THE BYLAWS TO THE CONSTITUTION OF THE VALPARAISO UNIVERSITY STUDENT SENATE

BYLAW I VALPARAISO UNIVERSITY STUDENT SENATE MEMBERSHIP

Section A Each year, a total of twenty-five (25) students shall be elected as voting members of the Student Senate, according to the following districts:

Freshman	4
Sophomore	4
Junior	4
Senior	4
At-Large	5
International	1
Minority (to include race, color, disability, national origin or ancestry, ethnicity, sexual orientation, and religion)	3

Clause 1 A district that wishes to have a seat on the Senate may file a petition to create a new seat, signed by one quarter of the students in that district. This petition will be reviewed by Student Senate Executive Committee, which will make a recommendation to the full Student Senate. A seven-eighths affirmative vote in a single meeting of the Student Senate is required to create the seat.

Clause 2 If a seat on the Student Senate remains vacant for one full semester, any senator may request that the seat be removed. This request will then be forwarded to Student Senate Executive Committee, which will make a recommendation to the full Student Senate. A seven-eighths affirmative vote in a single meeting of the Senate is required to eliminate the seat. Eliminated seats may apply for reinstatement using the petition process outlined in Clause 1.

Section B At or before the Spring Organizational Meeting, to be held after elections are completed in April, eleven (11) students shall be elected by a majority vote of the Student Senate to serve one-year University Council terms.

Section C Qualifications

Clause 1 a) All Student Senators must have and maintain a cumulative grade point average (GPA) of 2.5 or better and be full-time undergraduate students at Valparaiso University. Those holding the Freshman Class Seats on Student Senate shall be exempt from the aforementioned cumulative grade point average (GPA)

requirement.
b) Student Senators, with the exception of freshman and transfer students, must also have completed at least twenty-four (24) credit hours.

Clause 2 All Student Senators must be a member of their constituencies for the duration of their term in office.

Clause 3 Candidates shall be considered eligible to run for the Minority seats at the discretion of the Student Senate Elections Committee and the constituency for that seat shall be defined as all full-time undergraduate students.

Clause 4 Senators shall approach Senate business with regard to their constituents over other affiliations or connections with organizations. If connections to organizations are strong enough to interfere with impartiality, it is the Senator's duty to inform the Student Senate of their position and the interference.

Section D Duties

Clause 1 Student Senators will attend and participate in all meetings of the Student Senate and any Student Senate committees of which they are a member.

Clause 2 All Senators shall prepare and submit a quarterly constituency report in a manner to be defined by the Vice President. This report will include, but not be limited to, the concerns of the Senator's constituency with response to the current VU issues involving Student Senate.

Clause 3 All Student Senators shall hold and maintain scheduled office hours.

BYLAW II EXECUTIVE OFFICES OF THE STUDENT SENATE

Section A The Executive Treasurer of the Student Senate

Clause 1 Qualifications
At the beginning of the Term of Office, the Executive Treasurer shall have completed at least forty-five (45) credit hours with a cumulative GPA of 2.5 or better, and have completed six or more credit hours in Accounting with a GPA of 3.0 or higher in the first six hours of Accounting. The Executive Treasurer shall be a registered Accounting or Finance Major. The Executive Treasurer shall hold no other stipend position funded by Student Activity Fees.

Clause 2 Duties
a) The Executive Treasurer shall keep a full record of all incomes and expenditures of the Student Senate and shall be held accountable for all transactions.
b) The Executive Treasurer shall make no disbursements from the general

treasury except as authorized by the Student Senate.

c) The Executive Treasurer shall be responsible for preparing a financial report, consisting of all allocated and remaining Special Appropriations funds and presenting it to the Student Senate on a quarterly basis.
d) The Executive Treasurer shall make written budget reports to the heads of the campus Tier 1, Common Interest Tier 2, and Common Interest Tier 3 organizations regarding the budgetary records of the Tier 1, Common Interest Tier 2, and Common Interest Tier 3 organizations on an as-needed basis.
e) The Executive Treasurer shall perform the duties outlined in the Bylaw XXIII.
f) The Executive Treasurer shall report all line-item shifts to Student Senate at its next meeting after the submission.
g) The Executive Treasurer shall perform any other duties of a financial nature assigned by the President or Vice President of the Student Body, subject to the authority of the President of the Student Body.
h) The Executive Treasurer shall be responsible for contracting an independent audit for each fiscal year and for presenting the audit report to the Vice President for Student Affairs.
i) The outgoing Executive Treasurer shall transfer the duties of office and the books during the last quarter of the academic year to the incoming Executive Treasurer.
j) The Executive Treasurer shall serve as a voting member of the Executive Committee.

Clause 3 The Executive Treasurer of the Student Senate shall carry out the duties of the office according to the following procedures:

a) The Executive Treasurer shall draw no checks unless the amount is supported by appropriate vouchers, or for reimbursement of the petty cash fund of the organizations desiring funds, supported by a bill.
b) The Executive Treasurer shall make no disbursements from the general treasury except as provided by the budget approved by the Student Senate and those special cases outlined in Bylaw XV, Section E. Auditors shall be instructed to charge all unauthorized payments against the salary of the Treasurer.

Section B The Assistant Treasurer of the Student Senate

Clause 1 Qualifications

At the beginning of the Term of Office, the Assistant Treasurer shall have completed at least forty-five (45) credit hours with a cumulative GPA of 2.5 or better, and have completed three or more credit hours in Accounting with a GPA of 3.0 or higher in the first three hours of Accounting. The Assistant Treasurer shall hold no other stipend position funded by Student Activity Fees. The Assistant Treasurer shall be in a position to be qualified to be the Executive Treasurer in the year after being the Assistant Treasurer.

Clause 2 Duties

a) The Assistant Treasurer shall act as the apprentice of and is accountable to the Executive Treasurer
b) The Assistant Treasurer shall maintain the past records of the Executive Treasurer.
c) The Assistant Treasurer shall perform any other duties of a financial nature assigned by the Executive Treasurer, President, or Vice President of the Student Body, subject to the authority of the President of the Student Body.
d) The Assistant Treasurer shall serve as a non-voting, *ex-officio* member of the Executive Committee.

Section C The Executive Secretary of the Student Senate

Clause 1 Qualifications

At the beginning of the Term of Office, the Executive Secretary shall have completed at least twenty-four (24) credit hours with a cumulative GPA of 2.5 or better. The Executive Secretary shall hold no other stipend position funded by Student Activity Fees.

Clause 2 Duties

a) The Executive Secretary shall keep an accurate record and copy of the minutes and motions presented at all meetings of the Student Senate. The Executive Secretary shall also distribute said minutes to all members of the Student Senate and shall submit all minutes and motions to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.
b) The Executive Secretary shall notify all members of the Student Senate of all regular and special meetings of the Student Senate, informing them of the time and place of such meetings.
c) The Executive Secretary shall keep an accurate record of attendance and inform any member of Student Senate requesting such information.
d) The Executive Secretary shall keep the Student Senate Archives, consisting of all past minutes of Student Senate meetings and other documents. Appropriate records should be distributed to the appropriate source.
e) The Executive Secretary shall conduct administrative tasks germane to office organization, filing, photocopying, computer-related tasks appropriate to official record-keeping, and other office-related tasks, as deemed necessary by the Executive Committee.
f) The Executive Secretary shall serve as a voting member of the Student Senate Executive Committee.

Section D The Public Relations Coordinator of the Student Senate

Clause 1 Qualifications

At the beginning of the term of office, the Public Relations Coordinator shall have completed at least twenty-four (24) credit hours at Valparaiso University, and have a cumulative GPA of 2.5 or better. The Public Relations Coordinator shall hold no other stipend position funded by Student Activity Fees.

Clause 2 Duties

a) The Public Relations Coordinator shall act as a liaison between the Student Senate and the Student Body. In order to carry out this duty, he or she shall have access to all documents of the Student Senate and its committees.
b) The Public Relations Coordinator shall gather all information necessary to assess the issues and concerns of the Student Body.
c) The Public Relations Coordinator shall report at least biweekly to the Student Senate as to the issues and concerns of the Student Body.
d) The Public Relations Coordinator shall disseminate information to the Student Body by any means necessary to inform the Student Body of Student Senate actions, events, policies, and anything else that may satisfy the Student Body's concerns.
e) The Public Relations Coordinator shall serve as a voting member of the Student Senate Executive Committee.
f) The Public Relations Coordinator shall perform any other duties assigned by the President or Vice President of the Student Body, subject to the authority of the Student Body President.
g) The Public Relations Coordinator shall be responsible for the Student Senate website as defined in Bylaw II, Section D, Clause 3.

Clause 3 Webmaster

a) The Webmaster shall be the Public Relations Coordinator of Student Senate unless the Public Relations Coordinator cannot fulfill the duties listed below. The Public Relations Coordinator may appoint a member of Student Senate to be the Senate Webmaster if they cannot fulfill the duties listed below. If all members of Student Senate decline the position, the Public Relations Coordinator may appoint a member of the Student Body to be the Senate Webmaster subject to the review of the Student Senate.
b) The Webmaster shall be responsible for updating, maintaining, and adding new content to the Student Senate website as needed throughout the academic year.
c) The Webmaster shall update and maintain the current list of Student Senate members and each member's contact information on the Senate website.
d) The Webmaster shall post all announcements, deadlines, and news from Student Senate and its committee chairs as needed throughout the academic year on the Senate website.
e) The Webmaster shall update all existing forms and upload new forms on the Senate website as provided by the Student Senate committee chairs.
f) The Webmaster shall update and maintain the current list of Senate

approved organizations and Senate governing documents on the Senate website as provided by the Administration Committee chair.

g) The Webmaster shall upload all motions and minutes of Student Senate on the Senate website as provided by the Executive Secretary of the Student Senate.
h) The Webmaster shall perform any other duties regarding the Senate website assigned by the Public Relations Coordinator, the President of the Student Body, or the Vice President of the Student Body subject to the authority of the President of the Student Body.
i) If the Webmaster fails to fulfill all duties listed above, any member of Student Senate may request for the removal of the Webmaster. The Executive Committee of Student Senate shall have the power to remove the Webmaster from his or her position. A decision to remove the Webmaster by the Executive Committee may be revoked by Student Senate. Additional charges may be brought against the individual by following the impeachment procedures stated in the Constitution of the Valparaiso University Student Senate, Article VII.

Section E The Parliamentarian of the Student Senate

Clause 1 Qualifications

At the beginning of the Term of Office, the Parliamentarian of the Student Senate shall have completed at least twenty-four (24) credit hours at Valparaiso University, and have a cumulative GPA of 2.5 or better. The Parliamentarian shall also demonstrate a working knowledge of Robert's Rules of Order and those documents which govern the operation of the Student Senate. The Parliamentarian shall hold no other stipend position funded by Student Activity Fees.

Clause 2 Duties

a) The Parliamentarian shall advise the Student Senate on the correct operating procedures according to Robert's Rules of Order and those documents which govern the operation of Student Senate.
b) The Parliamentarian shall be available to lend assistance to members of the Student Senate wishing to discuss points of parliamentary procedure.
c) The Parliamentarian shall perform any other duties assigned by the President or Vice President of the Student Body, subject to the authority of the President of the Student Body.
d) The Parliamentarian shall serve as a voting member of the Student Senate Executive.

Section F If an Executive Officer of the Student Senate is charged with misconduct or negligence of duty, impeachment procedures shall be initiated as stated in the Constitution of the Valparaiso University Student Senate, Article VII.

BYLAW III OATHS OF OFFICE

Section A Before any person taking a stipend executive position of the Student Senate, listed in Bylaw II or Article I of the Constitution, may take office, he or she shall take the following oath:

> "I, (name of officeholder), do solemnly swear that I will faithfully execute the Office of (name of position) of Valparaiso University, and will to the best of my ability, preserve, protect, and defend the interests of the Valparaiso University Student Senate and the Student Body of Valparaiso University."

Section B Before any person taking a position of Senator of the Valparaiso Student Senate may take office; he or she shall take the following oath:

> I, (name of Senator), do solemnly swear that I will faithfully execute the office of which I am about to enter, and will to the best of my ability, preserve, protect, and defend the interests of the Valparaiso University Student Senate and the Student Body of Valparaiso University."

