Saint John’s University Student Senate Constitution

Preamble
We are twenty-one students comprising an integral group whose mission is to represent student interests, concerns, and welfare with respect to the mission and values of Saint John’s University. Elected from a unique, all-man student body, the Senate works with the University’s administration to enhance all aspects of student life. The Senate functions distinctly; no administrator has the authority to force a course of action or to remove a senator, without exception. The Senate recognizes the University's vested interest in its financial operations.
We, the undergraduate students of Saint John's University, do hereby establish the Saint John's Senate as our representative student government through this Constitution.

Values Statement
As a representative body, the Senate has an obligation to justify its decisions and actions on certain normative values, including accountability, equity, and efficiency. As stewards of the Student Activity Fee, Student Judicial Affairs, and Student Affairs in a community founded upon a rich Benedictine tradition, the Senate’s decisions reflect our interpretation of values such as community, taking counsel, respect for persons, listening, dignity of work, hospitality, stewardship, truthful living, moderation, common good, and justice.

Article I. Student Senate
Section A. Name
1. The name of this organization shall be the Saint John's University Student Senate, henceforth referred to as Saint John’s Senate (SJS).

Section B. Membership
1. The Senate shall consist of twenty-one members: A President, a Vice President, a Student Trustee Representative, and those of three standing boards, each having a chair and four members, and three first year representatives.
2. No member shall hold more than the Senator’s elected position.
3. Term of office shall begin on the final class day of the Spring semester, with an Oath of Office. Term of office shall end on the final class day of the subsequent Spring semester, following a transitional meeting between the old and new Senate.
4. All members shall have the right to vote. The President may vote only when the Senator’s vote will affect the outcome.
Section C. Qualifications
1. At the time of election a Senator shall:
   a. Have been registered as a full-time student during the school semester preceding the Senator’s term of office.
2. During their term a Senator shall:
   a. Be a full-time student designated as one who is enrolled for 12 or more credits.
   b. Not be on probation.

Section D. Responsibilities
1. A Senator’s duties and responsibilities shall be:
   a. To attend all Senate, board, and committee meetings.
   b. To attend to the duties designated with the Senator’s elected position, as outlined in SJS By-Laws Article I.
   c. To attend all mandatory functions designated by the SJS.

Section E. Vacancies
1. If a vacancy occurs prior to eight weeks before the end of an SJS term, the Judicial Board shall initiate election procedures. If this vacancy occurs in a board chair position, a chair shall be elected by and from that board.
2. If the office of the President, Vice President, or Student Trustee Representative becomes vacant for any reason, the SJS shall elect a new person to hold the position from its membership. The newly elected President, Vice President, or Trustee will be relieved of the Senator’s former position.

Article II. Leadership
Section A. President
1. The Senate will elect a President from its membership by a majority vote. Upon the Senator’s election, the President shall be relieved of the Senator’s duties as a member of the standing board to which the Senator was originally elected. The President’s former position shall be assumed by the next highest vote recipient for that board.

Section B. Vice President
1. The Senate will elect a Vice President from its membership by a majority vote. Upon the Senator’s election, the Vice President shall be relieved of the Senator’s duties as a member of the standing board to which the Senator was originally elected. The Vice President’s former position shall be assumed by the next highest vote recipient for that board.

Section C. Student Trustee Representative
1. The Senate shall elect a Representative to the Board of Trustees from its membership by a majority vote. Upon the Senator’s election, the Student Trustee Representative shall be relieved of the Senator’s duties as a member of the standing board to which the Senator was originally elected. The Student Trustee Representative’s former position shall be assumed by the next highest vote recipient for that board.
2. If a vacancy occurs in the Student Trustee Representative position for any reason, the Senate shall elect a new Student Trustee Representative from its membership. The President, however, shall be excluded from being elected.

Article III. Standing Boards
Section A. The standing boards of the SJS shall be:
1. The Student Affairs Board (SAB).
2. The Judicial Board (JB).
3. The Activities and Allocations Board (AAB).
Section B. Board Chairs
1. The duties of the Chair shall be:
   a. To prepare agendas for board meetings.
   b. To set any board meeting time.
   c. To represent the Senator’s board to the Executive Council.
2. The chair shall have a vote.
Section C. General
1. All standing board members shall have the right to vote.
2. All standing boards are automatically in session while the SJS is in session.
3. A tie vote is never considered a majority.
4. Each standing board may create any number of sub-committees it desires.
   a. Subcommittees’ activities must fall under the jurisdiction of the appointing board.
   b. Structure and method of approval of the subcommittee is to be determined by the appointing board.
5. A quorum of a standing board shall require 2/3 of all board positions filled.

Article IV. Student Affairs Board (SAB)
Section A. Membership
1. One member shall serve as the SAB Chair.
2. One member shall serve as the Cultural Affairs Representative.
3. One member shall serve as the Sustainability Representative.
4. One member shall serve as the Student Issues Representative.
5. One member shall serve as the Public Relations Representative.
Section B. Responsibilities of the SAB positions
   1. The responsibilities of the SAB positions shall be outlined in SJS By-Laws, Article I Section D.

Article V. Judicial Board (JB)
Section A. Membership
1. One member shall serve as the JB Chair.
2. One member shall serve as the Academic Affairs Representative.
3. One member shall serve as the Community Relations Representative.
4. One member shall serve as the Student Activities Representative.
5. One member shall serve as the Campus Life Representative.
Section B. Responsibilities of the JB positions:
   1. The responsibilities of the JB positions shall be outlined in the SJS By-Laws, Article I Section C.

Article VI. Activities and Allocation Board (AAB)
Section A. Membership
1. One member shall serve as the AAB Chair
2. One member shall serve as the Treasurer.
3. Three members shall serve as the Club Auditors.
4. A maximum of 3 split tickets may be elected to the Activities & Allocations Board.
Section B. Responsibilities of the AAB positions:
   1. The responsibilities of the AAB members shall be outlined in the SJS By-laws, Article I Section B.
2. The AAB has the authority to revise AAB By-Laws as needed, and present revisions to SJS for approval.

Article VII. Executive Council
Section A. Membership
1. The Executive Council shall consist of the SJS President, Vice President, the Student Trustee Representative, Treasurer, Public Relations Representative, and the three standing board chairs.

Section B. The Duties and Responsibilities of the Executive Council shall be:
1. To meet each week and evaluate the progress of the standing boards.
2. To review any decisions made within board and committee meetings.
3. To discuss and prepare agendas for upcoming meetings.
4. To enforce the SJS attendance policy in SJS By-laws Article IX Section D and impose sanctions on any violation of that policy.
5. To author any letter authorized by the SJS or to author a letter to be brought to the SJS for approval.
6. To serve on the Ethics Committee as outlined in SJS By-Laws Article IX.
7. To hold the power, if necessary, to impose the following sanctions:
   a. To require an SJS member to write a letter to the student body explaining the Senator’s failure in carrying out the responsibilities of the Senator’s office.
   b. To remove a standing board chair from the Senator’s chairpersonship and require that standing board to elect a new chair. Note, once a chair is removed the Senator is not eligible for the position of chair for the remainder of that Senate term.
   c. To initiate impeachment procedures against an SJS member as outlined in SJS By-Laws Article IX Section D.
8. To be SJS representatives on the Student Development Advisory Council.

