

THE SENATE BY-LAW

Be it enacted by the Senate of Duke Student Government (DSG):

TITLE I: APPORTIONMENT, ELECTION, AND APPOINTMENT OF SENATORS

SECTION 1: Terminology

For the purpose of apportioning, electing, and appointing seats in the Senate, the undergraduate students of Duke University shall be divided into the following groups:

1. Students of the First-year class as defined by the University Registrar's criteria.
2. Students of the Sophomore class as defined by the University Registrar's criteria.
3. Students of the Junior class as defined by the University Registrar's criteria.
4. Students of the Senior class as defined by the University Registrar's criteria.

SECTION 2: Apportionment Formulae

1. Apportionment of seats in the Senate shall be determined by the following formulae:
 - a. The Senate will be composed of sixty (60) members, including the five standing committee Vice Presidents and Associate Vice Presidents. Up to forty (40) of these Senators will be from elections from each class. Each of the five committees can have up to eight total elected senators (2 per class). The remaining Senators will be selected through the At-Large process.
 - b. Senators will run for one of the five committees. A Senator may not run for more than one committee at a time. The committees shall be: Academic Affairs; Durham & Community Affairs; Campus Life; Services & Sustainability; and Equity & Outreach. The committees shall have up to 10 Senators each with one Vice President and one Associate Vice President. The Associate Vice President is selected from a member of the previous year's committee.
2. Elected Representation:
 - a. The selection of Senators will be by popular election. Upperclassmen will be elected in the spring and first-years will be elected in the fall. There will be two at-large processes, one in the spring and one in the fall primarily for new senators. Students will vote for candidates in their class. These elections will be administered by DSG. In the event of a tie for the last available seat on the committee from a given class, the newly elected Senate will break the tie and select the new Senator by a majority vote. In addition, the Chief of Staff shall coordinate an apprenticeship/mentorship program for prospective senators as outlined in the Election Rules & Proceedings Statute.

- b. The Election By-Law shall govern the conduct of Senate elections.
3. At-Large Senators:
 - a. At-Large Senators will be selected by an interview process conducted by the Selection Committee (as defined in Section III) and approved by the Senate.
 - b. The Attorney General or Executive Board will publicize the availability of applications through campus-wide media at least one week prior to the application deadline. In addition, the Chief of Staff shall coordinate an apprenticeship/mentorship program for prospective senators as outlined in the Election Rules & Proceedings Statute.
 - c. Interview Process:
 - i. The Interview Process will be conducted in the following manner: Each candidate for an At-Large seat shall complete a written application created by the Selection Committee and participate in an interview with the Selection Committee.
 - ii. The President Pro Tempore, upon advice from the Selection Committee, shall recommend to the Senate names for approval to fill these seats.
 - iii. Approval will be by a majority vote of the seated Senate.
 - d. In the event a Senator is removed from the Senate or voluntarily leaves, the Vice President of that Senator's committee may make an emergency appointment. In coordination with the Executive Vice President, they may review additional applications and put forward nominations for approval by the Senate.
 - e. This recommendation is subject to the approval of the Senate by majority vote.
 - f. The newly appointed Senator shall assume all of the responsibilities of an At-Large Senator, and shall be sworn in during the first Senate meeting after their approval.
 - g. The newly appointed Senator's term shall expire when the term of the senator they replaced would have ended had that senator not been expelled or chosen to leave.
 4. Ad-Hoc Senators
 - a. Members of the Student Body who wish to complete projects within a given committee area may be designated as non-voting Ad-Hoc Senators by the VP of the committee.
 - b. These Senators should submit an application through the At-Large process in order to be considered for the Ad-Hoc Senator position.
 - c. The Senate shall be notified of the nomination and have the power to repeal any such designation by majority vote.
 - d. Ad-Hoc Senators must attend all standing committee meetings (as defined in Section II)
 - e. The powers of Ad-Hoc Senators will be determined on an individual basis by their respective standing committees. However, these powers must include the

ability to initiate legislation.

- f. Ad-Hoc Senators can be removed through the normal impeachment process outlined in the DSG Constitution, or may also be removed by a two-thirds vote of their assigned Senate standing committee.