Section C All oaths for the Student Senators of the Valparaiso University Student Senate shall be administered by the Vice President of the Student Body.

Section D All students who take an oath stipulated in Section A or Section B of Bylaw III must all sign the following document:

> I, _____, as a duly appointed representative of the student body and Valparaiso University, do hereby solemnly affirm to:
>
> - Act in the interest of and as a representative of/advocate for Valparaiso University,
> - Represent my constituents to the best of my ability,
> - Cooperate and communicate with Student Senate as a group,
> - Promote activism and involvement on campus,
> - Communicate and interact with all constituents whenever possible,
> - Respect parliamentary procedure, meeting protocol and the opinions of others,
> - Be proactive in resolving conflicts, opening dialogues and researching issues,
> - Interact with campus faculty, staff, and the community at large,
> - Expand horizons of knowledge, both for myself and my constituents,
> - Educate the student body to understand issues from all perspectives,
> - Perform office hours productively and regularly,
> - Serve effectively on all assigned Senate committees,

- Responsibly allocate funds to recognized campus organizations, and
- Perform all duties to the best of my ability at all times.

I take this oath with all sincerity and respect as to my position and its responsibility to the students, faculty, staff, administrators, and community of Valparaiso University.

Section E The document aforementioned in Section D of this Bylaw shall be kept in an Oath Book to be maintained by the Vice President of the Student Body and the Executive Secretary.

BYLAW IV STIPENDS

Section A Stipends above $100 shall be paid per quarter, and all others shall be paid per semester.

Section B Stipend positions include the following. Annual stipend shall be set at the discretion of the Student Senate, at or above the following minimums. Stipend positions include the following:

President of the Student Body	$2001
Vice President of the Student Body	$2000
Executive Treasurer	$1600
Assistant Treasurer	$1000
Executive Secretary	$300
Public Relations Coordinator	$300
Parliamentarian	$150
Finance Chair	$500
Administration Chair	$400
Screening Chair	$100
Elections Chair	$100
COM Chair	$100
Committee on Residence Chair	$100
Card Chair	$150
VUSSOLISA Chair	$50

BYLAW V – COMMITTEES OF THE STUDENT SENATE

Section A The standing Committees of Residence, Media, Elections, Grievance, Screening, Finance, and Administration as enumerated in the several Bylaws following, must follow the rules set forth in this Bylaw.

Section B Removal of and Reinstatement of Members of Committee

Clause 1 Any Chair may be removed from his or her respective Chair position upon the

request of two voting members of that committee and by a two-thirds affirmative vote by Student Senate. The Chair may not vote in the matter of his or her removal and shall abstain. In this fashion, the Chair shall be removed from the Chairmanship, but shall remain on the Committee. The then ex-Chair would have to be considered with regard to Clause 2 for full removal from the Committee.

Clause 2 Any voting member who is also a member of Student Senate may be removed from their committee upon the request of the Chair and any voting member of the committee or upon the request of two voting members of the committee. Requests for removal must then be approved by a simple majority of the Student Senate. No member may submit a request against him or herself.

Clause 3 Any voting member who is not a member of Student Senate may be removed from the committee upon the request of the Chair and any voting member of the committee or two voting members of the committee and a simple majority vote by Senate.

Clause 4 Any non-voting member who is not *ex-officio* may be removed in the like manner to a voting member. If the member is *ex-officio*, he or she cannot rightly be removed from the committee. The Chair may request, with a majority vote of the Student Senate, that the *ex-officio* member be unable to exercise the prerogative to attend meetings.

Clause 5 Any member of a committee who had previously been removed from a Chair position can be reinstated to the Chair position by a unanimous vote of the Committee.

Clause 6 Any person who had previously been removed from a committee may be reinstated to that committee by a nomination by the Chair and a two-thirds affirmative vote of the Student Senate.

Clause 7 Any vacancy on any committee shall be filled by a nomination by the Chair and a majority vote of the Student Senate.

BYLAW VI THE STUDENT SENATE EXECUTIVE COMMITTEE

Section A Membership

Clause 1 <u>Voting Members</u>
The President of the Student Body
The Vice President of the Student Body
The Executive Treasurer of the Student Senate
The Executive Secretary of the Student Senate
The Public Relations Coordinator of the Student Senate

The Parliamentarian of the Student Senate
The Finance Committee Chair
The Administration Committee Chair
The Screening Committee Chair
The Committee on Media Chair
The Committee on Residence Chair

Clause 2 *Ex-Officio*, Non Voting Members
Student Senator Advisor(s)
Assistant Treasurer
One At-Large Senator

Clause 3 The At-Large Senators will attend on a rotating basis to make constituency reports.

Section B Duties

Clause 1 The Executive Committee shall meet prior to each Student Senate meeting to receive reports from Standing Committees and perform all other activities which fall under the Executive Committee's jurisdiction as defined by Robert's Rules of Order.

Clause 2 The Student Senate, except when in its fall or spring session, delegates its advisory and legislative functions to the Executive Committee.

Clause 3 The Executive Committee shall have the power to administer, coordinate and regulate the standing committees of the Student Senate, as well as all other committees established under its jurisdiction. The Executive Committee may modify any action of the standing committees and all other committees established under its jurisdiction.

Clause 4 All actions of the Executive Committee made pursuant to Clauses 1, 2 and 3 of this section may be modified by the Student Senate during the next meeting, following session, or vetoed by the President of the Student Body within one week of its passage.

Clause 5 The Executive Committee shall assume any duties or responsibilities left unfulfilled by the vacancy of an executive office of the student body.

Clause 6 At least fifty-one (51) percent of all voting members and the Chair must be present to constitute a quorum at a meeting during the academic year. Voting membership does not include the Chair. Quorum must be maintained for the extent of any committee meeting.

Clause 7 At least fifty-one (51) percent of the filled voting membership must respond to

the solicitation of a vote by the Chair to constitute a quorum for a vote outside the academic year

Clause 8 Voting

(a) Voting is defined among the majority of the voting membership present as the explicit definition of "yea" or "nay," and thereby counts abstaining parties in the majority calculation but excludes those voting members not present from the majority calculation.
(b) A simple majority is defined upon the explicit agreement of more than 50% of those voting, which does not include those abstaining from the vote.
(c) A 2/3 majority is defined upon the explicit agreement of more than 2/3 of those voting, which does not include those abstaining from the vote.
(d) In like form, therefore, all other majority definitions are defined accordingly.
(e) For a vote to be valid, at least 50% of present voting members must vote.

BYLAW VII ADVISORY COMMITTEES

Section A Information Technology Student Advisory Committee (ITSAC)

Clause 1 The Chair of ITSAC shall be a current Student Senator, shall be selected by the Senate in the fall semester, and shall have the following duties:

a) The Chair of ITSAC shall schedule meetings of the committee on a monthly basis. These meetings shall be with the members of the committee and the CIO (Chief Information Officer) of Valparaiso University.
b) The Chair of ITSAC and the CIO may setup two subcommittees of ITSAC known as external and internal.
c) If the subcommittees are formed, the Chair of ITSAC and the CIO shall appoint chairs of these subcommittees who report back to them.
d) The Chair of ITSAC shall report to the Senate about relevant committee affairs when necessary.
e) The Chair of the ITSAC shall serve as an *ex-officio*, non-voting member of both ITSAC Subcommittees.

Clause 2 Membership

The ITSAC shall be made up of ten (10) members, including the Chair and the CIO. The other eight (8) members shall be selected by the Screening Committee and approved by the Student Senate. One of the additional eight (8) members must be a Student Senator. The President of the Student Body shall serve as an *ex-officio*, non-voting member of the committee. Each member of the ITSAC must serve on one Subcommittee of the ITSAC but shall not serve on both Subcommittees.

Clause 3 Duties

The committee shall have the following duties:

a) Represent the entire Student Body of Valparaiso University.

b) Gather student feedback through surveys, polls, and the like.
c) Help seek solutions to issues involving IT at Valparaiso University.
d) Review, discuss, and advise IT concerning student complaints brought to the attention of the committee.
f) Propose direction for IT.
g) Make recommendations for IT policies.
h) Guide efforts of IT to fulfill needs of the Student Body.

Clause 4 External Subcommittee

a) The external subcommittee shall be concerned directly with IT-related affairs in the Student Body.
b) The members of this committee shall be concerned with broader IT issues rather than specific technical solutions to those issues.
c) The Chair of this subcommittee shall give a report to the Chair at the biweekly meeting.
d) This subcommittee shall meet at least once per month.
e) Membership of the External Subcommittee shall include the Chair of the Subcommittee and three (3) other members of the ITSAC.

Clause 5 Internal Subcommittee

a) The internal subcommittee shall be concerned directly with specific IT problems.
b) The members of this committee shall be concerned with the specific technical solutions to IT issues.
c) The chair of this subcommittee shall give a report to the Chair at the biweekly meeting.
d) This subcommittee shall meet at least once per month.
e) Membership of the Internal Subcommittee shall include the Chair of the Subcommittee, three (3) others members of the ITSAC, and the Director of Technical Support Services as an *ex-officio*, non-voting member of the subcommittee.

Section B Health Center Advisory Committee (HCAC)

Clause 1 Membership

a) The Health Center Advisory Committee shall consist of seven members, one of which must be a Student Senator who has been chosen by the Student Senate.
b) The committee shall consist of at least one freshman, one sophomore, one junior, and one senior. A chair shall be appointed internally by the committee.
c) Each member, with the exception of the Student Senator, shall be selected by the Health Center Director and the current committee members, and shall serve on the committee for the remainder of the school year. At the beginning of the fall semester, the Student Senator shall contact the

members of the committee from the previous year, who shall meet to select students to fill the open positions on the committee. Open positions on the committee are created should committee members graduate, or discontinue membership from one year to the next.

d) Should a student choose to terminate membership on the committee midyear, the committee shall select a new member to serve for the remainder of the school year.
e) The number of committee members representing health professional fields shall be at the discretion of the committee.

Clause 2 Duties

a) The HCAC shall represent student concerns to the Student Senate and the University Administration, in correspondence with the American College Health Association guidelines.
b) Advise the Health Center Director in the functioning and continued improvement of the Health Center and serve as a source of direction and information for problems or concerns which may arise during the course of the year.
c) Establish a consistent liaison with Health Center programs.
d) Guide efforts of the Health Center to fulfill the health needs of students.

Section C Dining Services Advisory Committee (DSAC)

Clause 1 Duties

a) Represent the entire student body of Valparaiso University.
b) Gather student feedback.
c) Advise Dining Services in the functioning and continued improvement of on-campus dining services and serve as a source of direction and information for problems or concerns which may arise during the course of the year.

BYLAW VIII VALAPARASIO UNIVERSITY STUDENT SENATE OUTSTANDING LEADERSHIP, INVOLVEMENT, AND SERVICE AWARD COMMITTEE

Section A Membership

Chair
President of the Student Body
A University Council representative appointed by the Student Senate
A student appointed by the President of the Student Body
University Programming Council President
Assistant Director of Student Activities (*ex-officio*)

Section B The Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee.

Clause 1 Qualifications

a) Shall be a current Student Senator
b) Shall be selected by Student Senate at the annual organizational meeting.
c) Shall be a second term Senator unless all eligible Senators decline.

Clause 2 Duties

a) The Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall be responsible for reporting all actions of the committee to the Student Senate in a manner and time period deemed appropriate by the Student Senate.
b) The Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall be responsible for the execution of tasks conferred upon his/her committee by these Bylaws and by the Student Senate.
c) The Chair of Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall be responsible to give at least a monthly report to the Executive Committee stating the actions of his/her committee over the period from the last report given.
d) If the Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee neglects his/her duties as defined in these Bylaws, the President of the Student Body shall inform the Student Senate of the misconduct. The Student Senate may take disciplinary action against the Chair, including removal from office, or other actions as deemed necessary.

Clause 3 The Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Clause 4 The Chair of the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall submit all deadlines and forms for the Award to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.

Section C Duties of the Committee

Clause 1 The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall serve as the selection body for the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award.

Clause 2 The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall serve to promote and encourage student participation in the scholarship.

