**COLLEGE OF SAINT BENEDICT SENATE**

***CONSTITUTION***

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**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 mission 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 impartial space for students to express views and opinions.

**3.1 Mission Statement**

The Saint Ben’s Senate will maintain a viable and inclusive relationship 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, Decolonization Reparations and Justice Representative, Diversity Equity Inclusion and Justice 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 the O’Connell’s Conference Room 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% (3/5th) vote from the Saint Ben’s Senate.All senators have the power to establish committees or task 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 one-half (50%) 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 and have no vote.

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 regularly.

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 of Saint Benedict and St. John’s University at least 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 weekly 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 every week 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. Assist the Executive Assistant in creating 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 or a $350 stipend per semester.

**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.

G. Coordinate correspondence with any affiliated state or national organization and other student governments. Consult with president as needed.

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 and spring retreat with the Saint Ben’s Senate President, Saint John’s Senate President, Saint John’s Senate Vice President and Senate Advisors.

L. Oversee and review weekly board reports to monitor senator activity and assist when necessary.

M. Meet with senators at the beginning of their term regarding transition notes and constitutional duties.

N. Appoint a senator to be a representative on the Fine Arts Programming Board.

O. Coordinate the CSB Senate’s involvement in yearly off-campus newspaper subscriptions that include but are not limited to: The New York Times, the Wall Street Journal, and the Saint Cloud Tribune.

P. Receive a 10-12 hour work award through a Student Employment Position through the Student Development Office or a $350 stipend per semester.

**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 official member of the College of Saint Benedict’s Board of Trustees until the end of the academic year following the election date.

E. Meet before each Trustee week with the Vice President of Student Development, recommended in preparation for the Joint Board of Trustees Meeting.

F. Serve as the CSB student representative at the Joint Board of Trustees meetings.

G. Chair the Judicial Board.

H. Oversee constitutional review at least once per semester.

I. Chair the Senate Affinity committee and plan the Senate Affinity Alum event in the spring.

J. Receive a 5-6 hour work award through a Student Employment Position through the Student Development Office or a $350 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, if

necessary, 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. Lead the process of updating and endorsing the funding guidelines of the St. Ben’s Senate at the beginning of each semester.

S. Receive a 5-6 hour work award through a Student Employment Position through the Student Development Office or a $350 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). Reserve the brand of 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 the Bulletin App and social media.

I. Coordinate General and Special Elections for Saint Ben’s Senate

J. Coordinate a Saint Ben’s Senate Public Relations Campaign.

K. Promote and assist with 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.

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 as needed.

T. Receive a 5-6 Student Employment work award through the Student Development Office or receive a $350 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 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 allocation's requests.

H. Work in conjunction with the Saint John’s Senate Student Activities Representative and the 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 regard 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 5-6 hour work award through a Student Employment Position through the Student Development Office or a $350 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 attheir discretion.

M. Submit all agenda requests to the CFB Email Account & Chairperson 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 and Alumnae Board meetings and present a CSB Senate update, develop a working relationship with the leaders of the Alumnae Association, and collaborate on initiatives as appropriate

C. Act as a liaison between the Saint Ben’s Senate, CSB students, CSB alumnae, Sisters of Saint Benedict and St. Joseph community.

D. Coordinate the annual Feast of Saint Benedict event in collaboration with CSB Campus Ministry and AKS Sorority (Spring Semester).

E. Coordinate the annual Bennie Day event in collaboration with a Saint Ben’s Senate Committee, Public Relations Representative and CSB Alumnae Relations (Fall Semester).

F. Design Bennie Day shirts in conjunction with SALD graphic artist and regulate shirt sales during and after the annual Bennie Day event .

G. Meet with City of Saint Joseph's leadership at least two times a semester and coordinate and promote events as needed.

H. Attend at least one meeting per month of the St. Joseph City Council.

I. Meet with the directors of CSB Security at least twice a semester, develop a working relationship, and act as a liaison between the Saint Ben’s Senate and CSB Security.

