# COLLEGE OF SAINT BENEDICT SENATE
## CONSTITUTION

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6.1 Rules
1.0 PREAMBLE

As members of the Saint Ben’s Senate, it is our duty to serve the students at the College of Saint Benedict and foster a Benedictine community designed to provide students with a well-rounded liberal arts education. In efforts to uphold the missions of the College of Saint Benedict and meet the needs of the student body, the Saint Ben’s Senate follows guidelines outlined below in this constitution.

2.0 NAME

The name of this organization shall be called the College of Saint Benedict Senate, hereafter referred to in this document as the Saint Ben’s Senate.

3.0 PURPOSE

Provide an autonomous form of government, representing all students at the College of Saint Benedict.
Provide an unbiased space for students to express views and opinions.

3.1 Mission Statement

The Saint Ben’s Senate will maintain viable and inclusive relationships with the student body and members from administration, faculty and staff at the College of Saint Benedict. Furthermore, as leaders on campus, we seek to preserve a strong relationship with the Saint John’s Senate and make ethical decisions predicated on Benedictine values instituted by the College of Saint Benedict.

4.0 MEMBERSHIP & EXPECTATIONS

4.1 Membership

The Saint Ben’s Senate shall consist of a President, Vice President, Trustee, Treasurer, Club Allocations Chair, Public Relations Representative, Academic Affairs Representative, Women’s Initiative Representative, Student Activities Representative, Cultural Affairs Representative, Underclass Representative, Upper Class Representative, Sustainability Representative, First Year Representative and three (3) Club Auditors. In addition, the Saint Ben’s Senate will have two appointed, non-voting members referred to as the Executive Assistant and Public Relations Assistant. Each member may only function in one capacity exemplified in the by-laws section of the constitution. The Executive Assistant and Public Relations Assistant will be selected by interviews conducted by representatives from the Executive Board.

4.2 Meetings

All Saint Ben’s Senate meetings and committee meetings are open to all members from the CSB and SJU communities. The Saint Ben’s Senate meetings are conducted every Wednesday evening of the week at 7:30 p.m. in Gorecki 120, unless otherwise specified.

4.3 Executive Boards and Committees
Additional committees of the Saint Ben’s Senate include, but are not limited to, the Executive Board and Co-Funding Board, whose duties, structure and guidelines are outlined in the by-laws. Executive Board and Co-Funding Board decisions may be overturned by a 60% (3/5) vote from the Saint Ben’s Senate. All senators have the power to establish committees or tasks forces at any time, and in addition, all senators must participate in at least one committee and one task force during the semester, unless otherwise specified by the Executive Board.

4.4 Amendments

The Saint Ben’s Senate constitution may be amended by a three-fourths (3/4) vote of the Saint Ben’s Senate and a two-thirds (2/3) majority of the voting student body. The by-laws may be amended by a three-fourths (3/4) vote of the Saint Ben’s Senate. Standing rules may be amended by a majority vote of the Saint Ben’s Senate.

5.0 BY-LAWS

5.1 Members of the Saint Ben’s Senate

The Saint Ben’s Senate members shall assume their duties and responsibilities one month before the last day of school, following full transition by the previous Saint Ben’s Senate senator. Members shall attend all regularly scheduled Saint Ben’s Senate meetings and all committee meetings as assigned to that position. Saint Ben’s Senate members shall preserve a permanent record of activities, issues, and accomplishments, to be sent to the college archives after two years maturation.

I. President

A. Chair all Saint Ben’s Senate meetings according to Sturgis Parliamentary Procedure with no speaking terms.  
B. Call special meetings of the Saint Ben’s Senate when necessary.  
C. Serve as a member of the Saint Ben’s Senate for two semesters.  
D. Chair the Executive Board meetings.  
E. Vote in case of a tie, when that vote affects the outcome, or when votes occur in ballot.  
F. Interpret the Saint Ben’s Senate Constitution and by-laws, except in cases of violation.  
G. Assist any responsibilities and duties of each senator.  
H. Meet with Saint Ben’s Senate faculty advisor when necessary.  
I. Aid the Saint Ben’s Senate Vice President in coordinating correspondence with any affiliated state or national organization and other student governments.  
J. Meet with the President of the College once a semester.  
K. Assist the Public Relations Representative with press releases and final approval of all messages sent on behalf of the Saint Ben’s Senate.  
L. Meet twice per month with the Saint John’s Senate President.  
M. Keep a detailed record of Saint Ben’s Senate member absences and board report submissions.  
N. Meet twice per month with the CSB Dean of Students.  
O. Oversee senate project goals and individual senator goals.  
P. Maintain adequate supplies in the Saint Ben’s Senate Office.  
Q. Aid and oversee the Saint Ben’s Senate Vice President in the planning and implementation of the fall and spring retreats.  
R. Create the agenda each week for the Saint Ben’s Senate meetings.  
S. Present Saint Ben’s Senate goals to the President of the College and her Cabinet at the beginning of the fall semester.
T. Receive a 10-12 hour work award through the Student Employment Position.

II. Vice President
   A. Have one vote.
   B. Serve as a member of the Executive Board.
   C. Serve as a member of the Saint Ben’s Senate for two semesters.
   D. Serve as Parliamentarian.
   E. Act as President in the absence of or at the request of the President.
   F. Coordinate correspondence with any affiliated state or national organization and other student governments.
   G. Chair the Judicial Board if the Trustee is unable to.
   H. Maintain a working relationship with the Office of Institutional Advancement.
   I. Maintain an efficient working relationship with the Saint John’s Senate, specifically with the Saint John’s Senate Vice President.
   J. Interview, select, and oversee the Executive Assistant.
   K. Coordinate the fall retreat with the Saint Ben’s Senate Executive Board and Senate Advisors.
   L. Oversee and review weekly board reports to monitor senator activity and assist when necessary.
   M. Appoint a senator to be a representative on the Fine Arts Programming Board.
   N. Receive 5-6 hour work award through the Student Employment Position through the Student Development Office.

III. Trustee Representative
   A. Have one vote.
   B. Serve as a member of the Executive Board.
   C. Serve as a member of the Saint Ben’s Senate for two semesters.
   D. Be an ex-officio member of the College of Saint Benedict’s Board of Trustees until the end of the academic year following election date.
   E. Serve as a member of the Board of Trustees Student Development Committee as needed.
   F. Meet regularly with the Vice President of Student Development, especially in preparation for the Board of Trustees Student Development Committee meeting.
   G. Serve as the student representative at the CSB Board of Trustees meetings as well as the joint Board of Trustees with SJU.
   H. Chair the Judicial Board.
   I. Oversee constitutional review.
   J. Chair the Senate Affinity committee and plan the Senate Affinity Alum event in the spring.
   K. Receive a $250 stipend per semester.

IV. Treasurer
   A. Have one vote.
   B. Serve as a member of the Executive Board.
   C. Serve as a member of the Saint Ben’s Senate for two semesters.
   D. Supervise and record all revenue and expenditures of the Saint Ben’s Senate.
   E. Be aware of the current working balance of the Saint Ben’s Senate budget and maintain a perpetual record.
   F. Report the current budget during Saint Ben’s Senate meetings.
   G. Act on all proposals or amendments to the Saint Ben’s Senate budget.
H. Meet in person with students or groups submitting funding requests to review the SBS Funding Guidelines and ensure that the group is aware of those guidelines and prepared to present to the SBS.
I. Prepare printed copies of the St. Ben’s Senate Funding Guidelines for all senators at the beginning of each semester.
J. Prepare a financial statement to be presented to the Saint Ben’s Senate when necessary.
K. Be a voting member of the Co-Funding Board for the entire academic year.
L. Audit the Saint Ben’s Senate, and all sub-committees with the exception of the CFB when necessary.
M. Calculate re-absorptions to the Saint Ben’s Senate as necessary at the end of the year. Transfer money as determined in conjunction with the Club Allocations Chair.
N. Be restricted from holding the office of treasurer in other organizations while in office.
O. Meet with the business office administrators in conjunction with the Club Allocations Chair as deemed necessary.
P. If invited, serve as a member of the Finance Committee for the Board of Trustees.
Q. Maintain the Saint Ben’s Senate funding trends spreadsheet and provide updates to the senate three times a year (beginning of fall semester, beginning of spring semester, and end of spring semester).
R. Receive a $250 stipend per semester.