Clause 3 The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall convene in January to prepare for the scholarship and meet as required by the Chair thereafter.

Clause 4 The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Committee shall be responsible for the distribution of, and return date for the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award.

BYLAW IX THE COMMITTEE ON RESIDENCE

Section A Membership

Two Student Senators, one serving as Chair, the other as Secretary
One student from each residence hall, to be chosen by each residence hall according to the House Council Constitution
The Assistant Dean for Residential Life (non-voting)

Section B The Chair of Committee on Residence

Clause 1 Qualifications

a) Shall be a current Student Senator
b) Shall be selected by Student Senate at the annual organizational meeting.
c) Shall be a second term senator unless all eligible senators decline.
d) Must live in University provided residential housing not including Fraternity housing.

Clause 2 Duties

a) The Chair of Committee on Residence shall be responsible for reporting all actions of the committee to the Student Senate in a manner deemed appropriate by Student Senate. The Chair shall supply additional information the Student Senate deems necessary.
b) The Chair of Committee on Residence shall be responsible for the execution of tasks conferred upon his/her committee by these Bylaws and by the Student Senate.
c) The Chair of the Committee on Residence shall be responsible to give at least a monthly report to the Executive Committee stating the actions of his/her committee over the period from the last report given.
d) The Chair of Committee on Residence is responsible for leading investigations into residential issues.
e) The Chair of the Committee on Residence shall submit a list of committee

members and schedules of meetings to the Vice President of the Student Body by October 1st of the fall semester and February 1st of the spring semester.

f) The Committee on Residence shall review and recommend changes to all Student Senate legislation that directly affects Residential Life before official voting at General Assembly.

Clause 3 The Chair of Committee on Residence charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section C Secretary

Clause 1 The secretary will be selected by the Student Senate at the annual organizational meeting. The secretary must be a Senator who lives in a Valparaiso University residence hall.

Clause 2 Duties

a) The secretary shall maintain accurate records of Committee on Residence meetings.
b) Distribute minutes to all of the committee members, and also to the President and Secretary of Student Senate, as well as the House Council Presidents.

Section D Duties of the Committee

Clause 1 The Committee on Residence shall recommend changes in residence regulations to the Student Senate. All changes must be ratified by the Student Senate.

Clause 2 The Committee on Residence shall suggest to the residence halls possibilities for improvement.

Clause 3 The Committee on Residence shall promote and coordinate residence hall and inter-residence hall activities including educational and social programming.

Clause 4 The Committee on Residence shall recommend changes in residence regulations which lie within the policies formulated by the University Council and the President of the University. These changes can be recommended directly to the appropriate body. These changes may also be approved by Senate, and then recommended to the appropriate body.

Clause 5 The Committee on Residence shall be responsible for House Council and Judicial Board Constitutions, which must be approved by Student Senate.

Section E Meetings

Clause 1 The Committee on Residence shall hold meetings at least once every two weeks during the course of the academic year unless the committee deems it unnecessary to meet with the approval of the chair.

Clause 2 The Committee on Residence Chair shall set the day, time, and place.

Clause 3 One-half plus one of the voting membership of Committee on Residence shall constitute a quorum.

BYLAW X THE COMMITTEE ON MEDIA (COM)

Section A Membership

Clause 1 The Committee on Media shall consist of the following members:
One (1) Student Senator, who will serve as Chair
Five (5) Student Members, reviewed and recommended to Student Senate by the Screening Committee, and approved by the full Senate no later than May 1st of each year. Student Members shall have tenure of one year, new members may be appointed to fill unexpired terms should a vacancy occur.
Two (2) Faculty or Staff Members (appointed by the President of the University)
One (1) COM advisor (appointed by the President of the University)
Ten (10) *ex-officio* non-voting members composed of the five media executives and the advisors of the four media organizations.

The voting student members of the committee shall not be stipend members of any campus media organization.

Section B The Chair of COM

Clause 1 Qualifications

a) The Chair of COM shall have completed at least forty-five (45) credit hours at the beginning of his/her term of office.
b) The Chair of COM must be a Student Senator.
c) The Chair of COM cannot serve as a voting or non-voting member of the Senate Finance Committee

Clause 2 Duties

a) The Chair of the Committee on Media shall be responsible for reporting all actions of the committee to the Student Senate in a manner deemed appropriate by Student Senate. The Chair shall supply additional information the Student Senate deems necessary.
b) The Chair of COM shall be responsible for the execution of tasks conferred upon his/her committee by these Bylaws and by the Student Senate.

c) The Chair of the COM shall be responsible to give at least a monthly report to the Executive Committee stating the actions of their committee over the period from the last report given.
d) The Chair of the COM shall submit a list of committee members and schedules of meetings to the Vice President of the Student Body by October 1st of the fall semester and February 1st of the spring semester.
e) The Chair of COM must convene a meeting no later than the second meeting of Student Senate in the fall semester.
f) The Chair of COM is responsible for making the media executives aware of Senate Bylaws and rules.
g) An outgoing Chair of COM must aid the incoming Chair transition into the duties.

Clause 3 Chair of COM charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section C The Secretary of COM

Clause 1 The committee shall elect the secretary from among the voting members.

Clause 2 The secretary shall keep minutes of each meeting. The minutes must reflect attendance, motions, votes, and the reports of media executives. The secretary shall distribute copies of the minutes to the Chair of COM, the Vice President for Student Affairs, the Vice President of the Student Body, and all committee members.

Section D Duties

Clause 1 The COM shall advise Campus media organizations and help shape campus media policy.

Clause 2 The COM shall select the heads of campus media organizations, subject to the approval of Student Senate no later than three weeks before Spring Break.

Clause 3 The COM shall serve as a forum for discussion of campus media issues and shall hold regular meetings, at least monthly, for the discussion of said issues.

Clause 4 The COM shall examine budgets and financial reports, which must also be reported to the Executive Treasurer of the Senate.

Clause 5 The COM shall have the power to remove heads of campus media organizations contingent upon a two-thirds vote of the entire committee and the approval of Student Senate.

Clause 6 **The COM shall review and approve the codes of each media organization by majority vote, and will uphold and support decisions made in accordance with said codes. Upon approval by the COM, the Chair of COM must notify the Administration Committee of the approval, to allow that Committee to consider the approval of each organization. These codes must include the following:**

a) **Mission statement/statement of purpose**
b) **Advertising Policy**
c) **Obscenity Policy**
d) **Staff Hiring/Staff Firing Policy**
e) **Staff Conduct Policy**
f) **Job descriptions for all staff, including Media Executives**

Clause 7 The actions of Media Executives regarding publications and/or broadcasts that do not comply with the Bylaws or with the organization's own approved codes shall be subject to questioning by the Committee.

a) The Committee may require the Media Executive to be responsible for the broadcast or printing of a correction, retraction, or apology in the medium if the Executive has flagrantly violated one of the responsibilities outlined in this bylaw.
b) Refusal to broadcast or print a retraction must be justified to a meeting of the Committee in plenary session, which will then decide if this refusal is grounds for initiating the grievance procedure.
c) An Executive that persistently or flagrantly violates this bylaw may be removed from office as provided in Section J.

Clause 8 In the event that it becomes evident that there is a violation of, or intent to violate, any of the Bylaws, the Committee may take appropriate action to remedy the violation.

Clause 9 The Committee shall investigate cases where abridgements of editorial freedom may have occurred.

Section E Meetings

Clause 1 The Committee shall meet at least monthly during the academic year.

Clause 2 Special meetings may be called by the Chair or at the request of any two members of the Committee.

Clause 3 All Committee members shall be notified by the Chair of meeting times and places no later than five days prior to the scheduled meeting unless constrained due to an emergency.

Clause 4 Quorum for conducting business shall be two-thirds of the filled voting

membership of the Committee, including the Chair.

Clause 5 If the Chair is unable or unwilling to conduct a meeting, members of the Committee reserve the right to call an emergency meeting at the request of any two members pursuant to Clause 2. The Vice President of the Student Body shall conduct the meeting.

Section F Editorial Freedom

Clause 1 The Committee on Media shall do everything in its power to ensure that the freedoms of the student media organizations are not abridged by confiscation of issues or of facilities; suspension of publication or broadcasting; academic, personal, or financial sanctions; arbitrary removal of staff members; or threats of these actions.

Clause 2 The executive of each medium shall have full responsibility for the policies and content of the medium. No one outside of the student staff shall delete, dictate, or revise the content of the student media, except as specified in this bylaw.

Section G Editorial Responsibility

Clause 1 Each Media Executive shall recognize a responsibility to adhere to a generally accepted code of ethics.

a) The Station Manager of WVUR-FM shall be familiar with and be responsible for compliance with the Code of the National Association of Broadcasters, the regulations of the Federal Communications Commission that apply to non-profit educational broadcast licensees, and the Student Senate Bylaws.
b) The Editors-in-Chief shall be familiar with and attempt to uphold professional standards of journalistic excellence as defined by those within the field and the Student Senate Bylaws.

Clause 2 The executive of each organization shall be familiar with the medium's standards for what constitutes obscenity and defamation. Each executive shall be responsible for providing definitions of what constitutes obscenity and defamation to all management and staff members of that medium on at least an annual basis.

Clause 3 The executive of each medium shall maintain the highest standards of accuracy and fairness, and shall respect the rights of all persons.

Section H Organizational Finances

Clause 1 The student media shall be financed from the Student Senate budget, from advertising, from subscriptions and from other related fees approved by the Committee on Media.

Clause 2 The Treasurer of Student Senate shall record the revenue from each media organization in separate accounts.

Clause 3 The Treasurer of Student Senate shall make disbursements from the organization's account in payment of expenses incurred by the student media organizations in accordance with their allocated budget, subject to relevant Bylaws.

Clause 4 The budget proposal of each medium shall be created by the Media Executive, her/his Business Manager, Adviser, and with the advice from the Treasurer of Student Senate and Finance Committee. The final budget proposal must include signatures of the Media Executive, Business Manager, and Adviser.

Clause 5 The Media Executive and Business Manager of each organization shall make an itemized quarterly report to be filed with the Committee. These dates shall be determined annually by the Committee Chair and the Media Executive of each organization.

Clause 6 Should a media organization need to make a large, long term capital expenditure beyond the scope of yearly budgeting, the Student Senate Treasurer will make arrangements for the planned expenditure. The Media Executive is responsible for submitting a request to Finance Committee to set aside money for this expenditure.

Section I Advisors

Clause 1 Each media organization shall be appointed an Advisor, which may be appointed from any department at the discretion of the respective Department Chair. The respective Executive of Media organizations must be notified of the selections.

a) The Advisors to the Torch, WVUR, and the Beacon shall be appointed by the Communication Department Chair.
b) The Advisor to the Lighter shall be appointed by the English Department Chair.

Clause 2 These appointments are subject to approval by the President of the University.

Clause 3 At the beginning of the academic year, the Advisor role shall be defined by the respective Department Chair, in consultation with the Advisor and the Media Executive.

Clause 4 The Department Chair shall submit a written description of the Advisor role to the Committee on Media, the Media Executive, and the Vice President for Student Affairs.

Clause 5 If an agreement can not be reached as to the Advisor's responsibilities, each party shall submit a copy of their proposed Advisor role to the Committee on Media, which shall act as an intermediary and decide on a finalized version of the Advisor's role.

Clause 6 The Advisor shall participate in the organization's fall workshop.

Clause 7 If a media organization experiences problems with its Advisor, the organization's executive should first discuss the situation with its Advisor.

Clause 8 If the situation has not been satisfactorily addressed, the Department Chair, the Advisor, and the Media Executive shall create a plan of action as to how to rectify the situation. This plan should be submitted in writing to the Committee on Media and the Vice President for Student Affairs.

Clause 9 If an agreement to resolve the situation cannot be reached, each party shall submit a copy of their proposed plan to the Committee on Media, which shall act as an intermediary and decide on a finalized plan of action.

Clause 10 If the Advisor is not satisfying the requirements of the agreed-upon plan of action, then the Media Executive may request a change of Advisor from the Department Chair.

Clause 11 If the Department Chair chooses not to recommend a new Advisor to the President of the University, then the Media Executive may request that the Vice President for Student Affairs to make a recommendation to the President of the University.

