

Code of Finance

Updated: Wednesday, November 1, 2006

Introduction

The below are guidelines set for the finance committee to adhere to when considering the semester budget, heretofore called the Code of Finance. It is up to the discretion of the finance committee to consider any extenuating circumstances.

Article I: Requirement of Constitutions

For any club/organization to be considered for Student Association funds they must first have a ratified constitution on file with the Student Association and the Office of Student Activities.

Article II: Probation of Clubs and Organizations

If a club/organization is found by the Student Association to be in violation of their constitution, or the Student Association Constitution, (or in violation of any school policy) that club/organization shall be placed on probation.

The process of probation proceeds as follows:

- Upon request of the student senate, the finance committee shall be called upon to place funding caps upon the club/organization for the following semester
- If, at any time during their probation, the club/organization be found to be in violation of their constitution, the Student Association constitution, or school policy again, that club/organization shall receive no funding the following semester (s).
- Once the club/organization has adhered to all constitutions for an entire semester they are once again eligible for funding the following semester and will be off probation.

All decisions are to be made at the discretion of the finance committee.

Article III: Budget Processes

Section 1

There will be a universal cap set for all new clubs in their first semester of existence to be determined by the finance committee per semester.

Section 2

There will be a locked box placed in a conspicuous place near the mailboxes for the Student Association Executive Board in the Office of Student Activities in which the budget request forms are to be placed. At the time of opening there will be the Student Association Treasurer and at least one other member of the finance committee present to check off the list of clubs/organizations for those who have turned their form in on time. Signatures of all those present shall be on the checklist.

Section 3

There will be percentage cuts from for any budget request forms turned in past the designated deadline. The cut will be taken from the amount finance committee deemed the club would have received had the request form not been late. The percents will be as follows: 30% the first day and an additional 15% for each day thereafter.

If the club/organization has prior knowledge that they will have to turn in their request form late, the finance committee must be notified 24 hours prior to the deadline for the club/organization to not be penalized.

Article IV: Purchase Orders

Section 1

For any purchase orders that go to the bank, excluding Student Union Board, the Student Association Treasurer's signature must be on in order to receive money from the account.

Section 2

Senate approval (3/4 majority) is needed for purchase orders that contain merchandise that use the name "St. Joseph's College" and/or contain words/symbols that would be affiliated with the College.

After the senate approves the purchase order the president of SA will present the purchase order to the Dean of Students for final approval.

Article V: Amendments

The finance committee must first pass amendments made to the Code of Finance then the student senate by a 2/3 majority.

*See approved Student Senate Financial Policies

Code of Procedure for the Student Senate of the Student Association

Adopted October 2004

Code of Procedure for Student Senate Meetings

- All meetings shall follow the same general guidelines and procedures:
- All meetings shall proceed in this order:
- Opening Prayer
- Approval of Minutes
- Reports
- Adoption of Agenda
- Old Business
- New Business
- Adjournment/ Adjournment to Committee
- A speaker's list shall be maintained by the Parliamentarian, or his appointee, in order to facilitate discussion.
- The following motions may be allowed at each meeting and are listed with their voting requirements:

	Type of Vote Required	Debatable
To Adjourn	<i>Majority of Quorum</i>	<i>Yes</i>
To Adopt a Letter to the Administration Asking for a Redress of Grievances	<i>Majority of Quorum</i>	<i>Yes</i>
To Adopt a Policy Proposal	<i>Majority of Quorum</i>	<i>Yes</i>
To Adopt Agenda	<i>Majority of Quorum</i>	<i>Yes</i>
To Allow Temporary Speaking Privileges	<i>Majority of Quorum</i>	<i>Yes</i>
To Allow Term Speaking Privileges	<i>75%</i>	<i>Yes</i>
To Bring a Proposal Directly to the Senate Floor	<i>75%</i>	<i>No</i>
To Bring a Topic to Discussion	<i>Majority of Quorum</i>	<i>Yes</i>
To Caucus	<i>75%</i>	<i>No</i>
To Censure	<i>75%</i>	<i>Yes</i>
To End Debate	<i>Majority of Quorum</i>	<i>Yes</i>
To Entertain a New Motion	<i>Majority of Quorum</i>	<i>Yes</i>
To Extricate from Committee	<i>75%</i>	<i>Yes</i>
To Open for Debate	<i>Majority of Quorum</i>	<i>Yes</i>
To Place on the Table	<i>Majority of Quorum</i>	<i>Yes</i>
To Recess	<i>75%</i>	<i>No</i>
To Reject a Policy Proposal	<i>Majority of Quorum</i>	<i>Yes</i>
To Send to Committee	<i>Majority of Quorum</i>	<i>Yes</i>

All proposals brought to the floor must first be sent to a committee for study except in situations covered by the previous chart.

1 May only be made if all motions have been tabled, vetoed, or sent back to committee

2 May only be made with a specified time limit

3 May only be made by the Executive Board at the request of a Senator, Governor, or Class President

4 May only be made with a specified time limit

5 This motion may be used if, and only if, the proposal has already been sent from committee.

Code of Procedure for Student Senate Committee Meetings

- Each committee may set their own guidelines as to proper meeting procedure, however each committee shall, at the Senate meeting immediately following the committee meetings, give a report.
- Each committee shall, at the outset of each semester, within their first two meetings, set an agenda which shall be divulged only as that committee sees fit.

Code of Procedure for all Situations not considered in this Document

- Any situation not covered by this document shall default to the Constitution, Robert's Rules of Order, Revised, or a judgment by the Executive Board.

Amendments to the Code of Procedure

- Amendments to the Code of Procedure may be made by a 2/3 vote of the Student Senate.

The Constitution

Article I

Name and Purpose

Section 1

The name of this organization shall be the "Student Association of Saint Joseph's College."

Section 2

The purpose of the Student Association shall be to better the general welfare of the college community through the following functions:

- a) Providing a representative governing body for its members;
- b) Aiding in the establishment of policies and regulations directly affecting student affairs and student life;
- c) Promoting effective communication within the college community
- d) Assisting the college administration in the coordination of all activities of student organizations;
- e) Governing own activities in the following ways:
 - 1.) Making decision in an informed manner
 - 2.) Providing an equal voice to all members to voice their concerns

Section 3

The membership of the Student Association shall be all students of Saint Joseph's College.