SECTION 3: The Selection Committee

At the beginning of each year, the President Pro Tempore will convene the DSG Selection Committee, for service throughout the year. The Selection Committee shall be responsible for recommending students to fill At-Large senate seats. The Committee will be composed of, but not limited to, the President, the Executive Vice President, who will chair the committee, the Chief of Staff, the President Pro Tempore, the five Vice-Presidents, as well as two to four Senators. The Senate will internally elect these senators, each with at least one year of experience in the Senate, to sit on the Selection Committee. If any member of the Selection Committee cannot attend the meeting, a Senator may be asked to act as a designated alternate by the Selection Committee. There must be at least one senator present at all times.

SECTION 4: Inauguration of Senators

1. All DSG Senators elected or selected in the Spring Election or Spring At-Large Process will be inaugurated by the sitting Chief Justice, or their designee, at the last meeting of the Senate Session preceding their one-year term. Senators chosen in the Fall First Year Election and the Fall At-Large process will be sworn in at the first meeting following their selection. At-Large candidates will be immediately sworn in after approval by the Senate.
2. The following statement shall be the DSG Senate Oath of Office and shall be used to swear in the Senators-elect: (/ indicates a pause): “I, (name of individual),/ swear that I will faithfully execute/ the office of DSG Senator,/ and that I will to the best of my ability/ preserve, protect, and defend/ the Constitution of the Duke Student Government.”

TITLE II. RESPONSIBILITIES OF LEGISLATIVE OFFICERS AND COMMITTEES

SECTION 1: Responsibilities of Senators

1. Senators are responsible for having a proactive role in pursuing student interests and lobbying the Administration through their active involvement in the Senate, DSG Standing Committees, and University Committees.
2. Bad Standing:
 - a. Senators in Bad Standing are not permitted a voice in any official student government matter. They cannot be recognized. They cannot vote.
 - b. Senators may be placed in Bad Standing by the President Pro Tempore or a majority vote of the Senate.

- c. Any Senator who is placed in bad standing by the President Pro Tempore or the Executive Board reserves the right to appeal their placement to the Senate with the ability to vote and speak in debate on the appeal.
 - d. Senators may be removed from Bad Standing at the discretion of the President Pro Tempore or by a majority vote of the Executive Board, or a majority vote of the Senate.
 3. Attendance:
 - a. Senators are responsible for attending all meetings of the Senate, their respective Standing Committees, other DSG Committees or sub-groups to which they belong, and any assigned University Committee. Failure to attend any such meeting shall be considered an unexcused absence, except in cases excused by the Senate Secretary.
 - b. Excessive unexcused absences (3 or more) are to be considered grounds for removal by the Senate Judiciary Committee (SJC).
 4. Legislative Responsibility:
 1. No member may hold the floor for speaking unless recognized by the Chair or yielded time from another member who has been recognized by the Chair. The Chair will rule any comment as out of order if they deem it to be disruptive, hostile, inappropriate, or unrelated to discussion at that time. Individuals ruled out of order immediately forfeit control of the floor.
 2. Senators are expected to complete the Student Organization Financial Training as well as a cultural competency or implicit bias training each session. The President Pro Tempore is to organize such in-person training if online versions are unavailable.
 3. Senators are expected to provide public project updates at once per semester. Such updates may include a special presentation or report to the full Senate, legislation to be voted on by the full Senate, or written account submitted to the Vice President of a Senator's committee.
 5. Grounds for Removal:
 - a. When recommended to the SJC for investigation, a Senator shall be considered on grounds of:
 - i. Absenteeism or other nonfeasance of responsibilities;
 - ii. Serious or persistent disruption of its proceedings;
 - iii. Other egregious misconduct.
 - b. Senators found to violate such grounds by the SJC will be recommended for removal from DSG to the President Pro Tempore.
 - c. If a Senator does not respond to the SJC investigation or hearing request within one week, they are to be recommended for removal from DSG to the President Pro Tempore, at the advisement of the Executive Board.

- d. For a Senator to be formally removed, the President Pro Tempore must call a vote to remove the Senator. This must pass with a $\frac{2}{3}$ majority of Senators present and voting. The impeached senator will have the right to speak before the Senate.