Article VIII. Sanctions
Section A. Attendance Policy
1. This policy shall be outlined in SJS By-Laws Article IX Section D.
2. The President and the Executive Council have the right to impose sanctions for violations of this policy.

Section B. Impeachment Proceedings
1. Impeachment proceedings may be initiated by:
   a. The Executive Council.
   b. A petition from one hundred Saint John’s undergraduate students.
2. Conditions for impeachment shall be listed in SJS By-Laws Article IX Section D.

Article IX. Functions and Meetings of the Senate
Section A. Functions
1. To enact resolutions, policies, and recommendations.
2. To review board, committee, and Executive Council decisions.
3. To ascertain, evaluate, and advocate the concerns and best interest of the student body.

Section B. Meetings
1. The Senate shall convene on a regular basis as outlined in SJS By-Laws, Article X.
2. Special sessions may be called by the President.

Section C. Quorum
1. A quorum of SJS shall be 2/3 of all senate positions filled.

Section D. Voting
1. All actions of the Senate require approval by an absolute majority defined as 50%+1.
2. Voting conditions:
   a. No member may vote unless the Senator is present.
   b. Voting privileges may be reserved by request to the President prior to the meeting.

Section E. Interpretation
1. The President shall be the ultimate judge as to the interpretation of the constitution.
2. This constitution shall supersede all previous student government documents/constitutions.

**Article X. Amendments**

Section A. Any part of this constitution may be amended in the following manner:
1. The proposed amendment shall be presented to the Senate.
2. A 12-member vote of the SJS is required for Senate approval and will then go immediately to the student body for review.
3. One week after the amendment has been posted, or at the next scheduled election, the student body shall vote on it.

**Article XI. By-Laws**

Section A. The SJS shall abide by these By-Laws as required by the Constitution:
I. Member Duties and Responsibilities.
II. AAB Guidelines.
III. Boards and Committees.
IV. Advisors to the SJS.
V. Executive Assistant to the SJS.
VI. Elections of/within the SJS.
VII. Joint Funding Policy.
VIII. Sanction Policy.
IX. Ethics Committee.
X. Meeting Policy.
XI. Commitment to Diversity
XII. Other

Section B. Amendments to the By-Laws:
1. Amendments to SJS By-Laws shall require approval by 12 members of the SJS and not by a vote of the student body.

(Ratified 4/16/2007)

**Saint John’s Senate By-Laws**

**Article I. Member Duties and Responsibilities**

Section A. Leadership
1. President
   a. To preside at all meetings of the Senate. If the President is unable to perform the Senator’s duties, to delegate the Senator’s powers to the next Senator in hierarchy when necessary.
   b. To direct all administrative responsibilities, as well as other powers and duties granted by the Senate.
   c. To ascertain that all resolutions, motions, and committees passed by the
Senate and/or Executive Council are faithfully executed.

d. To execute all provisions of the Constitution in the actions of the Senate and its committees.

e. To serve as the official representative of the student body to the Boards, the Administration and the Faculty, and other segments of the University, including speaking engagements upon request.

f. To interpret Rules of Order. The Senator’s interpretation can be challenged by another member of the Senate and overruled by a 2/3 vote of the Senate members present.

g. To call special meetings of the Senate, the Executive Council, and/or the Board of Trustees.

h. To be the guardian of all official Senate documents.

i. To meet once a month with the Saint Ben’s Senate President, SJU Dean of Students, and the CSB Dean of Students.

j. To meet twice a month with the Saint Ben’s Senate President.

k. To meet once a week with the SJU Dean of Students.

l. To meet at least once a semester with the VP for Student Development.

m. To set, review and oversee the execution of the Saint John’s Senates’ goals each semester.

n. To present, along with the Trustee, the Senate’s goals to the Board of Trustees, Student Development Committee and SJU Student Development Directors.

o. To meet with the President’s Cabinet on a bi-weekly basis.

p. To hold office for the entirety of the academic year.

q. To meet with each individual senator at least twice a semester.

r. To chair the Election Committee if the Judicial Board Chairperson is ineligible to serve. If the President is unable to serve due to their participation in the election, then the chair will pass to the next highest senior Executive Board member.

2. Vice President

  a. To plan a retreat at the beginning of each semester for the entire Senate.

  b. To serve as Parliamentarian.

  c. To lead goal setting and facilitation for the Senate.

  d. To chair the Capital Improvements Committee.

  e. To serve as the liaison between the Saint Ben’s Senate (SBS) and SJS.

  f. To lead candidate recruitment.

  g. To lead strategic planning/progress oversight for the SJS.

  h. To obtain and transfer transition notes for all positions ensuring smooth year to year transitions.

  i. To hold office for the entirety of the academic year

  j. To oversee and serve as the liaison for outside news sources.

  k. To oversee, track, and confirm senator’s Senate Community Interactions (SCIs).

  l. To meet once a month with the SJU Dean of Students.

  m. To ensure the senate office is orderly, professional, and usable.

  n. To coordinate stipends for the senate
3. Student Trustee Representative
   a. To represent the Saint John's student body to the Board of Trustees.
   b. To appoint Senators to serve as the Senator’s liaisons to the Board subcommittees:
      i. Academic Affairs
      ii. Buildings and Grounds
      v. Marketing and Enrollment
      vi. Resource Development
      vii. Student Development
   c. To attend all Board of Trustee functions.
   d. To present to the SJS a synopsis of every Trustee Meeting
   e. To hold office for the entirety of the academic year.
   f. To coordinate all SJS internal committees

Section B. Activities and Allocations Board
1. Chairperson
   a. To serve as the AAB representative on the Executive Council.
   b. To organize and co-chair all meetings of the CFB.
   c. To construct the funding and allocation guidelines which will be SJS By-Laws, Article II after approval by the AAB and the SJS.
   d. To ascertain that all approved actions of the CFB are faithfully executed.
   e. To authorize and sign account transactions for both SJS and approved club allocations in the event the appropriate board member is unable to.
   f. To be a voting member of the Budget Working Committee.
   g. To give a budget update at every executive council meeting
   h. To hold office for the entirety of the academic year
   i. To appoint one club auditor to serve as the SJS representative on the Joint Club Board
   j. To update the Senate Alumni Database with the information of all graduating senators.
   k. To meet with the Treasurer bi-weekly to discuss the SJS budget.
   l. To send all funding expenditures for the week to The Record or other media outlets if The Record is not available, increasing our transparency with our funding of student activity fees.
   m. To keep club auditors accountable and retain the right to restrict their voting rights in coordination with their co-chair counterpart if an auditor is unfamiliar with their funding requests.
   n. To sit on one internal committee each semester.
   o. To lead the Senate Leadership Experience in collaboration with all Board Chairs, duties are included but not limited to: organize guest speakers, coordinate potential team projects, and design SLE layout and procedure

2. Treasurer
   a. To maintain the financial records of the SJS.
b. To authorize and sign account transactions for both SJS and approved club allocations through the SJU Business Office.
c. To organize and chair the Budget Working Committee. This committee must be established at the Fall and Spring Retreat and meet monthly.
d. To provide a budget at SJS meetings and by request to any SJS Senator.
e. To meet bi-weekly with the AAB Chair to discuss the SJS budget.
f. To serve as a voting member of the Co-Funding Board (CFB).
g. To audit clubs at the discretion of the AAB Chair.
h. To serve as a member of the Executive Council.
i. To chair the Club Sports Playoff Funding Committee.
j. To hold office for the entirety of the academic year.
k. To sit on one internal committee each semester.