Article II

Funding and Financial Records

Section 1

Resident students of Saint Joseph's College will be assessed a Student Association fee each semester. The fee will be approved by the Board of Trustees of Saint Joseph's College upon a recommendation from the Student Association President and Treasurer, in accordance with the recommendation of the Student Senate.

Section 2

Non-resident students of Saint Joseph's College will be assessed a General Service fee each semester based upon each credit hour enrolled. Saint Joseph's College will make available one third of the general services fee income collected to the Student Association toward funding the Student Association budget.

Section 3

Expenditures from the Student Association fees will be made on the books of Saint Joseph's College in accordance with a budget approved by the Student Senate and as

requested under the signature of the Student Association Treasurer and such other signature as the Student Association shall designate. Expenditures will be made via college purchase orders and in accordance with college financial operating policy.

Section 4

Funds available for Student Association expenditures will be the net amount of the revenues generated from the Student Association fee and any revenue generated from Student Association sponsored activities. In addition, Saint Joseph's College may supplement these funds from current find revenues which will be included in the total Student Association approved operating budget.

Article III

Advisor to the Student Association

Section 1

The advisor shall be a member of the faculty/professional staff of Saint Joseph's College, appointed by the Student Association President with the approval of the Student Senate.

Section 2

The advisor should attend all meetings of the Student Senate and advise the body in their actions.

Section 3

Additional advisors to the Student Association and Student Senate may include the Dean of Students, the Director of Student Activities, and the Director of Housing and Residence Life.

Article IV

Officers

Section 1

The officers of the Student Association shall be a President, an Executive Vice-President, a Secretary, a Treasurer, and a Student Union Board Executive Director.

Section 2

The officers shall hold office for one calendar year and shall be eligible for re-election.

Section 3

The candidates for office shall have the following qualifications:

- a) Shall be members of the Student Association for at least two semesters and no more than six semesters prior to the year of service;
- b) Shall have a minimum academic grade point average of 2.75 at the time of elections;
- c) Shall not be on any type of disciplinary probation at the time office is assumed;

- d) Shall not be in dual office between the Executive Officers and the Student Senate or the Student Union Board;
- e) The above qualifications also apply to write-in candidates.

Section 4

Elections of Officers shall proceed as follows:

- a) The President and the Executive Vice-President shall run on the same ticket;
- B) The Secretary shall run individually;
- c) The Treasurer shall run individually;
- d) The Student Union Board Executive Director shall be appointed according to the Constitution and Bylaws of the Student Union Board.

Article V Duties of Officers

Section 1

The President shall:

- a) Call and preside at all convocations of the Student Association;
- b) Call and preside at all meetings of the Student Senate;
- c) Serve as the chief executive officer of the Student Association and be directly responsible for its entire operation;
- d) Shall assist the Executive Vice-President of the Student Association in the administration of dorm elections;
- e) Have the power to appoint delegates with the approval of the Student Senate to aid the President in the administrative affairs of the Student Association;
- f) Appoint chairpersons of all standing committees of the Student Senate;
- g) Have the power to create and appoint members to special committees to aid in the administrative affairs of the Student Association;
- h) Be an ex-officio member of all committees and boards;
- i) oversee the actions and programming of all governmental committees and boards;
- j) Have the power to appoint student representatives to Committees of the College in accordance with the Bylaws of the Student Association;
- k) Be a voting member of the College's Student Life Committee;
- l) Be the student representation to the Faculty Assembly
- m) Provide a channel of communication between the college administration, the faculty, and the student body.

Section 2

The Executive Vice-President shall:

- a) Act as president in absence of the President;
- b) Succeed to the presidency upon the resignation or disqualification of the President;
- c) Act as the Chairperson of the Student Association Elections Committee;

- d) Act as the Chairperson of the Student Senate Constitution Committee;
- e) Have the authority to represent the President in any committee or board meeting;
- f) Be a voting member of the College's Academic Cabinet;
- g) Shall be in charge of administering dorm elections.

Section 3

The Secretary shall:

- a) Carry on the correspondence necessary for the Student Association;
- b) Take minutes at all Student Association convocations and Student Senate meetings;
- c) Organize the minutes from all the Senate committee meetings and the Hall meetings;
- d) Act as Chairperson of the Student Association Committee of Campus Clubs;
- e) Act as Chairperson of the Student Senate Communications Committee;
- f) Shall assist the Executive Vice-President of the Student Association in the administration of dorm elections.

Section 4

The Treasurer shall:

- a) Keep all the financial records of the Student Association as available from the College Business Office;
- b) Submit a current financial report to the Student Senate at each regularly scheduled Senate meeting;
- c) Establish a budget within the funds available as estimated by the College and submit the budget to the Student Association President for Senate approval;
- d) Transmit the approved budget to the College Bank of Saint Joseph's College
- e) Sign off on all expenditures of budgeted funds and verify that said requests conform to the approved budget;
- f) Act as Chairperson of the Student Senate Finance Committee;
- g) Shall assist the Executive Vice-President of the Student Association in the administration of dorm elections.
- h) Follow the Student Senate Financial Policies. These policies will be reviewed and updated when necessary by the Student Association Treasurer and Finance Committee.

Section 5

The Student Union Board Executive Director shall:

- a) Oversee the actions and programming of the activity committees of the Student Union Board;
- b) Review all purchase orders and requisitions from these committees for submission to the Student Association Treasurer;
- c) Coordinate and propose to the Student Association Treasurer an overall activities budget;
- d) Be present at all meetings of the Student Senate;
- e) Preside over all meetings of the Student Union Board;

f) Be a voting member of either the Student Senate Constitution Committee or the Student Senate Communications Committee.

Section 6

It shall be the duties of all the officers to:

- a) make available to all students copies of the Student Association Constitution and Bylaws, an outline of Parliamentary procedure, and lists of the Senate representatives;
- b) Maintain all records of the Student Association and the Student Senate;
- c) Serve in an advisory capacity to the Student Association President.

Article VI **Class Officers**

Section 1

The officers of each class of the Student Association shall be a president, a vice-president, a secretary, and a treasurer.

Section 2

The officers shall hold office for one academic year and shall be eligible for re-election.