SECTION 2: Responsibilities of the President Pro Tempore

The President Pro Tempore in accordance with and in addition to the DSG Constitution, shall:

1. Preside over the Senate.
2. Consult with the DSG Executive Vice President on all matters, including legislative proceedings.
3. Vote on legislation to break a tie. If the President Pro Tempore casts the tie-breaking vote, they must announce at that time to the Senate that they have done so.
4. Direct legislation to the appropriate committee for review
5. Be responsible for ensuring adequate attendance at meetings of the Senate
6. Be the chief officer with regard to the preparation of all materials for legislative meetings.
7. Set the agenda for the legislative meetings.
8. Maintain a minimum of one established office hours per week.
9. May nominate as many legislative assistants as they deem necessary for proper execution of their duties and the effective operation of the Senate, subject to the approval of the Senate.
10. Serve as Parliamentarian of the Senate.
11. Have the power to step down from the Chair and assume the role of a representative in order to debate an issue. In this situation, the President Pro Tempore acts as a voting member and a majority-approved member of the Senate serves as Chair, voting only in case of a tie. The President Pro Tempore resumes the position of Chair upon completion of debate on the issue.
12. Exercise any other powers accorded them by the DSG Constitution or by other By-Laws.
13. Provide to any sitting Senator, upon request, materials pertinent to agenda matters under consideration.
14. Be responsible for any documents necessary for conducting legislative meetings.
15. Handle the official correspondence of the Senate.

SECTION 3: Responsibilities of the Senate Secretary

The Senate Secretary, in accordance with and in addition to the DSG Constitution and Senate By-Law shall:

1. Record the minutes of all Senate meetings;
2. Tally votes and maintain voting records;
3. Assist the President Pro Tempore in the administration of the Senate, including;

- a. Receiving all legislation;
 - b. Compiling all passed legislation after Senate meetings;
4. Perform such duties as may be assigned by the Cabinet;
5. Keep a “Calendar of Legislation” open to public inspection containing the following information:
 - a. The date of passage or defeat of all legislation
 - b. The date of expiration of all legislation; and,
 - c. The disposition of expired legislation (Renewed or Expired).

SECTION 4: Responsibilities of the DSG Standing Committee

1. Each committee shall preview and review legislation which will be presented on the floor.
2. Committees may share jurisdiction.
3. No Standing Committee may purport to represent all of DSG without approval of the full Senate.
4. Each Standing Committee shall have the same areas of jurisdiction as the Committee Vice President as outlined in the Executive By-Law.

SECTION 5: Responsibilities of the Vice-Presidents of DSG Standing Committees

The DSG Vice-Presidents will chair the DSG Standing Committee that corresponds to their jurisdiction. The Chairs of the Standing Committees shall:

1. Convene and conduct regularly scheduled meetings of the DSG Standing Committees
2. Set the agenda for committee meetings alongside the standing committee’s Associate Vice President
3. Be responsible for the effective administration of their respective committees.
4. Submit all committee-reviewed legislation to the President Pro Tempore.
5. Maintain an official ledger of actions taken by the committee that have no corresponding legislation as prescribed by Section 1.
6. Exercise any other powers accorded in the Constitution and by other By-Laws.

SECTION 6: Responsibilities of the Associate Vice Presidents of DSG Standing Committees

The DSG Associate Vice Presidents (AVP) will assist the Vice President to chair a DSG Standing Committee. In the Spring, the committee shall nominate a returning senator to the position from the previous year’s committee (i.e. the AVP for the 2023-2024 school year shall be a member from the 2022-2023 committee). The Associate Vice-President of the Standing Committees shall:

1. Set the agenda for committee meetings alongside the standing committee's Vice President
2. Ensure adequate attendance at committee meetings.
3. Assign and/or recommend equity-based projects to senators.
4. Oversee project work and connect senators with relevant student groups
5. Maintain institutional history for their respective standing committee

TITLE III. PURVIEWS OF THE DSG SENATE STANDING COMMITTEES

The following are the student advocacy purviews of the DSG Senate's standing committees. These purviews are not intended to be exhaustive, and may be revised in practice:

SECTION 1: The Academic Affairs Committee

The Academic Affairs Committee oversees all activities that support the academic mission of the University. The Academic Affairs Committee shall have purview over Duke curriculum, faculty programs and pedagogy, course evaluations, academic advising, course registration, tuition, financial aid, the university academic calendar, admissions, student-faculty interaction, the Undergraduate Honor Code, academic services, study abroad programs, international civic engagement programs, and special academic programs. The Academic Affairs Committee shall also work closely with the Office of the Provost, the office of the Dean of Trinity College, the Office of Undergraduate Education, and the office of the Dean of the Pratt School for Engineering.

