

*"OUR MISSION AS THE AQUINAS COLLEGE STUDENT SENATE IS TO FAIRLY REPRESENT THE DIVERSE VIEWS, NEEDS, AND EXPECTATIONS OF OUR STUDENT BODY IN A CATHOLIC CHRISTIAN ENVIRONMENT."*

Bylaws of the Aquinas College Student Senate

Aquinas College  
Grand Rapids, Michigan

Current as of July 25th, 2016, under Chair Nicholas Tarsa.

ARTICLE I: DEFINITIONS

The name of this organization is the Aquinas College Student Senate, which derives its charter from the Aquinas College Governance Agreement and is subject to the duly constituted authority of the President of the College and the bylaws and policies of the Board of Trustees.

The Student Senate adopts the following definitions:

- A. A full-time student shall be registered for twelve or more semester hours of instruction per semester through this college or college approved programs as defined by the Registrar's Office. College approved programs include the University of Detroit-Mercy nursing program.
- B. The academic year shall begin on the first day of classes of the fall semester and end the last day of classes spring semester.
- C. The calendar year shall consist of twelve consecutive months from January 1st to December 31st of the given year.
- D. The fiscal year shall begin July 1st to June 30th.
- E. A duly elected officer shall have received a plurality of all votes cast in an election.
- F. Regular, Special, and Closed Meetings consist of: Regular; pre-announced monthly and annual meetings. Special; called when need arrives for special announcements or talks. Closed; used in case of grievances or on behalf of review of Executive Officers.
- G. Quorum consists of one more than one-half of the voting members of the Student Senate.
- H. Registered Student Organizations (RSOs) shall be all college recognized, student organizations and Residence Area Councils in good standing as deemed by Campus Life.
- I. The Registered Student Organization (RSO) Assembly shall be composed of all on-campus organizations. Each RSO's elected Vice President shall attend assembly meetings.
  - A. Another member of the Registered Student Organization's Executive Board shall attend the meetings at the discretion of the Senate Secretary.
- J. Appointed members shall include a Budget Director(s) and Academic Affairs Director(s) which shall be appointed by the Student Senate Executive Committee
- K. "In writing" includes, but is not limited to, Aquinas College email.
- L. The Executive Board shall make up the Senate in between semesters. The Executive Board shall be recognized following the last Senate Meeting of a Semester until the First Senate Meeting of the Current semester.
- M. The Student Senate follows the Aquinas College Anti-Discrimination Policy, which reads-

1. It is the policy of Aquinas College that no person on the basis of race, color, religion, ethnic origin, age, sex, sexual orientation, marital status, or disability shall be discriminated against, excluded from participation or employment in, or be otherwise subjected to discrimination under any program or activity for which Aquinas College is responsible.

N. A “Term” is defined as the time from installation of office to resignation or completion of agreed to duties.

O. The “Research and Travel Fund” is defined as a distinct fund to be allocated from for purposes of research and travel.

1. 60% of the remaining unallocated account will be transferred to this fund at the end of each fiscal year
2. The Executive Board will determine the amount to be allocated from this account each year, in a manner that is both fiscally responsible and representative of student research and travel needs.
3. Use of this fund will also follow the procedures listed in the governing document of the Research and Travel fund.

## ARTICLE II: SENATE MEMBERSHIP

### Section I: Composition of Senate Membership

A. Members shall be any Aquinas College student that meets the membership requirements as stated in Article II Section II.

B. The Student Senate Executive Committee shall be comprised of three members: Chairperson, Vice-Chairperson, and Secretary. Executive Committee will have a full voice at all Senate meetings.

C. The Student Senate Executive Board shall consist of the Chairperson, Vice-Chairperson, Secretary, Budget Director(s), and Academic Affairs Director(s). Vice-Chairperson, Secretary, Budget Director(s), and Academic Affairs Director(s) will have full speaking rights and a silent vote at all full Student Senate meetings.

D. The Student Senate shall also consist of Senators from each of the four classes (First-Year, Sophomore, Junior, and Senior). Each class will have five (5) senators.

E. The members shall perform the duties prescribed by these Bylaws and by the parliamentary authority of the Student Senate.

F. Membership requires a year-long commitment. Elected members shall have a full voice and vote at all Senate meetings.

G. All Activity-Fee paying students shall have a vote.

H. The Advisor to the Student Senate, the Dean of Student Development, the Director of Residence Life, the Director of the Center for Diversity and Inclusion, the Director of Campus Life, an appointee from Campus Ministry, and a minimum of one appointee each from Faculty Assembly and Staff Assembly shall serve as non-voting ex officio members.

I. The President of the College and the Provost shall not be members of the Student Senate, but have the right to attend meetings, to address the Senate, and to recommend matters for consideration.

### Section II: Eligibility

- A. Any full-time, Activity-Fee paying Aquinas student with a cumulative G.P.A. of at least 2.50 is eligible for membership.
- B. A person applying for the position of Chairperson, Vice-Chairperson or Secretary of the Student Senate shall have served at least two full semesters on Student Senate. In the event a person applying for the position of Chairperson, Vice-Chairperson or Secretary of the Student Senate has served one full semester and is in the process of serving a second semester during the election process, the person is considered eligible.
- C. Petitions will be made available for five consecutive business days by the Academic Affairs Director(s).
- D. To be recognized as a candidate for office, an individual must submit a valid petition with one hundred unduplicated signatures of full-time, traditional-aged Aquinas students.
- E. Class Representatives are only permitted to run for class representation consistent with their class status for the term they will be serving.
- F. Class status is determined by a student's start-term, as defined under Aquinas College guidelines.
- G. To be eligible for service on Student Senate, a student must not have earned a Level II infraction within a year of, or during, the year in which they wish to serve. This shall be checked in the same manner as student GPA.