Section J Media Executives

Clause 1 Media Executives shall be selected prior to Spring Break by the Committee on Media for a term of one year.

Clause 2 Announcement that the Committee is accepting applications for the executive positions of the organizations shall be duly made in two issues of the Torch and for two weeks of broadcasting on WVUR, and VUTV prior to the application deadline.

Clause 3 Qualifications:

a) Must be a full-time student
b) Must have a cumulative grade point average of at least 2.5
c) Must have completed 45 credit hours by the beginning of the term.
d) The Committee should take into account the applicant's other commitments.

Clause 4 Procedure:

a) Applicants shall submit written applications to the Chair of the Committee which shall contain the applicant's qualifications and proposed policies.
b) Committee members shall receive copies of these applications.
c) Each applicant shall be interviewed by the Committee in a session to which the President of the University has been invited.
d) The Committee shall vote by secret ballot with the result decided by plurality.
e) The Committee shall notify all applicants immediately of its selection.
f) The appointments shall be subject to the approval of Student Senate.

Clause 5 If a Media Executive is unable to continue her/his duties until the end of her/his term of appointment, selection of a replacement for the duration of the term shall be as follows:

a) The standard appointment procedure as defined in this Section, Clauses 2-4 should be followed.
b) The person selected by the Committee may begin to serve immediately as the Acting Media Executive.
c) Should the Student Senate approve the Committee's recommendation, the Acting Media Executive shall become the Media Executive and officially assume all powers and responsibilities of that position for the duration of the term.

Clause 6 The Media Executives are the chief officials of each organization.

Clause 7 Each Media Executive shall be responsible to formulate a mission statement for the media organization. This statement should include a clause reflecting that the organization serves a unique educational purpose for students.

Clause 8 The Media Executive shall present copies of the media organization's codes to the Committee on Media at the beginning of the year for approval. A copy of a recognition form and a copy of all Constitutions, Bylaws, or Codes must also be on file with the Administration Committee.

Clause 9 The Media Executive has full authority to select staff members, and is fully responsible for their actions.

Clause 10 Each Media Executive shall organize and conduct a fall workshop for all staff that defines a professional workplace environment, procedures for handling staff complaints, and other organizational expectations. The Advisor shall be introduced to the staff at this meeting.

Clause 11 Media Executives may not sign binding contracts affecting their publications.

Clause 12 Each Media Executive shall prominently display the names of the Committee on Media members in the office of the media organization.

Clause 13 Duties of the executives also shall include:

a) Planning and organizing.
b) Hiring staff and delegating authority.
c) Negotiating appropriate contracts.
d) Preparing a budget for Student Senate.
e) Overseeing all financial matters.
f) Making all layout and design decisions.
g) Choosing and editing material.
h) Publishing and distributing the publication.
i) Overseeing advertising.
j) Maintaining equipment.

Clause 14 The Committee on Media shall be responsible for hearing all formal complaints against a Media Executive.

Clause 15 When proceeding under this section Media Executives shall not participate in any voting or discussion, except to provide a statement to the Committee and field questions from the Committee. Quorum under this section shall be determined without the inclusion of the Media Executives.

Clause 16 The Committee on Media shall have sole authority to censure a Media Executive.

Clause 17 The Committee on Media shall have the authority to remove a Media Executive of an organization subject to the approval of Student Senate.

Clause 18 If a member of a media organization experiences problems with the Media Executive, the situation should be first discussed with the Advisor. If a resolution to the situation cannot be reached, a complaint may be submitted to the Committee.

Clause 19 A formal written complaint against a Media Executive outlining specific grievances shall be presented to the Committee Chair.

Clause 20 The Chair will present the complaint to the Committee, at which time the Committee will vote whether or not to begin the grievance procedure by a majority vote.

Clause 21 Grievance Proceedings

a) The Committee and the Media Executive shall be given no less than 48 hours to review the complaint and any relevant facts.
b) Thereafter, the Chair shall convene a meeting at which the complaint will be presented to the committee for action.
c) The Media Executive shall be given the opportunity to present a response to the complaint and answer questions asked by the Committee.

d) The Committee shall move into closed session for discussion and voting on appropriate action.
e) Voting on appropriate action regarding the Media Executive in question shall be by secret ballot, and a two-thirds majority vote of those eligible to vote under this section is required for action.
f) The Media Executive, the complainant, and the remainder of the Committee shall be notified of the Committee's decision.
g) The details of the grievance proceedings shall remain confidential.
h) Should the Committee vote to remove the Media Executive, the Media Executive shall be suspended pending the decision of Student Senate.
i) The Chair shall maintain a document of proper grievance procedure.

Clause 22 In the event that no executive is chosen to head a particular medium for the next academic year, the Advisor shall continue to serve on the Committee to represent the interests of the medium, to facilitate efforts to remedy the situation, and to assume the responsibilities of the Media Executive.

Clause 23 The Advisor shall serve on the Committee for at least three years. If no executive is found in that time, the Committee may remove the media organization from the Codes by a two-thirds affirmative vote, subject to the approval of Student Senate.

Section K Business Managers

Clause 1 Each medium shall have a Business Manager entrusted with such duties of said position by the organization in accordance with that organization's codes.

Clause 2 The Business Manager shall be selected by the organization's Media Executive.

Clause 3 All advertising and miscellaneous income shall be collected by the Business Manager for each medium, recorded and given to the Treasurer of the Student Senate to record and deposit.

Section L Recognition of Media staus

Clause 1 Individuals wishing to begin such a new media organization must submit a proposal to the Committee which specifies:
a) Mission and purpose of the new organization
b) Editorial/management staff structure and duties
c) Editorial policies and operations handbook
d) Obscenity policy
e) Frequency of broadcast/publication
f) Location of organization
g) Itemized budget
h) Proposed sources of revenue (advertising, subscription, Student Senate or

other)

i) Other relevant information requested by the Committee

Clause 2 The proposed media organization must conform to all the Bylaws of the Student Senate.

Clause 3 Proponents of the proposed organization must show evidence of interest by also submitting to the Committee:

a) A petition of 300 student signatures in favor of the new organization.
b) A list of people who have indicated their willingness to fill specific editorial, management or staff positions.
c) A statement of interest by a faculty, administration, or staff member who would be appointed as the Advisor of the organization.

Clause 4 The Committee will review the materials and hold a meeting to discuss the proposal with the individual(s) who submitted it.

Clause 5 The proposed media organization may be approved as a probationary media organization by majority vote of the Committee on Media, subject to the approval of the Administration Committee and the Student Senate.

Clause 6 Appointments for the new organization's Media Executive and Adviser shall follow the procedures outlined in Section I and J of this Bylaw.

Section M Probationary Media Organizations

Clause 1 Any new media organization shall automatically be put on a probationary status for two (2) years, during which it will be subject to the following specified restrictions.

Clause 2 The Committee shall conduct quarterly reviews of the organization during its probationary status to determine the effectiveness of the organization and recommend changes in budgeting, structure, staff, or any other aspect of the organization.

Clause 3 The Committee may approve necessary changes by majority vote and the Media Executive shall be responsible for carrying out these changes.

Clause 4 The Committee may forbid publication or broadcasting of the new media organization if deemed necessary by a three-fourths affirmative vote of the Committee, subject to the approval of Student Senate.

Clause 5 At the end of the probationary period, the Committee shall review the organization's probationary status.

a) The organization may be approved for full media organization status by a

majority vote of the Committee, subject to the approval of the Student Senate.

b) The organization's probationary period may be extended by another year by a majority vote of the Committee.

c) The organization's media organization status may be revoked by a majority vote, subject to the approval of the Student Senate.

BYLAW XI ELECTIONS COMMITTEE

Section A Membership

Clause 1 The Elections Committee shall consist of five student members.

Clause 2 The Chair shall be screened by Screening Committee, and then approved by the Student Senate.

Clause 3 The Chair shall nominate the remaining four members of the Committee, who must be approved by the Student Senate.

Section B The Elections Chair

Clause 1 Qualifications

a) The Elections Chair shall have completed at least forty-five (45) credit hours at the beginning of his/her term of office
b) The Elections Chair must have and maintain a minimum cumulative GPA of at least 2.5.

Clause 2 Duties of the Chair

a) The Elections Chair shall be responsible for reporting the actions of his/her committees to the Student Senate in a manner deemed appropriate by the Student Senate. The Chair shall supply additional information the Student Senate deems necessary.
b) The Elections Chair shall be responsible for the execution of tasks conferred upon his/her respective committees by these Bylaws and by the Student Senate.
c) The Elections Chair shall be responsible to give at least a monthly report to the Executive Committee stating the actions of his/her committee over the period from the last report given.
d) The Elections Chair shall submit a list of committee members and schedules of meetings to the Vice President of the Student Body by October 1st of the fall semester and February 1st of the spring semester.

Clause 3 An Elections Chair charged with misconduct or negligence of duty shall be brought before the Student Senate for removal of office following the procedure set forth in Article VII of the Student Senate Constitution.

Section C Duties of the Committee

Clause 1 The Elections Committee shall enforce the election rules in Bylaw XXIV.

Clause 2 The Elections Committee shall find workers for the polls.

Clause 3 The Elections Committee must inspect and verify the integrity, along with any of the candidate in each district who wish to accompany the Elections Committee, of each polling place at least one hour before the opening of the polls. The Chair of the Elections Committee shall submit all deadlines and forms regarding elections to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.

Clause 4 The Elections Committee shall count the ballots on election night.

Clause 5 The Elections Committee shall make decisions on violations, interpretations, and complaints regarding the rules in Bylaw XXIV.

Clause 6 The Elections Committee shall advertise for elections.

Clause 7 Additional duties may be given to the Elections Committee by the Student Senate as it deems necessary.

BYLAW XII ELECTIONS GRIEVANCE COMMITTEE

Section A Membership
The committee will contain seven members; 6 full voting members and a chair that votes only in a tie. No member of the committee can be a candidate in the election. If any of the student members are involved as a candidate in the election, they will be replaced as outlined in Clause 4.

Clause 1 Members

a) Student Body President
b) Student Body Vice-President
c) 3 Students Elected by the Executive Committee of Student Senate at the first Executive Meeting after Elections Petitions are due
d) 2 Faculty Members appointed by the President of the University

Clause 2 Advisors
The Advisors of Student Senate will serve in an *ex-officio* non-voting capacity on this committee

Clause 3 Chair

a) The Chair of the committee will be elected at the first meeting from among the student members.
b) The Chair must be a student.

Clause 4 Student Membership Conflicts

a) A student involved as a candidate or an official representative cannot be a part of the Elections Grievance Committee due to a conflict of interest.
b) At the first Executive Meeting after the conflict is identified, the Executive Committee will approve a replacement in the same manner that the other student members are selected.

Clause 5 Quorum is five voting members present.

Section B All deliberations will be held in closed door and deliberations will remain sealed.

Section C The Elections Grievance Committee shall adjudicate all conflicts arising as a result of the elections rules in Bylaw XXIV and all appeals from candidates.

BYLAW XIII THE GRIEVANCE COMMITTEE

Section A Membership

Clause 1 The Grievance Committee shall consist of the following members:
Seven Student Senators
Parliamentarian*, ex-officio*, non-voting

Clause 2 The Student Senate shall elect the Grievance Committee at the Fall Organizational Meeting. An alternate shall also be elected at the same time.

Clause 3 The Committee shall elect its chair and secretary from among the seven voting members. The Chair shall be at least a second term Senator, unless all eligible candidates decline the position. The Chair shall only vote to break a tie among the voting members.

Clause 4 The alternate shall assume the role of any member of the committee if the member is the individual up for impeachment charges or otherwise unable to perform his/her duties.

Section B The Grievance Committee shall act in accordance with its role in impeachment procedures as outlined in Article VII of the Constitution of the Student Senate.

Section C Quorum for the Grievance Committee shall be all voting members.

BYLAW XIV THE SCREENING COMMITTEE

Section A Membership

Clause 1 The Screening Committee of the Student Senate shall consist of the following members:
Five Senators, at least one shall be a second term Senator
The President of the Student Body, *ex-officio*, non-voting

Clause 2 The Student Senate shall elect the Screening Committee at the Fall Organizational Meeting.