Section 3

The candidates for office shall have the following qualifications:

- a) Shall be a member of the Student Association;
- b) Shall have a minimum academic cumulative grade point average of 2.5 at the time of elections (or in the case of freshmen, must have approval of academic advisor);
- c) Shall not be on any type of disciplinary probation at the time office assumed;
- d) The above qualifications also apply to write-in candidates. ..

Section 4

Elections of the sophomore, junior, and senior class officers shall take place in April of the previous academic year.

Section 5

Election of the freshman class officers shall take place in October of the current academic year.

Article VII **Duties of Officers**

Section 1

The President shall:

- a) Call and preside at all meetings of the class officers;

- b) Represent their class at all student senate meetings;
- c) Participate in one of the student senate committees.

Section 2

The Vice-President shall:

- a) Act as president in the absence of the president;
- b) Succeed to the presidency upon the resignation or disqualification of the president;
- c) Serve on the Student Association Elections Committee.

Section 3

The Secretary shall take minutes at all meetings of the class officers.

Section 4

The Treasurer shall:

- a) Submit a current financial report to the class officer at each class officer meeting;
- b) Submit a budget to the Student Association treasurer that includes all of the class' expenses from the previous semester;
- c) Sign off on all expenditures of the budgeted funds and verify that said requests confirm to the approved budget.

Section 5

It shall be the duty of all officers to:

- a) Plan one service project or event per semester;
- b) Must participate in some capacity with "Little 500".

Article VIII **Standing Committees**

Section 1

There shall be Standing Committees of the Student Association as determined by the Bylaws of the Student Association.

Section 2

Standing Committee members and chairpersons shall be chosen as determined by the Bylaws of the Student Association.

Article IX **Special Task Committees**

Section 1

The President of the Student Association shall have the power to create and appoint

member to special task committees to aid in the administrative affairs of the Student Association.

Section 2

The President of the Student Association shall report to the Student Senate concerning the discussion and actions of any special task committee.

Article X

The Student Senate

Section 1

The name of this body shall be the "Student Senate of the Student Association of Saint Joseph's College."

Section 2

The purpose of the Student Senate shall be to provide a representative legislative body for the Student Association.

Section 3

The Student Senate members are:

- a) The executive officers of the Student Association;
- b) The four class presidents
- c) Dorm governor from each of the halls and a day student governor
- d) Senators from each of the dorms
 - 1.) The number of senators shall be two for the first sixty students in that residence hall, and one additional senator for additional sixty students or a two-thirds majority of sixty, living in the campus housing units;
 - 2.) Day student senators will be determined same as above, replace students in residence halls with day students who have Full Time equivalency
- e) Non-voting advisor(s) who has speaking privileges
- f) Club presidents (non-voting)

Section 4

Consistent voting members of the Student Senate shall be all dorm and day student governors, dorm and day student senators, class presidents, Executive Vice-President, Secretary, Treasurer, and Student Union Board Director. Club presidents shall be non-voting members with speaking privileges. No one person may hold two voting positions at the same time.

Section 5

Governors and Senators shall hold office for one academic year and shall be eligible for re-election

. Section 6

The election of these governors and senators is to be executed by the Student Association Vice President and the Executive Committee. General requirements as to this election will be determined by this committee in accordance with the Bylaws of the Student Association.

Section 7

The President of the Student Association shall:

- a) Act as chairperson and conduct all meetings of the Student Senate, remain strictly impartial, and will not have a vote except in the case of a tied Student Senate vote;
- b) Have the power to call emergency meetings of the Student Senate as is deemed necessary in accordance with the Bylaws of the Student Association;

Section 8

All voting members of the Student Senate should attend all meetings. If a member is absent from more than three regular meetings in a given academic year without being excused by the Student Association President, the member is subject to expulsion by a two-thirds vote of the Student Senate.

Section 9

The Student Senate shall have the following powers and duties:

- a) To grant charters to campus organizations where there appears sufficient reason for their existence;
- b) To suggest certain new activities as the business of any campus organization or Student Association committee;
- c) to revoke charters of, or reprimand existing campus organizations when said organizations have become inactive or at variance with the objectives described in their constitution over a period of a year or when their activities have proved detrimental to Saint Joseph's College or the students of Saint Joseph's College or when clubs do not participate in required Student Association functions;
- d) To serve through its legislation acts as a source and reflection of the student opinion and to engage in any legislation it deems necessary to the function of the Student Association;
- e) Be able to legislate recommendations to the faculty and administration on behalf of the Student Association in areas concerning student life;
- f) To advise the executive officers of the Student Association as to the execution of their duties;
- g) To form its own committees;
- h) To determine and/or change the Bylaws of the Student Association and its own operating procedures by a two-thirds vote;
- i) To approve all capital investments of the Student Association;
- j) To approve contracts concerning maintenance and improvement of the capital investments made by the Student Association.

Section 10

All meetings of the Student Senate shall be conducted according to the Bylaws of the Student Association; if a situation is not covered by the Bylaws, then according to Robert's Rules of Order, Revised.

Section 11

In emergencies, the Student Association President must call a meeting of the Student Senate at the request of forty percent of its members. In this case, the Student Association President or the Student Association Secretary must make a reasonable attempt to contact each member at least one hour in advance of the meeting.

Section 12

No individual may serve as a member of the Student Senate in more than one capacity, including committee memberships; no individual member of the Student Senate shall have more than one vote.

Section 13

Two-thirds of the voting members of the Student Senate shall constitute a quorum.

Article XI

The Constitution Committee

Section 1

There shall be a body known as the Constitution Committee consisting of the following members:

- a) The Executive Vice-President of the Student Association as Chairperson;
- b) The President of the Sophomore Class;
- c) Approximately one-third of the hall senators.

Section 2

The Constitution Committee shall have the following duties:

- a) Upon the request of any member of the Student Senate, to interpret clarify, and suggest revisions of the Constitution and Bylaws of the Student Association;
- b) Upon the request of the majority of the Student Senate, to adjudicate disputes concerning the Constitution and Bylaws of a local campus organization to determine whether or not a violation has occurred and determines action thereon;
- c) To thoroughly review the Student Association Constitution and Bylaws each year;
- d) To approve proposed club and organization constitutions before they are presented to the senate;
- e) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the Student Association Constitution.

Section 3

Decisions reached concerning any items in Section 2 of this article may be appealed to

the Student Association President with the consent of the Executive Vice-President. A record should be made of the final decision and kept on file with the Constitution.