J. Coordinate an annual community service event (Bennie Day of Service) with a Saint Ben’s Senate committee (Spring Semester)

K. Lead the Community Events Committee in partnership with SJS Community Relations Representative and coordinate events and initiatives to foster community.

L. Attend all Bookstore Advisory Board meetings and develop a working relationship with the Director of the Bookstore.

M. Oversee the Social Justice Movie Club in collaboration with Alumnae Relations.

N. Receive a $250 stipend per semester.

**X. Academic Affairs Representative**

A. Have one vote.

B. Attend Joint Faculty Senate and Joint Faculty Assembly meetings and serve as the voice of the CSB student body at least once a month.

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, Provost, SJS counterpart, and Chair of JFS at the beginning of the semester.

E. Meet with the Office of Academic Advising at least once a semester.

F. Meet in conjunction with the chair of the Joint Faculty Senate at least once a semester.

G. Serve as a member on the Board of Trustees Student-Centered Teaching, Learning, & Development Committee.

H. Invite the Chair of JFS to present on their current initiatives and action plans

once a semester.

I. Coordinate with Chair of JFS to present to JFS on behalf of the St. Ben’s Senate once a semester if needed.

J. Invite Academic Dean and/or Provost to present their current initiatives and action plans once

a semester.

K. Serve as a member on the Academic Affairs Calendar Committee when necessary.

L. At the beginning of the semester, lead the process for identifying a faculty advisor.

M. Promote academic resources for students.

N. Promote the Emergency Fund program.

O. Receive a $250 stipend per semester.

**XI. 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 Outdoor U advisory group.~~, if applicable.~~

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, including Sustainability Week in the Fall and Earth Week in the Spring.

I. Organize tabling events to educate students on campus relevant environmental issues.

J. Ensure that the college remains dedicated to its sustainability commitments.

K. Serve as a member of the Strategic Resources and Business Infrastructure Committee for the Board of Trustees.

L. Serve on the Sustainability and Resilience Revolving Fund Committee.

M~~.~~ Serve as a member of at least one regularly meeting sustainability group on campus (i.e. sustainability alliance, Eco houses, Climate Justice Club, etc.).

N. Promote the CSB/SJU Ride-Share initiatives.

O. Receive funds to investigate, propose, fund and enact sustainability efforts on campus.

P. Receive a $250 stipend per semester.

**XII. 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 and attend each monthly meeting.

F. Collaborate with Health Services to replenish the Diagnostic Test Fund

G. Collaborate with Peer Health Promotions Teams in promoting healthy lifestyles, bystander intervention, consent, health relationships, and safety on campus. These organizations include, but are not limited to, Health Advocates, Dream Team, and CERTS.

H. Meet with the CSB/SJU Health Promotions Coordinator.

I. Renew and maintain the Hygiene Product Program to allow students to access sustainable menstrual products.

J. Serve on the Men’s Development Institute Advisory Board.

K. Receive a $250 stipend per semester.

**XIII. Student Activities Representative**

A. Have one vote.

B. Co-Chair the Joint Club Board with the Saint John’s Senate Joint Club Chair.

C. Create the Bi-Weekly JCB Meeting Agenda with SJS Co-Chair and send out coordinating club application materials.

D. Coordinate with the SBS Club Auditors to determine who will be the main representative on the JCB Board.

E. Meet with the Club Allocations Chair to discuss club issues bi-weekly.

F. Attend Club Training for club officers in conjunction with the JCB, CFB, and the Student Activities and Leadership Development Department.

G. Promote and facilitate discussion and awareness of club issues with the Saint Ben’s Senate.

H. Act as a liaison between the Student Activities and Leadership Development Department, and the Saint Ben’s Senate.

I. Meet once a month and more as needed 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. Coordinate as needed with Club Allocations Chair.

J. Act as the liaison to Student Activities and Leadership Development in the planning of Bennie Brunch, Bennie Ball, and Senior Farewell.

K. Act as liaison between the Joint Events Council and the Saint Ben’s Senate.

L. Promote and facilitate club collaborations.

M. At the beginning of second semester, invite all new and existing clubs to attend and give updates at a St. Bens Senate meeting.