4. Club Auditors (3)
   a. To audit the clubs for which the Senator is responsible.
   b. To report any financial violations in any of these clubs to the Joint CFB and Administrative Assistant of SALD.
   c. To serve as a voting member of the Co-Funding Board (CFB).
   d. To serve as the SJS representative to the Joint Club Board (JCB) upon appointment by the AAB Chair.
   e. If an auditor is unfamiliar with the Senator’s weekly funding requests it is at the discretion of the board chairs to restrict voting rights to that Senator for the week.
   f. To sit on one internal committee each semester.

Section C. Judicial Board
1. Chairperson
   a. To serve as JB representative on the Executive Council.
   b. To organize and chair all Judicial Board meetings.
   c. To organize and chair all Student Parking Appeals Board meetings.
   d. To organize and chair regular Constitutional Review Committee meetings.
   e. To organize and chair the Elections Committee.
   f. To take attendance at all JB meetings.
   g. To appoint, along with the entire Judicial Board, the members of the SJS Ethics Committee.
   h. To serve as the SJS liaison to Life Safety Services
   i. To serve as the SJS representative for all student parking appeals issues
   j. To hold office for the entirety of the academic year.
   k. To sit on two internal committees each semester.
   l. To be a voting member of the Budget Working Committee.
   m. To lead the Senate Leadership Experience in collaboration with all Board Chairs, duties are included but not limited to: organize guest speakers, coordinate potential team projects, and design SLE layout and procedure

2. Academic Affairs Representative
   a. To represent the SJS at all Joint Faculty Assembly (JFA)/Joint Faculty Senate meetings.
   b. To sit on the Trustee Board Subcommittee of Academic Affairs
   c. To appoint members of the JAB to serve on faculty subcommittees.
d. To sit on the Academic Calendar committee and report back to the Senate after every meeting.

e. To meet every semester with the Academic Dean to discuss upcoming academic goals.

f. To be a voting member of the Student Parking Appeals Board.

g. To sit on the Bookstore Committee & the Student Success Center Committee.

h. To chair the Academic Affairs Committee and to sit on one other internal committee each semester.

3. Community Relations Representative

a. To serve as the SJS liaison to the St. Joseph City Council and regularly attend its meetings.

b. To attend at least two Saint Joseph city council meetings per semester.

c. To address off-campus student issues.

d. To represent the SJS on legislative issues.

e. To represent the SJS on the SJU Alumni Association.

f. To represent the SJS to the Saint John’s Abbey.

g. To represent the SJS to the Minnesota Association of Private College Students (MAPCS) if the sitting Senate chooses to pay dues to MAPCS.

h. To organize one (1) community outreach event per Senate term.

i. To be a voting member of the Student Parking Appeals Board.

j. To chair the Community Outreach & Admissions Committee and to sit on one other internal committee each semester.

4. Student Activities Representative

a. To co-chair, with the appropriate SBS member, all Joint Club Board (JCB) meetings, in accordance with the JCB guidelines in the Department of Student Activities & Leadership Development.

b. To meet monthly with the AAB Chair to discuss club issues.

c. To hold a Spring Information Gathering for all club leaders, before the close of the Spring Semester, in conjunction with the Student Activities and Leadership Development Office.

d. To promote and facilitate discussion and awareness of club issues with the SJS.

e. To be a SJS liaison to the Department of Student Activities & Leadership Development.

f. To meet at least once every two months with the staff of the Student Activities & Leadership Development Department to discuss club issues and activities to report to the SJS.

g. Meet at least once every two months with the Joint Director of Student Activities & Leadership Development.

h. To chair the Student Activities Committee and to sit on one other internal committee each semester.

5. Campus Life Representative

a. Represent the SJS on long-term housing committees.

b. Sit on the off-campus housing selection committee.

c. Meet with the director of residential life once a month.

d. Provide a residential life forum once a year.
e. Provide a life safety forum once a year
f. To be a voting member of the Student Parking Appeals Committee
g. To chair the Campus Life Committee and to sit on one other internal committee each semester.

Section D. Student Affairs Board

1. Chairperson
   a. To represent the SAB on the Executive Council.
   b. To organize and chair all SAB meetings.
   c. To organize any student surveys issued by the SJS.
   d. To take attendance at every SAB meeting.
   e. To serve as the SJS representative on the Housing Committee, when in existence.
   f. To approve SJS mass communications before distribution, with special attention during the beginning of the term.
   g. To be a member of the SJS Public Relations Committee.
   h. To be a voting member of the Budget Working Committee.
   i. To hold office for the entirety of the academic year.
   j. To sit on three internal committees each semester.
   k. To lead the Senate Leadership Experience in collaboration with all Board Chairs, duties are included but not limited to: organize guest speakers, coordinate potential team projects, and design SLE layout and procedure

2. Cultural Affairs Representative
   a. Be an active member of the Cultural Affairs Board
   b. Report and promote Cultural Affairs Board activities and issues to the Saint John’s Senate
   c. Report Saint John’s Senate activities to the Cultural Affairs Board
   d. Meet regularly with the Director of the International-Intercultural Student Services or IISS Support Staff
   e. Meet regularly with the Vice President of Student Development and other administrative offices.
   f. Be an active member of the DEIJ Coordinating Council
   g. Promote collaborations and working relationships with Cultural Clubs
   h. To perform the duties as listed under SJS By-Laws Article XI
   i. To chair the Cultural Affairs Committee and to sit on one other internal committee each semester.

3. Sustainability Representative
   a. To serve as a member of the Capital Improvements Committee
   b. To meet at least each semester with the Sustainability Fellow(s) and report back to the SJS.
   c. To meet with SJU staff to address issues pertaining to sustainability as needed, including but not limited to: Facilities, Grounds, Residential Life and Housing, Culinary Services, and Transportation.
   d. Serve as liaison between the administration and student on campus sustainability issues.
   e. Be a member of the Food Committee focusing on sustainability within SJU Dining Services.
f. Meet with Campus sustainability clubs such as Sustainability Alliance, Climate, Action Club, EcoHouses, at least once every semester and facilitate collaboration between groups when possible.

g. Attend meetings of the SJU Sustainability Council

h. To represent the SJS to the Arboretum Board.

i. To chair the Sustainability Budget and investigate, propose, fund, and monitor sustainability efforts on the Saint John’s University Campus.

j. To chair the Sustainability Committee and to sit on one other internal committee each semester.