Clause 3 The Screening Committee shall elect its own chair from among the five members. The Chair must be at least a second-term Senator, unless all eligible candidates decline the position. The Chair shall vote only to break a tie among the voting members. The committee shall elect its secretary from among the four remaining Senators. The secretary shall be responsible for keeping the minutes and attendance of all meetings.

Section B Duties

Clause 1 The Screening Committee shall screen and recommend applicants to the positions of: Executive Treasurer, Assistant Treasurer, Executive Secretary, Public Relations Coordinator, Parliamentarian, Elections Chair, and members of the Committee on Media. These recommendations for the following academic year shall be made at least two weeks prior to the end of classes in the Spring Semester.

Clause 2 The Screening Committee shall also screen applicants for Senate seats or Executive offices whenever a vacancy exists. These recommendations shall be made on an as-needed basis, according to seat openings.

Clause 3 In the event of a vacancy, the campus publications will advertise the vacancies of both appointed Student Senate positions and open Student Senate seats. The advertisement shall include information requiring applicants to submit a written application prepared by the Screening Committee. The Chair of the Screening Committee shall submit all deadlines and forms regarding vacancies in Student Senate to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.

Clause 4 The aforementioned application will cover areas pertinent to the position, such as qualifications and reasons for applying. Applicants will give the Chairman of the Screening Committee completed applications.

Clause 5 The Screening Committee shall confirm that all applicants meet the

requirements set forth in the Bylaws and confirm with the registrar's office that all applicants meet the minimum Grade Point requirements to fill the position.

Clause 6 The Screening Committee shall set times for interviews with the applicants.

Clause 7 The Screening Committee may ask any questions of the applicants it deems relevant during the interview.

Clause 8 Members of the Screening Committee shall be unbiased in their evaluations of the applicant's qualifications.

Clause 9 Any Committee member may excuse themselves if they feel that by interviewing any applicant they may be unduly bias or prejudice concerning that person.

Section C Reports to Student Senate

Clause 1 The Screening Committee shall make a recommendation to the Student Senate as to the most qualified applicant. The Screening Committee will also prepare an objective report on its findings on each applicant. The Chair of the Screening Committee shall present this report to the Senate.

Clause 2 Any committee member who disagrees with either the content or intent of the majority may submit a minority report to the Student Senate.

Clause 3 The Committee shall answer any pertinent questions that any Student Senate member has concerning the applicant.

Clause 4 All recommended applicants shall be present during the Student Senate meeting to answer questions in the event the Committee is unable to answer Student Senate's questions concerning the aforementioned persons. However, if the Student Senate wishes to discuss the recommendation without the recommended applicant present, the candidates will be asked to leave the room.

Section D All recommendations of the Screening Committee shall require a two-thirds affirmative vote of the Student Senate in order to become effective.

BYLAW XV THE FINANCE COMMITTEE

Section A Membership

Clause 1 The Finance Committee shall consist of the following members:
Five Senators, at least one shall be a second term Senator and one shall be a senator with freshman class rank.
The President of the Student Body, *ex-officio*, non-voting
The Executive Treasurer of the Student Senate, *ex-officio*, non-voting.

The Assistant Treasurer of the Student Senate, *ex-officio*, non-voting

Clause 2 The Student Senate shall elect the Finance Committee at the Fall Organization Meeting of the Student Senate.

Clause 3 The Finance Committee shall elect its own Chair. The Chair must be at least a second term Senator, unless all eligible candidates decline the position. The Chair shall only vote to break a tie among the voting members. The Committee shall elect its secretary from among the four remaining Senators. The secretary shall be responsible for keeping the minutes and attendance of all meetings. The Chair and Secretary shall keep careful record of requests, including (but not limited to) the type of request, the organization requesting, the amount requested by the organization, the amount of approved by the Finance committee, and the amount approved by Senate. These records shall be used to aid future review of bylaws.

Section B Duties

Clause 1 The Finance Committee shall be responsible for all fiscal recommendations to the Student Senate.

Clause 2 The Finance Committee shall submit a budget to the Student Senate at least four weeks prior to the end of the Spring Semester.

a) The amount of total anticipated Student Fees upon which this budget is based shall be determined from estimates of enrollment of the following year as provided by the University Administration to the Finance Committee.
b) The Finance Committee shall utilize requests by the current editors, chairpersons and leaders of the Tier 1 organizations requesting funding. These requests shall be submitted on Standardized Budget Request Forms and in accordance with the guidelines set for by the Budgetary Supplement.
c) The deadline to submit a budget to Finance Committee will be set no earlier than one week after the Senate's confirmation of new media executives and no later than Spring Break.

Clause 3 The Finance Committee shall have the power to adjust the budgets of funded organizations at the beginning of the fall and spring semester if the actual student activity fees income from the University falls short of that anticipated during the previous year's budgeting process. This redraft of the budget shall receive the advice and consent of Senate.

Clause 4 The Finance Committee shall require student organizations to return the amounts of revenue agreed upon in their budgets to Senate and shall have the power to adjust the budgets of a funded student organization if said organization fails to return enough revenue. This redraft of the budget shall receive the advice and consent of Senate.

Clause 5 It shall be the duty of the Finance Committee to consider, approve, and present the budgets of all student organizations. The Committee shall set the deadline each semester for budget submissions. After receiving budgets from organizations, the Committee shall meet with those organizations, and then consider the approval of their budgets. Any guidelines regarding the cutting of money that will be placed across all student organizations for a specific tier shall be brought to Student Senate. It is here that Senate will give recommendations to the Finance Committee on what their opinion is on the budgeting cuts. However, it will be up to the discretion of the Finance Committee to make the final decision regarding the guidelines. The budgets for Common Interest Tier 3 and New organizations shall be presented near the end of each semester; the budgets of Tier 1 and Common Interest Tier 2 organizations shall be presented near the end of each academic year. Senate can ratify these budgets by a seven-eighths affirmative vote. A budget that does not pass this vote shall be returned to the Finance Committee.

Clause 6 "The Finance Committee shall never, under any circumstance, approve budgets such to allocate more than 100% of student activities fees projections, except in the special case presented under BYLAW XXIII FINANCIAL ACCOUNT GUIDELINES, Section C: The Rollover Account, Clause 2: "In the spring semester, the remainder of the Rollover Account may be used as additional funding for the following year's General Treasury Account for spring budgeting. The Finance Committee will propose the amount of this transfer, and Student Senate may ratify it with a majority vote."

Clause 7 If an organization deems it so necessary, it may request up to 10% of its budget in advance. The calculation of the maximum amount shall be based on the budget for the current year; the request shall be for the following year's budget. The organization would have to submit a request to the Finance Committee and prove that the request to have part of its budget pre-approved is substantially necessary to the operation of the organization and that the request is substantially financially beneficial. If the Finance Committee approves the request, then it must be presented to Senate. The Senate can approve the request by a vote of seven-eighths. If approved by the Senate, the request shall be considered with the same regard as a budget passed in the regular fashion. If approved by the Senate, it cannot be altered during the regular budget season.

Clause 8 The Finance Chair will be responsible for keeping a file on all Tier 1 organizations that are granted capital expenditures and other recognized organizations that are granted special appropriations. The file will note the amount of the grant or appropriation and will be adjusted accordingly as receipts are submitted by these organizations.

Clause 9 The Finance Committee shall review the status and amount of the Student

Activities Fees every four years as outlined in Article V, Section E of the Constitution.

Clause 10 The Chair of the Finance Committee shall submit all new or updated financial forms, deadlines for budgets, and deadlines for Special Appropriations requests to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.

Section C Voting

Clause 1 Voting is defined among the majority of the voting membership present as the explicit definition of "yea" or "nay," and thereby counts abstaining parties in the majority calculation but excludes those voting members not present from the majority calculation.

Clause 2 A simple majority is defined upon the explicit agreement of more than 50% of those voting, which includes those abstaining from the vote.

Clause 3 A 2/3 majority is defined upon the explicit agreement of more than 2/3 of those voting, which includes those abstaining from the vote.

Clause 4 In like form, therefore, all other majority definitions are defined accordingly.

Section D Meetings

Clause 1 The Chair shall call all meetings of the Finance Committee.

Clause 2 The Finance Committee shall hold regular meetings; at least one before each regularly scheduled Student Senate meeting, in accordance with the academic calendar.

Clause 3 At least fifty-one (51) percent of all voting members and the chair must be present to constitute a quorum at a meeting during the academic year. Voting membership does not include the chair. Quorum must be maintained for the extent of any committee meeting.

Section E Special Budget Change Requests

Clause 1 If a Tier 1 organization requests the amount in a specific line item to be increased, the Executive Treasurer may approve or deny such an increase up to the amount of $500. If Common Interest Tier 2 organization requests the amount in a specific line item to be increased, the Executive Treasurer may approve or deny such an increase up to the amount of $200. If a Common Interest Tier 3 or New organization requests the amount in a specific line item to

be increased, the Executive Treasurer may approve or deny such an increase up to the amount of $50. This additional amount will be taken from a different line item of that organization's budget agreed upon by the Executive Treasurer and the requesting organization. The Executive Treasurer shall report all line-item shift submission to the Senate at the next plenary meeting after the submission; the report shall include both shifts that are approved and denied. The Senate may reverse the decision on any line-item shift approval by the Executive Treasurer when the shift is reported to Senate. If the Executive Treasurer denies the line item shift, the organization may appeal the decision to the Finance Committee of Student Senate.

Clause 2 If the requested line item increase is in excess of $500, the requesting organization must petition the Finance Committee of Student Senate to review the increase. The Finance Committee of Student Senate will then make a recommendation to Student Senate who can then ratify the adjusted budget by a simple majority affirmative vote. The amount added to the line item will be taken from another line item in the organization's budget as agreed upon by the Finance Committee of Student Senate and the requesting organization and as ratified by the simple majority affirmative vote of Student Senate.

Clause 3 If the requesting organization wishes to add a line item that is not currently on their budget and fund such a line item by moving funds from a line item that does exist on their budget, they must petition the Finance Committee of Student Senate to review their request. The Finance Committee of Student Senate will then make a recommendation to Student Senate who can then ratify the proposed addition to the budget by a simple majority affirmative vote. The amount in the new line item will be taken from another line item in the organization's budget as agreed upon by the Finance Committee of Student Senate and the requesting organization and as ratified by the simple majority affirmative vote of Student Senate

Section F Consideration Guidelines for all Student Organizations

Clause 1 The Finance Committee will consider budgets and appropriations within the bounds of Bylaws XVII-XX and Sections F though I of this Bylaw

Clause 2 Voting and non-voting members, as well as the Chair, of the Finance Committee may present budgets to the Finance Committee upon meeting with an appropriate member of the organization submitting a budget during the bi-annual and annual budget meetings and provided that no member presenter of a budget to the Finance Committee is a member of the submitting organization.

Clause 3 The Finance Committee shall not approve requests containing the following items:

a) Memorials, donations, and contributions
b) Food during conferences and general meetings
c) “Slush,” “miscellaneous” and “special appropriations” funds, etc.
a) Protests to express political opinions

Clause 4 The committee will consider reasonable transportation, lodging, and registration costs to be appropriated according to demonstrated fiscal need, fiscal history, precedent set at the discretion of the Finance Committee, the number of members of said organization attending, and to the anticipated benefit to the Student Body from said event/conference.

Clause 5 In order to receive funds, all student organizations must send the Treasurer, President, or representative of the President to the Leadership Conference sponsored by Student Senate in the fall or spring semester. If the Treasurer is unable to attend, a meeting must be scheduled with the Executive Treasurer of the Student Senate before funds may be received.

Clause 6 Budget deadlines for organizations shall be set each semester or each year, the exact date to be decided upon by the Finance Committee.

Clause 7 Upon request by a majority vote of the finance committee, any group which receives funds from the Student Senate must provide any and all financial information regarding that organization’s expenses and/or income, whether earned, inherited or given. Individual senators may request this information subject to the approval of Finance Committee. Requested information must be provided within two weeks or ten class days.

Clause 8 Projected expenditures and anticipated revenue must be itemized in an organization’s budget request. The Finance Committee will not review the request until it is itemized.