V. Public Relations Representative
A. Have one vote.
B. Serve as a member of the Executive Board.
C. Serve as a member of the Saint Ben’s Senate for two semesters.
D. Send communication messages to the student body when the Saint Ben’s Senate intends to share a formal statement on an issue or event.
E. Oversee the Public Relations Assistant in updating the Saint Ben’s Senate webpage on the school website.
F. Serve as a resource on advertising Saint Ben’s Senate sponsored events and programs via email and social media (i.e. Facebook, Twitter, Instagram).
G. Preserve the brand of the Saint Ben’s Senate when distributing information on all communication platforms.
H. Publicize the Saint Ben’s Senate’s weekly agendas and announcements to the student body over email and social media.
I. Coordinate General and Special Elections for the Saint Ben’s Senate
J. Coordinate a Saint Ben’s Senate Public Relations Campaign.
K. Coordinate Bennie Day in conjunction with the Community Representative.
L. Assist the Underclass Representative in planning fall orientation activities.
M. Communicate directly with the President and Vice President regarding all Saint Ben’s Senate public information and its appropriate distribution.
N. Serve as a member on the Board of Trustees Marketing and Enrollment Committee.
O. Oversee and delegate tasks to the Public Relations Assistant in conjunction with the President.
P. Receive training from Information Technology Services to help the Public Relations Assistant update the CSB Senate website.
Q. Be responsible for ordering Saint Ben’s Senate items and communicating with the Treasurer for spending updates.
R. Plan monthly Senate visibility events if no other Senate-organized events take place that month.
S. Meet with the Public Relations Assistant once a week.
T. Receive a $250 stipend per semester.

VI. Club Allocations Chair
   A. Have one vote.
   B. Serve as a member of the Saint Ben’s Senate for two semesters.
   C. Attend all CFB meetings, held from 4:30 p.m. to 6:30 p.m., every Monday and co-chair the meetings with a member of the Saint John’s Senate.
   D. Serve as a member in the Executive Board.
   E. Chair the Saint Ben’s Senate Co-Funding Board as a voting member for the entire academic year with speaking terms.
   F. Provide a summary of Co-Funding Board allocations to the Saint Ben’s Senate at the meeting following allocation decisions.
   G. Maintain an accessible file of all allocations requests.
   H. Work in conjunction with the Saint John’s Senate Student Activities Representative the and Activities and Allocations Board (AAB) Chair.
   I. Maintain a working relationship with the Student Activities office and Saint Ben’s Senate Student Activities Representative in regards to club issues and procedures.
   J. Report misuse of Saint Ben’s Senate allocations to the Saint Ben’s Senate and impose sanctions in accordance with Saint Ben’s Senate funding guidelines.
   K. Ensure that communication is occurring between Club Auditors and the club officers of their designated clubs.
   L. Be restricted from holding the office of treasurer in other organizations while in office.
   M. Meet with the business office administrations in conjunction with the Treasurer as deemed necessary.
   N. Transfer monies from Saint Ben’s Senate Co-Funding Board sub-account to various club accounts when needed as approved by the CFB.
   O. Calculate re-absorptions to the Saint Ben’s Senate miscellaneous account at the end of fall semester and at the end of spring semester, return the generated funds reabsorbed from clubs, and transfer the designated percentage of reabsorbed money from co-funded clubs to Saint John’s Senate in conjunction with the Allocations Chair.
   P. Receive a $250 stipend per semester.

VII. Club Auditors
   A. Have one vote.
   B. Serve as a member of the Co-Funding Board until the end of the academic year.
   C. Conduct and report monthly audits of appointed clubs in accordance with Co-Funding Board guidelines.
   D. Report misuse of allocated funds to the Club Allocations Chair.
   E. Report indebted clubs to the Club Allocations Chair or the Saint Ben’s Senate as needed.
   F. Establish and maintain working relationships with club officers.
   G. Must abide by Co-Funding Board guidelines when sitting on the Co-Funding Board.
   H. Be restricted from holding the office of treasurer in a club that one audits.
   I. Be restricted from auditing a club one participates in.
   J. One (1) Club Auditor must serve as a member of the Joint Club Board.
   K. One (1) Club Auditor must maintain a direct relationship with CSB-only club treasurers, conducting monthly audits, and approve funding by Saint Ben’s Senate in accordance with Co-Funding Board guidelines.
L. Freeze club funding if clubs have not submitted an audit by the 15th of the month at their discretion.
M. Submit all agenda requests to the CFB Email Account & Chairwoman by Sunday at 5PM for Monday’s meeting.
N. Receive a $250 stipend per semester.

VIII. Community Representative
A. Have one vote.
B. Attend all Alumnae Board Committee meetings and develop a working relationship with the director of the Alumnae Association.
C. Act as a liaison between the Saint Ben’s Senate, CSB students, and alumnae, Sisters of Saint Benedict and St. Joseph community.
D. Coordinate the annual Feast of Saint Benedict event in collaboration with a Saint Ben’s Senate committee and the Director of CSB Campus Ministry.
E. Coordinate the annual Bennie Day event in collaboration with a Saint Ben’s Senate committee and director of Alumnae Relations.
F. Regulate Bennie Day shirt sales during and after the annual Bennie Day event.
G. Develop a working relationship with Mayor of St. Joseph
H. Attend St. Joseph City Council meetings once a month.
I. Coordinate an annual community service event (Bennie Day of Service) with a Saint Ben’s Senate committee.
J. Attend all Bookstore Advisory Board meetings.
K. Receive a $250 stipend per semester.

IX. Academic Affairs Representative
A. Have one vote.
B. Attend Joint Faculty Senate meetings and serve as the voice of the CSB student body.
C. Inform the Saint Ben’s Senate and student body of current academic activities or issues occurring on campus.
D. Meet in conjunction with the Academic Dean and Provost when necessary.
E. Meet with the Office of Academic Advising when necessary.
F. Meet in conjunction with the chair and the vice-chair of the Joint Faculty Senate when necessary.
G. Serve as a member on the Board of Trustees Academic Affairs Committee.
H. Serve as a member on the Academic Affairs Calendar Committee when necessary.
I. Receive a $250 stipend per semester.

X. Sustainability Representative
A. Have one vote.
B. Promote and educate the community about campus issues pertaining to the four pillars of sustainability: economic, social, political, and environmental.
C. Serve as liaison between the administration and students on campus sustainability issues.
D. Meet with CSB staff to address issues pertaining, but not limited to: facilities, grounds, residential life, housing, culinary services and transportation to discuss their efforts in sustainability
E. Serve as a member of the Arboretum Advisory Council.
F. Serve as a member of the College Sustainability Council.
G. Serve as liaison for the Full Circle Greenhouse.
H. Aid in the planning and/or implementation of annual sustainability events and functions on campus.
I. Organize tabling events to educate students about proper recycling and compost methods.
J. Ensure that the college remains dedicated to its sustainability commitments.
K. Serve as a member of the Building and Grounds Committee for the Board of Trustees.
L. Serve as a member of at least one regularly meeting sustainability group on campus (i.e. sustainability alliance, Ecohouses, Climate Action Club, etc).
M. Manage the CSB/SJU Facebook Ride Share page.
N. Receive funds to investigate, propose, fund and enact sustainability efforts on campus.
O. Receive a $250 stipend per semester.