4. Student Issues Representative
   a. To Chair the SJU Food Committee
   b. To plan an event for Homecoming Week’s Johnnie Day.
   c. To facilitate and promote discussion about campus programming and events with the SJS.
   d. To serve as the representative on the MDI Advisory Board.
   e. To host one Senate Development event per semester.
   f. To chair the Student Development Committee and to sit on one other internal committee each semester.

5. Public Relations Representative
   a. To compose and distribute all press releases to student body.
   b. To serve as the SJS liaison to recognized student media.
   c. To meet with the editors of The Record at the beginning and end of each semester to ensure open communication between the SJS and the student newspaper.
   d. To be responsible for distributing SJS information to the student body through social media platforms.
   e. To be responsible for maintaining the SJS web page.
   f. To chair the Public Relations Committee.
   g. To maintain the SJS office.
   h. To sit on the Executive Council
   i. To meet with the PR Assistant at least once per week
   j. To sit on one other internal committee each semester.
   k. To hold office for the entirety of the academic year.

Section E. First Year Representatives (3)
   a. Represent first year students.
   b. To shadow the three Boards on rotation throughout the Fall semester and declare service to one board in the Spring if led to; and serve on at least one committee immediately after being elected.
   c. To shadow one Co-Funding Board meeting per semester.
   d. Be a voting member of the Senate after one meeting as an elected representative
   e. To sit on three internal committees each semester.

*Article II. Funding and Allocation Guidelines*

1. Allocated Funds
   a. Allocated funds are funds received by an organization from the SJS from an approved allocation.
   b. All unused allocated funds will be reabsorbed prior to the beginning of the
next academic year.
   c. All profits made from these funds become property of the SJS.
2. Allocated funds not used for purpose of approved allocation will be subject to immediate reabsorption by the SJS.

**Article III. Boards and Committees**

**Section A. Oversight**

1. Any decision made by a subsidiary board or committee, not including a joint committee, including funding decisions, may be appealed to the full senate.
   a. Two senators must request to overturn the decision of a subsidiary board or committee, in writing or via e-mail, to the president.
   b. The vote of 2/3 of those senators present and voting is required to overturn the previous decision.
   c. A new motion, if in order, must be made to replace the overturned decision, and will require a simple majority to pass.

**Section B. Saint John's Senate Charter Board (SJSCB)**

1. Purpose
   a. To allow clubs/organizations the opportunity to hold a club charter from the Saint John's Senate instead of a joint institutional charter from the Joint Club Board.
2. Membership
   a. The members of the SJSCB shall be the members of the JCB.
3. Obtaining SJU Charter
   a. Each club applying for status as SJU chartered club must submit a constitution to the Student Activities Representative from the SJS.
   b. The club must submit a list of 10 prospective or active members to the SJSCB.
   c. The club must submit a mission statement reflecting the values and purpose of the club.
   d. The club must submit a constitution to the SJSCB.
   e. The club must abide by all Saint John's University J-Book regulations, as well as any other regulations established by the SJSCB or the SJS as a whole.
   f. Once the SJSCB has approved the organization, the constitution will be submitted to the JDSA and the Vice President of Student Development for final approval.
4. Membership requirements of SJU Charter Club
   a. Membership must be open to all members of the Saint John's University undergraduate community.
   b. All members of SJS chartered clubs must be enrolled in the Saint John’s University undergraduate program.
   c. All members must be in good academic standing.
   d. All officers must comply with club training as established by the Student Activities Office along with any training required by the SJSCB for specific SJU requirements.
   e. Membership may be exclusive to the SJU undergraduate student body, as determined by the club applying for charter.
f. Clubs attaining SJU charter must uphold the traditions and values of the Saint John's Benedictine community.

5. Sanctions
   a. Any infractions may subject the club to review by the SJSCB or Saint John's University.

6. Grading Guidelines
   a. The SJSCB will evaluate all SJU only clubs in accordance to the JCB/SALD evaluation guidelines.

Section C. Student Parking Appeals Board (SPAB)

1. Purpose
   a. The Student Parking Appeals Board was created by Saint John’s University as a means for students to receive a peer review of parking tickets given at Saint John’s University. The SPAB has full authority from the Administration to review all parking appeals that meet the criteria for appeal and are submitted to the committee. The committee will rule based on the policies set forth by Saint John’s University using the guidelines outlined in the on-line J-Book. The appeals process is intended to be educational in nature. The board will occasionally make recommendations to the University to improve parking on campus as often as necessary.
   b. To make the parking regulations more transparent to students.

2. Membership
   a. Chair
      i. The Judicial Board Chair of the SJS.
   b. Committee Members
      i. The four committee members of the JB.

3. General Procedures
   a. Meetings
      i. The SPAB will meet at least every two weeks and will set a regular meeting time.
      ii. Quorum to hold meetings shall be three-fifths (3/5) of board positions filled.
      iii. Attendance is mandatory for all SPAB meetings.
      iv. All meetings are closed to the public.
      v. All members have full speaking rights.
   b. Voting
      i. The Chair will not have a vote, except in the case of a tie.
      ii. All Committee members will have one (1) vote.
      iii. No member may vote unless the Senator is present.
      iv. All decisions on appeals require majority, defined as 50% +1.
   c. Record Keeping
      i. The chair must keep a dated record of each SPAB meeting statistics including the number of the appeals Waived, Reduced and Rejected.
      ii. Meet with Dean to discuss parking trends once per semester.
      iii. Have record available upon request.

4. Process
   a. The burden of proof in the appeal rests with the appellant.
b. All appeals must be made on the appeal form provided online by Life Safety Services (LSS).
c. All appeals should be made within ten business days of the ticket date.
d. The appellant is encouraged to supply evidence to support the appeal.
e. The SPAB may take one of three courses of action on the appeal as indicated by a stamp checked and signed:
   i. WAIVED means the appeal was granted and the fine was waived.
   ii. DENIED means the appeal was upheld in accordance with the policies set forth by Saint John’s University and the SPAC guidelines, and that payment is due.
   iii. REDUCED means that there may have been mitigating circumstances which warrant a reduced fine. Payment of the reduced fine is still required.
f. All decisions of the SPAB are final.
5. Guidelines
   a. Tickets can only be appealed for procedural error, factual accuracy, or extenuating circumstances. There are two reasons for which an appeal will be waived:
      i. There is substantial evidence the appellant did not commit the violation for which the citation was issued.
      ii. The appellant may have committed the violation, but the circumstances were not under the appellant’s control. The following information will be taken into account:
         iii. Prior to the ticket, the appellant made some demonstrable attempt to notify Life Safety Services in a timely manner.
         iv. The appellant can produce written verification from a credible source that was a party to the situation establishing that the situation was so unusual it cannot reasonably occur again.
b. The SPAB will seldom grant appeals solely for:
   i. Lack of knowledge of regulations (i.e. new to campus, have not received regulations, etc.).
   ii. Lack of legal parking spaces.
   iii. Lack of convenient parking spaces.
   iv. Time constraints (i.e. late, it took you longer than expected, etc.).
   v. Lack of funds to pay fine.
   vi. Other vehicles were also parked improperly.
   vii. Failure to receive a paper ticket.
   viii. Failure to see the parking sign.
   ix. Forgetfulness.
   x. Relying on inaccurate parking information (i.e. A friend or co-worker told you that you could park there.
   xi. Someone else borrowed your vehicle and didn’t know where to park.