Section III: Stipends for Members

- A. Stipends for members will be based on Budget Committee recommendations, and must be approved by majority vote of the Student Senate.
- B. Stipends are to be paid out following regular student payroll procedures, minus the months of May, June, and July.
- C. As agreed by the Student Senate Budget Committee and approved by the Student Senate, the initial starting stipends for the Student Senate Members are:  

Chair: \$1,000.00	Vice Chair: \$1,000.00
Secretary: \$1,000.00	Budget Director(s): \$1,000.00
Academic Affairs Director(s): \$1,000.00    Class Representative: \$0	
- D. As agreed by the Student Senate Budget Committee and approved by the Student Senate, \$3,000 will be set aside for the development of the Student Senate.

Section IV: Evaluation of Members

- A. The Executive Board Officers are to be evaluated at the conclusion of the fall semester. A written report on strengths and weaknesses will be presented to Executive Board by the Advisor with input from Class Representatives.
- B. Class Representatives are to be evaluated at the conclusion of the fall semester. A verbal or written evaluation of leadership will be presented to each Class Representative by the member of the Executive Board appointed to advise the respective class.

Section V: Membership Requirements

- A. Members must maintain good academic standing at Aquinas College, having achieved a cumulative grade point average of 2.50 or higher during their term.

- B. Members shall be assigned or decided by the Student Senate Executive Committee to serve on a Student Senate standing committee.
- C. Members must be available during all regularly scheduled Senate meetings.
- D. Members must attend all Student Senate meetings, including Senate committee meetings. Membership shall be forfeited upon a member's second unexcused absence from Student Senate meetings.
  - 1. Absences from regular and special meetings of Senate shall be deemed excused by the Secretary.
  - 2. Absences from committee meetings shall be deemed excused by the relevant committee leader
  - 3. If excused absences affect Senator performance, the Senator in question will be referred to the Grievance Board for evaluation.

#### Section VI: Non-discrimination Policy

It is the policy of the Student Senate that no person shall be discriminated against, excluded from participation in, or otherwise be subjected to discrimination under any program or activity for which the Student Senate is responsible on the basis of race, creed, color, religion, ethnic origin, sex, gender, sexual orientation, marital status, or disability.

#### ARTICLE III: DUTIES OF MEMBERS

Duties of officers include but are not limited to the following:

##### Section I: Duties of Chairperson

- A. Issue the call to meetings at least one week prior to the date of meetings, with the assistance of the remainders of the Executive Committee
- B. Draw up and distribute agendas for all meetings.
- C. Preside at all Senate meetings.
- D. Vote only in case of a tie.
- E. Attend Board of Trustees meetings.
- F. Any absence from the Board of Trustee Standing Committee meetings, which is not approved, will count as an absence from a Student Senate meeting. In addition, the President's office must be notified of the absence prior to the meeting.
- G. Must have a minimum of two office hours per week.

##### Section II: Duties of Vice-Chairperson

- A. Perform the duties of Chairperson in the event of their absence.
- B. Act as a Student Representative to the Awards Committee of the Board of Trustees
- C. Act as the Director of the Student Affairs Committee.
- D. Preside over the RSO Assembly
- E. Act as Consultant to the Student Senate Research and Travel Fund
- F. Must attend Campus Life Council meetings.
- G. Must have a minimum of two office hours per week.
- H. Has a silent vote.

### Section III: Duties of Secretary

- A. Be responsible for keeping all official records and files of the Student Senate and the RSO Assembly.
- B. Record the minutes (regular and special) along with the member voting records of the Student Senate and RSO Assembly.
- C. Keep current records, reports, and lists of all members of the Student Senate, RSO Assembly, and respective committee meetings.
- D. Notify a Student Senator who has had one absence from the Student Senate meetings (to be done within one (1) academic week).
- E. Send written notification to senators who have had two (2) unexcused absences from the Student Senate meetings that they have forfeited their positions as a Senator (to be done within one (1) academic week).
- F. Preside over the Student Senate meeting in the absence of the Chairperson and Vice-Chairperson.
- G. Writes and distributes a report after all Student Senate Meetings that is accessible to all Aquinas College Students.
- H. Shall count the ballots of a silent vote along with the Academic Affairs Director(s) and the Student Senate Advisor, which may be called by any member of Student Senate.
- I. Shall serve as the Committee Director of the Traffic Committee.
- J. Shall complete any responsibilities to Campus Life.
- K. Must have a minimum of two office hours per week.
- L. Secretary shall have a silent vote.

### Section IV: Duties of Budget Director(s)

- A. Shall serve as the Chair(s) of the Budget Committee and votes in case of a tie within the committee.
- B. Shall record and keep an accurate balance of all accounts of the Student Senate.
- C. Shall prepare a comprehensive report of the Student Senate's expenditures to be submitted to the Student Senate at every regular Senate meeting.
- D. Shall inform each RSO of their allotment and financial status upon request.
- E. Shall authorize via signature all cash disbursements
  - 1. The signature of the Student Senate Advisor is also required on all cash disbursements.
- F. Shall complete all bank reconciliations for all campus accounts of the Student Senate.
- G. Shall attend any meeting concerning the funding of proposals through the Student Senate Research and Travel Fund.
- H. Shall be held responsible for the training and development of RSO Treasurers.
  - 1. Act as a resource to insure all budget guidelines (as outlined in Appendix A) are understood and followed.
- I. Shall conduct research in collaboration with the Budget Committee to determine sustainable use of all Senate Funds.
  - 1. Provide the results of this research to Student Senate as requested.
- J. Must have a minimum of two office hours per week.
- K. Has a silent vote.

### Section V: Duties of the Academic Affairs Director(s)

- A. Shall be responsible for enforcing and maintaining parliamentary procedure and the Bylaws of the Student Senate.
- B. Shall count the ballots of a silent vote, along with the Secretary and the Senate Advisor, which may be called by any member of Student Senate.
- C. Shall conduct and run elections for the Student Senate Executive Committee and Class Representative positions.
- D. Shall conduct and run elections for the Student Senate Executive Committee and Class Representative positions.
  - 1. In the event that the Academic Affairs Director wishes to run for office, another Senator must be unanimously chosen by the Executive Committee with the guidance of the Senate Advisor to run the elections.
  - 3. This designated individual shall only handle duties pertaining to elections of the Executive Committee. All other duties of the position shall still be required of the standing Academic Affairs Director.
- E. Must be proficient in Democratic Rule of Order.
- F. Must chair the Student Senate Research and Travel Fund.
- G. Must act as the Student Senate liaison to the Provost's office.
- H. Serve as the consistent Student Representative to both the Faculty Assembly and Staff Assembly.
- I. Must have a minimum of two office hours per week.
- J. Has a silent vote.
- K. Must act as the chairperson of the Academic Affairs Committee.
  - 1. Must also chair the Grievance Board when needed.