XI. Women’s Initiative Representative
A. Have one vote.
B. Promote and educate the CSB community about intersectional women’s topics.
C. Act as the liaison between the Sister Nancy Hynes Institute for Women’s Leadership and the Saint Ben’s Senate.
D. Plan and coordinate Women’s Month, with the Sister Nancy Hynes Institute for Women’s Leadership.
E. Serve on the Sister Nancy Hynes Institute for Women’s Leadership Advisory Board.
F. Will coordinate and facilitate the WILD program with the Under Class Representative and the First Year Representative.
G. Collaborate with Health Advocates in promoting healthy relationships.
H. Meet with the CSB/SJU Health Promotions Coordinator.
I. Renew and maintain the Hygiene Product Program.
J. Serve on the Men’s Development Institute Advisory Board.
K. Receive a $250 stipend per semester.

XII. Student Activities Representative
A. Have one vote.
B. Co-Chair the Joint Club Board with the Saint John’s Senate Joint Club Chair.
C. Meet with the Club Allocations Chair to discuss club issues as needed.
D. Attend an all-club gathering each year for club officers in conjunction with the JCB, CFB, and the Student Activities and Leadership Development Department.
E. Promote and facilitate discussion and awareness of club issues with the Saint Ben’s Senate.
F. Act as a liaison between the Student Activities and Leadership Development Department, and the Saint Ben’s Senate.
G. Meet bi-monthly with the staff of the Student Activities and Leadership Development Department to discuss club issues and activities to report to the Saint Ben’s Senate.
H. Meet regularly with the directors of Student Activities and Leadership Development Department, the JCB Advisor, and the Dean of Students about club issues and senior events.
I. Act as the liaison to Student Activities and Leadership Development in the planning of Bennie Brunch, Bennie Ball, and Senior Farewell.
J. Act as liaison between the Joint Events Council and the Saint Ben’s Senate.
K. Coordinate and set-up for the Involvement Fair during the fall term.
L. Promote and facilitate club collaborations.
M. Receive a $250 stipend per semester.

XIII. Cultural Affairs Representative
A. Have one vote.
Saint Ben’s Senate Constitution 2017-2018

B. Report and promote Cultural Affairs Board activities and issues to the Saint Ben’s Senate and Vice President.
C. Report Saint Ben’s Senate activities to the Cultural Affairs Board.
D. Meet with administrators from the offices of Admissions and Student Development.
E. Meet with the director of the Intercultural and International Student Services Department.
F. Attend meetings and events of other cultural clubs.
G. Collaborate and promote working relationships with other cultural clubs.
H. Work with the Intercultural and International Student Services Department to coordinate events with Saint Ben’s Senate.
I. Attend the first AIM Advisory Board meeting of the month.
J. Receive a $250 stipend per semester.

XIV. Upper Class Representative
   A. Have one vote.
   B. Be a member of the junior or senior class.
   C. Represent the interests of the senior and junior classes, including off campus students.
   D. Communicate Senate issues to the junior and senior classes.
   E. Keep in regular contact with the Director of Residential Life.
   F. In the absence of the Community Representative, will attend St. Joseph City Council meetings.
   G. Plan and organize Day at the Capitol with Saint John’s Senate counterpart.
   H. If the Upper Class Representative is a Junior, assist the Student Activities Representative in planning events including Bennie Brunch, Bennie Ball, and Senior Farewell.
   I. Serve as a member of the Housing Appeals Committee.
   J. Serve on the Culinary Task Force.
   K. Act as liaison between the Saint Ben’s Senate and Residential Life.
   L. Receive a $250 stipend per semester.

XV. Under Class Representative
   A. Have one vote.
   B. Be a rising sophomore student at CSB.
   C. Represent the interests of the first-year and sophomore classes.
   D. Communicate senate issues to the first-year and sophomore classes.
   E. Give a speech during fall orientation addressing first year students.
   F. Coordinate an event with Orientation for the Saint Ben’s Senate and first year students during fall orientation.
   G. Plan and organize the Women’s Initiative for Leadership Development program alongside the Women’s Initiative Representative and First Year Representative.
   H. Serve as a member of the Housing Appeals Committee.
   I. Act as liaison between the Saint Ben’s Senate and Residential Life.
   J. Serve as a member of the Culinary Task Force and attend its monthly meetings.
   K. Meet as needed with the director of CSB Security and act as a liaison between the Saint Ben’s Senate and CSB Security.
   L. Work with the First Year Representative to plan an event involving first year students at CSB.
   M. Receive a $250 stipend per semester.

XVI. First Year Representative
   A. Be a current first year student at CSB.
B. Have one vote starting second semester, but may vote on internal Senate issues for the entirety of her term.

C. Act as a liaison between first year students and the Saint Ben’s Senate.

D. Communicate important resources and information to first year students through Facebook.

E. Serve as a member of the Culinary Task Force.

F. Plan and lead WILD with the Under Class and the Women's Initiative Representative.

G. Meet with the President and Vice President of the Saint Ben’s Senate monthly.

H. Oversee the maintenance of Mary Commons.

I. Be in charge of the “Weekly Words of Wisdom” project.

J. Hold open forums (one per semester) for first years with Under Class Representative to address any first-year concerns.

K. Receive a $250 stipend effective second semester.

XVII. Executive Assistant

A. Be a current CSB student.

B. Complete the Executive Assistant application and interview for the position with the President and Vice President.

C. Record, process, and e-mail minutes from Saint Ben’s Senate meetings.

D. Distribute documents at Saint Ben’s Senate meetings, including agendas and other relevant supporting paperwork.

E. Maintain a file of all Saint Ben’s Senate minutes, letters, notices, and other correspondence documents. After three years maturation, place files in the archives.

F. Relay necessary information to the PR Representative to inform and reach the larger CSB/SJU community.

G. Report directly to the Vice President monthly.

H. Email unapproved minutes to all senators for review by the Tuesday before all Saint Ben’s Senate meetings.

I. Receive a $200 stipend per semester.

XVIII. Public Relations Assistant

A. Be a current CSB student.

B. Complete the Executive Assistant application and interview for the position with the President and Vice President.

C. Be a current CSB student selected through an application and interview process.

D. Serve as the Saint Ben’s Senate webpage designer in coordination with the Public Relations Representative and the President.

E. Develop and design the Saint Ben’s Senate webpage to creatively and clearly communicate with the CSB students and greater community.

F. Post election and candidate information.

G. Attend to updates and maintenance of webpage as needed.

H. Post minutes from each meeting online.

I. Post committee work, Senate accomplishments, and goals throughout each semester.

J. Aid PR Representative with all publications including, but not limited to, emails, posters, flyers, etc.

K. Meet once a week with Public Relations Representative to discuss senate meetings and other relevant issues.

L. Receive a $200 stipend per semester.
5.2 Advisors

The Saint Ben’s Senate will have one administrative advisor and select one faculty advisor. Faculty Advisor candidates will be submitted to the Executive Board by members from the Saint Ben’s Senate. The Executive Board will approach the candidates, conduct interviews with those who are interested in serving in the position and recommend one or more candidates for approval to the entire Saint Ben’s Senate. A majority vote by the Saint Ben’s Senate is required for approval.

I. Administrative Advisor
   A. Be the Dean of Students of the College of Saint Benedict.
   B. Serve as a liaison to the College of Saint Benedict Administration.
   C. Regularly attend Saint Ben’s Senate meetings and any other meetings, as needed.
   D. Meet twice a month with the Saint Ben’s Senate President.