Section D. Public Relations Committee
1. Purpose
   a. To promote the SJS and its goals to the student body.
   b. To organize, implement, and execute all SJS public relations campaigns.
c. To develop and oversee strategic long term solutions for marketing the SJS to the student body.
d. To direct implementation of targeted solutions through the appropriate public relations channels.
e. To develop a joint general election voting campaign in coordination with the appropriate SBS members.

2. Membership
   a. Chair
      i. The Public Relations Representative of the SJS.
   b. Committee Members
      i. The committee shall consist of the PR Representative, the PR Assistant, and two other SJS members.

3. Meetings
   a. The Public Relations Committee shall meet whenever the Chair deems appropriate.

Section E. Food Committee
1. Purpose
   a. To increase relations between students and Dining Services at SJU.
   b. To encourage students to participate in discussion in improving the food selection, food quality, and dining facilities.
   c. To serve as the official liaison between the student body and Dining Services.
2. Membership
   a. Chair
      i. The Student Issues Representative of the SJS.
   b. Committee Members
      i. The Chair shall recruit/appoint any number of members of the SJU student body that The Senator deems appropriate.
3. Meetings
   a. The Food Committee shall meet at least one time per month.

Section F. Budget Working Committee
1. Purpose
   a. To prepare a preliminary budget for the subsequent school year to be presented to the SJS before the end of the Spring Semester.
   b. To present a finalized budget to the SJS for approval within 2 meetings of the tenth (10th) day of classes in the fall semester.
2. Membership
   a. Chair
      i. Treasurer
   b. Committee Members
      i. President
      ii. Activities and Allocations Board Chair
      iii. Judicial Board Chair
      iv. Student Affairs Board Chair
   c. Meetings
      i. The Budget Working Committee shall meet whenever the chair deems it necessary.
Section G. Constitutional Review Committee
1. Purpose
   a. To review the Constitution and By-Laws of the Saint John’s Senate.
   b. To propose changes when deemed necessary.
2. Membership
   a. Chair
      i. The Judicial Board Chair of the SJS.
   b. Committee Members
      i. Any number of SJS members, at the discretion of the Chair.
3. Meetings
   a. The Constitutional Review Committee shall meet at least once per semester and whenever the Chair deems necessary.
   b. Shall meet with SJS Advisor and SJS President to determine scheduling for review process.
   c. Complete all Constitutional Review before elections.

Section H. Capital Improvements Committee
1. Purpose
   a. To investigate, propose, fund, and enact physical improvements to the Saint John’s University Campus.
2. Membership
   a. Chair
      i. The Vice President of the SJS.
   b. Committee Members
      i. Any number of SJS members, at the discretion of the Chair.
3. Meetings
   a. The CIC shall meet at least once per month and whenever the Chair deems necessary.
4. Allocation of funds
   a. All funding decisions made by the Capital Improvements Committee exceeding $1,500 must be approved by a majority of the Saint John’s Senate.
   b. All requests made to the Capital Improvements Committee shall be reported to the SJS.

Section I. Club Sports Playoff Funding Committee
1. Purpose
   a. To provide funding for club sports for postseason play.
2. Membership
   a. Chair
      i. The Treasurer of the SJS
   b. Committee Members
      i. Any number of SJS members to be chosen at the discretion of the Executive Council.
      ii. The Club Sports Director
   c. Meetings
      i. The committee will meet when a request is submitted from a club sport to the SJS.
   d. Allocation of Funds
i. All funding decisions will be made by the committee using the amount of funds submitted to the committee by a vote of the SJS.

ii. All funding decisions by the committee will be reported to the SJS.

Section J. Sustainability Committee

1. Purpose
   a. To investigate, propose, and promote sustainability initiatives on the SJU campus. The committee will have the purview to spend any funds allocated to them by the SJS.

2. Membership
   a. Chair
      i. The SJS Sustainability Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as well as any number of students they see fit to serve as advisors on the committee. Only senate members will have a vote though student ad hoc members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of the Sustainability Committee.
   b. The chair will review the applications of students and have final discretion on who will compose their committee.
   c. Applications will be made available on the SJS website and will be sent out to the general student body at the start of each semester.

4. Meetings
   a. The Sustainability Committee will meet at least twice a semester and make their meeting time and location public for students to attend.

5. Allocation of Funds
   a. All funding decisions made by the Sustainability Committee exceeding $1,000 must be approved by a majority of the Saint John’s Senate.

Section K. Academic Affairs Committee

1. Purpose
   a. To address academic concerns and issues on the CSB/SJU campus along with propose changes to academic practices to be adopted by CSB/SJU faculty.

2. Membership
   a. Chair
      i. The SJS Academic Affairs Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as well as any number of students they see fit to serve as advisors on the committee. Only senate members will have a vote though student ad hoc members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of the Academic Affairs Committee.
   b. The chair will review the applications of students and have final discretion on who will compose their committee.
c. Applications will be made available on the SJS website and will be sent out to the general student body at the start of each semester.

4. Meetings
   a. The Academic Affairs Committee will meet at least twice a semester and make their meeting time and location public for students to attend.

Section L. Community Outreach & Admission Committee

1. Purpose
   a. To seek solutions to community-campus issues and assist the SJU admissions office with tips for prospective student outreach.

2. Membership
   a. Chair
      i. The SJS Community Relations Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as well as any number of students they see fit to serve as advisors on the committee. Only senate members will have a vote though student ad hoc members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of the Community Outreach & Admissions Committee.
   b. The chair will review the applications of students and have final discretion on who will compose their committee.
   c. Applications will be made available on the SJS website and will be sent out to the general student body at the start of each semester.

4. Meetings
   a. The Community Outreach & Admissions Committee will meet at least twice a semester and make their meeting time and location public for students to attend.

Section M. Student Activities Committee

1. Purpose
   a. To explore the state of student extracurricular engagement on-campus and collaborate with student programming organizations and clubs to enhance student on-campus engagement.

2. Membership
   a. Chair
      i. The SJS Student Activities Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as well as any number of students they see fit to serve as advisors on the committee. Only senate members will have a vote though student ad hoc members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of the Student Activities Committee.
   b. The chair will review the applications of students and have final discretion on who will compose their committee.
c. Applications will be made available on the SJS website and will be sent out to the
general student body at the start of each semester.

4. Meetings
   a. The Student Activities Committee will meet at least twice a semester and make
      their meeting time and location public for students to attend.