SECTION 2: The Campus Life Committee

The Campus Life Committee oversees the social and ethical development of Duke students and university policies relating to the undergraduate experience. The Campus Life Committee shall have purview over athletic events, alcohol and event registration, pre-orientation programs, social programming, social venues, campus arts initiatives and communities, and the campus climate, as well as over residential houses, residential assessment, residential programming, residential governance, and the community forum. The Campus Life Committee shall also work closely with the Duke University Athletic Association, the K-ville Line Monitors, the Dean of Students, the Office of Undergraduate Education, the Office of Student Affairs, Duke Dining, and the Housing & Residential Life office.

SECTION 3: The Durham and Community Affairs Committee

The Durham and Community Affairs Committee oversees all university policies concerning government and community affairs. The Durham and Community Affairs Committee shall have

purview over community service, Durham city and county governments, North Carolina state affairs, relations with local universities, Durham cultural life, off-campus mediation, and engagement in elections. The Durham and Community Affairs Committee shall also work closely with the Duke Partnership for Service, the Duke Center for Civic Engagement, and the Office for Durham and Community Affairs.

SECTION 4: The Equity and Outreach Committee

The Equity & Outreach Committee shall work to enhance a respectful and inclusive work and learning environment for the university. The Equity & Outreach Committee shall recommend policies that encourage values of equity and diversity, equal opportunity, harassment prevention, financial equity, ethical labor and employment practices, and it shall promote the celebration of diverse cultures, ideologies, and philosophies. The Equity & Outreach Committee shall also work closely with the Office for Institutional Equity, the Office of Undergraduate Education, and the Office of Student Affairs.

SECTION 5: The Services and Sustainability Committee

The Services & Sustainability Committee oversees all campus services and facilities that correspond with undergraduate student life, as well as projects that impact the University's consolidated infrastructure, physical facilities, sustainability efforts and natural environment. The Services & Sustainability Committee shall have purview over dining, the DukeCard, campus facilities, the Career Center, CAPS, DUSDAC, DUSHAC, parking and transportation, and student health, as well as over campus grounds, roads, walkways, parking facilities, utilities, environmental sustainability efforts, natural environment and policies relating thereto. The Services & Sustainability Committee shall also work closely with the Office of Information Technology, the Office of Parking and Transportation, the Office of Facilities Management, Sustainable Duke, the Student Affairs Office, and the Undergraduate Environmental Union.

The duties of the committees are not limited to those areas described above and may be expanded to include specific interests of the committee members or to include other duties assigned by the President or Executive Vice President or may have other duties prescribed by By-Law.

TITLE IV. INTERNAL COMMITTEES

The following committees are permanent internal committees of the DSG Senate.

SECTION 1: The Internal Affairs Committee (IAC)

1. The IAC shall discuss a vision for the internal workings of DSG.
2. The IAC shall draft, discuss, and review proposed amendments to the Constitution, By-Laws

and House Rules of DSG.

3. The IAC shall be composed of the President Pro-Tempore, and five to seven Senators nominated and elected by the Senate.
4. The current President Pro Tempore shall serve as Chair of the IAC.

SECTION 2: The Senate Judiciary Committee (SJC)

1. The SJC is responsible for the nomination of the Chief Justice and Associate Justices deemed competent to hold office to the Senate.
2. The SJC is also responsible for evaluating allegations of misconduct and referrals for removal from the Senate at the recommendation of the President Pro Tempore or other members of the Senate.
3. The SJC will consist of five to seven Senators nominated and elected by the Senate. D. The Chair of the SJC shall be appointed by the Senate.

TITLE V. OFFICIAL ACTS OF LEGISLATION

All acts of legislation will have a heading that reads: DSG-type of legislation-year-date-number of legislation on agenda. The type of legislation will be abbreviated with “R” for Resolution, “S” for Statutes, “BS” for Budgetary Statutes, and “BL” for By-Laws. Executive Orders shall take one of these abbreviations with “O” in parentheses. Further formatting of submitted legislation will be determined at the discretion of the Executive Vice President.