II. Faculty Advisor
   A. Be a representative of the College of Saint Benedict/Saint John’s University faculty.
   B. Serve as a liaison to the College of Saint Benedict/Saint John’s University faculty.
   C. Regularly attend all Saint Ben’s Senate meetings.
   D. Meet with the Saint Ben’s Senate President when necessary.
   E. Meet monthly with the Vice President of the Saint Ben’s Senate.

5.3 Executive Boards and Committees

The Executive Board and Committees of the Saint Ben’s Senate may be created or dissolved by a majority vote. Senators are required to assist a committee, based on their availability, interests, and abilities.

5.3.1 Executive Board

I. The Executive Board Shall:
   A. Be chaired by the President and consist of the Vice President, Trustee, Treasurer, Club Allocations Chair, and Public Relations Representative using a consensus decision-making model.
   B. Meet weekly to set the agenda for the Saint Ben’s Senate meetings.
   C. Engage in discussion and preliminary explorations of student issues and concerns.
   D. Enforce the Constitution and Standing Rules of the Saint Ben’s Senate.
   E. Be responsible for the training and transition of the newly elected Senate.
   F. Be responsible training Saint Ben’s Senate members throughout the term.
   G. Be responsible for sending the agenda to the rest of the Saint Ben’s Senate before meetings.

5.3.2 Co-Funding Board

I. The Co-Funding Board Shall:
   A. Be chaired by the Club Allocations Chair and consist of the three (3) Club Auditors, and Treasurer, each member having one vote.
   B. Meet as necessary to review allocation requests of CSB-only clubs.
   C. Allocate funds contingent upon majority vote of the Co-Funding Board.
   D. Adhere to the funding guidelines of the Co-Funding Board.
5.3.3 Judicial Board

The Saint Ben’s Senate Judicial Board is responsible for enforcing the Constitution, By-Laws, Standing Rules and Code of Ethics, and sanctioning offenders. The Judicial Committee must utilize this power in a responsible way to protect the effectiveness and general purpose of the Saint Ben’s Senate.

I. The Judicial Board Shall:
   A. Be chaired by the Vice President or Trustee and shall consist of a Club Auditor, another member of the Saint Ben’s Senate, and two non-senator CSB students.
   B. Senators who are not serving on the Judicial Board will nominate student members.
   C. Nominations for student members will be confirmed by the Judicial Board and passed by a majority vote.
   D. Sign the Judicial Board Contract at the start of her term.
   E. All members of the Judicial Board are called to act with the highest ethical standard and to use their position in a responsible manner. Members must remain impartial during all Judicial Review proceedings. To preserve impartiality, members must act in a professional and respectful manner towards all parties involved. Any member who violates this Judicial Committee Contract may be removed from the Board through the process outlined in Section I under Article VI: Saint Ben’s Senate Elections.
   F. If a senator is removed from the Judicial Board, a new member will be appointed by the President and approved by two-thirds (2/3) vote of the full Saint Ben’s Senate.
   G. If a non-senator member is removed from the Judicial Board, a new member will be selected in the method previously outlined for student membership.
   H. Only convene at the request of a senator, student, or advisor, to address a complaint concerning the actions of a senator.
   I. Meet only when all members are present.
   J. Adhere to the Judicial Sanctioning Process under Section I under Article VI: Saint Ben’s Senate Elections.

5.3.4 The Co-Funding Board By-Laws

The Co-Funding Board (CFB) is comprised of five CSB senators and five SJU senators, elected by the student body. The SJU senators will be the Chair, Treasurer and three Club Auditors from the Activities and Allocations Board (AAB). The CSB senators will be the Club Allocations Chair, Treasurer, and all three Club Auditors. (For specific information about membership of the CFB, please refer to Section 2 in the CFB Guidelines. For specific duties, please refer to the respective student senate constitution.) The CFB is chaired jointly by the CSB Club Allocations Chair and the SJU AAB Chair and will meet each Monday from 4:30 P.M. through 6:30 P.M.

I. Purpose
   A. The CFB is charged with allocating a portion of the student activity fee to institutionally recognized clubs in order to fund events that add to the communities at CSB/SJU.
   B. The percent of the student activity designated to the CFB will reflect the percent of the student body each senate represents.
   C. The CFB is responsible for auditing the spending of each jointly funded group.
   D. Clubs that are comprised of entirely CSB students or SJU students will be referred to their respective Senate.
E. Fiscal stewardship of recognized student clubs is ultimately the responsibility of Co-Funding board oversight and management.

II. Membership
A. The CFB will be composed of the AAB Chair (SJU), Club Allocations Chair (CSB), Saint Ben’s Senate Treasurer, Saint John’s Senate Treasurer, and three (3) Club Auditors from each senate.
B. Members of the Co-Funding Board shall serve until the end of the academic year.
C. Upon election to the CFB, all members must disclose clubs in which they are actively involved, to the co-chairs.
D. Failure to disclose involvement in a club may result in a referral to that Senator’s respective board of ethics.
E. All members of the Co-Funding Board are required to attend CFB training seminars.

III. CFB Meetings
A. Shall be held every Monday at 4:30 PM to 6:30 PM.
B. All Co-Funding Board meetings are mandatory. In the event of repeated tardiness or three (3) unexcused absences, senators may be subject to disciplinary procedures determined by the co-chairs.
C. Quorum is defined as having six CFB members present.
D. All members of the CFB, including the co-chairs, are eligible to vote.
E. Spontaneous requests require a majority vote.

IV. Funding Procedure
A. Initial Funding
1. Each institutionally recognized club will be designated a $500.00 operational budget for each fiscal year. Requirements to be considered an institutionally recognized club are outlined in section 6.
2. The CFB will appropriate to newly recognized clubs an operational budget that will be prorated from $500.00 based on days remaining in the school year.
3. Clubs which fail to complete the yearly club registration process by the deadline will be reduced by $100 from their operational budget once registration is completed.
4. Operational expenses are defined as those expenses incurred in order for the club to function. Examples include, but are not limited to:
   a. Club only food events -- One event per semester up to $75.00
   b. Advertising expenses -- A maximum of $50.00 per semester.
   c. Prizes -- A maximum of $100.00 per semester.
   d. Involvement Fair Expenses -- A maximum of $50.00.
   e. Family Weekend Carnival -- A maximum of $50.00
5. Any expenses defined as operational in the preceding paragraph are not eligible for spontaneous funding.
6. Unused funds will be reabsorbed by the CFB at the end of the fiscal year.
7. Clubs must submit the appropriate expense approval form before being eligible to spend any of their $500 operational budget.

If clubs have spent none, or a small portion, of their $500 operational budget by the end of B-mod first semester, the clubs auditor will contact the club to determine the status of the funds. After review by the auditor and CFB, the club may be subject to forfeiture of funds and those funds
would be reabsorbed by the CFB. If they have spent less than 40% of their operational funds at the end of the fall semester, CFB will reabsorb up to 50%.

B. Spontaneous Funding
   1. Any recognized club who intends to put on a successful event is eligible to receive spontaneous funding through the CFB.
   2. Spontaneous requests are for individual events, defined as:
      a. A single occurrence such as a dance, speaker, or publication.
      b. A recurring series of similar events such as Praise in the Pub or a competitive season
      c. A set of multiple events around one theme such as educational awareness weeks
   3. Clubs may have a maximum of three outstanding, uncompleted spontaneous requests at any one time.
   4. When applying for spontaneous funding clubs must include a detailed breakdown of expenses as outlined in the various funding request forms.
   5. Spontaneous requests must follow the funding guidelines outlined in section 5, Funding Guidelines.
   6. Spontaneous requests must be received by 5:00 on the Friday before the next CFB meeting in order to be heard. In the event that there are extraordinary changes to a club’s request prior to the CFB meeting, the club’s request may be tabled until a later date.
   7. Once an event is approved, the responsible club auditor will notify his/her club of the approval within 24 hours.