#### Section VI: Duties of Class Representatives

- A. Represent the needs and interests of their constituents.
- B. Shall actively seek out student issues and concerns.
- C. Shall actively engage in the campus community, as determined and presented by the Executive Board and maintained by the Secretary.
- D. Shall communicate directly with the Secretary within 48 hours of request.
- E. A representative from each class will sit on a standing committee (Academic Affairs Committee, Student Affairs Committee, and Traffic Committee) and two (2) from each class on the Budget Committee.
- F. Shall abide by the guidelines and standards set and explained by the Social Media Policy, Class Representative Contract, Student Code of Conduct and Senator Handbook.

#### Article IV: Election Administration

##### Section I: Recognized Candidates

- A. Will be reimbursed for up to \$25 worth of materials used and purchased for the campaign. The reimbursement can be obtained through normal check request procedures used by the Budget Committee. Candidates may only spend up to a total of \$50. Donations may not be

accepted by Candidates.

B. Will be recognized as an official candidate at a series of two separate debates for the executive committee coordinated by the Academic Affairs Director(s) or Elections Designee.

1. One of the debates will consist of at least three panelists who will be selected by the Academic Affairs Director(s) or Elections Designee.
2. The other debate will have one moderator chosen by the Academic Affairs Director(s) or Elections Designee who will oversee questions presented by the audience to the candidates.
3. Dates and length of debate will be determined annually by the Academic Affairs Director(s) or Elections Designee.
  - a. If all candidates run unopposed, the Academic Affairs Director(s) or Elections Designee will coordinate a minimum of one open forum information session.
4. Will have their name printed on the official ballot alphabetically by last name.

C. Completed petitions will be turned in to the Academic Affairs Director(s) or Elections Designee and time-stamped on the days and times designated by the Academic Affairs Director(s) or Elections Designee.

D. Two consecutive weeks of in-session classes will be provided for campaigning. Elections must be conducted by the Academic Affairs Director(s) or Elections Designee.

E. A write-in candidate who meets all requirements is eligible to become duly elected. However, they will be considered an unofficial candidate and as such, will not be eligible to receive the benefits listed in Part A above. Their name will not be made available at the election booth either in writing or by word of mouth.

1. In the case of a write-in tie for Class Representative, the current Executive Committee will break the tie.

F. The election shall be the responsibility of the Academic Affairs Director(s) or Elections Designee, following these guidelines:

1. Election times and places will be made available to the student body at least one week in advance.
  - a. This announcement will be made in a manner determined by the Academic Affairs Director or Elections Designee and Senate Advisor.
2. No less than one Senator and one official of the college or two Senators shall facilitate the polls, physical or electronic.
3. The ballots shall be counted by the Academic Affairs Director(s) or Elections Designee, the Student Senate Advisor, and a Senate representative.
4. Elections for Class Representatives of the Sophomore, Junior, and Senior classes will be held in the Spring Semester prior to their term.
5. Elections for Class Representatives of the First-Year Class will be held in the Fall Semester of their term.
6. Elections for the Executive Committee will be held in the Spring Semester prior to their term.
7. In the event of a tie in the Executive Committee elections, the RSO Assembly shall be polled to determine the outcome of the contest between the two tied candidates.
8. In the event of a tie in a Class Representative election, the Executive Committee and the already elected of that class shall deliberate upon the tied candidates and determine the results of the election via a holistic individualized review.

G. The results will be released after all candidates have been notified and accepted their new positions.

H. Installation of the new officers will take place at the first Senate meeting which follows the election or within 2 weeks of results, whichever comes first.

I. In the event that the election is declared invalid by the Executive Committee and the Academic Affairs Director(s) or Elections Designee, the petitions obtained under Part D of Section II will remain valid. The new election will be as soon as possible under the procedures of Section II. Officers elected under this provision will take office the Monday following the election. The current Executive Committee will remain active until the officers have been elected.

J. All current students paying the Activity-Fee are eligible to vote.

K. All candidates must run individually.

1. Running “as a ticket” or any other form of combination of candidates is prohibited.

2. All campaign materials may only advertise for one candidate.

L. In the case that a candidate chooses to utilize a campaign manager, the candidate will be held responsible for all behaviors and marketing related to the campaign.

1. Campaign Managers must attend all mandatory meetings regarding the election.

2. Campaign Managers may serve in the absence of the candidate.

3. Campaign Managers may not be a currently installed Senator or Executive Board member.

L. Electronic voting shall be allowed.

## Section II: Campaign Procedures

A. Candidates or their Campaign Managers must follow ethical practices as well as the guidelines set forth in the student conduct code while campaigning. Student events shall not be used as a forum for campaigns. Failure to act responsibly will result in the forfeiture of their campaign. If ethical questions arise, they will be brought in front of the Student Senate for a majority decision.

B. Candidates for office or their Campaign Managers will submit all campaign materials to the Academic Affairs Director(s) or Elections Designee. Neither the college nor the Senate shall support any particular candidate over another. All material shall contain promotion for only one candidate.

C. Members of the Senate may not use their title of office to endorse any candidate for office. Endorsements may be given on a personal level only. No student organization shall endorse a candidate.

D. No candidates running for a position of the Executive committees shall be allowed to loiter in sight of the polling place.

E. No candidate will present a paper means of voting to any student.

F. Violation of any two (2) of the election bylaws will result in the automatic invalidation of the election results.

G. Any charges of election bylaws violations will be submitted in writing to the Academic Affairs Director(s) or Elections Designee no later than twenty-four (24) hours after the publicized election results.