Article XII

The Finance Committee

Section 1

There shall be a body known as the Finance Committee consisting of the following members:

- a) The Student Association Treasurer as Chairperson;
- b) Approximately one-third of the hall senators.

Section 2

The Finance Committee shall have the following duties:

- a) To serve in an advisory capacity to the Student Association Treasurer;
- b) to evaluate the procedures of the financial operation of the Student Association;
- c) to evaluate the funding of the Student Association and ways of increasing funding;
- d) To evaluate the spending of campus clubs and organizations;
- e) To make recommendations to the Student Senate in regards to all aspects of the committee's charge; to amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the Student Association's finances.

Article XIII

The Communications Committee

Section 1

There shall be a body known as the Communications Committee consisting of the following members:

- a) The Student Association Secretary as Chairperson;
- b) The Senior Class President;
- c) Approximately one-third of the hall senators.

Section 2

The Communications Committee shall have the following duties;

- a) To act in an advisory capacity to the Student Association Secretary;
- b) To evaluate the procedures of the communicative process between Student Government and the student body;
- c) To recommend to the Student Senate ways that the communicative process can be more effective;
- d) To maintain the Student Association update;
- e) To make the minutes of the Student Senate widely available to the student body of Saint Joseph's College;
- f) to conduct an annual survey of the Student Association to obtain student opinions and views concerning the quality of campus life; the survey shall be

completed and presented to the Student Senate by the last Student Senate meeting of the academic year.

g) To amend, able, veto, or recommend passage of the Student Senate of any proposed resolution concerning the way in which the Student Association conducts communication with the student body at large;

h) To amend, table, veto, or recommend passage to the Student Senate of any proposed merchandise that could be affiliated with Saint Joseph's College.

Article XIV

The Social Welfare Committee

Section 1

There shall be a body known as the Social Welfare Committee consisting of all the hall governors. The Chairperson will be elected from among the hall governors by the hall governors.

Section 2

The Social Welfare Committee shall have the following duties:

a) To be responsible for communication and coordination among hall governors;

b) To evaluate the quality of student life, specifically in the areas of food, food source, maintenance of halls and grounds, and all residential student life policy;

c) To make recommendations and suggestions within its area of responsibility to the Student Senate;

d) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning Student Life.

Article XV

Committee of Campus Clubs

Section 1

There shall be a body known as the Committee of Campus Clubs consisting of the presidents of Student Senate chartered clubs and the Student Association Secretary as Chairperson.

Section 2

The purpose of this committee shall be to serve as a forum for campus club leaders to coordinate and plan activities, share ideas between clubs, and provide more opportunities for clubs to cosponsor events.

Section 3

The duties of the Chairperson are as follows:

a) Supervising and directing each meeting of the Committee of Campus Clubs;

b) Reporting results of meetings to the Student Senate;

c) Coordinating and planning club activities with the Office of Student Activities.

d) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the structure and methods of running clubs and organizations;

e) To amend, veto, table, or recommend passage to the Student senate of any proposed club or organization constitution.

Section 4

The Committee of Campus Clubs is required to meet at least four times each semester with the chairperson having the power to call additional meetings if deemed necessary.

Article XVI

The Elections Committee

Section 1

There shall be a body known as the Elections Committee consisting of the Student Association Executive Vice-President as chairperson, the four class vice-presidents, and any other individuals necessary for the successful running of elections.

Section 2

The duties of the Elections Committee are as follows:

a) To supervise the election of officers of the Student Association, the academic classes, and the Homecoming Court;

b) Propose and enforce the Bylaws of the Student Association to safeguard the fairness in the above-mentioned elections;

c) To evaluate elections and to look for ways to improve the operation of elections.

Article XVII

The Student Union Board Constitution

Article I

Name of Organization and affiliations

Section 1

The Student Union Board (SUB) and professional members of the National Association for Campus Activities.

a.) Including, but not limited to, the Traditions Committee.

Article II

Purpose of the SUB

Section 1

SUB will be responsible for planning, programming and promoting campus-wide activities.

Article III
The SUB Executive Board

Section 1

The Executive Board shall consist of the SUB President, the Vice President, Secretary, Treasurer, a Director of Promotions, a Commuter Representative and a Traditions Chairperson.

Section 2

The Executive Board shall meet once a week to construct an agenda, preferably before the SUB meeting to discuss business for upcoming meetings and activities.

Article IV
Membership and Elections

Section 1

Students may serve on a selected Board that works directly under the supervision of one of the Executive Board Members.

Section 2

Students may apply for the Executive Board beginning their first year at Saint Joseph's College, excluding the Presidential position which can be filled by a sophomore or Junior only.

Section 3

SUB will accept applications and the Executive Board will conduct interviews for Executive Board positions. Any member of this group, who is a candidate as well, will be disqualified from participating in the deliberations for their position.

Section 4

A majority vote is necessary for election or re-election. If the vote is tied, the past executive board will be required to deliberate until a consensus is reached.

Section 5

Executive Board Members must have worked within SUB for at least one semester prior to selection.

Section 6

The newly elected Executive Board positions will be required to shadow their position until they take office in January. If they fail to do so, they will forfeit their position.

Section 7

In matters of decision, except elections, each member of Student Union Executive Board will have one vote; the Advisor(s) of SUB does not have a vote, but must be present to advise the members.

Section 8

Members can be removed from the Executive Board at any time for any of the following reasons:

- a.) If their GPA declines below 2.25.
- b.) They acquire three unexcused absences from meetings, on the fourth, they can be asked to renounce their position.
- c.) If they become on disciplinary probation.
- d.) If they attend a SUB sponsored event under the influence of drugs or alcohol.
- e.) If they fail to comply their duties that are asked of them, within reason.

Article V **Officers**

Section 1

The SUB President shall:

- a.) Oversee the actions and programming of the activity Boards of SUB and review all purchase orders and requisitions from these Boards for the submission to the Student Association Treasurer.
- b.) Serve on the Executive Board of Student Association.
- c.) Be present at all meetings of the Student Senate, or request a proxy.
- d.) Preside over all meetings of SUB.
- e.) Attend weekly Executive Board meetings for SUB.
- f.) President must apply and then interview with current SUB Executive Board in November for re-election.
- g.) The President shall assume office at the first January meeting of the Student Senate.