N. Receive a $250 stipend per semester.

**XIV. Decolonization, Reparations, & Justice Representative**

a. Alongside the Senior Diversity Officer, meet with Minnesota Tribal officials at least twice per semester to listen to feedback and advocate requests to CSBSJU Administration.

b. Meet twice a semester, or as needed, with the Senior Diversity Officer to discuss campus wide initiatives, issues, and ways in which to ensure students are represented and their needs are addressed.

c. Working with PR Rep, provide students various platforms (events, social media, etc.) to give feedback to the Senate relating to concerns about decolonization, reparations, and justice at CSBSJU.

d. Meet with appropriate administration (Vice President of Student Development, President of CSBSJU, etc.) and other administrative offices to discuss campus wide efforts/initiatives, as needed.

e. Be a member of the DEIJ Coordinating Council and the Native Nations Revitalization Task Force

f. Report and promote DEIJ, Decolonization, and other activities/issues to the Saint Ben’s Senate

g. Promote collaboration and working relationships with cultural clubs and organizations on campus, and serve as a main line of communication between these clubs and organizations and the CSB Senate

i. Be a non-voting member of the Cultural Affairs Board (CAB)

j. Receive a $250 stipend each semester

**XV. Diversity, Equity, Inclusion, and Justice Representative**

a. Meet, as needed, with the Senior Diversity Officer to discuss campus wide initiatives, issues, and ways in which to ensure students are represented and their needs are addressed

b. Meet monthly with the director of the Multicultural Center (MCC) to discuss DEIJ issues

b. In collaboration with the PR Representative, provide students various platforms to give feedback to the Senate relating to concerns about diversity, equity, and inclusion at CSBSJU.

c. Be a member of the DEIJ Coordinating Council

d. Report Saint Ben’s Senate activities to the DEIJ Coordinating Council and report and promote DEIJ Coordinating Council activities and issues to Saint Ben’s Senate.

e. Be a non-voting member of Cultural Affairs Board (CAB)

f. Meet with the Director of Student Accessibility Services at least twice a Semester

g. Meet with the Director of Admissions to discuss DEIJ topics as related to enrollment at least once a semester.

g. Promote collaborations and working relationships with cultural clubs

h. To work with Administration, the DEIJ Coordinating Council, MSS, and cultural clubs/organizations to promote and assist with the planning of large cultural events on campus.

i. Receive a $250 stipend each semester

**XVI. 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 (Spring Event) and/or Student Voices Campaign 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 on the Culinary Task Force.

J. Act as liaison between the Saint Ben’s Senate and Residential Life.

K. Receive a $250 stipend per semester.

**XVII. 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 Senate involvement with Orientation for the Saint Ben’s Senate and first year

students during fall orientation with the assistance of Public Relations Representative.

G. Maintain communication with Orientation Coordinators over the summer.

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. Work with the First Year Representative to plan an event involving first year students at CSB.

L. Meet with the Director of the Wellbeing Center each semester

M. Receive a $250 stipend per semester.

**XVIII. First Year Representative**

A. Be a current first year student at CSB.

B. Have one vote

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 Instagram.

E. Work on events, committees and task forces pertaining to first year students.

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

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

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 per semester.

**XIX. 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. If using hard copies, distribute documents at Saint Ben’s Senate meetings, including agendas and other relevant supporting paperwork.

E. Maintain an electronic file of all Saint Ben’s Senate minutes. Upload minutes to SBS communication database when board reports are due.

F. Email the approved minutes to archives at the end of the next SBS meeting.

G. Report directly to the Vice President and meet as needed.

I. Work with the President weekly to compose and electronically distribute the agenda for the week.

I. Receive a $250 stipend per semester.

**XX. Public Relations Assistant**

A. Be a current CSB student.

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 with Public Relations Representative as needed.

L. Report directly to the Public Relations Representative and President.

M. Receive a $250 stipend per semester

**5.2 Advisors**

The Saint Ben’s Senate will have one administrative advisor

**I. Administrative Advisor**

A. Be the Dean of Students or the Vice President for Student Development 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.

**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.

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 for 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 if needed.