Section N. Campus Life Committee

1. Purpose
   a. To focus on student housing concerns on and off the CSB/SJU campuses. The
      committee will also focus on housing and student conduct policy issues, as well as
      address student dining concerns.

2. Membership
   a. Chair
      i. The SJS Campus Life Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as
         well as any number of students they see fit to serve as advisors on the
         committee. Only senate members will have a vote though student ad hoc
         members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of
      the Campus Life Committee.
   b. The chair will review the applications of students and have final discretion on
      who will compose their committee.
   c. Applications will be made available on the SJS website and will be sent out to the
      general student body at the start of each semester.

4. Meetings
   a. The Campus Life Committee will meet at least twice a semester and make their
      meeting time and location public for students to attend.

Section O. Cultural Affairs Committee

1. Purpose
   a. To address inclusivity issues and promote cultural diversity on the CSB/SJU
      campus.

2. Membership
   a. Chair
      i. The SJS Cultural Affairs Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as
         well as any number of students they see fit to serve as advisors on the
         committee. Only senate members will have a vote though student ad hoc
         members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of
      the Cultural Affairs Committee.
   b. The chair will review the applications of students and have final discretion on
      who will compose their committee.
c. Applications will be made available on the SJS website and will be sent out to the general student body at the start of each semester.

4. Meetings
   a. The Cultural Affairs Committee will meet at least twice a semester and make their meeting time and location public for students to attend.

Section P. Student Development Committee
1. Purpose
   a. To encourage the social development of Johnnies as they explore adulthood

2. Membership
   a. Chair
      i. The Student Development Representative.
   b. Committee Members
      i. The chair will have two SJS members serve as committee members as well as any number of students they see fit to serve as advisors on the committee. Only senate members will have a vote though student ad hoc members will have full speaking rights.

3. Application Process:
   a. Students who are not elected to the senators can apply to be an ad hoc member of the Student Development Committee.
   b. The chair will review the applications of students and have final discretion on who will compose their committee.
   c. Applications will be made available on the SJS website and will be sent out to the general student body at the start of each semester.

4. Meetings
   a. The Student Development Committee will meet at least twice a semester and make their meeting time and location public for students to attend.

Section Q. Joint Club Board
Purpose:
1. To grant Senate recognition to clubs.
2. To represent clubs to the administration.
3. To establish a system for club constitution review, which emphasizes club structure in order to prevent confusion concerning the function of the club.
4. To see that all approved clubs/organizations abide by the policies and rules of the College of Saint Benedict and Saint John’s University.

ARTICLE 1. MEMBERSHIP
A. Co-Chairs:
   a. The SBS Co-Chair shall be the Student Activities Representative.
   b. The SJS Co-Chair shall be the SJS Joint Club Chair.
   c. The Co-Chairs shall preside over all meetings of the JCB.
   d. The Co-Chairs shall sign approvals of approved joint clubs.
   e. The Co-Chairs shall delegate responsibility to its members for club recognition and members shall serve as a hearing board for club violations of college, JCB, and club policy issues.

B. Board Members:
   a. An auditor from each Senate.
   b. Once CSB student and one SJU student representing Student Activities.
c. One SJU student and one CSB student who are current club officers.

ARTICLE II. GENERAL PROCEDURE
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, SJS, SBS, or the administration of CSB/SJU for being in violation of any guideline, rule or regulation.

ARTICLE III. 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. Potential clubs who require the use of CSB and/or SJU indoor or outdoor athletic facilities to achieve its mission must obtain the approval of the CSB Club Sports Commissioner and the SJU Athletics Coordinator before submitting a proposal to the Joint Club Board.
E. The JCB will then vote to approve or deny the club. If approved, the packet will be submitted to the Joint Director of Student Activities and Leadership Development.
F. Final approval of a club rests with the Joint Director of 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.

ARTICLE IV. CLUB REQUIREMENTS
A. Membership must be open to all CSB/SJU undergraduate students exclusively.
B. Clubs must maintain a minimum of 10 members. Clubs must have a goal of maintaining a minimum of 5 members from each institution in order to remain a joint club.
C. Clubs must have an advisor (CSB/SJU faculty or 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 Every Woman’s Guide.
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 on activity/event per semester that is open to all students. Each club must sponsor at least on 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 Co-Funding Board (CFB).
M. The club registration process must be completed yearly.

ARTICLE V. SANCTIONS
A. If the registration process is not completed on time or if a club violates and JCB, SBS, or SJS guideline or institutional rule or regulation, the JCB reserves the right to take any of the following actions:
   a. 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.
   b. Directly overseeing club operations.
   c. 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.

ARTICLE VI. 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.

ARTICLE VII. STUDENT CLUB MASS E-MAIL POLICY
A. Student clubs and organizations are limited to one (1) mass e-mail a day; 24 hours must transpire between each e-mail sent by an individual club.
B. Student clubs and organizations are able to send one (1) cancellation or correction email for an event for that day.
   a. 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 e-mail.
D. The Joint Club Board will monitor and enforce these policies.
   a. First Offense: The student club or organization will receive a written warning from the JCB.
   b. 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
F. A joint standing committee of the CSB and SJU Senate’s will review these
policies once per semester. The committee will consist of CSB Senate President,
Trustee, and Student Activities Representative and SJU Senate President, Trustee,
and Joint Club Board Chair and any other Senators from either Senate wishing to
participate.
G. The Joint Club Board 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 Joint Club Board,
not IT services

Article IV. Advisors to the SJS
1. The SJS member body shall have one (1) adviser. The Executive Council may appoint an
adviser to the Executive Council, if that body deems it necessary.
2. Full SJS member Advisor
   a. Shall serve as an administrative contact for the SJS.
   b. Shall maintain attendance at all full SJS meetings.
   c. Shall have speaking rights at full SJS meetings.
3. Executive Council Advisor
   a. Shall serve as a faculty or staff contact for the SJS.
   b. Shall maintain attendance at Executive Council meetings.
   c. Shall have speaking rights at full SJS meetings if the Senator attends.
   d. Shall have optional attendance at the full SJS meetings.