Clause 9 Any sale of equipment must be approved by the Finance Committee. All such remaining funds shall be placed into the Student Senate general capital expenditures fund for the following academic year. All funds received via the sale of said equipment must be verified with receipt.

Clause 10 No requests for encumbrance will be considered from a given academic year after the first week of classes for the following year.

Section G Consideration Guidelines for Tier 1 Organizations

Clause 1 In the event that an organization’s expenditures exceed its allotted budget for that academic year, the amount of its extra expenditures shall be deducted from their approved budget for the following academic year. The amount shall not exceed ten percent of the approved budget for the following academic year.

Clause 2 Tier 1 organizations may request funding from the general capital expenditure fund for the replacement of broken and/or antiquated equipment. Unnecessary or unreasonable upgrades will not be considered.

Section H Consideration Guidelines for Common Interest Tier 2 Organizations

Clause 1 No funds shall be awarded for paid officers, paid positions or honorariums to members within the organization.

Clause 2 Funding requests for uniforms will be considered if the uniforms are to remain in the organization for a period of at least two years.

Clause 3 In the event that an organization's expenditures exceed its allotted budget for that academic year, the amount of its extra expenditures shall be deducted from their approved budget for the following year. The amount shall not exceed ten percent of the approved budget for the following academic year.

Section I Consideration Guidelines for Common Interest Tier 3 and New Organizations

Clause 1 No funds shall be awarded for paid officers, paid positions or honorariums to members within the organization.

Clause 2 Total Recognized budget requests shall be approved for no more than $500 per semester.

Clause 3 Reasonable funding requests for speakers shall be considered with consideration of other possible funding sources.

Clause 4 Funding requests for uniforms will be considered if the uniforms are to remain in the organization for a period of at least two years.

Section J Consideration Guidelines for Non-Funded Organizations

Clause 1 Non-Funded Organization will not be able to request funds from Student Senate Activities Fees.

Clause 2 Non-Funded Organizations will have other benefits granted by Student Senate.

BYLAW XVI THE ADMINISTRATION COMMITTEE

Section A Membership

Clause 1 The Administration Committee shall consist of the following members:
Five Senators, a minimum of one shall be at least a second term Senator and one

shall be a freshman
The President of the Student Body, *ex-officio*, non-voting.
The Parliamentarian of the Student Senate, *ex-officio*, non-voting.

Clause 2 The Student Senate shall elect the Administration Committee at the Fall Organizational Meeting.

Clause 3 The Committee shall elect its chair from among the five Senators. The Chair shall be at least a second term Senator, unless all such candidates decline the position.

Clause 4 The committee shall elect its secretary from among the four remaining Senators. The secretary shall be responsible for keeping the minutes and attendance of all meetings, as well as recording all actions of the Committee. These minutes shall be sent to the members of the Committee and made available to the President of the Student Body. The secretary shall retain voting status in the committee.

Section B Duties

Clause 1 Administration Committee shall require all campus organizations seeking Student Senate recognition to complete and submit requests for recognition or re-recognition as established in Bylaws XVII-XX.

Clause 2 Administration Committee shall maintain a file of all approved organizations' material in the Student Senate office.

Clause 3 Each semester, Administration Committee shall report in writing to Student Senate the status of all organizations and publish a directory that lists and describes all approved student organizations.

Clause 4 Administration Committee shall review and evaluate the Constitution and Bylaws of Student Senate. Administration Committee shall also create or review proposed amendments or changes and update the Constitution and Bylaws as such changes are made.

Clause 5 Administration Committee shall adjudicate all conflicts between student organizations.

Clause 6 Administration Committee shall be responsible for the enforcement of the approval guidelines. A member of the committee shall contact any unapproved organization that is partaking in the benefits listed in Bylaw XVII, Section B, explaining the infraction and encouraging approval.

Clause 7 Before the deadline given by the Finance Committee for budgets, the Administration Committee chair shall inform the Finance Committee Chair which

organizations will have to submit budgets.

Clause 8 The Chair of the Administration Committee shall submit all new or updated administration forms, deadlines for recognition, deadlines for re-recognition, deadlines for organizations list, and updated governing documents to the Webmaster and Public Relations Coordinator of Student Senate for distribution to the Student Body.

Clause 9 The Administration Committee will have the duty of assigning Student Senate members to be Student Senate Liaisons to student organizations.

a.) All Senators are required to be a liaison to one or more student organizations at the discretion of the Administration Committee.
b.) Student Senate Liaisons will be designated within the first month after the first Student Senate meeting of the fall semester.
c.) The Administration Committee shall, at the conclusion of liaison apportionment in the fall semester and again after the first General Assembly meeting in the spring semester, publish a list of liaisons and shall provide said list to the Senate and the student organizations. Additional publication of a liaison list may be made at the discretion of the Administration Committee.
d.) Liaison assignments will be reapportioned throughout the academic year as needed at the discretion of the Administration Committee.
e.) The role of a Student Senate Liaison is to facilitate the learning process for student organizations with regard to Student Senate and to answer any related questions said organization may have.
f.) Student Senate Liaisons will be versed in Senate budget processes so that they can effectively and efficiently advise student organizations.
g.) Tier 1 organizations must have a Student Senate Liaison who has been in Student Senate for no less than one semester.
h.) All Senators shall keep in correspondence with their designated organization(s) on at least a monthly basis.
i.) The Chair of the Administration Committee shall work with the Vice President to establish a schedule of meetings for Tier 1 organizations to address the General Assembly, in accordance with Bylaw XIX, Section F, Clause 1.

Section C Voting

Clause 1 Voting members shall be all the members of the committee, selected by the Student Senate, excluding the appointed Chair. The Chair shall vote only in case of a tie.

Clause 2 Voting is defined as the explicit expression of “yea” or “nay” among the majority of the present voting membership and thereby counts abstaining parties in the majority calculation but excludes those voting members not present from the majority calculation.

Clause 3 A simple majority is defined upon the explicit agreement of more than 50% of those present and voting, those abstaining from the vote are not counted for calculation of the majority. For a vote to be valid, at least 50% of present voting members must vote.

Clause 4 In like form, therefore, all other majority definitions are defined accordingly.

Section D Meetings

Clause 1 All meetings shall be called by the Chair of the Administration Committee.

Clause 2 The Committee will meet on an as needed basis, at the discretion of the Chair.

Clause 3 At least fifty-one (51) percent of all members must be present to constitute a quorum at a meeting during the academic year. Voting membership does include the chair and they will be allowed to vote on all matters unless they have a personal conflict of interest with regards to the matter being voted upon.

BYLAW XVII STUDENT ORGANIZATIONS

Section A Requirements of All Student Organizations

Clause 1 All student organizations must have a faculty or staff advisor, any individual employed by the University.

Clause 2 All student organizations must be run entirely by students. The executive and stipend positions of the student organization must be filled by undergraduate students.

Clause 3 All student organizations must have constitutions, which must have the following items:

a) A purpose statement, one that does not oppose that of Valparaiso University
b) Description of the organization's structure
c) Description of the organization's operations
d) Description of who is eligible to be a member (expressly delineating that only Valparaiso University undergraduate students can be voting members of their organization)
e) A clause specifying that all executive and stipend positions must be filled by Valparaiso University undergraduate students
f) Description of the expectations of being a member
g) A clause specifying that membership and voting rights will be based on individual merit, free from discrimination based on race, color, national origin, disability, age, or sexual orientation
h) An amendment process

Clause 4 All student organizations must have a Student Senate Liaison.
a) All Senators are required to be a consultant to one or more student organizations.
b) Administration Committee will be charged with assigning Student Senate Liaison.
c) Student Senate Liaisons will be designated with the first month after the first Student Senate meeting of the fall semester.
d) The role of a Student Senate Liaison is to facilitate the learning process for student organizations in regard to the workings of Student Senate and to answer any related questions said organization may have.
e) Tier 1 organizations must have a Student Senate Liaison who has been in Student Senate for no less than one semester.
f) All Senators shall keep in correspondence with their designated organization(s) on a monthly basis.

Section B Benefits for all Senate approved student organizations

Clause 1 Authorized to participate in the Fall Activities Fair.

Clause 2 Authorized to be published in the Student Handbook, the Valparaiso University Catalog, the Student Organization Directory, the Monthly Activities Calendar and other like publications.

Clause 3 Authorized to utilize campus media resources.

Clause 4 Authorized to utilize campus room and area reservation space.

Clause 5 Authorized to receive Student Activities Money according to Student Senate guidelines.

Clause 6 Authorized to publicize on campus according to rules and regulations.

Clause 7 Authorized to sponsor activities on campus.

Clause 8 Placed on the Student Senate mailing list.

Clause 9 Authorized to have an organizational mailbox in the Student Senate office.

Section C Procedure for Approval

Clause 1 In order for a student organization to receive initial approval, it must complete and submit an Organizational Approval Form along with a copy of its constitution.

Clause 2 In the event that a student organization does not meet the constitutional requirements in Section A of this Bylaw, Administration Committee may, upon its discretion, recommend approval contingent on the organization changing its constitution within a deadline given by the Administration Committee. The organization will not be eligible to receive the benefits of approval defined in Section B until proper constitutional changes are made. If the organization fails to submit a revised constitution within the deadline, approval shall be revoked.

Clause 3 A student organization that was approved in previous years must submit a copy of its constitution, operating manual, or codes every academic year to the Administration Committee. Such organizations must also submit a "re-recognition form." These items must be submitted before consideration for renewal of the approval in the spring semester, the deadline for submissions will be determined by the Administration Committee.

Section D Any organization seeking approval for the first time is allowed to seek either Non-Funded or New Organization status.

Section E For approval by Student Senate, all organizations must first be approved by simple majority of the Administration Committee, and then approved by a simple majority of the full Student Senate.

Section F Any organization partaking in the benefits of approval without having been approved will be contacted by the Administration Committee, informed of the infraction and urged to seek recognition.

Section G Any organization approved by the Student Senate may have their approval revoked at the discretion of the Administration Committee at any time. The Administration Committee must inform the Student Senate at its next regular meeting in a report given by the committee chair. The Senate can override the decision of the Committee by a two-thirds majority vote.

Section H The Student Senate shall be exempt from the process of re-approval to which budgeted organizations are subject. The Administration Committee shall not have the power to revoke the status of the Student Senate. It shall be the duty of the Administration Committee to ensure that the Student Senate abide by the articles, sections, clauses, and sub-clauses of the Instrument for Internal Campus Governance, the Constitution of the Valparaiso University Student Senate, and the theses Bylaws as much as possible. A review shall happen at least once per academic year.

Section I Funding requests and budgets for all organizations shall be done in accordance with Bylaw XV, Sections F through I.

BYLAW XVIII Common Interest Tier 2 Organizations

Section A Any Student Senate Approved organization that has a mission of personal development and demonstrates a monetary need of at least $1,000 per academic year will be eligible for Common Interest Status. Common Interest Tier 2 organizations cannot request more than $10,000 per year. An organization that changes status halfway through the year will still be held to the $10,000 limit.

Section B The organization seeking Common Interest Tier 2 organization status must adequately publicize all funded events through all appropriate means available.

Section C A Common Interest Tier 2 Organization shall not have paid officers, and shall not submit a Common Interest Tier 2 Appropriations request for funding of any position or honorarium to members within the organization.

Section D Responsibility
All Common Interest Tier 2 organizations must be approved as Common Interest Tier 2 by Senate before submitting a budget. The deadline for a given semester shall be set by the Administration Committee.

BYLAW XIX Tier 1 Organizations

Section A Any Student Senate organization that has a mission to reach the greater campus community by serving the entire student body shall be considered for Tier 1 status.

Section B The organization seeking Tier 1 status must include a proposal detailing publicity for all events sponsored by the organization in order to demonstrate anticipated communication to the Student Body.

Section C Any organization with Tier 1 status may have paid officers or positions within the organization, but salaries cannot exceed that of the Student Body President.