V. Funding Guidelines
   A. In General
      1. The CFB may:
         a. Only consider proposals if the activity/event is open to all students of both campuses.
         b. Only consider proposals presented by recognized clubs.
         c. Fund an event that is open to all students where charitable donations are raised.
         d. Fund a flat percentage of the student activity fee to any group with the majority approval of the CFB, plus two-thirds (2/3) approval of both the Saint Ben’s Senate and Saint John’s Senate.
         e. Fund a club initiative that is co-sponsored by the SBS and SJS
      2. The CFB may not:
         a. Fund more than $8,000.00 per club/year.
         b. Fund any expenses that fall within the SBS/SJS funding guidelines or are already funded by the SBS/SJS.
         c. Fund departmental organizations.
         d. Fund any club with more than $8,000 in its generated account and will not be eligible to request spontaneous funding from the CFB
         e. Allow funds, allocated or generated, to be used to pay for alcoholic beverages.
   B. In the Case of Travel Expenses:
      1. The CFB may only fund:
         a. Up to 60% of the cost to rent a university van/car for the use of a student group.
         b. Up to 60% of the cost of fueling the university van/car for the duration of the trip.
c. Up to 60% of the cost of other modes of transportation in situation where it is deemed cost-effective by the board.
d. Up to 60% of the cost of lodging/hotel fees for club affiliated attendees of the approved conventions/conferences.
e. Up to 60% of the cost of the fuel for a non-university van/car.
f. Approved travel and lodging expenses not to exceed $8,000 per year.
g. In the event of a weather-related emergency or natural disaster, the CFB may fund 100% of unanticipated travel costs even if that causes total travel costs to exceed the $8,000 cap.

C. In the case of Travel Expenses incurred during international travel:
   1. The CFB may only fund:
      a. Up to $300 per person toward the cost of lodging and travel.
      b. Approved travel and lodging expenses not to exceed $6,400 per year.
      c. In the event of a weather-related emergency or a natural disaster, the CFB may fund 100% of unanticipated travel costs even if that causes total travel costs to exceed the $6,400 cap.
      d. If the funding you are requesting is for international travel (travel outside of the USA), you must comply additional policies and procedures before you can receive institutional funding: http://www.csbsju.edu/global/find-an-education-abroad-program/other-opportunities-abroad/international-travel-registration

D. In the Case of Registration Fees:
   1. The CFB may only fund:
      a. Conventions/conferences to which a registration form has been presented.
      b. Registration fees for approved conventions/conferences in the amount of up to $300.00 per person, not to exceed $1,800.00 per event.
      c. Club dues to an organization.
   2. The CFB may not fund:
      a. The cost of food for any participant of an approved convention or conference, unless included in the cost of the conference or event.
      b. Individual membership fees.

E. In the Case of Stipends:
   1. The CFB will not allow the funding of stipends/honorariums to students of a club/organization out of the student activity fee. If groups desire to fund monies for these purposes, clubs must:
      a. Use their generated funds.
      b. Gain the approval of the club auditor assigned to that group.
      c. Not exceed the appropriate amount as outlined by the Offices of Student Accounts, Financial Aid, and the Student Development.
      d. Report amounts and recipients of stipends to the Offices of Student Accounts, Financial Aid, and Student Development.

F. In the case of Food/Refreshments at Open Functions:
   1. The CFB may fund:
      a. The reasonable cost of food/refreshments for one meeting per semester of an academic year, as deemed by the board, in accordance to the policies of the CFB.
      b. The reasonable cost of food/refreshments at group sponsored events (such as speakers, etc.) on a case-by-case basis, in accordance with the policies of the CFB.

G. In the Case of Clothing, Uniforms, and Equipment:
1. The CFB may fund:
   a. Cost of uniforms, clothing, or equipment for the use of a club, as long as these items remain in the possession of the club for further years’ use.
   b. Joint Club Sports that need funding beyond their initial allocation for capital expenses or post-season competition may seek funding.

2. The CFB may not fund:
   a. Cost of personal clothing, uniforms, and equipment.

H. In the Case of Loans:
1. The CFB may fund:
   a. Loans to clubs who wish to produce and sell clothing, in order to increase generated funds or club awareness. In this case, Student Activities must approve the clothing design and any loaned monies must be fully repaid by the end of the semester of the allocation.
   b. Funds made as a result of money loaned by the CFB may be placed in the clubs generated account.

2. The CFB may not fund:
   a. Loans to clubs submitted after the start of Spring Semester, D Mod.

I. In the Case of Speaker Fees:
1. The CFB may fund:
   a. Up to $8,000 per event.
   b. Up to $8,000 to each club per year.

VI. General Application
A. Institutionally Recognized Clubs
   1. Institutionally, the Department of Student Activities and the Joint Club Board define recognized clubs as those clubs who have successfully completed the new student club recognition process.
   2. Only groups adhering to all application processes and timeline policies will be considered for funding.
   3. Each institutionally recognized club will be appointed an auditor. The auditor and the group’s treasurer are the only authorized signatories of the group’s account.
   4. Clubs are required to follow all CSB/SJU Business Office policies and procedures.
   5. Clubs are granted only one operational and only one generated account.
   6. Any club wishing to fundraise outside of the immediate university or college must contact Institutional Advancement.

VII. The Record
A. The CFB acknowledges that the Record is a non-event producing club with high operational costs that are consistent with their mission.
B. Therefore:
   1. The student newspaper, The Record, will be allocated an operational budget.
   2. The Record must submit an operational budget to be reviewed by the CFB prior to the deadline to complete annual registration.
   3. Any expenses above the operational budget will be treated as a spontaneous request to be heard by the CFB.
   4. The CFB reserves the right to reevaluate The Record’s operational budget on a yearly basis.
VIII. Alleged Violations of CFB Policies and/or Guidelines
   A. Any club found in violation of any CFB policy, guideline, or ruling will be subject to the following procedure:
      1. Group officers/representatives will be called upon to explain the violation.
      2. All club accounts, both allocated and generated, will be frozen until the problem is solved.
      3. Any misused funds, or funds used without the knowledge and approval of the CFB, will be repaid and reabsorbed.
      4. The group may be referred to the Joint Club Board/Department of Student Activities.
   B. The following procedures will be used when a group incurs an outstanding debt:
      1. All debt issues will be subject to CFB review. However, if a debt greater than $1000.00 or a gross misuse of funds occurs, the CFB may withhold funding for up to one year.
      2. The accounts in question will be frozen until the problem is solved.
      3. The club officers/representatives will be called upon to explain the debt and create a plan of debt forgiveness (which may include plans for fundraising).
      4. If a problem is still unresolved, the groups could have all funding suspended for an amount of time deemed appropriate by the board.
      5. The group may be referred to the Joint Club Board/Department of Student Activities.
      6. Any other extenuating circumstances will be referred to the institution for institutional conduct analysis and possible legal action against responsible parties.

IX. Appeals
   A. Appellate Board
      1. The appeal board shall consist of the following members:
         a. CFB Co-Chairs
         b. Joint Club Board Co-Chairs
         c. Saint Ben’s Senate and Saint John’s Senate Presidents
         d. Saint Ben’s Senate and Saint John’s Senate Vice Presidents
         e. The auditor of the appealing club
      2. Any decision of the CFB may be appealed, in writing, to each full Senate within a time period not to exceed two successive meetings of each respective Senate.
   B. The motion to appeal the CFB decision must be approved by a majority vote of the Appellate Board.