Article V. Assistants to the SJS
1. Executive Assistant:
   a. An Executive Assistant shall be selected by the Executive Council
      immediately following the general election.
   b. Duties and responsibilities.
      i. To maintain mandatory attendance at all full SJS meetings.
      ii. To serve as secretary for all full SJS meetings.
      iii. To print and distribute agendas prior to all full SJS meetings.
      iv. To print and distribute minutes for all full SJS meetings by the Thursday
          following that meeting.
      v. To be responsible for getting approved minutes to the Public Relations
          Assistant for posting on the SJS web page.
      vi. To create Agendas for every meeting of the SJS and take down accurate
          minutes during the meeting
      vii. To keep Senate office clean and organized
      viii. To assist the Executive Board with recordkeeping and sharing of
           information within the senate
      ix. To keep track of office supplies and pertinent senate materials
2. Public Relations Assistant
a. To post the approved SJS minutes on the web page
b. Assist the Public Relations Representative with marketing and promotion of the SJS
c. Meet with the Public Relations Representative at least once per week
d. Is a member of the Public Relations Committee
e. Assist Public Relations Representative as needed
f. Manage and maintain all Saint John’s Senate Public Relations equipment in conjunction with the PR Representative
g. Serve as the Saint John’s Senate official photographer and videographer in conjunction with the PR Representative

Article VI. Elections of/within the SJS

Section A. SJS Elections
1. Elections of the SJS shall be called by the Judicial Board Chair.
2. General Elections will occur during the month of April.
3. Term of Office
   a. The SJS term of office will run through the end of Spring semester.
   b. The first transitional meeting will take place within one week of Election Day.
   c. The Senator-elect transition period shall be the time between election date and the end of spring semester.
   d. Senators-elect shall take an Oath of Office on the last day of the Spring semester.
4. Qualifications for candidacy are listed in the SJS Constitution Article III

Section B. Internal elections of the SJS
1. Senators-elect shall hold a transitional meeting prior to the end of the spring semester to elect individual positions.
2. The positions of President, Vice President, and Trustee shall be elected from the fifteen members elected.
3. The board positions vacated by the elected President, Vice President, and Trustee shall be filled by the next highest vote-recipients in the general election races for those specific boards.
4. Following the election of the President, Vice President, and Trustee and the filling of the vacated positions held by those three members, each individual standing board shall hold an internal election for its positions.
5. Process for internal election of standing board chairs.
   a. All members seeking a board chair position must receive a Senator’s nomination.
   b. The nominees shall present qualifications to the full SJS. Senators may then question chair nominees.
   c. Following the questions, the individual standing board shall enter into discussion to elect the chair, with all standing board members allowed one vote except those running for the chair.
   d. In the event of a tie, the entire SJS, including the President, Vice President, and Trustee, but excluding those running for any chair position, shall vote to determine the chair.

6. Remaining standing board positions
   a. Members shall consider each position in succession, with those seeking that position making comments to that standing board.
   b. Members shall then question those seeking each position.
   c. A vote shall then be taken of the standing board members not running for that position.

7. Candidates on CSB/SJU approved Study Abroad Programs must:
   a. Follow all election rules and guidelines outlined in the SJS election manual.
   b. After being declared an official candidate, submit the following
      i. A letter stating:
         1. That the Senator will accept the position if elected.
         2. The Senator’s intentions for any specific positions the Senator would like to receive and statements for each position named.

8. Any senator not present at the transition meeting will not have a vote during the transition meeting.

Section C. Special Elections
   1. Special elections shall be called by the Judicial Board Chair when a position is vacated more than 8 weeks prior to the end of the current semester.
   2. These elections shall be subject to the same guidelines as the general elections.

Section D. Elections Committee
   1. Purpose
      a. To meet and determine campaigning specifics prior to any election of the SJS.
   2. Membership
      a. Chair
         i. The Judicial Board Chair
      b. Board members
         i. The five (5) members of the Judicial Board
         ii. The Public Relations Representative
         iii. The Vice President of the SJS
         iii. No member running for re-election may serve on the elections committee.

   3. General Procedures
a. The Elections Committee shall maintain and update the election rules and guidelines outlined in the SJS election manual, as needed.
b. The Elections Committee shall hear any complaint up to two weeks after an election.
c. The Elections Committee shall levy sanctions against any candidates in violation of the stated Election Guidelines. Any sanction voted upon by this committee will be a recommendation to the SJS at the next meeting of the SJS.

Section E. Office changes during term

a. Senators can only exchange office within their own board
b. If a senator would like to seek a change in office within their board, they must notify their chairperson.
c. If the person seeking to change elected office is a chairperson, they must notify the Executive Board.
d. Once a request has been filed, the senator must attend the next Executive council meeting and present reasons for office exchange.
e. The Executive Council must then vote on whether to approve or deny the request. A two-thirds majority must approve for the change to occur. If the person requesting a position change is an Executive Council member, they cannot vote.
f. If the request is approved, the board of the requester must be notified within 24 hours. The requester will have 7 days to find another senator from the Senator’s same board that is willing to exchange offices. If no senator is found, the request expires and no change can occur.
g. If another senator from the same board agrees to exchange offices, the motion must be approved unanimously by the board both members are from during the next senate meeting. The two senators who are part of the exchange cannot vote.
h. First-year representatives are not allowed to exchange office.
i. Executive Board members are not allowed to exchange office.
j. Each senator can only exchange office once per term.
k. There is no appeal process if an exchange is denied.

Article VII. Joint Funding Policy
Section A. 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 (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 Chairpersons 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 due 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 $100.00 per semester awarded to students only.
   d. Involvement Fair Expenses -- A maximum of $50.00.
   e. Family Weekend Carnival -- A maximum of $50.00
   f. Festival of Cultures -- A maximum of $50.00
5. Any expenses defined as operational in the preceding paragraph are not eligible for spontaneous funding.
6. Unused allocated funds will be reabsorbed by the CFB at the end of the fiscal year.
7. Clubs must submit the appropriate expense approval form and have auditor approval 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 the club has spent less than 40% of their operational funds at the end of the fall semester. CFB may reabsorb up to 50% of unspent funds.**

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. The CFB will not hear any further spontaneous requests until an outstanding request is completed.
4. When applying for spontaneous funding clubs must include a detailed breakdown of expenses as outlined in the expense request form itself.
5. Spontaneous requests must follow the funding guidelines outlined in section V, Funding Guidelines.
6. Spontaneous requests must be received by 5:00 P.M. 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 the Senator’s/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 need 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 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](http://www.csbsju.edu/global/find-an-education-abroad-program/other-opportunities-abroad/international-travel-registration)
      e. **CSBSJU does not guarantee funding or reimbursements 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 except when the payment of such fees reduces the overall cost of attending a conference.

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 any non-student participant, except for in the 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 60% 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 deadline to complete annual registration 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, may 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 by a timeline deemed fit by the CFB.
   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 $1,000.00 or a gross misuse of funds occurs, the CFB may withhold funding for as long as the CFB deems fit.
   2. The accounts in question may 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.

STANDING RULES OF THE CO-FUNDING BOARD

1.0 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 Chairpersons call the meeting to order. In the event of an unavoidable absence, the Chairpersons 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 Chairpersons 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.
Article VIII. Sanction Policy
Section A. Origin of Sanctions

1. Sanctions shall be assessed by the Ethics Committee of the SJS.

Section B. Possible Sanctions include but are not limited to:

1. A written letter to the student body explaining the action to be posted in the SJS display case.
2. Suspension of voting rights at full SJS meetings.
3. Service hours.
4. A letter of apology to be printed in The Record.
5. Initiation of impeachment proceedings.
6. Any combination of the above.

Article IX. Ethics Committee

Section A. Purpose

1. The purpose of the Ethics Committee shall be to ensure that members of the SJS are acting in a manner consistent with the mission and values of Saint John’s University and the SJS, by reviewing complaints from students, faculty and staff of the Saint John’s community and levying any appropriate sanctions on members of the SJS.