All acts of legislation will go into effect within five (5) days and pending the signature of the DSG President and Executive Vice President to demonstrate the commitment of DSG to implement the legislation, unless otherwise stated in the piece of legislation and voted on by the majority of Senate. The President may veto acts of legislation as well, but this can be overridden by the Senate with a two-thirds vote.

Legislation may be introduced by Senators, Ad-Hoc Senators, members of the President’s Cabinet, members of DSG Affiliate Bodies, and the student body pursuant to the practices established in the Constitution. These are the only parties allowed to introduce legislation.

SECTION 1: Resolutions

Resolutions are official statements of opinion/recommendation of the DSG and will follow these guidelines:

1. Each resolution will begin with a title on line one. This title will read, “A Resolution of the Duke Student Government...” followed by a brief description of the resolution.
2. These resolutions will come before the Senate after being reviewed by the Standing Committee of the author and must pass the Senate with a simple majority vote.
3. The maximum time period allowed for expiration shall be “perpetuity.” Upon

expiration, the Senate may renew the force of a Resolution by amending the expiration date clause. If no clause is included in the Resolution, the expiration will be assumed to be perpetuity.

SECTION 2: Statutes

1. Statutes are directives from the Senate to another area/position of DSG to perform a specific action.
2. Statutes must pass the Senate with a simple majority vote, unless otherwise specified in the Constitution or other By-Laws.
3. Statutes become inactive upon completion of the directives of the statutes.

SECTION 3: Budgetary Statutes

Budgetary Statutes concern budget requests or other funding requests made by various organizations that are eligible for DSG funding. The Student Organization Funding Committee (SOFC) will submit a budgetary statute to the Senate for each organization requesting funding over \$1,500, and the Senate can amend any part of the budget and pass it with a simple majority vote. The form for Budgetary Statutes and other rules concerning them will be prescribed in the SOFC By-Law.

SECTION 4: By-Laws

By-Laws define the rules and procedures for the internal operation of the DSG and its jurisdiction. Two (2) readings are required before a By-Law may be voted upon, at least seven (7) days apart. A two-thirds majority is required for approval.

SECTION 5: Executive Orders

1. Executive Orders are interim or temporary decisions made by the Executive Board during a recess of the Senate, usually under emergency circumstances, that can be repealed by the Senate upon its reconvening.
2. Executive Orders will go into effect immediately following approval by a two-thirds majority of the Executive Board. Though not official acts of legislation, Executive Orders will be submitted in the form of Resolutions or By-Laws in a manner and form to be prescribed by the House Rules, so long as they are consistent with the By-Laws and Constitution [**LEGISLATIVE INTENT**: The form of the legislation must show that the Senate does not have the right to approve, only to repeal]. Any legislative decision may be decided by Executive Order during a recess of the Senate, except those requiring the allocation of funds.

SECTION 6: Voting

The vote required for passage for all pieces of legislation, excluding By-Laws and Constitutional

Amendments, shall be a majority. A majority is defined as more than half of the voting members of the Senate, excluding abstentions. Procedures for other types of votes, including votes required on motions, will be defined in the House Rules. B. Senators may not vote by proxy.

TITLE VI. HOUSE RULES

House Rules shall govern the procedure in the Senate as the Senate may adopt annually, if said rules are consistent with the Constitution and By-laws.

1. The IAC will review and recommend amendments to the current House Rules and will submit these recommendations to the Senate at least two (2) meetings prior to the end of the current Legislative Session for approval for the following Session.
2. If the proposed amendments fail to pass the Senate, the unamended House Rules shall be used at the beginning of the following Session until new House Rules are approved by the Senate.
3. The Executive Vice-President and all members of the Senate may propose amendments to the House Rules throughout the Session.
4. All amendments to the House Rules must be ratified by a simple majority vote of the Senate.
5. The House Rules shall be made public.

TITLE VII. MEETING TIMES

SECTION 1: Standing Committee Meetings

Standing Committees shall meet at least once per week.