X. Executive Assistant
   A. An Executive Assistant shall be selected by the CFB Co-Chairs immediately following the general election.
   B. Duties and responsibilities:
      1. To maintain attendance at all CFB meetings.
      2. To serve as secretary for all CFB meetings.
      3. To distribute detailed minutes to all CFB members, advisor, and Financial Operational Assistant for all meetings by the Wednesday following that meeting.
      4. The executive assistant to the CFB shall receive a stipend of $200.00 per semester.

* The CFB reserves the right to change this document [Article VII. Joint Funding Policy] with a majority vote of the board, and adoption by the respective senates according to their constitutions. The
CFB also reserves the right to make special considerations for proposals on a case-by-case basis as deemed necessary by the board.

5.3.5 Standing Rules of the Co-Funding Board

I. Rules
   A. Senators are to address each other as “senator” during meetings in order to maintain a level of professionalism. Members of the Executive Board shall be referred to by their title.
   B. Senators must be seated by 4:30 p.m. when the Chairman & Chairwoman call the meeting to order. In the event of an unavoidable absence, the Chairman and Chairwoman must be informed ahead of time.
   C. All agenda items should be sent to the Co-Chairs and CFB account by Sunday at 5 p.m. to be on Monday’s agenda.
   D. Unapproved minutes will be emailed to all senators by Wednesday morning from the Executive Assistant for review.
   E. The Chairman and Chairwoman of the Co-Funding Board are able to end a meeting at any point using their discretion.
   F. Can move into Roberts Rules at the discretion of the chairs.
   G. If violation of the rules occurs, the senator in question can lose speaking rights.

5.4 Joint Club Board (JCB)

I. Purpose
   A. To grant Senate recognition to clubs.
   B. To represent clubs to the administration.
   C. To establish a system for club constitution review, which emphasizes club structure in order to prevent confusion concerning the function of the club.
   D. To see that all approved clubs/organizations abide by the policies and rules of the College of Saint Benedict and Saint John’s University.

II. Membership
   A. Co-Chairs
      1. The Saint Ben’s Senate Co-Chair shall be the Student Activities Representative.
      2. The Saint John’s Senate Co-Chair shall be the Student Affairs Chair.
      3. The Co-Chairs shall preside over all meetings of the JCB.
      4. The Co-Chairs shall sign approvals of approved joint clubs.
      5. The Co-Chairs shall delegate responsibility to its members for club recognition and members shall serve as a hearing board for club violations of JCB and club policy issues.
   B. Board Members
      1. An auditor from each Senate.
      2. One CSB student and one SJU student representing Student Activities.
      3. One SJU student and one CSB student who are current club officers.

III. General Procedures
   A. The JCB shall meet bi-monthly or as deemed necessary by the JCB Co-Chairs, with adequate notice given about the meeting times.
   B. Each Co-Chair will preside over alternate meetings.
   C. The JCB Co-Chairs reserve the right to together make an executive decision if, after attempting to reach its membership, time constraints will not allow for a JCB meeting.
D. Votes of the JCB will require a majority vote after a quorum, defined as two-thirds (2/3) of its membership.
E. Attendance is mandatory for all Joint Club Board meetings, unless excused.
F. After the second unexcused absence from the meeting, the member will be removed and an alternate will be selected by the remaining membership.
G. All clubs recognized by the JCB, the College of Saint Benedict, and St. John’s University will remain recognized clubs unless taken under review by the JCB, Saint John’s Senate, Saint Ben’s Senate, or the administration of CSB/SJU for being in violation of any guideline, rule, or regulation.

IV. Joint Club Approval Process
A. Proposed clubs must have a roster of at least ten members. In order to be a joint club, clubs are required to have the goal of including five SJU student members and five CSB student members.
B. Single institution clubs must have a roster of at least ten students from that institution.
C. Proposed clubs must submit a written constitution, advisor contract, and recognition form to the JCB advisor.
D. After receiving a proposed club’s packet, the JCB will review the club’s constitution, consider whether the club will be consistent with the mission statements of both CSB and SJU, and evaluate the proposed club’s purpose, necessity, and role in the CSB/SJU campus communities.
E. The JCB will then vote to approve or deny the club. If approved, the packet will be submitted to the Associate Director of Finance and Operations for Student Activities and Leadership Development.
F. Final approval of a club rests with the Associate Director of Finance and Operations for Student Activities and Leadership Development, who is responsible for notifying the JCB.
G. If not approved, the JCB will contact the club with the reasons and a list of suggested changes.
H. The JCB reserves the right to call a meeting with a proposed club’s contacts and officers at any point during the approval process.

V. Club Requirements
A. Membership must be open to all CSB/SJU undergraduate students exclusively.
B. Clubs must maintain a minimum of 10 members. Club must have a goal of maintaining a minimum of five members from each institution in order to remain a joint club.
C. Clubs must have an advisor (CSB/SJU faculty of staff member).
D. A club’s honorarium policy must be included in its constitution.
E. Clubs must comply with all CSB/SJU joint and separate institutional policies listed in the J-Book and the Bennie Book.
F. The purpose of a club must be consistent with the two institutions’ mission statements.
G. A club must not be a duplicate of any other organization or club on campus.
H. Joint clubs must be mutually inclusive in title, apparel, and publicity.
I. All recognized student clubs must participate in all Club Fairs.
J. Representation of each club is required at all mandatory meetings set by the JCB and/or Student Activities and Leadership Development.
K. Each club must sponsor at least one activity/event per semester that is open to all students. Events may include meetings open to all students, speakers, concerts, video screenings, tryouts, etc.
L. A student club must be officially recognized in order to receive highest priority in funding from the CFB.
M. The club registration process must be completed yearly.
N. Each club must collaborate with at least one other on campus club and host a combined event.

VI. Sanctions
A. If the registration process is not completed on time or if a club violates and JCB, Saint Ben’s Senate, or Saint John’s Senate guideline or institutional rule or regulation, the JCB reserves the right to take any of the following action:
   1. Suspension of club status and privileges including but not limited to loss of access to a club’s financial account(s), suspension of a club’s e-mail account and posting privileges, and loss of meeting areas and access to storage space.
   2. Directly overseeing club operations.
   3. Other means deemed necessary.
B. The type and duration of sanctions will fit the violation. The JCB reserves the right to disband a club for major infraction.

VII. Club Expiration
A. All clubs failing to register for three-consecutive academic years will be completely disabled and no longer deemed a club by the Joint Club Board.

VIII. Student Club Mass E-Mail Policy
A. Student clubs and organizations are limited to one (1) mass e-mail a day.
B. Student clubs and organizations are able to send one (1) cancellation or correction e-mail for an event for that day.
   1. A correction e-mail must be a change in date, time, location, or contact information.
C. The size of mass e-mails sent from student clubs and organizations will be limited to 750 Kilobytes per-email.
D. The Joint Club Board will monitor and enforce these policies.
E. If a student club or organization does not comply, in accordance with the JCB grading system, five points will be deducted from the total points for the semester for each violation and the following action will occur:
   1. First Offense: The student club or organization will receive a written warning from the JCB.
   2. Second and following Offenses: The student club or organization will not receive access to their club e-mail account for the duration of two (2) weeks per policy violation. Notification of violation will be provided by the JCB to the Office of Student Activities and to the club or organization.
F. The JCB co-chairs will review all policy violation at the next JCB meeting.
G. The JCB will organize a workshop in some form to educate club leaders on changes in mass e-mail policy, respectful use of e-mail, and alternative advertising methods.
H. A joint effort on behalf of both senates is needed to educate students to complain about e-mail to the source of those e-mails and/or the JCB, not IT Services.

5.5 Joint Events Council (JEC)

I. History
In Fall 2010, the Saint Ben’s Senate, Saint John’s Senate, and JEC voted to elevate JEC to programming board status, thereby removing that body from the jurisdiction of the CFB, Saint Ben’s Senate, and Saint John’s Senate.