Section 2

The SUB Vice President shall:

- a.) Assist the SUB President in all operations of SUB, including but not limited to, the preparation of the weekly meeting.
- b.) Preside over all meetings of SUB and fulfill all obligations of the SUB President, should SUB President be unavailable.
- c.) Assume the position of the SUB President if the SUB President cannot fully and properly fulfill all duties as President.
- d.) Be responsible during the election of a new President.
- e.) Make semester calendar for SUB Executive Board.
- f.) The Vice-President must apply and then interview with current SUB in November for re-election.
- g.) The Vice-President shall assume office at the first January meeting of the Student Senate.

Section 3

The SUB Secretary shall:

- a.) Be present and actively participate in all meetings of SUB and Executive Board.
- b.) Keep accurate notes for official records of the meetings and make the minutes available for any request.
- c.) Carry on correspondence necessary for SUB.
- d.) Inform the SUB President if a member has had more than three (3) unexcused absences.
- e.) Help keep the SUB website updated regularly.
- f.) Secretary must apply and then interview with current SUB Executive Board in November for re-election.
- g.) The Secretary shall assume office at the first January meeting of the Student Senate.

Section 4

The SUB Treasurer shall:

- a.) Be present and actively participate in all meetings of SUB and Executive Board.
- b.) Prepare all purchase orders and requisitions from the activity Boards of the SUB for review by the SUB President.
- c.) Coordinate and propose (to the Student Association Treasurer) an overall activities budget for both tentative and final budgets.
- d.) Maintain all necessary financial records of SUB.
- e.) Submit reports at the SUB meetings as to the current balance of the overall budget monthly or as requested.
- f.) Treasurer must apply and then interview with current SUB in November for re-election.
- g.) The Treasurer shall assume office at the first January meeting of the Student Senate.

Section 5

The SUB Director of Promotions shall:

- a.) Be responsible for selecting materials and decorating for all SUB sponsored events.
- b.) Be responsible for creative marketing and promotional ideas for all SUB sponsored events.
- c.) Be responsible to maintain an updated SUB bulletin board.
- d.) Leads discussion in marketing SUB as an organization and for SUB sponsored events.
- e.) The Director of Promotions must apply and then interview with current SUB in November for re-election.
- f.) The Director of Promotions shall assume office at the first January meeting of the Student Senate.

Section 6

The SUB Commuter Representative shall:

- a.) Coordinate involvement of commuter students.
- b.) Attend weekly SUB meetings and Executive Board meetings.
- c.) To act as a liaison between commuter students and SUB.
- d.) Perform all other duties as needed/assigned.
- e.) The Commuter Representative must apply and then interview with current SUB in November for re-election.
- f.) The Commuter Representative shall assume office at the first January meeting of the Student Senate.

Section 7

The SUB Traditions Executive shall:

- a.) Preside over all meetings pertaining to Homecoming or Little 500 events.
- b.) Coordinate and propose (to the Student Association Treasurer) an overall activities budget for both tentative and final budgets consisting of Homecoming and Little 500 activities.
- c.) Attend Student Association meetings or be responsible for requesting a proxy.
- d.) Be responsible to coordinate and maintain a committee focused solely on Homecoming and Little 500 events. (Excluding Mr./Ms Puma Competition)
- e.) Perform all other duties as needed/assigned.
- f.) The Traditions Executive must apply and then interview with current SUB in November for re-election.
- g.) The Traditions Executive shall assume office at the first January meeting of the Student Senate.

Article VI **Meetings**

Section 1

The Student Union Executive Board shall meet once a week determined at the beginning of each semester by the Executive Board.

Section 2

The SUB advisor(s), along with the SUB Executive President and the Traditions Executive hold the power to call special meetings if needed.

Section 3

To reach a decision, a majority vote must be reached.

Article VII **Impeachment and Excuses**

Section 1

The decision of accepting excused/unexcused absences will be determined by the executive board members that the decision does not concern.

Section 2

If there is reasonable excuse for the need to impeach a member, the executive board must meet, excluding the member in question, make a decision and provide reasons for impeachment, and then hold an open meeting, including the member in question, explaining why they are being asked to go and a discussion can be held, but the executive boards decision is final.

Article XVIII

Grounds of Removal of Senators, Student Association Officers, Student Union Board Director, and Class Officers

Section 1

Grounds of Removal for Senators, Student Association Officers, Student Union Board Director, and Class Officers shall be:

- a) Gross inefficiency and incompetence damaging to the organization;
- b) Misuse of Student Association or class funds;
- c) Repeated and/or flagrant abuse of the privilege of positions;
- d) Repeated and/or gross violation of college rules and regulations.

Section 2

The procedure for removal shall be:

- a) Student Association Officers:
 - 1.) action for the proposed removal may take place by having a petition signed by twenty-five percent of the student body or by fifty-one percent of the voting members of the Student Senate, with reasons for removal stated therein, presented to the President of the Student Association at least forty-eight hours prior to the next meeting of the Student Senate;
 - 2.) A lapse of fourteen days, but not more than twenty-one days must take place before the petition shall be discussed at the first Student Senate meeting following the waiting period, and a vote shall be taken of the Student Senate. If the person in question is a voting member, he/she shall retain his/her vote. If three-fourths of the Student Senate is in favor of removal, then:
 - 3.) A vote is taken of the Student Association by the Elections Committee on the second class day following the meeting. If there is a quorum (one more than half of the Student Association), and that quorum votes in favor of removal by two-thirds, then the officer shall be declared removed by the Constitution Committee.
- b) The Student Union Board Director:
 - 1.) action for the proposed removal may take place by having a petition signed by fifty percent of the members of the Student Union Board with the reasons for removal stated therein, presented to the Student Union Board Director at least forty-eight hours prior to the next meeting of the Student Union Board.

2.) A vote is taken of the Student Union Board members and if there is a quorum (two-thirds), and that quorum votes in the favor of removal by two-thirds, then the Director shall be declared removed.

c) Class Officer:

1.) Action for the proposed removal may take place by having a petition signed by twenty-five percent of the class, with the reasons for removal stated therein, presented to the President of the Student Association.