SECTION 2: Meetings of the Senate

1. A session of the Senate begins on the first week of classes in each Fall semester, and shall end on the second to last week of classes in the succeeding Spring Semester
2. The Senate may determine the time and location of its meetings, but shall meet at least twice in every month during which school is in session for the majority of that month.
3. The regular meetings of the Senate shall:
 - a. Be open to the public unless a Senate Executive Session has been called by the President Pro Tempore; and
 - b. Provide time for any student or representative of a student group to present on matters of a University-wide interest.
4. Additional meetings may be called at the discretion of the President, Executive Vice President, President Pro Tempore, or by a written request of twenty-five percent of the members of the Senate.
 - a. The session may also be extended if deemed necessary by the President in

consultation with the President Pro Tempore, or by a written request from twenty-five percent of the members of the Senate. However, a session may not be extended past graduation of the year in question.

TITLE VIII. ADVISING

1. The Advisor for the DSG will be a staff member from the Office of Undergraduate Activities, Organizations, and Events (UCAE).
 - a. This shall not prevent the DSG from collaborating with other administrators, professors, staff or personnel of the university or community.
 - b. The DSG may take on another official advisor by a 2/3 majority vote of the DSG Senate
 - c. An additional advisor will not replace any existing advisor
 - d. An advisor can be removed with a 2/3 majority of the Senate
2. The DSG Advisor has the following duties, powers, rights and obligations
 - a. To meet with members of the DSG for consultation on issues.
 - b. If requested, to assist the Executive Board in training of new senators.
 - c. If requested, to give a brief overview of DSG policies and practices to new executive members.
 - d. To be recognized during a DSG General Body Meeting.
 - e. Does not have the responsibility to enforce bylaws or the Constitution.
 - f. To be present in the tabulation of votes for executive and general elections.
 - g. The Advisor may report illicit behavior surrounding the elections to the DSG Senate
 - h. To act as the DSG Historian, providing resources as to the past missions and actions of the organization.
 - i. To help develop consistency from year-to-year.
 - j. To sign off on contracts on behalf of the DSG with consultation and approval of the DSG.

TITLE IX. AWARDS

The Senate will choose the following awards by secret ballot within one month of the last day of classes. A plurality of affirmative votes will be necessary to declare the recipient of any award.

SECTION 1: The Paul Edwin Harner Award

The Paul Edwin Harner Award (named for the ASDU 1985 Speaker of the Senate), is awarded to a member of the DSG who has shown a strong commitment to the well-being of Duke University by providing strong, consistent leadership and dedication to the DSG throughout their undergraduate years and has been exemplary in service to the DSG. Recipients are not required to have been members of the DSG during their entire undergraduate career, although senators are permitted

to take such experience into consideration.

SECTION 2: The Reginaldo Howard Award

The Reginaldo Howard Award (named for the 1976 President of the Associated Students of Duke University, who was killed in a tragic car accident) is awarded to a member of the Cabinet who best exemplifies the traits of excellent leadership, compassion, and dedication that characterized the Reginaldo Howard presidency.

SECTION 3: The Graydon John Forrer Award

The Graydon John Forrer Award (named for a 1981 ASDU Senator), is awarded to the DSG Senator who has demonstrated the highest level of integrity during the legislative session.

SECTION 4: The Dean Suzanne Wasiolek Award

The Dean Suzanne Wasiolek Award, named for the Assistant Vice-President for Student Affairs and former Dean of Student Development, is awarded to a member of the Duke University administration who has seriously and effectively considered the interests and concerns of undergraduates in the course of carrying out their duties and/or formulating policy in the best interest of the University community as a whole throughout their tenure at Duke.

SECTION 5: The Nannerl O. Keohane Award

The Nannerl O. Keohane Award, named for the former President of Duke University, is awarded to the member of the Duke University administration, faculty, or staff whose work with the DSG demonstrates service and commitment to undergraduate students which characterized the Nan Keohane presidency.

SECTION 6: The Shrey H. Majmudar Award

The Shrey H. Majmudar Award, named for the 2020-2021 Vice President of Academic Affairs, is awarded to a member of the DSG who goes above and beyond the call of DSG to build community, protect the rights of students, and proactively provide undergraduate resources with no expectation of recognition. This honoree additionally serves as a mentor to others in DSG and seeks to better the entire student community.

SECTION 7: The Outstanding Caucus/Affiliate Award

The Outstanding Caucus award is given to a DSG Caucus that has demonstrated a commitment to the ideals of their respective caucus. Additionally, this caucus has successfully facilitated the coordination between DSG and members of the student body with shared policy aims.

TITLE X. MISCELLANEOUS

There will be an annual address given to the Senate by the Vice Provost for Undergraduate Education. The address will take place in the fall semester and will be given to the full Senate.