Section B. Ethical Code of Conduct for a Senator

1. As a member of the only elected, representative body of the men of Saint John’s, a Senator is called to act in a responsible, honorable and respectful fashion during the course of the Senator’s term.

2. Violations of the Ethical Code of Conduct
   a. Disciplinary actions or procedures by the University.
   b. Incompetence, negligence, and unsatisfactory reportage.
   c. Nonfeasance (failure to perform an official duty of the Senator’s elected position).
   d. Malfeasance or “Conduct Unbecoming of a Senator.” Examples include, but are not limited to, destruction of property, sexual harassment, sexual assault, human rights violations, plagiarism, and academic dishonesty.
   e. Use of a Senator’s position for personal gain.

Section C. Membership

1. The seven (7) members of the Executive Council of the SJS. In the event that the member under investigation is a member of the Executive Council, another SJS member will be chosen by the Ethics Committee.

2. The ethics committee is chaired by the President of the SJS, except under these circumstances where the chair will be the Vice President unless the claim is against or brought by the Vice President, in which case the chair shall pass to the Trustee:
   a. If the President is under investigation
b. The President is the senator bringing charges against another senator

Section D. Duties and Responsibilities of the Ethics Committee

1. Process
   a. A complaint against a Senator may be filed by any of the following:
      i. Any one member of the SJS.
      ii. A petition of fifteen (15) Saint John’s undergraduate students.
   b. Subsequent to a determination of standing, the members of the Ethics Committee shall begin an investigation of the complaint.
   c. A hearing of the complaint shall begin within two (2) weeks of the determination of standing. The hearing shall be chaired by the President and be closed to the public.
   d. After the hearing the Committee shall deliberate in private to reach a verdict and levy sanctions. The Committee shall decide the issue within three (3) days.
   e. After the Committee has made the decision, the President shall announce any action at the next full meeting of the SJS under the President’s Report.

2. Voting
   a. Six members of the Ethics Committee, excluding the President, shall vote on verdict and sanctions.
   b. In the event of a tie, the President shall vote.

3. Appeals
   a. Appeals of verdicts and sanctions shall be brought to the full board of the SJS within two weeks.
   b. The decision of the Ethics Committee may be overturned by a three-fifths (3/5) vote by the SJS in favor of the appeal.
   c. Only sanctions listed under article VIII section B, except impeachment may be appealed

4. Impeachment
   a. May be initiated by those listed in SJS Constitution, Article X Section B.
   b. Any of the following are conditions for impeachment.
      i. Violation of the Ethical Code of Conduct.
      ii. Failure to adhere to the attendance policy.
      iii. Being placed on academic probation.
      iv. Violation of any University rules or regulations, or any J-Book rule.
   c. All impeachment decisions by the Ethics Committee must be approved by a three-fifths (3/5) majority of the SJS

Section E. A Senator’s Rights

1. Each senator has a right to an Ethics Committee Hearing when charges are brought against the Senator.
2. Each senator can appeal the Senator’s sanction to the full SJS.
3. At any appeals proceedings, a Senator has the right to a 10 minute speaking term, as well as time for questions by Senators

Article X. Meeting Policy

Section A.
   Meetings shall be open to the public, except when a closed session is called by the President.

Section B. Initial Meeting of the newly elected Senators
1. The newly elected Senators may conduct a formal meeting before the end of the school year to discuss and vote on issues which will go into effect at the start of their term. This meeting will be called by the newly elected president after a meeting with the current president.

Section C.

2. Attendance Policy
   a. All meetings of the full SJS and all required meetings as listed in SJS By-Laws Article I are mandatory and subject to this policy.
   b. Other full SJS events may be made mandatory by a majority vote of the Executive Council if a minimum of two weeks’ notice is given to all SJS members. If two weeks’ notice is not possible a majority vote of the full SJS is required. The President still has the right to call Special Session meetings when the Senator deems necessary regardless of notice.
   c. Each Chair of a committee has the authority to make committee specific meetings/events mandatory if two weeks’ notice is given. If two weeks’ notice is not possible, a majority vote of the full committee is required.
   d. If a member is unable to attend a scheduled event or meeting, a “Request for Absence” form must be submitted at least ten days prior to the meeting or event. If two weeks’ notice is not given then a “Request for Absence” form must be submitted within 48 hours of the event or meeting being declared mandatory.
   e. The President will have the ultimate authority of approval for absence requests, but the Senator’s ruling may be overturned by a majority vote of the Executive Council. A request for review by the Executive Council must be made within 48 hours of receiving notification of the President’s decision.
   f. The President reserves the right to approve absences submitted less than ten days prior to the meeting or event for unpredictable circumstances.
   g. When leaving an event early or coming late to an event, a Senator must get the approval from the Senator in charge of that event. Failure to do this will result in ½ of an unexcused absence.
   h. All unapproved absences shall be noted to the Chair of that committee and then to the President of the SJS.
   i. The first unexcused absence shall be counted but not acted upon.
   j. The second unexcused absence shall require that member to write a written explanation to the Ethics Committee with the reasons for the absence.
   k. The third, and any subsequent, absence shall merit a meeting of the Ethics Committee if brought forth by any of those listed in Section D.

**Article XI. Commitment to Diversity**

Section A. Statement

The Saint John’s Senate values the variety of backgrounds and experiences that our student body brings to our community. We believe that diversity fosters an open, positive and satisfying educational environment. We are proud that the SJS respects and rewards each individual on the basis of personal achievement and contribution to the student body. By embracing diversity, and seeking the best student leaders, we can provide the highest level of talent and resources toward all of our student advocacy goals.

Section B. Process
1. The Cultural Affairs Representative shall lead a discussion on diversity at the beginning of each term.
2. The full SJS shall create a list of diversity goals for the group as a whole to accomplish.
3. The full SJS shall evaluate their progress towards these goals at the end of each semester.

Article XII. Other
Section A. Additional Member Responsibilities
1. To take a training session from the administration on the University finances and how the SJS needs to maintain audits.
2. To complete all transitioning responsibilities, as deemed by the SJS Vice President, in order to receive a stipend.

Section B. Resignation
1. In accordance with the Oath of Office, each SJS member is expected to serve the Senator’s entire elected term of office.
2. Conditions for resignation include solely:
   a. Inability to effectively continue performing required duties.
   b. Absence from the Saint John’s Community
3. A resigning senator must:
   a. Submit a signed letter of resignation to the Executive Council.
   b. Return all SJS property and files immediately upon resignation.
   c. Submit full transition notes to the appropriate transition binder.
   d. Forfeit any stipend not yet collected.

Section C. Student Activity Fee
1. The SJS defines the Student Activity Fee as monies to be used for the benefit of the student body for social purposes: entertainment, recreation, spiritual, and academic.

Section D. Standing Rules of the SJS.
1. The SJS shall abide by the standing rules as required by these SJS By-Laws.
2. The SJS shall approve the standing rules by majority vote at the start of the term, amending as necessary

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