H. All concerns regarding the validity of the election must be presented in writing to the



Academic Affairs Director(s) or the Elections Designee within 48 hours of the concern.

## ARTICLE V: INSTALLATION OF APPOINTED MEMBERS

### Section I: Appointment of Executive Board Members

A. Upon their election, the new Executive Committee must choose the rest of the Executive Board. This will consist of one or more Budget Director(s) and Academic Affairs Director(s).

B. The Executive Committee shall put together an application for new members and make it available for at least seven (7) days to the public.

1. An applicant may pursue more than one position, if the applicant so desires.

C. Any applicant shall have served at least two full semesters on Student Senate. In the event a person applying for the position of Budget Director or Academic Affairs Director of the Student Senate has served one full semester and is in the process of serving a second semester during the election process, the person is considered eligible.

D. The Secretary or designee shall set up interviews with each candidate after the applications have been finalized.

E. The Executive Committee along with their Advisor shall conduct the interviews. The Executive Committee shall deliberate upon the candidates and the Secretary shall notify the candidates with their decision within forty-eight (48) hours of the final interview.

F. In the case that a planned replacement is needed, Executive Board will conduct and select a replacement to be sworn in at the first Senate meeting where the previous appointment is absent.

1. A transition period may occur, at the discretion of the Chairperson.

### Section II: Special Cases Involving the Composition of the Executive Board

A. If the newly elected Executive Committee so desires, two Budget Directors or Academic Affairs Directors can be appointed. Such cases would be completely up to the discretion of the Executive Board, and no more than two people shall share a position.

B. In such cases, salary will be divided based time shared in the position on a quadmester by quadmester basis. The officers will receive one half of the assigned salary for the quadmester if two people fill said position, and all of it if only one person fills the position.

## ARTICLE VI: REPLACEMENT

### Section I: Removal and Replacement of Elected Officers

A. In the event that either the Chairperson, the Vice-Chairperson, or the Secretary can no longer fulfill their duties, the Grievance Board shall launch an investigation into said member. In cases that would involve a breach of confidentiality, the Executive Committee with the exception of the accused shall conduct the investigation.

B. A written notice to appear before the Senate shall be given to the accused by the Academic Affairs Director(s) along with a formal summary of the charges laid against them at least 24 hours in advance.

C. A written report shall be given to the body by the Academic Affairs Director(s) at the established Student Senate meeting.

D. The accused shall be asked to leave the meeting and the Student Senate shall enter a closed session. Debate over the charges will take place.

E. The final vote must be taken in ballot form and shall only succeed with a two-thirds (2/3) majority. If so obtained, the accused is removed from office.

F. When a vacated Executive position occurs, the next elected officer in line will have precedence for the nomination.

1. The order for determining precedence for filling elected positions in the Senate shall be as follows: Chair, Vice-Chair, Secretary, Budget Director(s), and Academic Affairs Director(s).

2. The selected candidate must obtain two-thirds (2/3) majority of the vote to be elected.

G. If a 2/3 majority is not reached the first time, the Senate shall nominate a different Senator for office. All positions must be filled by current voting Senate members.

## Section II: Termination and Replacement of Appointed Members

A. Appointed Member shall be replaced in the same manner in which they were originally appointed.

B. Termination of appointed members shall be due to violation of their contracts. Any grievances shall be brought before the Grievance Board to determine the proper course of action.

1. In cases that would compromise the Senate, the Executive Board shall act as the reviewing body to avoid a breach of confidentiality.

## Section III: Termination and Replacement of Class Representatives

A. If a Class Senator position is vacated, remaining representatives of the student's respective class will appoint a new representative from their class to fulfill class representative duties.

B. Termination of Class Senators shall be due to violation of their contracts. Any grievances shall be brought before the Grievance Board to determine the proper course of action.

1. In cases that would compromise the Senate, the Executive Board shall act as the reviewing body to avoid a breach of confidentiality.

C. Class Senators shall be replaced within two weeks of notification of their departure or prior to the next Student Senate meeting, whichever is longer.

1. Senators must select candidates for the position within one week. These will be communicated to both the Academic Affairs Director(s) and the Advisor.

2. A physical meeting of the remaining members of the class will take place. This will occur within the time limit, have all members present, and be overseen by a member of the Executive Board. In the event that this isn't possible, a suitable alternative electronic meeting will be approved by the supervising Executive Board member.

3. The representatives of the class will decide which of the eligible candidates will be selected for the position and select at least one alternate. In the event that the chosen replacement not accept the position, the alternate will be asked.

D. If the position is not filled within the two week time slot, the Executive Board will appoint an eligible student to the vacant spot.

## ARTICLE VII: COMMITTEES

### Section I: Requirements

- A. The Student Senate shall operate on a committee structure. Each committee shall designate all general responsibilities listed below and by the Executive Board.
- B. All Committee Chairs shall determine the internal structure of their committee using the democratic process of one voice/one vote.

## Section II: Committee Guidelines

### A. Executive Committee

1. The Executive Committee shall consist of three (3) elected officers with the Advisor. It shall meet regularly and be empowered to:
2. Attend to necessary correspondence of the Senate.
3. Attend to the payment of bills authorized by Senate.
4. Account for Student Senate fiscal operations.
5. Divide responsibility of overseeing Senate committees in a manner agreed upon between the Executives.
6. Outline responsibilities and provide job descriptions for each committee, each year.
7. The committee shall also be responsible for minor socials and team-building efforts, miscellaneous academic events, and other duties as deemed necessary by the Academic Affairs Director(s).

### B. Budget Committee

1. This committee shall be responsible for the approval of allocation of funds for the Senate and other student organizations requesting financial assistance from the Senate.
2. The committee will be chaired by the Budget Director(s).
3. Two (2) Class Representative from each class will serve on the committee.
4. The Student Senate Advisor or non-student designee will serve as the committee's advisor.
5. The Budget Committee will have the power to grant allocations up to and including \$1,000.
6. The Budget Committee will make recommendations to RSO Assembly for all allocations above \$1,000.
7. The committee will keep an accurate balance of all accounts of the Student Senate.
8. The committee will inform each RSO of their allotment and financial status upon request.
9. The Budget Committee will assist the Budget Director in the research and reporting of sustainable use of all Senate funds.
10. Upon request, Budget Committee will assist the Budget Director in training and development of RSO Treasurers.