II. Reserved Powers
A. After the 5% reserved by the Business Offices, the Joint Events Council (JEC) shall receive 26% of the Student Activity fee.
B. Should the JEC recommend it dissolve, there must be a corresponding consenting vote of each the Saint Ben’s Senate and Saint John’s Senate.
C. The Executive Boards of the Saint Ben’s Senate, the Executive Council of the Saint John’s Senate, and the Executive Committee of the JEC shall hold regular meetings, defined on an annual basis by a meeting of the aforementioned body at the beginning of each academic year. There will always be at least one meeting per year.
D. The JEC shall present to the Saint Ben’s Senate once per semester.
   1. This report shall include:
      a. An overview of the previous semester’s programming success and struggles.
      b. Highlights of the upcoming semester’s programming.
      c. A needs/benefits analysis.
E. The Saint Ben’s Senate, Saint John’s Senate, and JEC will review this agreement in the Fall Semester of every even-numbered year, or if the need arises as determined by a mutual agreement of the Saint Ben’s Senate, Saint John’s Senate, and JEC.

5.6 SBS Elections and Representative Turn Over

The Saint Ben’s Senate shall be elected by a popular vote from students of the College of Saint Benedict. The Saint Ben’s Senate election shall be held no later than one month before the end of the school year. Senators shall officially take office for the last two scheduled meetings prior to the start of finals following full transition by the previous Saint Ben’s Senate. A senator’s term ends the day the newly elected Senate holds its first meeting. The sitting Co-Funding Board members shall serve on the Board until the end of the academic year.

5.6.1 Elected Members of the Saint Ben’s Senate

The elected members of the Saint Ben’s Senate shall include the President, Vice President, Trustee, Treasurer, Club Allocations Chair, three Club Auditors, Community Representative, Academic Affairs Representative, Women’s Initiative Representative, Student Activities Representative, Cultural Affairs Representative, Under Class Representative, Upper Class Representative, Sustainability Representative, First Year Representative and Public Relations Representative.

5.6.2 Election Guidelines

I. Election of Officers shall take place during the time designated by the Public Relations Representative. The Public Relations Representative is the final authority regarding timelines for regular elections and special elections.
II. Impartiality on behalf of the SBS members should be maintained at all times during the election.
III. Elections are open to any CSB student enrolled in a minimum of 12 credits during the semester of the election and during the entirety of her term. Candidates are required to have a cumulative Grade Point Average (GPA) of 2.50 or higher and may not be on disciplinary or academic probation. After a student submits her election packet, the Dean of Students will verify her eligibility. Students who are not eligible will not be permitted to campaign and will not appear on the ballot. An ineligible student will not be permitted to be elected to the Senate via a write-in campaign.

IV. Students wishing to be considered for candidacy must submit a Platform and a Declaration of Candidacy. Candidates may only run for one position.

V. Candidates who complete the qualifications for candidacy shall be announced by the Public Relations Representative and/or the Public Relations Assistant to the student body, at least one (1) week prior to voting.

VI. Candidates who fail to comply with the Election and Campaigning Guidelines are required to be present at a review by the Executive Board to determine consequences.

VII. The Public Relations Representative will organize elections. In the event that she is running for a position, a new senator shall be appointed to handle their tasks during elections.

VIII. The Public Relations Representative may request that information about elections and/or candidates be shared via institutional platforms, including departmental social media. Any such publication must be inclusive of all candidates running for office.

IX. Special elections shall follow the same election guidelines, campaign guidelines and Election Day procedures as regular elections.

5.6.3 Campaigning Guidelines

I. Campaigning may only begin after the general announcement of candidates by the Public Relations Representative and/or Public Relations Assistant.

II. All campaigning must follow the Residential and Student Activity guidelines for posting.

III. Signs posted in authorized public areas must be approved and stamped.

IV. Split-ticket campaigning, as defined by running for a full-year position with another CSB student (one person per semester), is allowed.

V. Joint campaigning, as defined by collaborative campaigning with another CSB student running for Senate, is allowed.

VI. A current senator is prohibited from endorsing any candidate.

VII. Door to door campaigning is allowed and encouraged after obtaining a solicitation permit from CSB Residential Life.

VIII. Campaign related e-mailing is prohibited.

IX. Signs may be distributed and posted on doors of personal residences, at the discretion of the resident. (Note: Door going into residence halls and apartment buildings, and the hallways within are considered residential life spaces).

X. All publicly posted posters must be removed within twenty-four (24) hours the day following elections.

XI. Departmental, organizational, and club logos are prohibited on any campaign materials, including the CSB Senate logo.

XII. Candidates may not campaign via institutional or departmental social media. Candidates may post in the CSB/SJU Facebook Class Pages.

XIII. Candidates may not use institutional resources to campaign, including but not limited to resources available through a candidate’s student employment position.

XIV. Only CSB students may run a campaign for a position on the Saint Ben’s Senate.

XV. Only CSB students may vote in Saint Ben’s Senate elections.
XVI. If the candidate is unable to deliver her election speech, she can have another CSB student deliver the speech. The CSB student may not be a candidate or current senator.

XVII. If only serving for one semester, the candidate must make this clear in her campaign platform.

XVIII. Campaigning materials may only be posted on the Saint Ben’s campus.

5.6.4 Election Day Procedures

I. Ten (10) days prior to Election Day, voters must be informed of the election date(s) and titles of available positions. The names of candidates and spaces for write-ins will be provided at the discretion of the Public Relations Representative and/or Public Relations Assistant.

II. The Public Relations Representative and/or Public Relations Assistant are responsible for ensuring that no CSB student votes more than once.

III. If a candidate would like to contest the results of an election, a written request must be made to the Saint Ben’s Senate within ten (10) business days of the election. The request may be in the form of an email to the CSB Senate account. After the request is made, the Senate will ensure the validity of the election with IT Services and take any necessary measures.

IV. In case of a tie, a run-off election between the tied candidates will be announced, publicized, and held by the Public Relations Representative and/or Public Relations Assistant within fourteen (14) days of the original election.

V. All official candidates are required to remain in the election in the position that they had originally declared candidacy for. They may decline the elected position after the election.

5.6.5 Transition Procedures

I. Senators leaving office shall train and transition newly elected senators individually two (2) weeks before the last day of semester classes. Transitions for senators studying abroad can take place during the summer or via online communication.

II. Senators leaving office shall keep in contact with their newly elected counterparts for the remainder of the semester following the elections.

III. Senators leaving office shall return all senate property and files two (2) weeks before the last day of semester classes.

IV. Outgoing senators must submit detailed transition notes to the President two (2) weeks in advance before that senator’s last day.

V. Stipends will be withheld from senators who fail to comply with transition procedures.

VI. In coordination with incoming senators, the outgoing Executive Board will ensure that a transition/retreat takes place to inform all incoming senators of their duties and positions.

5.6.6 Meetings

I. The Saint Ben’s Senate will meet every Wednesday of the academic year at 7:30 PM in Gorecki 120.

II. Meetings are open to the public, except when the President calls a closed session or when a 2/3 majority vote passes under the request of a senator.

III. Senators must be available from 7:30 PM to 10:30 PM every Wednesday there is a meeting.

IV. In the event of tardiness, senators will not lose their voting or speaking privileges. Each senator must inform the President or Vice President in the event of tardiness.
V. All Saint Ben’s Senate meetings are mandatory. Speaking rights will be taken away after two (2) unexcused absences to any mandatory Saint Ben’s Senate meetings. In the event of three (3) unexcused absences, senators are subject to impeachment under the discretion of the Judicial Board.