Clause 1 For disbursement of any stipend of any stipend or wage paid by student activities fees, a chief executive of an organization must make the appropriate request to the Executive Treasurer of Student Senate. The Executive Treasurer shall then ensure that the request is proper, according to the organization's budget. It shall be the prerogative of the chief executives to choose for whom among the stipend paid officers and wage paid members in the executive's organization is paid officers and wage paid members in the executive's organization is paid for a given payroll period. It shall be the prerogative of the Executive Treasurer and the Student Senate advisors not to sign checks. Any failure to request payroll for an individual or any decision not to sign a check can be appealed by the individual not being paid. Such an appeal must be submitted in writing to the Vice President of the Student Body and shall be brought before the Senate at the next plenary meeting of Senate. A motion on the floor of a

Student Senate meeting to reinstate payment of a check shall be passed by a vote of two-thirds.

Section D Any organization seeking Tier 1 status may not receive funding from other departments within the University, with the exception of funding for specific events co-sponsored with said departments.

Section E In order for a student organization to receive approval as a Tier 1 organization, a Tier 1 Organization Consideration application must be completed correctly and submitted to the Administration Committee of the Student Senate. This application must be submitted by a deadline set by that committee, no later than the final day of the fall semester of the year before the organization will have Tier 1 status. The organization must be approved by the Student Senate in order to gain full approval as a Tier 1 organization.

Section F

Clause 1 The Vice President of the Student Body shall create a schedule of senate meetings for one academic year, and all Tier 1 organizations, working with the Vice President, will choose one day on which they will be able to send a representative to discuss with the entire Senate about their organization.

Clause 2 These interactions will be possible beginning at Senate's second General Assembly meeting of the academic year, and can go on until the week Tier 1 budgets are to be voted upon by Senate.

Clause 3. The representative will present a brief budget report of his or her organization detailing current expenditures and the financial situation of the organization. The representative will also inform Senate of its planned and executed events, sharing details such as event attendance. Information about the general membership of the organization and ways it intends to increase, or has increased awareness about itself and its mission(s) should also be made available.

Clause 4 Organizations which have meetings that regularly come into conflict with those of the Senate General Assembly may meet with the Executive Committee in order to share information about their organizations, and the Executive Committee will, in turn, relay this information to Senate during the general assembly meetings. In the event that an organization has meetings or activities that coincide with all Executive Committee and General Assembly meetings, then it will be sufficient for the organization to make use of only the liaison program to divulge information.

Clause 5. For the purposes of this section, a representative of a student organization is defined as an executive member of an organization, or a person who the leadership of the said organization has accredited as being capable of speaking knowledgably

for that organization.

BYLAW XX Media Status

Section A All Media organizations must follow the same rules and procedures as Tier 1 organizations.

Section B In addition to the requirements in Section A, Media organizations must be authorized by the Committee on Media.

"Bylaw XXI: VALPARAISO UNIVERSITY STUDENT SENATE OUTSTANDING LEADERSHIP, INVOLVEMENT, AND SERVICE AWARD (VUSSOLISA)"

Section A Mission Statement

The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award seeks to recognize exceptional students who have served the Valparaiso University community through their involvement and leadership in student activities, and to encourage more students to take an active role in the opportunities available on the Valparaiso University campus.

Section B Eligibility

Clause 1 "The candidate must be of junior standing (in their third year) at the beginning of the academic year," with "The candidate must be an undergraduate student who has completed at least two semesters at Valparaiso University but not in their fourth year (ineligible)."

Clause 2 The candidate must have a minimum GPA of 2.5.

Clause 3 The candidate may not hold any stipend position funded by student activity fees.

Clause 4 The candidate must be an active member of an organization recognized by Student Senate.

Clause 5 No currently serving Senator or Executive of the Valparaiso University Student Senate shall be eligible for this award

Section C Nature of Award

Clause 1 Two $500.00 scholarships shall be awarded in the second semester of each academic year," with "A total of $1000.00 shall be allocated for the VUSSOLISA. The VUSSOLISA Committee has the decision (by a majority vote), of determining how many scholarships shall be awarded, and the value placed upon each

scholarship. Such a decision shall be made dependent on 1) how many applicants have applied, and, 2) the quality of each applicant. Acceptable awards and corresponding values are as follows; 1 award at $1000, 2 awards at $500, 4 awards at $250, and 5 awards at $200.

Clause 2 The awards shall be written to Valparaiso University and the winners to insure that the award is applied to the winners' university accounts.

Section D Application Process

Clause 1 Applications shall be made available by February 1st.

Clause 2 The Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Student Senate Chair shall be responsible for distributing the forms.

Clause 3 Applications shall be returned for evaluation before Spring Break. The exact due date shall be set by the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award Chair.

Clause 4 The Selection Committee, established in Bylaw VIII, shall meet on or before April 10th to decide the winners.

Clause 5 The winners shall be notified immediately. A formal announcement of the winners shall be made at the following Student Senate meeting.

Section E Criteria for Selection

Clause 1 Each year, the Selection Committee shall generate the application form for the Valparaiso University Student Senate Outstanding Leadership, Involvement, and Service Award. The application form should allow the applicants to convey their leadership, involvement, and service activities as a Valparaiso University student. The application shall include a summary of the applicant's campus activities, along with a written statement section.

Clause 2 The Selection Committee shall determine the two winners. All decisions of the Selection Committee are final.

Clause 3 The Selection Committee may announce applicants worthy of honorable mention if the committee deems it appropriate.

BYLAW XXII DISCRETIONARY FUNDS COMMITTEE (DFC)

Section A Purpose

Clause 1 The Discretionary Funds Committee shall exist to distribute grants from unused student activities fees for special projects that directly enhance the experience for undergraduate students.

Section B Membership

Clause 1 The DFC shall consist of the following members:

- 6 Student Senators
- 2 undergraduate students who are not on Student Senate and do not hold a stipend position paid through Student Activities Fees
- The President of the Student Body (Ex-Officio)
- The Vice-President of the Student Body (Ex-Officio)
- The Executive Treasurer (Ex-Officio)
- The Assistant Treasurer (Ex-Officio)
- The Finance Committee Chair (Ex-Officio)

Clause 2 The members of the committee shall be elected at the spring organizational retreat.

Clause 3 The DFC shall elect its chair from among the 8 voting members. The chair shall not vote except in the case of a tie. The DFC Chair shall not also serve as the Administration Committee Chair. The Chair must be at least a second term Senator. The Chair shall only vote to break a tie among the voting members.

Section C Duties

Clause 1 The DFC Chair shall consult with the Executive Treasurer to determine the exact amount available in the Rollover Account to be distributed. This amount shall be after any deductions are made to replenish the Emergency Funds Account.

Clause 2 The DFC shall make a recommendation to Senate on whether or not to use the rollover fund in a given year. Senate shall approve the dispensation of the funds by a 7/8 affirmative vote.

Clause 3 The DFC Chair shall make grant applications available to any interested student, student organization (does not need to be senate-recognized), or University employee. The DFC Chair shall release grant applications no later than the second week of February. Requests shall not be limited to a certain dollar amount. The Chair shall set an due date that is at least two weeks from the date the applications are released.

Clause 4 The DFC Chair and Public Relations Coordinator shall ensure that the program is advertised appropriately.

Clause 5 The DFC Chair shall schedule appointments for the applicants to present their proposals to the committee.

Clause 6 After the committee meets with each of the applicants, grant proposals must be considered and approved by the committee by a simple majority. The committee may make adjustments to requested amounts as they deem necessary and appropriate.

Clause 7 Proposals that include any items that are not allowed under Finance Committee Bylaws shall not be approved.

Clause 8 Proposals that do not directly benefit undergraduate students shall not be approved.

Clause 9 After the DFC has approved a funding plan, the DFC Chair shall present the recommendation to the Finance Committee. Finance Committee may make amendments to the recommendation before voting. If approved by the Finance Committee, the Chair of the Discretionary Funds Committee shall present the recommendation as amended by Finance Committee to the full Senate to be approved. These proposals must be passed by a vote of three-fourths.

Clause 10 The DFC Chair shall promptly notify applicants to update them on the status of their proposals once approved or denied by Student Senate.

BYLAW XXIII FINANCIAL ACCOUNT GUIDELINES

Section A Budget Year

Clause 1 Student Senate shall operate on a budget year beginning 7 days after the first day of classes in the fall semester and ending 6 days after the first day of classes in the fall semester.

Clause 2 Funding requests from the previous budget year shall not be fulfilled after a new budget year begins unless the appropriate paperwork was filed in the preceding budget year.

Section B The General Treasury Account

Clause 1 Each year, the Senate has an income based on Student Activities Fees. Each year, Student Senate budgets for organizations according to the rules set forth in Bylaw XV.

Clause 2 All Student Activities Fees for the current year will be deposited into the General Treasury Account. The Treasurer will be responsible for ensuring that the funds are deposited into the correct account.

Clause 3 All regular budget expenses and capital expenditures expenses will be withdrawn from the General Treasury Account unless the exception in Section D, Clause 3 is met.

Clause 4 On the final day of the budget year, the Executive Treasurer shall transfer all remaining funds from the General Treasury Account to the Rollover Account.

Section C The Rollover Account

Clause 1 The Rollover Account shall be used to form a Discretionary Grants Program each year. The Discretionary Funds Committee will distribute the available funds in the Rollover account according to Bylaw XXII.

Section D The Emergency Funds Account

Clause 1 The Emergency Funds Account Shall contain $50,000.00.

Clause 2 This account shall serve as an emergency fund only when the General Treasury is entirely exhausted. If funds remain in the Capital Expenditures portion of the General Treasury Account, regular budget requests shall be fulfilled with the remaining Capital Expenditures funds.

Clause 3 In the event that the General Treasury is exhausted, the Executive Treasurer shall continue fulfilling encumbrance requests for regularly budgeted items from the Emergency Funds Account until the student activities fees payment is received from the University. Upon receipt of the transfer from the University, the Emergency funds shall be completely replenished to $50,000 and the remainder shall be deposited into the General Treasury.

BYLAW XXIV STUDENT SENATE ELECTIONS

Section A Candidacy for Senators of the Student Senate

Clause 1 Nominees shall submit to the Elections Committee a petition requesting candidacy. A Student Senator, a faculty Senate member or faculty member of University Council, and at least thirty (30) undergraduate student signatures from the constituency he or she wants to represent, and the candidate shall sign the petition. At-Large senator petitions require at least fifty (50) undergraduate student signatures.

Clause 2 Candidates may only obtain signatures from the individuals who are qualified to vote in that district.

Clause 3 Petitions for all elections shall be available one week prior and must be turned

into the Elections Committee by the deadline established in Section G.

Clause 4 Candidates for Student Senate seats must have a cumulative GPA of at least 2.5 or better, with the exception of first semester freshman students. Candidates for Student Senate positions must also be a full-time undergraduate student of Valparaiso University. Candidates must also meet the requirements for the seat they seek.

Clause 5 Candidates for Student Senate seats may select and declare up to two (2) official campaign representatives. These representatives shall be named no later than the organizational meeting outlined in Section G. Each representative shall be subject to and accountable for stipulations set forth in Section D of this bylaw.

Clause 6 A candidate may revoke his or her representatives' official status, but may not declare additional representatives after the organizational meeting. Candidates must notify the Elections Committee Chair of the revocation of a representative's official status. Candidates are to be considered in control of their representatives' actions.

Section B Candidacy for President and Vice President of the Student Body

Clause 1 Nominees shall submit to the Elections Committee a petition requesting candidacy. The petition shall be signed by a Student Senator, a faculty member of University Council or a member of Faculty Senate, and at least 100 undergraduate students and the candidate.

Clause 2 Petitions shall be available for at least one week and must be turned in to the Committee by the deadline established in Section G.

Clause 3 Candidates for Executive offices may select and declare up to two (2) official campaign representatives. These representatives shall be named no later than the organizational meeting outlined in Section G. Each representative shall be subject to and accountable for stipulations set forth in Section D of this bylaw.

Clause 4 A candidate may revoke his or her representatives' official status, but may not declare additional representatives after the organizational meeting. Candidates must notify the Elections Committee Chair of the revocation of a representative's official status. Candidates are to be considered in control of their representatives' actions.

Section C Informal Campaigning

Clause 1 Informal campaigning may be done at any time. This is defines as verbal and /or spoken campaigning and may not include organized speeches.