2.) The Constitution Committee shall instruct the Elections Committee to hold a vote concerning the class officers' removal. If there is a quorum (two-thirds), and that quorum votes by two-thirds in favor of removal, then the Constitution Committee shall declare the officer removed.

d) Student Senator or Governor:

1.) action for the proposed removal may take place by having a petition signed by twenty-five percent of the respective body that the senator/governor represents or by fifty-one percent of the voting members of the Student Senate, with the reasons stated therein, presented to the President of the Student Association at least forty-eight hours prior to the next meeting of the Student Senate.

2.) A lapse of fourteen days but not more than twenty-one days must take place before the petition shall be discussed in the Student Senate. The petition shall be discussed as the first Student Senate after the waiting period, and a vote shall be taken of the Student Senate. If the person in question is a voting member, that person shall retain his/her vote. If three-fourths of the Student Senate is in favor of removal, then:

3.) On the second class day following the meeting, the constituency that the senator represents will vote on removal. This vote will be supervised by the Executive Officers of the Student Association.

4.) If a quorum is present (one more than half), and that quorum votes by two-thirds in favor of removal, then the senator/governor shall be removed.

Section 3

All voting Student Senate members are allotted three excused absences during their term. If a member has exceeded their allotted absences, a vote may be taken by the Student Senate at the recommendation of any of its members. If a quorum is present (two-thirds), and if that quorum votes by two-thirds in favor of removal, then the member shall be removed and forfeit their position.

Article XIX

Filling of Vacancies

Section 1

Student Association Officers:

a) If the President of the Student Association be removed or resign, the Executive Vice President shall become President;

b) if the Secretary or Treasurer of the Student Association be removed or resign, a

new election is required in accordance with the rules of the Elections Committee of the Student Association;

c) If the Executive Vice-President is removed or resigns, the Student Association President will appoint someone to the position with the approval of the Student Senate.

Section 2

If the Student Union Board Executive Director be removed or resigns, the vacancy shall be filled in accordance with the Constitution and Bylaws of the Student Union Board.

Section 3

Class Officers:

a) If a class President be removed or resign, the class Vice-President shall become President of the class;

b) If a class Vice-President, Treasurer, or Secretary be removed or resign, a new election is required in accordance with the rules of the Elections Committee of the Student Association.

Section 4

If any student senator or governor be removed or resign, the vacancy shall be filled by a new election in accordance with the rules of the Elections Committee of the Student Association.

Article XXI **Referendums**

Section 1

Referendums may be initiated by any of the following procedures:

a) Upon request of two-thirds of the voting members of the Student Senate;

b) Upon signed petition of fifty-one percent of the Student Association.

Section 2

Referendums shall be held within two school weeks of their initiation, with the approval of the Student Senate.

Section 3

Referendums will be carried out by the Executive Officers of the Student Association.

Section 4

Referendums results will be considered a consensus of the student body and the Student Senate must act in accordance with that consensus.

Article XXII **Amendments**

Section 1

Amendments and revisions to this Constitution may be proposed by any of the following procedures:

- a) By signed petition by one-third of the members of the Student Association where the petition contains a verbatim statement of the proposed amendment;
- b) By the Student Association Constitution Committee where the proposal contains a verbatim statement of the proposed amendment;
- c) By a signed petition by fifty-one percent of the voting members of the Student Senate, where the petition contains a verbatim statement of the proposed amendment.

Section 2

Amendments and revisions to the Constitution of the Student Association shall become part of the Constitution if they are approved by two-thirds vote of the Student Senate.

The Bylaws

Article 1 **The Student Senate**

Section 1

The Student Senate shall meet if deemed necessary by the Student Association President and Executive officers at least twice per month unless scheduled vacation renders this an impossibility, first in a meeting open to all members of the Student Association and the second in a meeting of committee's.

Section 2

Notice of Student Senate meetings shall be given in the form of a public notice at least twenty-four (24) hours prior to the meeting by the Student Association President. Emergency meetings of the Student Senate may be called by the Student Association President or Secretary, in which case they shall personally contact each Student Senate member at least six (6) hours in advance of the meeting.

Section 3

Meetings shall be conducted according to *Robert's Rules of Order, Revised*, unless otherwise provided for in these Bylaws.

Section 4

Members of the Student Senate and the Executive Board shall be allowed to address the Student Senate, after being recognized by the President. Individuals without Student Senate speaking privileges may address the Student Senate at the specific request of a senator by suspending the rule.

Section 5

A Student Senate member must be present or send proxy at the time of voting in order for his/her vote to be valid.

Section 6

There shall be a Parliamentarian, appointed by the Student Association President and approved by the Student Senate, to aid in the maintenance of order at meetings of the Student Senate. This chosen Parliamentarian, if a senator, will have senatorial rights and privileges.

Section 7

The Student Association President may recognize the Faculty Advisor for points of information or advice to expedite Student Senate business.

Section 8

No person shall be recognized for a period of time exceeding fifteen (15) minutes, unless this rule is suspended by a two-thirds (2/3) vote of the Student Senate, without debate.

Section 9

Governors and Senators shall be elected no later than the second full week of the Fall Semester. The elections shall be held in accordance with the uniform rules of the Elections Committee. Last semester seniors are ineligible for election or re-election, except in the case of non-traditional housing students. In such a case, last semester seniors may be elected for one semester.

Section 10

The first meeting of the Student Senate, shall be called within the first week after the start of each semester.

Section 11

If a governor or senator should lose membership in the group that he/she represents, he/she shall also lose the Student Senate seat representing that group.

Section 12

All faculty members are afforded speaking rights via written request at all Student Senate meetings upon recognition by the Student Association President.

Section 13

Each Governor will be responsible for holding at least one dorm meeting per month. A summary of topics discussed at each meeting must be submitted to the Student Association Secretary.

Section 14

Each governor is responsible for posting the minutes from the student senate meeting in his/her hall after each senate meeting.

Article II

Standing Committees

Section 1

Chairpersons of all Student Association established Standing Committees shall be appointed by the President of the Student Association, their appointments being subject to the approval of the Student Senate at its first meeting of the academic year. Members of each committee shall be chosen by the Chairperson of the committee in accordance with each committee's structure formed in these Bylaws.

Section 2

Standing Committees are directly under the authority of the Student Association President.

Section 3

The Chairpersons of each standing committee shall report the committee's activities to the Student Senate at each regularly scheduled meeting of the Student Senate, unless the Chairpersons be excused from reporting by the Student Association President. The excuse may be rescinded by a majority vote of the Student Senate.