TITLE XI. DISTRIBUTION OF THE SENATE BY-LAW

The President Pro Tempore shall make copies of this By-Law available to each Senator at the beginning of the Senate Session, and to each new senator who is seated during the course of a Senate Session.

TITLE XII. AMENDMENTS TO THE SENATE BY-LAW

In case of future amendments to this By-Law, this By-Law shall be retyped to include the amendments and shall replace the previous full copy of the By-Law in the DSG records. Only the most recent amendment shall be retained in the DSG records, and previous ones may be discarded as their text will be included in the full By-Law.

TITLE XIII. ATTENDANCE

SECTION 1: Attendance Records

1. Each Vice President shall record attendance at each meeting of their Standing Committee, and shall submit attendance records to the Senate Secretary at the conclusion of each meeting.
2. Absences shall only be tallied within a given semester, and shall be reset to zero at the beginning of each semester.
3. All absences shall be considered unexcused absences, except in cases of absence reported to the Senate Secretary with appropriate documentation pursuant to the House Rules. D. The Senate Secretary shall only excuse absences in cases outlined in the House Rules, or in the cases outlined in the following subclauses:
 - a. Interviews;
 - b. Illness;
 - c. Religious holidays;
 - d. Activities that further the goals of a Senator's project;
 - e. Mental Health;
 - f. Mandatory Class Sessions and Work;
 - g. Emergency.

SECTION 2: Attendance Enforcement

1. Any Senator who accrues either (i) 3 unexcused absences in Senate meetings or (ii) 3 unexcused absences in Standing Committee meetings shall be reported to the Chair of the SJC by the Senate Secretary.
2. Any Senator who accrues 5 absences, either excused or unexcused, shall be reported to the Chair of the SJC by the Senate Secretary, which shall determine any necessary course of action.
3. Upon a report to the Chair of the SJC, the SJC shall investigate whether the minimum 3 unexcused absences occurred and, in such case, shall recommend the offending Senator's removal to the President Pro Tempore.
4. The SJC may decide whether any absence marked "unexcused" by the Senate Secretary was accurately marked, in accordance with the standards set in Section 1, Subsection D. Any corrections to the attendance record shall be reported to the Senate Secretary.

TITLE XIV. RECOGNITION AND CHARTER AMENDMENT PROCEDURE

SECTION 1: Provisions of Recognition and Charter Amendment Procedure

The Senate may invoke this title whenever the question of granting the recognition or charter of a student organization is currently before the Senate. When this title is invoked, any Senator may move to amend the constitution of the student organization in question, subject to the following provisions:

1. This title may only be invoked by a seconded motion approved by a 2/3 majority of the Senate, or by the President Pro Tempore on the grounds of a specific violation of the governing documents;
2. This title may only be invoked after a protected negative speech has been given against the granting of recognition or charter;
3. Any motion to amend the student organization's constitution must be made in the course of standard debate procedure;
4. No motion to amend the student organization's constitution may be considered "friendly;"
5. If the Senate grants recognition or charter to a student organization after amending that organization's constitution, that organization must submit formal approval of all such amendments within 7 days, or else that granting must be nullified;
6. Further, the Senate must not compel any student organization to accept the granting of recognition or charter.

SECTION 2: Establishing this Title as a Criteria for Recognition or Charter

All student organizations must be subject to the provisions of this title when invoked, as a criteria for forming a group recognized or chartered by DSG.

TITLE XV. SENATE CAUCUSES

The Senate must allow the formation and operation of Caucuses to facilitate coordination between Senators and student groups with shared policy aim, which may extend beyond the scope of a single Senate standing committee or members of a traditionally underrepresented community.

SECTION 1: Purpose of a Caucus

1. A Caucus exists to foster inter-committee collaboration among the members of the Senate.
2. A Caucus exists as an intermediary to increase collaboration between Senators and members of the student body who are working towards a shared policy aim.
3. Members of a Caucus will be self-identified and passionate stakeholders who have a shared policy goal. Members work towards implementing policies and/or uplifting project work related to an underrepresented community or shared policy aim.