VI. If senators leave early from any meeting or arrive late, the following will be taken into consideration by the Executive Board:
   A. Discuss legitimacy of absence.
   B. Meet with the senator regarding the issue and give a formal warning.
   C. Discuss impeachment if senator fails to comply.

VII. Saint Ben’s Senate meetings will be held in accordance with the Sturgis Rule of Parliamentary Procedure.

VIII. A quorum, two-thirds (2/3), of the Saint Ben’s Senate must be present to conduct official business of the Saint Ben’s Senate.

IX. Special mandatory meetings of the Saint Ben’s Senate shall be called at the discretion of the President, the Executive Board, or at the request of any three (3) senators. Events can be deemed mandatory two (2) weeks prior to any event by the President, Executive Board, or any three (3) senators.

X. Agendas for the Saint Ben’s Senate meetings should include, but are not limited to, opening routine matters, guests, committee and board reports, pending initiatives, new business, new initiatives and concerns, announcements and adjournment.

5.6.7 Stipends

I. Members of the Saint Ben’s Senate can choose to accept or decline an allocated stipend or student employment position declared by the Executive Board. Stipends shall be distributed or withheld by the Treasurer or Executive Board.

II. In the case of a resignation, the senator shall be allocated her stipend based on the portion of the semester she served.

5.6.8 Removal from Office

I. All Saint Ben’s Senators are called to act in a responsible, honorable and respectful manner during the course of her term. Failure to comply with the following may lead to discussions surrounding impeachment.
   A. Incompetence, negligence and unsatisfactory reporting.
   B. Official duties as listed in the constitution and by-laws of the Saint Ben’s Senate.
   C. Abusing power held in position.

II. Concerns for removal from the Saint Ben’s Senate should be brought forward to the President and may be instigated by:
   A. Any senator.
   B. Any advisor of the Saint Ben’s Senate.
   C. Any CSB student who presents a petition signed by one-third (1/3) of the student body.

III. If a senator is brought forward for removal from office, the President and Chair of the Judicial Board will form a Judicial Board (see section 5.3.3 Judicial Board).

IV. The Judicial Board will contact the senator under review for removal within 24 hours to notify her of the review session date.

V. The Judicial Board will hold a review session with the senator being reviewed for removal and other senators from the Saint Ben’s Senate.
VI. The Senator bringing forth another senator for review will have a speaking term to state grounds in which the senator should be removed from office. Concurrent points from other senators may also be brought forward at this time.

VII. The senator under review will have a speaking term to defend her position. Concurrent points from other senators may also be brought forward at this time.

VIII. The senator under review and all other parties within the room, excluding the President and Saint Ben’s Senate Advisors, will be asked to leave the room.

IX. The Judicial Board will discuss and vote based on the factual evidence presented from the review session in the form of a written ballot collected by the President.

X. The Saint Ben’s Senate will hold a closed meeting to vote on whether or not the senator in review should be removed from office.

XI. The Chair of the Judicial Board will present a statement to the Saint Ben’s Senate on behalf of the Judicial Board’s decision in whether or not the factual evidence presented at the review session was sufficient to remove the senator under review from office.

XII. Any Saint Ben’s Senate senator may be removed from office by a four-fifths (4/5) vote from the Saint Ben’s Senate. Senators removed from office must:
   A. Return all Saint Ben’s Senate property and files immediately upon removal.
   B. Have their stipend withheld.
   C. Have the opportunity to appeal the decision of the senate concerning her stipend.

5.6.9 Vacancies

I. In the event that the President is unable to fulfill her duties during the term, the Vice President shall assume the position of the President with approval by a three-fourths (3/4) vote from the Saint Ben’s Senate. Refer to 10.9.c to fill the Vice President’s position. If the Vice President is not approved, an internal election will be held to fill the role of the President. Refer to section 10.10 Internal Elections.

II. In the event of a vacancy occurring in the Club Allocations Chair an internal election will be held among the interested Club Auditors. Refer to section 10.10 Internal Elections. A special election will be held to fill the position of the Club Auditor. If no Club Auditor is interested in assuming the vacant position, an internal election will be held among any interested senators. If no senator is interested in assuming the vacant position, a special election will be held.

III. In the event of a vacancy occurring in the position of an Executive Board member other than the President or Club Allocations Chair, an existing senator will fill the position via internal elections. Refer to section 10.10 Internal Elections. If no senator is interested in assuming the vacant position, a special election will be held.

IV. In the event a vacancy occurs in any other position on the Senate, special elections will be held. Until the position is filled, the Upper Class Representative, Under Class Representative or Trustee will share responsibilities of that position, delegated by the Executive Board.

5.6.10 Internal Elections

I. Senators are able to nominate themselves, unless restricted by the guidelines in 5.6.9 Vacancies.

II. In the event of an internal election, senators will vote by written ballot for the position being filled.

III. Internal elections will adhere to typical election procedures. Platform speeches will be given during or after a Senate meeting. After all candidates have delivered their platforms, senators will be allowed to ask questions pertaining to the speeches.
IV. Written ballot votes will occur directly after speeches and questions. The President is able to vote in internal elections, per her constitutional duties.
V. The Administrative or Faculty Advisor will count the votes to ensure impartiality.
VI. In the event of a tie, senators will continue to vote by written ballot until a majority is reached.
VII. A ballot that does not indicate one of the official candidates or a write-in candidate will be considered a null vote.

5.6.11 Resignation

I. Any Saint Ben’s Senate senator resigning from her position prior to the end of her term shall:
   A. Submit a signed letter of resignation to the Executive Board.
   B. Return all Saint Ben’s Senate property and files immediately upon resignation.
   C. Have the opportunity to appeal the decision of the senate concerning the senator’s stipend.

II. In the case of a resignation, the senator shall be allocated her stipend based on the portion of the semester she served.

6.0 STANDING RULES OF THE SAINT BEN’S SENATE

6.1 Rules

I. Senators are to address each other as “senator” during meetings in order to maintain a level of professionalism. Members of the Executive Board shall be referred to by their title.
II. Senators are required to dress professionally in senate attire during all meetings or other senate mandated functions. Accepted attire consists of senate blouses or jackets, professional cardigans or sweaters, dress pants or appropriate length skirts, professional shoes or heels and nametags. Workout pants and sneakers are prohibited.
III. Senators must be seated by 7:30 p.m. when the President calls the meeting to order. In the event of an unavoidable absence, the Executive Assistant and President must be informed ahead of time.
IV. Eating is to be refrained from entirely during official senate meetings. One beverage per senator may be on the table.
V. The use of cellphone usage is prohibited when a meeting is in session.
VI. All agenda items must be turned in to the Executive Board by Monday at 5 p.m. Items must be in writing and contain a brief explanation.
VII. Board Reports must be submitted at the day and time set by the Vice President. Failure to post Board Reports on time more than three (3) times will result in loss of speaking rights.
VIII. Unapproved minutes will be emailed to all senators by Tuesday morning from the Executive Assistant for review. Members must review the minutes before the Saint Ben’s Senate meeting.
IX. Guests are allowed five (5) minutes to present to the Saint Ben’s Senate. Senators are allowed ten (10) minutes to ask questions. This time can be extended or limited by a majority vote of the senate.
X. Guests presenting on behalf of administration, faculty or honored members of the community are allowed ten (10) to fifteen (15) minutes to present. Senators are allowed ten (10) minutes to ask questions. This time can be extended or limited by a majority vote of the senate.
XI. The President is in charge of ensuring that senators remain in good standing both academically and in regard to student conduct. If a senator’s cumulative GPA drops below 2.50 at any point in the academic year or she is placed on disciplinary or academic probation, she may be given one semester to rectify the relevant issues, may choose to resign, or may be removed due to ineligibility to serve. The senator’s position will be filled according to the procedures outlined in 5.6.9 Vacancies.