Section 4

Each Standing Committee shall meet at least once per month during the academic year.

Section 5

Failure of a committee chairperson to report to the Student Senate when so directed will result in the loss of the chairperson position by a majority vote of the Student Senate.

Section 6

Standing Committee chairpersons must submit written reports to the Student Association Secretary after each Student Senate meeting and also submit annual reports at the end of the academic year.

Article III

Established Standing Committees

Section 1

The Constitution Committee:

- a) Shall consist of the Student Association Executive Vice-President, as Chairperson; the President of the Sophomore Class; and approximately one-third of all hall senators; and
- b) Shall interpret, clarify, and/or suggest revisions to the Constitution or Bylaws of the Student Association, upon request of any member of the Student Senate; and
- c) Shall, upon request of a majority of the Student Senate, adjudicate disputes concerning the Constitution and Bylaws of a local campus organization to determine whether or not a violation has occurred and determine action thereon; and
- d) Shall thoroughly review the Student Association Constitution and Bylaws each year;
- e) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the Student Association Constitution.

Section 2

The Finance Committee:

- a) Shall consist of the Student Association Treasurer, as Chairperson, and approximately one-third of all hall senators; and
- b) Shall serve in an advisory capacity to the Student Association Treasurer; and
- c) Shall evaluate the procedures of the financial operation of the Student Association; and

- d) Shall evaluate the funding of the Student Association and explore ways to increase funding; and
- e) Shall evaluate the spending of campus clubs and organizations; and
- f) Shall make recommendations to the Student Senate in regards to all aspects of the committee's charge;
- g) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the Student Association's finances.

Section 3

The Communication Committee:

- a) Shall consist of the Student Association Secretary, as Chairperson; the President of the Senior Class; the Day Student Senator; and approximately one - third of all hall senators; and
- b) Shall act in an advisory capacity to the Student Association Secretary; and
- c) Shall evaluate the procedures of the communicative process between student government and the student body; and
- d) Shall recommend to the Student Senate ways that the communication process can be more effectively exercised; and
- e) Shall maintain and update the Student Association web-page; and
- f) Shall make the minutes of the Student Senate widely available to the student body of Saint Joseph's College; and
- g) shall conduct an annual survey of the Student Association to obtain student opinions and views concerning the quality of campus life; the survey shall be completed and presented to the Student Senate by the last Student Senate meeting of the academic year;
- h) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning the way in which the Student Association conducts communication with the student body at large;
- i) To amend, table, veto, or recommend passage to the Student Senate of any proposed merchandise that could be affiliated with Saint Joseph's College.

Section 4

The Social Welfare Committee:

- a) Shall consist of the Governors of each residence hall, and;
- b) one chairperson appointed by the Student Association President and approved by the Student Senate by the first Student Senate meeting of the year; and
- c) Shall oversee the quality of student life, specifically in the areas of food, food source, and maintenance of halls and grounds; and
- c) shall make recommendations and suggestions within its area of responsibility to the Student Senate; and d) shall conduct at least one survey per academic year of the Student Association to obtain student opinions and views of the quality of campus life; the survey shall be completed and presented to the Student Senate by the last Student Senate meeting of the academic year; and
- e) Shall be responsible for communication and coordination among all resident hall governors;
- f) To amend, table, veto, or recommend passage to the Student Senate of any proposed resolution concerning Student Life.

Article IV
Campus Clubs

Section 1

All club presidents for the forthcoming year must be elected by no later than the first week in April.

Section 2

Presidents of clubs shall assume office by the first semester of the school year following their election.

Section 3

In order to become an official Student Association recognized club:

- a) A constitution must be presented to the constitution committee; and
- b) If the constitution committee approves the constitution it will be taken to the Director of Student Activities for review and approval; and
- c) once approved by the Director of Student Activities a letter of endorsement will be sent both by the Director of Student Activities and the Dean of Students to the Student Senate; and
- d) Once the endorsement letter is received the constitution will be presented to the Student Senate for final approval; and
- e) Once approved by the senate the organization will be eligible for Student Association funding.

Section 4

All club constitutions must be approved by the Student Senate before the club is official and any changes to said constitution must also be submitted for approval to the Student Senate.

Section 5

All clubs must have on file with the Office of Student Activities a current constitution, a moderator agreement form, and list of current officers in order to be fully recognized. Any club or organization who fails to maintain these records will be denied use of facilities of Student Association equipment.

Article V
Student Union Board Activity Committees

Section 1

The SUB activity committees shall meet at least twice per semester during the academic year.

Section 2

The chairpersons of each activity committee shall submit purchase orders or requisitions for all committee expenditures to the SUB Director and Finance Chairperson and are responsible for operating within an established budget.

Section 3

The chairpersons of each activity committee shall report on the committee's progress to other members of the Executive Committee of the Student Union Board at all regularly scheduled meetings of the Executive Committee.

Article VI

Established Student Union Board Activity Committees

Section 1

The Marketing Committee:

- a) Shall consist of a number of appointed chairpersons and unspecified number volunteers;
- b) The chairperson shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for the publicity of all activities planned within the Student Union Board;
- d) Shall be responsible for the acquiring, replacement and internal control of necessary supplies, with the approval of the SUB Director and Finance Chairperson.

Section 2

The Special Events Committee:

- a) Shall consist of an appointed chairperson and an unspecified number of volunteers;
- b) The chairperson shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for coordinating participatory activities and special events that involve the entire student body (e.g., Roommate Game, Pumpkin Carving Contest, Lip Sync);
- d) Can contract performers with the approval of the SUB Director and the Finance Chairperson and with the approval and signature of the Director of Student Activities.

Section 3

The Arts and Bands Committee:

- a) Shall consist of a number of appointed chairpersons and an unspecified number of volunteers;
- b) The chairperson shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for booking, selecting, setting-up and taking down for bands at all campus mixers and major events when bands perform;

d) Can contract bands with the approval of the SUB Director and the Finance Chairperson and the approval and signature of the Director of Student Affairs.

Section 4

The Films Committee:

- a) Shall consist of a number of appointed chairpersons and an unspecified number of volunteers;
- b) The chairpersons shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for the selecting, booking, organizing, and showing of 16mm films;
- d) shall be responsible for assisting the campus TV station in selecting, booking, and programming films and showings of TV programs and films;
- e) Can contract films with the approval of the SUB Director and Finance Chairperson and the approval and signature of the Director of Student Activities.