H. Be responsible for chairing one committee.

5.3.2 Committees

I. Each year the Senate shall:

A. Establish the appropriate and necessary committees to meet the needs of students at the Fall retreat and ad hoc committees throughout the year as needed.

B. Require that each senator serves on and be actively involved with at least one committee.

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. Allocate funds contingent upon majority vote of the Co-Funding Board.

C. 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 Trustee and shall consist of a Club Auditor, another member of the Saint Ben’s Senate, and two non-senator CSB students.

B. If Trustee is unable to serve, the senate will choose an eligible executive board member.

C. Senators who are not serving on the Judicial Board will nominate student members.

D. Nominations for student members will be confirmed by the Judicial Board and passed by a majority vote.

E. Sign the Judicial Board Contract at the start of her term.

F. 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.

G. 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.

H. 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.

I. Only convene at the request of a senator, student, or advisor, to address a complaint concerning the actions of a senator.

J. Meet only when all members are present.

K. 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 Treasurers, 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 (6) CFB members present.

D. All members of the CFB, including the co-chairs, are eligible to vote.

E. Spontaneous requests require a majority vote.

F. The Chairman and Chairwoman can call for an email vote as deemed necessary to review a spontaneous request outside of a regular CFB meeting, given that the request is not due to poor planning or negligence by the club, but to unforeseen or extenuating circumstances such as advancing to a tournament. Such requests do not need to be submitted by the 5:00 P.M. on the Friday before the next CFB meeting. Six (6) email responses are needed for quorum and require a majority vote.

**IV. Funding Procedure**

A. *Initial Funding*

1. Each fully registered, 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 VI.

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 $150.00 per semester awarded to students only.

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.

8. The club’s auditor will approve the request within 48 hours while classes are in session.

**Clubs may be subject to forfeiture of operational funds. 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 may 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. No exceptions will be made unless outlined by those in section III. 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.

8. Spontaneous funds must be used for the specific allocated purpose. Spontaneous funds will be reabsorbed if no longer needed for the allocated purpose, or at the completion of the allocated purpose excess funding remains.

**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 institutional programs, departments, or departmental organizations. d. Fund any club with more than $8,000 in its generated account. **The CFB will hear the request to determine when the balance falls below $8,000 and spontaneous funding can be granted.**

e. Allow funds, allocated or generated, to be used to pay for alcoholic beverages (including bartending services that allow for alcohol to be served), tobacco-based products or ammunition.

f. Allow clubs’ funds, allocated or generated, to be kept in off-campus account, or in the form of cash.

g. Fund donations to charitable causes.

h. Fund activities/events that are only open to students from one campus. They may be directed to the respective student senate.

B. In the Case of Travel Expenses:

1. *The CFB may only fund:*

a. Up to 65% of the cost to rend a university van/car for the use of a student group.

b. Up to 65% of the cost of fueling the university van/car for the duration of the trip.

c. Up to 65% of the cost of other modes of transportation in situation where it is deemed cost-effective by the board.

d. Up to 65% of the cost of lodging/hotel fees for club affiliated attendees of the approved conventions/conferences.

e. Up to 65% 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-> aneducation-abroad-program/other-opportunities-abroad/international- travelregistration

e. **CSBSJU does not guarantee funding or reimbursement for advisors’ travel costs even though they are required by institutional policy for international trips.**

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 students only.

b. 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.

c. 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.

d. Requests must comply with the rules set by the culinary/catering department of the campus on which the event is held.

2. *The CFB may not fund:*

a. Food/refreshments for outside guests, faculty, staff, or non-student participant, except for in case of paid service providers for the event at a reasonable cost.

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.

c. Student Activities must approve the clothing or uniform design for institutionally recognized clubs. St. John’s Club Sports Commissioner must approve the clothing or uniform design for Joint Club Sports.

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 Fall or Spring Semester, D Mod. Clubs may reapply after the start of the following semester.

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.

J. In the Case of Competitions:

1. *The CFB may fund:*

a. Registration to competition.

b Up to 65% of travel and lodging to and from the competition.