### C. Student Safety and Traffic Committee

1. This committee shall be responsible for hearing appeals concerning traffic ticket on campus and making recommendations as they see fit.
2. This committee will also serve as the primary liaison between Student Senate and Campus Safety.
  - a. As the liaison, this committee will also regularly audit the safety of our community and present their results to Student Senate and Campus Safety.
3. The Traffic Committee will be chaired by the Secretary.

4. One (1) representative from each class will serve on the committee.
5. The Secretary will vote in case of a tie.
6. Names of vehicle owners in cases will be kept anonymous.
7. A member of Campus Safety must be present.

D. Academic Affairs Committee

1. The Academic Affairs Committee will be chaired by the Academic Affairs Director(s).
2. One (1) representative from each class will be on the committee.
3. Any grievances shall be handled by the Grievance Board, a subcommittee under this group.
  - a. Recognizing the possibility that disputes may occur, the Senate encourages the parties in any dispute to try to settle their grievances among themselves. Knowing that this is not always possible, the Senate has established a Grievance Board whose purpose is to mediate any grievances or disputes between both parties involved before it becomes a public issue and brought before the floor of the Senate for a decision. This can only be done after the action reaches no settlement at the Grievance Board.
  - b. The Grievance Board will be chaired by the Academic Affairs Director(s).
  - c. The four (4) members of the Academic Affairs Committee shall serve on the board.
  - d. Four (4) non-senators will be appointed to the board by the Academic Affairs Director(s) and approved by the Executive Board.
  - e. The Senate Advisor will also serve on this committee.
  - f. The Academic Affairs Director(s) will vote in the event of a tie.
  - g. A grievance shall be made in writing to the Academic Affairs Director(s). The Academic Affairs Director(s) will convene the Grievance Board within one (1) academic week of reception the grievance.
    - i. Should a grievance occur during a period where Executive Board is the Senate, the Grievance Board will consist of available members of the Academic Affairs Committee and Senate senior class.
  - h. To ensure quick and fair treatment of a grievance, it shall be dealt with within two (2) academic weeks of a written notification of the grievance.
  - i. If the grievance cannot be settled at the Grievance Board level and needs to be brought to the Senate for discussion and a decision, it will be presented by a non-Senator who is a member of the Grievance Board in an unbiased manner.
  - j. If the grievance is serious enough, it could result in the Senate requesting the termination of the Senator's position on the Student Senate. This action would require a  $\frac{3}{4}$  majority vote of the Senate.
  - k. Confidence/no confidence pertaining to Executive officers.
    - i. After the grievance process has been exhausted, a petition containing a majority of the voting members of the Senate's signature can be made, and call a special closed meeting of the Student Senate.
    - ii. Any special meeting called to order in the above manner will be chaired by the highest-ranking officer not being discussed. After discussion by both sides, a vote of confidence will be taken resulting in deciding termination of the officer in question from their position. A vote to affirm

- no-confidence in this manner will require a three-fourths (3/4) majority.
4. Any efforts toward fundraising, allocating or developing the Student Senate Research and Travel Fund shall be handled by the Academic Affairs Committee. These duties include:
    - a. The maintenance of any advertisement related to the Fund.
    - b. Additions and modifications to the online presence of the Fund.
    - c. The review and critique of Summer Scholars applications after they are submitted.
    - d. Other tasks deemed beneficial to the fund by the Academic Affairs Director(s).
  5. Any academic or election related events and socials shall be organized through this committee.
  6. The operation and organization of elections and related events for Senators and Executive Committee members shall be organized through this committee.

#### E. Student Affairs Committee

1. Recognizing that the needs and concerns of the student body deserve special attention, the Student Affairs Committee will be created to focus on any projects concerning the well-being, satisfaction and representation of students at Aquinas.
2. The Student Affairs Committee will consist of one (1) representative from each class.
3. The Chair of the committee will vote in case of a tie.
4. The Chair will give a report to the Student Senate of the actions of the Student Affairs Committee at every Student Senate meeting.
5. The Student Affairs Committee is assigned to be proactive in making sure that all students are included as members of the Aquinas College community and their needs and concerns are heard.
6. The Student Affairs Committee shall serve as a focus group and dedicated body for student concerns, but shall not be the sole group that can handle concerns on behalf of the Student Senate.
  - i. All Student Senators are encouraged to help the Student Affairs Committee or enlist their help with any project they may deem of interest to them.
  - ii. The Student Affairs Committee shall serve merely as a reservoir of capable individuals to assist with concerns to ensure the minimization of Ad-Hoc pursuits and maximization of efficiency within the body.
7. The Chair of the Student Affairs Committee shall be the Vice-Chair.

#### Section III: Appeals Process

- A. Any senator may file a petition for appeal of any ruling made by a standing or ad-hoc committee of the Student Senate. A valid petition for appeal must:
1. Be submitted, in writing, to the Chair within two (2) senate meetings of the relevant committee ruling;
  2. Clearly articulate the specific ruling or decision under consideration;

3. Provide a justification for the appeal.
- B. The Senate Chair will approve petitions that meet the above qualifications. An approved petition will then be moved before the floor of the full Senate at its next meeting. Prior to this meeting, the Chair will disseminate the Appeal to the Senate Body for their review. Appropriate debate shall be allowed on the petition for appeal. A super-majority vote (two-thirds) of the full senate is needed to approve an appeal. An approved petition will take immediate effect.

## ARTICLE VIII: APPROPRIATION OF FUNDS

### Section I: Receipt of Funds

The Aquinas College Business Office, upon approval of the Aquinas College Cabinet, shall allocate the amount equal to the approved Student Activity fee for that calendar year. This allocation, known as the Student Senate fund, will be based on the official 4th Friday count of the current fall and previous spring semester.

