Clerk.
- E. Shall not be a Standing Committee Chair Person
- F. Shall be the Chief Freshman Officer reporting directly to the SGA President.

B. Freshman Speaker Pro-Tempore

- A. Shall be elected at the second meeting for a term of the fall and spring semesters.
- B. Shall serve as chair person of the executive committee
- C. Shall preside over the Freshman Senate in the absence of the Freshman Speaker
- D. In the event of the vacancy of the office of Freshman Speaker, the Freshman Speaker Pro-Tempore shall assume that position for the remainder of the term.
- E. Assist the Freshman Speaker in the administrative functions of the Freshman Senate.

C. The Freshman Parliamentarian

- A. Shall be elected at the second meeting for a term of the fall and spring semesters.
- B. Shall assist in the education of the Freshman Senate regarding Parliamentary Procedure
- C. Shall, if requested by a Freshman Senator, issue a ruling pertaining to Parliamentary Procedure. His or her ruling shall be binding subject to an appeal to the Freshman Senate; this appeal shall require a two-thirds (2/3) majority vote.
- D. Shall serve as the Sergeant-at-Arms

D. The Freshman Chief Clerk

- A. Shall be elected at the second meeting for a term of the fall and spring semesters
- B. Shall be present at all meetings of the freshman senate
- C. Shall have the duty, in the absence of both the Freshman Speaker and Speaker Pro-Tempore, to call the meeting to order and call the roll and hold an election of a temporary Freshman Speaker
- D. Shall be responsible for the accurate recording of the minutes of all meetings of the Freshman Senate.

E. Shall take attendance at all Freshman Senate meetings and report excessive absences to the Executive Board.

E. All members of the Executive Board are required to work two office hours a week in the SGA office.

: Section 7: Standing Committees

A. The Standing Committees of The Freshman Senate shall be Student Services, Environmental, Campus Safety, and Judicial

B. Committee Membership

a. All Freshman Senators shall indicate by writing their preferences for a committee, (The Executive Council not being an option as membership is by virtue position) and their reasoning to the Freshman Senate Advisory Board at the end of the first full meeting of the Freshman Senate and the Freshman Senate Advisory shall name the members of the committees as fair an expeditiously as possible.

C. Committee Chairs

a. All those interested in the said position shall be nominated by their fellow committee members at the second regular Freshman Senate Meeting, with a conformation, by a second, from a committee member. The nominee who receives approval by a simple majority vote from the committee will take the role of Chair. In the event that a majority vote cannot be obtained, the Freshman Senate Speaker shall make the final decision.

D. Executive Board

a. All Executive powers of The Freshman Senate shall be vested in an Executive Board comprised of the Freshman Senate Speaker, who shall be the Chairperson of the Executive Board, The Freshman Speaker Pro-Tempore, the Freshman Parliamentarian, and The Freshman Chief Clerk. The Executive Board shall meet before each of the mass meetings, discuss the work of each committee, discuss the future plans and directions for the Freshman Senate, and report directly to the Freshman Senate Advisory Board, who subsequently report directly to the SGA President.

E. Executive Committee

- a. The Executive Committee shall be comprised of the Freshman Senate Speaker, who shall be the Chairperson of the Executive Board, The Freshman Speaker Pro-Tempore, The Freshman Parliamentarian, The Freshman Chief Clerk, and the chairpersons of the Standing Committees of The Freshman Senate with the Freshman Senate Advisory Board serving as ex-officio, non-voting members. The Executive Committee shall meet between committee meetings and the next mass meeting to discuss the work of each committee as reported by each chairperson.

F. Succession of Executive Committee Members

- a. Should any officer serving on the Executive Board have to vacate his or her position, the remainder of the Board will hold an election at the next mass meeting to fill the vacant position.
- b. Should a Chair of a Standing Committee have to vacate his or her position, the Co-Chair shall take his or her place and the committee shall vote to replace the co-chair position.

G. Student Services Committee

This committee will work to better the student services available for freshman on campus as well as work to help freshman know all that the campus offers. They will be responsible for surveying the students and writing legislation based on their needs.

H. Environmental Committee

This committee will advocate for sustainability on the University of Memphis's campus. Working with the SGA Senate and green initiatives on campus they will be responsible for keeping the Freshman up to date on sustainability issues.

I. Judicial Committee

This committee will have the duty of reviewing the Freshman Senate By-Laws as well as writing legislation to create ad-hoc committees. They, along with the parliamentarian, will be responsible for the teaching of parliamentary procedure.

J. Campus Safety Committee

This committee will make recommendations on keeping the campus more safe and accessible. They will survey the campus making notes of any needs they might see. They will also work with Police Services to help keep the Freshman body informed.

Section 8: SGA Mentor Program

- A. Each Freshman Senator shall assist members of the SGA branches as a part of the Mentor Program for the Freshman Senate.
- B. This Program shall be monitored by the SGA President and Advisory Board

Section 9: Parliamentary Authority and Procedure

- A. The Freshman Senate shall be run using the TISL rules of order.

Section 10: Meetings

- A. Mass meetings shall be held no less than bi-weekly during the Fall and Spring Semesters at dates and times set forth by the SGA Executive Board and the Advisory Board
- B. Committee meetings will take place on the opposite week of the mass meetings.