K. In the Case of Decorations:

1. *The CFB may fund:*

a. Up to $500.00 per event b Items with the potential to be reused by the club in the future.

**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 and must have a recognized treasurer whose name has been reported to the Department of Student Activities. The auditor and the recognized 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 publication of the first weekly paper of the academic year.

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 institutional 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 Activities Representative

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-weekly 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**

1. **Faith Based Club Approval**

Does the mission of the club revolve around faith, religious beliefs or spirituality? If the answer is yes, the proposed club’s constitution and recognition form will first be reviewed by the directors of CSB and SJU Campus Ministry.

If the constitution and recognition form are approved by the directors of CSB and SJU Campus Ministry, the club moves on to the General Club Approval Process.

1. **Club Sports Approval**

Will the potential club…

* 1. Compete
  2. Require members to pay dues
  3. Hold tryouts
  4. Involve physical activity
  5. Utilize athletic facilities
  6. Require members to be in good academic standing
  7. Have an assigned advisor who is affiliated with the one of the athletic departments
  8. Engage in high risk activities or activities that include a higher chance of impact or injury
  9. Travel regularly
  10. Maintains association with an outside organization

If a club meets more than four of the above criteria, it will be reviewed as a club sport. The CSB/SJU club sports commissioners will review the proposed club’s constitution and recognition form to determine if...

1. Funding is available
2. Facilities are available
3. The club will serve as an admission’s incentive
4. There is a sustainable interest in the club
5. the club’s activities, mission and goals are consistent with the Benedictine Values

If the answer to these questions is yes, the constitution and recognition form will be reviewed by the Joint Club Board. The Board will determine if…

1. The club is managed by CSB/SJU students (A club may have an affiliation with an on-campus department or an off-campus organization)
2. The club’s management procedures reflect a concern for the interests of all potential student members
3. The potential club will maintain its financial accounts at CSB/SJU and comply with institutional financial policies
4. The club's funding will be used primarily for events for CSB/SJU students
5. The club has a fair and balanced leadership structure
6. The club’s management procedures reflect a concern for the interest of all potential student members
7. The club has a process for proposing operational changes
8. The club registration process must be completed yearly.
9. The club constitution includes both an anti-discrimination and anti-hazing clause

1. If there is a satisfactory answer to all these questions the constitution will be approved by the Joint Club Board and the club will receive recognition.

2. If not approved, the JCB will contact the club with the reasons and a list of suggested

changes.

1. General Club Approval

The General Club Approval process will consist of the Joint Club Board reviewing the club’s constitution and recognition form to determine if the following are true:

1. The club is beneficial to the CSB/SJU student body in a way that is worthy of the commitment of institutional resources
2. The club inclusive and welcoming to all CSB/SJU students (no mandatory dues and no gradepoint requirements)
3. Joint clubs must be mutually inclusive in title, apparel, and publicity
4. The club’s honorarium policy must be included in its constitution
5. Clubs must comply with all CSB/SJU joint and separate institutional policies listed in the J-Book and the Bennie Book.
6. The club constitution includes both an anti-hazing and anti-discrimination clause
7. Membership is open to all CSB/SJU undergraduate students exclusively
8. The club will sponsor events that are inclusive and welcoming to all CSB/SJU students (no try outs to participate)
9. The club unique and does is duplicate the efforts of an existing club at CSB/SJU
10. The proposed club is sustainable over time
11. 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.
12. The club is managed by CSB/SJU students (A club may have an affiliation with an on-campus department or an off-campus organization.)
13. The club has an advisor (CSB/SJU faculty of staff member) of their choosing
14. The club’s election and management procedures reflect a concern for the interests of all potential student members
15. The club will maintain its financial accounts at CSB/SJU and comply with institutional financial policies?
16. The club's funding be used primarily for events for CSB/SJU students
17. The club has a well-defined policy for elections and dismissal of members and a fair and balanced leadership structure
18. A club have a process for proposing operational change
19. The purpose of a club must be consistent with the two institutions’ mission statements and the Benedictine Values.
20. Representation of each club is required at the club fair and all mandatory meetings set by the JCB and/or Student Activities and Leadership Development
21. The club registration process must be completed yearly

1. If the club meets these conditions the club will be approved by the Joint Club Board.

2. If not approved, the JCB will contact the club with the reasons and a list of suggested

changes.