### Section II: Initial Allocation

- A. Initial student organization's allocations are determined by the Budget Director(s) and approved by the Senate at the beginning of the fiscal year. This amount is determined by the student organization's year-end review (see Section VI: Exit Interview and Budget Proposal).
- B. A Club deemed discriminatory will not receive funding by the Aquinas College Student Senate. This follows Aquinas College's Anti-Discrimination policy.
- C. Funds must be spent during the fiscal year of the allocation. Remaining funds will be returned to the unallocated account (with the exception of fundraising and donations; see Section V).
- D. Any registered club that does not submit a budget proposal by the end of the year will receive no budget for the fall semester, and must come to the unallocated account for funds.

### Section III: RSO Spending

- A. All cash disbursements of the Student Senate shall require the written authorization of the Budget Director(s) and the Advisor of the Aquinas College Student Senate, in addition to the signature of the student organization Budget Director(s) and Advisor.
- B. RSO spending must adhere to the following guidelines:
  1. All Student Senate funds shall be used to benefit the greater student population and programs supported by the Senate must be made available to all full-time students.
  2. The use of Student Senate funds shall be consistent with the student organization for the academic year as outlined in their proposal to the Budget Committee or goals expressed in their year-end review.
  3. No Student Senate funds can be used to purchase alcoholic beverages, tobacco, or illegal drugs without exception.
  4. No Senate funds are to be spent contributing to any political party, political action committee, candidate's committee for election, or candidate in any local, state, or federal election.

### C. Receiving Funds

1. Reimbursements
  - a. Every check request must be accompanied by a receipt and given to the Budget Director(s) or their non-student Campus Life designee.
  - b. Check request forms must be completed in full.
  - c. In the case that Aquinas College Student Senate funds are used to compensate travel by car, receipts should not be kept. Rather, a record of mileage must be held. This must be signed by two student organization executive board members. Amount for reimbursement is determined by the current Aquinas College Student Senate mileage standard.
2. Cash Advance
  - a. Any unspent funds from a cash advance must be deposited in the Aquinas College Student Accounts office. Failure to do so will result in a freeze of the RSO's account.
  - b. Purchase receipts, along with the deposit receipt from Aquinas College Student Accounts, must be submitted to the Aquinas College Student Senate Budget Director(s) within thirty (30) business days from the date the disbursement check was written. An extension may be requested by contacting the Aquinas College Student Senate Budget Director(s) in writing. These extensions will be given at the discretion of the Aquinas College Student Senate Budget Director(s).

#### Section IV: Additional Allocations

A. All requests for unallocated funds not exceeding \$1000.00 must be approved by the majority of the members present and voting at a Budget Committee meeting. The Budget Committee shall make recommendations to the RSO Assembly for requests of funds exceeding \$1000.0, providing that a majority of the Senate does not wish to take it to debate, which shall then be subject to the veto procedure. A report of these expenditures must be given to the Student Senate at its next regular meeting.

1. The Budget Committee will consider the efficiency with which RSOs use the funds allocated to them, the visibility and consistency of the RSO on campus, and how the goals of the student organization benefit the student body the Student Senate represents.
2. The Budget Committee reserves the right to refuse funds to RSO who do not meet the above criteria, consistently overspend, and do not follow proper protocol may also be refused.

B. The Student Senate Budget Director(s) will notify the RSO requesting funds within one (1) academic week. This will be done in writing, and include the amount allocated as well as the basis for the decision. For purposes of this paragraph, "in writing" includes by e-mail.

C. Approved funds will be transferred in RSO accounts.

D. The RSO advisor must be present for allocation requests exceeding \$1,000.00 request and management of funds, or use Student Senate funds inappropriately.

#### Section V: Fundraising and Donations: The Sean Briggs Memorial Bylaw

A. RSO fundraisers must be approved by the Campus Life Office through a Permission to Raise Funds form.

B. In the event of a fundraiser, only profits made on top of the start-up cost may be sent to a

non-profit organization.

1. In the event that a fundraiser is planned using funds from Aquinas College, all college funds must be paid back prior to the donation being made. Only net profit can be donated.

2. All advertisements must indicate that only net proceeds will be given to the desired charity. Any other wording shall be considered misleading.

C. An RSO with unspent fundraised monies will retain those into the next fiscal year.

D. If a RSO is inactive for two years any fundraised money will return to the unallocated account.

E. No donations can be made to political parties or candidates.

F. Fundraised money cannot be used to purchase alcoholic beverages, tobacco, or illegal drugs without exception.

G. In the event of a violation of one or more of the aforementioned fundraising stipulations, the RSO must appear before the Campus Life Council and be held accountable as deemed appropriate by this body. The Budget Director(s) of the Student Senate will present the case against them as pertains to the violated bylaw(s) in question.

H. All funds must be kept in an RSO's campus account. Failure to do so will result in the RSO's account being frozen and an appearance at Campus Life Council.

1. All fundraised monies must be turned in at the Campus Life Office with a completed deposit form.

#### Section VI: Exit Review and Budget Proposal

All RSO's must appear in front of a representation of Student Senate upon request by the Budget Director.

#### ARTICLE IX: CONTRACTS

Recognized contracts by Aquinas College and the Student Senate are those which have been signed by the Student Senate Advisor. Any other person making a contract, either written or oral, assumes all financial responsibility and liability for the completion and fulfillment of that contract as it is an unrecognized contract. The person making an unrecognized contract may not use the names of Aquinas College or the Student Senate and may not publicize that event on the Aquinas College campus.

#### ARTICLE X: PROVISION TO AMEND THE BYLAWS

These Senate Bylaws may be amended at regular meeting of the Student Senate with at least one week prior notice. Approval of the amendments will be a two thirds (2/3) majority vote of members present and voting, a quorum being present.

#### ARTICLE XI: PROVISION TO SUSPEND THE BYLAWS

A Bylaw may be suspended at a regular meeting of the Student Senate with a two thirds (2/3) majority vote, a quorum being present. Action taken during a suspension of the Bylaws must still adhere to the Aquinas College Governance Agreement.