SECTION 2: Formation of a Caucus

1. All members of the DSG maintain the right to petition to form a Caucus upon the completion of a Petition of Caucus submitted to the President Pro Tempore.
2. A Petition of Caucus must consist of:
 - a. A name for the proposed Caucus;
 - b. The name of 1 designated Senator, who must serve as the founding Caucus Chair; or the names of 2 designated Senators who must serve as founding Caucus Co-Chairs; and
 - c. The names of any other founding members of the Caucus, if any, except those kept anonymous at the discretion of any such founding member;
 - d. A statement of purpose, which is in line with the Duke Community Standard and the DSG governing documents, and which must not entail the targeting of another group;
 - e. A list of student groups with shared policy aims who have been contacted and showed interest in the formation of this Caucus
 - f. A process for transitioning Caucus leadership
 - i. Candidates for Caucus chair should have at least one semester-worth of membership in the Caucus for which they are hoping to chair. An exception may be made to this rule for special circumstances.
 - ii. New Caucus chairs should be appointed by the end of the DSG election for Vice Presidents, Senators, Class Presidents, and Class Vice Presidents for ease of transition, though they will not assume the full extent of their duties until the start of the new DSG Senate Session.
 1. At least one chair for each caucus must be confirmed by the senate

prior to or at the last meeting of the Senate Session preceding their one-year term

3. Upon submission, the President Pro Tempore must present the Petition of Caucus to the Senate and, upon the approval of a majority of the Senate, must be recognized as an official Caucus and added to a publicly available Senate Caucus List on the DSG website.
4. During the Senate meeting at which a Caucus is recognized, the newly recognized Caucus Chair may call for additional members of the Caucus.
5. The President Pro Tempore must be responsible for ensuring the effective transition of Caucus leadership from year to year, including the transfer of any relevant documents or records.

SECTION 3: Membership and Maintenance

In order to ensure continuity and proper maintenance of Caucuses, the following guidelines and recommendations should be adhered to:

1. Caucuses must meet at least twice a month (unless otherwise agreed upon with the Pro Tempore) and have a minimum of three members, one of whom should be unaffiliated with DSG; otherwise, they will be given 'dormant' status.
2. All members of the student body have the right to be a member of a Caucus. Their membership shall be determined by the members of a Caucus. Caucus chairs will recommend non-DSG members to the Senate for approval by the majority of the Senate.
3. Membership of Caucuses should be finalized by the beginning of October each Senate Session, though students may still join after this time.
4. All Caucuses should maintain records of policies, project work, student groups, and administrative contacts for ease of transition. These should be kept in the DSG Google Drive for public access.

SECTION 4: Dormant Caucuses

Caucuses given 'dormant' status should be managed as follows:

1. The President Pro Tempore must be responsible for the maintenance of dormant Caucuses, and must regularly inform the Senate of such Caucus' dormant status
2. Any dormant Caucus may be removed from dormant status by the appointment of a new Caucus chair, who must be approved by a majority of the Senate.
3. All members of the DSG must maintain the right of freedom of assembly, with or without the formal designation of their assembly as a Caucus.

SECTION 5: Rights of Caucuses

1. Each Caucus must maintain the right to determine its own membership by majority vote
2. Only DSG Senators can propose legislation from a Caucus
3. Each Caucus must maintain the right to determine its leadership, by a process developed

with the advice of the President Pro Tempore. The new Caucus Chair shall be chosen by the members of the caucus and shall be approved by a majority of the Senate.

- a. Any non-DSG caucus member can only be chair of a Caucus if they have a co-chair that is a member of DSG and is thus able to propose legislation
4. Each Caucus shall have the right to report updates or give special presentations to the Senate during Senate meetings. Reports shall be given by Senators who are members of the Caucus.
5. Each Caucus must have the right to endorse legislation and other DSG initiatives, or to release a statement on any on-campus or off-campus issues related to the purpose of the Caucus, in DSG communications.
6. All Caucus chairs must maintain the right to use official DSG communications and media resources, including but not limited to the Communications Team, for Caucus purposes.
7. No Caucus may purport to represent the full Senate without the approval of a majority of the Senate.
8. Information beyond the requirements explicitly enumerated in the Senate By-Law must not be required for a Petition of Caucus.

TITLE XVI: ENACTMENT AND EFFECTS

This By-Law shall be effective immediately. The previous Senate By-Law is hereby repealed, and any By-Law, Statute, policy, or practice in conflict with this By-Law is hereby declared null and void.