Section 5

The Travel Recreation Committee:

- a) Shall consist of a number of appointed chairpersons and an unspecified number of volunteers;
- b) The chairpersons shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for the selecting, organizing and programming of travel trips, both local and national (e.g., Merrillville, Chicago, Lafayette trips);
- d) Shall be responsible for the organizing, promoting and programming of tournaments and recreational games (e.g., euchre tournaments, pool tournaments).

Section 6

The Promotions Committee:

- a) Shall consist of a number of chairpersons and an unspecified number of volunteers;
- b) The chairperson shall assume office at the first January meeting of the Student Senate;
- c) Shall be responsible for selecting materials and decorating for all SUB sponsored events;
- d) Shall be responsible for the selection, organization, and running of class or dorm spirit competitions (e.g. Cool Room Contest).

Article VII **Legislative Committees**

Section 1

The Student Association President shall appoint members to legislative (ad hoc) committees when deemed necessary and shall report these appointments to the Student Senate.

Article VIII

Delegates

Section 1

The Student Association President shall have the power to appoint delegates to aid in the administrative affairs of the Student Association.

Section 2

The Student Association President shall be completely responsible for the delegates and shall report their actions to the Student Senate when so requested.

Article IX

Election of Officers of the Student Association

Section 1

Officers shall be elected each November prior to Thanksgiving Break, at a time specified by the Elections Committee.

Section 2

The officers shall be elected in accordance with the rules of the Elections Committee.

Section 3

Students who will be absent from campus on internship shall not be eligible to run for a Student Association office when the Student Association term and internship would be concurrent.

Section 4

All members of the Student Association shall be eligible to vote for the officers of the Student Association.

Section 5

An absolute majority (one more than half of the votes cast) shall elect on the first ballot. If a second ballot is necessary, the second ballot shall be limited to the top two candidates from the first ballot and a simple plurality shall elect.

Section 6

Newly elected officers shall assume office as of January 1 of the following semester.

Article X

The Appointment of the Student Union Board Director

Section 1

The SUB Director shall be selected by January 1 by the Executive Committee of the Student Union Board. This group will accept applications and conduct interviews. Any member of this group, who is a candidate as well, will be disqualified from participating in the deliberations.

Section 2

Each member of the SUB Executive Committee will have one vote; the Director of Student Activities does not have a vote, but must be present to advise the members.

Section 3

If a majority vote is not reached, a subsequent vote will be taken on the two candidates with the highest vote totals. A majority vote is necessary for re-election.

Section 4

The SUB Director shall hold office for one calendar year and be eligible for re-election.

Article XI

Parliamentary Authority

Section 1

The Parliamentary Authority for the Student Association of Saint Joseph's College shall be the Code of Procedure.

Article XII

Amendment Procedure

Section 1

These Bylaws may be amended by a two-thirds (2/3) vote of the Student Senate.

Section 2

All proposed amendments must be submitted to all Student Senate members prior to the meeting at which they will be discussed.

Article XIII

Students on Faculty and Administrative Committees

Section 1

Student representatives on faculty or administrative committees and subcommittees shall be appointed by the Student Association President upon administrative request.

Section 2

The representatives are responsible to the Student Senate. They must report the activities of their committees to the Student Senate once per month.

Section 3

The Student Life Committee:

- a) The Student Life Committee provides opportunity for the greatest number of students to have their voice directly heard by the faculty and administration, with a membership of 4 faculty and 4 student members; and
- b) Student membership shall be determined by the Student Association President, but shall follow the guidelines set forth by these Bylaws;
- c) The Student Association President shall sit on the Student Life Committee; and
- d) The Student Association President shall appoint three members at large at the first senate meeting of the calendar year; and
- e) At the time of appointment the student membership of the committee shall consist of one freshman, one sophomore, and one junior; and
- f) One member must represent the minorities on campus; and
- g) All four members should not be of the same gender.

Article XIV

Section 1.

Calls for proposed resolutions to be presented to the Student Association are formatted in the following manner:

- (a) Resolution Number (assigned by the Secretary of the Student Association)
- (b) Title
- (c) Date:
- (d) Author:
- (e) Sponsors:
- (f) Submitted to the Executive Board On:
- (g) Type of Vote Required to Pass:
- (h) Preamble! Originators
- (i) Concerns (-ing Verb- concern)
- (j) Actions «#) Verb-action)
- (k) Policy

Section 2

States that all proposed resolutions come to the Senate in the following manner:

- (a) All proposed resolutions shall be presented to the Executive Board within a timeframe specified by the Executive Board at the first Student Senate meeting of each semester.
- (b) Upon receiving a proposed resolution, the Executive Board shall ensure that no clause within the proposed resolution is in disagreement with the Mission of Saint Joseph's College or contrasts any current administrative policy.
- (c) If a proposed resolution is in accord with the Mission of Saint Joseph's College and current administrative policy, it shall be sent to the appropriate committee. If it is not in accord with either the Mission of Saint Joseph's College or current administrative policy, it shall be sent back to the authors.

(d) Once a proposed resolution has been sent to the appropriate committee, that committee shall have the power to amend, table, veto, or recommend passage to the Student Senate.

e) Once a proposed resolution is recommended for passage by a committee, it shall be presented to the Student Senate, whereby it may be amended, tabled, vetoed, or passed by procedures set forth in Article XI of the By-laws.

(f) Upon approval of the Student Senate, copies of the resolution shall be sent to the appropriate persons in the Administration of Saint Joseph's College.

Section 3

Proposals must be presented in two (2) paper copies and one (1) electronic copy of proposed resolutions be submitted to the Student Association Secretary's mail box within the timeframe specified by the Executive Board;

a) Electronic copies may be submitted via e-mail to the Student Association Secretary in either .PDF or .doc format.

Section 4

Any proposed resolution requires the sponsorship of at least three members of the Student Senate, not including the author, unless the proposed resolution originates from the Executive Board.

Section 5

Any situations not covered by this resolution are to be resolved by procedures set forth in a new Code of Procedure.

Changes to this Constitution and these Bylaws, after having been approved and pass by majority vote of the Student Senate, have been included in this new edition, printed:

November 1, 2006
Saint Joseph's College
Rensselaer, IN