Section D Formal Campaigning

Clause 1 Formal campaigning shall be defined as any activity conducted or written material distributed with the endorsement of the candidate and/or the candidate's official representatives. This is defined as giving speeches, displaying posters, stuffing mailboxes, advertising in the campus media, use of electronic listservs, campaign letters or memos, sidewalk chalk, formation of websites or web-based groups, membership of these groups, and/or apparel.

Clause 2 The Elections Committee shall set the period of formal campaigning to at least one week for senators and at least two weeks for executive officers.

Clause 3 All formal campaigning in residence halls shall be subject to the approval of the Residential Learning Coordinator.

Clause 4 Senate candidates may spend up to $50.00 on campaign costs. Candidates for President and Vice President may spend up to $75.00 on campaign costs.

Clause 5 Vouchers, with receipts, shall be turned in to the Elections Committee.

Clause 6 All formal campaigning materials within the control of the candidate at the time of distribution must not be within sight of a ballot box.

Clause 7 Ballot counting shall not commence until such time as each candidate has disposed of his or her campaign materials.

Clause 8 Elections Committee members may not be involved in campaigning (formally or informally) for any candidate.

Clause 9 Neither Student Senate equipment, nor the equipment of an organization substantially (defined as having a majority of its total annual budget) funded by Student Senate, may be used by a candidate in his or her campaign.

Clause 10 Each candidate is responsible for the fairness of his or her campaign. Infractions of regulations may warrant disqualification of the candidate by the Elections Committee.

Clause 11 In regards to IT and residence hall multimedia equipment, these resources may be used in the drafting and/or printing no more than ten copies of campaigning materials, but may not be used for the mass production of said campaign materials.

Clause 12 All formal campaigning shall cease at the closing of the ballot boxes.

Clause 13 All formal campaigning materials placed in mailboxes must be submitted to the

RLC and distributed at least two days prior to Election Day.

Section E Campaign Fairness

Clause 1 Infraction of regulations by a candidate or official representative may warrant disqualification of the candidate by the Elections Committee pursuant to violating the stipulations set forth in Section D.

Clause 2 Misuse of formal campaigning constitutes an infraction of the bylaws. Misuse of formal campaigning shall include:

a) Destruction or alteration of another candidate's formal campaign materials.
b) Formal campaigning with the intent of defamation of character of an opposing candidate, such as a 'smear campaign.'

Clause 3 In order to ensure that the polling locations are neutral and free of undue influence upon the voters, all campaigning; both informal and formal, shall not be conducted by any candidate or representative within sight of the ballot box. Violation of this section shall be grounds for immediate disqualification of the candidate by the Elections Committee.

Section F Petitions

Clause 1 The Committee shall make petitions available as stated in Section A of this bylaw.

Clause 2 A copy of the Student Senate Election bylaw and copies of the Faculty Senate Membership Roster, the Student Senate Membership Roster, the Elections Timeline, and the Election Chair Contact Information shall be appended to the petition.

Clause 3 The Committee shall release information of the petition process to all campus news media entities one week prior to the date petitions will be available.

Section G Organizational Meeting

Clause 1 The meeting shall be held on a date and at a time to be determined by the Elections Committee, but must occur before the commencement of formal campaigning.

Clause 2 At the meeting the candidates shall:

a) Receive the opportunity to ask questions regarding the Elections bylaw.
b) Have a list of deadlines to be complied with.
c) Have a formal announcement of candidates running in each district.

Clause 3 A candidate or his/her official representative must be present at the organizational meeting in order to be considered a candidate. If there is a failure to appear, the candidate can only remain as a write-in candidate.

Section H Time of Elections

Clause 1 Elections for Student Body Executives shall be held before the last five weeks of classes in the spring. Elections for At-Large, Class Senators (except Freshmen), and Minority Senators shall be held before the last four weeks of classes in the spring. Elections shall be held on a date to be chosen by the Elections Committee.

Clause 2 Elections for all of the Freshmen Class, International Senator, and any remaining open Senator seats from the previous spring semester elections shall be held no later than the fourth week of classes in the fall on a date to be chosen by the Elections Committee.

Section I Method of Elections

Clause 1 The specific time, place and method of voting shall be at the discretion of the Elections Committee. Elections for all other Student Senate seats will be held at the location decided by the elections chair. Voting shall be by Student ID and only undergraduate students may vote. Ballot Boxes shall be secure during the voting hours and sealed at the conclusion of the election and until the tallying begins. Poll workers must certify that they have run the polls in accordance with this bylaw by signing a prepared document to be placed in the ballot box after the final vote is cast in each election.

Clause 2 Absentee ballots shall be accepted at the discretion of the Elections Committee.

Clause 3 If a candidate submits a petition after the initial deadline, that Candidate is considered a write-in candidate. Write-in candidates must satisfy all eligibility requirements of regular candidates. However, the write-in candidate is not considered a “regular candidate”, as his or her name shall not appear on the ballot. Write-in candidates must comply with the same rules as regular candidates. It is the responsibility of the write-in candidate to inform voters of his or her candidacy. A blank line shall be provided on the ballot for each write in candidate. The write-in candidate must notify the Committee and submit their petition at least seventy-two hours before the election.

Clause 4 Information regarding any and all students’ candidacies shall be released at the discretion of the Elections Committee Chair.

Clause 5 If only one candidate from a district files a petition for candidacy, and no write-in

candidates file a petition by the final seventy-two hours prior to the conclusion of the election, the Committee shall cancel the election in that district, and seat the candidate. If no petitions for candidacy are received from a district, and exactly one write-in candidate files a petition by the final seventy-two hours prior to the election, the Committee shall cancel the election in that district, and seat the candidate.

Clause 6 A meeting of the Elections Committee and all of the candidates shall be held after the closing of the polls to tabulate the votes. Each candidate or designate must be present at the tabulation of the ballots in order to be declared the winner.

Clause 7 Prior to the counting of the ballots, each candidate shall submit receipts of campaign expenditures to the committee. The Elections Committee Chair, the President of the Student Body, and all candidates are then given the opportunity to sign a statement in regards to the election process up until that point, reading "I hereby agree that all election procedures have been in accordance with the elections rules." If any person feels that any of the candidates may have violated this bylaw, he or she may decline to sign the statement and shall submit a written objection to the Elections chair within twenty-four hours. In the event that a candidate does not sign the statement, the votes will still be counted. However, the election will not be made official and the results will not be made public until either the candidate signs the statement or the objection has been addressed. The Committee shall meet in closed session to rule on those possible violations.

Clause 8 If the Committee decides by a three-fourths (3/4) vote of the members that a candidate intentionally violated the bylaws, the candidate shall be disqualified.

Clause 9 Any appeals regarding disqualification of a candidate shall be immediately referred to the Elections Grievance Committee.

a) Both the candidate and the Elections Committee Chair shall present the appeal.
b) A simple majority shall be required to overturn the decision of the Elections Committee.
c) The Elections Grievance Committee shall have met and made a decision regarding the appeal within forty-eight hours.
d) The decision of the Elections Grievance Committee shall be final.

Clause 10 In districts with multiple seats, any ballot will be counted as long as the number of votes cast is not greater than the number of seats being filled.

Clause 11 Senators and Executive Officers shall be elected by a plurality of votes from their respective constituency.

Clause 12 At the conclusion of ballot counting, the President of the Student Body, the Elections Committee Chair, and all of the candidates shall sign a statement indicating that the elections procedures since the signing of the first document were done in accordance with this bylaw. The statement will read "I hereby agree that all election procedures since the signing of the first document have been in accordance with the elections bylaw."

Clause 13 The Committee shall release results of district elections on conclusion of ballot counting and resolution of any complaints in each district. The committee shall also maintain a record of the results and voter turnout. The chairman shall release unofficial results to the campus news media in the Presidential and Vice-Presidential races at the conclusion of ballot counting and the resolution of any complaints.

Clause 14 Upon signing of the second statement of the Election Committee Chair shall prepare a "Certificate of Elections" form stating that the student was elected by his or her constituents to the office they were a candidate of for the specific term that will begin on a certain date. The form shall be signed by the Elections Committee Chair and the President of the Student Body. This form must be submitted to the Executive Secretary of the Student Senate before the student takes the oath of office. The form shall be written in the following for the President and Vice President of the Student Body:

"Certificate of Election for the Office of (insert title here) of the Student Body

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the __ day of ____, 20___, (name) was duly chosen by the students of the Valparaiso University to be (name of office) to represent said constituents as an Executive Officer of the Student Senate for the term of one academic year, beginning on the __day of __, 20__."

The form shall be written in the following for the Student Senators:

"Certificate for the Election of the (insert name of seat here) Seat of the Valparaiso University Student Senate

To the Executive Secretary of the Valparaiso University Student Senate:

This is to certify that on the __ day of ____, 20__, (name) was duly chosen by the students of the Valparaiso University a Student Senator to represent all (name of constituency) students in the Valparaiso University Student Senate for the term of one academic year, beginning on or after the 20__ Fall Organizational Meeting.

Section J Term of Office

Clause 1 The term of office for the President and Vice President of the Student Body shall begin upon taking the oath of office as outlined in Bylaw III, Section A during the end of the last Student Senate meeting of that term and last until their successor takes the same oath in the following year.

Clause 2 The term of office for the Senators of the Student Senate shall begin upon their taking of the oath of office as outlined in Bylaw III, Section B at the beginning of the Fall Organizational Meeting and last until the Student Senate adjourns sine die at the end of the following Spring Semester.

BYLAW XXV AMENDMENTS TO THE BYLAWS

Section A A three-fourths affirmative vote at a single meeting is required in order to approve amendments to the Bylaws. Proposed amendments to these Bylaws must be presented and read aloud to Student Senate at least seven (7) days prior to being voted upon.

Section B Amendments can also be made by a majority of affirmative votes cast by at least one-third of the Student Body in a referendum called by the President of the Student Body upon receipt of a petition bearing the signatures of at least one-sixth of the Student Body.

Section C Changes to seat allocation shall be presented to Senate either as described in Bylaw I, Section A, Clauses 1 and 2; through a motion of the Seat Allocation Committee as described in Article VI, Section B of the Constitution of the Valparaiso University Student Senate; or as an amendment motion from a current Student Senator. Section A of Bylaw XXV shall not apply to changes in seat allocation if brought forth as mentioned in Bylaw I, Section A, Clause 1 and 2. Amendments regarding allocation of seats must be structured with regard to the Student Senate Constitution, Article II, Section A.

Section D Section A of Bylaw XXV shall not apply to any Bylaw referencing the standing committees of Finance, Administration, Screening, Elections, Residence, and Media. Rather, for any particular Bylaw describing one of those standing committees of Student Senate, the committee described by the Bylaw shall recommend a change to the Bylaw. For the change to be validated, the Administration Committee and the committee whose Bylaw is being amended must vote by simple majority to approve the amendment. A three-fourths affirmative vote at a single meeting is required in order to approve amendments to these Bylaws.

Section E Section A of Bylaw XXV shall not apply to any Bylaw governing student organizations' Bylaws XVII-XX. These Bylaws shall be amended by a majority

vote of the Administration Committee. A three-fourths affirmative vote at a single meeting is required in order to approve amendments to these Bylaws.

Section F All amendments shall be validated when ratified by the President of the University. If an amendment is neither ratified nor formally vetoed within three weeks of the date it is received in the President's Office, it is nullified.

Section G Section A of Bylaw XXV shall not apply to the Bylaw named "Student Senate Elections". Amendments to the "Student Senate Elections" Bylaw shall follow the procedures outlined in Article IX of the Constitution as defined in Article VI, Section of the Constitution of the Valparaiso University Student Senate.

BYLAW XXVI ADOPTION

These Bylaws of the Constitution of the Valparaiso University Student Senate shall become operative immediately upon ratification in the form of a seven-eighths affirmative vote by the Valparaiso University Student Senate and the signatures of the following persons, each representing his/her appropriate source of power:

_____
The President of the University

_____
The Vice President for Student Affairs

_____
The President of the Student Body

_____
The Vice President of the Student Body

Revised:
9/5/2009
2/26/2010
04/05/2010
08/18/2010
10/07/2010
01/30/2012
10/19/2015
5/13/2016