## Article XII: Emergency Senate Actions

In the event that the permanent senate body loses quorum, or when a class has lost all of its representatives, the Aquinas College Student Senate Executive Board shall assume emergency powers to conduct both appointments and budgetary matters, in order to ensure the continued function of the Student Senate on a basic level and to enable the restoration of quorum.

### Section I: Budgetary Matters

A. As one of the duties of the Student Senate is to handle the allocation of funding for college RSO's and other entities, this is a function which the senate cannot allow to halt. As a result, when the Senate is otherwise unable to take up budgetary matters the Executive Board shall assume the power to take action on them.

1. The circumstances for this occurring include:
  - a. an absence of quorum in the Student Senate.
  - b. the inability of the Student Senate to take up a vote.
  - c. the loss or absence of all members of a particular class.
2. This power shall be immediately surrendered following the ending of any of the above 3 (three) criteria.
3. This power shall still be subject to Veto Procedures through the RSO Assembly.

### Section II: Appointments

A. The Aquinas College Student Senate is made up of five (5) Class Representatives from each class, and the members of the Executive Board. Without quorum the Senate cannot take any legitimate actions, and as such, in the event that the Senate is unable to reach quorum, the Executive Board shall assume the powers needed to restore it.

1. The circumstances for this occurring include:
  - a. the inability of Senate to reach quorum,
  - b. the loss of all Class Representatives for any particular class.
2. If the above two (2) criteria are met, then the Executive Board shall assume the power to both nominate and approve new Class Representatives, until full representation has been restored.
3. Upon the restoration of full representation, the Executive Board shall immediately surrender the power to unilaterally nominate and appoint Class Representatives, until the criteria are again met.

## APPENDIX A: BUDGET GUIDELINES FOR REGISTERED STUDENT ORGANIZATIONS (RSOs)

### Section I: Initial Allocation

A. Initial RSO allocations are determined by the Student Senate Budget Director(s) at the beginning of the fiscal year. This amount is determined by the RSO's end of year meeting with

the representation of Student Senate(see Section XIV and XV: Exit Interview and Budget Proposal).

B. Any entity deemed discriminatory by the Aquinas College Anti-Discrimination policy will not receive funding by the Student Senate.

C. Funds must be spent during the fiscal year of the allocation. Remaining funds will be returned to the unallocated account (with the exception of fundraising and donations; see Section XVII).

### Section II: RSO Spending

A. All cash disbursements of the Student Senate shall require the written authorization of the Student Senate Budget Director(s) and the Advisor of the Student Senate, in addition to the signature of the RSO Treasurer and Advisor.

B. RSOs are strongly encouraged to attain co-sponsors in the delivery of their events but this is not required.

C. RSO spending must adhere to the following general guidelines:

1. All Student Senate funds shall be used to benefit the greater student population and programs supported by the Student Senate must be made available to all full-time students.

2. The use of funds shall be consistent with the RSO's goals for the Academic Year as outlined in its budget proposal to the Student Senate Budget Director(s) and must be consistent with the remainder of these rules and guidelines.

3. Any RSO seeking corporate sponsors must meet with Campus Life prior to any communication with a potential sponsor.

4. No RSO shall spend more than \$12.80 per article of clothing, or more than 50% of their total budget (if initially allocated \$200 or less) on the entire order.

a. Whichever amount is the lower of the two shall be applied according to each individual RSO.

b. The amount in either case does not include shipping and handling costs.

5. No RSO shall spend more than 40% of their budget on food.

a. Written request for exception must be approved by the Budget Director.

### Section III: Entertainment Events

A. An event aimed at solely entertainment for the Aquinas community should reflect the RSO's mission statement.

B. When a guest or performer is contacted to appear on campus, it is the responsibility of the RSO to contact the Campus Life Office to determine contractual obligations at least three (3) weeks in advance.

### Section IV: Supplies

A. In order to reduce the unnecessary purchase of supplies, RSO's should maintain a current inventory of supplies.

B. The Campus Life Office will have an inventory of all supplies available in the RSO Office; this inventory should be consulted before any materials are purchased.

C. When purchasing supplies or materials that cost over \$150, the Campus Life Office must be contacted in order to reduce a student's liability for providing payment.

#### Section V: Capital Expenditures

A. Any items purchased with Student Senate funds that may be considered a capital item including but not limited to; games, electronics, music, movies, or food equipment, must remain with Campus Life in order to benefit facilitation by Aquinas students, unless provisions are made otherwise with the written authorization of the Director of Campus Life and Student Senate Budget Director(s).

B. The RSO that originally purchased the item will be given priority access to the item in the future.

1. After three (3) years of inactivity, all capital expenditures are returned to Student Senate.

C. If the capital item is not delivered to Campus Life, the Student Senate will not provide funds for the expenditure and the RSO account will either be frozen in the current academic year, or subsequently reduced for the following academic year.

#### Section VI: Advertising

A. Promotional material of the RSO must clearly reflect that all Student Senate funds allocated to RSOs shall be used to benefit the greater student population and programs supported by the Student Senate must be made available to all students paying the Student Activity fee.

B. Electronic postings on the Clubs and Organizations Calendar, "The Moose," and Digital Signage around the Aquinas Campus should be utilized in order to reflect the Aquinas College sustainability initiative.

C. Any advertising for programing being funded with money allocated by Student Senate must include the "Student Dollars in Action" logo.

#### Section VII: Food

A. Food purchased for meetings will be tracked in order to ensure the expense of food does not outweigh the mission of the RSO itself.

B. RSOs are encouraged to utilize Aquinas College Food Services when price, quality, and variety are comparable.

C. No RSO funds can be used to purchase alcoholic beverages, tobacco or illegal drugs.

#### Section VIII: Student Travel

A. No major travel expenditures may be made unless funding is secured.

B. Details regarding vehicles and mileage of travel must be disclosed to the Student Senate Budget Director(s) when traveling in order to receive proper reimbursement.