**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.

**5.5 Joint Events Council (JEC)**

**I. History**

In Fall 2010, the Saint Ben’s Senate, voted to recognize JEC as the primary campus programming board, thereby removing that body from the jurisdiction of the Saint Ben’s Senate Activities is charged with the authority to oversee the JEC Funding.

**II. Reserved Powers**

A. After the 5% reserved by the Business Offices, the Joint Events Council (JEC)

automatically receives 26% of the remaining Student Activity fee. Any change to the percentage allocation requires approval of the CSB Dean of Students.

**III. Relationship**

A. The JEC and the Saint Ben’s Senate are peer organizations, each with a distinct purpose but a shared goal to enhance the student experience.

B. Both organizations are invested in the success of the other as evidenced by open communication, collaboration when appropriate, and support of each other’s initiatives.

C. The JEC shall present to the Saint Ben’s Senate once per semester in response to an

invitation delivered within a reasonable time through mutual agreement.

1. This report may include:

a. An overview of the previous semester’s programming successes and

challenges.

b. Highlights of the upcoming semester’s programming.

c. A needs/benefits analysis

**5.6 SBS Elections and Representative Turn Over**

The Saint Ben’s Senate shall be elected by a majority 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, Diversity Equity Inclusion and Justice Representative, Decolonization Reparations and Justice 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. Students who are elected to the Senate must maintain a 2.5 cumulative GPA and be enrolled in a minimum of 12 credits throughout the period of their service. At the end of the spring semester following the election, GPAs and enrollment status of all senators will be verified. Any Senator with a cumulative GPA of 2.40 to 2.49 will be given the fall semester to improve their cumulative GPA to the required 2.5. Any Senator with a GPA of 2.39 or less at the end of the fall semester or registered for less than 12 credits for the spring semester will be notified she is no longer eligible to serve and will be required to resign from the Senate. Any Senator who is placed on academic probation after being elected is automatically ineligible to serve and will be required to resign from the Senate. The Dean of Students is responsible for verifying eligibility and communicating as needed with individual Senators and the Senate President.

IV. Students wishing to be considered for candidacy must submit an election packet detailing their Platform and goals in their 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 discuss 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.

X. Electronic voting will be monitored by a third party and verified by IT Services.

XI. All regular elections will have two phases. The first phase will be for electing members of the Executive Board. The second phase will be for electing all other Senators. Anyone who ran in the first phase can also run in the second phase if they are not elected.

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. Any actively serving senator or a candidate who won in the first phase of the election is prohibited from endorsing any CSB candidates but is allowed to endorse SJU candidates.

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. However, professional headshots from past years in senate with the Senate blazer may be used on campaign materials.

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.

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

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. In the case of write-in candidate, the top candidate must receive a minimum of 20 votes to win the election. If no write in candidate receives the minimum number of votes, the position will remain vacant until a special election can be held.

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. Senators should meet with the Vice President to discuss transition notes.

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

VI. Stipends will be withheld from senators who fail to comply with transition procedures. VII. 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 O’Connell’s Conference Room.

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.

III. Stipends shall not be distributed if senator has not turned in the following:

1. Transition notes for the following senator.
2. Any property that belongs to the SBS.

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.

X. 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.

XI. 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.

XII. 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.

XIII. 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. May 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 shared responsibilities of that position will be delegated by the Executive Board. If there are 8 weeks or less before General Elections, a special election to fill the vacancy is under discretion of 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 along with a third party.

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.

D.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 blazers, professional white shirts, black 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.

V. The use of cellphones, laptops, and other electronics is prohibited when a meeting is in session, for all those besides assistants, the President, and Vice President.

VI. All agenda items must be turned in to the Executive Board by Monday at 5 p.m. Items must be in writing, contain a brief explanation and if applicable, a cost breakdown.

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. Each guest is allowed 10 minutes during Open Forum 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.

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