C. An effort of travel through personal vehicles should be attempted before committing to the renting of vehicles from an agency, unless the need for passenger vans is prevalent.

D. RSOs will be asked to demonstrate that certain methods of travel are clearly more beneficial than less expensive modes.

F. An RSO requiring lodging for a conference or retreat must provide lodging in a sufficient manner, with regards to cost, safety, and convenience.

G. RSOs will be required to provide up to three alternative lodging sites with cost and convenience comparisons.

H. RSOs attending a conference, retreat or other event requiring student travel must

subsequently facilitate an event in the Aquinas Community displaying what was gained.

I. The Student Senate should not be considered as the sole source of funding for travel expenditures. The RSO should exhaust all other means of funding including departments, fundraising, sponsorship, and personal contribution.

J. Travel that is taken to specifically fulfill an individual student's academic requirement will not be funded through an RSO. Academic Travel is defined as a student participating in a trip that is in fulfillment of a student's credits, and not in conjunction with an existing RSO.

K. Any monies allocated to an RSO for travel shall be made from the Research and Travel Fund.

J. All RSO travel must follow the College Travel Policy.

#### Section IX: Membership and Dues

A. Funding for membership and dues will be provided when it is necessary to the functioning of an RSO.

B. Membership and dues may not be approved when said dues benefit an individual student as opposed to an RSO as a whole.

#### Section X: Political

A. Funding for RSOs promoting specific political parties or views will be allowed as long as they act respectfully to other members of the Aquinas community and their political and social standing.

B. None of these funds are to be given to any Political Parties, Candidates, Committees To Elect, Political Action Committees, Unions, or other 570 groups.

#### Section XI: Non RSO Requests

A. Requests for non-RSOs must be made by a student on behalf of the group in writing to the Budget Director(s).

B. Requests by non-RSOs, regardless of the amount, must be approved by a simple majority of the full Student Senate.

C. Requests must be made in writing to the Executive Committee one week in advance of the Senate meeting the matter is to be voted on.

D. Service Learning trips shall receive a line item allocation of 3.5% of the total Student Senate budget.

1. This line item may not fall below \$5,000 and shall not exceed \$10,000.

2. This funding shall only be used to fund student participation in Fall, Spring, and Summer break service learning trips.

#### Section XII: New RSO Funding

A. New RSOs will automatically be granted up to a \$200.00 initial allocation upon recognition of their RSO by the Campus Life Council. The initial allocations will come from the Student Senate Unallocated Account.

B. New RSOs are subject to the New RSO policies as outlined in the RSO Handbook.

#### Section XIII: Year End Review

A. This review is conducted by a representation of Student Senate, including the Budget

Director(s).

B. A representation of Student Senate and the Student Senate Budget Director(s) will be responsible for examining to what degree spending was consistent with the RSO's goals and these budget guidelines.

C. Available members of RSOs Executive Board (President, Vice President, Secretary, and Budget Director(s)) and Advisor shall be required to attend.

1. The RSO's current and subsequent year's budgets will be discussed.

D. The Budget Director(s) shall make available a Year End Budget Proposal for all RSOs seeking funding. The proposal will consist of:

1. List and contact information for outgoing executive board

2. List and contact information for incoming executive board

3. Detailed Year-to-Date spending for the RSO

4. Detailed plan and amount requested for following year

E. Failure to complete all parts of the Year End Budget Proposal will result in a freeze or decrease of funding for the next Academic Year at the discretion of the Student Senate Budget Director(s).

#### Section XV: Check Requests

A. Check request forms must be completed in full.

B. Every check request must be accompanied by the original receipt and given to the Budget Director(s) or their non-student Campus Life designee.

C. Check Requests must be in the amount of \$10 or more.

D. Check requests must be turned in within thirty (30) days of the date printed on the receipt or invoice.

E. All Check Requests must be submitted before the last day of classes of the last Academic Semester or will not be reimbursed.

#### Section XVI: Cash Advances

A. Any unspent funds from a cash advance must be deposited in the Student Accounts office. Failure to do so will result in a freeze of the student organization's account.

B. The unreconciled amount will be billed to the RSO Budget Director(s)' student account.

C. Purchase receipts, along with the deposit receipt from Student Accounts, must be submitted to the Budget Director(s) within ten (10) business days from the date the disbursement check was written.

D. Under extreme situations, an extension may be requested by contacting the Student Senate Budget Director(s) in writing. These extensions will be given at the discretion of the Student Senate Budget Director(s).

#### Section XVII: Event Evaluations

A. All reimbursements for events should be accompanied by a short evaluation of the event turned into the Student Senate Budget Director(s) or their non-student Campus Life designee.

B. RSOs that refuse to evaluate events and spends inappropriately may be looked on less favorably in the budgeting process.

#### Section XVIII: Line Items

- A. Certain budget goals of the Student Senate may be set aside as a line item, rather than dispersed to clubs.
- B. Expenditures from any line item of the Student Senate will require the signature of the entire Executive committee and Advisor to the Senate.

#### Section XIX: RSO Assembly Veto Power

In order to provide further oversight of additional allocation requests by RSOs that exceed \$1,000.00, the RSO Assembly is granted veto power over a Student Senate Budget Committee vote, or a Student Senate vote if the proposal was brought before the body. Veto power will be reached when 2/3 of the present assembly votes in favor of a veto. Votes shall be subject to further action at the discretion of the Executive Board.

#### Section XX: Exception

- A. Any RSO may request an exception from any of these guidelines in writing to the Student Senate Budget Director(s) at least fifteen (15) days in advance in order to properly inform the Senate of the nature of the exception requested prior to the Student Senate convening.
- B. Exceptions will be decided at regular meeting of the Budget Committee with at least one week prior notice. Approval of the amendments will be a 2/3 majority vote of members present and voting, a quorum being present.

#### Section XXI: Amendments

This appendix may be amended or altered at regular meeting of the Student Senate with at least one week prior notice. Approval of the amendments will be a 2/3 majority vote of members present and voting, a quorum being present.